

Meeting Title	Torquay & Paignton Liaison Forum
Venue	Microsoft Teams
Date	Friday 22 nd November 2024

Present	Tim Jones (TJ) Steven Poulton (SP) Jessica Marles (JM) Nick Burns (NB) Susan Shaw (SS) Sam Walker (SW) Alex Pedley (AP)	Councillor Andrew Strang (AS) Councillor Nigel Penny (NP) Vanessa Ripley (VR) Nick Ripley (NR) Bob Penfold (BP)
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Agenda Items	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/SPo
	6. Health & Safety	HM/SW
	7. Staffing	NB/SP
	8. Events	SPo
	9. AOB	HM

1.	Welcome & Apologies (HM Introduction)	Action
	TJ Welcomes all to the meeting, all members introduced themselves to the forum. Apologies: Tim Morris Councillor Yvonne Twelves Councillor John Fellows Councillor Mike Fox Councillor Christine Carter	

2.	Minutes from the last meeting	Action
	No issues raised from the previous minutes	
3.	Actions from minutes	Action
	SS confirmed events list is on the website, this is updated regularly and uploaded to the website.	JM/SS
	TJ advised we are looking at the website to ensure it is easier to view events.	JM/SS
	NB advised that amendments have been made to the marker buoys, 5knt has been removed from seagrass buoys to ensure it is clearer for water users.	
4.	Harbour Financial Updates & Charges	Action
	An increase of 3.5% is being implemented across Tor Bay Harbours pricing structure. At present the budget for Torquay and Paignton is looking ok, we have not yet overspent.	
5.	Operational update	Action
	SP gave an update on operational issues in Paignton Harbour, highlighting ASB issues that have been flagged through the police and partners meetings. Hopefully patrols will now be in place to sort the issues.	SP
	We have recently had the collapsed drain repaired by harbour light in Paignton.	
	A navigation post and the East Cardinal Mark in Paignton are currently being priced up for works.	
	NB gave an update on operational issues in Torquay Harbour, mentioning that Torquay have recently reinstated some navigation marks.	NB
	The 5Knt marker buoys have all been brought back in for the winter and will now undergo maintenance before re deploying in May. The seasonal pontoon from Haldon Pier has been moved back to the inner harbour and the Paignton seasonal pontoon has been put alongside Princess Pier for the winter months.	
	We have had some repairs completed on the linkage to the bridge and cill, it will also undergo a service in a weeks' time and hoses will be removed that are starting to perish.	
	Havills are currently looking at the south pier street lighting, the lights on the pontoon are now working so hopefully will be brighter along there in the darkness.	
	AP gave an overview on the Bay of lights; individual displays are being set up today and into next week and a trailer will be set up at the top of the slipway. The inner harbour group are doing a competition for prize money for the best dressed boat in the inner harbour.	AP
	TJ advised we have cruise ships booked in for next year, and he is meeting with a cruise line planner.	TJ
	BP raised his concerns over the issues that arise for the RTYC when we have a cruise ship in, often short notice they are required to clear their dinghy park area which causes disruption. Requested a meeting with TJ and NB to discuss options	

	going forward. NB confirmed he will forward a schedule of the cruise ships that are coming in next year.	NB
6.	Health and Safety	Action
	SW gave an update on Health and Safety, not much to report at present, usual inspections have been complete with no major findings. We are currently reviewing as we do every year the SOP's and Risk Assessments. There is currently a rebuild of the paint store in Torquay to improve ventilation underway.	SW
7.	Staffing	Action
	We are currently up to date on staffing numbers however we can always do with more staff. There is a lot of annual leave needing to be taken across the team so there may be some staff shortage over the next few months whilst the team take holiday.	
8.	Events	Action
	Paignton Sailing Club have put in events for next year, SP advised we are just waiting for confirmation on the sea defence project before confirming these events. VR highlighted the issues they have had with the Apply4 system and how long winded it is to put events through. SP advised that events have been working hard to make the system easier and have cut the fields in half for the application process. A meeting is also coming up to discuss the system further. There is a waterski event booked in for the last weekend in May, BP advised he has an event starting on the Monday of that weekend. BP will send a list of events to NB and will follow them up with the formal application.	SP BP
9.	AOB	Action
	TJ suggested to the forum for meetings to be held face to face going forward, dates for next years meetings will be sent with the minutes.	JM/SS