

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	23 rd November 2011 at 10.30

Present	Capt P Labistour (PL)	Cllr V Ellery (VE)	Mr R Smith (RS)
	Capt K Mowat (KM)	Mr D Saunders (DS)	Mr J Carter (JC)
	Mr D Bartlett (DB)	Mr C Coote (CC)	Mr D Jones (DJ)
	Mrs A Blackburn (AB)	Miss L Sandeman (LS)	Mr J Wilson (JW)

Agenda Items	<ol style="list-style-type: none"> 1. Apologies for absence 2. Minutes of the last meeting 3. Matters arising from the last minutes <ol style="list-style-type: none"> a) Electricity Recharge – update b) Photovoltaic Panels c) Oil Spill Response Plan - Review d) Port Waste Management Plan - Review e) New Restaurant/Fishmongers - update f) Boatyard Lease - Oxen Cove 4. Sustainable Transport Fund Bid - ferry infrastructure 5. INTERREG 4 6. Harbour Committee External Advisor - update 7. Yacht Club signage and slipway 8. Heritage Vessels 9. Fishing gear 10. Port Marine Safety Code - audit 11. Automated External Defibrillator 12. Harbour Budget and Charges 2012/13 13. Harbour Committee <ol style="list-style-type: none"> a) Upcoming Agenda <p>Date of next meeting</p>
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1.	Apologies for absence	Action
	Apologies were received from Richard Withey, Peter Bartlett, Nick Wright and Sandie Armstrong.	

2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the meeting of the 31 st August 2011 were a true and accurate record of that meeting.	

3.	Matters Arising	Action
(a)	<p>Electricity Recharge – update PL stated that there would be a report going to the Harbour Committee on 5th December with the plans for recharging the electricity from the external power pillars around the fishing vessel basin. He indicated that a new smart system would ensure that the user pays. A power supply would be activated by use of a swipe card or a key fob and the information would be recorded and sent directly to the Harbour office for subsequent invoicing.</p>	PL
(b)	<p>Photovoltaic Panels KM informed the Forum that he has been pursuing this project alongside the Council to look at the possibility of having panels on the fish market roof. If installed it would provide the harbour authority with renewable energy, give a return on investment and reduce the port’s carbon footprint. Unfortunately, due to the recently announced reduction in the ‘Feed-in Tariffs’ this project is now unlikely to proceed in the short term, if at all. KM will keep the matter under review and see how the photovoltaic industry reacts to the changes.</p>	KM
(c)	<p>Oil Spill Response Plan – Review A revised and updated plan had recently been drafted which had been circulated for consultation. PL asked everyone to let him know if they would like a copy or if they had any comments. After the consultation the Plan will go to the MCA for approval. PL said he would get the feedback from the MCA sometime early next year and will let everyone know the outcome.</p>	PL
(d)	<p>Port Waste Management Plan - Review A revised and updated plan had recently been drafted which had been circulated for consultation. PL asked everyone to let him know if they would like a copy or if they had any comments.</p>	PL
(e)	<p>New Restaurant/Fishmongers - update KM advised the Forum that, last week, he and the Chairman had met with the prospective tenant in order to gain reassurance that the project was making progress. They were informed that the liquor license had been granted and a planning application was due to be submitted at the end of this week. Also, it was no longer intended to use the ground floor for take away fish and chips. The due date for the opening will be the Whitsun weekend 2012.</p>	
(f)	<p>Boatyard Lease - Oxen Cove PL informed the Forum that a report had been put together for the continued use of Oxen Cove car park for storage of equipment and boats with the addition of an external contractor leasing an area for all year round boat storage. This is not envisaged to take away any extra parking spaces, but to utilise and manage the existing fenced off area to its full potential. RS stated that the Oxen Cove car park was created for the harbour and leisure industry and that the Harbour Authority should be able to utilise the area as they see fit. The report would be put to the Harbour Committee on 5th December 2011. PL also reported that the Council are intending to increase the cost of the Oxen Cove discounted parking permits for harbour users - the increased figure is expected to be £340 a year. RS again stated that the Oxen Cove car park was part of the harbour estate and he felt aggrieved that the Council were upping their charges to an unacceptable level.</p>	PL

3.	Matters Arising – continued.....	Action
	RS was concerned that with all the harbour users efforts in making the port the success it has been this year, it was unfair and unacceptable for the Council to extract additional funds from the harbour users. He said the whole area around the Fish Quay should be used to service the tenants. The whole table agreed with this. KM stated that although he was sympathetic to this view, there was currently no consistency with various parking policies throughout the harbour, there were different systems for different users in different locations. i.e. on the Fish Quay there is free parking and elsewhere parking charges apply, we must have some consistency. KM agreed to investigate the proposed increase at Oxen Cove and PL agreed to look into a Brixham harbour estate parking strategy/policy.	KM PL
4.	Sustainable Transport Fund Bid – Ferry infrastructure	Action
	KM reported that the Transportation Planning section of Torbay Council was leading on a sustainable transport bid from the Department for Transport. They were seeking funding to establish new pontoon infrastructure in support of an all year round fast and frequent ferry service between Brixham and Torquay. If successful any such funding would establish new passenger ramps and pontoons in both harbours. The Forum was also made aware that if successful there would be significant revenue funding to help subsidise such a ferry service for at least three years. KM stressed that local operators would have the opportunity to bid to run the service. KM agreed to keep the Forum updated on any developments and if the bid is successful, drawings will be brought back to the Forum next year.	KM
5.	INTERREG 4	Action
	PL reported that the harbour authority had been invited to take part in a 3 year INTERREG 4 project called Patch 2, in which funds are available for a range of harbour projects. i.e. energy efficiency schemes. A minimum commitment of £100,000 per annum into the project is required but the funding intervention rate is 50%. Tor Bay Harbour's participation in the project would need to be confirmed by February 2012. PL explained that he will need to fully brief the Chairman and the Harbour Committee.	PL
6.	Harbour Committee External Advisor – update	Action
	PL reported that the process had commenced to appoint a fifth External Advisor to the Harbour Committee after the death of Chris Bedford. VE told the Forum that he and the Vice Chairman had now shortlisted applicants and interviews were due to take place on Monday 28 th November. He also said that there were some very strong candidates.	
7.	Yacht Club signage and slipway	Action
	PL reported that the Commodore of Brixham Yacht Club had come to the Harbour office to inform him of issues relating to the bottom of their slipway. PL had agreed that a survey should be carried out to see what can be done to improve the situation.	PL

8.	Heritage Vessels	Action
	PL informed the Forum that there were currently two restoration projects taking place in the inner harbour this winter. After successfully getting a grant from the lottery fund, 'Leader' will be having new decking fitted and 'Pilgrim' will also be undergoing a major refit. VE informed the Forum that it would be a good idea to market this kind of activity as it would gain a lot of interest from the public and visitors who would be keen to see the vessels. PL agreed to work with VE on a marketing initiative.	PL
9.	Fishing gear	Action
	PL reported that there was a build up of pots and traps on the passenger pier at the moment and that this was mostly due to small day boats dumping equipment on the quayside. Usually harbour staff would move this kind of obstruction to the compound in Oxen Cove but unfortunately, at the moment, the temporary fork lift truck was not licensed to go on the road and so the equipment could not be easily moved.	
10.	Port Marine Safety Code – Audit	Action
	PL advised the Forum that the annual Port Marine Safety Code audit report would be presented to the December Harbour Committee meeting, which in effect would confirm the Harbour Authority's compliance. He went on to say that there were more accidents/incidents/near misses recorded this year than in previous years; however this is thought to be because of the better reporting system that the harbour authority now has in place.	
11.	Automated External Defibrillator	Action
	VE informed the Forum that he had been researching the practicalities of having an automated external defibrillator located at the two main harbours. They would be easy to use and require no training as they talk you through the process if an emergency occurs. Harbour staff are looking at the costs at the moment but because the cost would be met by the harbour account the Forum was asked for their views. The Forum was generally supportive of this idea but suggested that it should be located in a position with 24 hour access, like the gatehouse.	
12.	Harbour Budget and Charges 2012/13	Action
	KM informed the Forum that this year the Council had asked for cuts of 10% but after looking carefully at the budget it was agreed to recommend a dividend payment to the Council of 2.5% of income and even this had presented a significant challenge. KM went on to advise the Forum of the proposed 4% average increase in harbour charges. However, he emphasised the different variations including the continued equalisation of fishing vessel mooring fees at Brixham. He explained that the increase had broadly been accepted by a meeting of the Torquay Harbour Users and that the Paignton Harbour Users meeting appeared more concerned by a proposal to resurrect the need to bring harbour dues in line with that of Torquay. The meeting of Brixham Harbour Users was yet to be held. The Forum did not express any firm views or objections regarding these proposals, although a discussion was had about the concept of bringing harbour dues in line with that of Torquay.	

13.	Harbour Committee	
(a)	Upcoming Agenda PL informed the Forum of the items on the agenda for the next Harbour Committee meeting on 5 th December 2011 in the new Paignton Library.	All

Next Meeting	22 nd February 2012	10.30am
Venue	Brixham Harbour Office	
Future meetings	30 th May 2012	10.30am
Dates of Harbour Committee Meetings	5 th December 2011	5.30pm (Paignton)
	5 th March 2012	5.30pm (Torquay)
	11 th June 2012	5.30pm (Brixham)