

BRIGHTLINGSEA HARBOUR COMMISSIONERS

COMMISSIONERS' MEETING

MINUTES OF MEETING HELD ON 06 Nov 2024

AT THE WRECK HOUSE COMMENCING AT 1830hrs

Present:

Andrew Scott – Chairman

James Thomas – HM/CE

Karl Lumbers – KL

Colin Watkins– CW

Daniel Stoker – DS

Duncan Nicholson - DN

ITEM	NOTES	ACTION
5420	Apologies Ali Johns – AJ Patric Foley Brickley – PB	
5421	Minutes of Meetings held on 2 Oct 2024 were approved. Proposed, DS Seconded, CW	
5422	Matters Arising from those minutes HM listed outstanding actions. Congratulations to the Harbour Master on successfully completing the Harbour Master's Certificate were recorded by Commissioners.	
5423	Harbour Revenue generation Following a question from a Commissioner at the last meeting the HM had prepared a list of activities that Harbour carried out to generate revenue. The HM detailed the surplus generated and the costs incurred in doing so. The HM agreed to send members a documented version of the publication.	HM
5424	Harbour Master Report Shipping 4 x Ships; 2 x Cement, 2 x Scrap. Marketing Facebook Brightlingsea Harbour 4,647 followers (8 since Oct), Facebook Foot Ferry 5,508 Followers (1 since Oct). Harbour App 1704 +. TikTok 85 Harbour Entry 2941 views up 52 since Sep. Foot Ferry Video 8558 up 168 since Sep. Harbour Instagram 1376 Foot Ferry Instagram 1052. Twitter 671 followers. Port Marine Safety Code PMSC PMSC online Monday 9 December 2024 10:30 - 12:30 which is hosted on Microsoft Teams. Pilotage – Update, agreed fees. Gold Anchor – Prelim Report. We achieved 3 Anchors with 72.56%, 75% = 4 Anchors. Given that we are not a marina, with marina facilities, the highest award we can gain is 3 anchors	

	<p>Personal Watercraft PWC meeting St Osyth Parish Council. Hm provided an update.</p> <p>Essex University antifouling project. DN briefed Commissioners on an Essex University PhD project that will look at antifouling effectiveness and its impact on the marine environment.</p> <p>Waste disposal area has been relocated next to the Wreck house.</p> <p>Access is key fob controlled.</p> <p>BHC staff lifejackets serviced</p> <p>Head of Maintenance has gained the RYA Day Skipper qualification.</p> <p>Deputy HM has taken a Sea Survival course.</p> <p>An Apprentice has received firefighting training.</p> <p>Maintenance</p> <p>Multiple masts removed and cut up from sunken vessels</p> <p>Hard tide gauges scrubbed</p> <p>Light added out the back of drying room/bin store area</p> <p>New lines added to HM1</p> <p>All summer signage removed</p> <p>Speed buoy refurbished</p> <p>A pressure washer fully striped and rebuild prewinter</p> <p>All unused vessels striped of life jackets and prepped for winter</p> <p>Colne ranger out and on trailer and stripped down</p> <p>Colne Cooke removed from the water; engine striped repainted fiberglass repairs and stored for winter</p> <p>Colne explorer out and in yard; bow door has had full rebuild and regripped</p> <p>Maintenance pontoon cleared</p> <p>Town jetty ramp has been refurbished</p> <p>Progress being made on full pontoon inspections.</p> <p>Three moorings have been rectified. With two new buoys fitted.</p> <p>Operations</p> <p>Various harbour vessels being brought ashore for winter</p> <p>Bathymetry results will be received shortly, following survey in October. DN asked for the data, so he can present the latest bathymetric information at the November stakeholder meeting. HM to provide.</p> <p>Rowhedge Pontoon remediation delayed for a short while by East Donnyland Council</p> <p>Waste pump to pump out station to be replaced with a hand version.</p> <p>Staff have received navigation and Cox'n training.</p> <p>Commissioner recruitment. Ad now out and 4 x information packs have been issued</p> <p>Two wrecks have been destroyed and removed from the Harbour.</p> <p>Visitors</p> <p>Down 200 on last year. HM noted that weather this season appears to have influenced visitor number.</p>	HM
5425	<p>Stakeholders Meeting Content</p> <p>The Commissioners agreed the content of the next Stakeholders meeting.</p> <ol style="list-style-type: none"> 1. Chairman/ Publication of Accounts - Chairman 2. Port Marine Safety Code. - HM Dredging and Bathymetry - DN 3. Harbour Developments/Plans The Town Jetty - HM Boat park – HM/ The Strategic Plan - DS 4. Bathymetric update DN <p>Essex University Project Brief – DN/ Guests</p>	

	5. AOB	
5426	BTC Update The Chairman gave an update on the lease document, which had been reviewed by our legal advisor. It was his belief that the document was sufficient for our needs. Chair to circulate proposed agreement to Commissioners	Chairman
5427	Budget Outcome and Tariff Adjustment The HM outlined the inflationary impact the October Budget will have on the Harbour finances, this included the NI increase, the NI threshold change which now captures most employees, the significant increase in Minimum wage and the reduction of 75% rates relief to 40%. This means an unexpected additional cost of about 1.74% of expected turnover. The net effect means that our 1.7% Sept CPI Tariff increase is insufficient the HM asked Commissioners to increase 2015 fees (other than harbour dues) by an additional 1.7% which totals 3.4. Commissioners agreed to this proposal.	
5428	Matters Raised by Members DS Informed the commissioners about the damage to the Wivenhoe jetty from Sailing Barge Thistle. Chairman would invite Commissioners for informal discussion over the next few months, as last year.	
Next Meeting	Time 1830hrs, Wed 4 th Dec 2024 Venue Wreck House	Next meeting biscuits; CW
Time Ended	2100hrs	

approved
Andrew 
4/12/24

