TORBAY COUNCIL

Harbour Committee

Agenda

A meeting of **Harbour Committee** will be held on **Monday, 21 September 2026** commencing at **5.30 pm**.

The meeting will be held in the Banking Hall, Castle Circus entrance on the left corner of the Town Hall, Castle Circus, Torquay, TQ1 3DR

Members of the Committee

Councillor Strang	Councillor Strang
Councillor Carter	Councillor Carter
Councillor Fellows	Councillor Fellows

A Healthy, Happy and Prosperous Torbay

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Governance Support, Town Hall, Castle Circus, Torquay, TQ1 3DR

Email: governance.support@torbay.gov.uk - www.torbay.gov.uk

1.Apologies

To receive apologies for absence, including notifications of any changes to the membership of the Committee.

2. Minutes

To confirm as a correct record the Minutes of the meeting of the Committee held on 15 June 2026.

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 agendaFor 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. Tor Bay Harbour Masters Safety and Management Report (Pages 10 to 20)

6. Tor Bay Harbour Budget Monitoring Report

7. Harbour Master Recruitment update (Verbal Report)

8. Exclusion of the Press and Public

To consider passing a resolution to exclude the press and public from the meeting prior to consideration of the following item on the agenda on the grounds that exempt information (as defined by the Local Government (Access to Information) Act, 1985) is likely to be disclosed.

Tor Bay Harbour Masters Safety and Management Report

Meeting: Harbour Committee

Date: 21st September 2026

Wards affected: All wards

Report Title: Harbour Masters Safety and Management Report

When does the decision need to be implemented?

Director Contact Details: Matt Reeks, Interim Director of Tor Bay Harbour Authority
matt.reeks@swisco.co.uk

1. Purpose of Report

1.1. To provide Members of the Harbour Committee with an update on the current safety and management considerations of the Harbour

2. Reason for Proposal and its benefits

2.1 As required by the Port Marine Safety Code, Members of the Harbour Committee as duty holders are required to be aware of safety and management issues.

3. Recommendation(s) / Proposed Decision

3.1 That Members of the Harbour committee note the contents of the Harbour Masters report.

4. Appendices

4.1 None.

5. Background Documents

5.1 None.

Supporting Information

The reporting period has covered one of the Harbour Authority’s busiest operational periods of the year. Favourable weather resulted in significant levels of recreational and commercial activity across Tor Bay, while the Harbour Authority continued to manage marine safety, maintain harbour infrastructure, support partner organisations and progress a number of strategic projects. Despite current staffing pressures, services have continued to be maintained across all three harbours, supported where possible by seasonal staff.

6. Safety.

6.1 All safety inspections and general safety precautions have continued to be undertaken in accordance with Harbour Authority policy. The summer period has been particularly busy across all three harbours, with favourable weather conditions resulting in high levels of recreational boating, water-based activity and visitor numbers throughout Tor Bay.

6.2 A total of 17 accidents and incidents were recorded within the Harbour Authority’s MARNIS marine safety management system during the reporting period from 16 June 2026. The Harbour Authority continues to record, review and investigate incidents as appropriate, with lessons identified and actions taken where required.

6.3 During the reporting period there were two serious water-related incidents involving the recovery of persons from the water. These incidents demonstrate the importance of continued cooperation between the Harbour Authority, emergency services, commercial vessel operators and other organisations operating within Tor Bay.

6.4 Patrol vessel OSCAR IV assisted Devon and Cornwall Police with the recovery of two stolen personal watercraft. This provided further demonstration of the wider role undertaken by Harbour Authority vessels and staff in supporting partner agencies operating within Tor Bay.

6.5 The Harbour Authority has continued to support other Council services where operational assistance can be provided. This has included working with SWISCo to assist with the removal of litter left at Hope’s Nose.

6.6 Meetings have been held with the RNLI Water Safety Team during the reporting period, further strengthening the working relationship between the two organisations and providing opportunities to coordinate water safety messaging and initiatives across the Bay.

6.7 Meetings have also been held in Brixham with representatives from Border Force and the Home Office during the reporting period. These meetings have further strengthened working relationships between the organisations, improving communication, information sharing and operational coordination within Brixham Harbour.

7. Regulatory

7.1 The Harbour Authority continues to operate in accordance with the requirements of the Port Marine Safety Code and continues to review its operational procedures, risk controls and marine safety management arrangements.

7.2 The introduction of an out-of-hours labour charge during 2026 has enabled the Harbour Authority to recover the costs associated with staff attendance outside normal working hours. This is ensuring that the cost of providing additional operational services is recovered from those requiring the service rather than being absorbed by the Harbour Authority.

7.3 Harbour Management attended the British Ports Association Summer Meeting, the Cruise Britain Summer Meeting, the South West Region Harbour Masters Association meeting and the Port Welfare Committee during the reporting period. Attendance at these regional and national forums provides an opportunity to share operational experience, understand emerging industry issues and maintain relationships with other ports and maritime organisations.

7.4 Tor Bay Harbour Authority will host the South West Port Welfare Committee in Torquay during October 2026. This will be the first occasion on which the Harbour Authority has hosted the Committee and provides an opportunity to showcase Tor Bay’s harbour facilities and further strengthen regional relationships.

7.5 Members of the Harbour Management Team also visited Newlyn Harbour and Falmouth Harbour during the reporting period. The visits provided an opportunity to learn from the management and operation of other harbours and to identify practices and initiatives which may have relevance to Tor Bay.

8. Engagement and Consultation

8.1 Harbour Liaison Forums have been held during September for all three harbours. These forums remain an important mechanism for engaging directly with harbour users, tenants, commercial operators and other stakeholders and provide an opportunity for operational matters and future plans to be discussed.

8.2 The Harbour Authority's offshore winds sea safety campaign was delivered throughout the summer period. More than 10,000 safety leaflets were distributed to approximately 120 businesses across Tor Bay, helping to provide visitors and water users with safety information before entering the water.

8.3 Planning has commenced for the Bay of Lights programme and the 2027 Airshow. Harbour Authority officers are working alongside Council colleagues and partner organisations and are attending monthly programme board meetings to ensure marine operations, navigational safety and waterside requirements are considered throughout the planning process.

8.4 The Harbour Authority continues to work closely with the Council's regeneration partner, which is undertaking an operational asset and maintenance review across Torquay, Paignton and Brixham Harbours. Harbour officers are supporting the review by providing operational knowledge and information regarding the use, condition and maintenance requirements of harbour infrastructure.

8.5 The Oxen Cove development planning application has now been submitted. Consultation has been met with minimal concerns from local residents, with the principal issues relating to potential noise and odour impacts. Stakeholders have been reassured that external operational activities will be restricted to between 0700 and 1900 hours, with operations outside of these hours being undertaken within the building.

9. Asset and Plant

9.1 The Torquay workboat, Fortune II, sustained bow damage whilst assisting a visiting passenger vessel during a docking operation in Torquay. Repairs were subsequently undertaken, including modification to the Bow of the vessel making it more suitable for the type of work it undertakes. The occurrence was recorded within the Harbour Authority’s marine safety management system and further work will be undertaken to better understand and document the operational limits of plant equipment. Further training, a review of risk assessments and standing operational procedures covering the operation will also be conducted.

9.2 The Harbour Authority’s contractor for the Torquay Bridge and Cill structure has commenced the replacement of hydraulic hoses as part of the scheduled maintenance programme. These works form part of routine planned maintenance. Further works have been identified by the contractor, and a work plan is currently being formulated.

9.3 The Bridge and Cill experienced a period of downtime of approximately 22 hours during August due to a faulty electrical relay switch. The issue was resolved swiftly by the Harbour Authority’s electrical contractor.

9.4 Internet connectivity issues affecting the recently installed Automatic Number Plate Recognition (ANPR) system have now been resolved. The Harbour Authority is working with the installers and expects the system to be fully commissioned shortly. Once operational, the system will assist with the effective management of vehicle access across the harbour estates.

9.5 The operational asset and maintenance review being undertaken with the Council’s regeneration partner will also assist the Harbour Authority in developing a clearer understanding of future maintenance requirements, priorities and investment needs across all three harbour estates.

9.6 All outer harbour moorings at Brixham have been surveyed by MMC and certified for a further operational year. Surveys have also been completed on the anodes within the inner basin. The results identified that a number of anodes are now in poor condition and have subsequently been referred to the Council's Engineering Team for consideration within future maintenance programmes.

9.7 New access ladders and fendering have been installed at a number of locations within Brixham Harbour, replacing assets that had deteriorated and presented potential hazards to vessels, harbour users and the commercial fishing fleet.

9.8 Installation of a new Walcon tender pontoon is scheduled for mid-October following the successful award of Fisheries and Seafood Scheme (FaSS) funding. The project is expected to take approximately ten days to complete on site. The pontoon layout has been designed to provide a balanced allocation of space for both commercial and recreational harbour users within the inner harbour.

10. Forthcoming Actions

10.1 All three harbours have experienced a busy summer period, with favourable weather creating particularly high levels of water-based activity. Harbour staff and patrol vessels have maintained a visible operational presence throughout the period, responding to incidents, supporting harbour users and undertaking routine harbour management duties.

10.2 Funding through the Fisheries and Seafood Scheme (FaSS) has been approved for the provision of publicly accessible trauma kits across all three harbours. This investment will improve access to emergency first aid equipment for harbour users, commercial operators and members of the public.

10.3 A number of additional FaSS funding applications have been submitted by the Harbour Authority and are currently awaiting decisions. Members will be updated on the outcome of these applications when further information is received.

10.4 The Harbour Authority currently has three vacant posts, comprising two vacancies at Torquay Harbour and one at Brixham Harbour, all arising from resignations. Recruitment is underway for all three positions and there has been strong interest in the available posts.

10.5 The vacancies are creating short-term workforce and operational pressures, particularly during a period of continued high activity. Seasonal staff are being utilised wherever possible to provide additional resilience and support the permanent workforce while recruitment is completed. Operational requirements and staffing levels continue to be monitored closely by Harbour Management.

10.6 The recruitment of voluntary external advisors to assist the committee is progressing. This post will be advertised, and candidates shortlisted following the recruitment and appointment of current vacancies.

10.7 Planning will continue during the autumn and winter period for forthcoming events and operational requirements, alongside the ongoing programme of maintenance and asset review across all three harbours.

Tor Bay Harbour Budget Monitoring 2026 to 2027 Quarter 1

Meeting: Harbour Committee

Date: 21 September 2026

Wards affected: All Wards

Report Title: Tor Bay Harbour Budget Monitoring – Q1 2026/27

Report Contact Details:

Matt Reeks, Divisional Director for Place Operations: **matt.reeks@torbay.gov.uk**

Ian Rowswell, Deputy Director of Finance: **ian.rowswell@torbay.gov.uk**

1. Purpose of Report

1.1 This report updates the Committee on the forecast 2026/27 outturn position for Tor Bay Harbour Authority as at the end June 2026 (quarter 1 (Q1)), compared against the annual budget for 2026/27 – as approved on 5th January 2026.

2. Reason for Proposal and its benefits

2.1 As a standing agenda item, this quarterly report is presented to each Committee meeting to enable appropriate oversight of spend against the budget. It will help to understand any spending pressures and the mitigating actions necessary in order to manage spend and maintain reserves at appropriate levels.

3. Recommendation(s) / Proposed Decision

3.1 That the Harbour Committee note the projected revenue outturn position and estimated adjustments to the reserve for Tor Bay Harbour Authority for 2026/2027 as set out in Appendix 1 to the submitted report.

Appendices

Appendix 1: Harbour Revenue Account 2026-27 – Q1 2026/27

Supporting Information

1. Introduction

1.1 The 2026/27 Tor Bay Harbour Authority annual budget was approved by the Committee on 5th January 2026. This monitoring report is for the 2026/27 financial year and covers the period up to the end of June 2026.

2. Options under consideration

2.1 Appendix 1 to this report provides a summary of the Harbour revenue account, showing the projected outturn position for 2026/27 as at the end of June 2026 (Q1), with associated notes and summary of the adjustments to the reserves.

3. Financial Opportunities and Implications

3.1 As at the end of Q1 we are projecting an overspend on the Harbour revenue account of £14k, against the balanced budget set in January.

3,2 An overspend of £66k is projected on the repairs and maintenance budget due to critical repairs and maintenance works that were identified in 25/26 financial year but not commenced until the 26/27 financial year. Expenditure on remaining premises costs are projected to be £20k over budget.

3.3 The staffing budget is projected to be underspent by £50k based on profiled spend and known changes. Recruitment is underway for vacant posts.

3.4 Fish toll income is the most significant income for Harbours and current projections show income is expected to exceed budget by £100k. This additional income is helping to offset the overspends highlighted above. Income from rent and moorings also currently expected to exceed budget.

3.5 The Harbours contribution to Torbay Council's general fund is expected to be in line with budget at £633k, around the same level as the previous year. There is a general understanding (supported by previous reports and minutes) that this figure represents both a cash dividend and asset rental fee, but further detail on this has been requested. Further work is taking place to review this contribution and provide more detail to the Committee.

3.6 £800k of one-off spend is planned in 2026/27, to be funded from the Harbours reserve, which had a balance of £1,721k at the start of the year. This was an increase from the expected reserve balance as some planned works from prior year had not occurred as originally intended and some works were funded from within the revenue budget in 25/6. Planned reserve spending includes £220k for Brixham Harbour chiller repairs and £242k for Millenium bridge repairs. A full list can be found in Appendix 1 (notes). The reserves balance at the start of the year was £1,721k and based on a year-end deficit of £14k, is forecast to reduce to £973k, which exceeds the minimum recommended level. The table below summarises the estimated movement.

Drawdown from Reserves	**Initial Budget 2026/27 £k**	**Projection Q1 £k**
Balance at 01/04/26	(1,099)	(1,721)
Projected Outturn deficit/(surplus)	0	14

Drawdown from Reserves	Initial Budget 2026/27 £k	Projection Q1 £k
Interest received	(54)	(66)
Planned contribution from reserves for one-off spend	0	800
Est balance at year end 31/3/27	(1,153)	(973)

3.7 The Harbour's outstanding borrowing liability is as follows:

Capital Scheme	Amount Borrowed	Start of Repayments	Annual Unsupported Borrowing Charge 26/27	Principal Outstanding 31/03/27
Town Dock (Torquay Harbour)	£1,140,000	2008/09	£19,500	£234,006
Town Docks (Torquay Harbour - replacement	£1,201,000	2024/25	£95,226	£991,753
Haldon Pier (Torquay Harbour)	£1,200,000	2010/11	£80,544	£532,260
Brixham Harbour New Fish Quay Development	£4,750,000	2011/12	£281,895	£2,885,508
Torquay Inner Harbour Pontoons (Inner Dock)	£800,000	2014/15	£54,402	£493,778

Capital Scheme	Amount Borrowed	Start of Repayments	Annual Unsupported Borrowing Charge 26/27	Principal Outstanding 31/03/27
Brixham Harbour Jetty	£840,000	2020/21	£37,823	£758,752
Harbour Light Building	Interest Only	2019/20	£13,694	Interest Only
		Total	**£583,084**	**£5,896,057**

3.8 The Harbour's aged debt position is set out below. The reported figures for 0-60 days will vary between quarters depending on timing of invoices raised. The outstanding Harbour Charges debt largely reflects payment of user charges by instalments, and the overall figure should continue to reduce throughout the year. The bad debt provision is considered appropriate based on the current aged debt profile.

Corporate Debtor System and Harbour Charges

Debt	<60 days	61-120 days	121-365 days	>365 days
Debt outstanding	£130k (was £5k at Q4)	£470k (was £18k at Q4)	£10k (was £148k at Q4)	£122k (was £139k at Q4)
Bad debt provision	£153k	£153k	£153k	£153k

4. Legal Implications

4.1 Not applicable

5. Engagement and Consultation

5.1 The service continues to listen to feedback from:

- Harbour users and liaison forums
- Committee members
- Fishing industry leaders

6. Procurement Implications

6.1 Not applicable

7. Protecting our naturally inspiring Bay and tackling Climate Change

7.1 Not applicable

8. Associated Risks

8.1 There is a risk of further predicted expenditure relating to repairs and maintenance, which could impact further on the drawdown from reserves.

8.2 If quayside facilities and services do not remain aligned with user need/requirements then there is a risk that income will decline.

8.3 If income is not sufficient to cover all costs within the year there would need to be a drawdown from Harbour reserves, which would not be sustainable over a number of years. Work will continue throughout 2025/26 to review expenditure and income budgets to provide confidence on financial sustainability.

9. Identify the potential positive and negative impacts on specific groups

9.1 Not applicable

10. Cumulative Council Impact

10.1 Not applicable

11. Cumulative Community Impacts

11.1 Not applicable

Appendix 1

Harbour Revenue Accounts 2026/27 - Projected Outturn at Q1

Tor Bay Harbour Authority

Expenditure	**2026/27 Original Budget £ ,000**	**2026/27 Q1 Projected Outturn £ ,000**	**NOTE**
Harbour Employee Costs		951	NOTE 1
Premises Costs:-			
Repairs and Maintenance		516	NOTE 2
Energy & Water	1,001	403	
Cleaning & Waste		89	
Other Premises & Insurance costs		247	
Operational Costs:-			
Security Services including CCTV		233	
Professional Services		81	
Equipment and V&P		74	
SWISCo	450	106	
General & administration expenses		91	
Internal Support Services	411	276	
User Charges Concessions		19	
Conservancy (Dredging)	66	100	
Capital Charges		584	
Projects Earmarked From Reserves	235	800	NOTE 3
IFCA Precept		31	
Contribution to General Fund - EHO		19	NOTE 4
Contribution to General Fund (Asset Rental)		633	NOTE 4
		5,253	

	2026/27 Original Budget £ ,000	**2026/27 Q1 Projected Outturn £ ,000**	**NOTE**
Expenditure brought forward		**5,253**	
Income			
Rents and Rights :-	**4,391**		
Property and Other Rents/Rights		(764)	
Marina Rental		(642)	
Operating Income :-			
Harbour Dues		(73)	
Visitor and Slipway		(75)	
Mooring fees	(750)	(289)	
Pontoon Berths	(664)	(795)	
Fish Toll Income		(1,500)	NOTE 5
Recharged Services		(90)	
Harbour Facilities charges	(65)	(71)	
Licences & Contractor passes	(110)	(47)	
	(273)		
Reserved Car Parking	(820)	(28)	
Miscellaneous & Administration charges	(1,400)	(65)	
	(137)		
Contribution from Reserve	(68)	(800)	
	(45)	**(5,239)**	
	(27)		
Operating Surplus /(Deficit)	(32)	**(14)**	
	0		

RESERVE FUND	Q1
	(1,721)
Opening Balance as at 1st April	(66)
Interest Receivable (estimated)	14
Est Net Surplus / (Deficit) from Revenue Account	800
Contribution to Revenue	
Expected Closing Balance as at 31st March	(973)

Note: In line with Harbour Committee minute 398 (5) December 2011 the minimum Reserve level at year end 2026/27 would be £878k based on 20% of budgeted turnover to meet any deficit in the revenue budget or significant unbudgeted costs such as winter storm damage.

Notes

1 A small underpsend of £50k is projected based on profiled spend and known changes

2 Overspend due to essential repairs and maintenance continuing in 26/27

3 Planned Reserves Spending for 26/27 is as follows:

Category	£k
Brixham Harbour mooring replacement	96
Brixham Harbour chillers	220
Millenium Bridge Repairs	242
Brixham Harbour Heating and Cooling	72
Accumulate	120
Telehandler/Crane	50
Total	800

4 The original budget for contribution to general fund has been split to show the EHO contribution separately

5 Current indications are that the fish toll income will exceed the budget.