



LITTLEHAMPTON HARBOUR BOARD

NOTICE OF MEETING – MONDAY 29th SEPTEMBER 2014

To: Councillor Nigel Peters (Chairman)
Mr Philip Bush (Vice Chairman)
Councillor Ian Buckland
Councillor Mike Clayden
Councillor Roger Elkins
Mr John O'Flynn
Councillor Ashvin Patel
Councillor Tony Squires
Councillor Dr James Walsh
Councillor Dudley Wensley

A Meeting of the Littlehampton Harbour Board will be held **in the New Millenium Chamber, Littlehampton Town Council, Manor House, Littlehampton on Monday 29th September 2014** commencing at **10am** and you are requested to attend.

Nicola Jones
Clerk to Littlehampton Harbour Board

AGENDA

1. **Welcome & Notices** **(1 min)**
2. **Mobile Phones** **(1 min)**
Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Harbour Board and Sub-Committee meetings.
3. **Apologies** **(1 min)**
4. ***Commercial Users Representative Vacancy (p3)** **(2 mins)**
To consider a recommendation from the Personnel Sub Committee for the vacancy of Commercial Users Representative for Littlehampton Harbour Board.
5. **Declarations of Interest** **(2 mins)**
Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

They should declare their interest by stating:
 - a. The item they have the interest in
 - b. Whether it is a personal interest and the nature of the interest.
 - c. Whether it is also a prejudicial interest.
 - d. If it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.
6. ***Minutes of the meeting held on 23rd June 2014 (p4)** **(1 min)**
To approve as a correct record the Minutes of the previous Board meeting held on 23rd June 2014.



7. ***Operational Report (p12)** **(10 mins)**
To receive the Harbour Master's Operational Report for the period ended 4th September 2014.
8. ***Treasurer's Report (p16)** **(10 mins)**
To receive the Treasurer's Report on Income and Expenditure for the month ended 31 August 2014.
9. *** Infrastructure Assessment Update (p20)** **(10 mins)**
To receive a report from the Harbour Master outlining progress with infrastructure assessment.
10. ***Update to Business Plan (p24)** **(10 mins)**
To receive a report from the Harbour Master considering strategic aims for the Board on which to base the Business Plan.
11. **Public Questions** **(15 mins)**
To receive any questions from members of the public. The time for questions from the public will be limited to a total of 15 minutes save that the Chairman may extend the time at his discretion. A member of the public may only ask a question regarding one subject at a time. Other members of the public will be invited to ask questions and only if there is sufficient time left remaining will the original questioner be entitled to ask further questions.
Questions may be rejected if, in the opinion of the Chairman or Clerk, they are considered to be defamatory, frivolous, offensive or substantially the same as a question posed to the Board during the preceding 6 months.
12. **Confidential Business** **(1 min)**
The Board is asked to consider passing the following resolution:-

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 or personal information relating to an individual, the business of third parties and/or legal proceedings.
13. ***Update on North Yacht Berth (p25)** **(5 mins)**
To provide Members with an update on progress with the ownership dispute at North Yacht Berth.
14. ***Minutes of a meeting of the Personnel Sub-Committee held on 2nd July 2014**
To receive the minutes of a meeting of the Personnel Sub-Committee held on 2nd July 2014 **(p27)** **(2 mins)**
15. ***Business Case for a Multipurpose Work Boat (p30)** **(10 mins)**
To receive a report from the Treasurer and Harbour Master outlining the business case for a new work boat for the Harbour.

Date of next meeting: Monday 1st December 2014



LHB MEETING – 29th September 2014

Agenda Item: 4

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Report on: Commercial Users Representative Vacancy

Report by: Clerk to the Harbour Board

Date: 1st September 2014

1. Background

- The previous Commercial Users representative resigned in April 2014, creating a vacancy on the Board.
- The post was advertised and a selection process undertaken
- The Personnel Sub Committee considered the outcome of the selection process and have recommended Tom Shenton, of Lafarge Tarmac, for the post.
- Minutes of the meeting recording this decision are included with the Exempt Business papers for this meeting.

2. Recommendation

The Board is asked to consider the recommendation of the Personnel Sub Committee.

Contact:

Nicola Jones, Clerk to the Harbour Board



AGENDA ITEM 6

**MINUTES OF THE LITTLEHAMPTON HARBOUR BOARD HELD IN COMMITTEE ROOM
1 AT THE ARUN DISTRICT COUNCIL CIVIC CENTRE, MALTRAVERS ROAD, ON
MONDAY 23RD JUNE 2014 AT 10AM**

Present: Councillor N Peters (Chairman)
Councillor I Buckland
Councillor R Elkins
Mr J O'Flynn
Councillor M Clayden
Councillor Dr J Walsh
Councillor D Wensley

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)

557. WELCOME AND NOTICES

557.1 The Chairman reported that Councillor Gammon had resigned from the Board and that Councillor Clayden had been nominated by Arun District Council in his place. The Chairman welcomed Councillor Clayden to the meeting and invited him to make his declaration of office.

557.2 Councillor Clayden read and duly signed his declaration of acceptance of office as a Member of the Board.

558. MOBILE PHONES

Members and the public were reminded that the use of mobile phones (other than on silent) was prohibited at Harbour Board and Sub-Committee meetings.

559. APOLOGIES

Apologies were received from Mr Bush and Councillors Patel and Squires.

560. DECLARATIONS OF INTEREST

There were none.

561. PUBLIC QUESTIONS

There were six members of the public present.

561.1 In view of the proposal that the Board would be asked to consider at Agenda item 10, Changes to the rules governing the public questions session, Councillor Buckland asked if it was appropriate to change the order of the agenda without the Board having had the opportunity to discuss the change in procedure.

- 561.2 In response, the Chairman explained that it was felt that members of the public should have the opportunity to raise their questions earlier in the meeting so that they did not have to remain for the entire meeting. He also stated that Members of the Board had subsequently been sent an email advising them of the change in the order of business.
- 561.3 Mrs Boyce stated that although the Ferry was ready to operate, a change in the licence requirements meant that staff previously qualified to operate the boat under an earlier code of practice were no longer eligible to operate the Ferry. Referring to the Board's Constitution on such matters, Mrs Boyce questioned whether the correct procedure had been followed in terms of consultation on implementing the new code and whether it was correct that staff would have to undergo further training before being able to take up their positions on the Ferry.
- 561.4 In response, the Harbour Master stated that as far as he was aware, the new code, the Solent and Southern Harbour Masters Association (SASHMA) - Licences for Boats and Boatmen Guidelines was an approved interpretation of the Maritime and Coastguard Agency (MCA) Inland Waters Small Passenger Boat Code of practice relating to small commercial vessels. Therefore there was no change in qualifications required to operate a commercial passenger vessel within the harbour. The Chairman stated that the Board did not wish to see the Ferry precluded from operating in the Harbour and it was agreed that the Harbour Master would take this issue forward outside the meeting.
- 561.5 Regarding the proposal to change to the rules governing the public questions session, Mr Boyce asked if was correct that such changes required a Board Resolution. He also asked the Board to consider expanding the amount of time allocated to the public questions session to 30 minutes.
- 561.6 The Chairman explained that the proposal to contain the amount of time allocated to the public questions session was based on a desire to facilitate a better discussion on strategic matters. It was also noted that the Board provided other forums where operational matters could be raised and addressed.
- 561.7 Referring to an email he had sent to the Board relating to the 2010 Business Plan, Mr Basnett asked why he had not received a reply and sought answers on a number of points regarding actions which might be outstanding which were contained within the Plan.
- 561.8 In response the Chairman stated that the email did not appear to have been received. In view of the extensive nature of Mr Basnett's request he asked Mr Basnett to resend the email and assured him that he would receive a response.
- 561.9 Mr Basnett pressed the Chairman for a timescale for receipt of a response and suggested that a procedure whereby correspondence is acknowledged be instigated to prevent this happening again. The Chairman agreed to take this suggestion regarding this aspect of the Board's procedures forward.
- 561.10 Mr Chapman asked if the Board had a business plan for the Harbour and what type of port was envisaged.
- 561.11 The Chairman expressed his understanding based on the Awayday discussions that a commercial port was envisaged. A discussion ensued and in reviewing minute 544 from the previous meeting regarding the Action Points from the Strategic Awayday, it became apparent that more clarity was required regarding the

Boards decision in relation to the plans for the future operation of the Harbour. Members also expressed the view that it would have been helpful if the Action Points from the Awayday were attached to the minutes of the last Board meeting.

561.12 Mr Boyce stated that it was his understanding that it was the policy of the Board, Arun District Council and Littlehampton Town Council that the Harbour strategy was to become a leisure port. Therefore, if the Board had changed its stance, he requested the matter be discussed at a future meeting of the Board.

561.13 The Treasurer offered some clarity on the nature of the Awayday discussions. He explained that the purpose of the Awayday was to give Members of the Board the opportunity to take stock of changes in the harbour as a starting point for a strategic review of the future operation of the port. It was stated that in the interests of openness and transparency, this matter should be discussed in consultation with the public and it was therefore **RESOLVED** that:

- 1) **The Action Points from the Awayday be re-circulated to Members.**
- 2) **The future strategy for the Harbour be discussed at a future meeting of the Board.**

561.14 The Board received details of a written question from Vernon and Daniel Parker in which they sought compensation for the disruption caused to their business through having to move from their Pier Road moorings during the flood defence works. They also asked if a discount was available for paying mooring costs in full.

561.15 The Board noted that in his response the Harbour Master had explained that business interruption compensation as a result of the flood defence works was being handled by the Environment Agency. He had also set out the Board's policy regarding the payment of harbour dues confirming that there was no discount for paying mooring costs in full. The Board noted that for the most part better berths had been provided to users during the works and that those moored at Pier Road would directly benefit from improvements to the facilities available once the works were completed.

561.16 The Board received details of a written question from Mr Boyce which set out a number of queries relating to the structure of the Board's borrowings from the Public Works Loan Board (PWLB) and sought clarification on early settlement penalties.

561.17 In response the Treasurer circulated a summary of the Board's outstanding debt with the PWLB as at 31st March 2014. This showed that a substantial portion of the Board's borrowings were charged at between five and six percent. The Treasurer explained that the PWLB terms and conditions for restructuring of debt would trigger an unacceptably high penalty for early repayment at this point in time due to the fact that the current interest rates were so low .

561.18 Mr Boyce asked that the Annual Report that the Board was required to produce be published on the Harbour Board's website.

561.19 It was agreed that steps would be taken to ensure that this information was available on the Harbour Board's website.

562. **MINUTES**

562.1 The Board received the Minutes of the meeting held on 28th April 2014 (previously circulated). In view of the earlier discussion regarding the outcome of the Strategic Awayday, the Board **RESOLVED** that:

The Action Points from the Awayday be attached to the minutes and that the Minutes of the meeting held on 28th April 2014 be approved.

563. MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING 16TH JUNE 2014

563.1 The Clerk reported that this meeting had been unable to proceed as expected and would be rescheduled. It was anticipated that the Sub Committee would have a recommendation for the Board to consider at the September meeting.

564. APPOINTMENT OF A MEMBER TO THE AUDIT SUB-COMMITTEE

564.1 The Clerk reported that the resignation of Councillor Gammon had created a vacancy on this Sub Committee. Councillor Dr Walsh proposed Councillor Clayden and this nomination was seconded by Councillor Wensley. There being no other nominations it was therefore **RESOLVED** that:

Councillor Clayden be appointed to the Audit Sub-Committee for the remainder of the year.

565. 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:

565.1 Commercial Trade

The Harbour Master reported that there had been one commercial ship visit and a further visit was expected before the end of the month. It was noted that depending on the availability of a berth at the UMA Wharf, Railway Wharf may be brought into use.

565.2 Leisure Trade

The Board noted that although Town Quay remained officially closed, accommodation for the increase in overnight berths had been managed.

565.3 Conservancy Duty

The Harbour Master reported that the Pier Road moorings had been handed back to the Harbour Board and that consequently two further surveys of the area had been undertaken in June. It was noted that the Environment Agency continued to undertake clearing and dredging activity in order to maintain good depths in the Harbour. He also confirmed that there had been no change in the Shoal Bank since the last survey on 19th March. Regarding Town Quay, it was estimated that the moorings would be handed back to the Harbour Board shortly and the Harbour Master expressed his thanks to berth holders for their continued co-operation during the flood defence works.

565.4 British Ports Association: Smaller Ports Fund

The Harbour Master reported that a bid had been submitted for a £2K grant towards the costs of works required on the Training Wall. The Board noted that outcome of the bid was expected in July.

565.5 Multi-Use Vessel Business Case

The Harbour Master stated that a report was being prepared which would be presented to the Board before the December budget discussions.

565.6 Major Infrastructure Renewal

The Harbour Master informed Members that as part of the action from the Strategic Awayday, quotes were being sought from engineering contractors for this work.

565.7 Harbour Dues

The Harbour Master reported that 407 plaques had been issued to date and that final reminders would be going out shortly.

The Board **RESOLVED** to:

Otherwise note the contents of the Harbour Operational Report.

566. REVISED PUBLIC QUESTIONS SESSION PROCEDURE

566.1 The Clerk presented a report which contained proposals to amend the public questions procedure of the Constitution (previously circulated). She explained that the changes aimed to address the concerns previously expressed by the Board that the current procedure was restricting public participation. Members were therefore asked to consider changes relating to the length of time allocated to the public questions session, the order of questions and the method of response as set out in appendix 1 attached to the report.

566.2 Members considered the proposed revisions in more detail and strong views were expressed regarding the proposal to limit the length of the session to fifteen minutes and the order of business. Members acknowledged that the Chairman had discretion in terms of the time allocated for public questions. There was some debate regarding the proposal to allocate 30 minutes for public questions, however in view of assurances from the Chairman that the proposals did not impinge upon his discretion, the proposal to extend the time allocation to thirty minutes was not supported. Regarding the order of business, the Board discussed whether the public questions session should be at the start or the end of the meeting. A debate ensued during which it was suggested that having the session at the start of the meeting would lead to a more informed debate by the Board as Members would have had the opportunity to hear and consider the views of the public before reaching a decision. The Board was undecided on this point and given that there were a number of people who regularly attended the meetings present, the views of those in the public gallery were sought on whether the session should be at the start or the end of the meeting. There was overwhelming support from those members of the public present for the public questions session to be placed at the end of the agenda. The Board therefore **RESOLVED** that:

- 1) The public questions session be moved to the end of the agenda.**

- 2) The remaining suggested revisions to the rules governing the public questions session as set out in appendix 1 attached to the report be approved.
- 3) The Harbour Board's Constitution be amended to reflect the changes to the public questions session.

567. PUBLICATION OF SUPPORTING PAPERS ON THE BOARD'S WEBSITE

567.1 The Clerk presented a report regarding the publication of supporting papers on the Board's website (previously circulated). She explained that following a request from a member of the public at a previous meeting, the Board was asked to consider whether it wished to change the current procedure and publish reports, other than those containing confidential or exempt information, on the website. Whilst not bound by the same legislation as Local Authorities regarding the publication of information, Members considered that in the interests of openness and transparency, it was prudent to adopt these principles. The Board therefore **RESOLVED** that:

- 1) Supporting papers, other than those containing confidential or exempt information, be published on the website.
- 2) The Harbour Board's procedures and Constitution be amended to reflect the changes in due course.

568. TREASURER'S REPORT

568.1 The Treasurer presented the statement of income and expenditure for the year ended 31st March 2014 (previously circulated). The final outcome was in line with the provisional figures presented to the Board in April which showed a small yearend deficit of £1,009. The Treasurer stated that although leisure income had failed to meet budget targets, total income for the year had exceeded budget by £22,000 due to the contract with the EA to provide a crewed safety boat during the construction of the East Bank flood defences. It was noted that the costs of crewing the safety boat had had an impact on employee costs, the decision to create a new accounting and administration post was also a contributory factor, (partially offset by savings from the the cancellation of the AOS contract), and consequently the overall budget in this respect had been exceeded by a total of £26,000. He highlighted that the Board had been able to undertake maintenance works on the West Bank and the removal of the shoal at a cost significantly less than originally envisaged and this had enabled investment in several smaller projects which aimed to improve services for harbour users. It was therefore **RESOLVED** that:

The Report be noted.

569. REPORT ON THE AUDIT SUB COMMITTEE MEETING HELD ON 19TH MAY 2014

569.1 The Treasurer presented a report which contained the minutes of the Audit Sub Committee held on 19th May 2014 (previously circulated). He explained that in addition to dealing with a number of matters arising from the previous Committee meeting, the Committee had received the Statutory Statement of Accounts for the Harbour Board for 2013/14. Having reviewed the final statement of accounts, the Sub Committee were content that they be accepted and recommended to the Board for approval.

569.2 Regarding the Internal Auditor's recommendation that the free of charge harbour plaques issued be recorded, it was noted that whilst it was proving challenging to set up a system, this was being investigated. The Harbour Master confirmed that the

number of free of charge plaques issued was small and covered youth organisations such as the local Sea Scouts and Cadets. The Board therefore **RESOLVED** that:

The Report be noted.

570. TREASURERS REPORT ON THE 2013/14 INTERNAL AUDIT

570.1 The Treasurer presented a report which set out details of the scope of the internal audit which was conducted on 1st May 2014 and the Internal Auditor's conclusions (previously circulated).

570.3 The Board were asked to note that although the audit had highlighted several minor errors, these had subsequently been corrected and did not impact on the integrity of the 2013/14 figures. It was therefore **RESOLVED** that:

The Internal Auditors Report be noted.

571. APPROVAL AND ADOPTION OF THE 2013/14 STATEMENT OF ACCOUNTS AND ANNUAL RETURN

571.1 The Treasurer presented a report which set out details of the final Accounts and Annual Return for the financial year 2013/14 (previously circulated). He reminded Members that the accounts had been reviewed by the Audit Sub Committee at their meeting held on 19th May 2014 and that the Committee was content to recommend them to the Board for approval. He explained that the Accounting Statements (Section 1 of the Annual Return) were a summary of the Statutory Accounts and that the Board was also required to formally acknowledge the adequacy and effectiveness of both the internal controls and internal audit procedure as set out in the Annual Governance Statement (Section 2 of the Annual Return).

571.2 The Treasurer explained that the deficit for the year included the costs of the Harbour Revision Order, provision for which was made in the previous years' accounts. Members were also reminded of the requirement to retain a balance of £35,000 in the General Fund to meet the current year deficit. Therefore, in order to meet this requirement the approval of the Board was sought to transfer £16,009 from Earmarked Reserves to the General Fund leaving a balance of £23,646 in Earmarked Reserves.

It was noted that the value of both debtors and creditors had increased on the prior year but that this was partly due to timing. In addition, the Board was now required by ADC to hold the equivalent of one month's payroll on deposit with them which had increased the level of debtors.

571.3 An anomaly in the reporting of the analysis of loans by maturity was highlighted and the Treasurer explained that the figure quoted in the 10-15 years category for 2014 was correct, there having been an error in the breakdown of loans in the prior year reporting. 71.4 Having reviewed the Statement of Accounts, and the Annual Return the Treasurer requested members to approve them and authorise the Chairman to sign both documents on their behalf. In doing so the Board were also expressing their satisfaction with internal controls and the internal audit procedures and accepted the need to transfer £16,009 from Earmarked Reserves in order to maintain sufficient funds in the General Fund. It was therefore **RESOLVED** that:

1) The transfer of £16,009 from Earmarked Reserves to the General Fund be authorised.

2) The 2013/14 Annual Accounts Statement and the Annual Return be approved and that the Chairman be authorised to sign sections 1 and 2

of the Annual Return on the Board's behalf and for The Clerk to sign section 2 accordingly.

572. 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.

573. THE EXEMPT MINUTES OF THE MEETING HELD ON 28TH APRIL 2014

The Exempt Minutes of the meeting held on 28th April 2014 (previously circulated to Members of the Board only) were confirmed as a true record and signed by the Chair.

The meeting closed at 11.23am.

CHAIR

Report to: LHB

Report by: HM

Date: 4th Sep 14

Subject: HARBOUR OPERATIONAL REPORT

Harbour Operations

Commercial Trade

UMA Wharf

June	1	
July	4	
August	0	
September	0	ship visits to date. BEN VAREY planned for 7 th Sep 14.

Railway Wharf Un-used for marine ops. Occupied by EA contractor.

Pilotage

The LHB continues to operate an open port and un-interrupted pilotage service

Leisure Trade

Town Quay

June	47	
July	107	
August	109	
September	12	to date.

Conservancy Duty

Survey

Photographic monitoring of shoal	last conducted	7 th Jan 14
Shoal Bank	last conducted	19 th Mar 14
Bar	last conducted	2 nd Apr 14
Pier Road	last conducted	2 nd Jul 14
Town Quay	last conducted	30 th Apr 13
Dukes Wharf	last conducted	21 st Mar 14
Turning Basin	last conducted	20 th Aug 13
Complete Port survey	last conducted	30 th Sep 11

Aids to Navigation

Second new port side and new starboard lights established in Narrows (LNtM 15/2014 refers).
Trinity House Inspection completed 17th July.

Dredging Nil.

Local Notices to Mariners

07/2014	Iron Man Swim Event	published	9 th Jun 14
08/2104	Armed Forces Day	published	27 th May 14
09/2104	Seasonal Racemarks	published	10 th Jul 14
10/2104	Tidal Powered Generator	published	10 th Jul 14
11/2104	West Works Repairs	published	11 th Jul 14
12/2104	Waterfront Festival 2014	published	24 th Jul 14
13/2104	Littlehampton Bath Tub Race	published	20 th Aug 14

14/2104 Public Health Bathing Water published
15/2104 New Nav Lights in Narrows published

27th Aug 14
4th Sep 14

Consents/Consultations

Section 43 Consents

04/14 – Arundel Festival Floating Sculpture – Issued 22nd May 14

MMO/Trinity House Consultations

Nil

Projects

EA East Bank Flood Defence Scheme

Ongoing. Focus shifting away from waterside works at entrance. Sheet piling in place to north of commercial wharves. Concrete wall at Harbour Workshop and commercial wharves under construction. Arun View PH work well underway estimated to be complete in October. Landscaping work at Pier Road expected to complete Jan 15, and Mar 15 in Arun Parade.

North Yacht Berth

Adverse possession claim submitted to land Registry. Awaiting responses. Covered by separate paper (NJ).

Fishing Hub

Detailed site survey work to be conducted working closely with ADC in hope of gaining funding in December.

Multi-Use Vessel

Business case in preparation. Covered by separate paper (CB).

Major Infrastructure Renewal

Tenders for further study received. Covered by separate paper (BJ).

Harbour Revision Order

MMO have now processed the final document and all formal consultation responses have been incorporated. Final Statutory Instrument should go on deposit at Parliament shortly and HRO should be issued before the end of the year.

News and Events On The River

WINDSONG engine replacement. Major engine failure experienced in week leading up to Waterfront Festival. Decision taken to go ahead with unplanned expenditure of replacement engine and board notified iaw constitution.

Waterfront festival took place on Sun 27th July and was a great success. Highlight included landing seaplane on the river. Next year's festival date 19th Jul or 2nd August 15.

Ferry Services. The Belle operating successfully from an LHB berth on Pier Road and using Town Quay on an ad hoc basis. LYC ferry (sponsored by LTC) operated for a short time from Town Quay before being withdrawn from service by LYC.

Sewage water leak. Took place on 27th Aug (LNtM 14/2014 refers). Good communications between Southern water, ADC, EA and LHB. Correct actions taken.

Harbour Dues

By 27th Aug 14, 476 plaques issued. (For comparison by 13th Aug 13 – 467 plaques issued). There are no impound notices currently issued.

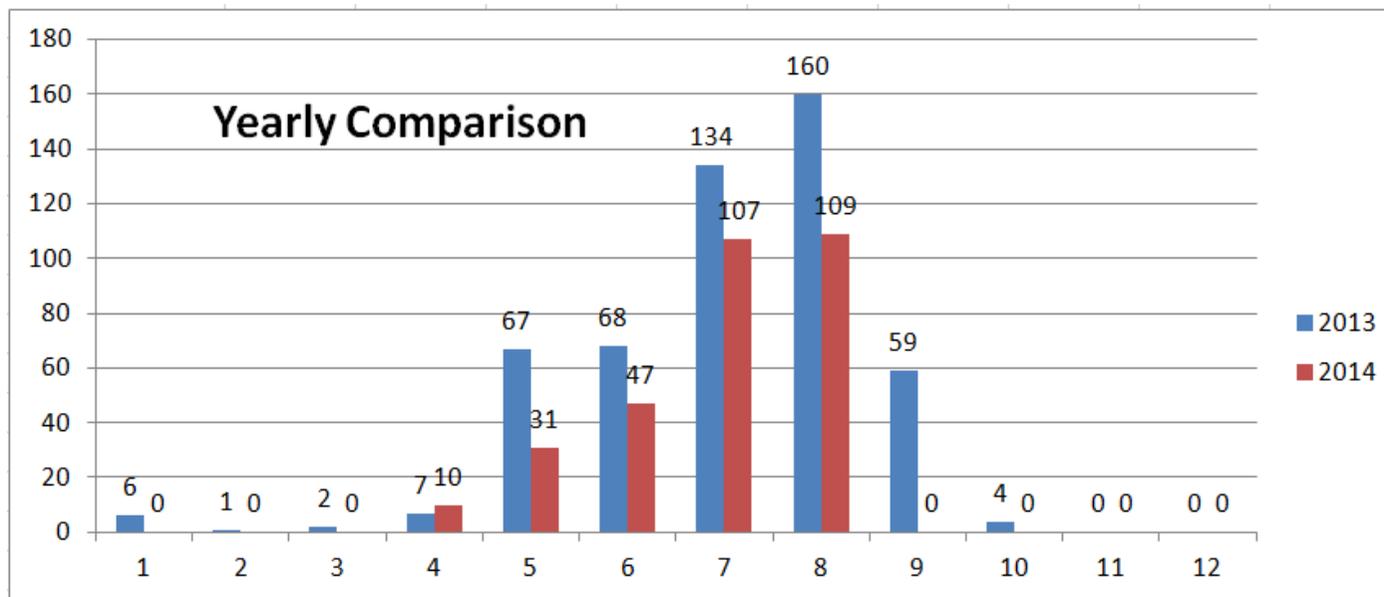
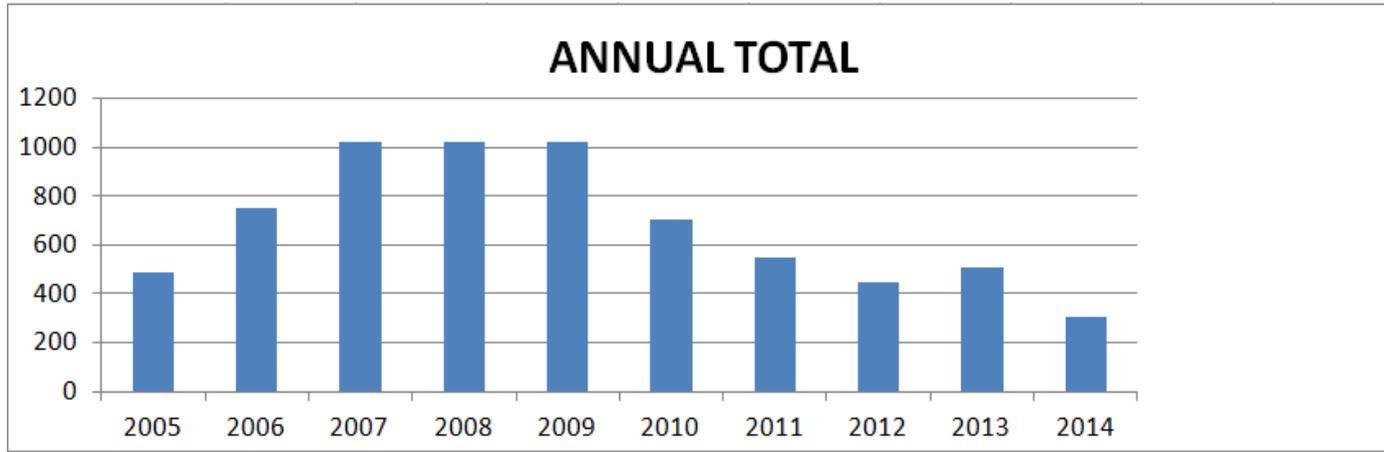
Recommendation

That the Board notes this report.

Totals for Financial Year 2014/15

No of Ships	Month	GRT	Gt Dues (£)	Cargo Dues In (£)	Cargo Dues Out (£)	Pilotage £	Commercial TradeTotal	Total incl Pilotage
		0.4805						
1	April	1512	726.5160	828.6344	0.0000	1214.92	1,555.15	2,770.07
4	May	2930	1407.8650	1927.9455	0.0000	3563.57	3,335.81	6,899.38
3	June	2136	1026.3480	1331.9677	0.0000	3105.21	2,358.32	5,463.53
2	July	1588	763.0340	1026.9387	0.0000	1750.88	1,789.97	3,540.85
0	August	0	0.0000	0.0000	0.0000	0	0.00	0.00
	September		0.0000	0.0000	0.0000		0.00	0.00
	October		0.0000	0.0000	0.0000		0.00	0.00
	November		0.0000	0.0000	0.0000		0.00	0.00
	December		0.0000	0.0000	0.0000		0.00	0.00
	January		0.0000	0.0000	0.0000		0.00	0.00
	February		0.0000	0.0000	0.0000		0.00	0.00
	March		0.0000	0.0000	0.0000		0.00	0.00
10		8166	£3,923.76	£5,115.49	£0.00	£9,634.58	£9,039.25	£18,673.83

Leisure Shipping





Agenda Item: 8

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board
Report on: Treasurer's Report for the September 2014 Board Meeting
Report by: The Treasurer to the Board

1.0 Income and Expense

Attached to this report are the Income and Expenditure Statement and the Income analysis both to the end of August 2014.

Income to the end of August at £271,636 is £41,000 above budget. Commercial Income is above budget, (net), by £46,000 due entirely to the unbudgeted safety boat income of £49,650 although this has been offset to some extent by a shortfall in the value of shipping activity due to the mix in vessel sizes. Whilst we have averaged the budgeted two per month so far, the budget assumed a much higher proportion of larger vessels than has proved so far to be the case. The leisure sector however falls short by £6,000 primarily due to a shortfall in mooring income impacted by the work on the tidal flood defences.

Although budgeted, (£3,373), no fuel sales have taken place to date.

Operating expense at £182,983 is slightly below budget overall by £2,000. Employee costs are above budget by £23,000, driven principally by the costs of safety boat manning, (£20,000). Harbour Structures are running significantly below budget due in the main to lack of availability of harbour staff who have been occupied with the manning of the safety boat. The infrastructure repair and maintenance plan was, in the 2014/15 Budget, built on the assumption that repairs would be carried out in the main by utilising in house labour. Pressing repair and maintenance work will now need to be out sourced. with some £20,000 now likely to be spent with contractors in this financial year. Any surplus budget will be carried over in "ear marked" reserves to support activity in 2015/16. The lower than expected Rent and Rates figure relates to the provision of £5,000 set aside for mooring leases. Utility companies are slow to bill giving an artificial low figure to date; this should be rectified by the end of September.

2.0 RECOMMENDATION : That the Board note this report

BACKGROUND PAPERS

Statement of Income and Expenditure to the end of August 2014 compared with Budget and Last Year

Income Analysis by source

Contact: Chris Braby Treasurer to the Board

8th September 2014

Littlehampton Harbour Board

2014/15 Income and Expenditure Statement to Aug 14

	2014/15 Actual To end Aug £	2014/15 Budget To end Aug £	2014/15 Budget Total Year £	This time Last Year £
Income				
Commercial Income	146,745	100,354	210,727	86,897
Leisure Income	123,853	130,120	142,440	119,064
Other Miscellaneous	934	104	250	2,250
Investment Income	104	63	125	46
Total Income	271,636	230,641	353,542	208,257
Expenses				
Employee Costs	108,448	85,882	204,016	78,764
Services to the Board	4,977	5,452	14,394	9,072
Legal and Professional Services	2,100	4,725	11,340	6,046
Repairs and Maintenance				
Premises	2,572	3,725	8,940	3,976
Moorings	68	416	1,000	306
Harbour Structures	75	13,958	33,500	65
Navigational	2,707	2,000	23,800	6,942
Boats and Vehicles	11,963	7,271	17,319	2,944
Crane Hire	460	313	750	380
Administration				
Rent and Rates	14,919	20,125	21,000	13,837
Utilities	172	2,385	4,770	1,135
Printing, Postage and Stationery	776	1,896	9,890	846
Insurance	23,011	24,085	24,085	22,938
IT	4,331	2,521	5,940	4,235
Telephone	671	563	1,350	553
Training	497	834	2,000	10,106
Bank and Credit Card Charges	1,597	1,708	3,750	2,086
Other Administrative	3,639	2,739	6,645	5,046
Discounts	0	0	0	0
Total Expenses	182,983	180,598	394,489	169,277
Loan and interest payments	62,086	62,085	163,696	63,155
Capital	0	0	0	0
Total Expense	245,069	242,683	558,185	232,432
Precept Income	(209,642)	(209,642)	(209,642)	(194,133)
(Deficit)/Surplus	236,209	197,600	4,999	169,958

LITTLEHAMPTON HARBOUR BOARD

2014/15 Financial Year August 2014

		2014/15	2014/15	2014/15	This
		Actual	To Date	Budget	time
		£	£	£	Last
INCOME	Description				Year
					£
Commercial Vessels	Harbour Dues	3,924	5,540	13,296	1,826
	Cargo Dues	5,115	6,557	15,737	2,502
		9,039	12,097	29,033	4,328
Commercial Rents	Railway Wharf (Tarmac)	42,000	42,000	84,000	42,000
	Railway Wharf (UMA)	3,000	2,500	6,000	3,000
	The Old Customs House	12,500	12,500	25,000	12,500
	Workshop	3,750	3,750	7,500	3,750
	Office Rent	3,588	3,588	7,175	3,588
		64,838	64,338	129,675	64,838
Footbridge	Footbridge WSCC	13,468	13,468	26,936	13,468
Pilotage	Pilotage Service	3,861	5,451	13,083	1,828
	Pilot Boat and Mooring Service	5,889	5,000	12,000	2,436
		9,750	10,451	25,083	4,264
Safety Boat		49,650	0	0	0
TOTAL COMMERCIAL INCOME		146,745	100,354	210,727	86,898
Leisure	Harbour Dues Leisure Craft	57,339	55,740	55,740	52,618
	Visitor Harbour Dues	3,828	2,188	2,625	3,788
	Commission Look and Sea	(128)	(42)	(50)	0
		61,039	57,886	58,315	56,406
Chargeable Services	Crane	835	521	1,250	260
	Labour	60	208	500	102
	Electricity Cards	30	104	250	151
	Work Boat	561	313	750	678
	Office Services	1	0	0	4
	Office Sales	76	0	0	4
	Tide Table Sales	0	0	4,950	0
	Fuel Sales	0	3,373	8,095	0
		1,563	4,519	15,795	1,199
Moorings & storage	Moorings	55,892	63,275	64,275	54,929

Visitors Berths	3,921	4,000	3,000	6,177
Boat Storage	1,439	440	1,055	352
	61,252	67,715	68,330	61,458
Income from Investments				
Investment Interest	104	63	125	46
Misc Income	933	104	250	2,250
TOTAL INCOME	271,636	230,641	353,542	208,257



LHB MEETING – 29th September 2014

Agenda Item: 9

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Report on: Infrastructure Assessment Update

Report by: Harbour Master

Date: 4th September 2014

1. Context

- 1.1 Discussions on viability of the Boards infrastructure assets (West Works, Dicker Works inter alia) form the basis of a considerable amount of debate at Board level. The last major review of infrastructure was conducted on behalf of the Board by Halcrow in 2003. Its recommendations were considered by the Board at the time but were not implemented due to, amongst other things, a lack of funding.
- 1.2 A more recent appraisal of infrastructure was completed in 2013 on behalf of the Board by Arun District Council. This study has made recommendations on the scale and cost of repair effort required to keep existing infrastructure safe and operational. The recommendations of this report were formally adopted by the Board and became the basis for additional precept to the Local Authorities to the value of £35K for FY14/15
- 1.3 To date this repair effort has been delayed. Primarily this can be attributed to over-run on the EA flood defence scheme which has had a knock on effect for LHB in terms of manpower availability. (The repair estimate drafted with ADC relies heavily on the use of in-house labour.) Having said this, the plan and the funding remains in place and can be executed when time allows and if necessary rolled over to the following financial year.
- 1.4 In essence a maintenance plan is in place which should ensure the continued safe operation of existing infrastructure until 2026. This is a key date for the Board in terms of the end of existing financial and contractual commitments, and would provide a natural review point for the Harbour's future including infrastructure replacement.
- 1.5 At the recent Strategic Discussion Group (February 2014) this maintenance plan was discussed. A consensus was reached that officers should prepare a report which considered the advancement of capital works in the short to medium term. In particular it was felt that West Works, East (Dicker) Works and West Training Wall should be considered in the short term and that that replacement within projected time frames was not only desirable from an engineering perspective but had the potential to bring significant additional value to the local community.
- 1.6 An excerpt from the previously approved Strategic Discussion Group action points can be seen below:

CAPITAL PROJECTS	
West Works	Replace in 5 to10 years Estimated Cost £3M to £3.5M Project Manager 2015/16 Commence Works 2018/2019 Complete Works 2024
West Training Wall	Replace in 5 to 10 years Estimated Cost £2.5M to £3M Project Manager 2015/16 Commence Works 2018/19 Complete Works 2023/24
East Training Wall	Replace 1 to 3 years Project Manager 2015/16 Commence Works 2016/17 Complete Works 2017/2018

1.7 The Board will note the anticipated requirement for a capital project manager to be appointed in FY15/16. To that end a Scope of Service Request for a review of existing infrastructure with a view to a co-ordinated approach to replacement and/or maintenance of structures was recently submitted to a shortlist of six major marine civil engineering firms. The Scope of Service request is attached at the Annex. Quotations have been received for the initial phase of this work from three of these firms. These quotations range from £3,000-£25,000 depending on the degree of involvement required.

2. Recommendation

2.1 That the Board resolve to either continue with a maintenance only approach to management of infrastructure or formally adopt a policy that includes a move towards replacement of infrastructure in the timescales outlined in this paper.

2.2 Further, if the latter option is resolved, that a working committee be convened to review the three proposals submitted with a view to appointing a managing civil engineering agent and including

Scope of Service Request: Design and Construction of Replacement Training Walls and Structures at Entrance to Littlehampton Harbour

Introduction:

The Littlehampton Harbour Board is the Competent Harbour Authority (CHA) and Statutory Authority for Littlehampton Harbour under the terms of the Harbours Docks and Piers Act 1847, the Littlehampton Harbour and Arun Drainage Outfall Act 1927 (as amended), the Pilotage Act 1987 and other relevant legislation.

Project background:

In its capacity as CHA Littlehampton Harbour Board maintains marine infrastructure with an estimated replacement cost of £11.3 million (Halcrow Group Limited, May 2003) necessary for the continued use of the harbour by both leisure and commercial shipping.

During a comprehensive review of harbour infrastructure conducted in 2003 it was reported that critical structures at the entrance to the river required replacement in the medium term. The following table summarises the report’s findings:

Structure:	Projected remaining life as of 2003:	Estimated replacement cost as of 2003 (£millions):	Estimated replacement date:
West Works	10 years	2.65	2013
Dicker works (southern)	Immediate		2003
Dicker works (middle)	20 years		2023
Dicker works (northern)	20 years	1.474	2023
West Training Wall (car park)	10-15 years	0.88	2013-18
West Training Wall (submerged at HW)	10-15 years	1.27	2013-18
		6.27	

The Harbour Board seeks proposals from suitably qualified and experienced consulting engineers to review the critical structures in light of the previous infrastructure assessment carried out in 2003, develop a maintenance, repair and replacement schedule and to design and procure the replacement of structures where necessary.

Scope of Service:

Phase 1

- Review Halcrow infrastructure assessment report of 2003;
- Review current infrastructure inspection carried out in 2013 by Arun District Council and carry out supplementary inspections as necessary;
- Produce outline recommendations for ongoing phased maintenance, repair and replacement of structures;

Comment on potential for the re-alignment and or re-design of entrance infrastructure on replacement of current structures;
(To include possible design options for Dicker Works incorporating power generation and option with extension of East Pier;)
Produce co-ordinated outline proposal for repair or replacement structures (east and west banks);
Produce estimated outline costs for maintenance, repairs and the design and construction of replacement infrastructure.

Phase 2

Detailed design of replacement infrastructure;
Scoping on potential for partnership funding with external agencies including the Environment Agency (EA), Arun District Council (ADC), West Sussex County Council (WSSC), and English Nature (EN).

Phase 3

Procurement, management and supervision of repair and reconstruction works.

Legal issues:

A Harbour Revision Order (HRO) will be required prior to construction but should not be required at Phase 1.

Supplier response required:

You are invited to visit the port by appointment and will be supplied with copies of the two reports detailed above. Written fee proposals should be submitted by 29th August 2014. It is anticipated that the conditions of service will be ACE standard form.

Fee proposals should include details of recent similar experience, together with details of the qualifications and experience of the key personnel who will be involved in the project.



LHB MEETING – 29th September 2014

Agenda Item: 10

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Report on: Update to Business Plan

Report by: Harbour Master

Date: 4th September 2014

1. Context

- 1.1 On appointment of the new HM in September 2012 a number of key objectives were discussed with the LHB Chair. These included a review of the LHB Business Plan (dated July 2009).
- 1.2 The Business Plan was discussed in detail at the LHB Strategic Discussion Group held on 5th February 2014, where the consensus of opinion was that it was time to review the 10 year plan at this point - a roughly half-way interval.
- 1.3 Many of the key elements of the three scenarios contained in the current Business Plan are not within the gift of LHB. In particular the leisure only strategy has not proved to be realisable, certainly in the medium term, given that commercial arrangements are in place and have a number of years to run.
- 1.4 A multifaceted approach would better suit the current conditions faced by the harbour. The fact remains that there is scope to increase activity in the leisure sailing, commercial fishing and commercial shipping sectors without these activities coming into competition for space or resource within the harbour. To that end the Strategy Group agreed that the leisure only strategy was no longer realistic, and recognised that commercial shipping operations were likely to continue for the foreseeable future and that this should be reviewed in 10 years time (see action points from Strategic Discussion Group previously agreed by this Board).

2. Recommendation

- 2.1 The Board note the action points from the Strategic Discussion Group (previously approved).
- 2.2 The Board formally adopt a revised strategic aim for the harbour incorporating leisure, commercial shipping and fishing activities.
- 2.3 To produce a revised business plan based on the revised strategic aim, to cover the period 2014-2019