

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	16 th March 2015 10.30am

Present	Capt K Mowat (KM)	Cllr N Amil (NA)	Mr M Stewart(MS)
	Mr Dave Bartlett (DB)	Cllr V Ellery (VE)	Mr D Jones (DJ)
	Mrs A Blackburn(AB)	Mr Jerry Carter (JC)	
	Mr Mike Shaw (MS)	Mr J Wilson(JW)	

Agenda Items	1. Apologies
	2. Minutes of the last meeting
	3. Matters arising from the last meeting <ul style="list-style-type: none"> a) Town Pontoon – water supply b) Saturday Arts & Crafts Market – update c) New Harbour Management System d) Fire Alarm System - update e) Brixham Express (New Ferry Link) f) Review of Tor Bay Harbour Pilotage Directions – update g) Harbour Budget & Harbour Charges 2015/15 - approved h) Port Marine Safety Code Audit/Compliance – statement i) Diesel/Oil sheens – Agenda Item j) Winter Storage - update
	4. Oxen Cove Proposal
	5. Tor Bay Harbour Business Plan 2015/16
	6. Changes to the Tor Bay Harbour Moorings Policy
	7. Tor Bay Harbour Asset Management Plan 2015/16
	8. Maritime Events 2015
	9. Scallop Farm Proposal
	10. New Harbour Estate Parking permits
	11. New Gig Club site
	12. Quarterly Accident & Incident data
	13. Harbour Committee – Upcoming Agenda
Date of the next meeting - 4 th June 2015 at 10:30	

1.	Apologies for Absence	Action
	Apologies were received from Robbie Richardson.	
2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 4 th December 2014, were a true and accurate record of that meeting.	
3.	Matters Arising	Action
a)	Town Pontoon - water supply KM informed the Forum that this work is due to commence in April which will be after the start of our new financial year. There is no budget at present for the housing that is needed to go around the tank and pumps.	DB
b)	Saturday Arts & Crafts Market – update KM reported that the agreed fee still stands at £2,000 plus the annual licence fee of £750. It was suggested that a condition be put in place for the Harbour Authority to see audited accounts each year. KM agreed to request this information in the future.	
c)	New Harbour Management System KM advised that the new system is now in place and that all of the annual invoices have been issued. He advised that there may be a few teething problems but a number of benefits are to be gained by using the Council's Debt Management system. For example, there are several ways that customers can now pay including online, direct debit, at the Post Office or using a telephone payment line. There a few changes that need to be made to the online payment system that should be made ready for next year. Also, some commercial customers have raised concerns about receiving multiple invoices and the potential impact on their banking charges.	KM & KA
d)	Fire Alarm System DB reported that no decision had been made about remote or automatic monitoring of the system. KM asked that DB speak to Steve Cox and Colin de Jong about the various options and implications, such as building insurance. This item to be carried over to the next meeting for a further update.	DB
e)	Brixham Express(New Ferry Link) KM reported that the owners have experienced some problems with the delivery of their new ferry and this has caused a delay. The MCA inspection of the new vessel that was scheduled for the 12 th March was cancelled and a new date is now expected towards the end of the month. KM advised that there will be passenger shelters provided and real time information will be displayed for the travelling public. Additional marketing activity can be expected once the new vessel arrives in the Bay.	
f)	Review of Tor Bay Harbour Pilotage Directions – update KM advised that he had started to receive feedback from the consultees and so far, there had been no objections. The deadline for return is the end of March 2015.	
g)	Harbour Budget & Harbour Charges 2015/16 - approved These were approved at the Harbour Committee in December 2014. The new charges have now been applied and the annual invoices sent out.	

3.	Matters Arising cont....	Action
h)	<p>Port Marine Safety Code Audit/Compliance – statement KM advised that every 3 years the Harbour Authority is required to make a statement to the MCA to confirm compliance with the Port Marine Safety Code. KM asked if anyone believed that Tor Bay Harbour Authority was not complying with the Code ? No comments were received and KM said he would arrange for Councillor Nicole Amil, the Harbour Committee Chair, to send the statement.</p>	KM & NA
i)	<p>Diesel/Oil sheens – Agenda Item KM stated that the issue of diesel/oil sheens in the harbour continues to be a challenge and in particular it is causing problems for Grenville House and the Marina operator, MDL. Incidents of minor pollution are still being reported to the harbour office. Staff from the Trawler Agents and the harbour authority respond quickly to all reports but it isn't easy to find the source of the pollution. KM advised that one recent incident will result in an official warning being issued to the individual responsible for the pollution. He said that each report will continue to be investigated. Also, KM is to call in the Environment Agency who will be able to give him some advice on how best to manage the situation.</p>	KM & BTA EA
j)	<p>Winter storage – update DB stated that the winter lift in is due to go ahead on the 25th March, with the first lift at 7.00am and hopefully the process will be finished by midday.</p>	DB

4.	Oxen Cove Proposal	Action
	<p>KM advised the Forum that a report would be considered by the Harbour Committee next week asking for advice on the future use of the Oxen Cove. The report highlights a growing interest in marine related employment use, which would inevitably displace the car and coach parking. The Harbour Asset Review Working Party agreed with the recommendations contained within the Port Masterplan and have recommended that the site is used for marine employment such as a boatyard, etc. KM identified the various issues related to the displacement of coach parking and the loss of car park spaces. The associated mitigation measures were also discussed, including the 'Park & Ride' solution. KM asked the Forum to provide some feedback. All of the Forum members were supportive of this change of use and they were very positive about the idea of a new boat yard facility in the Bay.</p>	KM

5.	Tor Bay Harbour Business Plan 2015/16	Action
	<p>KM made the Forum aware of the changes to the Tor Bay Harbour Business Plan for 2015/16. The Plan would be submitted to the Harbour Committee for approval on 23rd March 2015. There were no specific comments from Forum members and KM agreed to circulate the Plan after the meeting.</p>	KM & AB

6.	Changes to the Tor Bay Harbour Moorings Policy	Action
	<p>KM made the Forum aware of the proposed minor changes to the Tor Bay Harbour Moorings Policy that would be submitted to the Harbour Committee for approval on 23rd March 2015. There was no opposition or comment from members of the Forum. KM offered to circulate the policy to anyone on request.</p>	KM

7.	Tor Bay Harbour Asset Management Plan	Action
	<p>KM made the Forum aware of the changes to the Tor Bay Harbour Asset Management for 2015/16. The Plan, which provides information on future developments and the performance of harbour assets, would be submitted to the Harbour Committee for approval on 23rd March 2015. Also, the Harbour Asset Review Working Party is recommending the Plan.</p> <p>KM stated that a new workboat will be procured for Brixham and it will have the same specifications as the existing workboat based in Torquay. It was suggested that the harbour authority should look into the possibility of a boat share arrangement. KM agreed that this option would be considered as part of the full report that will be presented to the Harbour Committee in June.</p>	KM & DB
8.	Maritime Events 2015	Action
	<p>KM advised that there is a full schedule of events for the year ahead. The biggest event for 2015 will be La Solitaire Du Figaro, which is taking place at Torquay Harbour on 16th ~ 22nd June. KM asked people to let him know if they saw any mistakes in the schedule. It was pointed out the Heritage Race was to be called a Regatta and DS provided the dates for the Torbay Sea Angling Festival. DB asked about the water skiing event and KM advised that it was to be incorporated within the ORDA powerboat race based at Torquay.</p>	All
9.	Scallop Farm Proposal	Action
	<p>KM advised that a proposal had been received regarding a Scallop Farm Nursery site in the Bay and he showed the Forum a drawing. The space required is 600 metres x 300 metres, in 10 to 15 metres of water. There would be 30 long lines with a gap of 20 metres in between each line. The site, located inside harbour limits at the northern end of the Bay, would be marked for navigational purposes with yellow special mark buoys, fitted with lights. If given the go-ahead, the site would also be clearly marked on navigational charts. KM indicated that there could be an economic benefit for Torbay with income from rent, fish tolls and workboat harbour dues. He asked for comments on the proposal. After listening to a number of concerns KM stated that he will advise those behind the proposal that they should seek consent through the normal MMO process and complete a marine license application. It was agreed that KM would circulate the more detailed Scallop Farm proposal on request.</p>	KM
10.	New Harbour Estate Parking permits	Action
	<p>KM reported to the Forum that letters have been sent out informing harbour users of the new parking system that is going ahead from 1st April. He assured everyone that there will be a gentle roll out and no fixed penalty fines will be issued straight away. Application forms for the new permits are to be sent out shortly and all tenants are to have parking options and will be able to purchase a permit at a cost of £250 per year, however obtaining a permit does not guarantee a space. MS raised a concern regarding parking for the Fish Buyers coming to the Market early in the morning and taking up a lot of the spaces before other permit holders arrive on site. KM agreed that it wouldn't be easy and that he expected to meet with some resistance to change. However, he was grateful for the full support of the Forum and he asked for everyone to apply some peer pressure to achieve an improved parking situation on the harbour estate.</p>	All

11.	New Gig Club site	Action
	KM informed the Forum that the Brixham Gig Club is to be relocated from the Oxen Cove site to the Breakwater Hard. A suitable space had been identified by DB adjacent to the retaining wall. This will give the Club good access to the slipway and other harbour users will retain their access to the electricity and water supplies. KM stated that the terms of lease are not yet concluded but he will keep the Forum updated. Although the Forum supported this proposal any further feedback would be welcomed.	KM All
12.	Quarterly Accident & Incident Data	Action
	KM advised that since 1 st December 2014 there had been 14 accidents, incidents or near misses. These included smaller vessels listing, flooding or sinking. It also covered minor pollution incidents. Some fatalities from drowning were included in the report but they were not related to harbour activity but the incidents did happen within harbour limits. KM advised that there is an ongoing problem with diesel bloom in Brixham, which causes disruption to Grenville House with their planned activities.	
13.	Harbour Committee - Upcoming Agenda	Action
	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 23 rd March 2015 to be held at the Brixham Harbour Training Room, starting at 5.30pm.	All to note

Next Meeting

Venue

Future meetings

Dates of Harbour

Committee

Meetings

Brixham Harbour Office	
4 th June 2015	10.30 am
10 th September 2015	10.30 am
10 th December 2015	10.30 am
10 th March 2016	10.30am
23 rd March 2015	5.30 pm (Brixham)
15 th June 2015	5.30 pm (Torquay)
21 st September 2015	5.30pm (Brixham)
21 st December 2015	5.30pm (Torquay)
21 st March 2016	5.30pm (Brixham)