



Tuesday, 31 October 2017

HARBOUR COMMITTEE

A meeting of **Harbour Committee** will be held on

Wednesday, 8 November 2017

commencing at **5.30 pm**

The meeting will be held in the Meadfoot Room, Town Hall, Castle Circus,
Torquay, TQ1 3DR

Members of the Committee

Councillor Amil	Councillor O'Dwyer
Councillor Bye	Councillor Pentney
Councillor Carter	Councillor Robson
Councillor Ellery	Councillor Sykes
Councillor Manning	

External Advisors

Mr Buckpitt, Mr Ellis, Capt Lloyd and Mr Stewart

A prosperous and healthy Torbay

For information relating to this meeting or to request a copy in another format or language please contact:

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HARBOUR COMMITTEE AGENDA

1. **Apologies**
To receive apologies for absence, including notifications of any changes to the membership of the Committee.
2. **Minutes** (Pages 3 - 7)
To confirm as a correct record the Minutes of the meeting of the Committee held on 26 June 2017.
3. **Declarations of interest**
 - (a) To receive declarations of non pecuniary interests in respect of items on this agenda
For reference: Having declared their non pecuniary interest members may remain in the meeting and speak and, vote on the matter in question. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.
 - (b) To receive declarations of disclosable pecuniary interests in respect of items on this agenda
For reference: Where a Member has a disclosable pecuniary interest he/she must leave the meeting during consideration of the item. However, the Member may remain in the meeting to make representations, answer questions or give evidence if the public have a right to do so, but having done so the Member must then immediately leave the meeting, may not vote and must not improperly seek to influence the outcome of the matter. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

(**Please Note:** If Members and Officers wish to seek advice on any potential interests they may have, they should contact Governance Support or Legal Services prior to the meeting.)
4. **Urgent items**
To consider any other items that the Chairman decides are urgent.
5. **Harbour Light Building, Paignton Harbour - Alternative Business Case** (To Follow)
To consider a report on the above.



Minutes of the Harbour Committee

26 June 2017

-: Present :-

Councillor Bye (Chairman)

Councillors Amil, Carter, O'Dwyer and Morey

External Advisors: Mr Buckpitt, Mr Ellis and Mr Stewart

(Also in attendance: Mayor Oliver)

43. Election of Chairman/woman

Councillor Bye was elected Chairman for the 2017/2018 Municipal Year.

Councillor Bye in the Chair

44. Appointment of Vice-Chairman/woman

Councillor Ellery was appointed as Vice-Chairman of the Committee for the ensuing Municipal Year.

45. Apologies

Apologies for absence were received from Councillors Robson, Stringer and Sykes.

It was reported that, in accordance with the wishes of the Independent Group, the membership of the Committee had been amended for this meeting by including Councillor Morey instead of Councillor Ellery.

46. Minutes

The Minutes of the meeting of the Harbour Committee held on 20 March 2017 were confirmed as a correct record and signed by the Chairman.

47. Harbour Committee's Terms of Reference

The Committee noted the current Terms of Reference for the Harbour Committee.

48. Harbour Appointments Sub-Committee

The Committee considered the submitted report on the appointment of the Harbour Appointments Sub-Committee which considers applications for External Advisors to

the Harbour Committee and makes recommendations to the Committee on suitable appointments to those positions. It was noted that the Committee had resolved in 2016 for the Sub-Committee to comprise of five members of the Harbour Committee.

Resolved:

That the Harbour Appointments Sub-Committee be appointed to comprise five members of the Harbour Committee (The Chairman, Vice-Chairman and Councillors Amil, Carter and Stringer) with the following Terms of Reference:

To consider ad hoc applications for external advisor positions on the Harbour Committee and recommend to the Harbour Committee the persons who should be appointed to those posts as and when vacancies arise. And to determine the rolling programme for advisors tenure.

49. Harbour Asset Review Working Party

The Committee considered the submitted report on the appointment of the Harbour Asset Review Working Party which provides strategic direction in relation to assets within the Tor Bay Harbour and the Harbour Estate that are managed by the Tor Bay Harbour Authority.

Resolved:

That the Harbour Asset Review Working Party be appointed to comprise four members of the Harbour Committee (The Chairman and Councillors Amil, Carter and Robson) and two of the External Advisors to the Committee (Mr Stewart and Capt. Lloyd) with the following Terms of Reference:

- a) To review all assets within Tor Bay Harbour and Harbour Estate;
- b) To establish how each asset is performing; and
- c) To identify any assets that are surplus.

50. Harbour Budget Review Working Party

The Committee considered the submitted report on the appointment of the Harbour Budget Review Working Party which assists the Committee in the management of all the Harbour's financial matters in accordance with approved financial procedures.

Resolved:

That a Harbour Budget Review Working Party comprising five members of the Harbour Committee (the Chairman, Vice-Chairman and Councillors Amil, O'Dwyer and Stringer) and two of the External Advisors to the Committee (Mr Stewart and Mr Ellis) be appointed to scrutinise the draft Tor Bay Harbour Authority budget prior to presentation to the Harbour Committee and to review the full range of harbour charges. Also, to assist Officers to monitor and review the budget ahead of each quarterly Harbour Committee meeting.

51. Pilotage Review Working Party

The Committee received the submitted report on the appointment of a Pilotage Review Working Party which reviews the Pilotage arrangements for Tor Bay Harbour.

The Executive Head of Business Services advised Members that he along with colleagues in Teignmouth and Dartmouth would be investigating partnership arrangements to assist with the provision of a resilient pilotage service.

Resolved:

That a Pilotage Review Working Party, comprising two of the External Advisors (Capt. Lloyd and Mr Buckpitt), be appointed to work alongside Officers to review the Pilotage arrangements for Tor Bay Harbour and to recommend to the Harbour Committee any amendments to the Pilotage Directions as and when appropriate.

52. Budget Outturn

Members noted the submitted report which set out details of the Tor Bay Harbour Authority's final expenditure and income figures against the budget targets for 2016/2017.

The Executive Head of Business Services informed Members that the outturn for the financial year had far exceeded expectations and records set in previous years. The Executive Head of Business Services believed such an outcome was as a result of the Harbour Authority providing great facilities, good customer service and a safe harbour for users.

The Committee congratulated the Executive Head of Business Services and his team as the budget outturn reflects the effort every team member and stakeholder has made to ensure that every area of income generation had been exceeded.

53. Quarterly Budget Monitoring Report

Members noted the budget monitoring report for the first quarter of the financial year. Members were advised that the financial situation of the Harbour Authority remained healthy and at this present time is forecast to at least break even.

Members referred to the 'Brixham harbour – photo-voltaic solar panels on roof' project and whether this project should still have funds allocated to it. The Executive Head of Business Services informed Members that due to capacity issues this project hadn't been fully explored. He informed the Committee that the Council intended to recruit a new Head of Tor Bay Harbour Authority/Tor Bay Harbour Master for Tor Bay would be able to pursue this project option.

54. Annual Performance Report of the Tor Bay Harbour Authority Business Unit (SPAR.Net)

The Harbour Committee noted the Annual Performance Report and challenged the relevance of some of the performance indicators. The Executive Head for Business Services advised that the targets for the forthcoming year were to be reviewed and that he would welcome suggestions for alternative indicators.

55. Quarterly Accident and Incident Data for Tor Bay Harbour

The Committee received and noted a report which provided a quarterly update of the current accident statistics for the Harbour Authority up to June 2017. The Executive Head of Business Services reassured Members that accident investigation reports were considered at a meeting of the Harbour Masters to determine whether lessons could be learned and measures put in place.

56. Employment Use at Oxen Cove

Members considered a report that sought authorisation to further explore and develop options related to the provision of facilities in Oxen Cove and/or adjacent to Freshwater Quarry, at Brixham Harbour, that will support the shellfish industry.

Members recognised that this project would cover the whole of Oxen Cove and therefore other potential projects would not be feasible. However, Members could see the benefits for Brixham in such development being permitted in the area.

Resolved:

- i) That the proposals for the development and future use of Oxen Cove and/or Freshwater Cove to provide facilities connected with the shellfish industry be supported;
- ii) That the Executive Head of Business Services is authorised to work up detailed proposals for a dedicated landing jetty adjacent to Oxen Cove or Freshwater Quarry;
- iii) That the Executive Head of Business Services is authorised to work up detailed proposals for a shellfish storage, depuration and processing facility in or adjacent to Oxen Cove or Freshwater Quarry;
- iv) That the Executive Head of Business Services is authorised to investigate and develop an application for external funding and identify suitable fishing industry partners; and
- v) That subject to a viable business case, the Executive Head of Business Services is asked to submit detailed proposals in a further report to the Harbour Committee and Council, to enable development to commence.

57. Torquay/Paignton and Brixham Harbour Liaison Forums

The Committee received the Minutes of the latest Torquay/Paignton Harbour Liaison Forum and the Brixham Harbour Liaison Forum and noted the contents.

Chairman
