

<b>Meeting Title</b>	<b>Brixham Harbour Liaison Forum</b>
<b>Venue</b>	Brixham Harbour Office
<b>Date</b>	12 <sup>th</sup> March 2018 at 10.30am

<b>Present</b>	Mr Adam Parnell (AP)	Mr Dave Faithful (DF)	Mr Paul Davies (PD)
	Mr Dave Bartlett (DB)	Mr Terry Phillips (TP)	Mr J Keeling (JK)
	Cllr Nicole Amil (NA)	Mr Dave Saunders (DS)	Mrs A Blackburn (AB)
	Mr Andrew Millar (AM)		

<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 – 17<sup>th</sup> December 2017</li> <li>4. Matters Arising from the last meeting-             <ol style="list-style-type: none"> <li>a) Parking at Brixham Harbour</li> <li>b) Oxen cove Development</li> <li>c) Strand Quay Extension</li> </ol> </li> <li>5. Capital Works-Update</li> <li>6. Budget Update</li> <li>7. Maritime Events 2018</li> <li>8. Storm damage – Various areas within the Harbour Estate</li> <li>9. Pot marker restrictions</li> <li>10. Winter lift in – March 22<sup>nd</sup></li> <li>11. Review of Operational Moorings Policy</li> <li>12. Quarterly Accident &amp; Incident Data</li> <li>13. Tor Bay Council's Business plan 2018/19</li> <li>14. Tor Bay Asset Management plan 2018/19</li> <li>15. Harbour Committee - Upcoming Agenda</li> </ol>
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1.	Apologies for Absence	Action
	Apologies were received from the Mayor Gordon Oliver, Cllr Nick Bye, Ben Wheatley, Gerry Carter and Robbie Richardson.	

<b>2.</b>	<b>Welcome</b>	<b>Action</b>
	New Harbour Master AP introduced himself and welcomed everyone to his first Brixham Liaison Forum.	
<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><b>a) Parking at Brixham Harbour</b> – DB informed everyone that the new barriers are on site and contractors G &amp; T Services are making final modifications before installation. This will allow all legitimate users with a valid parking permit entry to one designated side, either the East Quay or the Main carpark. The new system comprises of two new barriers that will prevent tailgating by allowing single vehicle entry only. DB will be advising all persons with a key fob that they will need to have it re – programmed in the office.</p> <p><b>b) Oxen Cove development</b> – AP reported to the Forum that an application for European Marine Funding has gone out and we are waiting to hear if it has been successful, the decision is expected soon after 19<sup>th</sup> March, and if successful we would be looking at preparatory works in September 2018. AP also advised that he will be consulting on a review to the Port Master plan during the Summer months, starting with Brixham.</p> <p><b>c) Strand Quay Extension</b> – DB informed the Forum that the parking order requested on Southern Quay is unlikely, although interest in building an extension over the Inner Harbour remains, but it is doubtful that works will start this year.</p>	<p><b>DB</b></p> <p><b>AP</b></p>

<b>5.</b>	<b>Capital works – Update</b>	<b>Action</b>
	<p>AP advised the Forum that besides the bid for the development of Oxen cove and/or Freshwater carparks, other bids for capital works included additional fendering to the North side of the Fish Market, repairs to the Breakwater which include the use of several larger boulders positioned to replace those that have been moved during storm Emma, and a landing jetty. AP stated that a Hydrographic survey of several areas including the Breakwater is being undertaken today and this will give a clear picture as to what has been moved and to where.</p> <p>DB informed all that the additional section that was to be added to the passenger ferry pontoon forming a safe berth for the day boat MFV's to take fuel is not currently going ahead due to lack of funding however it remains a priority.</p> <p>DS asked about improvements and repairs needed to the Breakwater slipway as several slabs have been moved and it is becoming hazardous, DB informed him that the repairs will come out of this year's maintenance budget and he is currently looking into sourcing an improved and more durable material to use. DS suggested asking a company called 'Rock Bond', AB to call.</p>	<b>DB/AB</b>

<b>6.</b>	<b>Budget update</b>	<b>Action</b>
	<p>NA advised that the corporate budget has been agreed.</p> <p>AP informed the forum that Brixham has had a positive year so far for Fish Tolls which are at an all-time high and that the Harbour Authorities previous forecast of breakeven has been amended to have a surplus of £56,000 with the reserve funds reducing by £19,000 to £802,000.</p> <p>There is also a contingency figure of £150,000 which will be used to repair damage caused by storm Emma.</p>	<b>All to note</b>
<b>7.</b>	<b>Maritime Events 2017/18</b>	<b>Action</b>
	<p>AP directed everyone to the website where all the information on this year's events are located. He advised that the Air show is to remain the same as the previous year and will be on the 2<sup>nd</sup> and 3<sup>rd</sup> June.</p> <p>AM advised that there is a Marina day which has been preliminary set for the 9<sup>th</sup> June and that they are in early stages but will complete the application for this once everything has been agreed...</p>	<b>All to note</b>
<b>8.</b>	<b>Storm Damage</b>	<b>Action</b>
	<p>AP advised that as well as the damage mentioned earlier to the Breakwater there had been significant damage to the lighthouse including loss of windows, the main door and the electrics, repairs are in hand and depending on the cost of repairing the light it may be more cost effective to have a new light placed on a pole to act as a night time navigation aid, he assured the room that he has no intention of removing the lighthouse.</p>	<b>All to note</b>
<b>9.</b>	<b>Pot Marker restrictions</b>	<b>Action</b>
	<p>DB updated the forum of the situation concerning the pots that caused concerns last year and re assured all that there were no visible pots when he checked the cameras this morning. He made it clear that any pots that were put in restricted areas would be towed by Harbour staff, however he reminded all that if the pots are outside the Harbour limits then we are unable to do anything.</p>	<b>All to note</b>
<b>10.</b>	<b>Winter lift in</b>	<b>Action</b>
	<p>DM advised that the date for the winter lift in is on the Thursday 22<sup>nd</sup> March and will be over one day only. South West crane hire will be on site from 6am to lift the first vessel</p>	<b>All to note</b>
<b>11.</b>	<b>Review of Operational Moorings policy</b>	<b>Action</b>
	<p>AP advised that the updated policy has been sent out and there was only one change relating to the wording which informs all customers that if they wish to relinquish their facility before the end of the season then it is made clear that if the facility cannot be resold then no refunds will be given.</p>	<b>All to note</b>
<b>12.</b>	<b>Quarterly Accident &amp; Incident Data</b>	<b>Action</b>
	<p>AP informed that there has been 17 reported accidents/incidents and near misses so far this year. This includes one death and several mooring break offs mainly due to boat owner error, he mentioned the incident involving the vessel 'Jordan A' which</p>	<b>All to note</b>

	<p>occurred last month in the Inner Harbour and praised all involved for the proficient response.</p> <p>AM advised that he will continue to notify any incidents to the Harbour office and going forward will email over their reports.</p> <p>DB spoke to the Yacht club about the importance of handing over detailed information/statements after incidents occur.</p>	
<b>13.</b>	<b>Tor Bay Council's Business plan 2018/19</b>	<b>Action</b>
	AP advised that there has been no changes to the plan for the coming year.	<b>All</b>
<b>14.</b>	<b>Tor Bay Harbour Asset Management Plan 2018/19</b>	<b>Action</b>
	AP advised that this document has been emailed out and that after a meeting with the Tor Bay Harbour Asset subcommittee it was acknowledged that all Harbour assets are still required and occupancy is good. AP mentioned works required including public toilets for Paignton & Brixham, which are being looked at under the Torbay Council public toilet scheme and the Old Fuel Jetty in Brixham, which is in serious need of repair.	<b>All to note</b>
<b>15.</b>	<b>Harbour Committee – Upcoming Agenda</b>	<b>Action</b>
	AP advised that the Forum that the next Harbour Committee is being held on 19 <sup>th</sup> March and ran through the 3 main items that will be on the agenda which comprise of the Tor Bay Harbour Asset Management plan, the review of public toilets and the old fuel Jetty.	<b>All to note</b>

**Next Meeting**

**Venue**

**Future meetings**

**Dates of Harbour**

**Committee Meetings**

**Brixham Harbour Office**

7 <sup>th</sup> June 2018	10.30 am
6 <sup>th</sup> Septmber 2018	10.30 am
6 <sup>th</sup> December 2018	10.30 am

19 <sup>th</sup> March 2018	5.30 pm (Torquay)
18 <sup>th</sup> June 2018	5.30 pm (Torquay)
17 <sup>th</sup> December 2018	5.30 pm (Torquay)