

BRIGHTLINGSEA HARBOUR COMMISSION

COMMISSIONERS' MEETING

MINUTES OF MEETING HELD ON 07 Feb 2024

AT THE WRECK HOUSE COMMENCING AT 1830hrs

Present:

- Andrew Scott – Chairman
- James Thomas – HM/CE
- Colin Watkins – CW
- Daniel Stoker – DS
- Duncan Nicholson – DN
- Karl Lumbers – KL
- Ali Johns – AJ
- Patric Foley Brickley – PB

ITEM	NOTES	ACTION
5340	Apologies N/A	
5341	Minutes of Meetings held on 1 Nov 2023 were approved. Proposed, DS Seconded, AJ	
5342	Matters Arising from those minutes Outstanding Actions log was reviewed.	
5343	Budget FY 24/25 Budgeted figures v Actual figures Dated 31 Jan 24 was presented by HM to Commissioners. This included performance this year to date and the forecast outturn for the remainder of the year. HM expects that the Harbour will make a surplus, above our budgeted contribution to reserves. The Budget for FY 24/25 was presented to the Commissioners explaining the income and expenditure forecast for the next financial year. Documents relating to the budget will be sent to Commissioners to examine prior to approval at the next meeting. Action.; All Commissioners to review and raise any questions with HM before next meeting. HM has issued budget documents to all Commissioners.	All Commissioners
5344	Harbour Master Report Shipping 5 x Ships; 4 x Cement, 1 Scrap. Marketing BH 4,342 followers (49 since Dec), Foot Ferry 4,987 Followers (0). Harbour App 1200 + downloads. TikTok 64 Harbour Entry 2096 views up 77 since Dec. Foot Ferry Video 6661 up 135 since Dec. Harbour Instagram 1287 Foot Ferry Instagram 1026 . Twitter 662 followers. Port Marine Safety Code (PMSC) New replacement response ladders have been placed on the pontoons.	

PMSC 6 Monthly meeting for harbour staff, took place in December. **KL** asked if he might attend one in future, **HM** said yes he may, but should be aware they are designed for operational staff.

Designated Person (DP) visit Feb 20/21st he will conduct an inspection, as required by the PMSC, during his visit. DP reports direct to Commissioners rather than HM. Colin Watkins acts as the Commissioner contact.

Solar lighting replacements fitted to pontoons.

Workboat code edition 3, required the procurement of a MOB practice Dummy, PLB, and an additional VHF radio. HM stated that Colne Leader is now compliant with the code.

Trinity House regularly inspect BHC aids to navigation and associated office paperwork / systems. It covers the aids we are responsible for as the local lighthouse authority. Recent inspection resulted in an excellent report.

Wreck Buoys deployment pack has been prepared. Buoys are held in the BHC yard.

HM met with St Osyth Parish Council to discuss PWC management and launching from Point Clear. He provided a short update. The police, BTC, Essex CC and Bourne leisure also attended the meeting. The HM expects to have further meetings with ST Osyth PC on this topic later this month and next.

PMSC Response to British Ports Association (BPA). **HM** sent BPA feedback on PMSC draft issued for consultation by the Dept of Transport, **DS** stated that he had spoken with the Chief Executive of BPA at a Dinner last week who stated he had been very grateful for the Harbour's feedback.

Maintenance

Buoys in preparation for Colchester City Council (CCC) later this month. They will be laid out in the yard.

CCTV. HM has found a new supplier following the disappearance of the local merchant.

Tide gauge. Replacement transceivers programmed and on route from the supplier. Hope to fit before the next BHC meeting.

New Webcam now online.

Mooring chains. Following mooring inspections, worn mooring chains have been replaced as necessary.

Operations

Meetings with Clubs to review the 2023 season and understand any issues was productive. HM will repeat early in the 2024 season.

Colchester City Council (CCC)

Meeting scheduled 21st Feb between Chair, HM and CCC officers; Steve Collis, Fiona Ship, & Melanie Rundle.

	<p>Hythe Taskforce. HM will be taking part in a task force meeting on 8th February.</p> <p>Purelake and the Waterside Marina Management Company.</p> <p>Feb 13-14th Cathodic protection inspection will take place at Marina development.</p>	
5345	BTC Update The Chairman gave an update on discussions and proposed agreements with BTC	
5346	Strategy Update DS updated the commissioners on the work being done on the strategy, the process would include a form to be populated by stakeholders, a workshop Zoom meeting in March with an aim to gather insights by April, for significant development in May. PB agreed to chair Zoom Meeting. There was a loose commitment for a Strategy document compiled by the Autumn stakeholder meeting.	DS/PB
5347	Strategy day The Date was set for 17 th May. It was likely that the event will take place at the Wivenhoe House hotel.	
5348	Matters Raised by Members DN updated commissioners on the Anti-fouling project being conducted by Essex University and MSc students.	
Next Meeting	Time 1830hrs, Wed 6th Mar 2024 Venue Wreck House	Next meeting biscuits; CW for PB
Time Ended	2150hrs	

Approved
G. Anderson
6th March 2024

