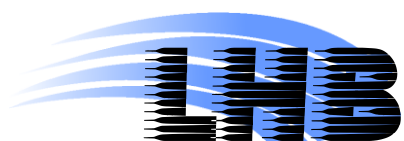


LITTLEHAMPTON HARBOUR BOARD



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7th February 2010

LITTLEHAMPTON HARBOUR BOARD

MINUTES OF THE LITTLEHAMPTON HARBOUR BOARD MEETING HELD AT THE HARBOUR OFFICE, LITTLEHAMPTON ON MONDAY 31 JANUARY 2011

Present: Councillor Graham Tyler (Chairman)
Mr Robert Boyce (Vice Chairman)
Councillor George Blampied
Councillor Robin Brown
Mr Philip Bush
Councillor Roger Elkins
Mr John O'Flynn
Councillor Nigel Peters
Councillor Tony Squires
Councillor Dr James Walsh
Councillor Frank Wilkinson

In Attendance: Ms Anne Carnegie (Harbour Manager)
Mr Chris Braby (Treasurer to the Board)
Miss Nicola Jones (Clerk to the Board)
Mrs Gloria Marchant (Notes Secretary)

104. ITEM 1 – APOLOGIES

No apologies of absence were received.

105. ITEM 2 – DECLARATION OF MEMBER OF LITTLEHAMPTON HARBOUR BOARD

Mr Bush read his Declaration of Office, reappointing him as Member of the Board representing Recreational Users following his role as Interim Clerk to the Board. Cllr Tyler asked that it be minuted that he and the Board thanked Mr Bush for stepping in as Clerk to the Board on a temporary basis.

106. ITEM 3 - DECLARATIONS OF INTEREST

Mr Boyce expressed a personal interest in Agenda Item 11: River Arun Flood Risk Management Strategy.

Cllr Dr Walsh expressed a personal interest, as a Member of Littlehampton Town Council, Arun District Council and as a Member of West Sussex County Council, in Agenda Item 6: East Bank Flood Defence Scheme.

107. ITEM 4 - PUBLIC QUESTIONS

Mr Chapman queried the current dredging in the Harbour and stated a black deposit was noticeable in the centre of the river and it was not moving out to sea. He questioned why the dredging was permitted to start on the incoming tide. He asked why the dredging was occurring and felt it was only of benefit to AYC. The Harbour Manager replied that Arun Yacht Club ("AYC") was carrying out levelling of the yacht pontoon basin. She appreciated Mr Chapman's concerns adding that the duration of levelling was standard operating practice. The Harbour Manager had taken photos of the plume and locations around the harbour and confirmed that the situation would continue to be monitored. She stated it was anticipated the distribution of silt would be affected by the spring tides later that week. The Harbour Manager confirmed that depth surveys would take place during and after the levelling.

Mr Parkin introduced himself and asked whether LHB believed the tug assigned by AYC to dredge the area in question would do a proficient job as he was of the opinion that it was inadequate. Cllr Tyler reminded Mr Parkin the work was being carried out by AYC not the Board. Cllr Tyler added the Board would know the answer to the question when the levelling work was complete. Cllr Tyler also referred Mr Parkin to the response the Harbour Manager had just given to Mr Chapman. Cllr Dr Walsh said he had watched said tug in operation and was amazed by the skill of its operator in and out of the tides. He believed it would be very difficult to dredge said area using a bigger tug.

Mr Parker expressed concern regarding the impact the dredging was having on his fishing trip business which he had had to reduce to 7 hours a day. Mr Parker wanted to know the benefit of this dredging to Harbour users. The Harbour Manager stated the Board would carry out its own levelling operation when AYC had finished and this would be done for 10 tides.

The Harbour Manager expressed her appreciation of all concerns raised and confirmed again that the situation would be monitored.

108. ITEM 5 – MINUTES OF PREVIOUS MEETING

The Board considered the Minutes of the Previous Meeting held on 13th December 2010.

The Board

Resolved

That the Minutes of the Board meeting held on 13th December 2010 be approved as a correct record.

109. ITEM 6 – EAST BANK FLOOD DEFENCE SCHEME

Cllr Tyler welcomed Mr R Carr of the Environment Agency (“EA”), who was to give the presentation. Mr Carr reported the exciting scheme represented £10m worth of investment, planned to commence at the end of 2012. The scheme would last for 50+ years, would protect 1600 homes and was an investment for the town. Arun District Council (“ADC”) was very positive about the scheme. The scheme covered the East Bank from Arun Parade up to just past the A259 and the railway line. The presentation slides covered the various areas of the scheme:

Arun Parade to Pier Road: Mr Carr reported there was a need to raise the promenade starting from the Pier. Steel sheet piles would be used in the construction and a new wall built. The EA was working closely with ADC. The height of the promenade would increase by 1.6m from the existing.

Pier Road: Mr Carr commented that this currently comprised a narrow footpath. Steel sheet piles would be constructed along the existing concrete revetment to connect to the existing promenades. Discussions were ongoing with contractors regarding how the construction would be carried out and which materials would be best to use. The height would increase by 1.1m from the existing. Cllr Squires enquired whether the current street furniture would definitely be replaced. Mr Carr confirmed this would be the case and if possible further furniture and lighting would be provided. Mr Boyce declared an interest in Littlehampton Yacht Club and asked if the EA had successfully mitigated against the wash. Mr Carr confirmed his awareness of the need to do so. Mr Carr emphasised the project was currently going through the EA’s internal approval process and, subject to funding, would be followed by detailed design. Mr Boyce asked whether the EA would consult with those on the west bank and Mr Carr confirmed this would take place in due course. Cllr Wilkinson appreciated the work was necessary but expressed concern regarding the impact on traders in Pier Road. Cllr Wilkinson asked if the works could take place in the winter. Mr Carr confirmed the EA aimed to start the work in November 2012 through to end February 2013. The EA would deal with compensation where losses were experienced but the EA would mitigate for this as much as possible. Mr O’Flynn thought the construction may draw people in as the public was always interested when construction was taking place in the town. Cllr Elkins enquired whether the 2 to

3 access points (steps) to the river would be maintained. The Harbour Manager confirmed it had been discussed whether there was a need to keep all sets of steps and this would be brought to the Board for further discussion. Cllr Elkins felt it important to remember that it was not easy to access/alight from boats at Littlehampton and it was important to maintain good access where possible. Cllr Walsh asked if the lessons learned from the walkway construction issues would be applied to the Pier Road area. He asked for reassurance there would not be a recurrence of said issues. Mr Carr confirmed the construction would be designed to the highest specification and standards. Cllr Blampied asked if the Highways Department had decided to close Pier Road. Mr Carr confirmed the EA was working with Highways and reported that it was his belief there was no funding in place to close Pier Road or change traffic routes in that area. Cllr Dr Walsh confirmed there were no funds budgeted for or plans by WSCC to change traffic routes on Pier Road.

Town Quay and the promenade to Britannia Quay at River Road: Mr Carr said that the defence in this location would not need to be raised for 20 years.

Riverside Autos to Footbridge: A sheet steel pile wall would be formed in front of the existing buildings with a concrete capping beam. The construction might go “through” Pharaohs Quay land rather than “around” it. This was still to be decided. The EA was working with the landowner to decide the best way forward.

North of the footbridge, Railway Wharf and the Arun View pub: Mr Carr confirmed the height needed raising at the Arun View pub. The extension could be removed and re-built with reinforced glass to ensure the view is maintained. Beyond the Arun View pub, it was proposed to raise the concrete capping beam by 400mm. On the embankment plastic piles would be used. These were made of 100% recycled plastic.

A259 roadbridge to the embankment: Improvements to the frontage included salt marsh habitat creation by setting back the defences. Mr Carr reported once the approval process within the EA was complete, a detailed design could commence in the summer 2011 alongside seeking approval from other bodies as required. It was hoped construction would start in autumn 2012. It was thought construction would take one year maximum.

Mr O’Flynn stated there were restrictions in terms of funding and the funding process. It was thought the scheme funding procedure might change. However the EA believed that in terms of schemes in the area, it was a strong case. Cllr Squires believed a footpath was required right round on the east bank from Riverside Autos to the footbridge. Mr Carr said landowners had been consulted but were not in favour of a walkway. Any walkway would have to be maintained by the Local Authority who had already confirmed it was not prepared to fund this at this time.

Cllr Dr Walsh thanked Mr Carr and the EA for the presentation. He asked for assurance that details of the proposal would be in the shop on Beach Road for the public to view. Mr Carr confirmed a brief version of the presentation should be on display there already.

Cllr Elkins queried a potential area with a gap of approximately 1.2m before the wall which appeared to be the opportunity to provide a walkway. Mr Carr confirmed the

section queried was in front of the garage and said the owner had advised she wanted to rebuild the area herself. Mr Carr said there was no reason why it could not be a path but the EA did not propose to go out into river and believed there was insufficient space for a path. Cllr Elkins asked for clarification where the junctions were and what space was available. Cllr Tyler thanked Mr Carr for his presentation. Cllr Dr Walsh stated Littlehampton Regeneration Sub-Committee and ADC were firmly behind the EA in support of the scheme and some consultation had already taken place. It was hoped to tie in soft landscaping and lighting with the EA scheme.

110. ITEM 7 – HARBOUR OPERATIONAL REPORT

The Harbour Manager presented a report on the Operational Aspects of the Harbour.

Commercial Activity: There had been no commercial shipping in December or January. A decline in figures had also been reported at Shoreham and Langstone harbours.

Leisure Activity: There had been one leisure visitor in January.

Walkway: The Harbour Manager confirmed the walkway would be completed over the next two weeks.

Former UMA site: A company had expressed interest in leasing a third of the UMA and references were being sought.

Oil Pollution Preparedness, Response and Co-Operation (OPRC) Regulations: The Harbour Manager and Deputy Harbour Master had undertaken further training in respect of Oil Pollution Preparedness. A desk-top training exercise had been attended by LHB staff,, an ADC and EA Officer and representatives of Littlehampton Marina.

Tide Tables 2011: The new tide tables were available in early December.

Regional Growth Fund: The Harbour Manager reported that ADC was submitting a bid to the Regional Growth Fund to pursue funding to improve the EA's East Bank flood defence scheme. ADC had requested endorsement from many public/private sector partners and endorsement did not signify a financial contribution. The Harbour Manager recommended the Board support ADC's request.

INTERREG IVA 2 SEAS Programme: ADC was also continuing to investigate the Green Marinas project. Potential partners in the scheme met on 19 January. The Harbour Manager confirmed if the project proceeded, LHB could be a partner with ADC due to the potential hydropower opportunities.

Shoreham Port, Newhaven Port and Littlehampton Harbour: Shoreham, Newhaven and Littlehampton Harbour Managers and Masters met in December to discuss areas of shared interest including the Port Marine Safety Code, risk assessments, pilotage, dredging, oil spill response training and port security. The Newhaven Harbour Master was to investigate PMSC training for Board members.

AYC Pontoon Basins Levelling: The Harbour Manager reported that levelling of the AYC pontoon basins would take place over 30 tides.

West Works: Emergency repair had taken place to the west works. A small section of pre-cast concrete planking had come away and this had been repaired.

Work Experience: The Harbour Manager advised Mr Bedford Cooper was on work experience at the Harbour Office from Chichester University.

Cllr Dr Walsh gave his support for Recommendation (2) of the Operational Report and confirmed work with ADC was ongoing. Cllr Dr Walsh reiterated the commercial shipping situation must propel LHB to make the transition to a leisure harbour. Cllr Tyler said this had been discussed before. There were legal obligations to consider i.e. existing leases, and the requirement for a Harbour Revision Order.

Mr O'Flynn and Cllr Elkins stated there was an aspect of the work on the walkway which did not look satisfactory and asked that the Harbour Manager investigate it.

Cllr Elkins found the overnight leisure stay figures worrying. The Harbour Manager replied the figures reported over the last 3 years were not a true indication. Only true visitors are reported now but this was not the case in the past. Cllr Elkins requested the reported figures be amended to reflect a true picture. The Harbour Manager said the poor summer of 2010 and the lack of moorings made it difficult to maximise visitor figures. Cllr Elkins asked to add to a future meeting agenda, investigation into investment to change to a leisure port. The Harbour Manager pointed out there were others along the river offering moorings for visitors. Cllr Squires felt there was a need to put together a proposal regarding the harbour revision order.

The Board

Resolved

To note the Harbour Manager's Operational Report

To support Arun District Council's bid to the Regional Growth Fund in support of funding for the East Bank flood defence scheme enhancements.

The recommendations were unanimously agreed.

111. ITEM 8 – HEALTH AND SAFETY REPORT

The Harbour Manager reported there had been no near misses since the last meeting. One accident report had been completed for an injury attributed to snow clearance. Two portable lights had been purchased to provide lighting for commercial mooring operations at night.

Mr Nicholson had completed the annual PMSC compliance audit in November. The Certificate of Compliance had been received. Changes to staff and operating procedures had led to a revision of the Safety Management System in January 2011. There were several recommendations resulting from the review including replacement of the East Training Wall beacon, complete the training of a second pilot, levelling LHB pontoon moorings, etc. The Harbour Manager had attached a copy of the letter from Mr Nicholson to her report. Mr Nicholson was present to answer questions.

Cllr Blampied was concerned about the beacon on the east training wall. He queried whether this was a top priority. The Harbour Manager confirmed it was programmed for the next financial year and should be installed around August 2011. The Treasurer to the Board confirmed the replacement had been budgeted for.

Cllr Dr Walsh asked whether the brightness of the west light had been rectified. The Harbour Manager confirmed the light was solar powered and had not been bright due to very dull days. New batteries had been ordered and it was hoped this would resolve the issue. Cllr Dr Walsh stated it was very important that both beacon lights, east and west, were operational.

Cllr Squires asked if the steps were regularly jet-washed. The Harbour Manager confirmed this was the case.

Mr Nicholson said the Department of Transport was reviewing the Port Marine Safety Code and their suggestions so far seemed to him to be excessive for smaller harbours such as Littlehampton. Mr Nicholson proposed the Board table its PMSC Compliance Audit and Review at the next Board Meeting and adopt it as evidence of due diligence. Mr Nicholson offered to talk through any aspects of the PMSC Audit with the Board as required.

Cllr Elkins felt that training for Board Members would be beneficial and helpful. The Harbour Manager was in the process of organising training. Cllr Dr Walsh thanked Mr Nicholson for pointing out LHB's "Corporate Responsibility".

The Board

Resolved

To note the Health & Safety Report

112. ITEM 9 – TREASURER’S REPORT

The Treasurer to the Board presented his report.

Income & Expense to December 2010: The Treasurer to the Board reported the figures were to the end of December. The original budget had become ineffective some time ago and thus the forecast had been slightly updated. The Harbour Manager and Treasurer were now monitoring daily to ensure LHB achieved as much as possible before year end.

The Treasurer to the Board reiterated the commercial shipping decline was ongoing.

On expenditure there were a number of items to fit into the final part of the year including dredging, fencing Railway Wharf and the year end audit. The Treasurer expressed concern that LHB might not be able to finalise the fencing before 31 March and proposed that at least part of the funds required be carried forward into the following year.

Internal Audit: An internal audit was held in January and the results would be presented in a report at the next Board Meeting. There were no major issues but control and governance had been raised.

Provision of Book-keeping and Payroll Services: The Treasurer to the Board reported Tenders were awaited in respect of the bookkeeping and payroll for LHB. The deadline for Tenders was mid February and a report on same would be submitted at the March Meeting.

Cllr Elkins queried figures reported for 2010/2011 under Legal and Professional Services. There was a significant difference between the actual incurred to date and the latest forecast. The Treasurer to the Board confirmed the difference was due to a number of charges which were still to be received before the end of the financial year among them the services of the Acting Harbour Manager which WSCC had not yet invoiced for. Also awaited were charges for the services of the Shoreham pilot and legal costs incurred by WSCC associated with the Drumhead insurance claim. Cllr Dr Walsh expressed his dissatisfaction that LHB was paying the legal costs for the claim for damage to the Drumhead. The Treasurer confirmed the costs had been incurred because the ships insurers disputed whether the level of LHB’s costs were justifiable as the Drumhead was due to be replaced anyway. Cllr Dr Walsh asked if these costs could be recouped but the Treasurer to the Board thought this unlikely.

The Board

Resolved

To note the Treasurer’s Report

113. ITEM 10 – S43 APPLICATION – MOORINGS AT 8 FITZALAN ROAD, ARUNDEL

The occupiers of 8 Fitzalan Road, Arundel, had submitted an application for consent for the construction of a mooring jetty under S43 of the 1927 Act. The proposed mooring is on the bank to the rear of 8 Fitzalan Road. The timber jetty measuring 3.9m long x 900mm wide would be 1.4m above the bank. Two pairs of timber posts would be sunk into the riverbed and a timber walkway constructed. A floating pontoon mooring would be attached to the distal end of the jetty. The Harbour Manager reported that Officers of the Board had worked closely with the applicants to ensure safe navigation in the river would not be adversely affected by the construction. A number of authorisations had already been achieved and a planning application had been made which had been successful. Angmering Park Estate and likewise, the EA, had no objections to the plan.

Cllr Elkins asked if any property owner could apply to do this. The Harbour Manager confirmed due to riparian ownership which extended to the centre line of the river, applications can be made to put structures on frontages. Mr Boyce stated such applications were subject to the navigation body i.e. LHB.

Cllr Squires suggested that perhaps LHB could enforce removal of private moorings once they were no longer required. Mr O'Flynn believed this would not be possible.

The Board

Resolved

To approve the proposal before them and give conditional consent under S43 of the Littlehampton Harbour and Drainage Outfall Act 1927. The conditions are:-

1. That all conditions of the Local Authority planning permission and the FEPA licence should be observed.

Reason: To ensure that the pontoon complies with planning requirements and to reduce the environmental impact of the structure and its construction.

2. That the Harbour Office is notified at least 10 days prior to the commencement of the works.

Reason: To ensure that a Local Notice to Mariners is issued in a timely manner.

3. That reflective material should be attached to the upstream and downstream faces of the pontoon and jetty.

Reason: To improve the visibility of the structure for safe navigation.

4. That the Section 43 permission be valid until 6 February 2012.

Reason: If the construction is not complete by 6 February 2012, a new FEPA licence will be required and should be brought before the Board.

The recommendations at 4 were taken en bloc. Cllr Dr Walsh proposed and Cllr Blampied seconded. Agreed unanimously.

114. ITEM 11 – RIVER ARUN FLOOD RISK MANAGEMENT STRATEGY

The Harbour Manager presented a report on the Lower Tidal River Arun Flood Risk Management Strategy.

The Harbour Manager reported the EA was developing a long term plan to manage flood risk on the River Arun between Pallingham Weir and the A259 road bridge. The plan would cover the best way to manage flood and the risk to residents, properties, etc. There are two particular areas which are of interest to the LHB because they lie within the harbour's limits:

From Swanbourne Lake Stream to downstream Arundel and downstream of Arundel to the A259 at Littlehampton on the east bank and Ford railway bridge on the west bank. There were options for consideration (detailed in her report) which the Harbour Manager outlined at the Meeting.

Cllr Tyler asked Mr O'Flynn whether this strategy would proceed hand in hand with the East Bank flood defence scheme. Mr O'Flynn replied this project would not impact on it.

Cllr Dr Walsh believed the restoration of the Wey & Arun Canal link was an exciting scheme, on its way to completion and that this should be noted in the recommendations as this would bring in opportunities.

Cllr Squires enquired whether the boundaries indicated should fit in with the national park boundary. Mr O'Flynn confirmed boundaries indicated were for the river only.

Cllr Elkins was pleased the paper had come through as there had been much interest at a presentation last week in Arundel. He thanked the EA for the display.

Mr O'Flynn felt the reference "impact on navigation" seemed too broad. Cllr Dr Walsh agreed. Any impact on altering channels should be subject to hydrographic studies. Cllr Tyler agreed but believed this should take place during the consultation process. Cllr Dr Walsh said any measure to reduce flow would lead to silting up which was not an option. Cllr Dr Walsh believed a caveat could be included to state that LHB would not want any changes which might lead to further silting of the river.

The Board

Resolved

- 1. That safe navigation is a statutory obligation for the LHB and the preferred options should not compromise navigational safety within the harbour limits.**

2. **That the impact of strategy unit options on the navigational channel should be assessed with particular reference not to reduce the flow rate to minimize the risk of silting and this information made publicly available.**
3. **To support options that maintain and improve the navigational channel between the harbour entrance and Arundel.**
4. **That the lower River Arun is a gateway to the South Downs National Park and Wey & Arun Canal and is an important environmental and recreational resource and tourist attraction. The management of the lower River Arun over the next 100 years should reflect these important priorities in the interests of the local community and visitors to the area.**

Cllr Dr Walsh proposed and Cllr Squires seconded to accept all recommendations, as amended. Agreed unanimously.

115. ITEM 12 – CONFIDENTIAL BUSINESS

The motion was Proposed by Mr Boyce and Seconded by Cllr Squires.

The Board

Resolved

That due to the confidential nature of the following item(s) to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business of personal information relating to an individual, the business of third parties and/or legal proceedings.

Cllr Elkins left the Meeting due to another appointment. Mr Nicholson left the Meeting.

116. ITEM 13 – MATERNITY SUPPORT AND PATERNITY LEAVE

The Harbour Manager presented a report on the adoption of a Maternity Support and Paternity Leave Policy and the impending Paternity Leave of the Deputy Harbour Master.

The Harbour Manager reported there was currently no policy for maternity support and paternity leave for LHB staff. The report recommended LHB adopt such a policy. The Harbour Manager detailed the statutory requirements for paternity leave and confirmed that this is two consecutive weeks leave at Ordinary Statutory Paternity Pay. WSCC gave 5 days leave paid under its scheme and a week's leave at the standard statutory paternity wage. There then followed a discussion regarding the operational issues arising from the Paternity Leave of the Deputy Harbour Master and the proposals to cover those issues.

The Board

Resolved

- 1. To adopt the principles of the West Sussex County Council Maternity Support and Paternity Leave policy.**
- 2. To approve the arrangements for the Deputy Harbour Master's Paternity Leave.**

Cllr Walsh moved to accept the recommendation. Mr O'Flynn seconded.

There being no further business the Meeting finished at 11.52am