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| Meeting Title | Brixham Harbour Liaison Forum |
| Venue | Brixham Harbour Office |
| Date | 22 nd February 2012 at 10.30 |

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| 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 Andy Lloyd (AL) | Miss Carley Elson (CE) |
| | Mrs A Blackburn (AB) | Mr B Wilson (BW) | |
| | Capt B Curtis (BC) | Mr P Bartlett (PB) | |
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| 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) Oil Spill Response Plan - Review c) Port Waste Management Plan - Review d) Sustainable Transport Fund Bid - ferry infrastructure e) Yacht Club signage and slipway f) Port Marine Safety Code - audit g) Automated External Defibrillator 4. Capital Works <ol style="list-style-type: none"> a) Fenders, capping and ladders b) Victoria Breakwater 5. Fairway Sector Light 6. Harbour Bathymetric Survey 7. Car Parking 8. Assistant Harbour Master 9. Moorings Contract 10. Tor Bay BA 26 chart update 11. Tor Bay Harbour Business Plan 2012/13 12. Changes to Tor Bay Harbour Moorings Policy 13. Harbour Masters Notice 14. Harbour Committee <ol style="list-style-type: none"> a) Upcoming agenda <p>Dates of next meeting</p> |
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| 1. | Apologies for absence | Action |
| | Apologies were received from Mike Morey, Robbie Richardson, Shaw Smith and Nick Wright. KM had to leave after 30 minutes. | |

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| 2. | Minutes of the last meeting | Action |
| | It was agreed that the minutes of the meeting of the 23 rd November 2011 were a true and accurate record of that meeting. | |

| 3. | Matters Arising | Action |
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| (a) | <p>Electricity Recharge – update PL stated that a report had been presented to the Harbour Committee on 5th December 2011 on the above and that the Committee had agreed the initiative to recharge electricity to harbour users. The Harbour Authority had decided to go ahead with the project and if possible seek retrospective grant funding. It was better to start the project at the earliest opportunity because electricity consumption is costing the Authority a significant amount of money from this year’s revenue budget. PL advised that the Harbour Authority will be 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> <p>BC and RS told the Forum that many of the fishermen believe that the cost of electricity is covered by the fish tolls they pay. KM stressed that the payment of fish tolls only covered the use of the quays for landing and the provision of the fish market. He gave an undertaking to the Forum that he will write to all of the fishermen and inform them of why and how the electricity recharges are going to happen.</p> | <p>PL</p> <p>PL</p> <p>KM</p> |
| (b) | <p>Oil Spill Response Plan The revised and updated plan has recently been reviewed and given to the MCA for approval. PL said he would get the feedback from the MCA sometime soon and will let everyone know the outcome.</p> | <p>PL</p> |
| (c) | <p>Port Waste Management Plan A revised and updated plan has been reviewed and again passed on to the MCA for approval. PL stated that he had received verbal approval from the MCA and asked everyone to let him know if they would like a copy.</p> | <p>All</p> |
| (d) | <p>Sustainable Transport Fund Bid – ferry infrastructure PL reported that the Council were seeking funding for a sustainable transport projects 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. A decision on the application was expected in the very near future.</p> | |
| (e) | <p>Yacht Cub Signage and Slipway DB informed the Forum that the Harbour Authority are waiting for a report from the Council’s engineers regarding the cost of levelling the slipway but it would be in the region of £10,000 ~ £12,000.</p> | <p>DB</p> |
| (f) | <p>Port Marine Safety Code - audit PL advised the Forum that the annual Port Marine Safety Code still has one or two small issues to resolve and that he is due to have a meeting on the 15th March with Peter Nicholson the “designated person” for the Harbour Authority, where the Harbour Masters will be working through the issues.</p> | <p>PL</p> |
| (g) | <p>Automated External Defibrillator PL informed the Forum that after researching the practicalities of having this equipment, it was deemed to be a good idea. A defibrillator will now be ordered. It will be located in the security office and staff will be trained in its use.</p> | <p>PL</p> |

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| 4. | Capital Works | Action |
| (a) | Fenders, capping and ladders PL told the Forum that a report had gone to the Harbour Committee some time previously to improve the fenders and bollards and also to replace the ladders and the quayside cappings. The Harbour Authority did not have any firm prices in yet but are due to have 3 quotes within the next few months. | DB |
| (b) | Victoria Breakwater PL informed the Forum that there is still no new information on when the identified repair work will be progressed. The structure is still subject to a flood defence funding bid from the Environment Agency. | |
| 5 | Fairway Sector Light | Action |
| | PL reported that he had sent out consultation letters to Harbour Users asking their thoughts on discontinuing the directional fairway sector light. The general census was that it was not a good navigational aid. It was lost in the general glare of shoreside lights and in many ways had been superseded by the installation of port and starboard hand lit buoys marking the fairway. The Harbour Authority has received a quote for £8,000 from Hydrosphere for a new top of the range light but feel that it would be a waste of money if it is not going to serve any real purpose in supporting safe navigation in the harbour. The Forum agreed that the light should be discontinued. | PL |
| 6. | Harbour Bathymetric Survey | |
| | PL informed the Forum that he has had the harbour surveyed and that the Harbour Authority has a new updated soundings chart. There have not been any significant changes and a copy of the chart is available for anyone who wants one. | PL |
| 7. | Car Parking | |
| | PL informed the Forum that there was still no change and that the Council are still going ahead with plans to increase the cost of the Oxen Cove discounted parking permits for harbour users. The increased figures are £120 for 6 months and £240 for 12 months, next year they will be £170 for 6 months and £330 for 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. He said the whole area around the Fish Quay should be used to service the tenants. VE replied that he is trying to persuade the Council to keep Oxen Cove car park for the harbour users, thereby making charges more realistic for tenants. | VE |
| 8. | Assistant Harbour Master | |
| | PL informed the Forum that Rob Mead, who has been with the Harbour Authority for 11 years, is retiring at the end of March. It is the Harbour Authority's intention to replace the post with a full time employee and the position will be advertised in the usual way sometime in the spring. | PL |

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| 9. | Moorings Contract | |
| | PL stated that the Harbour Authority is now in the second year of the contract with Teignmouth Maritime Services and there have been no problems with the moorings. The inspections will take place over the next few weeks and it is expected that about 25% of mooring chains will need to be replaced. | PL |
| 10. | Tor Bay BA 26 Chart - update | |
| | The Forum was advised that Admiralty chart number 26 covering Tor Bay was due to be updated later in the year. | PL |
| 11. | Tor Bay Harbour Business Plan 2012/13 | |
| | KM reported that the draft plan had been circulated and he thanked those who had provided comments. He indicated that these comments would be incorporated where possible prior to the plan being submitted to the Harbour Committee on 8 th March. Further comments were invited from the Forum. RS asked why the business plan forecast for a deficit budget in future years. KM explained that he hoped that the in-year revenue budgets would turn around the forecast deficits but he had to be sensible about future levels of income. He went on to say that the harbour reserve fund had been set aside to cope with such deficits in difficult times. | |
| 12. | Changes to Mooring policy | |
| | KM informed the Forum that the Moorings Policy is there to compliment the Harbour Byelaws and the facility form agreements. A number of minor changes were being recommended this year including a reduction in the time users could retain a mooring without having their vessel on it. This was recommended to be reduced from two years to one year. KM stated that he would welcome any feedback on the policy. It will be going to the Harbour Committee on the 8 th March. | All |
| 13. | Harbour Master's Notice | Action |
| | PL informed the Forum that there had been an incident of explosives being picked up by a trawler earlier in the week and the normal Harbour Master's Notice will be going out to warn all owners of the risks and the precautions to take. Also there was a Notice to advise all that the RNLi will be conducting a series of alerting trials for the Torbay Lifeboat. | PL |
| 14. | Harbour Committee Agenda | |
| (a) | Upcoming Agenda PL informed the Forum of the items on the agenda for the next Harbour Committee meeting on 8th March 2012 in the Torquay Town Hall. | All |

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| Next Meeting | 30 th May 2012 | 10.30am |
| Venue | Brixham Harbour Office. | |
| Future meetings | 5 th September 2012 | 10.30am |
| Dates of Harbour Committee Meetings | 8 th March 2012 | 5.30pm (Torquay) |
| | 11 th June 2012 | 5.30pm (Brixham) |
| | 17 th September 2012 | 5.30pm (Paignton) |