

**MINUTES OF MEETING HELD ON 2nd January 2019
COMMENCING AT 1830hrs**

Present:	J Addison J Thomas D Nicholson A Scott P Hatswell I Finch A Thomas F Brown	Chairman Harbour Master
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4000 Apologies

N Taylor

4001 Minutes of Meetings held on 5th December 2018

It was agreed these were a true record.

Proposed: P Hatswell; Seconded: A Thomas

4002 Matters arising from those minutes

D Nicholson was concerned at the lack of detail included in the minutes and believed more must be included. This was reinforced by other board members. The Chairman stated he would be developing the discussion at a later Agenda item during the meeting.

4003 HM Report

Shipping

3 x Ships; 1 x Scrap, 2 x Aggregate.

Marketing

1116 likes Foot Ferry FB (3 since Dec), **1194** Likes Harbour FB (42 since Dec).

Visitor's Guide is out, We are the Port featured in Wynns calendar

PMSC

Oil spill response planning for Feb /March we may be working with Tendring regarding a Beach master's exercise combined with our 3 yearly oil spill response exercise.

Marina

East Basin Dredging Continues.

Maintenance

Jet washing pontoons.

Programme developing.

New Buoys out, No1 and No 8.

BTC

HM updated the Commissioners on the situation regarding the Licence agreement regarding the management of BTC assets. It was agreed that the HM should organise with the town clerk a Council and Commissioner meeting at the earliest possible opportunity.

PWC/MMO Response

Monitoring proposals ongoing, agreed meeting with CBC and others. Once these meetings have occurred a detailed plan will be developed by the HM based on the response made by Commissioners following engagements with Stakeholders and the MMO.

4004 Visitors

Following a review of fees and charges by N Taylor and A Scott, the HM carried out a survey of Visitor fees at other marinas to get an

indication of how we compare. It was evident that mooring fees were generally lower than most other local yachting centres.

4005 Staffing

The HM and Commissioners discussed the staffing structure following the departure of the financial Manager and Deputy Harbour Master. The HM was happy with the structure in general and would continue with it making improvements when required.

The Chairman addressed Commissioners' concerns over minute taking, stating that it was not appropriate for a Commissioner to be taking the minutes, given more detailed discussions taking place in the light of European-funded and other emerging projects. Consideration should be given to appointing a clerk to the Commissioners.

4006 Brightlingsea SUFUSE

The HM gave a short overview of the timelines for SUFUSE; the application was being translated into French, and was to be submitted by 31st January 2019, with the decision expected by April 2019. The Town Square and Oyster Purification plant had been removed from the application. Concern was raised that towards the end of the process additional information was being requested to support the application with little notice. The HM explained that changes had occurred at a higher level at a very late stage in the process to meet with the bid requirements. D Nicholson asked about staffing of the SUFUSE structure, the Chairman stated that an executive group would manage the project following a successful bid, with a project team being appointed in compliance with EU rules.

4007 Piles/Posts

HM and D Nicholson gave an update on the Piling on Cindery pontoon; 11 piles now driven 8 more to drive.

The plan regarding the possible use of the removed posts for Harbour projects will be finalised, once their conditions are assessed. The timber could be reused on a future ferry landing pontoon. A plan will be presented at the next meeting.

If the SUFUSE bid is successful then work on the ferry landing pontoon would start before the visitor pontoon.

4008 Matters raised by Members

D Nicholson asked if a written Maintenance Dredging plan could be produced, the HM stated he would produce one.

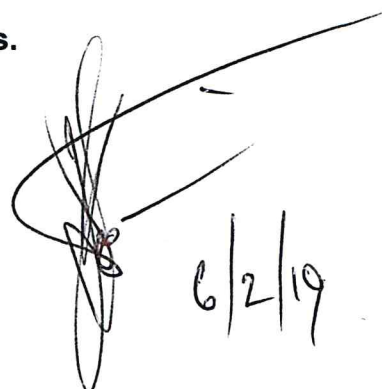
The HM and the Chairman wished to put on record thanks to Commissioners who had put a great deal of effort into the Harbour recently; P Hatswell – Visitor Guide, D Nicholson – Piles, A Thomas – Dredging, A Scott, N Taylor – Fees and F Brown for the Christmas Party.

Chairman stated next meeting is at CYC.

Wednesday, 6th February 2019 at 1830hrs.

Next
Meeting
Meeting
closed

22.13hrs



Handwritten signature and date: 6/2/19