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| Meeting Title | Torquay & Paignton Harbour Liaison Forum |
| Venue | Torquay Harbour Office |
| Date | 7 th December 2015 at 10.30 am |

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| Present | Capt K Mowat (KM) | Mr M Stewart (MS) | Mrs C Rugg (CR) |
| | Cllr N Bye (NB) | Mr M Ellis (ME) | Mr A Rayner (AR) |
| | Mr S Pinder (SP) | Mr D Buckpitt (DB) | Mr T Ekers (TE) |
| | Cllr N Amil (NA) | Mr P Lloyd (PL) | Miss L Stewart (LS) |
| | Cllr B Cunningham (BC) | Mr J Bond (JB) | |
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1. Apologies
 2. Welcome
 3. Minutes of the last meeting – 8th September 2015
 4. Matters arising from the last meeting
 - a) Scallop Farm Nursery Site – update
 - b) Paignton Harbour Development Proposal - update
 5. Capital Works
 - a) Haldon Pier – update
 - b) Princess Pier – update
 - c) Paignton Beach Slipway
 6. Harbour Budget & Charges 2016/17 – update (2½%)
 7. Maritime Events 2016
 8. New Harbour Management IT System
 9. Quarterly Accident & Incident Data
 10. Risk Management Audit
 11. Review of Legislation – Powers of Direction
 12. Port Marine Safety Code – compliance audit
 13. SeaTorbay Update – Clare Rugg
 14. Harbour Committee
 - a) Upcoming Agenda
- Date of the next meeting – 8th March 2016 at 10:30

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| 1. | Apologies for Absence | Action |
| | Apologies were received from Marshall Ritchie, Mike Ould, Clive Baker and Mike Smith. | |
| 2. | Welcome | Action |
| | NB welcomed everyone to the meeting and everyone introduced themselves. | |
| 3. | Minutes of the last meeting | Action |
| | It was agreed that the minutes of the last meeting on the 8 th September 2015, were a true and accurate record of that meeting. | |
| 4. | Matters Arising from Last Meeting | Action |
| a) | Scallop Farm Nursery Site – update KM advised that the site has been marked and a Notice to Mariners sent out. MS commented that there are 4 markers buoys but they are difficult to see and they do not appear on some navigational charts. KM advised that the situation would be monitored for incidents. | |
| b) | Paignton Harbour Development Proposal – update KM advised that this proposal had been discussed with NB, the new Chairman of the Harbour Committee. An update report will be on the Harbour Committee agenda for the meeting on 21 st December. NB asked who the current occupants of the building were and KM went through the various different tenants. TE commented that he has concerns regarding existing occupants and how this will affect their businesses. He suggested that it might be an idea to keep one end of the building as a storage facility for the existing occupiers. KM commented that this may be an idea and that some storage may be needed for fishermen. A meeting was held last December with local residents & businesses and different comments & opinions were received. MS commented that the majority of the comments received were from people who felt that it was important to increase the footfall to Paignton harbour and make the place more attractive for visitors. BC agreed with this and commented that Paignton harbour is the jewel in the crown for Paignton. TE commented that the development should include local residents and businesses as Paignton harbour is a working Harbour and always has been. NB agreed that it was necessary to keep the balance right. MS & NA both commented that flooding could be an issue. KM advised that this has not been a significant problem in the past. DB commented that once the redevelopment is completed this will increase footfall and income for passenger boat operators as well. AR commented that as long as local businesses are given the opportunity to be involved then this should overcome any problems. KM agreed and advised that any procurement and tender process will be open to both local and national operators. | |
| 5. | Capital Works | Action |
| a) | Haldon Pier – update KM advised that there is still scour damage to be repaired on the inside of Haldon Pier. | |
| b) | Princess Pier – update Millennium Marine have been working on Princess Pier for the last 6 months. Works are now easing off for the Christmas break but they would resume in 2016. KM advised that work might continue until Easter but more funding will be required to complete all the repairs. The scour damage on the outside of the pier is now largely repaired and the old concrete steps are filled in. | |

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| c) | <p>Paignton Beach Slipway</p> <p>This issue was reported by email to KM by AR. KM advised he will discuss this issue with the Beaches team. KM asked SP if the slipway is fit for purpose and SP advised that it was not. The problem was the unpredictable level of the beach material, which meant that on several occasions the Sailing Club have had to use temporary measures to make the slipway work. AR agreed and said that it has caused problems for both the Sailing and Rowing Clubs. KM advised that he would look into what could be achieved.</p> | KM |
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| 6. | <p>Harbour Budget & Charges 2016/17 – update (2½%)</p> <p>KM advised that at the September meeting a 2% increase in harbour charges was being discussed, with 3.5% for the Town Dock & Inner Dock customers at Torquay. However, the recommendation to the Harbour Committee is that the increase should be an average of 2.5% for all charges at all harbours. The Torquay Harbour users had accepted this proposal at a recent meeting. KM advised that the Harbour Authority have been asked to contribute an additional £197,000 to Torbay Council in 2016/17. The Budget Review Working Party does not believe that this can be sensibly achieved and therefore they will suggest that an extra £147,000 is passed to the general fund next year. It was suggested by the working party that investment in a refurbishment of the Beacon Quay toilets and showers should be a priority.</p> <p>PL asked how much money has been drawn from the Harbour reserve fund. KM advised nothing at present. MS commented that there would be a lower reserve fund in future with the budget cuts. KM advised that NB had asked him not to set a deficit budget. Therefore, it will be a break-even budget for next year. There is a suggestion being put forward by the Mayor to cut the Harbour Committee as a budget saving and this matter was discussed by the Forum. DB asked how such a proposal would affect the statutory port function and KM commented that the Harbour Authority would become more like a normal service of Torbay Council.</p> <p>KM advised that there are a number of capital expenditure items on the Harbour Committee agenda, which would be funded from the Harbour reserve fund. Also, KM advised that there would be additional 6 metre and 8 metres berths being introduced into the Inner Dock in the new year that will be occupied by April 2016.</p> | <p>Action</p> <p>All to note</p> |
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| 7. | <p>Maritime Events 2016</p> <p>SP advised that there have been a lot of event applications received for 2016. The Air Show will be the biggest event and this is planned for 10th ~ 12th June. Issue 2 of the 2016 Maritime Events list has recently been published on the harbour website. SP asked if anyone is aware of any events that are not on the list, to let him know so that the event can be added. The Paignton Harbour Festival day is planned for 6th August. TE is on the committee and he advised that there would be improvements next year. MS advised that Brixham would be celebrating a big Life Boat anniversary.</p> | <p>Action</p> <p>All to note or action</p> |
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| 8. | New Harbour Management IT System | Action |
| | KM advised that the supplier no longer supports the existing harbour software system. A tender process is just starting for a new replacement system, which will be introduced next year. This will work alongside the Torbay Council financial management system that is currently in use for raising invoices and it will improve payment options for our customers. The project will be funded from the Harbour reserve fund. | |
| 9. | Quarterly Accident & Incident Data | Action |
| | KM advised that there have been 62 accidents, incidents and near misses recorded in the full year to 1 st December. The Forum were advised about the incidents that had been recorded since the last meeting, which include failed pick up gear at Brixham harbour, boats sinking and an accident on the Western Lady VII ferry as passengers were boarding. KM explained that some improvements had been implemented to improve access for the general public boarding the ferry. ME commented that the new grips which have been put on the steps going up beside Torquay Harbour office to the first floor of the car park have been causing a lot of people to trip. KM agreed to monitor this situation. | KM |
| 10. | Risk Management Audit | Action |
| | KM advised that a number of harbour authority work areas are audited on a rolling programme each year. The audit looked at processes for managing risks and identifying area of improvement. A good standard opinion was achieved from this audit and the report will be presented to the Harbour Committee. Nick Burns and SP had both attended a risk management training course since the audit. | |
| 11. | Review of Legislation – Powers of Direction | Action |
| | KM advised that he had recently commissioned a review of Harbour Legislation. This was last undertaken professionally in 2002. The recent review suggested that the Harbour Authority might wish to seek additional powers of direction. At present, the Harbour Master has powers of General Direction but new powers of Harbour Directions are available. An application needs to be made to the Department for Transport and will cost around £1,000. MS asked if this is a one off cost or if this is a regular cost to keep the powers. KM advised that it would be a one off cost. KM advised that the Harbour Authority may be found wanting if the option to apply was not taken. The Forum was advised that if the Harbour Authority were awarded powers of Harbour Directions then it would be necessary to follow a Code of Conduct. A Port Users Group (PUG) would be set up which would be made up from the Torquay & Paignton Harbour Liaison Forum & the Brixham Harbour Liaison Forum. KM advised that the current byelaws were fine but the new powers of direction could be used for anything not covered within the byelaws. DB asked would this have been applicable with the unfortunate accident, which happened in Brixham where a girl died. KM advised such powers would probably not have helped. The Forum supported the application for new powers. | KM |
| 12. | Port Marine Safety Code – compliance audit | Action |
| | KM said that the annual compliance audit had just been completed. He advised that the Harbour Authority has changed the 'Designated Person' to the Devon Partnership Audit. The audit found the Harbour to be compliant and a few recommendations have been made within the report. A copy of the full audit report will be published as part of the Harbour Committee agenda for 21 st December and discussed at the meeting. | All to note |

| 13. | SeaTorbay Update – Clare Rugg | Action |
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| | <p>CR provided the Forum with an update on the good work of SeaTorbay. She issued a handout to everyone, which contained further information. SeaTorbay are working on a number of projects at present including infrastructure and sea defence projects and are looking for further funding. They work alongside South Devon College who work in conjunction with Plymouth University. KM advised that SeaTorbay is a successful coastal partnership and was founded by the Torbay Coast & Countryside Trust, Tor Bay Harbour Authority and Living Coasts. The Harbour Authority supports the organisation and provides some modest funding. KM urged people to get involved. PL commented that there is an Eco Tourism Plan, which aims are to bring together smaller eco tourism businesses under SeaTorbay and promote them along with eco tourism for the Bay. Any businesses that are eco minded and wish to be involved or find out more information should contact Clare Rugg or Heather Carstens.</p> <p>KM advised that there is also a Tor Bay App, which is being developed by Fruition and it includes subjects related to the Harbour Authority and SeaTorbay.</p> <p>NB asked if there is an elected member involved with SeaTorbay. KM & CR both said no and KM asked NB and NA if they knew of any members who would like to get involved, could they ask them to get in contact with CR.</p> | <p>NB & NA</p> |

| 14. | Harbour Committee – Upcoming Agenda | Action |
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| | <p>KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 21st December 2015, which is due to be held at Torquay Town Hall.</p> <p>KM advised that the future dates of the Harbour Committee and the Liaison Forum are listed on the agenda but some of the dates are provisional at present, as they need to be agreed by the Council.</p> | <p>All to note</p> |

Next Meeting

Venue

Future meetings

Torquay Harbour Office

8th March 2016

10.30 am

13th June 2016 (provisional)

10.30 am

6th September 2016 (provisional)

10.30 am

5th December 2016 (provisional)

10.30 am

Dates of Harbour

Committee

Meetings

21st December 2015

5.30 pm (Torquay)

21st March 2016

5.30 pm (Brixham)

27th June 2016 (provisional)

5.30 pm (Torquay)

19th September 2016 (provisional)

5.30 pm (Brixham)

19th December 2016 (provisional)

5.30 pm (Torquay)