

**BRIGHTLINGSEA HARBOUR COMMISSION**

**COMMISSIONERS' MEETING**

**MINUTES OF MEETING HELD ON 01 Nov 2023**

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

Present:

Andrew Scott – Chairman

James Thomas – HM/CE

Colin Watkins – CW

Daniel Stoker – DS

Fiona Brown – FB

Duncan Nicholson – DN

Patric Foley Brickley – PB

ITEM	NOTES	ACTION
5320	<p><b>Apologies</b> N/A</p>	
5321	<p><b>Minutes of Meetings held on 4 Oct 2023 were approved.</b> Proposed, <b>CW</b>      Seconded, <b>DS</b></p>	
5322	<p><b>Matters Arising from those minutes</b> Outstanding Actions log was reviewed.</p>	
5323	<p><b>Accounts</b> <b>Year End 23</b> Commissioners were presented with the accounts FY22-23, the <b>Chairman</b> explained deferred Taxation, the <b>HM</b> stated it was broadly as expected, our targets for surplus to be reinvested into the harbour were met. The Commissioners <b>agreed to approve the accounts</b>, with publication in late November. Proposed, <b>FB</b>      Seconded, <b>CW</b></p> <p>The <b>HM</b> also presented several Profit and Loss accounts to explain the financials for BHC's water-based activity, <b>PB</b> suggested that the HM provide a combined P &amp; L for all waterborne operations.</p>	<p align="center"><b>HM</b></p>
5324	<p><b>Harbour master Report</b></p> <p><b>Shipping</b> 3 x Ships; 2 x Cement, 1 Scrap</p> <p><b>Marketing</b> <b>Brightlingsea Harbour</b> 4,281 followers (25 since Oct), <b>Foot Ferry</b> 4,990 Followers ( 21 since Oct). Harbour App <b>1100 +</b> downloads. TikTok <b>58</b> Harbour Entry <b>2001</b> views up 26 since Oct. Foot Ferry Video <b>6481</b> up 82 in Oct. Harbour Instagram <b>1255</b> Foot Ferry Instagram <b>1020</b>. Twitter <b>658</b> followers.</p>	

	<p><b>PMSC</b></p> <p>The Jetty report as commissioned by the BTC was presented to Commissioners. <b>DN</b> made several comments regarding the report, the engineering design, assessment, its suitability and the longevity of the structure. <b>DN agreed to provide a note to Commissioners summarising his views.</b></p> <p>Police Jet Ski update. Copy of a report from the marine unit has been received by BHC. <b>BHC agreed to invite the Police to the November stakeholder meeting.</b></p> <p>Jetty Handbook. Document completed and handed to BTC.</p> <p>Security. HM updated Commissioners on information from the Police around maritime theft in the local area.</p> <p>New Commissioner Inductions took place earlier in the week.</p> <p>Designated Person inspection potentially in December.</p> <p>Possible partnerships, University of Essex looking at a project on water borne behaviours. Reading university is looking at a follow on to project USAR. HM will maintain contact and inform Commissioners how these develop.</p> <p><b>Maintenance</b>  Buoy maintenance work continues.  Town Pontoon Jetty remediations continue. HM expects this to be complete and exchanged by month end.  Ply fixing on frontage of town pontoon is ongoing.  Yard surface improvements complete.</p> <p><b>Operations</b>  RNLI Donation of ferry tickets raised £455.</p> <p><b>Staff</b>  Apprentices on training doing well.  Incremental staff for winter had joined the Harbour Team.  Xmas event for Harbour Staff, Bella Pais 5<sup>th</sup> Dec.</p> <p><b>Morgan Marine</b>  Lifting problems delayed dates for lift out. Along with Storm Ciaran, this has delayed some berth holders from vacating their summer pontoon berths.</p> <p>Visit from Natural England expected on 23 Nov.</p> <p><b>Colchester City Council (CCC)</b>  Hythe Clean; planning to support CCC in this activity  Hythe Boats; BHC are assisting CCC with derelict boats removals.</p> <p>Removal of SAGA yacht from near the Wivenhoe pill box is being handled by CCC.</p> <p><b>Purelake</b>  HM has placed a new cleaning contract for the marina showers.  Annual fees due under the contract have been received / paid.</p>	<p><b>DN</b></p> <p><b>HM</b></p>
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	<p><b>Visitors</b> 150 in October. Visitor numbers have increased significantly post COVID. More yachts are visiting Brightlingsea than ever before. Visitor nights are up by 33% from 2019.</p>	
5325	<p><b>Remuneration Committee</b></p> <p>Commissioners were keen to extend the period of setting the increase, until they were more certain of the direction of travel of inflation. The October figure was likely to provide more clarity. The remuneration committee will make its recommendation to the December BHC meeting.</p>	FB /PB
5326	<p><b>BTC Update</b></p> <p>A meeting took place 23 Oct 2023 with BTC where the operation of BTC's waterfront assets was discussed.</p>	
5327	<p><b>Pricing</b></p> <p>The next years tariff list was presented to Commissioners, it represented a 6.7% Sep CPI increase in fees, the Taxi tokens increased from £12 for 10 to £13. Some prices were frozen. Commissioners <b>agree that we should advise stakeholders that prices are likely to increase with CPI.</b> Commissioners noted that 2023 season increase was less than CPI.</p>	
5328	<p><b>Strategy</b></p> <p>DS made a brief presentation the consultation process to build a strategy document. He referred to a process carried out by Dorset Council which had been successful. Commissioners liked the approach outlined by DS and <b>agreed that we should adopt a similar process</b> for BNC. <b>DN, along with the HM and PB to produce a straw model strategic document for discussion with the Commissioners.</b> By February 2024 BHC meeting</p>	DS
5329	<p><b>Matters Raised by Members</b></p> <p><b>DN</b> asked if there are dredging plans for this year, <b>HM</b> replied that maintenance dredging will take place over the winter. A bathymetric survey will take place in November, which will guide the dredging activity. The aim of maintenance dredging will be to sustain BHC's target depths (published on the website). The HM will repeat the bathymetric survey in March / April, once the dredging is complete.</p> <p><b>CW</b> gave an update on the Brightlingsea Harbour Interest Group (BHIG) meeting he attended on 30<sup>th</sup> Oct.</p>	
<b>Next Meeting</b>	<p><b>Time</b> 1830hrs, Wed 6<sup>th</sup> Dec 2023 <b>Venue</b> Wreck House</p>	Next meeting biscuits; Fiona B
<b>Time Ended</b>	22.00hrs	

Approved

Andrew Lee

6/12/23