

BRIGHTLINGSEA HARBOUR COMMISSIONERS

COMMISSIONERS' MEETING

MINUTES OF MEETING HELD ON 05 Feb 2025

AT THE WRECK HOUSE COMMENCING AT 1830hrs

Present:

Andrew Scott – Chairman

James Thomas – HM/CE

Karl Lumbers – KL

Colin Watkins– CW

Rob Dorey - RD

Ali Johns – AJ

Patric Foley Brickley – PB

ITEM	NOTES	ACTION
5437	Apologies Tony Curzon Price – TP Daniel Stoker – DS	
5438	Welcome to New Commissioners Rob Dorey introduced himself to Commissioners and was welcomed to the Board.	
5438	Minutes of Meetings held on 4 Dec 2024 were approved. Proposed, CW Secoded, AJ	
5439	Matters Arising from those minutes HM report covers matters arising	
5440	The Budget The HM presented a historic look at Harbour revenues since 1976. He continued with a Budget performance this year to date and the forecast outturn for the remainder of the year. Provided budgeted figures v Actual figures Dated 31 Jan 25. HM expects that the Harbour will make a surplus, above our budgeted contribution to reserves. The Budget for FY 25/26 was presented to the Commissioners explaining the income and expenditure forecast for the next financial year. PB commented that it may enhance understanding if another column was inserted with the current year's performance alongside the forecast. HM would look at it but thought it may be more confusing without Feb and Mar Data compared to a full year forecast. HM and PB agreed to meet to look further at how best to present this information. Commissioners then agreed the proposed budget. Proposed by HM Secoded by PB and AJ approval.	HM / PB
5441	Harbour Master Report Shipping 4 x Ships; 3 x Cement, 1 Scrap. Marketing Brightlingsea Harbour FaceBook 4,654 followers (57 since Dec), Foot Ferry FaceBook 5,534 Followers (26 since Dec). Harbour App 2000 +. TikTok 88 Harbour Entry 3049 views up 49 since Dec.	

Foot Ferry Video 8558 up 149 since Dec.
Harbour Instagram 1393.
Foot Ferry Instagram 1052.
LinkedIn 118.
Shipping Magazine has an article on commercial shipping using the Wharf.

Port Marine safety Code (PMSC)

Pilotage – Harwich pilots will be providing pilots to support BHC. Currently one is in training. He has done 6 supervised trips out of the 8 required before he can be appointed. His next trips will be on 07 Feb. HM expects him to be appointed a BHC Pilot before the end of February. Another Harwich Pilot will then commence their training.

The Boat Park Handover to Brightlingsea Town Council (BTC) has happened. HM believes BTC currently intend to manage the boatyard themselves.

OPRC (oil spill response) exercise was successful during January. Report will follow

All Harbour safety equipment inspected/ replaced now back in service. Apprentice has successfully completed her Day Skipper exam. Commissioners asked the HM to pass on our congratulations to the apprentice. 4 x Wrecks have been removed from Colne area on behalf of CCC.

PMSC online Duty Holder webinars are available on Microsoft Teams.

PMSC Duty Holder Awareness Friday	28 February 2025 10:30 - 12:30
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

A 'New Port and Marine Facilities Safety Code is expected to be published in April, along with a "Guide to Good Practice". In terms of the Duty Holder and Designated Person, the HM believes that the key principles of the Code will remain as they are currently. It is anticipated that a 2025 PMSC Compliance Exercise will be launched six months after the publication of the Code. This gives time for ports and their Duty Holders shall have time to consider the new edition Code and associated Guide to Good Practice.

Maintenance

Power washing status; only Cindery pontoon left to do.
Pontoon planking repairs; getting on with it. Plank replacements in marina all complete.
Colne leader first full engine service complete.
Tightened loose pontoons in marina.
Fisherman's pile guide triangles replaced. The new design has been made from spares.
Temporary fisheries buoy refurbished and rechained.
Loose electric posts in marina are refitted to prevent future issues.
Link lines (temporary short) added to all fore and aft moorings.
Fixed multiple potable water leaks due to freezing. Installing new parts to prevent future breaks.
Conference Room ;minor refurbishment.
Town Jetty ramp grip sheet replaced with new.

HM

	<p>Town Jetty wear plate for ramp replaced. The wreck house loft emptied; archive reduced then restored. . Field gate dock continues to be cleared once per week. Speed buoy from near 'the stone' replaced. Number 28 buoy light change. Colne Ranger timber repairs. Christmas light strip down and store. Hammerhead Marina Electricity supply repaired.</p> <p>Operations Pre-season meeting with clubs; invitations out. Colchester City Council (CCC) plan to fit a Speed sign at Priors Wharf, near Wivenhoe Apprentice will talk at the CYC International Women's Day event. 25 Waterside (BHC land). Property rental deal discussions ongoing. HM gave a short update on a visit to SeaRegs training Centre in Plymouth. A meeting is being arranged with Cllr David King, leader of CCC. CCTV Update.HM hopes to further web-cameras to provide a view of the harbour from near the wharf.</p> <p>Staff One staff member has left the maintenance department. A former apprentice has returned on a temporary basis, prior to him taking up his next employment. Apprentice applications: 25 Office Business Administration (7 Interviews) 8 Harbour Apprentice (6 Interviews)</p>	
5442	<p>Hard and Jetty Development HM shared his plan with Commissioners.</p>	
5443	<p>May Strategy Day The following dates were suggested for the Strategy day: 8,9,12,13,14,15,16,19,20,21,22,23,27,28,29,30,31. 13th Stakeholders. 30th was preferred by four members, others would consult their diaries. The Chairman asked that members consider item they might like to include on the Agenda and write to him, by 15th February, with suggestions.</p>	All
5444	<p>Matters Raised by Members RD suggested that we should include Accidents and Incidents as an agenda item on Meetings, HM agreed. HM stated he usually covers any incidents in his HM report to Commissioners. It would make sense to do this under a sub heading on the PMSC item in the HM report.</p>	HM
Next Meeting	<p>Time 1830hrs, Wed 5th Mar 2025 Venue Wreck House</p>	Next meeting biscuits; HM
Time Ended	2035 hrs	

Approved
Andrew Lee
5/3/25

