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| Meeting Title | Torquay & Paignton Harbour Liaison Forum |
| Venue | Torquay Harbour Office |
| Date | 20 th November 2017 at 11:00 am |

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| Present | Capt. K Mowat (KM) | Mr S Pinder (SP) | Mr J Bond (JB) |
| | Mayor Gordon Oliver (GO) | Mr D Buckpitt (DB) | Mr A Rayner (AR) |
| | Cllr J O'Dwyer (JO'D) | Mr M Stewart (MS) | Ms C Rugg (CR) |
| | Cllr T Manning (TM) | Mr M Ellis (ME) | Mr T Ekers (TE) |
| | Mr N Burns (NBu) | Mr M Ritchie (MR) | Mr A Peach (AP) |
| | | | Miss L Stewart (LS) |

1. Apologies
2. Welcome
3. Minutes of the last meeting – 18th September 2017
4. Matters Arising from the last meeting –
 - a) Security Cameras
 - b) Direct debit administration charge
 - c) Harbour Light Restaurant Building – update
 - d) Paignton Harbour South – Regeneration Scheme
5. Tor Bay Harbour Budget 2018/19 & Tor Bay Harbour Charges 2018/19
6. Capital Works
7. Maritime Events 2017 & 2018
8. Quarterly Accident & Incident Data
9. Annual Compliance Audit of the Port Marine Safety Code
10. Review of Tor Bay Harbour Strategic Risk Register
11. Harbour Committee - Upcoming Agenda

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| 1. | Apologies for Absence Apologies were received from Cllr Nick Bye, Cllr Nicole Amil, Cllr Lynn Sykes, Mike Smith, Clive Baker, Mike Ould and Tim Morris. | Action |
| 2. | Welcome KM welcomed everyone to the meeting. | Action |
| 3. | Minutes of the Last Meeting Everyone agreed that the minutes were an accurate record of the last meeting. | Action |

| 4. | Matters Arising | Action |
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| | <p>Security Cameras NB provided an update. Procurement is underway for a new corporate CCTV system for Torbay Council. NB is attending the meetings on behalf of the Harbour Authority. NB does not have a final date yet as to when the procurement will be finalised and a new system installed. NB advised that the new system would be a digital Wi-Fi system.</p> <p>Direct debit administration charge KM explained that the Brixham Harbour Liaison Forum had recommended that the existing banded charge should remain. i.e. £0 - £499 = £30.00, £500 - £999 = £42.00 and over £1,000 = £60.00 charge. The Forum agreed to keep the existing 3 tiered structure that was used last year</p> <p>Harbour Light Restaurant Building – update KM advised that there had been a special meeting of the Harbour Committee held on 8th November and this project was the only item on the agenda. The Committee had agreed to start market testing to see what interest there was for the property. A search will be made for a single operator for the whole building or for multiple operators within the building. The aim is to achieve vacant possession of the building by October 2018 and the existing tenants have been notified. TE advised that the notices issued to the tenants are dated to end mid-September 2018 and he has concerns for Paignton Pleasure Cruises that they will still be operating so asked if this could be changed to end of October 2018. KM advised that he is aware of this concern. TE asked if the lockers that are located on the North Quay are going to be removed. KM advised that the intention is to keep the lockers.</p> <p>Paignton Harbour South – Regeneration Scheme This scheme is linked to the Town Centres Regeneration work stream. The scheme could include residential development. KM advised that all tenants will be kept up to date but he does not have any further update that he can provide at this time.</p> <p>TE commented that he has concerns over the proposed development of residential flats and the potential for complaints. He pointed out that Paignton is particularly busy in the summer with plenty of activity from the scouts and the sailing club, along with associated noise. KM advised that he is aware of this potential problem and the need to manage people’s expectations. TE advised that he believes that any surplus income generated should be used to redevelop Paignton harbour and not the town centre.</p> | |

| 5. | Tor Bay Harbour Budget 2018/19 & Tor Bay Harbour Charges 2018/19 | Action |
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| | <p>KM reported that the harbour budget outturn figure for this year was originally forecast to be breakeven; however, this has now been changed to make an operating surplus of £13,000. Income from fish tolls was looking very positive and even better than last year. The budget monitoring figures will be published by way of a report to the Harbour Committee in December.</p> <p>KM advised the Forum that Torbay Council faced further budget pressures in the years ahead. The Harbour Committee has been asked for an additional sum of £100,000, on top of the £78,000 already requested, to contribute to the Council’s general fund. The Harbour Committee’s Budget Review Working Party has considered this corporate request and offered £128,000 as a contribution. Furthermore, the Working Party would be recommending a 2% increase in harbour charges (on average) for 2018/19.</p> | |

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| 5. | Torbay Council's Budget 2018/19 & Tor Bay Harbour Budget/Charges 2018/19 | Action |
| | <p>DB commented that he has concerns that there may come a time when moorings are not being occupied because the harbour charges are increasing and the Harbour Committee keeps contributing to the Council's general fund account. In addition, he has concerns over what will happen if there are any major issues with damage at the harbour due to bad weather etc. KM advised that he is aware of this risk and if any major damage takes place then Torbay Council's capital budget would be expected to assist.</p> <p>KM advised that he attended the Torquay Harbour Users meeting in November and the Harbour Users agreed that the 2% increase in charges will be manageable for this year but to be kept as minimum as possible. MR agreed.</p> | |
| 6. | Capital Works | Action |
| a) | Haldon Pier – update | |
| | No further update on this project. The Council are waiting to make a bid for further funding from the Environment Agency to allow the works to be finished. | |
| b) | Princess Pier – update | |
| | The Council has agreed for works to be carried out, which will include the removal of the derelict Western Lady jetty and the old 'banjo-wings'. A disabled ramp will also be created down to the concrete level. Sacrificial anodes will be installed on the steel piles. | |
| 7. | Maritime Events 2017 & 2018 | Action |
| | <p>KM thanked everyone who had organised events during 2017, he reported that it has been a successful year and largely incident free. He reminded Forum members that the Harbour Authority is eager to populate the events schedule for 2018 and he asked all those who host events to send in their event details for 2018 to Simon Pinder who is responsible for compiling the annual maritime events schedule. SP will be able to advise on any formal documents and risk assessments etc., that will be needed. GO passed on his thanks and his congratulations to SP for his publication of the events list.</p> <p>GO commented that a Parade will be held on 21st June 2018 with a fly-past to celebrate 100 years since the formation of the RAF.</p> <p>ME asked what has happened at Paignton concerning the beach slipway and issues with the drop off caused by beach movement. SP advised that at present, there is plenty of sand but there may be plans for it to be filled with concrete in the future to ensure no issues happen again. GO suggested that there could be a grant fund that could be applied for by event organisers, as achieved at Oddicombe Beach.</p> | |
| 8. | Quarterly Accident & Incident Data | Action |
| | KM reported that there had been 41 reported accidents/incidents and near misses so far this year. This figure is an improved position as it is down from 48 that were reported over the same period in the previous year. NB ran through the type and nature of the various incidents. NB said that he does not believe that all accidents and incidents are being reported. There is an online report form on the harbour website and harbour users and/or the public are encouraged to report incidents. | All to note |

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| 9. | Annual Compliance Audit of the Port Marine Safety Code | Action |
| | <p>KM advised the Forum that the Devon Partnership Audit team had now completed the annual audit. The harbour authority were found to be fully compliant with the Port Marine Safety Code but some recommendations have been made and KM will produce an improvement/action plan that will be passed on to all harbour managers.</p> <p>AR asked if the 5-knot marker buoys could be recovered later in the year rather than 30th September as there are more swimmers in the Bay due to mild weather conditions and there are dangers with Jet ski users. KM advised that due to the Byelaws, the harbour authority cannot enforce after this date and the winter weather conditions mean that the buoys will move in heavy seas. KM advised that the harbour authority is aware of the issue and is looking to educate swimmers and jet ski users.</p> | KM |

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| 10. | Review of Tor Bay Harbour Strategic Risk Register | Action |
| | <p>KM advised that the Harbour Business Risk register has not been reviewed by the Harbour Committee since 2015 and he will be recommending that it be added back onto the Agenda. He briefly ran through the 9 strategic risks that will be looked at and asked the Forum for their input. AB was asked to email out a copy of the risk register to Forum members and KM would welcome any recommendations to take to the Harbour Committee in December.</p> <p>KM advised that a suggestion has been received from the Royal Torbay Yacht Club about the introduction of a water fountain on the harbour side to reduce the environment risk caused by plastic bottles. CR commented that Simon Wallace is working with Living Coasts for tidy up of plastics in the Bay. GO commented that there is an organisation that can be contacted for funding for this kind of initiative.</p> | |

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| 11. | Harbour Committee | Action |
| | <p>KM advised that the Forum that the next Harbour Committee meeting would be on December 5th at 5.30pm and items on the agenda included discussing the Oxen Cove development, the Annual Compliance Audit of the Port Marine Safety Code, the Pilotage Directions, the Harbour Risk Review and the 2018/19 Harbour Budget and Harbour Charges.</p> <p>DB asked for the Liaison Forum to record its thanks to KM for his hard work over the years at the Forum meetings and for Tor Bay Harbour Authority.</p> | |

Next Meeting

Venue

Future meetings

Torquay Harbour Office

5th March 2018

10.30 am

Dates of Harbour

Committee Meetings

5th December 2017

5.30 pm (Torquay)

19th March 2018

5.30 pm (Torquay)