



**MINUTES OF THE LITTLEHAMPTON HARBOUR BOARD HELD IN COMMITTEE ROOM  
1 AT THE ARUN DISTRICT COUNCIL CIVIC CENTRE, MALTRAVERS ROAD, ON  
MONDAY 27<sup>TH</sup> JANUARY 2014 AT 10AM**

**Present:** Mr P Bush (Vice Chairman)  
Councillor Ian Buckland  
Councillor Roger Elkins  
Councillor Alan Gammon  
Councillor Ashvin Patel  
Councillor Tony Squires  
Councillor Dr James Walsh  
Councillor Dudley Wensley  
Mr John O'Flynn

**In Attendance:** Ms N Jones (Clerk to the Board)  
Mr C Braby (Treasurer to the Board)  
Mr B Johnson (Harbour Master)  
Mrs J Harris (Notes Secretary)

**502. APOLOGIES**

Apologies were received from Councillor Nigel Peters (Chairman). In his absence, Mr Bush had agreed to act as Chairman for the meeting.

**503. DECLARATIONS OF INTEREST**

The Harbour Master declared a personal and prejudicial interest in Agenda Item 6 as the member of staff seeking authorisation as a pilot from the Board and stated that he would leave the meeting while the Board considered this item.

**504. MINUTES**

The Minutes of the meeting held on 9<sup>th</sup> December 2013 (previously circulated) were confirmed as a true record and signed by the Chair.

**505. HARBOUR OPERATIONAL REPORT**

The Harbour Master presented a report (previously circulated) which detailed the operational activities undertaken in the harbour since the last meeting. In addition, the Harbour Master updated the Board on the following matters:

**505.1 Commercial Trade**

The Harbour Master reported that the ship visit scheduled for 15<sup>th</sup> January 2014 had not taken place. Further commercial traffic was expected on 29<sup>th</sup> January 2014 and at the beginning of February.

**505.2 West Beach Shoal Bank**

The Board noted that the recent rough weather had caused the shoal bank to grow. The Harbour Master reported that whilst the current size of the shoal was not considered a navigation hazard, further work to remove the bank would be scheduled once the weather improved. This was budgeted work that hopefully would be carried out with Tarmac using the previously tested approach.

### **505.3 Shingle recycling**

The Harbour Master reported that bad weather had interrupted the EA's shingle recycling programme, with much of the recent work being undone by the weather. The EA had agreed to remain on site for a period of time to recoup lost ground.

### **505.4 Harbour entrance sediment management**

Following reports of erosion to the foreshore, the Harbour Master and the ADC coastal engineer had recently undertaken an inspection of the West Training Wall and the area around the black shed and the West Beach Cafe. Recent high tides had caused the movement of shingle in the area and work was required to prevent further encroachment. The movement of the shingle was not affecting the structure or a risk to public safety but it was considered prudent to take advantage of the EA already being on site for shingle recycling to undertake remedial work. The Harbour Master confirmed that having also consulted with Natural England, it was decided that ADC and the EA would undertake the necessary work to resite some shingle in the next two weeks.

### **505.5 S43 and MMO Consents**

Regarding 05/13, piling at Osborne of Arun North Timber Dock, the Harbour Master reported that having formally responded to the MMO's consultation, a way forward had been agreed with Osborne of Arun and that the Board would receive a report for consideration at the next meeting. Additional local consents had been granted to allow the Arun Yacht Club to undertake work to replace a walkway and renew a pontoon and to Brownfield Estates to facilitate repair work at the Riverside Autos site. The Harbour Master confirmed that a plan for the work to be undertaken by the Arun Yacht Club had been agreed and that their proposal would not impinge on the width of the river. The Harbour Master stated that the consents had been granted using the discretionary powers afforded to him, and in consultation with the Chairman as set out in the Harbour Board's Constitution.

### **505.6 EA East Bank Flood Defence Scheme**

Piling works were progressing and two gangs were now deployed at the site.

### **505.7 Harbour Revision Order**

The Board noted that the provisions of the Marine Navigation Act 2013 came into force in January 2014. The Harbour Master stated that he would report more fully on the impact of the legislation on the operation of the harbour at the next meeting.

### **505.8 Annual Arun Divers Bridge Jump**

Owing to the poor weather at the beginning of the year and the resultant debris in the river, the organisers postponed the jump. The event subsequently took place on 19<sup>th</sup> January 2014 and was very successful.

### **505.9 Harbour Board Away Day**

Members noted that the Board Strategic Discussion and away day would take place on Wednesday 5<sup>th</sup> February 2014 at Fontwell Race Course.

#### **505.10 Slipway**

It was reported that the RNLI would be replacing their craft and that changes to the building and slipway might be required to accommodate a larger vessel. The Harbour Master stated that whilst he was in contact with the RNLI, no formal arrangement regarding the lifeboat's activities on the river was in place. It was reported that the District Council owned the slipway and it was therefore recommended that the RNLI approach ADC if changes to the slipway were required.

#### **505.11 Video Links**

Members reported difficulties accessing and viewing recorded material from the Harbour Board's video cameras online. The Harbour Master confirmed that he was aware of the difficulties and that he would undertake an investigation and report to a future meeting.

**505.12** The Board also noted with sadness the recent deaths of Bill Kellet, Bosun at the Littlehampton Yacht Club and Peter Cheney, former Honorary Secretary of the Littlehampton RNLI. Both men were well known figures on the River and would be missed.

The Board **RESOLVED** to:

**Otherwise note the contents of the Harbour Operational Report.**

#### **506. MINUTES OF THE PORT MARINE SAFETY COMMITTEE (PMSC) TEAM MEETING 23<sup>rd</sup> DECEMBER 2013**

506.1 The Board received the minutes of the PMSC meeting held on 23<sup>rd</sup> December 2013 (previously circulated). The Harbour Master highlighted the following points:

506.2 Regarding Pilotage, orange lighting to warn of obstructions in the river during the EA works was now operational and the channel markers for the narrows had been received and would be fitted in the next couple of weeks. The Board noted that the Pilotage Meeting referred to in the minutes took place the week before Christmas.

506.3 Regarding the review of incidents, the reported oil spill at Arundel was a false alarm but was treated as a trial and the emergency systems tested. The fire at sea had resulted in the loss of the vessel and the owner was recovered by the RNLI.

The Board **RESOLVED** to:

**Note the contents of the minutes of the PMSC meeting held on 23<sup>rd</sup> December 2013.**

#### **507. AUTHORISATION OF HARBOUR MASTER AS A PILOT FOR LITTLEHAMPTON HARBOUR**

*The Harbour Master declared a personal and prejudicial interest in this item and left the meeting at 10.37am.*

507.1 The Board received a report that set out the procedure and training undertaken by the Harbour Master to qualify as a pilot for the Port of Littlehampton (previously

circulated). The Board noted that the training included a number of familiarisation trips on commercial vessels, assessed runs acting as a pilot and an oral examination. Given Captain Bray's previous relationship with the Board and the fact that he had conducted the assessment, Members questioned whether there was a conflict of interest. Clarification was sought on Captain Bray's relationship with the Board. The Vice Chairman stated that the main objective of the training was to ensure that the Pilot was competent in a specific Port. Consequently, only someone who was qualified to operate as a Pilot in Littlehampton could undertake the assessment.

- 507.2 The Board noted that Captain Bray was a Master Mariner and Pilot qualified to operate in Littlehampton and was satisfied that the Harbour Master had successfully completed the training. It was also noted that having this additional in-house expertise would produce savings and that the next step would be to train the Deputy Harbour Master.

It was therefore **RESOLVED** that:

**The Harbour Master, Mr Billy Johnson be authorised as Pilot for the Port of Littlehampton.**

*The Harbour Master re-joined the meeting at 10.42am.*

## **508. PMSC COMPLIANCE REVIEW**

- 508.1 The Harbour Master presented a report which set out details of the recently completed Compliance Audit (previously circulated). He explained that, in accordance with the PMSC, a Safety Management System (SMS) document was in place to govern the operation of the Harbour and was subject to annual review by an independent risk management specialist, in this case the ports Designated Person. The review had been undertaken last November and a number of changes were recommended to current Harbour operations. The key changes were:
- The introduction of additional navigation aids on the river towards Arundel to warn mariners of the shoal on the inside of the bend.
  - A review of the age of personal watercraft users.
  - The purchase of an oil spill boom.
  - Improvements to signage highlighting the dangers of launching and recovery on the steep slipway.
  - That consideration be given to the Harbour Master becoming a Member of the Board.
- 508.2 The Harbour Master reported that the oil spill Tier 2 response contract had been renegotiated and as a response a boom was now stored in the workshop. Members went on to consider the recommendations in more detail and the following observations were noted from the ensuing discussion.
- 508.3 A buoy had been installed on the bend on the river towards Arundel. Whilst the collapsing bank was considered to be a minimal risk to mariners, the Board felt it was appropriate to raise the issue formally with the riparian owner. It was understood that the riparian owner was the EA and it was agreed that Harbour Master would take this forward and report the matter to them.
- 508.4 Regarding the recommended signage improvements at the slipway, it was agreed that the Harbour Master would take this forward with Arun District Council.
- 508.5 Regarding the use of personal watercraft on the river, Members acknowledged that this was difficult to effectively police. However, the Board also recognised that the current guidelines needed revision, taking into account guidance from the RYA,

conditions on the river and the experience of users. It was agreed that the Harbour Master would take this forward and report to a future meeting.

*Councillor Gammon left the meeting at 10.55am.*

- 508.6 The Governance aspect of the review had highlighted a number of points for consideration by the Board which Members felt warranted further discussion. Noting that the Board's Governance arrangements would form part of the strategic discussion at the forthcoming Away Day, Members agreed to defer their decision on the publication of the revised SMS until after that meeting had taken place.

It was therefore **RESOLVED** that:

- 1) **The successful completion of the Compliance Audit by the Designated Person be noted.**
- 2) **The Board defer its decision on the publication of the revised Safety Management System to the next Board meeting.**

#### **509. TREASURER'S REPORT**

- 509.1 The Treasurer presented the income and expenditure statement and income analysis for the period to 31<sup>st</sup> December 2013 (previously circulated). He reported that whilst income was slightly short of the budgeted figure for this time of year, an increase of £11K over budget for the year was predicted. This was helped by the EA contracting the Harbour Board to provide a crewed a safety boat and subject to commercial traffic providing the expected number of planned visits.

- 509.2 Further clarification was sought regarding the breakdown of the loan and interest payments and the structure of the Board's borrowing. It was agreed that the loan and interest payments would be segregated in subsequent reports and that a background paper explaining the structure of the Board's borrowing would be prepared in readiness for the Away Day.

- 509.3 Members discussed the impact on revenue from moorings now that the construction phase of the flood defence scheme was underway. Noting that there was a compensation scheme in place for traders, the Board debated the possibility of claiming for the loss of income. The Harbour Master and the Treasurer urged Members not to lose sight of the benefit of the scheme to the Board in terms of the improvement to the infrastructure of the harbour. Mindful that the Board had touched upon the impact of the scheme on harbour operations at the special meeting last September, Members felt that there was value in undertaking a formal assessment of the impact of the works now that the construction phase was well underway. It was therefore agreed that officers would prepare a briefing paper for Members to consider at the away day.

It was **RESOLVED** that:

**The Report be otherwise noted.**

#### **510. PUBLIC FORUM**

There were no members of the public present.

#### **511. EXEMPT BUSINESS**

It was **RESOLVED** that:

**Due to the confidential nature of the following items 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.**

**SUMMARY OF MATTERS DISCUSSED IN THE  
EXEMPT PART OF THE AGENDA**

**512.** The Exempt Minutes of the meeting held on 9<sup>th</sup> December 2013 (previously circulated to Members of the Board only) were confirmed as a true record and signed by the Chair.

**513. MOORING LICENCE AGREEMENT WITH ANGMERING PARK ESTATE (APE)**

513.1 The Board received a report from the Harbour Master which set out the current situation regarding the moorings on the river used by the Harbour Board. The Board were reminded that the bed of the river was administered by APE (previously circulated to Members of the Board only). The Estate wished to put arrangements for the moorings used by the Harbour Board onto a more formal footing and Members considered a proposal from the Estate to enter in to a licence agreement.

It was **RESOLVED** that

**Officers be authorised to seek advice from the Board's solicitors as to their options and report back to a future meeting of the Board.**

The meeting closed at 11.40am.