

Friday, 16 September 2022

HARBOUR COMMITTEE

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

Monday, 26 September 2022

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

Councillor Amil
Councillor Barrand
Councillor Brooks
Councillor Carter

Councillor Dudley
Councillor Ellery
Councillor O'Dwyer
Councillor Mills

External Advisors

Mr Day and Mr Young

Together Torbay will thrive

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

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

HARBOUR COMMITTEE

AGENDA

1. **Apologies**
To receive apologies for absence, including notifications of any changes to the membership of the Committee.
2. **Minutes** (Pages 4 - 5)
To confirm as a correct record the Minutes of the meeting of the Committee held on 8th June 2022.
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. **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.
5. **Urgent items**
To consider any other items that the Chairman decides are urgent.
6. **Port Marine Safety Code**
For Members to note the latest accident statistics for the Harbour Authority's operational area.
7. **Tor Bay Harbour Budget Monitoring** (Pages 6 - 12)
To consider a report setting out the overall budgetary position for Tor

Bay Harbour Authority as at September 2022 compared with approved budgets.

8. Torquay/Paignton and Brixham Harbour Liaison Forums

(Pages 13 -
23)

To note the minutes of the above Harbour Liaison Forums.

Meeting Attendance

Please note that whilst the Council is no longer implementing Covid-19 secure arrangements attendees are encouraged to sit with space in between other people. Windows will be kept open to ensure good ventilation and therefore attendees are recommended to wear suitable clothing.

If you have symptoms, including runny nose, sore throat, fever, new continuous cough and loss of taste and smell please do not come to the meeting.

Minutes of the Harbour Committee

8 June 2022

-: Present :-

Councillor Amil (Chairman)

Councillors Barrand, Brooks, Carter, Ellery, O'Dwyer and Mills

External Advisors: Mr Young

1. Apologies

Apologies for absence were received from Councillor Dudley and External Advisor Mr Day.

2. Minutes

The Minutes of the meeting of the Harbour Committee held on 21 March 2022 were confirmed as a correct record and signed by the Chairwoman.

3. Terms of Reference of the Harbour Committee

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

4. Harbour Asset Review Working Party

This item was deferred until the Harbour Committee on 26 September 2022.

5. Harbour Budget Review Working Party

This item was deferred until the Harbour Committee on 26 September 2022.

6. Pilotage Review Working Party

This item was deferred until the Harbour Committee on 26 September 2022.

7. Port Marine Safety Code

The Tor Bay Harbour Master provided details of the response to the yacht fire, that occurred on 28 May 2022, in Torquay Marina. Members were advised that the Police investigation was ongoing, and insurers had been engaged.

Members were made aware that several years ago the Fire Authority had been requested to consider a fire boat for Torbay, a request that was not fulfilled which

was a concern given the size of the fleet at Brixham and the increase in maritime leisure activities. Members also expressed their gratitude to the Harbour Master and the whole Harbour Team for their efforts in dealing with the incident whilst also managing the preparations for the English Riviera Airshow.

8. Harbour Improvements - Developing Commercial Fishing Capacity at Brixham Harbour

The Harbour Committee considered the submitted report that sought expansion of port infrastructure to develop commercial fishing capacity at Brixham Harbour via a bid into the Levelling Up Round 2 fund.

The Torbay Harbour Master advised that learning from Round 1 stakeholders had been engaged and a revised option (Option B) had been developed. Members were also informed the Option B enabled modular improvements that would also ensure Brixham Harbour is able to future proof as capacity becomes an issue.

Resolved:

1. That the Harbour Committee approve plans to develop commercial fishing capacity at Brixham Harbour, as set out in Appendix 2 (Plan B), in line with the strategic vision set out in the 'Tor Bay Harbour Port Masterplan'.
2. That the Harbour Committee recommends to Cabinet the expansion of port infrastructure to develop commercial fishing capacity at Brixham Harbour, as set out in Appendix 2 (Plan B), and that the Council submit a bid into the Levelling Up Round 2 fund, in support of this outcome.

9. Budget Outturn for Financial Year ending March 2022

The Harbour Committee considered a report that provided Members with the details of the Tor Bay Harbour Authority final expenditure and income figures against budget targets for 2021/22.

Resolved:

That

1. the final outturn as set out in Appendix 1 to the submitted report be noted; and
2. the Harbour Master's use of delegated powers to waive certain harbour charges during 2021/22 which amounts to £1,893.19 be noted.

Chairwoman

Meeting: Harbour Committee **Date:** 26th September 2022

Wards affected: All wards

Report Title: Tor Bay Harbour Budget Monitoring 2022-23

Cabinet Member Contact Details: Not a Cabinet function

Director/Assistant Director Contact Details

Rob Parsons, Harbour Master, rob.parsons@torbay.gov.uk

Pete Truman, Principal Accountant, pete.truman@torbay.gov.uk

1. Purpose of Report

- 1.1 This report updates the Committee on the overall budgetary position for Tor Bay Harbour Authority as at August 2022 compared against the budget approved on 6th December 2021.

2. Reason for Proposal and its benefits

- 2.1 As a standing agenda item, this report is presented to each Committee meeting to enable appropriate oversight and action to contain expenditure and maintain reserve at appropriate levels.

3. Recommendation(s) / Proposed Decision

The Committee is asked to note:

- i. the amended outturn projections and adjustments to the Reserve Funds (Appendix 1);
- ii. the low level of the harbour reserves in 2022 (below the Committee's recommended level).
- iii. the Head of Torbay Harbour Authority's' use of delegated powers to make decisions in relation to the harbour budget;
- iv. the Harbour Master's use of delegated powers to waive certain harbour charges which to date amounts to £497.86

Appendices

Appendix 1: Harbour Revenue Account 2022-23

Background Documents

DfT [Ports Good Governance Guidance](#)

1. Introduction

- 1.1 The 2022/23 Tor Bay Harbour Authority budget was approved by the Committee on 6th December 2021. This is the first monitoring report for the 2022/23 financial year. appropriate levels.

2. Options under consideration

- 2.1 Appendix 1 to this report provides the Harbour revenue account statement with projected outturns and associated notes.

3. Financial Opportunities and Implications

- 3.1 The original budget reflected the Committee's wish for a reduction in the annual contribution to the General Fund of £135k. The full Council budget approved on 6th March 2022 limited the reduction to £100k.
- 3.2 The Harbour Account will also be severely impacted by the energy crisis and a pay rise for staff likely to be higher than budgeted. These increased costs will be partially offset by higher income from the property estate.
- 3.3 Fish toll levels are currently buoyant, but it remains too early in the season to forecast beyond the approved budget target.
- 3.4 Thee harbour revenue account is now projected to make a deficit at year end:

	Original Budget £000	Projected Outturn £000
Operational Surplus/(Deficit)	20	(8)

3.5 Prudential Borrowing

The Harbour's outstanding borrowing liability is:

Capital Scheme	Amount Borrowed	Start of Repayments	£ Principal outstanding
Town Dock (Torquay Harbour)	£1,140,000	2008/09	£358,087
Haldon Pier (Torquay Harbour)	£1,200,000	2010/11	£736,384
Brixham Harbour New Fish Quay Development	£4,750,000	2011/12	£3,433,307
Torquay Inner Harbour Pontoons (Inner Dock)	£800,000	2014/15	£607,581
Brixham Harbour Jetty	£840,000	2020/21	£807,392
TOTAL			£5,942,751

3.6 Debt Position

The aged debt position is set out below. The outstanding Harbour Charges debt largely reflects payment of user charges by instalments and the overall figure will reduce throughout the year.

	Corporate Debtor System		Harbour Charges	
	< 60 days	> 60 days	< 60 days	> 60 days
Debt outstanding	£2k	£117k	£26k	£100k
Bad Debt Provision	£18k			

4. Legal Implications

- 4.1 The Harbour finances are currently not being run in accordance with the DfT's Ports Good Governance Guidance (March 2018). While not a statutory publication this is considered national 'best practice' for the ports industry.

5. Engagement and Consultation

5.1 Feedback from harbour users and liaison forums

Feedback from Committee members

Feedback from fishing industry leaders

Previous Harbour Committee reports

6. Purchasing or Hiring of Goods and/or Services

6.1 Not applicable

7. Tackling Climate Change

7.1 Not applicable

8. Associated Risks

8.1 With the harbour reserve at a low level there is a risk that the Harbour will require a General Fund precept to retain a balanced budget.

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

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

HARBOUR REVENUE ACCOUNTS 2022/23 - BUDGET MONITORING

TOR BAY HARBOUR AUTHORITY

Expenditure	2022/23 Original Budget £ ,000	2022/23 Projected Outturn £ ,000	Notes		2022/23 Original Budget £ ,000	2022/23 Projected Outturn £ ,000	Notes
Harbour Employee Costs	686	694	1	Expenditure brought forward	3,419	3,558	
Premises Costs:-				Income			
Repairs and Maintenance	307	327	2	Rents and Rights :-			
Energy & Water	267	336	2	Property and Other Rents/Rights	648	674	7
Cleaning & Waste	54	54	3	Marina Rental	498	498	
Other Premises & Insurance costs	170	162	3	Operating Income :-			
Operational Costs:-				Harbour Dues	55	56	
Security Services including CCTV	150	150	4	Visitor and Slipway	74	74	
Professional Services	72	72		Mooring fees	251	251	
Equipment and V&P	46	70		Pontoon Berths	681	680	
Other Services	88	88		Fish Toll Income	1,000	1,000	
General & administration expenses	86	83		Recharged Services	101	104	8
Internal Support Services	249	251		Harbour Facilities charges	54	58	
User Charges Concessions	14	15		Licences & Contractor passes	10	47	9
Capital Charges	559	552	5	Reserved Car Parking	35	26	
IFCA Precept	28	27		Miscellaneous & Administration charges	32	37	
Contribution to General Fund - EHO	25	25		Contribution from Reserve		45	10
Contribution to General Fund	618	652	6		3,439	3,550	
	3,419	3,558		Operating Surplus /(Deficit)	20	(8)	

RESERVE FUND			
Opening Balance as at 1st April		481	
Interest receivable (estimated)		4	
Net Surplus / (Deficit) from Revenue Account		(8)	
Contribution to Revenue		(45)	10
Capital Funding		(150)	11
Expected Closing Balance as at 31st March		282	

Note: In line with Harbour Committee minute 398 (5) December 2011 the minimum Reserve level at year end 2022/23 is £687k based on 20% of budgeted turnover to meet any deficit in the revenue budget or winter storm damage. The balance is earmarked for harbour related capital projects.

HARBOUR REVENUE ACCOUNTS 2022/23 - BUDGET MONITORING

NOTES

- 1 An inflationary pay rise for staff for 2022/23 is currently being negotiated in light of the cost of living impact and will likely exceed the level assumed in the budget provision.
- 2 An initial estimated impact of the energy crisis has been built into the projected outturn. This position will be closely monitored throughout the year.
- 3 A refund for overpaid NNDR in prior years at Torquay has been received.
- 4 Works to the Brixham work boat, carried forward from 2021/22, which will be met from the earmarked provision within the Reserve (see note 11)

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	Budget 2022/23 £k	Projected Outturn 2022/23 £k
Torquay Town Dock	81	81
Torquay Inner Harbour pontoons	54	54
Torquay Haldon Pier	81	81
Brixham Harbour Regeneration	282	282
Brixham Harbour Jetty	38	38
Harbour Light	16	16
Day Boat Pontoon-Brixham	2	
Princess Pier railings	5	
	559	552

- 6 The budget approved by Harbour Committee on 6th December 2022 included a request for a reduction in the general fund contribution of £134k. The full Council budget approved on 6th March 2022 limited the reduction to £100k.
- 7 The forecast has been revised and is based on the outturn for 2021/22.
- 8 An increase has been assumed in line with the estimated rise in energy prices but other recharge areas are likely to reduce.
- 9 A reduced level was budgeted for Fish Buyer Licences in light of discussions regarding online auctions. The licences have been now been issued and invoiced for 2022/23 and the position remains under review for 2023/24.
- 10 Earmarked funding for schemes deferred from 2021/22:

	£k
Town Dock gate	5
Workboat - balance of repairs	25
Tqy Harbour LED Upgrade	8
Brixham inner harbour moorings	7
	45

Other schemes deferred from 2021/22 and not yet committed e.g. Brixham inner harbour moorings may require a further call on the Reserve up to £19k

- 11 Specific funding for dredging works.

Meeting Title	Torquay & Paignton Liaison Forum
Venue	Torquay Harbour Office
Date	Thursday 23 rd June 2022

Present	Rob Parsons (RP)	Amanda Castle (AC)	Tim Allen (TA)
	Nick Burns (NB)	Warwick Saunders (WS)	Tim Morris (TM)
	Jessica Marles (JM)	James O'Dwyer (JO)	Bob Penfold (BP)
	Simon Pinder(SP)	Anne Brooks (AB)	Terry Eakers (TE)
	Nicole Amil (NA)		

Agenda Items	1) Welcome & Apologies (HM Introduction)	HM
	2) Minutes from the last meeting	HM
	3) Actions from Minutes	HM
	4) Schedule of Meetings 2022	JM
	5) Harbour Financial Update & Charges	HM/KA
	6) Operational Update	HM/NB
	➤ Major Incident	
	➤ Trinity House Audit	
	➤ Service Pressures	
7) Staffing	HM/NB	
8) Events	All	
9) AOB	HM	
	➤ Paignton toilets potential change of use	

1.	Welcome & Apologies (HM Introduction)	Action
	<p>HM welcomes all to the meeting.</p> <p>JM states apologies for the meeting – Charles Easterbrook, John Dudley, Judith Mills, Vic Ellery and Andrew Barrand</p> <p>HM advised all of the passing of Marshall Ritchie, all agreed that half mast would be suitable.</p>	

2.	Minutes from the last meeting	Action
	All agree minutes are accurate and no matters arising.	
3.	Actions from minutes	Action
	No actions	
4.	Schedule of Meetings 2022	Action
	Schedule of meetings will go out with these minutes, RP would like to have all meetings for this year booked into the calendar before the committee meetings.	
5.	Harbour Financial Updates & Charges	Action
	RP advised that the budgets have been delivered to the Harbour Committee. There has been an increase in fish tolls with reaching a million last year and a good start this year, there are some money in the reserves for dredging in Brixham Harbour.	

6.	Operational update	Action
	<p><u>Major Incident</u> NB spoke about the Yacht fire that happened at the end of last month. He advised that our tier two responders are on site (Adler and Allan) and have been on site/standby since the incident happened. We are unsure on the quantity of fuel but so far have taken about 3,500L so a large amount has been removed but currently unsure of the remainder of fuel in the wreck. NB and RP mentioned the exceptional team work from the team with how they responded on the day of the incident and how it was important that the team had previous training on how to deal with these situations as they knew exactly what needed to be done.</p> <p>NB advised of a salvage plan that has been put together by TMS the contractors that have been granted the works of recovering the wreck. RP and NB to read through this prior to Monday when 2 barges will be arriving, one being 50m by 18m.</p> <p>When this work starts part of the marina may need to be dismantled and for a certain amount of time part may also be closed, no traffic in or out of the marina. A dive team have started on the wreck putting in channels ready for the slings to be lifted.</p> <p>AC asked if there will be any restrictions to the Inner/ town dock, NB confirmed there wont be restrictions to Inner and Town Dock. The fairway may be closed at points but all will be communicated well.</p> <p>JO asked how long the lift is going to take and how long could the marina potentially be closed, RP advised worst case scenario it could be up to 3 days, this will be on a weekday. We are unsure on how long when the wreck is on the barge it will be in Torquay Harbour but it will be movable and TMS will work with us. The end destination is Southampton.</p> <p>A press release is going to go out today to clarify many rumours going around and a notice to mariners on the work will also be issued but RP does not want to issue this just yet.</p> <p>RP mentioned that lessons are learnt from this incident and we are lucky the wind was going in the direction it was. It has brought up the question if the equipment we have is suitable.</p> <p><u>Trinity House Audit</u> RP confirmed that the Trinity House Audit went well.</p>	
7.	Staffing	Action
	<p>NB informed that we have new seasonals who have started, training is still undergoing and hoping they will be fully trained in a week or so ready for the summer season. It does help having staff on the slipway for payment taking etc.</p> <p>We are an admin team member down and struggling to find anyone suitable, the job was advertised and no one was taken on, it is being put back out for applications.</p>	
8.	Events	Action
	<p>SP confirmed we have a very full schedule this year for the events and a lot coming up in July and August with applications for this year also still coming in. Due to Covid not permitting many events for the last few years a lot of events have had to make changes to processes and risk assessments.</p> <p>NB discussed the Airshow, the first day did go well but due to the weather it was cancelled on the second day, NA advised it was still busy down in Paignton and lots were still going on. The fly markers were still out but due to winds they were washed</p>	

	<p>up onto the beaches. The weather did lift in the afternoon but where the planes were flying from the weather was not flyable conditions.</p> <p>We kept the exclusion zones in place on the Sunday incase the weather allowed the planes to fly as it would have been difficult to allow boats into the exclusion zone and then take them out if it went ahead in the afternoon.</p> <p>NA advised there is a meeting organised with events to discuss the strengths and weaknesses.</p> <p>BP issued us with a breakdown of the RTYC events schedule, all requested for this to be sent out with the minutes. There are 3 large events coming up one being the UK Cadet Class National Championships which is at 60 entries from different countries starting on the 22nd July. BP also mentioned that they are already getting bookings in for 2024 and 2025.</p> <p>AC asked If they could stop people parking up at daddyhole plane during events as it causes chaos with cars everywhere, BP confirmed they to try and avoid people parking there but have no control of the road. AC asked if they could speak to highways to rectify this.</p> <p>TE informed us that Paignton Rowing Club are hosting the biggest event they have hosted, the rowing championship starting on the 11th September.</p> <p>WS on behalf of TCCI informed there are 3 big beach cleans coming up linked with the blue flag awards. The TCCI are having continuous issues with anglers at berry head and hopesnose and they are working with the land managing agent to prevent this from happening. It requires enforcement which is difficult because by the time enforcement gets there they will have moved on. NB advised he does speak with the police twice a week and has offered to take them on the rib to access the recreational anglers by boat. This situation has become worse with the pandemic.</p> <p>BP asked about the coves race not being on the events, SP unsure if this is because they are not holding it or If they have forgot to submit the event application. Action for SP to chase this.</p>	
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9.	AOB	Action
	<p>RP briefly spoke about the levelling up funding, the deadline is the 6th July. The amount needed to be borrowed is a lot more than before due to inflation and other factors. We will know more about this at the next Liaison forum.</p> <p><u>Paignton toilets</u> SP advised that enquiries have been made change the toilets at Paignton to something else and leased out. If we can do this then part of the plan would require 4 unisex toilets. SP showed all a plan from one potential tenant and asked for all to look and think about any comments and feedback.</p> <p>SP said that there has been monitoring of the toilets and how many people have been using them and 4 unisex would be enough taking into account that they may not be during events where more people would be around the harbour. If this is agreed then it would have to go out to tender. All factors would need to be taken into account, if it would be suitable for the area etc.</p> <p>JO asked if the building is listed, SP confirmed that the TDA are currently looking into this.</p> <p>AB confirmed with SP that the toilets would be unisex and disabled/ accessible so all people can use them. AB asked if the restroom was done over busy times of the day/</p>	

what time of the day they looked at numbers as it could be different at different times. SP confirmed this was all accounted for in testing.

WS asked if the access would be controlled by the tenant.

Diagram left with users to look at and bring forward any other comments to SP.

AC said she has a list of questions to ask on AOB.

AC asked if it would be possible for a fire safety plan to be displayed on the notice board in the Inner Harbour and it does not look like the extinguisher have been checked and if it would be possible to have more fire extinguishers.

NP confirmed that we can issue the fire safety plan in the notice board, the fire extinguisher was checked last week. One fire extinguisher was deemed to be enough in the code of practice and all vessels should have their own on board.

AC asked if the loading hours could be extended for the taxi/ loading area outside the inner harbour as it is not being used by taxis like it used to be and inner harbour customers are receiving tickets.

NB will formally speak to parking services again to see if anything can be done as it is not under us to change this.

AC asked if we could get more CCTV in the inner harbour, and is aware of the boat break in on south pier.

NB confirmed an order has been raised for two new static cameras for the inner harbour/ barrier. One pointing directly to the inner harbour gate. The break in happened at 2.30am, they climbed over the spikes to get down to south pier and then walked over the millennium bridge, they did have distinct clothing and the police are looking into it. TM asked about lighting on South Pier as it is very dark. It was confirmed that lighting is being installed this week.

RP asked how many more questions AC would like to ask, AC advised she does have a few more questions.

AC asked if we could have WIFI around the harbour, NB advised that the WIFI is £2,000 for installation and £6,000 a year for the up keep. RP said he will add it to the list of wants.

AC asked if they could have more electric points, NB confirmed that the cabling is not suitable and adding more sockets to the points would not work, the harbour isn't a fully serviced marina so unfortunately the electric points are there for less use than a fully serviced marina.

AC asked if there is a possibility of the cill times opening at 7am instead of 8am, TM also asked about an extension on cill times in the evening as not all vessels in the winter want to come in before 5pm. NB advised that if you do come in when the cill is closed there is the option to berth on the town dock for a night until you can move it back to its berth the next day. SP said that we did monitor people wanting bridge lifts before 8am and it was very little, NB advised he is in from 7am and can do bridge lifts if needed.

TE advised that at Paignton they had an issue with a certain vessel creating a lot of noise jet washing on North Quay all afternoon which prevented people from going down North Quay. SP asked for TE to put this in an email so he can investigate. TE also asked for more lighting around North Quay and it was brought up to Havills but nothing has yet been done. SP to chase.

TA said that people are anchoring on the seagrass area at Beacon Cove. No one was aware of this. JM confirmed seagrass chart is on the Tor Bay Harbour website.

TM asked for the protocol on asking Torbay Council for money and other things, he had been advised by someone that all you need to do is ask. JO and NA advised this is not the case, and there is a lot more to it than that. RP advised that the Liaison forum is the right place to bring up questions and ask for things so it can be fed back.

BP asked if there was any progress on living coasts, JO confirmed all he knows at the moment is there are 2 potential buyers.

BP also asked about Victoria parade and if there is any update, JO advised that the plans for it did not take into consideration that Torquay is a working harbour and that HVGs would need access. The Harbour master was never consulted.

BP mentioned that there was a lot of loud noise coming from below decks the other evening causing a lot of noise pollution. All noted.

RP thanked everyone for attending the meeting and is grateful for them all coming and appreciates all points made.

Meeting Title	Brixham Harbour Liaison Forum	
Venue	Brixham Yacht Club	
Date	Monday 20 th June 2022	
Present	Rob Parsons (RP) Steven Poulton (SP) Charlotte Wesley (CW) Richard Spreckly (RS) David Range (DR) James O'Dwyer (JOD)	Judith Mills (JM) Vic Ellery (VE) Neil Murray (NM) Sacha Hagar (SH) David Faithful (DF) Nicole Amil (NA)

	Agenda	Action
	1) Welcome & Apologies 2) Minutes from last meeting 3) Actions from Minutes 4) Schedule of Meetings 2022 5) Harbour Financial Update & Charges 6) Operational Update <ul style="list-style-type: none"> a) Major Incident b) Trinity House Audit c) Service Pressures 7) Staffing 8) Events 9) AOB	

1.	Welcome & Apologies	Action
	Apologies <ul style="list-style-type: none"> • David Saunders 	

2.	Minutes from last meeting	Action
	NM mentioned the slipway doesn't appear to be manned. The sign on the slipway has the dates May 2021 to April 2022. The signs being out of date indicate we are not on the ball.	

3.	Actions from Minutes	Action
	<p>RP advised the action tracker has been created and this will be sent out with the minutes in the future.</p> <p>The meeting with Dave Saunders has taken place. RP informed all that he hasn't got round to completing the town pontoon report and that the infrastructure reports have not yet taken place however he will take these to the harbour committee once done.</p> <p>RP has looked at the slipway with regards to it being manned, but we need to find the most cost effective way. The slipway needs to be manned during the high season although we are struggling to get seasonal staff. We have had two people due to start and then not turn up due to starting a full time job elsewhere.</p>	
4.	Schedule of Meetings 2022	Action
	<p>RP advised that the Liaison Forums are always before the Harbour Committee meetings but on this recent occasion the Harbour Committee was held first</p> <p>RP & NA are going to decide future dates of the Liaison Forums and send these dates out to everyone so we have the best attendance.</p>	
5.	Harbour Financial Update & Charges	Action
	<p>RP said money has been allocated for dredging this FY and we have had a reimbursement in relation to insurance and the Sea Beast meaning the harbour reserve has increased above expectation but we must be cautious that the money is committed. RP is in the process of reviewing how our finances are governed financially.</p> <p>RP informed the meeting of the recent Yacht Fire and how we had been lucky in terms of the wind direction. Fortunately nobody was hurt. The investigation was underway which could take some time but this will feed into our own internal audit process to ensure lessons are learnt or where our OSCP can be improved.</p> <p>VE stated that he had been trying to get the Town Hall to understand that Harbours is a major business and the risks are significant and it requires resource. We are underfunded , the fish market, the leisure, they all bring in an economy larger than any other tourist place. They do not seem to understand the Harbour/Beaches side of Torbay Council.</p> <p>JO'D mentioned that the Town Hall do not have to fund us, the issue is they take our money when we continue to produce the income. The money should be reinvested which is what they don't understand.</p> <p>RP said people come to Torbay for the Bay itself not the shops. If we cannot get to a position where we are safe enough then we are costing money rather than saving money.</p> <p>JM believes TDA should have a section for seaward side and not just on-land.</p> <p>JO'D has seen that Teignbridge is making money, they have seen an opportunity for development.</p> <p>Moving on, RP brought up the issues relating to the interface between the Town Hall and Harbours and the financial tools used. The Finance team are continually encountering issues with FIMS and Harbour Assit and the level of errors are acceptable as this has been going on for 2 years.</p>	

<p>RP continued that the issue is the translation of codes, and customers being sent several invoices with different item lines when they should all be on one invoice. This is not the harbour admin's fault, this is to do with interface between harbour assist and the finance system. We are a separate service to Torbay Council by way of billing intricacies.</p> <p>VE mentioned that people in this room receive incorrect invoices and it reflects on the Harbour Authority which is reputational damage. They should allow us to do our own thing when it comes to invoicing.</p> <p>RP is going to bring this to the next harbour committee to decide what our strategy will be regarding the interface.</p> <p>DF said that people will always bleat when there are issues but not when things are correct.</p> <p>RP spoke about the fact that it's also wasting our resources for example printing, postage, our time, etc and the time it takes up with our admin team. They keep asking us to do testing which means one person from our admin team has to keep re-testing which can take 3 hours a day for that person. RP advised that we do have meetings with them but the recent meeting had to be moved as Rob was unable to attend and wanted to be there. RP will bring this to the harbour committee.</p>	
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6.	Operational Update a) Major Incident b) Trinity House Audit c) Service Pressures	Action
	<p>a) RP has briefed the harbour committee on the yacht fire which caused circa £500,000 damage to Princess Pier. RP Briefed on the planned process of recovery and was not clear on any dates at this stage. RP informed the meeting that there will be a barge in Torquay Harbour on Wednesday which will be tied up and ready to go on the inside of the pier; the fairway will be closed for a couple of days for navigational safety when a date for removal is decided.</p> <p>JO'D asked if for pollution reasons we could look at the removal of silt. RP thinks we could, the silt removal will be disbursed. The issue is they don't like the idea of removing water from the hull into the boomed area. RP confirmed the liaison with the MMO but reiterated that nothing had been finalised at this stage.</p> <p>RP informed all that the EA & MMO were both pragmatic, we do not know how much fuel is left in the yacht. Once we get the yacht to resurface, TMS will gain access to see how much diesel remained and then the pollution team will remove it.</p> <p>b) SP said there is a lack of investment in infrastructure due to budgetary constraints but updated the meeting on general work carried out since the last meeting.</p> <p>c) SP updated the meeting on staffing levels and confirmed the HMs point on the slipway. SP focussed on the outstanding jobs but informed that these had not been done due to the absence of a workboat, which was due to be rectified.</p>	

7.	Staffing	Action
	<p>RP thanked Brixham yacht club for helping with vessels that have come away from their moorings since we haven't had a work boat. RP confirmed the point in relation to staffing as SP above.</p> <p>RP said that the 24 hour security in Brixham was being reviewed due to concerns with PMSC compliance and this will be discussed further moving forward.</p> <p>RP elaborated on the boat issue and informed all that we need to understand fully what our requirement is before we look at replacements. Things that will be considered is the quick reaction from both harbours and access to all beaches within the jurisdiction.</p> <p>JO'D asked whether there was a technical solution rather than manpower for the slipway. He suggested a camera but is unsure of the costs, but thought this would be a good idea to identify persistent offenders.</p> <p>SP input that the man power allows us to provide health & safety and advise to people going out on the water and for someone to be there to put a stop to dangerous activity but as stated previously this is under review.</p>	
8.	Events	Action
	<p>RP thanked all for their efforts for the Torbay airshow.</p> <p>RP informed all in relation to the cruise sector visiting Tor Bay for example the 'World' cruise ship is no longer visiting Tor Bay which we are unsure why, he also believes that the 'Europa' cruise has cancelled too.</p> <p>NM asked whether the cruise tenders will come into Brixham.</p> <p>RP responded that the landing procedure is quite strict and there is better landing pontoons in Torquay. We would not be able to have coaches due to the lack of space for coaches in Brixham.</p> <p>JO'D asked whether we require customs information.</p> <p>RP informed all that this is done prior to arrival by the shipping agency.</p>	
9.	AOB	Action
	<p>SP confirmed that the railings around the inner harbour are complete and we have received good feedback. We do require mooring rings for vessels to tie to on the bookable berths, therefore he has spoken to TDA for a meeting about this.</p> <p>NA is happy with face to face meetings and she is going to schedule the meeting dates with RP and stick to them.</p> <p>DR asked whether anything has changed regarding the planned dredging.</p> <p>RP advised the dredging is still going ahead but this will be at the end of the year or as dictated by the supplier.</p> <p>VE mentioned that when the dredging was carried out in Paignton harbour the dumper trucks were putting it all on the harbour wall.</p> <p>RP responded that they require a license if they are taking it out of jurisdiction, however it is not illegal to move dredged material around harbour confines.</p> <p>JM said there has been lots of publicity of the sea grass and whether anything happened to the ones in Fishcombe? Page 22</p>	

RP informed the forum of the sea grass marker project with Mark Parry and Wild Planet Trust. These additional markers will be in place for the 2023 season.

JM asked if those would be anchored on the sea grass.

RP answered that the positions of the markers will be as stipulated by the scientists for best impact and that he had met with Mark Parry to deconflict any issues from a navigational safety point of view.

VE asked if we are creating a new bye-law for 5 knot markers as Mr Lanes pleasure craft comes within this area when people are swimming, kayaking etc.

RP confirmed he has a meeting with the Lanes next week so he will make this clear to them.

NM said the mussel boat is coming onto the town pontoon and washing the decks off. The Vigilance has been on the grid a lot this year and they have noticed an increase of mussels on their heritage boat and it is starting to cause damage.

JM asked whether the bye-laws are going to be re-done.

RP advised it's a long process but this is being looked at.

Project update – RP shared an alternative plans which he has shared with BYC and the Town Council. RP briefed on the planned deliverables and the outputs of the project. RP hoped that we will be successful this time but we await the decision from DLUP

RP and NA thanked everyone for attending and will be in touch.

Next Meeting
Venue
Future meetings

TBC