

<b>Meeting Title</b>	<b>Brixham Harbour Liaison Forum</b>
<b>Venue</b>	Brixham Harbour Office
<b>Date</b>	9 <sup>th</sup> March 2017 at 10.30am

<b>Present</b>	Capt. K Mowat (KM) Mr D Bartlett (DB) Cllr N Bye (NB)	Mr M Stewart (MS) Mr D Faithful (DF) Mr M Shaw (MS)	Mr D Saunders (DS) Mrs A Blackburn (AB)
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<b>Agenda Items</b>	<ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Welcome</li> <li>3. Minutes of the last meeting - 2<sup>nd</sup> December 2016</li> <li>4. Matters Arising from the last meeting-             <ol style="list-style-type: none"> <li>a) Marine Conservation Zones</li> </ol> </li> <li>5. Capital Works</li> <li>6. New work boat update</li> <li>7. Direct Debit administration charge</li> <li>8. Maritime Events 2017</li> <li>9. Quarterly Accident &amp; Incident Data</li> <li>10. Review of the Operational Moorings Policy</li> <li>11. Tor Bay Harbour Business plan 2017/18</li> <li>12. Tor Bay Harbour Asset Management Plan 2017/18</li> <li>13. Harbour Committee - Upcoming Agenda</li> </ol>
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<b>1.</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies were received from Cllr Nicole Amil, Cllr Vic Ellery, Robbie Richardson and Ben Wheatley.	

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

<b>3.</b>	<b>Minutes from the last meeting</b>	<b>Action</b>
	Everyone agreed that the minutes were an accurate record of the last meeting.	

<b>4.</b>	<b>Matters Arising from the Last meeting</b>	<b>Action</b>
(a)	<p>Marine Conservation Zones (MCZs) – KM has been lobbying on this issue and has contacted local MP's. A proposal is expected from Defra to extend the area of the existing MCZ to protect the sub-tidal mud on the bed of the Bay. Such a conservation measure would most likely lead to a ban on ships anchoring in the area. KM is concerned because there are clear and significant economic benefit that result from vessels anchoring in the Bay. Economic impact data has been sent to Defra, local MP's, the BPA and the British Chamber of Shipping.</p> <p>KM asked MS if an expanded MCZ would impact on Brixham Trawler Agents. MS replied that he thought there would be more of an impact for individual fishing boat owners. NB offered to send a letter to George Eustace MP, Minister of State for Farming, Food and the Marine Environment. KM to draft a letter.</p> <p>The other element of the proposed zone might consist of a restriction zone around Berry Head to protect the sea birds and also some potential control measures in Lyme Bay to protect the whale and dolphin population.</p>	<b>KM &amp; NB</b>

<b>5.</b>	<b>Capital works</b>	<b>Action</b>
	<p>DB updated the Forum that the repair works to the passenger pontoon have been completed. However, there is a 20mm difference in the freeboard between the old and new pontoons, which the Council's engineers, designers and insurers are currently investigating and looking to rectify. Over the last few weeks the situation has improved and this is thought to be due to settlement and possible marine growth. KM enquired when the rubber 'D' fendering was going to be installed. DB advised that he is waiting for the completion of the insurance works but the improved fendering was still in the pipeline.</p>	<b>DB</b>

<b>6.</b>	<b>New work boat - update</b>	<b>Action</b>
	<p>DM informed that Forum that the new work boat was scheduled to be delivered by the winter re-launch date on the 30<sup>th</sup> March. It is however a week behind schedule as the MCA coding process is taking longer than expected.</p>	<b>DB</b>

<b>7.</b>	<b>Direct Debit administration charge</b>	<b>Action</b>
	<p>KM advised that the change to a banded administration charge has caused some disquiet among certain customers this year. When the option to pay by direct debit was first introduced this included a 2.5% charge to pay over 9 monthly instalments. Torbay Council finance team had various issues with this and asked for a different method to be used. This year a three tiered charge was introduced and a number of complaints were received from customers who believed it was not fair. KM said that he would seek to change the system for next year after discussions with NB &amp; VE. KM advised that if customers are unhappy with this change for the current year then they should cancel the direct debit option and pay in full in advance as in previous years. It was pointed out that many other organisations make a charge for the option to pay by instalments including the DVLA (road tax) and a TV Licence.</p>	<b>KM</b>

<b>8.</b>	<b>Maritime Events 2017</b>	<b>Action</b>
	<p>KM advised that the schedule of Maritime Events for 2017 has been published and will be available on the website by Monday 13<sup>th</sup> March. The Harbour Authority will increasingly be promoting events via social media going forward. Tor Bay Harbour website is currently being redesigned and there will be an updated events page. KM asked that if anyone is aware of any events not on the list to let Simon Pinder know as soon as possible so that it can be added to the latest list.</p>	<b>All to note</b>
<b>9.</b>	<b>Quarterly Accident &amp; Incident Data</b>	<b>Action</b>
	<p>KM advised in the last 3 months there have been 9 accident/incidents or near misses. KM ran through the various incidents. This information will be discussed at the Harbour Committee. KM advised that there is now an online form for reporting accident/incidents or near misses.</p>	<b>All to note</b>
<b>10.</b>	<b>Review of Operational Moorings Policy</b>	<b>Action</b>
	<p>KM advised that the Policy is reviewed each year. He advised that he is now aware of a number of websites where you can rent a berth for the night. Sub-letting is not permitted and this practice poses a security problem with access codes for facilities as well as safety issues. The current policy advises you cannot live on board your vessel and cannot sublet your vessel/mooring. KM will be making it clear in the Moorings Policy that customers cannot rent their boat for the night to subsidise harbour dues. KM read out the proposed amendment to the policy. MS asked how this affects sailing vessels such as Pilgrim or charter vessels and KM advised he is aware that difference exists with these vessels if they are taking passengers to sea.</p>	<b>All to note</b>
<b>11.</b>	<b>Tor Bay Harbour Business Plan 2017/18</b>	<b>Action</b>
	<p>KM confirmed that the Business Plan is produced each year. AB had circulated the document to the Forum for consideration. The Business Plan will be presented to the Harbour Committee for approval on 20<sup>th</sup> March. KM would welcome any feedback from stakeholders before the 20<sup>th</sup> March. MS asked if issues surrounding the security could be looked at and extra money found to have additional cover for the site. He also raised the ongoing issue with parking on the site and advised that the fishermen are continuing to park in the main loading bay area instead of East Quay and this is leading to profound congestion and the fish dealers are having trouble parking. DB advised that he has a meeting with KM on Monday and will be putting forward a plan to tackle this issue. It was agreed that AB would set up a meeting with Cllr Bye, KM, DB and Mike Shaw so that all issues can be discussed and a joint solution found that is agreeable to all.</p>	<p><b>All to note</b></p> <p><b>AB</b></p>
<b>12.</b>	<b>Tor Bay Harbour Asset Management Plan 2017/18</b>	<b>Action</b>
	<p>The Asset Management Plan 2017/18 will be presented to the Harbour Committee on 20<sup>th</sup> March. There was very little change from the 2016/17 Plan. KM explained to the Forum that this plan looks at all of the Harbour Authority's Assets and he confirmed that generally they are all performing well. He also informed the Forum about several new concessions that are currently being considered.</p>	<b>All to note</b>

13.	Harbour Committee – Upcoming Agenda	Action
	<p>KM ran through the Harbour Committee agenda for 20<sup>th</sup> March 2017.</p> <p>KM briefly commented on the Budget monitoring report. The Harbour Authority income has increased from a forecast of £2.6m to an expected £3.1m. However, expenditure has also increased this year partly due to cost of the Beacon Quay Toilet refurbishment, which will be taken from the revenue budget due to the increased levels of income. At the end of the year, the balance should be zero. The Harbour Reserve fund should finish the year with a balance of £649k.</p>	

**Next Meeting**

**Venue**

**Future meetings**

**Dates of Harbour  
Committee Meetings**

<b>Brixham Harbour Office</b>		
8 <sup>th</sup> June 2017		10.30 am
14 <sup>th</sup> September 2017		10.30 am
17 <sup>th</sup> November 2017		10.30 am
20 <sup>th</sup> March 2017		5.30 pm (Torquay)
26 <sup>th</sup> June 2017		5.30 pm (Torquay)
5 <sup>th</sup> December 2017		5.30 pm (Torquay)
19 <sup>th</sup> March 2018		5.30 pm (Torquay)