

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	10 th March 2016 at 10.30am

Present	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 (NO)	Mr D Saunders (DS)
	Mr M Shaw (MS)		

Agenda Items	1. Apologies
	2. Welcome
	3. Minutes of the last meeting – 10 th December 2015
	4. Matters arising from the last meeting
	a) Loading Bay - drainage issue
	b) Harbour Estate Parking – enforcement
	c) Timber fendering on BYC alongside berthing – update
	d) Future provision of visitor moorings in the outer harbour (BYC)- update
	e) Review of Harbour Legislation – Powers of Direction – update
	f) Maintenance of Public Art Installation – update
	g) Capital works – drying grid
h) New workboat – update	
i) Harbour Budget & Harbour Charges 2016/17 – approved	
j) Port Marine Safety code Audit/Compliance - statement	
5. Maritime Events 2016	
6. Tor Bay Harbour Business Plan 2016/17	
7. Quarterly Accident & Incident Data	
8. Tor Bay Harbour Asset Management Plan 2016/17	
9. Review of Operational Moorings Policy	
10. Tor Bay Harbour Economic Impact Report	
11. Harbour Committee	
a) Upcoming Agenda	
Date of the next meeting – 9 th June 2016 at 10:30	

1.	Apologies for Absence	Action
	Apologies were received from Cllr Lynn Sykes, Jerry Carter, Peter Bartlett, Cllr Barbara Cunningham and the Cllr Nicole Amil.	

2.	Welcome	Action
	KM welcomed everyone to the meeting.	

3.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 12 th December 2015, were a true and accurate record of that meeting.	

4.	Matters Arising	Action
a)	<p>Loading Bay - drainage issue update DB updated the Forum that the cutting of the slab and drains repair was now almost finished. He apologised to the tenants for any disruption that the noise may have caused. The contractors would now be digging out the sagging pipe and reinstating with all new materials and re concreting, this should be fully completed within 2 weeks.</p>	DB
b)	<p>Harbour Estate Parking – enforcement KM reported that the ANPR cameras are now up, but additional signage will be put in place around the area before enforcement commences. He also advised that after meeting with stakeholders it was decided that the right thing to do regarding fees for the current year was to wave all charges and start afresh from 1st April. MS raised the issue of safe pedestrian access and directions to the Harbour office, stating that there are no clear signs for the public to follow, KM stated that this is an important issue and that he will look into implementing new signage to rectify the situation.</p>	KM/DB
c)	<p>Timber fendering on BYC alongside berthing – update DB reminded the Forum that the works had been agreed to be undertaken by Balfour Beatty as a defect. Work should have started already but they had been let down by a previous contractor, a new contractor has been appointed and work should be starting in the very near future.</p>	DB/ BYC
d)	<p>Future provision of visitor moorings in the outer harbour (BYC) – update DB and DF agreed to have a further meeting to discuss this subject and explore some options.</p>	DB/ DF
e)	<p>Review of Harbour Legislation – Powers of Direction – update KM reported that the Harbour Committee had agreed that the Harbour Authority should apply for the new Powers of Direction and although they may not be needed that often they would be a useful tool to have. It was stated that the RYA were expected to be supportive following local feedback. KM agreed to report back at the next Liaison Forum regarding progress.</p>	KM
f)	<p>Maintenance of Public Art Installation – update KM reported that after the last meeting the harbour budget had paid for the interim works to be carried out to the Public Art lighting but as a one off. VE stated that he has had talks with the Town Council and the Chamber of Commerce who stated that they would be willing to take on the responsibility for the Public Art in the future.</p>	
g)	<p>Capital/Maintenance Works – drying grid DB advised the Forum that the works to the Inner grids are due to start from the 1st April and should take around 4 weeks to complete; these are to include the total removal of the existing grids and full replacement of the timber. There is also to be some minor grouting to be done at the same time to the inner harbour wall.</p>	DB

4.	Matters Arising continued	Action
h)	New workboat – update DB informed the Forum that the new work boat build has had to go back out to tender due to the very limited response. Only one very expensive bid was received due to the stringent specifications, the specifications have now been amended to allow other boat builders the opportunity to tender.	DM/KM
i)	Harbour Budget & Charges 2016/17 – approved KM reported that the new harbour budget and charges for 2016/17 had been approved at the Harbour Committee in December.	
j)	Port Marine Safety Code Audit/Compliance – statement KM stated that the Port Marine Safety Code report was approved and accepted by the Harbour Committee in December.	
5.	Maritime Events 2016	Action
	KM reminded the Forum that the full schedule of events for the upcoming season is available to view on the Tor Bay Harbour website. He advised that the Air Show on the 10 th -12 th June will be the biggest event this year and also advised that the Harbour Authority would be seeking help from a number of clubs and organisations with marshalling the event. The Forum was advised that the Bay will have 9 cruise ship visits this year.	All to Note
6.	Tor Bay Harbour Business Plan 2016/17	Action
	KM advised that the draft Business Plan had been sent by email to Forum members for comment. The document is refreshed every year and then sent to the Harbour Committee for approval in March. The Plan format is fundamentally the same but some amendments would be made to reflect the new Corporate Plan adopted by the Council. KM said that he had not received any comments.	KM
7.	Quarterly Accident & Incident Data	Action
	KM indicated that he is not aware of any major accidents or incidents in the harbour or on the harbour estate since the last meeting. There have been a number of winter weather related accidents such as boats sinking on moorings and some instances of unexploded ordinance found by fishing vessels. KM would be providing the Harbour Committee with the latest list of accidents/incidents.	KM
8.	Tor Bay Harbour Asset Management Plan 2016/17	Action
	KM made the Forum aware of the changes to the Tor Bay Harbour Asset Management for 2016/17. The Plan, which provides information on future developments and the performance of harbour assets, would be submitted to the Harbour Committee for approval on 21 st March 2016. Also, the Harbour Asset Review Working Party is recommending the Plan.	KM
9.	Review of Operational Moorings Policy	Action
	KM made the Forum aware of the changes that are due to be made to the policy this year, which included the potential capping of the number of commercial passenger craft moorings within Brixham harbour. The Forum suggested that the definition of commercial and/or passenger boats needed to be better understood so as to avoid confusion with fishing vessels.	KM

10.	Tor Bay Harbour Economic Report	Action
	KM advised that a study of the economic impact of Tor Bay Harbour on the local economy had been commissioned as part of the Interreg FLIP project. The study had now been completed and it would be submitted to the Harbour Committee on 21 st March 2016. KM ran through the headline figures from the report and advised that the full study would be published by the end of the week. It is hoped that the data can be used to attract investment funding. NB added that we should see all the enclosed harbours as assets to develop and invest because it helps to create income for the Bay. KM and the Forum agreed.	KM

11.	Harbour Committee – Upcoming Agenda	Action
	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 21 st March 2016, which is due to be held at Brixham harbour.	All to note

Next Meeting

Venue

Future meetings

Dates of Harbour Committee Meetings

Brixham Harbour Office	
9 th June 2016	10.30 am
8 th September 2016	10.30 am
8 th December 2016	10.30 am
21 st March 2016	5.30 pm (Brixham)
27 th June 2016	5.30 pm (Torquay)
19 th September 2016	5.30 pm (Brixham)
13 th December 2016	5.30 pm (Torquay)