

# BRIGHTLINGSEA HARBOUR COMMISSIONERS

## COMMISSIONERS' MEETING

### MINUTES OF MEETING HELD ON 07 May 2025

#### AT THE WRECK HOUSE COMMENCING AT 1830hrs

**Present:**

Andrew Scott – Chairman  
James Thomas – HM/CE  
Colin Watkins– CW  
Rob Dorey - RD  
Daniel Stoker – DS  
Patric Foley Brickley – PB  
Ali Johns – AJ

ITEM	NOTES	ACTION
5461	<b>Apologies</b> Karl Lumbers – KL Tony Curzon Price – TP	
5462	<b>Minutes of Meetings held on 2 Apr 2025 were approved.</b> Proposed, CW Seconded, DS	
5463	<b>Matters Arising from those minutes</b> Nil	
5464	<b>Financial Report</b> The HM presented the FY24 P&L to members. He thought that a contribution to reserves would be made in line with the approved budget. He also referred to the annual cash situation as at May 2 <sup>nd</sup> from 2020 – 2025. This showed that BHC was slowly rebuilding its financial reserves after several years of higher spend; piles, dredging, pilot boat, etc. This approach had been previously agreed by Commissioners. HM noted the need to rebuild finances may come to an end by next year.	
5465	<b>Harbour Master Report</b> <b>Shipping</b> 4 x Ships; 2 x Cement, 2 x Scrap.  <b>Marketing</b> Facebook Brightlingsea Harbour 4,761 followers (29 since Apr), Facebook Foot Ferry 6,057 Followers (428 since Apr). Harbour App 2000 +. TikTok 177 Harbour Entry 3250 views up 162 since Apr. Foot Ferry Video 9098 up 362 since Apr. Harbour Instagram 1432. Foot Ferry Instagram 1052. LinkedIn 132.  <b>Port Marine Safety Code (PMSC)</b> Accidents and Incidents <ul style="list-style-type: none"><li>Dog jumped into the creek swam to cindery island, 2 x staff followed to Cindery where they were unable to catch him. Dog then swam to the Hard where a member of the public attempted to rescue during which she was bitten. The Dog swam up the pontoon where he was</li></ul>	

<p>captured by the staff member, he bit him in the act but was brought aboard the launch and recovered to the Hard shelter where he met up with the owners. Dog was taken to vet and member of the public and staff member were treated at the Harbour Office.</p> <ul style="list-style-type: none"><li>Colne Ranger, staff member, whilst trying to release the filter cap with the wrench, hand slipped catching the jubilee clip, this caused a 1-inch-deep laceration to LH middle finger.</li></ul> <p>PMSC online which is hosted on Microsoft Teams</p> <table><tr><td>PMSC Duty Holder Awareness Monday</td><td>23 June 2025 10:30 - 12:30</td></tr><tr><td>PMSC Duty Holder Awareness Friday</td><td>24 October 2025 10:30 - 12:30</td></tr><tr><td>PMSC Duty Holder Awareness Monday</td><td>8 December 2025 10:30 - 12:30</td></tr></table> <p>Pilotage; update on Harwich pilotage support provided.</p> <p>New version of PMSC now issued by Dept of Transport, with supporting Good Practice Guide. Available online. Commissioners need to familiarise themselves with the new documents.</p> <p>Staff SMS signed and filed. Employee health check completed and filed. Licencing inspections carried out and cards issued to qualified staff.. Staff induction taken place for new Deputy Maintenance.</p> <p>Personal Water Craft re-registering ongoing for new season.</p> <p>Brief update on fire at UCSC</p> <p>Buoys 18 &amp; 20 incident reported and remediated the following day. Light No9 and Rowhedge Jetty both replaced.</p> <p><b>Maintenance</b> Fuel barge fuel filter changed. Completed Rowhedge pontoon refurbishment</p> <ul style="list-style-type: none"><li>Rowhedge pontoon chain ends replaced 9/4/2025.</li><li>Rowhedge pontoon reinstated on mooring 14/4/2025.</li><li>Rowhedge ramp reinstated 16/4/2025.</li><li>This work is paid for by the relevant local authority.</li></ul> <p>The wreck house yard cleared, and all buoys and sinkers moved onto hard standing for easy access. Office hand dryer taken apart dried resealed and filter changed. Colne explorer fuel lines replaced, two front fenders replaced, ferry door issue sorted, and new door seal fitted. Escape ladder signage fitted on fuel berth. Broken cleats replaced on cindery pontoon. Colne leader seized water strainer nuts freed up, 23/4/25. Colne innovation repaint and new stickers. 24/04/2025. Rowhedge ramp refurbishment complete. Dredger pump leaks repaired and serviced. Rowhedge pontoon nav light replaced. Number 9 Light replaced.</p> <p><b>Operations</b> 2 x Afternoon teas trips successfully executed. 30<sup>th</sup> May now sold out. Rowhedge Pontoon is in and operational.</p>	PMSC Duty Holder Awareness Monday	23 June 2025 10:30 - 12:30	PMSC Duty Holder Awareness Friday	24 October 2025 10:30 - 12:30	PMSC Duty Holder Awareness Monday	8 December 2025 10:30 - 12:30	<p><b>All Commissioners</b></p>
PMSC Duty Holder Awareness Monday	23 June 2025 10:30 - 12:30						
PMSC Duty Holder Awareness Friday	24 October 2025 10:30 - 12:30						
PMSC Duty Holder Awareness Monday	8 December 2025 10:30 - 12:30						

	<p><b>Colchester City Council (CCC)</b> HM meeting CCC on 14<sup>th</sup> May for to advise on Hythe waterfront management. At request of CCC, BHC are fitting a speed sign on Priors Wharf, 5Kts.</p> <p><b>Staff</b> One of our administrative staff members leaves at the end of May, for a full-time opportunity elsewhere. Only advertised on FaceBook for a replacement on Friday 2<sup>nd</sup>; 30 applications already with a week to go.</p> <p><b>Visitors</b> 2025 – 260</p> <table><tr><td></td><td>2013</td><td>2014</td><td>2015</td><td>2017</td><td>2018</td><td>2019</td><td>2020</td><td>2021</td><td>2022</td><td>2023</td><td>2024</td><td>2025</td></tr><tr><td>Apr</td><td>53</td><td>222</td><td>244</td><td>195</td><td>131</td><td>180</td><td>0</td><td>252</td><td>184</td><td>240</td><td>214</td><td>260</td></tr></table> <p>The busiest April since 2013.</p>		2013	2014	2015	2017	2018	2019	2020	2021	2022	2023	2024	2025	Apr	53	222	244	195	131	180	0	252	184	240	214	260	
	2013	2014	2015	2017	2018	2019	2020	2021	2022	2023	2024	2025																
Apr	53	222	244	195	131	180	0	252	184	240	214	260																
5466	<p><b>May Strategy Day Agenda.</b></p> <p>Strategy day agenda discussed and agreed.</p>																											
5467	<p><b>Stakeholders Meeting</b> The HM gave a summary of the topics to be included in the next Stakeholders meeting on 14<sup>th</sup> May at BSC at 1830hrs. Topics included:</p> <ul style="list-style-type: none"><li>• Chair's introduction; role of BHC and Commissioners</li><li>• PMSC</li><li>• Dredging</li><li>• Surveys Report and Conclusion</li><li>• Accidents</li><li>• Incidents</li><li>• Security</li><li>• Capital Spending requirements</li><li>• Activities</li><li>• New season Plans<ul style="list-style-type: none"><li>○ Charters</li><li>○ Jetty</li><li>○ Work with others</li></ul></li><li>• Any Questions</li><li>• Essex University presentation</li></ul>																											
5468	<p><b>Matters Raised by Members</b> <b>As agreed</b> at the last meeting, the June Commissioners meeting will not take place. It would be only three days after the Strategy meeting.</p> <p><b>CW</b> advised that a Councillor was interested in creating a tidal swimming pool next to Batemans tower. <b>CW</b> had told her to contact the <b>HM</b> for advice on dredging and waste removal. The <b>HM</b> noted that the possible site is outside of the Harbour limits; see attached plan.</p>																											
<b>Next Meeting</b>	<p><b>Time</b> 1830hrs, Wed 2<sup>nd</sup> Jul 2025 <b>Venue</b> Wreck House</p>	Next meeting biscuits; <b>AJ</b>																										
<b>Time Ended</b>	1945hrs																											

Approved 2/7/25  
Andrew 