

BRIGHTLINGSEA HARBOUR COMMISSIONERS

COMMISSIONERS' MEETING

MINUTES OF MEETING HELD ON 04 Dec 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

Ali Johns – AJ

Patric Foley Brickley – PB

ITEM	NOTES	ACTION
5429	Apologies N/A	
5430	Minutes of Meetings held on 6 Nov 2024 were approved. Proposed, KL Seconded, DS	
5431	Matters Arising from those minutes N/A	
5432	<p>Harbour Master Report</p> <p>Shipping 2 x Ships; both Cement.</p> <p>Marketing Brightlingsea Harbour Facebook 4,654 followers (7 since Nov), Foot Ferry Facebook, 5508 Followers (0 since Nov). Harbour App 1719 +. TikTok 85 Harbour Entry 3000 views up 59 since Nov. Foot Ferry Video 8558 up 88 since Nov. Harbour Instagram 1376. Foot Ferry Instagram 1052. Twitter 671 followers.</p> <p>DS suggested we investigate the use of Linked In to further promote the harbour's activities. He will discuss with the HM offline.</p> <p>KL asked if the website had a search engine, it was discovered that there was a search function by using / search on the browser. It was not a search engine so the search parameters must be specific. HM to investigate if adding a more standard search button is possible.</p> <p>Port Marine Safety Code (PMSC) PMSC online briefing from British Ports Association on Monday 9 December 2024 10:30 - 12:30 which is hosted on Microsoft Teams. HM updated on pilotage – Support from Harwich, agreed fees, first trips. The Boat Park Handover for Feb 2025 has been prepared with BTC. Waste disposal area has moved from boat park to an access-controlled compound beside the Wreck house. HM showed a video of a member of the public discarding his rubbish in the former boat park bin area.</p> <p>UK Harbour Masters' association Meeting, HM gave a short update on the issues discussed at the event.</p>	<p>HM DS</p> <p>HM</p>

	<p>New PMSC to be published January. New Commissioner Interviews, Mon 9th and Wed 11th. 16th Jan Tier 1/2 exercise PR, HM asked if any commissioners would like to volunteer to take part. AJ and CW offered their services.</p> <p>Maintenance Fuel barge filters changed on fuel berth Full office weeding done Cindery fore and aft No 10 has a Buoy missing, which was replaced. HM1 launch midship line replaced Colne Cooke new midship line. Orange jet ski buoys were brought ashore, cleaned and stored. Their sinkers stowed on bumpkin bay, positioned behind maintenance pontoon and marked. The wreck house loft emptied for archive. Colne Cooke back on trailer for antifoul and final repairs. Colne leader starboard rear arm rest replaced with new. Bin store active last-minute adjustments to closing mechanism made. CVP racing mark brought in for winter on 13/11/2024. Cobwebs cleared from CCTV. Colne leader rust Staines treated, rear cable loosened and repaired, rear starboard hatch repaired. Colne innovation is out of the water. Light repaired above office signage. Tide gauges in marina cleared. Fieldgate dock drain cleared. Spare red port hand buoy fully refurbished.</p> <p>Operations Xmas Decorations are up. HM attended Visit Essex conference meeting New Berth Holder welcome pack has been produced. The marina clean up by water marina management company following a complaint from harbour about mess from the management companies' activities. CBHC meetings with clubs to reviews the 2024 season will be scheduled for early in the New Year. Pontoon berth markings will change for the 2025 season.</p>	<p>AJ CW</p>
<p>5433</p>	<p>BTC Update PB gave an update on the Lease. Commissioners gave permission to sign the lease, once the few remaining items were sorted.</p>	
<p>5434</p>	<p>Stakeholder Meeting Feedback HM updated the Commissioners on the Stakeholders meeting. CW also passed on some observations that some people had misinterpreted the water taxi charges for 2025 and some other items. CW and the HM had charges information to sort out the misinterpretation Observed that the details of the bathymetric charts were hard to read: need to be clearer about what the colours used to show depth contours mean. HM commented that water taxi passes had been considered in the past. Practical issues and fairness were significant, so he would retain the current 'pay by use' system. It was also agreed that a Drone bathymetric survey should be conducted to enable accurate measurement of material movement.</p>	<p>HM</p>

5435	<p>Gold Anchor Report</p> <p>The HM showed a PowerPoint of the Report compiled by Tony Dye of the Gold Anchor award scheme. It highlighted the areas inspected in terms of process and procedures. This covered maintenance, visitors, office work and equipment. The Harbour were promoted from 3 to 4 Anchors. This is the first time an award of this nature had been issued to a harbour organisation like ours, rather than a marina.</p> <p>He also commented, <i>I must congratulate you and the team on the professional manner that your marina(sic) Harbour operates; the audit trail is one of the best and most comprehensive I have seen in recent years, and you are all to be commended.</i></p>	
5436	<p>Matters Raised by Members</p> <p>KL Thanked HM for the financial report showing income, expenditure and surplus across the harbour's main activities.</p> <p>DN made several comments for his closing address to Commissioners, which would be followed up with a written document. These included thoughts on the BTC Jetty lease, Dredging, Bathymetry and the movement of the Point Clear spit. The HM thanked DN and reminded Commissioners that DN had agreed to continue to act as an Engineering consultant to the Harbour.</p> <p>AJ asked if she should continue with the work she had done with the apprenticeship document, HM said yes.</p> <p>DS asked to work on the harbour's Linked In HM said yes please call in, DS also asked if a new biscuit rota could be generated.</p> <p>PB made apologies for the February meeting.</p> <p>Chairman stated there would be no January meeting.</p> <p>The Chairman presented DN with a bottle of wine, thanking him for his work over the last eight years as a Commissioner.</p>	<p>AJ</p> <p>DS</p> <p>Chairman</p>
Next Meeting	<p>Time 1830hrs, Wed 5th Feb 2025</p> <p>Venue Wreck House</p>	Next meeting biscuits; Chair
Time Ended	2030hrs	

Approved
 Andrew 
 5th Feb 2025