

BRIGHTLINGSEA HARBOUR COMMISSION

COMMISSIONERS' MEETING

MINUTES OF MEETING HELD ON 06 Mar 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

ITEM	NOTES	ACTION
5349	Apologies Ali Johns – AJ Patric Foley Brickley – PB	
5350	Minutes of Meetings held on 7 Feb 2024 were approved. Proposed, DS Seconded, CW	
5351	Matters Arising from those minutes Outstanding Actions log was reviewed.	
5352	Budget FY 24/25 The Budget for 2024 – 25 was presented by the HM at our previous meeting. At this meeting Commissioners asked further questions of the HM , having had a month to review the budget detail. Commissioners then agreed the proposed budget. Proposed by HM Seconded by CW approval.	
5353	Harbour Master Report Shipping since the last meeting 1 x Ships; 1 x Cement. Next week 1 x Cement. Marketing Brightlingsea Harbour 4,380 followers (38 since Feb), Foot Ferry 5,016 Followers (36 since Feb). Harbour App 1200 + downloads. TikTok 64 Harbour Entry 2189 views up 97 since Feb. Foot Ferry Video 6718 up 56 since Feb. Harbour Instagram 1296 Foot Ferry Instagram 1028 . Twitter 671 followers. M+S visit to harbour; more later. Port Marine Safety Code (PMSC) Designated Person (DP) visit Feb 20/21 st During his visit he met with CW . Report to follow; it will be sent to CW . DP was generally very happy and will visit in the summer to experience work routine.	

Risk Assessments for harbour activities will be kept both on paper and electronically. They are available to staff and Commissioners.

HM attended a meeting at St Osyth Parish Council on 4 Mar to discuss PWC launching from Point Clear. Disappointingly Orchards Holiday Park, the landowner, failed to attend.

AJ visited, read and signed Safety Management System folder (SMS). **HM** reminded all Commissioners that they will need to sign (using new electronic system) to state they have understood the SMS update after it is presented to them in May.

British Ports Association (BPA) have an online webinar to help Commissioners/ Directors understand their responsibilities under the PMSC on 7th June.

Maintenance

CCTV, found a new supplier. All now working.

Webcam now up, two screens.

Vessels remediations ongoing.

Plank replacement on pontoons was a bigger job than expected.

Pile Caps replaced on Heritage Pontoon.

Dredging programme on-going.

Fuel hose replacement at fuel barge.

Buoy 18 to be replaced in the next week.

Visitors' pontoon now pressure washed.

New escape ladder fitted at east end of St Osyth pontoon.

Operations

Pontoons have been fully filled for the 2024 season, There is a high demand for BHC pontoon berths.

HM aims to have a pre-season meeting with Clubs in April/ May.

Invoices out/ payments arriving.

19/20th Mar M&S are planning to film an advert involving the Chef Tom Kerridge on, or near, The Hard. Location Manager + Director visiting harbour this coming week.

Commander P Wind farm boat in harbour end March.

Colchester City Council (CCC)

HM and **Chair** met with S Collis, F Ship, M Rundle of CCC on 21st February. **HM** described BHC's responsibilities under the Act of Parliament which closed Colchester Port.

Staffing

Update post meeting. Head of maintenance in now on paternity leave following the birth of his little girl on 7th March.

	<p>Business Administration apprentice in on a two-week secondment to 'Visit Essex'.</p> <p>Purelake and the management group.</p> <p>Feb 13-14th The marina steel shuttering needs cathodic protection. Way forward rests with Purelake and the Flats Management Group.</p>	
5354	<p>BTC Update</p> <p>The Chairman gave an update on discussions with Brightlingsea Town Council over the Town Jetty.</p>	
5355	<p>Strategic Planning Update</p> <p>DS gave the board an update on the proposed strategic planning questionnaire. Following comments from Commissioners, DS decided to make some small amendments to the form. The Zoom meeting date might be amended to ensure the maximum number of stakeholders were able to take part. The HM stated he would provide admin support especially in the productions of forms.</p>	DS
5356	<p>Matters Raised by Members</p> <p>DS asked if the Colne barrier might be an issue for Yachtsmen in the summer, The HM had spoken to the EA and didn't believe so as the structure didn't project far into the waterway.</p>	
Next Meeting	<p>Time 1830hrs, Wed 3rd Apr 2024</p> <p>Venue Wreck House</p>	Next meeting biscuits; PB (for CW)
Time Ended	2019hrs	

Approved
 Andrew Scott
 3rd April 24

