

**BRIGHTLINGSEA HARBOUR COMMISSION**

**COMMISSIONERS' MEETING**

**MINUTES OF MEETING HELD ON 05 Jul 2023**

**AT THE WRECK HOUSE COMMENCING AT 1830hrs**

Present:

Andrew Scott – Chairman

James Thomas – HM/CE

Fiona Brown - FB

Patric Foley Brickley - PB

Duncan Nicholson - DN

Colin Watkins - CW

ITEM	NOTES	ACTION
5288	<b>Apologies</b> Daniel Stoker - DS	
5289	<b>Minutes of Meetings held on 7 Jun 2023</b> Proposed, CW , Seconded FB	
5290	<b>Matters Arising from those minutes</b> Outstanding Actions log was reviewed.	
5291	<b>Financial Report</b> The provisional year end March 2023 financial report was reviewed. HM explained the costs associated with electricity in the Marina and Visitor revenues. Our accountant will now prepare the annual accounts.  It was agreed that PB would engage with the office to assist in spreading of financial risk. <b>PB</b> asked that the <b>HM</b> provide a P&L summary for both the ferry and the water taxi.  <b>PB</b> asked that the <b>HM</b> prepare a table and graph showing the 'cash in the bank' on the 1 <sup>st</sup> of each month from April through to the following March. This would help Commissioners and Stakeholders better understand how BHC funds fluctuate during the year. This would also enhance the Presentation of accounts in November.	<b>PB</b>  <b>HM</b>         <b>HM</b>
5292	<b>Harbour Master Report:</b> <b>Shipping</b> 4 x Ships on the Wharf since the last BHC meeting; 3 x Cement, 1 x Scrap. 1 scrap tonight and 1 next week. <b>Marketing</b> Facebook; <ul style="list-style-type: none"> <li>• Brightlingsea Harbour <b>4,085</b> followers (27 since Jun),</li> <li>• Foot Ferry <b>4731</b> Followers ( 83 since Jun).</li> </ul> Harbour App 1000+ downloads. TikTok 52	

Harbour Entry 1544 views up 78 since Jun.  
Foot Ferry Video 5151 up 238 in Jun.  
Harbour Instagram 1222.  
Foot Ferry Instagram 1000.  
Twitter 650 followers.

### **PMSC**

CBC has identified boats at the Hythe for removal, with the intention of clearing rubbish from area. BHC will assist CBC with removal of those craft. CBC will be charged a fee for this activity.

HM outlined a recent incident involving several PWCs. He briefed Commissioners on his and Police activity following that incident. This included videos of their behaviour and also an article in the Daily Mail about the incident.

Foiling moths in the creek were observed turning at a mark well inside the creek at the weekend. DN said he would share with the BSC committee.

Electronic Port Marine Safety Code and Safety Management System documents has been generated and will be added to the Website.

New Pilot Jackets have been provided to pilots.

Two staff members will be attending the P2 Oil spill response course.

### **Maintenance**

Electric Boat Sea trial. Control box overheated now rectified and now being furnished, ready to carry out the Black Buoy pub lunch cruise.

Trinity House Inspection just completed. Early feedback suggests they are happy. They are recommending that we re-paint the green part of the Creek mouth pile (starboard hand mark) within the next three months.

The former 'Big Buoy' has been repaired and is ready for redeployment.

Sinkers project bid for funding was unsuccessful.

### **Operations**

Entry fobs now operating in showers and toilets.

Black Buoy have found the required staff and are ready to resume their role in the pub lunch cruise.

Bin trial on visitors pontoon will start imminently. HM hopes this will, over time, allow him to reduce BHC's waste disposal costs.

The harbour team are, as they do each year, measuring the actual space occupied by a boat on the pontoons. BHC charge boats by the space they use which includes bowsprits and bathing platforms /ladders. The manufacturers description often fails to represent the accurate overall length. For example, a 34' boat may be as long as 36 from pulpit to transom ladder. Booking too small a space also reduced manoeuvring room for neighbouring boats.

DN asked if it was possible for berth holders to have a cleat repositioned, as sometimes they were awkwardly set. HM said yes, request at the office.

BHC land rental. The site has been advertised for rental. When an appropriate tenant is found, the HM will update Commissioners.

	<p>Two electronic interactive tourist information noticeboards (grant funded) will be in operation in the near future. One will be at the front desk and the other in the shower block.</p> <p>HM met earlier this week with an academic from Essex University. The academic expressed a desire to run some twenty projects in bio engineering for MSc practicals, based around the harbour. He is keen for his students to partner with various persons/organisations who use the harbour. It is likely that he will make an early presentation to those interested to explain what he intends and to gain support. More details will follow.</p> <p><b>CBC</b> HM has been told that the Fieldgate quay repair work has been planned. The intention is to return the sheet piling into river bank.</p> <p>CBC have paid their statutory annual fee for BHC to act as 'local lighthouse authority' and 'pilotage authority'. The HM also expects CBC to find funds to support the BHC River Patrol.</p> <p><b>BTC</b> Tendring 100 show is on at the weekend of 8&amp;9 July. BHC is working in partnership with BTC, the museum and CYC to sell Brightlingsea to potential visitors. Brightlingsea TAP- Tourist Advisory Panel. The Harbour takes part in this panel. TAP members have decided, following the success of the generic visitor map, to produce a video to promote Brightlingsea. TAP also wish to encourage local businesses to join TAP, so they can identify opportunities linked to visitor numbers. Monday closing of hospitality venues was one issue that has been raised.</p> <p><b>Staff</b> Skills gap roundtable event. HM reported to members the contents of a skills gap roundtable involving employers in the Tendring area.</p> <p><b>Visiting boats to the Harbour in Jun</b> 2021 367 2022 303 2023 258 Commissioners noted that the Easterly wind continuing into June may well have reduced visitor number this year.</p>	
5293	<p><b>BTC/BHC Update</b> PB gave an update on discussions with newly elected Cllrs Pavey and Atkinson regarding the asset management.</p>	
5294	<p><b>PWC</b> HM showed Daily mail article and videos relating to the Jet ski behaviour. He then described the way forward.</p>	
5295	<p><b>Matters Raised by Members</b> FB was not certain of next (August) meeting availability due to potential Pyefleet week involvement. She sent apologies for September meeting. <b>The Chair</b> told Commissioners that he would be meeting with them, individually, over the next few months to get their views on BHC.</p>	Chair

Next Meeting	Time Venue	1830hrs, Wed 3 <sup>rd</sup> Aug 2023 Wreck House	Next meeting biscuits; Chair
Time Ended	2100hrs		

Approved  
Andrew Jel  
2 August 2023