



Littlehampton Harbour Board

A photograph of a harbour scene. In the foreground, a white boat with a red stripe and a blue cabin is moored at a concrete quay. A large crane is visible in the background, lifting a boat. Other boats are docked in the water. The sky is blue with some clouds.

# Annual Report 2010/11



## Chairman's introduction

Littlehampton has rightly gained a reputation as a coastal gem with its two outstanding beaches, attractive harbour and stunning architecture. The newly opened 'Long Bench' alongside the Quality Coast and European Flag on the East Beach are within close walking distance of the harbour and the Board's visitor moorings. We are working hard to promote the harbour as a visitor destination and home port for boat owners in line with the Harbour Board's policy, adopted in summer 2007, to move to a leisure harbour.

The decline of commercial shipping remains a significant challenge for the Board and we continue to work closely with West Sussex County Council and Arun District Council towards realising the harbour's leisure-based future. In contrast, demand for leisure moorings has remained relatively stable throughout the difficult economic period we are experiencing.

Over the past year we have focused on improving safety around the harbour through pre- and post-season meetings with harbour users, guidance for use of the slipway and improvements to navigation lights. Next year we will endeavour to improve our communications with harbour users through an improved website and investment in the harbour management system.

We are always keen to receive feedback from harbour users so that we can try to improve our service. Compliance with the Port Marine Safety Code is a priority and our compliance with the second edition of Modernising Trust Ports is explained in the report.

Cllr Graham Tyler

Chairman of the Littlehampton Harbour Board

## Harbour activities

### 1. Commercial vessels and pilotage

The LHB has one remaining wharf where cargoes of aggregates are imported for the adjacent coated-roadstone plant. Between 2006 and 2008 there were approximately 60 visits by ships per year. This dropped to 22 in 2009 and remained at a similarly low level of 21 in 2010. The Board maintained an uninterrupted pilotage service in 2010.

There are 18 registered Littlehampton fishing boats, and 12 charter fishing boats.

### 2. Recreation and around the harbour

In 2010, 539 vessels in the harbour registered for annual harbour dues. During 2010, two charter fishing vessels left the LHB Pier Road moorings. One of these vacancies was taken by a leisure vessel and a charter vessel is expected to fill the remaining vacancy from April 2011. Although there were some changes in vessels on Duke's Wharf, any vacancies were quickly filled.

There were 701 over-night visits by leisure craft during 2010 with visitor numbers appearing to be adversely affected by poor weather in August.

The harbour office was open to the public on Armed Forces Day (26 June) with historic photos and information on harbour regeneration on display. The Sussex Sea Fisheries vessel was moored at Town Quay and the Shoreham all-weather Tyne Class lifeboat worked alongside the Littlehampton Lifeboats and Coastguard Helicopter 104. Two speed boats operated out to sea from the Pier Road pontoon.

The Board Room was open to the public, and more than 80 people viewed a display of the results of the West Bank Regeneration Study and archive photos of the harbour.

Recent improvements at the Littlehampton Marina including the Boat House Restaurant and the newly refurbished boat park have drawn many new customers. The Marina, after thirteen years, has taken the decision

to close its in-house boat sales, brokerage and workshop with these services now being offered by new businesses on the Marina site.

The Arun Yacht Club continued to offer a mixture of cruising, cruiser racing, dinghy racing, sail/powerboat training and social activities for its members. The Club also hosted numerous sailing club rallies and regattas, including an RS400/RS500 Open Meeting and a Laser South Eastern Region Grand Prix. The Club's facilities were improved by the refurbishment of pontoons and bottom levelling of the marina basin, releasing drying berths for approximately 100 yachts, is planned for early 2011.

Work at The Shipyard (formerly Hillyards) to recover from a fire, and to bring the site to a presentable state has largely been completed. An extension of the pontoons to improve access and increased hard-standing will give more space for storage and moorings. The old slipway has been repaired, and a scrubbing dock with power and water is now available for general use. Promotion of the The Shipyard site and Littlehampton as a sailing centre was the focus of several articles following a visit by a party of press representatives. Further development will be aimed at attracting storage and launching of RIB or Trailer-Sailer craft.

The walkway along the east bank is a honeypot for visitors to the harbour and has recently been enhanced by the installation of seven interpretation boards that explain Littlehampton's marine history past and present. Lottery funding was secured by The Littlehampton Experience Community Heritage Project.

The West Beach Visitor Centre was developed by the Clymping Partnership with a LEADER grant and opened in summer 2010. The centre provides visitors with information about the special ecology, heritage and history of the West Beach Local Nature Reserve.



### 3. Navigation and marine safety

#### Local Notices to Mariners

The Board issued 10 Local Notices to Mariners in 2010, including important advisory information about safety.

#### Pilotage

A review of the Pilotage Directions was completed including consultation with key stakeholders.

#### Aids to Navigation

The GLA (Trinity House) undertook an annual inspection of navigation aids in the harbour. These were found to be in good order.

The Perspex screen covering the light aperture of the lighthouse was renewed in summer 2010 and the light source aligned with the centre of the lens. This has improved the visibility of the light at the harbour entrance.

#### Sea bed levelling

Sea bed levelling of the bar, shoal and Harbour Board moorings was last carried out in March/April 2009 and will take place in March/April 2011.

The entrance to the harbour is a dynamic environment and the height and extent of the shoal in the Narrows depends on tidal and river flows and the amount of sediment washed over the West Works.

#### Maintenance

Repairs to the latent defects of the riverside walkway commenced in December 2010.

### 4. Health and Safety

The annual review of the Safety Management System was conducted by Nicholsons Risk Management in December 2010. We continue to keep both our marine and shore-based risk assessment and procedures under review as part of this process.

There were no reportable accidents in 2010.

Two reports were made to the Marine Accident Investigation Branch concerning the entrance of merchant vessels to the harbour. There were no injuries or significant damage sustained.

The Harbour Safety Group met in March and October when information and discussion on a wide range of topics took place including slipway safety, 'Alcohol Afloat', small boat speeding and disposal of out-of-date flares.

An oil spill response exercise in April 2010 involved the deployment of two booms by the Harbour Board's registered oil spill response contractor.

During the summer season, the LHB contributed to the cost of supervision of the slipway provided by Arun District Council's Foreshore department.

Incident data for small craft during 2010 is shown below:

Incident	Frequency 2009	Frequency 2010
Engine failure	2	6
Boat fire	2	1
Speeding	2	8
Slipway accident	1	0
Grounding	2	0
Vandalism and Interference	1	3
Moored vessel submerged	1	2
Small craft collisions	1	3

The RNLI lifeboat was launched 95 times in 2010 (109 times in 2009).

### 5. Staff

Anne Carnegie was appointed Harbour Manager in October 2010.

LHB staff at December 2010:

Marine: Harbour Manager; Deputy Harbour Master; Clerk P/T; Foreman; Harbour Attendant  
Support: Treasurer P/T; Marine Adviser P/T; Book-keeper P/T

### 6. Planning for the future

The Environment Agency is developing a scheme to improve the flood defences for the River Arun on the east bank of Littlehampton which have been identified as being in need of improvement. The Littlehampton Harbour Board is working closely with the Environment Agency to support these developments. During 2010 the Environment Agency held exhibitions and met local landowners, residents and businesses who would be affected by the work. The Environment Agency hopes to begin building the new defences between 2012 and 2014.

The Board is keen to see the development of new moorings in the harbour subject to navigational safety considerations.

It is anticipated that the East Training Wall terminal light beacon will be replaced in 2011.

### 7. Governance and forward planning

A second edition of 'Modernising Trust Ports: A Guide to Good Governance' was published by the Department for Transport in August 2009. The new guidance recognises the wide range of ports within the sector and that this will affect the extent of compliance, for example, in smaller ports. The DfT expects all trust ports to take steps to comply with the guidance or to state openly where and why they have decided not to.

#### Stakeholder engagement

The Board's business plan includes a target to establish a stakeholder advisory group.

### Commercial accountability

Under its statute a budget deficit is levied as a precept on the councils and a budget surplus is repaid to the councils at the end of the financial year so that in the present circumstances it is not appropriate to set a target level of return. It is the intention of the Board to make commercial decisions in the best interest of the harbour and of its stakeholders and the business plan identifies actions for regular review.

### Key performance indicators

The Government's suggested indicators are of limited relevance to the Board's operations and the Board's business plan recommends setting indicators consistent with its current size and status. The Board will develop KPIs appropriate to its operation when the business plan is updated in 2011. Indicators related to safety, finance and mooring occupancy will be considered.

### Stakeholder benefit

The Board does not make a profit as its income does not meet its expenditure and under these circumstances, the benefit to stakeholders will be identified in other forms such as the maintenance of the public walkway and support for school and youth water-based activities. The Board will identify Stakeholder benefit when the business plan is updated in 2011.

### Board appointments

The Board has recommended that a Code of Practice be developed to provide guidance on the duration of trust port board appointments, succession and principles to be adopted through the appointment process, and for the skills required for an effective Board.



## 8. The Board and its vision

Littlehampton Harbour is managed as a trust port by the Littlehampton Harbour Board, which is an independent statutory body. The duties and responsibilities of the LHB are defined by local Acts, principally the Littlehampton Harbour and Drainage Outfall Act 1927 (as amended) and Part II of the West Sussex County Councils Act 1972 (as amended). At present there is a Board of eleven members appointed as follows:

### West Sussex County Council

Cllr George Blampied, Cllr Nigel Peters,  
Cllr Dr James Walsh, Cllr Frank Wilkinson

### Arun District Council

Cllr Graham Tyler (Chairman), Cllr Robin Brown,  
Cllr Roger Elkins, Cllr Tony Squires

### Environment Agency

Mr John O'Flynn

### Representative of commercial interests

Mr Robert Boyce (Vice-Chairman)

### Representative of recreational interests

Mr Philip Bush

The Harbour Board's vision as identified in its business plan, adopted 2009, is:

To transform the harbour and seafront into a thriving leisure destination, creating a variety of new skills, development and business opportunities that are economically sustainable as one part of a holistic approach to regeneration in Littlehampton. The harbour will have attractive and accessible waterfronts that are well connected with the town supporting a leisure-based harbour that is extensively used by local people and attracts visitors to the area with a range of marine, cultural, heritage and recreational activities. The harbour will be managed cost-effectively, safely and sustainably as a Trust Port in the interest of all its beneficiaries. With our partners we will ensure that flood risk is managed, that opportunities for environmental enhancement are secured, and that the local community is involved. Any development in the future will be consistent with our shared vision and will provide benefits to the local community.

## 9. Finances

### Foreword to the 2009/10 accounts

This year has been a particularly difficult one for the Board. Whilst the leisure trade has held up very well despite adverse economic conditions, the number of commercial ships visiting the harbour declined dramatically in 2009 with only 22 ship visits compared with 59 in the previous year. Commercial rents did exceed budget expectations but this was due to timing differences on a rent review dating back to October 2007.

A review was conducted in December 2009 into the likely financial outcome for the year, and at that point a deficit of some £70,000 was projected. As a result, additional precept funding was requested from Arun District Council and West Sussex Council, the Harbour's two precepting authorities.

However, due to timing problems, certain significant items were not expensed before the end of March and will now be incurred in the 2010/11 financial year. These expenses relate to external legal advice and representation in the Board's efforts to recover the cost of reinstating the Drum Head damaged by an incoming vessel, and the cost of preparing and securing the UMA Wharf prior to marketing it for rental. As a result some £39,000 of costs has been deferred into the 2010/11 year, and thus a significant unforeseen surplus has been generated. This surplus will be retained to fund the deferred expense referred to above as, and when, it occurs during the coming financial year.

### Income and Expenditure Account for Year Ended 31st March 2010

	2010	2009	Expenditure	
	£	£	2010	2009
			£	£
<b>Income</b>				
Commercial Harbour Dues	13,235	38,157	Employee Costs	175,237
Pilotage service	14,923	39,149	Accounting and audit	18,067
Footbridge	22,257	22,257	Services of the Clerk	8,500
Commercial rents	130,550	105,357	Legal and professional fees	21,641
Chargeable services	12,772	11,425	Repairs and maintenance	
Harbour dues -			- premises	5,838
Leisure craft	53,125	50,677	- moorings	1,377
Moorings	58,082	49,669	- harbour structures	20,960
Income from investments	197	4,989	- navigational	12,693
Miscellaneous Income	314	-	- boats and vehicles	13,221
Local Authority Precepts	250,268	183,298	Rent and rates	11,558
			Light and heat	5,205
			Printing and stationery	10,581
			Insurance	17,650
			IT services	2,026
			Telephone	2,185
			Training and conferences	3,008
			Other administration expense	7,272
			Bank and credit card charges	2,009
			VAT repayments	8,322
			Capital expenditure	0
			Loan repayments	168,666
<b>Total income</b>	<b>555,723</b>	<b>504,978</b>	<b>Total Expenditure</b>	<b>516,016</b>
			<b>Income less expenditure</b>	<b>39,707</b>
				<b>(30,251)</b>
			<b>General Fund Analysis</b>	
			Opening balance	35,000
			Add income for year	555,723
				<b>590,723</b>
			Less expenditure for year	516,016
				<b>539,978</b>
			Transfers to general reserves	-
			Transfers to earmarked reserves	39,707
				<b>74,707</b>
			<b>Closing balance</b>	<b>35,000</b>



**Balance sheet as at 31 March 2010**

	Note	2010 £	2010 £	2009 £
<b>LONG TERM ASSETS</b>				
INVESTMENTS AT COST		49	49	49
<b>CURRENT ASSETS</b>				
DEBTORS	3	183,763		20,083
PREPAYMENTS		-		5,144
CASH AT BANK & IN HAND		49,562		113,803
			233,325	139,030
<b>TOTAL ASSETS</b>			<b>233,374</b>	<b>139,079</b>
<b>CURRENT LIABILITIES</b>				
CREDITORS	4		158,667	104,079
<b>NET ASSETS REPRESENTED BY</b>			<b>74,707</b>	<b>35,000</b>
GENERAL FUND			35,000	35,000
EARMARKED RESERVES			39,707	-
			<b>74,707</b>	<b>35,000</b>

The above statement represents fairly the financial position of the Board as at 31st March 2010 and reflects its income and expenditure during the year.

Auditors: Mazars LLP, Regency House, 3 Grosvenor Square, Southampton, Hampshire SO15 2BE.

**Notes to the Accounts 2009/2010**

**Fixed Assets**

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Commercial Assets	Total
	£	£	£	£	£
At 1 April 2009	1,976,257	92,759	3,978,000	181,474	6,228,490
Revaluation	2	1	3		6
Additions *	-	-		-	-
Disposal					-
At 31 March 2010	<b>1,976,259</b>	<b>92,760</b>	<b>3,978,003</b>	<b>181,474</b>	<b>6,228,496</b>

Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS).

In 2008 the Harbour Offices, Workshops, Lighthouse and Customs House were revalued by Marshall Clark. The Pilot boat was also revalued at this time by Graham Chatfield. They were revalued for insurance purposes and to current value.

**Fixed Assets owned by the Board include the following:**

**Operational Land & Buildings**

Harbour Offices & Toilets  
Land at Town Quay  
Workshops & Land \*  
Customs House & Land  
Land at former UMA Wharf  
Land at Railway Wharf

**Vehicles & Equipment**

Pilot Boat  
Tools & Equipment  
Office Furniture  
Telephone system  
Work boat  
Work Vehicle

**Infrastructure Assets**

West Beach Groyne  
West Pier  
West Training Wall  
East Pier  
East Dicker  
Arun Parade  
Pier Road wall  
Town Quay (Piling & Structure)  
Railway Wharf (Piling)  
Former UMA Wharf (Mass Concrete)  
Lighthouse  
Mooring Piles West bank

**Commercial Assets**

Pier Road pontoons  
Town Quay Pontoon  
Dukes Wharf Pontoons  
Workshop Pontoons \*

## Notes to the Accounts 2009/2010

	2010 £	2009 £
<b>2 Borrowings</b>		
The Board's borrowings as at 31 March 2010		
Public Works Loan Board	<b>1,546,785</b>	<b>1,617,428</b>
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Analysis of Loans by maturity		
Maturing in		
0-5 years	388,410	376,582
5-10 years	436,156	426,077
10-15 years	498,181	489,055
after 15 years	224,038	325,714
	<b>1,546,785</b>	<b>1,617,428</b>
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<b>3 Debtors</b>	<b>2010 £</b>	<b>2009 £</b>
Trade Debtors (net of potential bad debt reserve)	8,884	15,168
V A T Recoverable	665	4,915
Inland Revenue Debtor	-	-
Other Debtors	-	-
Prepayments and Accrued Income	-	-
Constitutional Authorities	174,214	-
Prepayments	-	5,144
	<b>183,763</b>	<b>25,227</b>
<hr/>		
<b>4 Creditors and Accrued Expenses</b>	<b>2010 £</b>	<b>2009 £</b>
Trade Creditors	1,088	-
Accruals	62,104	59,889
Receipts in Advance	95,475	44,190
	<b>158,667</b>	<b>104,079</b>
<hr/>		
<b>5 Investments</b>	<b>2010 £</b>	<b>2009 £</b>
<b>Retained Investment at Cost</b>	<b>49</b>	<b>49</b>

## 6 Pension Costs

In 2009/2010 the Board paid employer's contributions of £11,757 (£14,024) representing 14.6% (14.6%) of employees' pensionable pay into West Sussex County Council Pension Fund, which provides members with defined benefits based on pay and service. The contribution rate is determined by the Fund's actuary, Hy-mans Robertson, based on triennial actuarial valuations, the last such review being 31 March 2007. Under pensions regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund. A formal valuation will be carried out in 2010 to set the funding contribution rates from the 1st of April 2011. It is likely that the funding position will be materially worse than the 2007 formal valuation and that employer contribution rates will rise significantly from the 1st of April 2011.

Further information can be found in West Sussex County Council Pension Fund Annual Report which is available on request from County Hall, Chichester.

## 7 Earmarked Reserves

	Balance at 01/04/2009 £	Contribution to Reserve £	Contribution from Reserve £	Balance at 31/3/2010 £
Infrastructure Replacement & Repair Reserve	-	-	-	-
Retain surplus (to offset 2010/11 deferred expense)	-	39,707	-	39,707
<b>Total Earmarked Reserves</b>	<b>-</b>	<b>39,707</b>	<b>-</b>	<b>39,707</b>



## Littlehampton Harbour Board

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