



LITTLEHAMPTON HARBOUR BOARD

NOTICE OF MEETING – MONDAY 2nd MARCH 2015

To: Councillor Nigel Peters (Chairman)
Mr Philip Bush (Vice Chairman)
Councillor Ian Buckland
Councillor Mike Clayden
Councillor Roger Elkins
Councillor Janet Mockridge
Mr Richard O’Callaghan
Mr Tom Shenton
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 2nd March 2015** commencing at **10am** and you are requested to attend.

Nicola Jones
Clerk to Littlehampton Harbour Board

A G E N D A

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. **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.
5. ***Minutes of the meeting held on 26th January 2015 (p3)** **(1 min)**
To approve as a correct record the Minutes of the previous Board meeting held on 26th January 2015.
6. ***Operational Report (p11)** **(10 mins)**
To receive the Harbour Master’s Operational Report for the period ended 6th February 2015.



7. ***Port Marine Safety Code Compliance Review (p15)** (10 mins)
To receive a report from the Harbour Master regarding the recent audit for compliance with the Port Marine Safety Code.
8. **Treasurer's Report (p22)** (10 mins)
To receive the Treasurer's Report on Income and Expenditure for the month ended 31st January 2015.
9. **Public Questions**
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.
10. **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
11. ***Minutes from Exempt Business 26th January 2015 (p25)** (2 mins)
To approve as a correct record the Minutes of Exempt Business from the Board meeting held on 26th January 2015.
12. ***Salary Awards 2015/16 (p26)** (5 mins)
To consider a report from the Treasurer regarding salary awards for 2015/16.

Date of next meeting: Monday 27 April 2015



Agenda Item 5

MINUTES OF A MEETING OF THE LITTLEHAMPTON HARBOUR BOARD HELD AT THE ARUN YACHT CLUB RIVERSIDE WEST, LITTLEHAMPTON ON MONDAY 26TH JANUARY 2015 AT 10AM

Present: Councillor N Peters (Chairman)
Mr P Bush (Vice Chairman)
Councillor I Buckland
Councillor R Elkins
Councillor J Mockridge
Councillor A Squires
Councillor Dr J Walsh
Councillor D Wensley*
Mr T Shenton (Commercial Users Representative)
Mr R O'Callaghan

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)

615. WELCOME AND NOTICES

615.1 The Chairman opened the meeting and announced that the Environment Agency had nominated Mr Richard O'Callaghan for appointment to the Board. He went on to welcome Mr O'Callaghan to the meeting and invited him to make his declaration of office.

615.2 Mr Richard O'Callaghan read and duly signed his declaration of acceptance of office.

616. MOBILE PHONES

616.1 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.

617. APOLOGIES

617.1 There were none.

618. DECLARATIONS OF INTEREST

618.1 Councillor Squires declared a personal interest as a District Councillor in matters on the agenda relating to Arun District Council. Councillor Mockridge declared a personal interest as West Sussex County Council's Deputy Cabinet Member for Finance in agenda item 18, agreement of funding for a multi-purpose vessel.

619. MINUTES

619.1 Regarding the West Bank, Councillor Buckland invited Members to join him and inspect the impact of the scouring out resulting from the flood defence works on the East Bank when the Board meeting finished.

- 619.2 Regarding Minute 608.5, debris in the river, Councillor Buckland stated that he had investigated the volume of incidences reported both formally at Board meetings and through other channels. In view of the potential impact on the safety of navigation of the river, he felt Members needed to be better informed in this respect and sought a more robust form of reporting to the Board.
- 619.3 In response the Harbour Master stated that Staff dealt with the removal of debris from the river as part of their daily responsibilities and it was not therefore practical to record every instance. Whilst it had been reported that some of the debris emanated from the West Works, he denied that this was a significant health and safety issue and reminded the meeting that work to repair this part of the Harbour Board's infrastructure would be undertaken as soon as resources were available. It was noted that the Infrastructure Project Development Group had been established by the Board to plan and oversee the repair and maintenance of the Harbour Board's infrastructure and that major issues would be examined in that forum and notified to the Board through regular reporting from that Group.
- 619.4 It was **RESOLVED** that:

The Minutes of the meeting held on 1st December 2014 be confirmed as a true record and signed by the Chair.

620. 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:

620.1 Commercial Trade

The Harbour Master reported that although the total number of visits by commercial shipping was below budget expectations, he was confident that the budgeted tonnages would be achieved by the end of the current financial year.

620.2 Conservancy Duty

The Harbour Master reported that a further survey of the Bar had been completed on 23rd January and that the depths were good. It was also noted that further dates for maintenance dredging between now and April were being arranged.

620.3 Consents and Consultations

The Board noted that a standard Local Notice had been issued at the beginning of the year reminding mariners of previously issued notices that remained in force as at 1st January 2015. In addition, the Harbour Master had responded to the Environment Agency consultation regarding their proposals for the Climping Sea Defences.

620.4 Safety

The Harbour Master reported that IT problems had delayed the rollout of the MarNIS system and that this should be in operation by the end of the week.



620.5 The Pier

It was reported that some of the pile cappings were rusty exposing the wooden piles to the elements. It was noted that the Pier itself was the responsibility of the District Council and that as such they would need to assess the situation. The Harbour Master agreed to pass on concerns.

620.6 East Bank

The introduction of new sheet piling in the area of the commercial wharf on the East Bank was preventing water from draining away and causing flooding on the wharf. This had caused problems for the Harbour Board's commercial tenants and the Board wished to ensure that measures were put in place to prevent a recurrence. Whilst it was understood that the Environment Agency would be installing a sluice to alleviate the current problem, a long term solution was not within the scope of the current flood defence project. The Harbour Master confirmed that he was taking this forward with the Environment Agency.

620.7 Harbour Dues

The total number of plaques issued by the end of the calendar year had risen slightly to 496. This was in line with previous years. It was therefore **RESOLVED** that:

The contents of the Harbour Operational Report be otherwise noted.

621. TREASURER'S REPORT

621.1 The Board had before it the income and expenditure statement and income analysis for the period to the end of November 2014 (previously circulated). The Treasurer stated that although production of the December figures had not been possible in the timeframe allowed for the publication of the board papers, they were now available. It was noted that the level of income was sustained by the ongoing safety boat contract. Although a welcome boost, staff costs and shortfalls in income from both moorings and commercial vessels remained a feature of the accounts. The Treasurer provided clarification regarding the nature of commercial income stated in the accounts and confirmed that this included shipping and rental income. As previously reported, it was anticipated that repairs to the West Works would be completed by the end of the financial year thus increasing costs further. In noting the up to date commercial shipping position, Members considered that this highlighted the importance of the stance that had been adopted by the Board to support the diversity of activities in the harbour and generate new income streams.

621.2 Regarding the financing of the multipurpose vessel, it was noted that West Sussex County Council had formally agreed to support the Harbour Board's request for assistance to secure the required funding from the Public Works Loan Board. The basis of the agreement would therefore be the subject of a further report that would be considered by the Board under Exempt Business. The Treasurer wished to record his thanks for the support and assistance of the County Council in this matter. The Board therefore **RESOLVED** that:

The Treasurer's Report be noted.

622. CALENDAR OF MEETINGS 2015/16

622.1 The Board received and considered a meeting schedule for 2015/16 (previously circulated). It was **RESOLVED** that:

The schedule of meetings for 2015/16 be approved.

623. STAKEHOLDER SAFETY GROUP

623.1 The Harbour Master presented a report which set out proposals for changes to the Harbour Safety Stakeholder Consultation Group (previously circulated). He explained that the Group had evolved and that it was now firmly established as a valuable stakeholder forum and an important part of the Safety Management System. It was therefore proposed that the Terms of Reference (ToR) for the Group be amended to reflect its increasing role in the Harbour operations. This would mean an increase in the number of meetings held per year from 2 to 4.

623.2 The Board went on to consider a revised ToR (attached as appendix A to the report) which set out the purpose, meeting schedule and membership arrangements for the Group going forward. During the ensuing discussion Members reflected on the involvement of Board Members in the Group and whether the Chairmanship of the Group should be independent of the Board. In view of the role of the Group in terms of resolving operational issues and monitoring the safety of operations in the Harbour, it was considered appropriate that the Group be chaired by the Recreational Users Representative as a Member of the Board.

623.3 The availability of grant funds to support these types of stakeholder groups was also noted. Those Members present who had attended meetings of the Group agreed that this was an important and informative forum and it was suggested that once confirmed, the meeting dates be circulated to Members of the Board. The Clerk agreed to take this forward and it was therefore **RESOLVED** that:

The revised Terms of Reference for the Stakeholder Safety Group attached as appendix A to the report be adopted.

**Councillor Wensley joined the meeting at 10.45am.*

624. WRITTEN NOTICE OF PUBLIC QUESTIONS

624.1 The Clerk presented a report which proposed the introduction of written notice for questions from members of the public (previously circulated). She explained the change aimed to give Members and Officers the opportunity to respond fully to questions raised and ensure that as many individuals as possible were able to participate in this part of the meeting. This was in line with the practice adopted by principle authorities and it was therefore recommended that the Constitution relating to the conduct of this part of the meeting be amended as set out in appendix 1 attached to the report.

624.2 Members went on to debate the nature of the public question time session and the impact of the proposed change. The desire to ensure that the session remained focussed on the strategic business of the Board was understood and the value of written questions to raise for matters that required a detailed financial or technical response acknowledged. However, the consensus was that the introduction of a blanket requirement to give written notice would restrict the ability of the public to



raise issues with the Board. The Chairman emphasised that Members and Officers had always made themselves available to members of the public on Harbour matters. Overall there was no appetite among Members for the change and it was therefore **RESOLVED** that:

The recommendation introducing written notice for questions from members of the public be rejected.

625. MEMORIAL BENCH

625.1 The Clerk presented a report which detailed a request from the World Ship Society, South Coast Branch to place a memorial bench in the Harbour (previously circulated). The request had highlighted that Board lacked a policy for dealing with requests of this nature and it was proposed that the Board adopt a policy similar to that used by the District Council and that the request be assessed on this basis. She explained that the Society wished to commemorate a former member who had been born and raised in Littlehampton and worked as an auxiliary Coastguard in the area.

625.2 The Board noted that whilst there was no spare capacity for benches on Pier Road at present, space may become available once the public realm enhancements were completed. It was also understood that planning consent would be required. Members agreed that a policy was required that included maintenance, price and duration and that it should cover plaques as well as benches. The Board held the view adopting a policy similar to that used by the District Council was a sensible way forward and would provide consistency regarding decisions on this and future requests. It was therefore **RESOLVED** that:

- 1) A policy for memorial benches and plaques following that of Arun District Council in terms of maintenance, price and duration be adopted and that future requests be presented to the Board for consideration.**
- 2) The request from the World Ship Society South Coast Branch was approved.**

626. PILOTAGE AUTHORISATION

626.1 The Harbour Master presented a report which recommended that the Deputy Harbour Master Board be authorised as Pilot in the Port (previously circulated). He stated that the Deputy Harbour Master had completed all the required sections of his training programme and that following assessments successfully undertaken on board the MV BEN VARREY earlier in January, he was pleased to be able to make this recommendation to the Board.

626.2 The Board congratulated Mr Harrison on the successful completion of his training and **RESOLVED** that:

The Deputy Harbour Master, Mr Lee Harrison be authorised as Pilot for the Port of Littlehampton.

627. PUBLIC FORUM

- 627.1 Mr Gary Edwards stated that on four occasions in the last year he had reported instances of debris in the river and asked what enforcement powers the Board had and whether they were willing to do anything about this perceived problem.
- 627.2 In response, the Harbour Master stated that the Board had the power to pass on the costs of recovering debris within the Harbour. He refuted the suggestion that debris in the river originated from structures owned by the Board. Considering number of reports from river users and staff on the river the Harbour Master was satisfied that the amount of debris in the river did not represent a significant danger to navigation. He also outlined the actions being taken to reduce supply of debris, namely the removal of pontoons at Waterside (completed) and the approval of licences to install new steel piles and remove dilapidated timber structures.
- 627.3 Mr Edwards asked if the Harbour Master agreed that debris in the river was a danger especially to vessels travelling in the night.
- 627.4 In response, the Harbour Master stated that it was the responsibility of the crew to keep a look out. The Chairman emphasised the importance of users reporting sightings of debris in the river.
- 627.5 Mr Bill Chapman stated that in his opinion, the surge in the flow of the river had caused damage to some of the charter boats. He considered the current moorings untenable and asked if the Board was going to do anything about finding safer moorings for the charter boats.
- 627.6 In response, the Harbour Master stated that in his view, the moorings that had been made available to the charter vessels were safe and that the recent damage suffered to Mr Chapman's yacht during a short notice and temporary stay on the Town Quay was the result of poor weather conditions. He also reminded owners that the moorings had been offered to the charter vessels free of charge.
- 627.8 Highlighting some typographical errors in Minute 608.10 of the previous meeting, Mr Boyce asked the Board to consider recording its proceedings.
- 627.9 The Chairman thanked Mr Boyce for his suggestion and for bringing the inaccuracies to the attention to the Board. With the benefit of this information the Board also **RESOLVED** that Minute 608.10 of the previous meeting be amended as follows:
"608.10 A recent ~~discharge of raw sewerage~~ surge in the river at Town Quay / Dukes Wharf had necessitated the moving of charter boats to Town Quay and a representative of P&O Pier Road Charter Boats asked that the charter boats be permanently moored there".
- 627.10 Mr Ivan Warren, RNLI representative on the Stakeholder Group, asked if the Arun Yacht Club could be considered as a venue for future Stakeholder Group meetings.
- 627.11 Mr Bush agreed to consider this suggestion.
- 627.12 Mrs Boyce asked the Board if they felt that the picture on the front page of the tide tables conveyed the right message about the port.



627.13 In response, the Chairman stated that the Board would be happy to consider other images of the river for inclusion in future publications if members of the public wished to pass them on.

627.14 Regarding the recent damage to vessels as a result of the surge in the river, Mrs Boyce asked the Board to support river users in their negotiations with the Environment Agency to find a resolution for stakeholders.

627.15 In response, the Chairman stated that the comments made by stakeholders during the meeting had been noted and that the Board would continue to work in partnership with the Environment Agency.

627.16 As a landowner on the West Bank and in view of the future plans for the area, Mr James Baird asked to join the Stakeholder Group.

627.17 It was agreed that the Harbour Master would take this request forward.

627.18 Mr Smithers asked for information regarding the recent increase in the flow of the river and asked how many cubic meters of water had been lost in the river since the construction of the flood defences and what could be done about the surge.

627.19 It was agreed that Mr O'Callaghan, the Environment Agency Representative, would take this question forward.

628. EXEMPT BUSINESS

In a motion proposed by Cllr Dr Walsh and seconded by Cllr Elkins 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

629. EXEMPT MINUTES OF THE MEETING HELD ON 1ST DECEMBER 2014

629.1 The Board received the exempt minutes of the meeting held on 1st December 2014 (previously circulated to Members of the Board only) and it was **RESOLVED** that:

The Exempt Minutes be confirmed as a true record and signed by the Chair.

630. RENEWAL OF LEASE FOR THE BOARDROOM AT PIER ROAD

The Board received a report from the Clerk which set out proposals to renew the existing lease of the former Boardroom and one parking space at the Pier Road office (previously circulated to Members of the Board only). On the basis that the current tenant was both reliable and helpful, it was recommended that their lease be renewed.

630.2 It was **RESOLVED** that:



Officers be authorised to make the necessary arrangements for the Harbour Board to extend or enter into a new lease with the existing tenants for a further two years.

631. AGREEMENT FOR FUNDING FOR MULTI-PURPOSE VESSEL

631.1 The Clerk tabled a report which set out the terms proposed by the County Council for borrowing the funds for the purchase of the multi-purpose vessel (circulated to Members of the Board only). The Board **RESOLVED** that:

The terms of the borrowing as set out in the report be authorised and that the Chairman, Vice Chairman and Officers be authorised to execute the necessary documentation.

The meeting closed at 11.40am.

CHAIR



AGENDA ITEM 6

Report to: LHB

Report by: HM

Date: 6th Feb 15

Subject: HARBOUR OPERATIONAL REPORT

Harbour Operations

Commercial Trade

UMA Wharf

January 1
February 0 to date.

Railway Wharf Used only for turning vessels. Occupied by EA contractor.

Pilotage

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

Leisure Trade

Town Quay

January 0
February 0 to date. Town Quay used over winter by Pier Road charter fishing boats.

Conservancy Duty

Survey

Photographic monitoring of shoal	last conducted	7 th Jan 14
Shoal Bank	last conducted	19 th Mar 14
Bar	last conducted	23 rd Jan 15
Pier Road	last conducted	3 rd Dec 14
Town Quay	last conducted	3 rd Dec 14
Dukes Wharf	last conducted	3 rd Dec 14
Turning Basin	last conducted	20 th Aug 13
Complete Port survey	last conducted	30 th Sep 11

Aids to Navigation

NTR

Dredging

Maintenance dredge on bar planned for Feb-Apr as allowed by availability of ADURNI.

Local Notices to Mariners

01/2015	Standing and Extant Local Notices	published	14 th Jan 15
02/2015	Charity Bridge Jump	published	5 th Feb 15

Consents/Consultations

Section 43 Consents

05/14 – West Bank Marina Development – Approved by Board. Issued 27th Jan 15.



MMO/Trinity House Consultations

None

Environment

NSTR

Safety

MarNIS installation delayed by IT difficulties.

Projects

EA East Bank Flood Defence Scheme

Ongoing. Design solution for flooding at commercial wharfs underway. Drainage issue at RP Aero yard addressed by blocking up containers with timber baulks. Extra pile at gangway to strengthen pontoon arrangement and alleviate effects of swell agreed in principle. Design solution for use of Nelson Steps by smaller craft approved. Landscaping work at Pier Road on track to complete Feb 15, and Mar 15 in Arun Parade. Transfer of land ownership on Pier Road/Arun Parade yet to be addressed.

Fishing Hub

Funding bid with Coastal Communities Fund (CCF) unsuccessful. Bid praised but did not produce enough additional jobs. Bid now being reformed with a view to submission to European Maritime and Fisheries Fund (EMFF).

Multi-Use Vessel

At time of writing awaiting HO valuation to back up WSCC legal agreement for release of funds. Deposit for purchase of vessel paid. Scope of additional works being agreed with boat yard and some work on vessel already commenced. First booking for new vessel now received.

West Works Repair

Contract awarded to Mackley Construction. Scope of works being agreed.

Small Ports Recovery Fund – East Training Wall

In house work on capping beam scheduled for w/c 9th Feb 15.

News and Events On The River

Piling at Arun Timber Docks complete. Work to remove dilapidated timber structures yet to be commenced.

Arun Bridge Jump. Due to take place on Sun 8th Feb 15.

Pontoons installed at 57 River Road adjacent to new build houses.

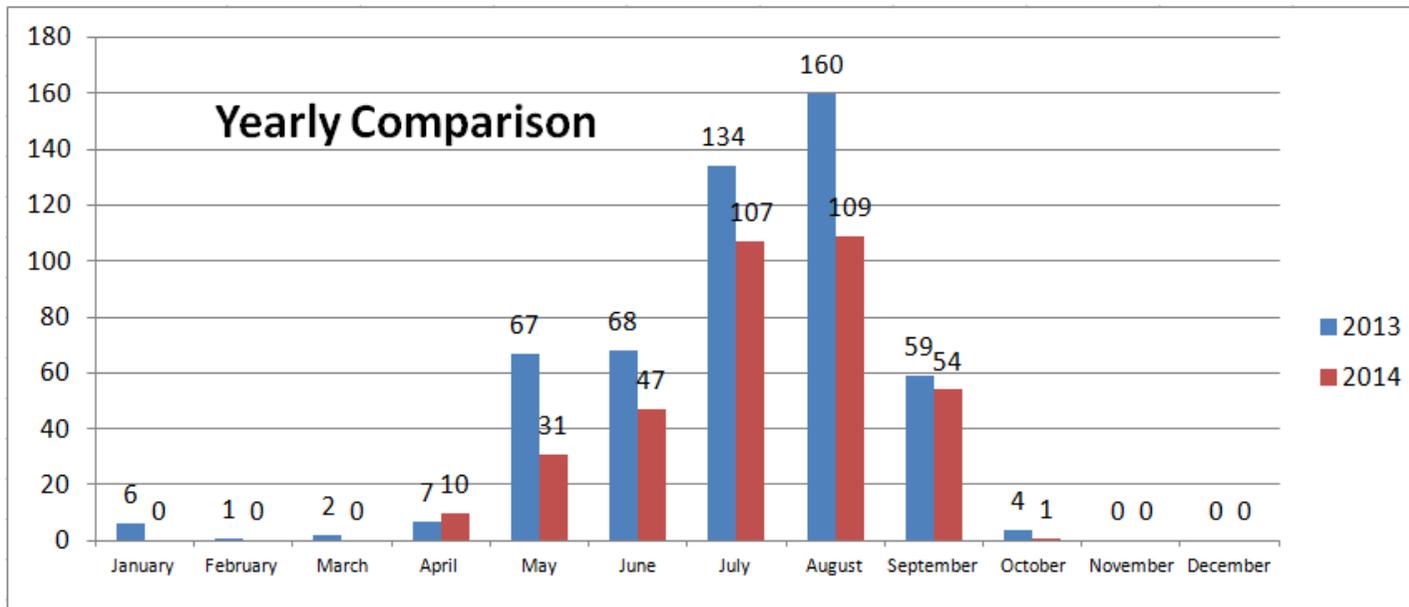
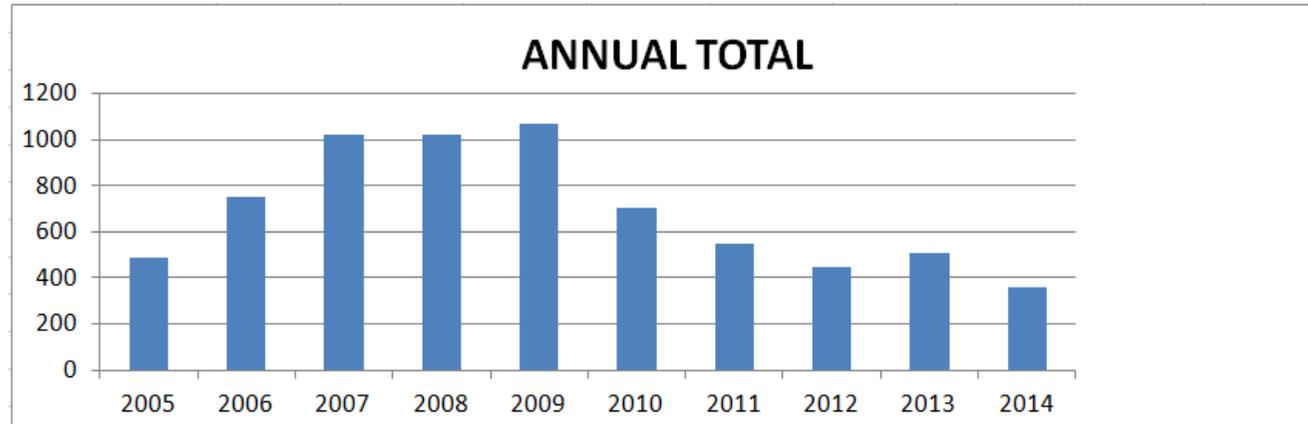
Lighthouse due for refurb w/c 9th Feb 15.

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 £	Pilot Boat and Mooring Service
		0.4805				0.2364 in/out	Inv @ £125.01 per boat/gang
						0.4728	
1	April	1512	726.5160	828.6344	0.0000	714.8736	500.04
4	May	2930	1407.8650	1927.9455	0.0000	1385.304	2178.27
3	June	2136	1026.3480	1331.9677	0.0000	1009.9008	2373.82
2	July	1588	763.0340	1026.9387	0.0000	750.8064	1000.08
0	August	0	0.0000	0.0000	0.0000	0	0
1	September	997	479.0585	584.2563	0.0000	471.3816	500.04
0	October	0	0.0000	0.0000	0.0000	0	0
3	November	2991	1437.1755	1531.0608	0.0000	1414.1448	1756.33
1	December	1512	726.5160	758.8256	0.0000	714.8736	500.04
1	January	997	479.0585	571.9273	0.0000	471.3816	500.4
	February		0.0000	0.0000	0.0000	0	
	March		0.0000	0.0000	0.0000	0	
16		13666	£6,566.51	£7,989.63	£0.00	£6,461.28	£8,808.62





Agenda Item 7

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Report on: PMSC Compliance Review

Report by: Harbour Master

Date: 27th January 2015

1. Context

- 1.1 The LHB operates in accordance with the Port Marine Safety Code (PMSC). Integral to the code is the operation of a Safety Management System (SMS) to identify, control and where necessary mitigate risks.
- 1.2 The SMS is reviewed annually by the Designated Person (DP) – Peter Nicholson of Nicholson’s Risk Management. The review for the 2015 SMS took place in November 2014.
- 1.3 At the annexes are copies of the compliance report for 2015 issued by Nicholson’s Risk Management, a PMSC Audit Report and a full copy of the revised SMS for 2015.
- 1.4 The Boards attention is drawn to Para 10 of the Audit Report which details specific measures for continuous improvement and to Section 7 (p33) of the revised SMS which does the same.

2. Recommendation

- 2.1 The Board note the successful compliance audit by the DP of the boards SMS.
- 2.2 The Board approve the publication of the revised SMS.



Nicholsons

Risk Management

Fairfield House, Bosham Lane
Bosham, Chichester
West Sussex, P018 8HG

Telephone & Fax 01243-572115
Mobile 07802 441760
peter@peternicholson.com

REPORT

To the Littlehampton Harbour Board.

We have reviewed compliance with the Safety Management System during the past year and conclude that in our opinion the Littlehampton Harbour Board have complied with the Port Marine Safety Code.

Some changes in controls and planned improvements have led to the drawing up of a revised issue of the Safety Management System.

We have reviewed this updated Safety Management System (version 8), to be dated 1 January 2015. In our opinion the Safety Management System now in place complies with the requirements of the Port Marine Safety Code in enabling the Littlehampton Harbour Board to continue to set out its safety policies, the organisation for putting these policies into practice and the procedures for a planned and systematic approach to policy implementation.

Nicholsons Management Ltd

20 November 2014



Nicholsons

Risk Management

Fairfield House, Bosham Lane
Bosham, Chichester
West Sussex, PO18 8HG

Telephone & Fax 01243-572115
Mobile 07802 441760
peter@peternicholson.com

The Harbour Master,
Harbour Office,
Pier Road,
Littlehampton,
West Sussex
BN17 5LR

20 November 2014

Dear Billy,

Port Marine Safety Code (PMSC) Compliance Audit

During the audit a Safety Management System, Issue 8, to be dated 1 January 2015 has been drawn up to reflect updates in a review of risk controls, one or two suggestions by the MCA on best practice for compliance documentation and to conclude with the new list of proposed continuous improvements. Enclosed is the formal audit report on this system.

While carrying out the audit the following issues were examined,

1. Activities in Littlehampton Harbour

The East Bank Flood Defence Project has been the major enterprise of the year, while harbour activities continued with the mix of commercial and leisure, both of which have recovered to pre-recession levels. A Pilotage Exemption Certificate was issued for the master of the Avon workboat to operate within the river. Safety was not compromised by the Flood Defence Project, largely thanks to careful planning, safe practices and support from LHB's marine staff afloat.

Lafarge Tarmac ships are running at slightly under the budgeted 24 a year.

The usual mix of local fishing boats, yachts and dinghies is being supplemented by visiting personal water craft [PWCs], the new fashion of paddle boats and the fly boards - who now run training courses north of the bridge.

In some ways risks have been removed. The passenger vessel *The Belle* operated briefly during the summer, without significant incident, but the venture has now ceased. The cross river ferry did not operate. The fuelling facility by the harbour workshop has not been taken up, following a letter from a marina encouraging the use of theirs.

2. Changes Legislation

Application has been lodged for a Harbour Revision Order to obtain Powers of General Direction (to include jet-ski definition as a vessel). This has already been approved by MMO and undergone statutory consultation and so formal promulgation is imminent.

There are no other changes in legislation or accepted best practice to effect the management of Littlehampton Harbour.

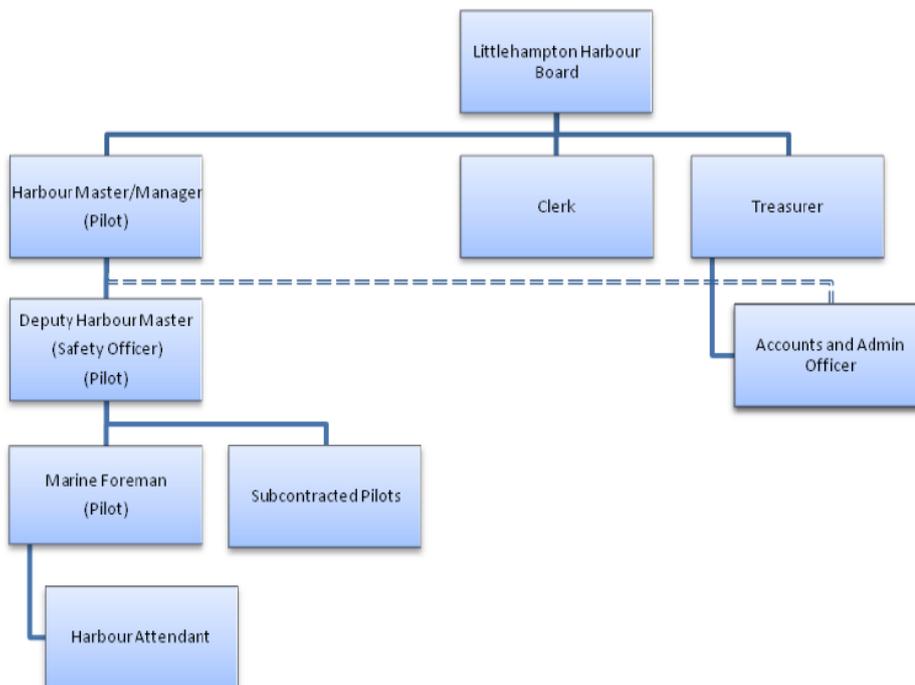
3. Changes in organisation and staffing.

The Harbour Master qualified as a Littlehampton pilot in January 2014. The plan is for the Deputy Harbour Master to qualify in January 2015. With John Jones there will then be three qualified pilots and no more need for external support from Shoreham.

An additional contractor was taken on to man the safety boat to support the flood defence work.

Gary Langton, resigned from the Harbour Board as commercial user's representative as he left Lafarge Tarmac and he has been replaced by Tom Shenton, the Littlehampton Plant Manager.

Otherwise there have been no changes in Harbour staff:



4. Accidents and Incidents

The one death in the harbour was another suicide. There were no serious injuries or fires. The only environmental incidents were minor spillages of fuel and perhaps diesel from the industrial estate, the subject of an ongoing investigation by the Environment Agency.

The piloting of aggregate ships has run smoothly. There have been no significant incidents involving commercial craft, other than a relatively a minor berthing incident involving an inbound cargo vessel that was reported to the MAIB. This incident was primarily attributable to unforeseen tidal and weather conditions at the berth. There were no RIDDOR reportable accidents.

Detailed accident and incident statistics show a dramatic fall from 25 reported last year to just 9 this. The low population of a statistic in a small harbour might well be expected to fluctuate considerably. However, one reason may be that the higher profile of harbour personnel on the water to support the flood defence scheme might have deterred speeding. There may have been temporary groundings at the entrance that were not reported.

Even lifeboat activity was low this year.

5. Risk Assessments

The 31 risk assessments were all reviewed in November by the Harbour Master, who linked them to the revised Standard Operating Procedures.

6. Are the “customers” requirements being satisfied?

Stakeholder Safety Committee Meetings were held in March and October, with representatives from:

- Arun Yacht Club
- Arun Youth Aqua Centre
- Charter Vessel operators
- Edible Sandwich, Arundel
- Environment Agency
- Harbour Park
- Lafarge Tarmac
- Littlehampton Coastguard
- Littlehampton Harbour Board
- Littlehampton Marina Bertholders Association
- Littlehampton Sea Cadets
- Mariners Quay Residents
- Maritime & Coastguard Agency
- Osborne of Arun Residents
- RNLI
- Ship and Anchor Marina
- West Sussex Fire and Rescue

The meetings raised concerns that the swell and the tidal stream may have increased following the flood defence work.

The issue of increased debris was raised, but it is not clear where this might have come from.

9. Where actions were identified last year to bring the risks to As Low as Reasonably Practical [ALARP], the following have been completed,
- Published prominently on the web links to local actual and forecast weather conditions.
 - Gave the LHB mobile phone number to the Admiralty List of Radio signals.
 - Established a trial Starboard Aid to Navigation on the river towards Arundel where the boat trip operators reported a collapsing bank has caused a shoal on the inside of the bend.
 - Reviewed the age of those allowed to drive motorboats and PWCs.
 - Reviewed provision of a defibrillator in the harbour and check access and availability of trained staff to use it. Seafront RNLI to cover the harbour.
 - Obtained own oil spill boom, as the nearest one, at Ramsgate, might take too long to be brought to Littlehampton.
 - Reviewed what controls of Personal Water Craft would be practical; such as a briefing to provide name and warning not to speed in the harbour and by the beaches.
 - Restored the schedule of planned maintenance.
 - Expanded the programme of sharing the weekend work.
 - Set up a safe system for selling fuel direct from the harbour workshop quay to the commercial fleet.

10. Policy of continuous improvement, the plan for next year.

Infrastructure

- Draw up proposal for a replacement pilot boat that might also serve as a workboat.
- Pursue the plan to improve facilities for the fishermen beyond the bridge, east side.
- Continue to liaise with WSCC on replacement of the lights on the footbridge.

Risk Controls

- Review the Littlehampton Harbour Emergency plans.
- Obtain the Harbour Revision Order with Powers of General Direction and then run through due process for its implementation.

- Transfer the risk assessments into the MarNIS software tool.
- Improve signage specific to the dangers of launching and recovery on the steep slipway.
- Continue to monitor the safe navigation of merchant vessels that regularly visit Littlehampton.
- Continue with the training programme.
 - Maintain the training records
 - Run a calendar of safety topics.
 - The Standard Operating Procedures to be reviewed progressively in team meetings.
 - The Risk Assessments reviewed annually and signed off by Harbour Master.

Governance

- Undertake a review to consider, among other things, improving the quality of debate by having more Stakeholder Meetings open to the public and less public involvement at the fewer Board Meetings.
- Draw up an Enforcement Policy (with procedures) to make it clear how a decision to prosecute is arrived at.
- Review the Business Plan 2009, with a refreshed mission statement.
- To continue to ensure that the efficient and safe running of Littlehampton Harbour is not compromised by budgetary constraints at Local Authority level.

I would recommend that next year we compile a formal, detailed response to the questions drafted in the MCA's aide memoire for PMSC compliance. This would show cross references to the Safety Management System to the new risk assessments and to the Standard Operating Procedures.

Should the Harbour board consider it useful I would be pleased to attend another of their meetings.

Do let me know if I can be of any help meanwhile.

Yours sincerely,

Peter Nicholson



Report to: Littlehampton Harbour Board
Report on: Treasurer's Report for the March 2015 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 January 2015.

Income to the end of January at £419,084 was £81,000 ahead of budget due entirely to the unbudgeted safety boat contract, (£89,000). Commercial shipping Income is below budget by £11,000. This is due to less than assumed ship visits and a predominance of small vessels whereas the budget assumed a 50/50 mix.

Overall leisure activity is now closer to budget despite a shortfall in Mooring income of £10,000. The loss of mooring receipts is due to the loss of a commercial operator from the harbour and to the low take up in certain mooring areas. This problem has been addressed in the 2015/16 Budget.

Although budgeted, (£6,746 at this point), no fuel sales have taken place to date.

Operating expense at £344,296 is higher than budget by £22,000. The safety boat contract has significantly impacted employee costs whilst the harbour structures repair and maintenance program is currently running below budget this will be rectified by the close of the financial year as outside contractors have been engaged to carry out the work originally allocated to in house staff who are instead occupied with the manning of the safety boat. Navigation costs meanwhile are currently running well above budget but this is a timing issue, again we will meet budget target by the 31st of March. The lower than expected rent and rates figure relates to the provision of £5,000 set aside for mooring leases.

Capital costs represent expenditure thus far on the new multipurpose vessel and an enhanced CCTV system.

2.0 RECOMMENDATION: That the Board note this report

Contact Chris Braby Treasurer to the Board 9th February 2015

Littlehampton Harbour Board						
2014/15 Income and Expenditure Statement to January 15						
	2014/15 Actual To end Jan £	2014/15 Budget To end Jan £	2014/15 Budget Total Year £	2014/15 Forecast Outcome £	This time Last Year £	
Income						
Commercial Income	280,423	200,708	210,727	289,914	199,529	
Leisure Income	135,182	137,157	142,440	133,087	131,117	
Other Miscellaneous	1,145	207	250	1,256	2,362	
Investment Income	225	125	125	275	128	
Grant	2,109	0	0	2,109	0	
Loan from WSCC	0	0	0	22,000	0	
Total Income	419,084	338,197	353,542	448,641	333,136	
Expenses						
Employee Costs	213,635	170,596	204,016	252,616	167,103	
Services to the Board	10,334	11,153	14,394	14,470	13,898	
Legal and Professional Services	11,025	9,450	11,340	23,184	15,066	
Repairs and Maintenance						
Premises	6,052	7,450	8,940	7,979	6,911	
Moorings	903	834	1,000	1,250	886	
Harbour Structures	2,824	27,917	33,500	33,649	136	
Navigational	13,273	4,000	23,800	21,560	10,720	
Boats and Vehicles	15,248	14,542	17,319	21,873	5,254	
Equipment Hire	6,487	625	750	5,500	2,075	
Administration						
Rent and Rates	15,731	21,000	21,000	15,732	17,087	
Utilities	2,403	4,770	4,770	3,394	2,502	
Printing, Postage and Stationery	5,852	9,132	9,890	8,432	6,408	
Insurance	23,011	24,085	24,085	23,011	22,938	
IT	6,019	5,042	5,940	6,318	6,990	
Telephone	1,230	1,125	1,350	1,580	1,120	
Training	831	1,666	2,000	1,081	11,183	
Bank and Credit Card Charges	2,529	3,417	3,750	3,050	2,858	
Other Administrative	6,909	5,474	6,645	13,968	8,787	
Discounts	0	0	0	0	0	
Total Expenses	344,296	322,278	394,489	458,647	301,922	
Loan and interest payments	140,666	140,666	163,696	163,696	142,806	
Capital	23,495	0	0	23,495	11,497	
Total Expense	508,457	462,944	558,185	645,838	456,225	
Precept Income	(209,642)	(209,642)	(209,642)	(209,642)	(194,133)	
(Deficit)/Surplus	120,269	84,895	4,999	12,445	71,044	

LITTLEHAMPTON HARBOUR BOARD		2014/15	2014/15 Bud	2014/15	Forecast	This time
2014/15 Financial Year January 2015		Actual	To Date	Budget	Outcome	Last Year
INCOME	Description	£	£	£	£	£
Commercial Vessels	Harbour Dues	7,046	11,080	13,296	8,190	5,841
	Cargo Dues	8,562	13,114	15,737	9,520	8,379
		15,608	24,194	29,033	17,710	14,220
Commercial Rents	Railway Wharf (Tarmac)	84,000	84,000	84,000	84,000	84,000
	Railway Wharf (UMA)	6,000	5,000	6,000	6,000	6,000
	The Old Customs House	25,000	25,000	25,000	25,000	25,000
	Workshop	7,500	7,500	7,500	7,500	7,500
	Office Rent	7,175	7,175	7,175	7,175	7,175
		129,675	128,675	129,675	129,675	129,675
Footbridge	Footbridge WSCC	26,937	26,936	26,936	26,936	26,937
Pilotage	Pilotage Service	9,233	10,903	13,083	9,704	5,941
	Pilot Boat and Mooring Service	9,520	10,000	12,000	10,889	7,111
		18,753	20,903	25,083	20,593	13,052
Safety Boat		89,450	0	0	95,000	15,645
TOTAL COMMERCIAL INCOME		280,423	200,708	210,727	289,914	199,529
Leisure	Harbour Dues Leisure Craft	56,664	55,740	55,740	55,740	54,559
	Visitor Harbour Dues	4,701	2,625	2,625	4,701	4,665
	Commission Look and Sea	(153)	(50)	(50)	(153)	(63)
		61,212	58,315	58,315	60,288	59,161
Chargeable Services	Crane	1,405	1,042	1,250	1,550	1,077
	Labour	95	417	500	100	585
	Electricity Cards	84	208	250	84	327
	Work Boat	1,211	625	750	1,211	1,512
	Office Services	1	0	0	1	4
	Office Sales	5,143	0	0	5,652	565
	Tide Table Sales	4,140	1,650	4,950	4,140	4,570
	Fuel Sales	0	6,746	8,095	0	0
		12,079	10,688	15,795	12,738	8,640
Moorings & storage	Moorings	52,877	67,275	64,275	50,994	52,222
	Visitors Berths	4,746	0	3,000	4,800	8,585
	Boat Storage	4,268	879	1,055	4,268	2,510
		61,891	68,154	68,330	60,062	63,317
Income from Investments						
	Investment Interest	225	125	125	275	128
Misc Income		1,145	207	250	1,255	2,361
Grant - East Training Wall		2,109	0	0	2,109	0
Loan WSCC					22,000	
TOTAL INCOME		419,084	338,197	353,542	448,641	333,136