

BRIGHTLINGSEA HARBOUR COMMISSION

COMMISSIONERS' MEETING

MINUTES OF MEETING HELD ON 03 Apr 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
5357	Apologies N/A	
5358	Minutes of Meetings held on 6 Mar 2024 were approved. Proposed, DS Seconded, KL	
5359	Matters Arising from those minutes Outstanding Actions log was reviewed.	
5360	Harbour Master Report Shipping 2 x Ships; 2 x Cement in March. 2, 1 Scrap , 1 x Cement expected next week. Marketing FaceBook Brightlingsea Harbour 4,429 followers (49 since Mar), Foot Ferry 5,107 Followers (92 since Mar). Harbour App 1400 + downloads. TikTok 64 Harbour Entry 2257 views up 68 since Mar. Foot Ferry Video 6718 up 142 since Mar. Harbour Instagram 1296 Foot Ferry Instagram 1028 . Twitter 671 followers. Port Marine Safety Code (PMSC) Risk Assessments have been shared with harbour staff HM meeting with St Osyth Parish Council and others on 22 nd Apr regarding PWC management. All Commissioners have signed SMS. They need to re-sign electronic version now. They will receive the SMS update briefing in May. There is a PMSC online presentation by British Harbours Association to brief Commissioners (and their equivalents in other ports) on their responsibilities on 7 th Jun. Commissioners who have not previously attended this briefing are encouraged to 'book in' Required vessel coding complete for BHC vessels	

	<p>CCTV Yard now installed. Incremental staff Induction and training has begun. One Staff member has completed Level 2 and VHF One Staff member has completed Level 4 OPRC</p> <p>Maintenance BHC vessels in for the new season. Completed first week of operation. Plank replacement on pontoons complete. Dredging complete by approx 20th Mar. Bathymetry will take place in the next few weeks, so BHC can understand dredging effectiveness. All pontoons pressure washed.</p> <p>Operations TV filming (cooking series) on the Hard went well. Pontoons filled for the season. As always there have been some dropouts, with spaces filled by others, HM scheduling a start of season meeting with clubs, to discuss plans and any issues. HM is planning for cruise to Rowhedge. Plan for another cruise in formulation. Wind farm support vessel 'Commodore P' in harbour, while supporting operations at Gunfleet Sands wind farm. Bathymetric surveys. HM discussing survey approaches and opportunities with Roger Gaspar on Thursday 4th Apr. HM updated Commissioners on the revised TDC boatman licencing approach. HM noted that TDC boatman licences were not required for harbour staff. They would be required by other organisations operating in the harbour.</p> <p>CCC Old Wreck from the Hythe has been taken to Maylandsea for disposal.</p> <p>Staffing New member of maintenance staff has joined us. One staff member has further reduced days.</p>	
5361	<p>BTC Update The Chairman gave an update on discussions with BTC.</p>	
5362	<p>Strategy Day Agenda The Chairman asked members for contributions to the day's Agenda. So far PMSC, the Strategy, and the HM 's 2024/5 objectives & targets were included. Commissioners with suggestions were invited to the Chairman or HM as soon as possible, in order to agree the final agenda at Commissioners' 1st May meeting.</p>	Commissioners
5364	<p>Strategic Planning Update Stakeholder questionnaires were now complete both online and in Hard copy. The date for the zoom stakeholder engagement event was not yet set. HM stated he would send them out using social media and web pages. Hard copies would be left in the clubs to be filled in.</p>	
5365	<p>Matters Raised by Members AJ asked if the tap on the hard had been repaired as she was concerned that muddy feet on the jetty maybe a safety issue, HM stated that the tap belonged to BTC, rather than BHC. It is possible BTC may leave it locked to control usage and reduce spend. . DN had presented questions to the HM earlier in the week regarding; Variations in Sonata berthing charges – based on actual length (some have outboards, other don't). HM also outlined the harbour's approach to tenders on the pontoons. He stated that the policy has not changed.</p>	

	Tender owners must moor their craft to avoid impeding other berth holders. Dredging and Bathymetry – Thu 4 th Planning will happen in next few weeks, Mud removal from Hard – Fri 5 th Apr, Oyster beds management – some documentation.		
Next Meeting	Time	1830hrs, Wed 1st May 2024	Next meeting biscuits; Chairman
	Venue	Wreck House	
Time Ended	2020hrs		

approved
[Signature]
 21 May 2024