



**MINUTES OF THE ANNUAL MEETING OF THE LITTLEHAMPTON HARBOUR BOARD  
HELD IN THE NEW MILLENIUM CHAMBER,  
LITTLEHAMPTON TOWN COUNCIL, THE MANOR HOUSE, LITTLEHAMPTON ON  
MONDAY 27<sup>TH</sup> APRIL 2015 AT 10AM**

**Present:** Councillor N Peters (Chairman)  
Mr P Bush (Vice Chairman)  
Councillor I Buckland  
Councillor M Clayden  
Councillor R Elkins  
Councillor A Squires  
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)

**647. WELCOME AND NOTICES**

The Chairman welcomed everyone to the meeting. He reported that Mr Shenton had tendered his resignation and that consequently the Board would be looking to appoint a new Commercial Users Representative.

**648. 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.

**649. APOLOGIES**

Apologies were received from Councillor Mockridge, and Mr O'Callaghan.

**650. DECLARATIONS OF INTEREST**

There were none.

**651. APPOINTMENT OF CHAIRMAN 2015/16**

**651.1** The Board observed that the local elections were imminent and that the outcome could have impact on the membership of the Board. It was therefore agreed that the Clerk check the statutory requirements and investigate the possibility of changing the timing of the Annual meeting in the future.

**651.2** The outgoing Chairman thanked the Vice Chairman and the Board for their tremendous support and also commended the staff and officers for the dedicated and professional manner in which they served the Board.

**651.3** The Clerk confirmed that the Board's constitution stated that the procedure for appointing the Chairman and Vice Chairman was by a show of hands. During a



discussion on the matter it was observed that it was customary at Board level for these appointments to be made by way of a ballot. It was therefore proposed that the Harbour Board's Standing Orders relating to the voting process for the appointment of the Chairman and Vice Chairman be suspended in favour of a ballot. The proposition was duly seconded and it was therefore **RESOLVED** that:

**The Harbour Board's Standing Orders relating to the voting process for appointment of the Chairman and Vice Chairman be suspended and that the appointments be made by a ballot conducted among those members present.**

**651.4** Mr Bush and Councillor Dr Walsh were proposed as candidates for the Chairmanship of the Board and the proposals were duly seconded. A ballot was subsequently held supervised by the Clerk and the outcome verified by the Treasurer.

**Mr Bush was duly elected as Chairman of the Board for the ensuing year.**

**651.5** In taking the Chair Mr Bush expressed his thanks to Councillor Peters for his stewardship of the Board over the last two years.

**652. APPOINTMENT OF VICE CHAIRMAN 2015/16**

**652.1** Councillor Buckland and Councillor Elkins were proposed as candidates for the Vice Chairmanship of the Board and the proposals were duly seconded. A ballot was subsequently held supervised by the Clerk and the outcome verified by the Treasurer.:

**Councillor Elkins was duly elected as Vice Chairman of the Board for the ensuing year.**

**653. APPOINTMENT OF MEMBERS TO THE PERSONNEL SUB-COMMITTEE**

**653.1** There were four positions which were currently held by the Chairman, Councillor Peters, Councillor Squires and Councillor Wensley. There being no other nominations it was therefore **RESOLVED** that:

**These Members remain on the Personnel Sub-Committee for the forthcoming year.**

**654. APPOINTMENT OF MEMBERS TO THE AUDIT SUB-COMMITTEE**

**654.1** There were four positions which were currently held by the Chairman, Councillor Peters, Councillor Clayden and Councillor Squires. There being no other nominations it was therefore **RESOLVED** that:

**These Members remain on the Audit Sub-Committee for the forthcoming year.**

**655. APPOINTMENT OF MEMBERS TO THE PILOTAGE SUB-COMMITTEE**

**655.1** There were three positions which were currently held by the Chairman, Councillor Dr Walsh and one vacancy. Councillor Buckland was nominated to fill the vacancy and there being no other nominations it was **RESOLVED** that:



**The Chairman, Councillor Dr Walsh and Councillor Buckland form the Pilotage Sub-Committee for the forthcoming year.**

**656. APPOINTMENT OF MEMBERS TO THE INFRASTRUCTURE PROJECT DEVELOPMENT GROUP**

**656.1** There were three positions which were currently held by the Chairman, Councillor Buckland and Councillor Squires, supported by the Harbour Master. There being no other nominations it was **RESOLVED** that:

**The Chairman, Councillor Buckland and Councillor Squires remain on the Infrastructure Project Development Group for the forthcoming year.**

**657. MINUTES**

**657.1** It was **RESOLVED** that the Minutes of the meeting held on 2nd March 2015 (previously circulated) be approved and signed by the Chairman.

**658. 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:

**658.1 Commercial Trade**

The Harbour Master reported that two further commercial ships had visited the harbour in April.

**658.2 Leisure Trade**

Regarding the casualty stays, the Harbour Master confirmed that these were a result of RNLI rescues owing to the stress of weather conditions. It was noted that there was a slight increase in the number of the stays for this period, which although small was normal for this time of year.

**658.3 Dredging**

The Harbour Master reported that the ADURNI had successfully completed dredging works on the Bar.

**658.4 Local Notices to Mariners – AYC Seasonal race marks**

The Harbour Master confirmed that a Local Notice in respect of the AYC seasonal race marks was issued on 24<sup>th</sup> April.

**658.5 S43 and MMO Consents**

Regarding 01/15, Safety of Navigation Consent for the North Littlehampton Moorings. The Harbour Master confirmed that having assessed the details of the proposals to create a new marina at Wick Quay (just beyond the A259 bridge) he was content that



they did not present a risk with regard to safety of navigation in the Harbour. He would therefore be issuing a consent later today (27<sup>th</sup> April 2015) under the powers delegated to him by the Board.

#### **658.6 EA East Bank Flood Defence Scheme Works**

It was noted that the public realm works were almost complete and that the contractors were now preparing to leave the Harbour Board's yards. The Harbour Master reported that work to transfer the ownership of the additional land created by the scheme had been complicated by the need to negotiate arrangements for the maintenance of the street scene with the County Council. This was ongoing and he would therefore keep the Board advised of progress.

#### **658.7 Multi-Purpose Vessel**

The Harbour Master reported that stability trials of the vessel had been successfully completed and he expected to collect the vessel shortly. He confirmed that the vessel had already been booked to carry out works for the Worthing Foreshore Office. Whilst it was noted that that the business case for the vessel was predicated on its ability to undertake contract work, concerns were expressed about the absence of the vessel so soon after its acquisition. The Harbour Master confirmed that the vessel would be absent from Littlehampton for two days and assured Members that work in the Harbour such as dredging and pilotage would not suffer as a result of this contract.

#### **658.8 Staff Matters**

The Board noted that a member of staff had joined the RNLI on the Thames on a temporary contract until December 2015. The opportunity would provide the member of staff with further experience which would benefit both the individual and the harbour.

#### **658.9 Harbour Dues**

The Harbour Master reported that take up so far was good with 230 plaques issued to date and on a par with the prior year.

#### **658.10 Repair Works**

Regarding the piles on the East Bank Pier, the Harbour Master reported that having consulted the Coastal Engineer at ADC, the piles were not thought to be structurally at risk. He acknowledged that the piles appeared unsightly in their current state and agreed to investigate undertaking some cosmetic work to improve their appearance. It was therefore **RESOLVED** that:

**The contents of the Harbour Operational Report be otherwise noted.**

#### **659. TREASURER'S REPORT**

**659.1** The Treasurer presented the income and expenditure statement and income analysis for the period to 28<sup>th</sup> February 2015 (previously circulated). He stated that the timetable for reporting had prevented him circulating more up to date figures.



However, it was noted that the year-end position had been finalised and it was expected that the accounts would show a surplus of £42K for the year ended 31<sup>st</sup> March 2015. This was largely due to the income generated from the safety boat contract during the flood defence works and it was pleasing to note that the Board had otherwise kept close to its budget. He advised Members that proposals for transferring the surplus to reserves would be presented to the Board at the next meeting.

- 659.2** The Treasurer confirmed that the Board had received full payment of the loan for the purchase of the multi-purpose vessel from West Sussex County Council at the end of March. The Board expressed its thanks to the staff and Councillors for their assistance in bringing this about and went on to consider proposals for disposal of the pilot boat "Jumna". The Treasurer reported that a professional valuation had been obtained from the broker handling the purchase of the multi-purpose vessel. The proposal was in line with the value placed on the boat as part of the business case for the acquisition of the replacement vessel and the Board was therefore recommended to delegate authority to the Harbour Master and Treasurer to deal with its disposal. The Board was supportive of this proposal and it was **RESOLVED** that:

**The contents of the Treasurer's report be noted and that the Treasurer and the Harbour Master be authorised to dispose of the pilot boat "Jumna" at the best achievable price.**

- 659.3** The Board went on to discuss the name of the new multi-purpose vessel. The Harbour Master proceeded on the basis that the vessel would retain its current name and there was some debate among Members about whether this was appropriate. It was reported that there was a long held tradition in the Harbour that the Board's pilot boats were named "Jumna". The Harbour Master stated that the new vessel had been repainted and that any further changes to the specification could have financial implications and delay delivery. The Board wished to have a better understanding of the implications of this and it was therefore **RESOLVED** that:

**A report on the implications of changing the name of the new multi-purpose vessel be brought to the Board for consideration at the next Meeting.**

## **660. REVIEW OF STANDING ORDERS**

- 660.1** The Board received a report which proposed a number of changes to the Standing Orders which had been updated following a review undertaken by the Clerk (previously circulated). The main changes related to updates to reflect the creation of the new Accounting and Administration role and policy updates reflecting changes to statutory requirements. Having examined the revised document the Board **RESOLVED** that:

**The revised Standing Orders dated April 2015 be approved.**

## **661. REVIEW OF THE BUSINESS RISK REGISTER**

- 661.1** The Board received a report which proposed a number of minor changes to the Business Risk Register which had been updated following a review undertaken by the Harbour Master and the Treasurer (previously circulated). The Treasurer



explained that it was important that the register be regularly reviewed. The Board was therefore asked to consider a number of amendments which aimed to ensure that the Register accurately reflected current working practice. Having examined the revised document the Board **RESOLVED** that:

**The amendments to the Business Risk Register as contained in the draft attached to the report be approved.**

## **662. REVIEW OF INTERNAL CONTROLS**

**662.1** The Treasurer presented his report, (previously circulated), and explained that the system of internal control was part of the Board's governance framework designed to manage risk and to prevent fraud and corruption, and was subject to regular review. The Treasurer went on to explain that the system relied heavily on the control of risk and Internal Audit. The Risk Register had been reviewed in the previous agenda item and the Internal Audit Plan was attached to this report. The Treasurer then gave an explanation on the relevance of the Internal Audit Process and its contribution to internal control.. The Treasurer explained that the Board was being asked to consider whether it was satisfied with the process and that the level of control in operation was effective. Having examined the arrangements the Board **RESOLVED** that:

- 1) It was satisfied with the internal control arrangements.**
- 2) It was satisfied that there was a proper system of Internal Audit in place.**
- 3) The current process was adequate to aid the Board in its decision as to whether it was able to approve Schedule 2 of the Annual Governance Statement.**

## **663. MINUTES OF THE STAKEHOLDER GROUP (SG) MEETING 7th APRIL 2015**

**663.1** The Board received the minutes of the SG meeting held on 7th April 2015 (previously circulated). It was noted that the Group had received reports from local agencies and that in terms of the conduct of the meeting, a number of standing reporting items had been introduced. It was **RESOLVED** that;

**The Minutes of the Safety Group meeting held on 7th April 2015 be noted.**

## **664. PUBLIC FORUM**

There were seven members of the public present.

**664.1** Mr Chapman expressed the view that the Harbour had declined over the last 25 years. Citing the loss of Harbour infrastructure such as cranes and the lack of progress with requests from stakeholders for the introduction of scrubbing posts, he asked what the Board's plans were to rectify this especially if they planned to be a leisure port.

**664.2** In response, Harbour Master disputed this claim and stated that the Board had invested in improvements to the Harbour infrastructure. This was evidenced by recent purchase of the new multi-purpose vessel which was also equipped with a small crane.



- 664.3** Mr Boyce referred to the accusations he had made against Officers of the Board at the last meeting and stated that he had subsequently made a written representation by email. Mr Boyce questioned the Board's procedure for handling written questions and asked for clarification of the process adopted by the Board to investigate his claims. In particular he refuted the interpretation of his enquiry as a complaint and wished to know who had been instructed to investigate his claims.
- 664.5** In response the Harbour Master confirmed that having received an emailed letter from Mr Boyce following the last meeting, the issues raised were interpreted as being complaints. This was confirmed by the Clerk. The Harbour Master had replied to the complaint in accordance with the published complaints procedure. Mr Boyce wished to ask a supplementary question, and the Chairman of the Board reiterated the request that Mr Boyce put his enquiry in a formal letter.
- 664.6** Regarding the need for dredging in the river, Mrs Boyce understood from the MMO that the Board already had the statutory power to undertake dredging on behalf of third parties and that further licenses were not required. She therefore asked if the Board, using its statutory powers, would instruct the owners of moorings in the river to undertake dredging to bring the river bed back to the appropriate levels.
- 664.7** In response the Harbour Master stated that although the Board had overarching statutory powers in respect of maintaining the river, he understood that a licence was still required for other organisations carrying out dredging. It was agreed that Mrs Boyce provide the Harbour Master with a copy of the advice she had received from the MMO so that this could be reviewed.
- 664.8** Following the acquisition of the multi-purpose vessel, Mr Walker, the owner of a commercial vessel operating in the river asked if it was now the policy of the Board to act in direct competition with operators like him for commercial work. In view of the fact that the vessel had been Council funded he considered this to be unfair competition.
- 664.9** In response the Treasurer provided clarification regarding the financing of the purchase. It was noted that the Board had taken on a loan to finance the boat which had to be paid back with a specified period. The Harbour Master confirmed that it was the intention of the Board to use the vessel on a commercial basis as well as using it to fulfil its conservancy obligations.
- 664.10** Mr Walker asked for details of the daily rates to be made available.
- 664.11** The Harbour Master stated that this information was commercially confidential but that it was his intention to market the services of the new vessel.
- 664.12** Regarding dredging the river bed, Mr Draffan, Managing Agent representing Angmering Park Estate, a prominent riparian owner in the river, stated the estate had no objection to dredging being carried out in the river. He added that in his view it would be the interests of stakeholders to carry out dredging on the West Bank



- 664.13** Mr Draffan, in his capacity as Managing Agent for the Angmering Park Estate, also asked the Board to press its solicitors to complete the work on the mooring license for the Estate.
- 664.14** In response, The Clerk assured Mr Draffan that she was chasing the Board's solicitors at WSCC for completion of this matter.
- 664.15** Noting that contractors were now preparing to leave the Harbour Board's Yards, Mr Boyce asked for clarification regarding who was paying the rates on the wharfs and at what rate.
- 664.16** In response, both the Harbour Master and the Treasurer confirmed that the Board had continued to pay the rates on these wharfs as a contribution towards the flood defence scheme. The Treasurer undertook to confirm that business rates had been paid on land occupied by the EA contractors for the duration of the scheme and the sum involved.
- 664.17** Reflecting on the issues raised by Mr Boyce earlier in the Public Forum regarding the Boards' Complaints procedure, Members proceeded to discuss the procedure for investigating accusations against Officers. Councillor Dr Walsh expressed the view that it was not appropriate for the subject of a complaint to conduct the investigation into the allegation. This principle was common in all public bodies and was supported by the Board.

*Councillor Dr Walsh left the meeting at 11.05am.*

**665. 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**

**666. THE EXEMPT MINUTES OF THE MEETING HELD ON 2ND MARCH 2015**

- 666.1** It was **RESOLVED** that the exempt minutes of the meeting held on 2nd March 2015 (previously circulated to members of the board only) be confirmed as a true record and signed by the chair.

**667. THE EXEMPT MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING HELD ON 15<sup>TH</sup> FEBRUARY 2015**



**667.1** The Board received the confidential minutes of the Personnel Sub-Committee meeting held on 15<sup>th</sup> February 2015 and it was **RESOLVED** that the minutes be noted.

**668. ANNUAL DECLARATION - RELATED PARTY TRANSACTIONS**

**668.1** Members of the Board agreed to complete a declaration of related party transactions and return them to the Clerk as soon as possible in order to complete the Annual Return.

The meeting closed at 11.08am.