

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	14 th September 2015 at 14.30 pm

Present	Capt K Mowat (KM)	Cllr N Bye (NB)	Mr D Faithful (DF)
	Mr Dave Bartlett (DB)	Cllr J O'Dwyer (JO)	Mr M Stewart (MS)
	Miss Karen Annis (KA)	Cllr V Ellery (VE)	Mr B Young (BY)
	Cllr N Amil (NA)	Mr D Becconsall (DBe)	

Agenda Items	1. Apologies
	2. Welcome
	3. Minutes of the last meeting – 4 th June 2015
	4. Matters arising from the last meeting
	a) Loading Bay - drainage issue
	b) Diesel/Oil sheen – update on water quality testing
	5. Capital/Maintenance Works
	6. Budget Savings 2016 - 2019 & Harbour Budget/Charges 2016/17 - 2.0%
	7. Maritime Events 2015 & 2016 (Application Process)
	8. Harbour Estate Parking – enforcement
	9. Tor Bay Harbour Authority Business Risk Register – review
	10. Asset Review Working Party – recommendations
	11. Strand Quay Proposal
	12. Quarterly Accident & Incident Data
	13. Enforcement Compliance Officers working on behalf of Torbay Council
	14. Proposal to withdraw the free use of scrubs/grids for MFV's for 14 days a year
	15. Timber fendering on BYC alongside berthing - update
16. Future provision of visitor moorings in the Outer Harbour - BYC	
17. Harbour Committee	
a) Upcoming Agenda	
Date of the next meeting – 10 th December 2015 at 10:30	

1.	Apologies for Absence	Action
	Apologies were received from Shaw Smith, Robbie Richardson, Cllr Lynn Sykes, Jerry Carter, Peter Bartlett, Cllr Christine Carter and the Mayor.	

2.	Welcome	Action
	DB welcomed everyone to the meeting.	
3.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 4 th June 2015, were a true and accurate record of that meeting.	
4.	Matters Arising	Action
a)	Loading Bay - drainage issue DB reported that engineers from the original contractor had been on site for a meeting with the Project Manager and DB to discuss the drainage issues possibly stemming from an inherent defect. The engineers stated that they believed that the issues are down to a sagging section of pipe work and that the most likely cause would be failed attachments to the underside of the concrete slab. An investigatory inspection hole will be dug in the near future.	DB
b)	Diesel/Oil Sheens – update on water quality testing KM informed the Forum that number of diesel/oil sheen reports had reduced greatly since the last Liaison Forum. He reminded everyone that the Environment Agency had carried out an unannounced survey of the BTA fuelling station in June and that they were very impressed with the operation and management of the site. They had effectively passed the site with a few recommendations which had now been put in place.	
5.	Capital/Maintenance Works	Action
	DB reported that he was working with the Council's Engineers on pricing various capital/maintenance projects around Brixham harbour. He indicated that repairs were required on the drying grids, Armco barriers should be installed to protect the new fish market buildings from fork lift damage, a new coded workboat was needed and the tarmac behind the kiosks on 'The Quay' required resurfacing. MS asked if the root cause of the lifting tarmac behind the kiosks had been ascertained to ensure that the tarmac did not lift or warp again. DB said the inspections had been carried out by the Council's engineers who thought that the age of the tarmac was the main issue.	DB
6.	Budget Savings 2016 - 2019 & Harbour Budget/Charges 2016/17 - 2.0%	Action
	KM reported that the Council is having to find £33m of savings over the next 3 years and that there may well be a further call on the Harbour Authority to help fund this gap. Consequently, it is necessary to start looking into other ways in which the Harbour Authority can raise income. KM proposed that the Harbour Authority would be looking at putting the charges up by 2% in 2016/17, with an additional 1.5% for Town Dock customers. Going forward he expected a similar 2% rate for the following 2 years. The Forum agreed that the proposed increases in charges were not unreasonable. DF thought the increase may have a larger impact on the smaller vessels but that the larger vessel owners could generally afford such a rise.	

7.	Maritime Events 2015 & 2016	Action
	<p>KM reflected that the current year has generally been a good one for Maritime Events in the Bay and he informed the Forum that there were already several cruise ship bookings for 2016. The Forum were advised that the Paignton Harbour Master is already writing to event organisers asking for next years' event plans and he is in the process of designing a revised application form. KM explained that an event will not be authorised to proceed unless the Authority has all the necessary paperwork in advance. So far in 2015 a total of 31 Notices to Mariners have been issued, which is a huge improvement on last year. However, some Notices could still be published sooner.</p> <p>The Forum was informed that the RNLI intended to have a long weekend of celebrations in August 2016 to mark their 150th anniversary. KM informed the RNLI that the Council would like to be involved in this event from a civic perspective. VE reported that the memorial statue, "Man and Boy", was close to completion. The statue is due to be unveiled at the RNLI 150th anniversary event but it requires planning permission. VE suggested that the Harbour Authority could adopt the statue for planning purposes. KM agreed to investigate the matter and the Forum agreed to support the idea. It was reported that the Fishstock event was very successful but a concern was raised over the lack of control of members of public on the trawler and it was felt that more marshals were needed next year.</p>	DB
8.	Harbour Estate Parking - enforcement	Action
	DB informed the Forum that the Harbour Authority were in the early stages of installing a system of parking enforcement that would automatic number plate recognition (ANPR) technology. All permitted users of the site have been offered parking permits and penalty charge notices will be issued to those parking without permission. The income from fixed penalty fines would go directly to the company administering the scheme.	
9.	Tor Bay Harbour Authority Risk Register - review	Action
	<p>KM informed the Forum that he had circulated the risk register and that there were nine strategic risks identified. Risk No. 4 on the list relates to 'financial strength' and KM indicated that this was on the edge of being a high score risk. All the risks remained at the same score as last year.</p> <p>DS said that he thought that the lack of protection from a Northern Arm should be recognised within the Risk Register and the Forum agreed. KM said that he would look at the list of control measures.</p>	KM
10.	Asset Review working party - recommendations	Action
	KM reported that when the Working Party met in August, it concluded that all the harbour assets were performing well, no disposals were necessary and that the only significant purchase identified was a new workboat for Brixham.	KM
11.	Strand Quay Proposal	Action
	KM circulated images of a proposal that had been put forward for the development of a new restaurant near the Strand Quay with an option to eat out on a patio area situated over the water. VE said that the ward councillors had recently met with the applicants and they supported the scheme. The Forum agreed that the plans were exciting. KM indicated that the applicant would need to get consent from the MMO and the Council. DB reported that the drying grids may need to be moved further away from the proposed site to avoid any problems of noise and over spray. KM and DB to discuss the matter further but the Forum remained supportive.	DB & KM

12.	Quarterly Accident & Incident Data	Action
	KM informed the Forum that all the accidents and incidents that are reported are now put onto the Harbour Authority's Safety Management System software (MarNIS). The MarNIS report showed that incidents for the current year are at 67 compared with 53 for the same period last year. KM stated that he believes this is due to better recording of incidents as more people are encouraged to report them.	
13.	Enforcement Compliance Officers working on behalf of Tor Bay Council	Action
	KM reported that this is a new measure being introduced by the Council around the Bay. Uniformed officers can issue on the spot penalties for anyone seen to be littering and this would include enforcement on the harbour estate.	All to note
14	Proposal to withdraw the free use of scrubs/grids MFV's for 14 days a year	Action
	DB stated that the scrubbing grids are in need of repair and that the cost of the work would be quite high. It has been identified that the income generated from the facility is less than £1000 per year. The low level of income is because the main users are the MFVs and they can use this facility for up to 14 days per year at no charge. It is therefore proposed that this concession is discontinued for the MFV customers and that they should pay the same rate as private customers. The Forum agreed and accepted the rationale for the change. DB reported that this will be a structured move releasing funds from the income to finance future repairs.	DB & KM
15	Timber fendering on BYC alongside berthing update	Action
	DB explained to the Forum that this issue was being treated as a latent defect due to the timber being eaten away by gribble over a short period time. This had meant that the engineer working for the original contractor and DB, were both of the opinion that the materials used were not suitable from the beginning.	DB
16	Future provision of visitors moorings in the Outer Harbour – BYC	Action
	DF advised there was a potential income stream if BYC were able to offer visitor mooring buoys within the Outer Harbour. KM and DF agreed to discuss this idea at a separate meeting	KM & DF
17.	Harbour Committee - Upcoming Agenda	Action
	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 21 st September 2015, which was due to be held in Brixham but the venue has been moved to Torquay Town Hall.	All to note

Next Meeting

Venue

Future meetings

Dates of Harbour Committee Meetings

Brixham Harbour Office

10th December 2015 10.30 am

10th March 2016 10.30am

21st September 2015 5.30pm (Torquay)

21st December 2015 5.30pm (Torquay)

21st March 2016 5.30pm (Brixham)