

<b>Meeting Title</b>	<b>Brixham Harbour Liaison Forum</b>
<b>Venue</b>	Brixham Harbour Office
<b>Date</b>	10 <sup>th</sup> December 2015 at 10.30am

<b>Present</b>	Capt K Mowat (KM)	Cllr N Bye (NB)	Mr D Faithful (DF)
	Mr Dave Bartlett (DB)	Cllr V Ellery (VE)	Mr M Stewart (MS)
	Mrs A Blackburn (AB)	Mr N O'Brien (NB)	Mr D Saunders (DS)
	Mr M Shaw (MS)		

<b>Agenda Items</b>	1. Apologies
	2. Welcome
	3. Minutes of the last meeting – 14 <sup>th</sup> September 2015
	4. Matters arising from the last meeting
	a) Loading Bay - drainage issue
	b) Fishstock – trawler safety issue update
	c) Harbour Estate Parking – enforcement
	d) New workboat – update
	e) Strand Quay proposal – update
	f) Timber fendering on BYC alongside berthing – update
	g) Future provision of visitor moorings in the outer harbour (BYC)- update
	5. Capital/Maintenance Works – drying grid
	6. Harbour Budget & Charges 2016/17 - update (2½%)
7. Maritime Events 2016	
8. New Harbour Management IT System	
9. Risk Management Audit	
10. Quarterly Accident & Incident Data	
11. Port Marine Safety Code - compliance audit	
12. Review of Legislation – Powers of Direction	
13. Harbour Committee	
a) Upcoming Agenda	
Date of the next meeting – 10 <sup>th</sup> March 2016 at 10:30	

<b>1.</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies were received from Cllr Lynn Sykes, Jerry Carter, Peter Bartlett, Cllr Barbara Cunningham and the Mayor Gordon Oliver.	

<b>2.</b>	<b>Welcome</b>	<b>Action</b>
	KM welcomed everyone to the meeting.	

<b>3.</b>	<b>Minutes of the last meeting</b>	<b>Action</b>
	It was agreed that the minutes of the last meeting on the 14 <sup>th</sup> September 2015, were a true and accurate record of that meeting.	
<b>4.</b>	<b>Matters Arising</b>	<b>Action</b>
<b>a)</b>	<p><b>Loading Bay - drainage issue update</b>  DB reported that after meeting with the contractor and a full investigation into the drainage problem, the contractor has accepted full responsibility and a large project will start in January to address the issue.</p>	DB
<b>b)</b>	<p><b>Fishstock – trawler safety issue update</b>  DB informed the Forum that the issue regarding the MFV on display during Fishstock and the concerns raised regarding it's suspended equipment had been forwarded to the organisers of Fish stock at the wash up meeting, and although assurances on the equipment safety devices were believed to have been sound, it was agreed that during future events suspended equipment would not be permitted where the public are at risk.</p>	
<b>c)</b>	<p><b>Harbour Estate Parking – enforcement</b>  KM reported that the contract has now been signed with Premier Parking and the new arrangements would start in around 4 weeks. There is going to be a slow introduction to allow all concerned time to make suitable arrangements, i.e. purchase permits or find alternative parking. There are signs to go up around that Harbour Estate informing people and MS asked a number of questions. KM offered to produce a FAQ sheet that would be available to help explain the new parking regime. KM advised that he would acquire this information from Premier Parking and make sure that the sheet is displayed in the notice boards around the harbour estate.</p>	KM
<b>d)</b>	<p><b>New workboat – update</b>  KM advised that a report has been written, which will be presented to the Harbour Committee in December. The specification is very similar to the Torquay workboat and the cost will be around £45,000.</p>	
<b>e)</b>	<p><b>Strand Quay proposal – update</b>  KM informed the Forum that the proposals for the Strand Quay are moving slowly forward and he confirmed that he had spoken to Highways colleagues with regard to the removal of the few short term parking spaces in the area. KM was informed that this would not be an issue. There will be more information available at the next meeting.</p>	
<b>f)</b>	<p><b>Timber fendering on BYC alongside berthing – update</b>  DB reported that the original contractor (Balfour Beatty) accepted that the incorrect timber had been used to form the timber fendering on the Yacht Club alongside berth. This timber had already been removed for safety reasons and the new, more appropriate, timber is due to be installed in the new year.</p>	DB
<b>g)</b>	<p><b>Future provision of visitor moorings in the outer harbour (BYC) – update</b>  DB advised the Forum that he is reluctant to offer visitor moorings as the harbour authority could be held responsible for any incidents that occur. However, he advised that he would be able to continue with the existing arrangements with the BYC, in that any un-occupied moorings would be made available for visitor use at the same rate. Availability updates would be provided to BYC on request.</p>	DB & BYC

<b>5.</b>	<b>Capital/Maintenance Works – drying grid</b>	<b>Action</b>
	DB indicated that a report will be considered by the Harbour Committee in December, which covered a number of capital/maintenance projects. The various works included the refurbishment of the outer drying grid, purchase of protective barriers to prevent vehicular damage to buildings and two areas of fencing, one in Oxen Cove and another around the new waste compactor. In total the works amounted to some £90,000.	
<b>6.</b>	<b>Harbour Budget &amp; Changes 2016/17 – update ( 2½%)</b>	<b>Action</b>
	<p>KM advised that at the September meeting a 2% increase in harbour charges was being discussed, with 3.5% for the Town Dock &amp; 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. 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.</p> <p>KM advised that NB had asked him not to set a deficit budget. Therefore, it will be a break-even budget for next year. Also, 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. 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.</p>	
<b>7.</b>	<b>Maritime Events 2016</b>	<b>Action</b>
	KM 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 10 <sup>th</sup> ~ 12 <sup>th</sup> June. Issue 2 of the 2016 Maritime Events list has recently been published on the harbour website. KM 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 Forum was reminded that the RNLI intended to have a long weekend of celebrations in August 2016 to mark their 150 <sup>th</sup> anniversary.	
<b>8.</b>	<b>New Harbour Management IT System</b>	<b>Action</b>
	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.	
<b>9.</b>	<b>Risk Management Audit</b>	<b>Action</b>
	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.	

<b>10.</b>	<b>Quarterly Accident &amp; Incident Data</b>	<b>Action</b>
	KM advised that there have been 62 accidents, incidents and near misses recorded in the full year to 1 <sup>st</sup> 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..	
<b>11.</b>	<b>Port Marine Safety Code – compliance audit</b>	<b>Action</b>
	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 <sup>st</sup> December and discussed at the meeting.	All to note
<b>12.</b>	<b>Review of Legislation – Powers of Direction</b>	<b>Action</b>
	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. The Forum supported the application for new powers.	KM
<b>13.</b>	<b>Harbour Committee - Upcoming Agenda</b>	<b>Action</b>
	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 21 <sup>st</sup> December 2015, which is due to be held at Torquay Town Hall. 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.	All to note

**Next Meeting**

**Venue**

**Future meetings**

Brixham Harbour Office

10<sup>th</sup> March 2016

10.30 am

9<sup>th</sup> June 2016 (provisional)

10.30 am

8<sup>th</sup> September 2016 (provisional)

10.30 am

8<sup>th</sup> December 2016 (provisional)

10.30 am

**Dates of Harbour**

**Committee**

**Meetings**

21<sup>st</sup> December 2015

5.30 pm (Torquay)

21<sup>st</sup> March 2016

5.30 pm (Brixham)

27<sup>th</sup> June 2016 (provisional)

5.30 pm (Torquay)

19<sup>th</sup> September 2016 (provisional)

5.30 pm (Brixham)

19<sup>th</sup> December 2016 (provisional)

5.30 pm (Torquay)