

Meeting Title	Brixham Liaison Forum		
Venue	Microsoft Teams		
Date	Thursday 21 st November		
Present	Councillor Andrew Strang (AS) Councillor Christine Carter (CC) Councillor Nigel Penny (NP) Councillor Mike Fox (MF)	Tim Jones (TJ) Sacha Hagar (SH) Heather Keeling (HK) Sarah Clark (SC) Dave Saunders (DS) Susan Shaw (SS) Sam Walker (SW)	Matt Reeks (MR) Jessica Marles (JM)

Agenda		
1. Welcome & Apologies		HM
2. Minutes from the last meeting		HM
3. Actions from minutes		HM
4. Harbour Financial Update & Charges		HM
5. Operational Update		HM/NB/SW
6. Health & Safety		HM/SW
7. Staffing		NB/SW
8. Events		SW
9. AOB		HM

1.	Welcome & Apologies	Action
	TJ welcomed all to the meeting. JM listed apologies: David Faithful Neil Murray Nick O'Brien Councillor Yvonne Twelves	
2.	Minutes from the last meeting	Action

	No comments made on accuracy.	
3.	Actions from minutes	Action
	Events list to be issued when updated version is available, we are now at the time of year where events are quiet, and we do not have a list together for next year.	JM / SS
	DS asked if the Venari unit could be used that is on the breakwater, would be a good stand by generator for events etc. MR mentioned that Swisco also have a venari unit and a commitment was made as part of gifting that they would need to be kept available for any future emergencies. Suggested storing it to free up harbour space whilst we think of a use.	MR/SW
	Dates to be scheduled for all meetings next year in advance and all agreed to holding meetings face to face going forward, SH confirmed that the yacht club is available if needed.	JM / SS
	Dredging is still ongoing, a survey has been done but it has not gone further, core sampling of the area needs to be done to test for possible contamination.	SW / TJ
	Discussion held over reviewing the attendance to the meeting, suggestions made for more commercial harbour users to be invited. To be looked at.	TJ / SS
4.	Harbour Financial Update & Charges	Action
	TJ gave an update on the financial situation, the proposed increase for next financial year is 3.5%. We have overspent on the repairs and maintenance budget due to essential works that need to be carried out along with health and safety issues. The fish tolls are slightly down from last year but at present not a cause or concern due to BTA invoicing system, we should see in January whether the closure of Plymouth fish market, has made a difference during the last few months totals.	
	AS advised that BTA have had some storage issues and the turning away of vessels. SW confirmed that he was aware of this happening and Ocean Fish took the landing that BTA were unable to help with.	
5.	Operational Update	Action
	The annual mooring service has been completed for this year.	
	SW gave an overview on the issue we currently have with waste fishing nets, for years we have had help from Keep Britain Tidy, they come on site regularly for free to process/ cut up fishing nets to prepare then for recycling however their funding is running out early next year so we have been trying to come up with a solution as the nets are unable to go to landfill and they tangle in the conveyor belts if sent as general waste. The quay is very busy, and a lot of vessels do come in and drop nets daily. We are currently looking into options for this.	SW
	SH suggested the potential of community groups coming together to help out on a monthly basis, will reach out to a few people she knows that could be interested in helping.	
	Jor Dancer has been removed from the harbour and at present there are 3 other vessels in the harbour that need to be removed, 'Accumulate' being the main issue. A recycling company have been contacted but at present the Environment Agency are not happy with their licence and we are unable to use them yet. AS suggested if there is anything we can do to assist with the licence. SW to look into, along with the potential of re listing the accumulate for sale on boat sale sites.	SW

	<p>We have recently had a Trinity House inspection that we have passed.</p> <p>An Infrastructure report for the harbour is in progress, to look at what needs to be done for repairs and maintenance as well as for health and safety.</p> <p>TJ confirmed that the Inner Harbour chains and upgrading of MeterMacs have been added into the budget for next year.</p>	SW / TJ
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6.	Health and Safety	Action
	<p>Fire risk assessment has been done with no major issues.</p> <p>We have done some patch repairs to the breakwater slipway, more concrete to be added when weather allows and some fresh signage.</p> <p>DS asked about the pontoon facility at Breakwater to allow L&R of boats easier. Estimate cost is at £40k. TJ agrees this would be beneficial and will look into it.</p>	TJ

7.	Staffing	Action
	<p>Two new Harbour Assistants are settling in really well, they have got through their probation period and looking at progressing their training further.</p>	SW

8.	Events	Action
	<p>Lantern Lights and Illuminations is due to go ahead tomorrow, due to weather Saturday has been cancelled. Fireworks will go off the Breakwater later in the evening tomorrow. The Santa run have put in their application.</p> <p>We have had provisional dates and ideas put forward, but we expect applications will formally come in from January for next summer.</p>	

9.	AOB	Action
	<p>TJ advised that DFT will be visiting to look at the potential of a landing point for cruise ships to bring visitors into Brixham.</p> <p>HK advised that Vigilance should return in March.</p>	<p>TJ</p> <p>HK</p>