

<b>Meeting Title</b>	<b>Brixham Harbour Liaison Forum</b>
<b>Venue</b>	Brixham Harbour Office
<b>Date</b>	17 <sup>th</sup> December 2017 at 10.30am

<b>Present</b>	Capt. Kevin Mowat (KM)	Mr Mike Stewart (MS)	Mr Paul Davies (PD)
	Mr Dave Bartlett (DB)	Mr Matt Bailey (MB)	Mr Ben Wheatley (BW)
	Cllr Nicole Amil (NA)	Mr Barry Young (BY)	Mrs A Blackburn (AB)
	Cllr Vic Ellery (VE)	Mr Dave Faithful (DF)	

<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 – 14<sup>th</sup> September 2017</li> <li>4. Matters Arising from the last meeting-             <ol style="list-style-type: none"> <li>a) Marine Conservation Zones</li> <li>b) Direct debit admin charge</li> <li>c) Security staff</li> <li>d) Oxen Cove Development</li> <li>e) Strand Quay extension</li> <li>f) Pilotage Directions</li> </ol> </li> <li>5. Capital Works - Potential for 2018</li> <li>6. Maritime Events 2017/18</li> <li>7. Parking at Brixham Harbour</li> <li>8. Quarterly Accident &amp; Incident Data</li> <li>9. Harbour Risk Review</li> <li>10. Environment, Food and Rural Affairs Committee</li> <li>11. Tor Bay Harbour Budget &amp; Charges - 2018/19</li> <li>12. Annual Compliance Audit of the Port Marine Safety Code</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 the Mayor Gordon Oliver, Cllr Nick Bye, Cllr James O'Dwyer, Cllr Christine Carter, Cllr Mike Morey and Cllr Barbara Lewis.	

<b>2.</b>	<b>Welcome</b>	<b>Action</b>
	KM welcomed everyone to the meeting and advised the Forum that he will be stepping down from the position of Tor Bay Harbour Master from the 15 <sup>th</sup> January when the new Harbour Master, Adam Parnell, takes up his post.	
<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>
	<p>a) <b>Marine Conservation Zones (MCZs)</b> – VE reported that he has recently asked questions at an IFCA meeting regarding a survey that has been commissioned of sub-tidal mud in Tor Bay, at a cost of £37,000. In particular VE has asked who the survey is for, who is being consulted and why the Bay was selected for the survey. The same issues were raised by VE with a senior officer from Natural England at the recent Ports Conference, especially as the Bay is recognised as a sheltered anchorage for shipping. VE will inform the Forum when he receives some answers.</p> <p>b) <b>Direct debit charge</b> – after a brief debate the Forum decided to keep the existing 3 tiered structure that was used last year. i.e. £0 - £499 = £30.00, £500 - £999 = £42.00 and over £1,000 = £60.00 charge.</p> <p>c) <b>Security staff ongoing cover</b> – DB advised the Forum that a tender exercise had been undertaken to find an Agency contractor who was able to fulfil the need for a 24 hour security service but also with staff who can be trained to drive forklifts and use the VHF radio. A decision will soon be made on whether to use Agency staff or the existing contractor.</p> <p>d) <b>Oxen Cove development</b> – KM reported to the Forum that the new shellfish landing jetty project was approved by the Council in October. The project manager will now make progress to towards the application for EMFF (EU) funding. Assuming that a successful outcome is achieved the construction work should commence in September 2018.</p> <p>e) <b>Strand Quay extension</b> – DB informed the Forum that this project is still moving forward, albeit slowly. A new Highway Order will come into effect in 2018 that will restrict parking on Southern Quay. This will allow tables &amp; chairs to be placed where the cars used to park. If this arrangement proves to be popular then planning can commence for a quay extension.</p> <p>f) <b>Pilotage Directions</b> – KM advised the Forum that after a meeting of the Pilotage Review Working Party and the pilotage contractor it was decided that there will be no amendments to the existing Pilotage Directions. This outcome will therefore be recommended at the next Harbour Committee. KM also stated that he would like the new Harbour Master, Adam Parnell, to be trained to become a standby Pilot for Tor Bay.</p>	<p><b>VE</b></p> <p><b>KM/DB</b></p> <p><b>KM/DB</b></p> <p><b>DB</b></p> <p><b>KM</b></p>

<b>5.</b>	<b>Capital works – Potential for 2018</b>	<b>Action</b>
	<p>KM advised the Forum that the MMO had recently increased the cap on external grants, via the EMFF, from £1m to £2m per project. The project for a new shellfish landing jetty had already commenced and KM advised the Forum that the Council would be asked to support a second scheme at their meeting in December. Approval will be sought to spend up to £400,000 to design a new unit in Oxen Cove, which will have an overall project cost of £3.4m. The Forum were very supportive of this new proposal to support the fishing industry and provide a boost to the port. Other future capital works included installing more robust and larger fendering to the north side of the Fish Market, an additional section of pontoon to be added to the passenger ferry pontoon which would form a safe berth for the day boat MFV's to take fuel and also some small pontoon sections in the inner harbour for the MFV tenders to berth. KM is to email a comprehensive list of all projects to Catherine Murphy at the MMO.</p>	<b>KM/DB</b>
<b>6.</b>	<b>Maritime Events 2017/18</b>	<b>Action</b>
	<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.</p>	<b>All to note</b>
<b>7.</b>	<b>Parking</b>	<b>Action</b>
	<p>DB informed the Forum that he will be implementing a new parking system which will involve two new barriers being installed allowing only one car through at a time. This will therefore prevent tailgating and will also not allow vehicles to enter the harbour estate if there aren't enough spaces available. MB asked if it would be possible to programme the barriers to prioritise certain vehicles as people buying fish from BTA must be able to enter the harbour estate. DB informed MB that he will be working closely with BTA to ensure that the correct vehicles are given appropriate access.</p> <p>BY suggested not having a trial period for the new parking system in place as opposed to how we previously introduced the current parking system with Premier Park.</p>	<b>DB</b>
<b>8.</b>	<b>Quarterly Accident &amp; Incident Data</b>	<b>Action</b>
	<p>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. KM ran through the type and nature of the various incidents.</p>	
<b>9.</b>	<b>Harbour Risk Review</b>	<b>Action</b>
	<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>	<b>All to note</b>

<b>10.</b>	<b>Environment Food and Rural Affairs Committee</b>	<b>Action</b>
	<p>KM made the Forum aware that this select committee had issued a new inquiry into fisheries. The Committee has invited evidence on how potential changes to the fisheries and seafood trading arrangements between the UK and the EU will affect fishers, seafood processors, consumers, coastal communities and the environment. BY indicated that he was aware and he expected that the Brixham fishing industry would respond. KM indicated that the Council would respond via the British Ports Association.</p> <p>VE reported that he has been appointed by the Mayor as the Council's Executive Lead for the Environment, covering Coastal and Harbour protection, Licensing, Food Safety, and Green Spaces.</p>	<b>KM</b>
<b>11.</b>	<b>Tor Bay Harbours Budget &amp; Harbour Charges 2018/19</b>	<b>Action</b>
	<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 given full consideration to 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>	<b>All to note</b>
<b>12.</b>	<b>Annual Compliance Audit of the Port Marine Safety code</b>	<b>Action</b>
	<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>	<b>KM</b>
<b>13.</b>	<b>Harbour Committee – Upcoming Agenda</b>	<b>Action</b>
	<p>KM advised that the Forum that the next Harbour Committee meeting would be on December 5<sup>th</sup> 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>	<b>All to note</b>

<b>Next Meeting</b>	<b>Brixham Harbour Office</b>	
<b>Venue</b>		
<b>Future meetings</b>	8 <sup>th</sup> March 2018	2.00 pm
<b>Dates of Harbour Committee Meetings</b>	5 <sup>th</sup> December 2017	5.30 pm (Torquay)
	19 <sup>th</sup> March 2018	5.30 pm (Torquay)