



Agenda  
item 5

**MINUTES OF THE LITTLEHAMPTON HARBOUR BOARD HELD IN COMMITTEE ROOM  
1 AT THE ARUN DISTRICT COUNCIL CIVIC CENTRE, MALTRAVERS ROAD, ON  
MONDAY 7<sup>TH</sup> SEPTEMBER 2015 AT 10AM**

**Present:** Mr P Bush (Chairman)  
Councillor R Elkins (Vice Chairman)  
Councillor G Blampied  
Councillor I Buckland  
Councillor M Clayden  
Mr R O'Callaghan  
Mr M Marchant  
Mr Tony Squires  
Councillor Dr J Walsh

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

**695. WELCOME AND NOTICES**

The Chairman opened the meeting and welcomed Mr M Marchant who was proposed for appointment as the Commercial Users Representative on the Board.

**696. MOBILE PHONES**

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

**697. APOLOGIES**

There were apologies from Councillors Mockridge and Peters.

**698. DECLARATIONS OF INTEREST**

698.1 Councillor Buckland declared a personal interest as a County Councillor, District Councillor and Town Councillor in matters relating to West Sussex County Council, Arun District Council and Littlehampton Town Council respectively.

698.2 The Chairman reminded Members that they need only declare interests if they were not already recorded on their official declarations or if they became apparent during the course of the meeting.

**699. COMMERCIAL USERS REPRESENTATIVE**

699.1 The Board received and considered a recommendation presented by the Personnel Sub-Committee that Mr Matthew Marchant should be appointed as the Commercial Users Representative. The Chairman informed the Board that Mr Marchant lived locally and had experience in the shipping industry. It was therefore **RESOLVED** that:



**Mr M Marchant should be appointed as the Commercial Users Representative until April 2017.**

699.2 Mr Marchant read and duly signed his Declaration of Acceptance of Office as the Commercial Users Representative on the Board.

**700. MINUTES**

700.1 Regarding Minute 687.10, the Treasurer provided further clarification regarding the price achieved in respect of the disposal of the work boat JUMNA. He confirmed that the final sale price of £11,000 was inclusive of VAT, the net price being £9,167 and it was proposed that for clarity the minute be amended to reflect this.

700.2 The Board considered it prudent to add this clarification and **RESOLVED** that:

**Subject to this amendment, the Minutes of the meeting held on 22<sup>nd</sup> June 2015 (previously circulated) be confirmed as a true record and signed by the Chair.**

**701. SAUNDERS ENERGY LIMITED PROPOSAL**

701.1 The Harbour Master presented a report (previously circulated) updating Members on the progress with a test deployment of a tidal current renewable power generator in the river. He explained that following the successful completion of testing, Saunders Energy were now in a position to move forward with their plans and were seeking permission from the Board to increase the number of units and introduce a further installation at the Pier Road Moorings on a trial basis for a year. In addition the Board was also asked to consider waiving the moorings fees which would be offset by the anticipated revenue generated by the units. He introduced Mr Saunders and Ms Theron to the Board and they gave a presentation and overview of the product and proposals.

701.2 Mr Saunders began by briefly outlining his background, the evolution of hydro technology and the outcome of the test deployment of the Company's PowerFrame units in the river. Saunders Energy was a small local company which specialised in the development of small scale turbine units designed to be deployed in water to generate power using simple installation techniques. Development to date had been achieved as part of the European Union Pro Tide project which was concerned with investigating opportunities for small scale tidal energy solutions. The Company had been carrying out tests using two units deployed under the Red Bridge over the River Arun in Littlehampton and now wished to expand by introducing more units in the river. Mr Saunders went on to describe the design, capacity and capabilities of the equipment that would be used.

701.3 He emphasised the design features which meant that the units were discrete, yet visible to navigation, environmentally friendly in terms of their impact on marine wildlife, the environment and noise emissions. It was noted that the units were versatile and other features such as solar panels could be added as an accessory. He explained that the Company envisaged installing two full size units under the Red Bridge and a further three units at the Pier Road moorings. To this end, the Company had applied to the Marine Management Organisation (MMO) for a marine license and



submitted detailed plans to the Local Planning Authority (Arun District Council). The Harbour Master had recently approved an application for local consent under Section 43 Littlehampton Harbour and Arun Drainage Outfall Act 1927 and subject to clarification on a few points, the MMO license was progressing. The plans had also been recently validated by the ADC Planning department and permission would be sought from West Sussex County Council regarding the installation under the Red Bridge as they owned the structure. The Company was also making headway with power grid agreements and expected these to be finalised shortly. In conclusion Mr Saunders expressed his confidence in the business model and highlighted the benefits that could be derived from the project by the local economy in terms of employment, reputation and tourism.

- 701.4 The Board went on to examine the proposals in more detail and discussion focussed the proposal to grant the Company a concession in terms of mooring fees, the impact on the Board's core business regarding the loss of mooring space at Pier Road, the overall position and installation of the units in the navigation channel and the Board's responsibilities should the venture fail. The Harbour Master confirmed that having assessed the proposals, he was confident that the units did not pose a hazard to navigation and that the Section 43 Consent had been issued under powers delegated to him by the Board. He confirmed that the operator of the units would be required to have insurance place in the same way as other river users and that the operator would be responsible for the removal of a unit from the river if required. He stated that in practical terms, the units were easily towed and it was understood that the MMO were comfortable that operators would reach agreement regarding the decommissioning of units. Mr Saunders confirmed that the cabling specifications had been submitted to the MMO as part of the license approval process and that the units at the Red Bridge would be connected to the power supply using a nearby street light.
- 701.5 Some concern was expressed at the proposal to waive the mooring fees in respect of the installation at Pier Road on the basis that it was a commercial enterprise and should be subject to the same fees as other commercial users operating in the river. In response the Harbour Master explained that the moorings in question were historically difficult to rent because of their position in the river and that the Board could expect to recoup the fees through supplying some of the energy generated to the National Grid. This prompted a discussion on the business model and the anticipated payback. Mr Saunders explained that whilst the Government was expected to publish revised energy tariffs at the end of September, it was thought that tidal energy tariffs would not be affected. He stated that the figures quoted in the report were based on current tariff arrangements. The Treasurer reported that he and the Harbour Master had discussed the financial elements of the planned development in terms of the viability and integrity of the proposal and it was noted that the Board was covered by public liability insurance. The Company was also confident that the units at the Pier Road moorings could be positioned in such a way that they would generate sufficient power to make them viable without impinging on other traffic using the river. Regarding the matter of preferential treatment over fees, another option was entering into a guaranteed income arrangement with the operator with a value equivalent to the mooring fees. The timescale for achieving planning consent was also challenging and Mr Saunders assured the Board that the capacity and viability of the units would be established in the period it took to complete a tidal cycle and within two to three weeks of installation.

701.6 Acknowledging the innovative nature of the project and the recognition it could bring to Littlehampton, the Board proceeded to give consideration to the recommendations contained in the report. It was suggested that the Board could be acting ultra vires in respect of the recommendation to discount its standard rates and waive mooring fees. In response the Harbour Master stated that the Harbour Act 1964 allowed the Harbour to modify its charges and vary the rate of commercial mooring fees. It was also noted that the additional units proposed at the Pier Road moorings were subject to a twelve month trial. Whilst Members understood the insurance position, they wished to ensure that the licensing arrangement covered the placement and removal of the units. It was therefore **RESOLVED** that:

- 1) **The installation of the first two of the five planned units under the Red Bridge be approved. The installation works to be undertaken at a discount to the Board's standard rates in support of this renewable energy generation project.**
- 2) **Subject to the demonstration of successful power generation from the first two units installed, that the installation of three further units at Pier Road on a trial basis for a year be approved.**
- 3) **Given the anticipated revenue generated by the units, that the proposal not to charge mooring fees for the units on the Pier Road moorings be approved.**
- 4) **The Officers, in consultation with the Chairman and Vice Chairman of the Board, be delegated authority to enter into an appropriate licensing arrangement with Saunders Energy Limited for the placement and removal of the units, to include adequate insurance cover.**

## 702. **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:

### 702.1 **Commercial Trade**

The Harbour Master reported that there had been a further visit in August and one in September. This put the total number visits for the year slightly above budget at this point.

### 702.2 **Leisure Trade**

The total number of visits for August had risen to 106. The Harbour Master stated that the very unpredictable weather this summer had had an impact on the overall number of visits. It was however pleasing to note that there had been a lot of positive feedback regarding facilities following the completion of the flood defence works.

### 702.3 **Conservancy Duty and Dredging**

The Harbour Master reported that dredging work was due to commence this week at the Arun Yacht Club. Regarding the Arundel Buoy, he stated that in his opinion, the drifting was due to changes in the tide. It was noted that this was being monitored and that other options would be explored if drifting remained an issue.

### 702.4 **Consents and Consultations**



The Board noted that the following additional notices had been issued:

**03/15** – Section 43 consent issued regarding dredging work at the Arun Yacht Club.

**04/15** – Section 43 consent issued regarding PowerFrame deployment by Saunders Energy.

#### **702.5 Safety – MarNIS Report**

The definitions of the codes were noted: LHP = Littlehampton, ACT = actioned, INV = investigating, CLOS = closed, I = incident, N = nautical safety. Regarding the recent incident in July involving the Ben Varrey (3/7/15), the Harbour Master stated that the vessel had hit the harbour wall following the loss of steerage and that the damage to the wall was cosmetic.

#### **702.6 Harbour Dues**

The Harbour Master reported that the number of plaques issued now stood at 427, slightly behind the number at the same time last year. It was noted that, following inspections at the Littlehampton Marina and Arun Yacht Club, he would be conducting an inspection at the Littlehampton Yacht Club shortly.

#### **702.7 News on the River**

The Board noted that the local MP had visited the Harbour Office on 28<sup>th</sup> August 2015 and had received a tour of the Harbour. Regarding the Waterfront Festival, the Chairman lamented the lack of support from the Town Council and thanked the Harbour Board staff for their work in delivering a successful event.

#### **702.8 Projects**

Mr Squires welcomed the experience of the newly appointed Commercial Users Representative and hoped that this would help the Board explore further potential European grant opportunities. There was a discussion regarding the progress with the various projects that were currently underway and the following observations were made.

#### **702.9 East Bank Flood Defence Scheme**

It was noted that following completion of the flood defences, work had started regarding the transfer of the ownership of the land at Pier Road. As a County Councillor, Councillor Dr Walsh offered his support in the negotiations with West Sussex County Council. A discussion regarding land ownership - in respect of the entire river walkway from Pier Road up to the Red Bridge ensued. It was understood that there were a number of owners and it became apparent that responsibilities needed to be clarified. Councillor Buckland also reported that he had attended a meeting with ADC to discuss safety aspects of the new walkway. It was therefore **RESOLVED** that:

**A report on the ownership of the East Bank river wall and walkway and the roles and responsibilities of the parties concerned be presented to the Board at the next meeting.**



#### **702.10 Infrastructure Project Development Group (IPDG)**

It was noted that the Stakeholder Group had met on 31st July 2015 and that a full report would be presented to the Board at a later meeting. In response to a question from Councillor Buckland regarding over-topping on the West Bank, the Harbour Master stated that this was viewed as a matter of coastal erosion and therefore not within the remit of this Group.

#### **702.11 Maintenance work**

It was noted that the maintenance work on the East Training Wall had been paused and it was envisaged that additional staff would be brought in for the completion of this work. The Harbour Master stated that tyre fendering at Railway Wharf was progressing well and would make the wharf more user friendly.

#### **702.12 Business Plan**

It was noted that a draft business plan was in the last stages of preparation and it was planned that this would be presented at the next Board meeting. Councillor Buckland reported having received copies of correspondence regarding various Board matters which had gone unanswered. The contents related to matters which were currently the subject of legal proceedings in respect of the Board's adverse possession claim. The Chairman reminded Members that they had been receiving updates at Board meetings and would continue to do so under the exempt business.

It was therefore **RESOLVED** that:

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

#### **703. TREASURER'S REPORT**

703.1 The Treasurer presented the statement of income and expenditure for the period ended 31<sup>st</sup> July 2015 (previously circulated). It was noted that operational income for the year to date was slightly ahead of budget despite income from Harbour Dues and Moorings being short of expectations. Although operating expenses were also slightly below budget at this point, this was due to timing especially in connection with legal fees. The Treasurer stated that efforts continued to identify vessels not displaying plaques and he also wished to record his thanks to the Littlehampton Marina for their cooperation with Harbour Board Officers in this year's collection of dues. It was **RESOLVED** that:

**The Treasurer's Report be noted.**

#### **704. GENERAL DIRECTIONS**

704.1 The Harbour Master presented a report which contained a revised set of draft General Directions relating to activities on the River (previously circulated). He explained that the Harbour Revision Order 2015 (previously circulated) had come into force in July and allowed the Board to issue General Directions, subject to a consultation process. Informal consultation had taken place with the Stakeholder Group and details of the proposed amendments to the draft seen by that Group were contained in the revised document circulated to the Board. These were designed to



regulate the various activities on the River in line with modern marine standards. The Harbour Master confirmed that once the formal consultation had finished, a final version of the General Directions would be circulated to the Board.

- 704.2** The Board went on to review the Directions in more detail and questioned if it was practical that people wishing to swim in the River sought approval from the Harbour Master before doing so. Members also sought clarification regarding the use of jet skis and power jets on the River. The Harbour Master explained the need to ensure that the river remained navigable at all times and that the regulations were considered sufficient to control the use of jet skis and power jets on the River. It was therefore **RESOLVED** that:

**The draft General Directions be approved and published for consultation in accordance with the Littlehampton Harbour Revision Order 2015.**

**705. HARBOUR STAKEHOLDER GROUP MEETING 7<sup>th</sup> JULY 2015**

The Board received the minutes of the meeting held on 7th July 2015 (previously circulated). It was noted that Councillor Buckland had given his apologies as he had been unable to attend the meeting as planned. It was **RESOLVED** that;

**The Minutes of the Stakeholder Group meeting held on 7th July 2015 be noted.**

**706. PUBLIC FORUM**

There were 8 members of the public present.

- 706.1 Having noted the Board's decision to grant a discount on the rates and mooring fees to Saunders Energy, Mr Warren asked the Board to consider similar concessions for other users moored in this area, given that they were asked to relocate over the winter months.
- 706.2 In response the Harbour Master stated that in his opinion this was not appropriate. He explained that boats moored in this area were not as inconvenienced by the conditions in this part of the river and that the Harbour Board also had advice available and gave assistance to users on better mooring practices.
- 706.3 Regarding dredging in the River, Mrs Boyce thanked the Harbour Master for his initial response to her enquiries and asked when the missing information would be available.
- 706.4 In response, the Chairman stated that recommendations were being prepared for the Board on this matter which once approved would answer the remaining points.
- 706.5 Regarding the operation of the work boat Erica, Mr Edwards stated that in his view the work boat was under-cutting other businesses on the River. He also stated that work was outstanding regarding the capping at the Dicker Works and asked if it was possible for Erica to undertake this type work whilst carrying out other contracts.



- 706.6 In response the Treasurer provided clarification regarding the business case for the Board's acquisition of the work boat Erica. He explained that the work boat operated under a separate cost centre to that of the costs of regular harbour maintenance which were paid for by the harbour dues.
- 706.7 Mr Edwards went on to suggest that the regular maintenance in the harbour was being sacrificed in order that Erica could fulfil other contracts.
- 706.8 In response, the Harbour Master refuted this suggestion and emphasised that business case for the new work boat was predicated on the ability to generate sufficient income on a commercial basis in order to repay the loan that the Board had taken on. He went on to assure Mr Edwards that the capping at the Dicker Works was not urgent but had been included on the maintenance schedule for the harbour.
- 706.9 Mr Draffan, in his capacity as Managing Agent for the Angmering Park Estate, sought an assurance from the Board that rental payments due under the new mooring licence would be backdated.
- 706.10 In response, the Chairman stated that the Board would take up the Estate's request with its legal advisors.
- 706.11 Regarding the Harbour Revision Order 2015, Mr Boyce asked for clarification on a number of points regarding the number and nature of previous Harbour Revision Orders.
- 706.12 In response the Harbour Master stated that to his knowledge three Orders had been made since 1927;
- 1982 – Regarding pilotage;
  - 1988 – Modifications to comply with the West Sussex County Council Act 1972 and facilitate public loans;
  - 2015 -Powers of General Direction .
- The Harbour Master went on to state that under the Harbour Act 1964; the Board had the power to revise commercial arrangements.
- 706.13 Regarding the proposed General Directions, Mr Chapman stated that in his view it was ludicrous to expect people to approach the Harbour Master for permission to swim in the River.
- 706.14 In response, the Harbour Master reiterated the obligation the Board had to ensure that the river remained navigable at all times for all users and that permission to access the river should always therefore be obtained from the owner of the point where the access was planned.
- 706.15 Mr Boyce questioned the need for a report regarding ownership from the top of the northern end of the East Bank to the Harbour Entrance as he understood that the Board had undertaken a review of ownership of the whole area already. The Chairman pointed out that this was not the request that had been made of Officers.
- 706.16 Mr Warren asked who owned the gangway at Pier Road.



706.17 In response the Harbour Master confirmed that the gangway was owned by the Harbour Board.

**707. 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**

**708. EXEMPT MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> JUNE 2015**

708.1 The Board received the exempt minutes of the meeting held on 22<sup>nd</sup> June 2015 (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.**

**709. CONFIDENTIAL MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING HELD ON 25<sup>th</sup> AUGUST 2015**

709.1 The Board received the confidential minutes of the Personnel Sub-Committee meeting held on 25<sup>th</sup> August 2015 (previously circulated to Members of the Board only) and it was **RESOLVED** that:

**The confidential Minutes of the Personnel Sub-Committee be noted.**

**710. REPORT FROM THE CHAIRMAN ON CURRENT CONFIDENTIAL ISSUES**

The Board received an update on the progress with various legal matters and a staffing update from the Clerk and the Chairman.

The meeting closed at 1pm.

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**CHAIR**

LHB MEETING – 23<sup>rd</sup> November 2015

Agenda Item: 6

**LITTLEHAMPTON HARBOUR BOARD**

**Report to:** Littlehampton Harbour Board

**Report on:** Harbour Operations

**Report by:** Harbour Master

**Date:** 27<sup>th</sup> October 2015

**Commercial Activity**

<u>UMA Wharf</u>		<u>Railway Wharf</u>	
Aug	3	Aug	0
Sept	1	Sep	0
Oct	1 (Expected)	Oct	0

**Pilotage**

The LHB continues to operate an open port and un-interrupted pilotage service. Total of 14 commercial vessels since April which is on budget.

**Leisure Trade**

Town Quay

Aug	106	(Incl. 1 week without any occupancy)
Sept	49	
Oct	30	(To date, incl. 1 Japanese flagged vessel)

**Workboat Activity**

August - Unimead safety boat contract

September - Saunders Energy tidal power generator work

October - Worthing Foreshore buoy recovery contract

**Conservancy Duty**

**Survey**

Shoal Bank	last conducted	19 <sup>th</sup> Mar 14
Bar	last conducted	6 <sup>th</sup> May 15
Pier Road	last conducted	19 <sup>th</sup> Jun 15
Town Quay	last conducted	19 <sup>th</sup> Oct 15
Dukes Wharf	last conducted	3 <sup>rd</sup> Dec 14
Turning Basin	last conducted	20 <sup>th</sup> Aug 13
Complete Port survey	last conducted	30 <sup>th</sup> Sep 11

**Aids to Navigation**

Lights on Red Bridge replaced with automatic switching LED units by WSCC.

Tyre fendering on Railway Wharf completed.

**Dredging**

2 tides bed levelling carried out for AYC on South Yacht Berth.

Water injection work carried out at AYC on South Yacht Berth.

5 hours maintenance dredge carried out at Railway Wharf cut.

Shoal bank dredge planned for week of 2<sup>nd</sup>-6<sup>th</sup> Nov 15.

**Local Notices to Mariners**

None published in last period.

## Consents/Consultations

<b>Section 43 Consents</b>		
03/15 – AYC South Yacht Berth Bed Levelling - ERICA	Issued	30 <sup>th</sup> Aug 15
04/15 – Saunders Energy Power Frame Deployment	Issued	3 <sup>rd</sup> Sept 15

## **MMO/Trinity House Consultations**

ADC planning application consultation for Power Frame Deployment returned. (MMO Marine Licence now issued.)

## Environment

Oil boom exercises with LHB staff and boats working with OSRL staff took place 14<sup>th</sup> – 15<sup>th</sup> October 2015.

## Safety

### **MarNIS Report**

Date	ID Code		Accident Category	Name
08/10/2015	LHP4060REP	I	Slip, trip, fall same level	015 of 2015 - Injury using gangway
28/09/2015	LHP4061CLO	I	Other nautical safety	014 of 2015 - Speeding Up-river
03/07/2015	LHP3061ACT	I	Impact with Structure	013 of 2015 - BEN VARREY Impact in Narrows
25/06/2015	LHP3060ACT	N	Other nautical safety	012 of 2015 - Speeding
11/05/2015	LHP3059INV	I	Sinking and capsizing	011 of 2015 - Wreck of GENOUX
07/05/2015	LHP3057ACT	N	Dangerous occurrence	009 of 2015 - Wheelchair Boarding of LYC Ferry
02/05/2015	LHP3058CLO	I	Striking with ship (moored)	010 of 2015 - Dinghy Collision with Moored Vessel
17/03/2015	LHP3050CLO	I	Sinking and capsizing	008 of 2015 - Sinking On Mooring of Dory
13/03/2015	LHP3049CLO	I	Marine Pollution (Minor)	007 of 2015 - Pollution Report Osborne of Arun
08/03/2015	LHP3047CLO	I	Grounding	006 of 2015 - Grounding and Recovery of MISTRESS
07/03/2015	LHP3046ACT	N	Collision ship - ship	005 of 2015 - MV MARTIN Outbound CQS
26/02/2015	LHP3028ACT	I	Grounding	004 of 2015 - MV MARTIN touching bar on entry
08/02/2015	LHP3040ACT	N	Collision ship - ship	002 of 2015 - Dinghy race and FV complaint
07/01/2015	LHP3041CLO	I	Other personnel or public safety item	003 of 2015 - Paddler on West Works
07/01/2015	LHP3039CLO	N	Fall from height	001 of 2015 - Bridge Jumper
15/11/2014	LHP3029ACT	I	Impact with Structure	010 of 2014 - BEN VARREY Berthing
15/11/2014	LHP3056CLO	I	Slip, trip, fall same level	014 of 2014 - Slip at UMA Wharf

### **Number of Accidents listed = 17**

An electronic Accident and Incident Report form is now available on the LHB website following recommendations made by the Stakeholder group.

## Projects

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

Transfer of land ownership on Pier Road/Arun Parade not being progressed at ADC.

### **Major Infrastructure Project Development Group**

Report from Black and Veatch now received. Group met on 7<sup>th</sup> Oct. Minutes at separate agenda item.

## Maintenance

East Training Wall plan quoted for with casual staff. West Training wall concrete repair order placed with Mackley. Tyre fendering Railway Wharf complete.

## News and Events On The River

### **Harbour Dues**

As of 27<sup>th</sup> Oct 15, 446 plaques had been issued. (Previous years: 29<sup>th</sup> Sept 14 – 483). 3 unpaid vessels at AYC; 9 unpaid vessels at LYC, 9 unpaid vessels at Marina. Total 21 estimated outstanding revenue Estimated outstanding HDs approx. £2,800.

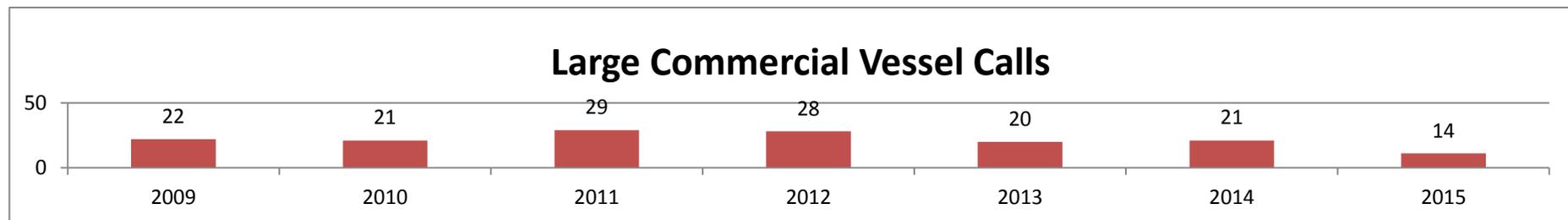
## Recommendation

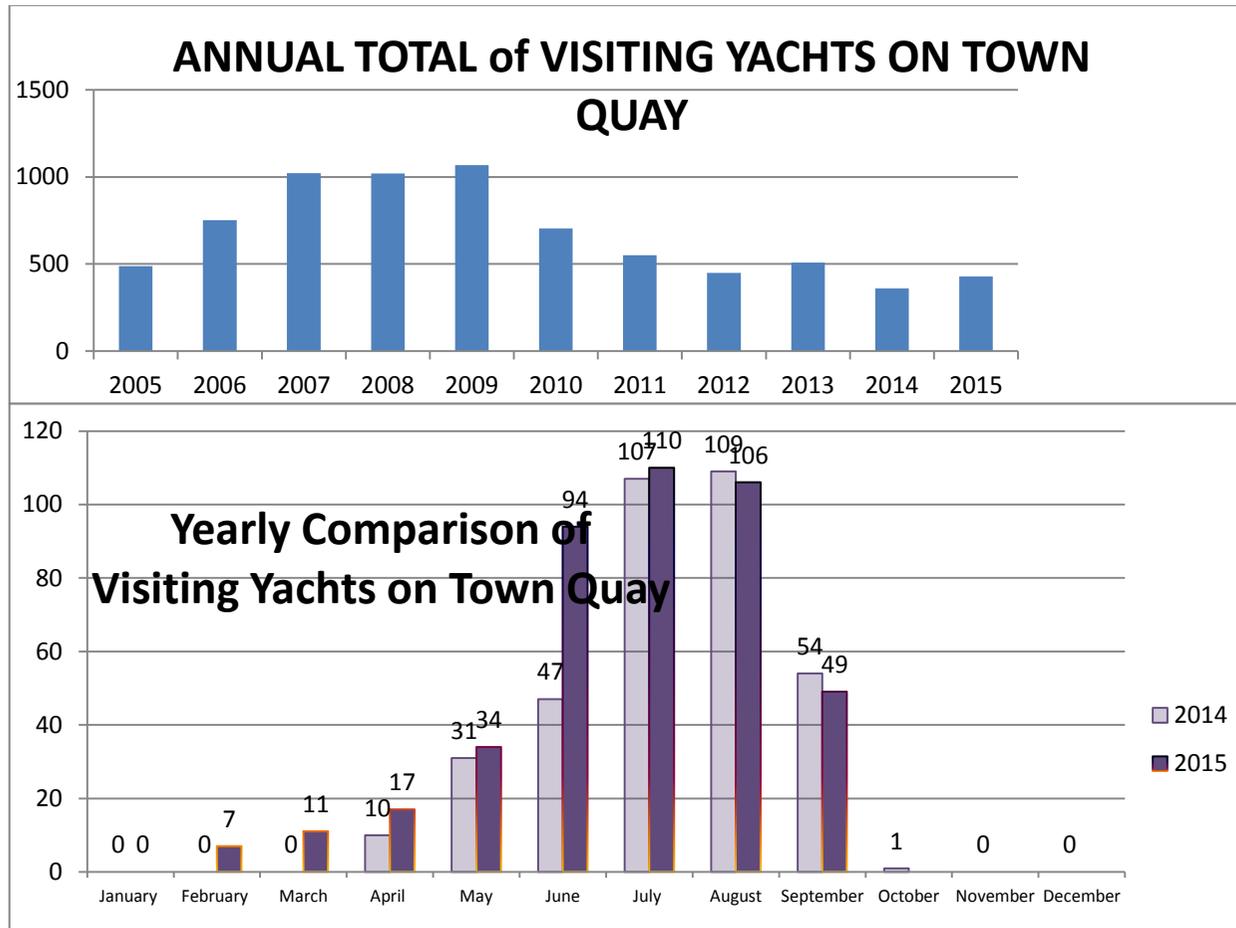
**That the Board notes this report.**

**Commercial Shipping**

**Totals for Financial Year 2015/16**

No of Ships	Month	GRT	Gt Dues (£)	Cargo Dues In (£)	Pilotage £	Pilot Boat and Mooring Service	Commercial TradeTotal	Total incl Pilotage
		<b>0.4863</b>			<b>0.2392 in/out</b>	Inv @ £126.51 per boat/gang		
					<b>0.4784</b>			
2	April	1791	870.9633	1640.6534	856.81	1012.08	<b>2,511.62</b>	<b>4,380.51</b>
4	May	3582	1741.9266	3223.2403	1713.63	2024.16	<b>4,965.17</b>	<b>8,702.96</b>
1	June	997	484.8411	858.8360	476.96	506.04	<b>1,343.68</b>	<b>2,326.68</b>
2	July	2509	1220.1267	2046.6465	1200.31	1012.08	<b>3,266.77</b>	<b>5,479.16</b>
3	August	2788	1355.8044	2521.2197	1333.7792	1518.12	<b>3,877.02</b>	<b>6,728.92</b>
1	September	997	484.8411	864.6000	476.9648	506.04	<b>1,349.44</b>	<b>2,332.45</b>
1	October	0	0.0000	0.0000	0	0	<b>0.00</b>	<b>0.00</b>
0	November	0	0.0000	0.0000	0	0	<b>0.00</b>	<b>0.00</b>
0	December	0	0.0000	0.0000	0	0	<b>0.00</b>	<b>0.00</b>
0	January	0	0.0000	0.0000	0	0	<b>0.00</b>	<b>0.00</b>
0	February	0	0.0000	0.0000	0	0	<b>0.00</b>	<b>0.00</b>
0	March	0	0.0000	0.0000	0	0	<b>0.00</b>	<b>0.00</b>
<b>14</b>		<b>12664</b>	<b>£6,158.50</b>	<b>£11,155.20</b>	<b>£6,058.46</b>	<b>£6,578.52</b>	<b>£17,313.70</b>	<b>£29,950.68</b>





**LITTLEHAMPTON HARBOUR BOARD****Report to:** Littlehampton Harbour BoardAgenda  
item 7**Report on:** Treasurer's Report- Income and Expense to the end of September**Report by:** Treasurer to the Board**Date:** 2<sup>nd</sup> November 2015**Income and Expense**

Included in this report are the Income and Expenditure Statement and the Income analysis both to the end of September 2015.

**Operational income** to the end of September, i.e. after removing the loan advance from West Sussex County Council and the proceeds from the sale of "Jumna", amounted to £253,973, £25,765 in advance of Budget. **Commercial shipping** including pilotage exceeded budget by £6,728 and **chargeable services** by £22,643, the majority of which came from income generated by both "Windsong" and "Erica". **Harbour Dues** however are well short of budget expectations, (down by £5,752) and likewise **Moorings** which have fallen short to date by £5,032. The level of income generated from visitors however has so far more or less met expectations.

**Operating expense** at £203,656 is below budget at this point by £10,696, almost all due to timing, especially with respect to infrastructure maintenance, (West Training Wall). Insurance has risen by £2,700 reflecting decisions to increase cover in some areas and to date the cost of insuring both "Jumna and "Erica".

**Capital** at £225,177 represents the balance due on "Erica"; the budget assumed that the purchase would be completed before the 31<sup>st</sup> of March with no impact on the current year.

This time last year income had benefitted from the on-going contract to provide a safety boat for Volker Stevin offset by the manning costs and no additional loans

RECOMMENDATION : That the Board note this report

**BACKGROUND PAPERS**

Statement of Income and Expenditure to the end of September 2015 compared with Budget and Last Year Income Analysis by source

**2015/16 Income and Expenditure Statement to September 2015**

	2016/17 To Sept	2015/16 Budget To September	2015/16 Budget	This time Last Year
	£	£	£	£
<b>Income</b>				
Commercial Income	110,347	101,699	203,395	99,130
Leisure Income	113,886	122,163	123,163	119,308
Chargeable Services	1,659	1,083	12,225	5,100
Misc Income	2,988	250	500	935
Investment Income	151	138	275	137
Work Boats	24,942	2,875	0	58,350
Loan from WSCC	222,363	0	0	0
Asset Disposals	9,167	0	0	0
<b>Total Income</b>	<b>485,503</b>	<b>228,208</b>	<b>339,558</b>	<b>282,960</b>
<b>Expenses</b>				
Employee Costs	111,494	107,164	211,824	128,127
Services to the Board	5,738	7,238	14,575	6,489
Legal and Professional Services	20,156	23,875	47,750	3,100
Repairs and Maintenance				
Premises	4,583	3,526	7,050	2,552
Mooring	233	500	1,000	293
Harbour Structures	415	7,925	15,850	9,942
Navigational	793	1,925	7,850	2,707
Boats and Vehicles	4,548	4,637	9,273	12,820
Equipment Hire	920	920	1,840	2,250
Administration				
Rent and Rates	15,189	15,982	16,857	14,919
Utilities	1,090	1,875	3,750	1,481
Printing, Postage and Stationery	926	2,063	8,370	776
Insurance	26,449	23,701	23,701	23,011
IT	4,659	3,213	6,425	5,224
Telephone	565	800	1,600	790
Training	1,054	2,150	4,300	497
Bank and Credit Card Charges	1,722	1,850	3,700	1,822
Other Administrative	3,012	5,008	10,015	4,012
Recoverable costs	110	0	0	0
<b>Total Expenses</b>	<b>203,656</b>	<b>214,352</b>	<b>395,730</b>	<b>220,812</b>
Loan and interest payments- PWLB	78,045	71,681	158,907	79,115
Loan and interest payments- WSCC	19,825	21,688	21,688	0
Capital	225,177	0	0	0
<b>Total Expense</b>	<b>526,703</b>	<b>307,721</b>	<b>576,325</b>	<b>299,927</b>
Precept	207,494	207,494	207,494	209,642
<b>(Deficit)/Surplus</b>	<b>166,294</b>	<b>127,981</b>	<b>(29,273)</b>	<b>192,675</b>

LITTLEHAMPTON HARBOUR BOARD  
**2015/16 Financial Year Sept 2015**

		2015/16 Actual to Sept	2015/16 Budget to Sept	2015/16 Budget	This time Last Year Sept
INCOME	Description	£	£	£	£
Commercial Vessels	Harbour Dues	6,158	4,634	9,267	4,403
	Cargo Dues	11,196	8,127	16,254	5,700
		17,354	12,761	25,521	10,103
Commercial Rents	Railway Wharf (Tarmac)	42,000	42,000	84,000	42,000
	Railway Wharf (UMA)	4,920	3,000	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
		66,758	64,838	129,675	64,838
Footbridge	Footbridge WSCC	13,468	13,468	26,936	13,468
Pilotage	Pilotage Service	6,059	4,559	9,118	4,332
	Pilot Boat and Mooring Service	6,708	6,073	12,145	6,389
		12,767	10,632	21,263	10,721
Safety Boat		0	0	0	58,350
<b>TOTAL COMMERCIAL INCOME</b>		<b>110,347</b>	<b>101,699</b>	<b>203,395</b>	<b>157,480</b>
Leisure	Harbour Dues Leisure Craft	50,919	56,335	56,335	57,726
	Visitor Harbour Dues	4,054	4,550	4,550	4,505
	Commission Look and Sea	0	(160)	(160)	(153)
		54,973	60,725	60,725	62,078
Chargeable Services	Crane	518	920	1,840	835
	Labour	500	50	100	60
	Electricity Cards	107	38	75	72
	Work Boat- Windsong	15,867	2,875	5,750	561
	Work Boat- ERICA	9,075	0	0	1
	Office Services	0	0	0	0
	Supplies	18	75	150	3,571
	Tide Table Sales	0	0	4,310	0
	Fuel Sales	516	0	0	0
		26,601	3,958	12,225	5,100
Moorings & storage	Moorings	50,351	55,108	55,108	50,994
	Visitors Berths	5,055	5,330	5,330	4,608
	Boat Storage	3,507	1,000	2,000	1,629
		58,913	61,438	62,438	57,231
Income from Investments					
	Investment Interest	151	138	275	137
Misc Income		2,988	250	500	934
Asset Disposals		9,167	0	0	0
Loan WSCC		222,363	0	0	0
<b>TOTAL INCOME</b>		<b>485,503</b>	<b>228,208</b>	<b>339,558</b>	<b>282,960</b>

## LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Agenda item 8

Report on: Outcome for 2015/16 and the 2016/17 Budget and Schedule of Charges

Report by: Treasurer to the Board

Date: 2<sup>nd</sup> November 2015

### Outcome for 2015-16 and the proposed budget for 2016-17

#### Introduction

The outcome for 2015-16 is based on the actual performance to the end of September projected for the remaining 6 months either on original budget or on best current information available. The outlook for 2016-17 is by contrast based where possible on a zero based budgeting approach rather than a straight uplift on the current year. The existing harbour management system, (HMS) is coming to the end of its life and requires replacing. Only two systems tailored to suit harbours are currently on the market and pricing varies significantly between the two, a capital sum of £15,000 has been included in this budget to purchase a new system. The harbour continues to lack sufficient income to cover costs and in the pursuit of additional income a new pontoon is proposed at the workshop, this adds a further £10,000 to the capital budget.

The net result is a deficit for both this year and next which will have to be financed out of brought forward reserves. At the close of 2016/17 reserves of £10,000 remain, these will be ring fenced for future infrastructure work as recommend by the adopted engineering plan.

#### *Key Assumptions for the 2016-7 budget*

- Both income (charges) and salary costs have historically been uplifted by the rate of annual CPI. This year the rate for the past 12 months is slightly negative and therefore there will be no increase to charges which will remain as 2015-16 except for moorings where some charges have been reduced to increase occupation.
- The Personnel Sub Committee is recommending to the Board that in the light of zero CPI movement there should be no inflationary increase awards, and in addition there are no incremental increases coming forward for consideration.
- With regard to employment costs however both NI and pension contributions rise over 2015/16. Employee Pension Contributions will be 19.3%, (an increase of 1%) and rising still more in future years. With the advent of Auto Enrolment all staff will be encouraged to join the scheme. The impact on the Board's employment costs in 2016/17 for NI and pension will vary between 25% and 30% of the employee's gross pay.
- Commercial shipping continues to be based on an average of 2 visits a month with a mix of 12 small vessels at an average cargo weight of 1175 GT and 12 at 1400 GT.
- All Pilotage will be carried out by the Board's own Pilots.
- Infrastructure spend in 2016/17, both maintenance and planned capital work, is based on the engineering plan recently adopted by the Infrastructure Project Group based on recommendations from ADC and Black and Veatch Ltd.

- Income from 3<sup>rd</sup> parties in the budget year, almost impossible to accurately predict at this stage, is based on repeat business and current expressions of interest.

### 2015/16 Outcome and 2016/17 Budget Summary

	2014/15 Actual £	2015/16 Budget £	2015/16 Forecast £	2016/17 Budget £
<b>Operational Income</b>	<b>449,932</b>	<b>339,558</b>	<b>366,068</b>	<b>344,916</b>
<b>Asset Disposal</b>	<b>0</b>	<b>0</b>	<b>9,167</b>	<b>0</b>
<b>WSSC Loan</b>	<b>91,637</b>	<b>0</b>	<b>222,363</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>541,569</b>	<b>339,558</b>	<b>597,598</b>	<b>344,916</b>
<b>Operational Expense</b>	<b>(458,405)</b>	<b>(395,730)</b>	<b>(408,389)</b>	<b>(395,907)</b>
<b>Loan repayments</b>	<b>(157,695)</b>	<b>(180,595)</b>	<b>(180,595)</b>	<b>(177,111)</b>
<b>Capital</b>	<b>(93,132)</b>	<b>0</b>	<b>(225,177)</b>	<b>(25,000)</b>
<b>Precept</b>	<b>209,642</b>	<b>207,494</b>	<b>207,494</b>	<b>206,457</b>
<b>Surplus/(deficit)</b>	<b>41,979</b>	<b>(29,273)</b>	<b>(9,069)</b>	<b>(46,645)</b>

### Forecast Outcome for the current financial year to 31 March 2016

**Operational Income**, net of the loan from WSSC and the proceeds from the disposal of "Jumna", is projected at £366K, £26K above budget. A shortfall in harbour dues of £5K is more offset by a £28K gain from 3<sup>rd</sup> party work boat contracts and a number of miscellaneous items including additional rent from the former UMA Wharf.

**Operational expense** at £408K is £13K above budget of which more than half is due to the additional costs incurred in generating the additional work boat income. Other cost increases relate to insurance premiums (an increase of £2,700, mostly related to "ERICA"), and some unplanned work on the premises (£3,861).

### 2016/17 Budget

**Operational Income** at £345K is below the current year by £21K principally driven by a reduction in currently identified work boat income (£17,850), and a number of leisure related operations. With regard to the apparent drop in work boat income year on year, the budgeted income is based on current realistic expectations of new work and repeat contracts. Thus there has been reluctance on behalf of the operational management team to commit to numbers which at this stage may turn out to

be hopelessly optimistic. The importance of generating income from 3<sup>rd</sup> party sources is dealt with in some depth later in this report.

**Operational expense** at £396K is £12K below the forecast for this current year. Legal and Professional costs reduce by £26,000 (Infrastructure consultancy and management). Other less significant changes are:

Employee costs NI and Pension £2,2918

Infrastructure up by £4,000

IT up by £3,338 (new harbour management system support)

Training £2,169

**Loans and interest payments** increase to repay the loan for “ERICA”

One off **Capital** cost of “ERICA” in 2014/15 and 2015/16 amounted to £91,637 and £221,089 respectively. Capital spend in the budget year amounts to £25,000, (£15,000 for a replacement harbour management system and £10,000 for the installation of an additional pontoon at the workshop).

The resulting deficit after precept is £46,645 which will be financed by brought forward reserves

#### **2014/15 to 2016/17 financial analysis**

The following table presents the Board’s income and expense for the current year and next year’s budget reported in a format that best reflects the true operating position of the harbour by separating both income and costs that have no direct bearing on its day to day operations, and in the case of costs, cannot be financed out of normal income.

	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Operational Income</b>	<b>348,232</b>	<b>328,808</b>	<b>327,568</b>	<b>324,266</b>
<b>Operational expense</b>	<b>(366,103)</b>	<b>(349,220)</b>	<b>(348,284)</b>	<b>(366,655)</b>
<b>Operational Deficit</b>	<b>(17,871)</b>	<b>(20,412)</b>	<b>(20,716)</b>	<b>(42,389)</b>
<b>Net contribution from work for 3<sup>rd</sup> Parties</b>	<b>55,544</b>	<b>2,415</b>	<b>14,070</b>	<b>6,573</b>
<b>Operational (surplus/(deficit))</b>	<b>37,673</b>	<b>(17,997)</b>	<b>(6,646)</b>	<b>(35,816)</b>

	<b>2014/15 Actual</b>	<b>2015/16 Budget</b>	<b>2015/16 Forecast</b>	<b>2016/17 Budget</b>
<b>Unfunded infrastructure, legal and consultancy costs</b>	<b>(46,146)</b>	<b>(58,000)</b>	<b>(55,500)</b>	<b>(35,000)</b>
<b>Unfunded Capital</b>	<b>(93,132)</b>	<b>0</b>	<b>(225,177)</b>	<b>(25,000)</b>
<b>PWLB Loans and interest</b>	<b>(157,695)</b>	<b>(160,770)</b>	<b>(160,770)</b>	<b>(157,286)</b>
<b>Asset Disposal ("Jumna")</b>	<b>0</b>	<b>0</b>	<b>9,167</b>	<b>0</b>
<b>Contribution to "ERICA" (harbour dues)</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Deficit</b>	<b>(259,300)</b>	<b>(236,767)</b>	<b>(438,926)</b>	<b>(253,102)</b>
<b>Income from Precept and loans</b>	<b>301,279</b>	<b>207,494</b>	<b>429,857</b>	<b>206,457</b>
<b>Surplus/(deficit)</b>	<b>41,979</b>	<b>(29,273)</b>	<b>(9,069)</b>	<b>(46,645)</b>

This clearly shows the importance to the harbour of 3<sup>rd</sup> party work to close the operational break-even gap. This was obviously achieved without any problem in 2014/15 due to the Volker Stevin safety boat contract, but such contracts, particularly as large as that contract was, do not come our way very often. In this current year the Harbour Master and his Deputy have diligently searched for work, very often in the face of considerable criticism, in order to close the operational gap to manageable proportions which they have succeeded in doing. In 2016/17 we are faced with a shortfall of £36K operationally, which if all else fails, though by no means ideal, could be funded out of reserves.

#### **Charges for 2016/17**

As outlined in the budget commentary it is proposed that there will be no increase to charges in 2016. However in order to address the low occupation of Pier Road, annual mooring charges have been reduced by £29.50 (9%) per annum. Notice is given that the charges for houseboats and for non LI-registered fishing vessels will be enforced from April 2017.

#### **RECOMMENDED**

- (a) That the Board note the forecast revisions to the 2015/16 Budget**
- (b) The board approve the 2016/17 Budget and consequent precept of 206,457 to be shared equally between West Sussex County Council and Arun District Council**
- (c) The Board approve the 2016/17 schedule of charges as presented.**
- (d) The charges for houseboats and for non LI-registered fishing vessels be enforced from April 2017**

#### Supporting papers

Schedule of charges for 2016/17

C.C.Braby 29-10-2015

**2016/17 BUDGET SUMMARY**

	2014/15 Total Year	2015/16 Budget Total Year	2015/16 Forecast Outcome	2016/17 Budget
	£	£	£	£
<b>Income</b>				
Commercial Income	303,969	203,395	238,815	222,895
Leisure Income	142,331	135,388	123,437	120,722
Other Miscellenous	3,389	500	3,000	500
Investment Income	243	275	300	300
Fuel Dispensing	0	0	516	500
Asset Disposal	0	0	9,167	0
WSSC Capital Loan	91,637	0	222,363	0
<b>Total Income</b>	<b>541,569</b>	<b>339,558</b>	<b>597,598</b>	<b>344,916</b>
<b>Expenses</b>				
Employee Costs ***	231,528	211,824	217,497	219,025
Services to the Board	14,557	14,575	14,625	14,900
Legal and Professional Services ***	45,289	47,750	50,154	24,000
Repairs and Maintenance				
Premises	6,821	7,050	11,616	10,113
Moorings	911	1,000	1,000	1,000
Harbour Structures	34,782	15,850	18,300	22,300
Navigational	24,868	7,850	7,600	8,600
Boats and Vehicles	19,589	11,113	9,811	10,174
Fuel dispensing purchases	0	0	458	450
Adminstration				
Rent and Rates	15,731	16,857	16,001	17,225
Utilities	3,229	3,750	3,400	3,400
Printing, Postage and Stationery	6,682	8,370	8,145	7,645
Insurance	23,289	23,701	26,449	27,245
IT	6,230	6,425	6,962	10,300
Telephone	1,500	1,600	1,350	1,350
Training	818	4,300	3,651	5,820
Bank and Credit Card Charges	2,934	3,700	3,230	3,250
Other Administrative	13,127	10,015	8,030	8,960
Recoverable Costs	6,520	0	110	150
<b>Total Operational Expenses</b>	<b>458,405</b>	<b>395,730</b>	<b>408,389</b>	<b>395,907</b>
Loans and interest payments	157,695	180,595	180,595	177,111
Capital	93,132	0	225,177	25,000
<b>Total Expense</b>	<b>709,232</b>	<b>576,325</b>	<b>814,161</b>	<b>598,018</b>
<b>Surplus/(deficit)</b>	<b>(167,663)</b>	<b>(236,767)</b>	<b>(216,563)</b>	<b>(253,102)</b>
Precept	209,642	207,494	207,494	206,457
<b>Total Surplus/ (Deficit)</b>	<b>41,979</b>	<b>(29,273)</b>	<b>(9,069)</b>	<b>(46,645)</b>
<b>Net surplus/(Deficit)</b>	<b>41,979</b>	<b>(29,273)</b>	<b>(9,069)</b>	<b>(46,645)</b>

**Schedule of Charges, Fees and Dues for the Period**  
**1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017**

DRAFT

Harbour Office  
Pier Road  
Littlehampton  
West Sussex  
BN17 5LR  
(01903) 721215  
[Harbour@littlehampton.org.uk](mailto:Harbour@littlehampton.org.uk)



## Part 1: Introduction

- All charges, fees and dues are subject to the current / appropriate value added tax (VAT) which is included in the price, except where indicated.
- Harbour due charges relate to the period 1<sup>st</sup> April to 31<sup>st</sup> March.
- Seasonal charges only, where applicable relate to the periods:  
Summer - 1<sup>st</sup> April – 30<sup>th</sup> September  
Winter - 1<sup>st</sup> October – 31<sup>st</sup> March
- Payment terms, as stated on all account invoices are 30 days from the date of issue. Payment of the charges may be required in advance of the service being taken up. Credit and debit cards facilities and online facilities are available either online, at the harbour office or over the phone.
- All annual payments connected with these conditions are made for the year commencing as listed above.
- No refund is made for a part of a year whether the facility or service ceases to be used or enjoyed during the relevant year.
- The appropriate rate shown on the Littlehampton Harbour Board's (LHB) schedule of charges will be applicable to all services rendered, whether or not made known specifically to the customer prior to rendering the service.
- Penalty for evading payments of charges – Section 43 (Harbour, Docks and Pier Clauses Act 1847), if the master of any vessel or the owner of any goods evades payment of the rates payable to the undertakers in respect of such vessel or goods, or any part thereof, he shall pay them three times the amount of rates of which he so have evaded the payment, and the same shall be recovered from such master or owner respectively in the same manner as penalties imposed by this Act are directed to be recovered, or by action in any court of competent jurisdiction.
- Failure to notify the harbour office of arrival or departing the harbour without paying harbour charges will be construed as an attempt to evade the payment of harbour charges.
- All lengths are referred to a length overall (LOA). This includes bowsprit, pushpit, stern davit and / or bumpkin etc as determined by the Harbour Master or authorised officers.
- Application for and acceptance of a mooring, berth, compound space or other facility, is at the discretion of the Harbour Master and implies the acceptance of the rate of charge currently in force and of the conditions of issues including that the Board and its staff indemnified against any claims arising from or in

connection with such berth or facility, save only as the authority may be liable under the Unfair Contracts Terms Act 1977.

- The lawful orders or Directions of the Harbour Master and any other authorised officers of the Littlehampton Harbour Board must always be obeyed promptly.
- No facility granted may be shared, assigned or sub-let without the prior consent of the Harbour Master in writing and further charges may apply.
- The LHB has the right to exercise a general lien upon any vessel, and/or her gear and equipment, whilst in or upon the harbour premises, or afloat, until such time as the monies due to the Board from the applicant in respect of such vessel whether on account of storage or mooring charges or otherwise, shall be paid.
- No person shall use a mooring to place a vessel of a different size than that applied for without the applicant obtaining the approval of the Harbour Master in writing.
- In the event of the applicant selling or otherwise disposing of the vessel authorised to use the mooring, the Harbour Master must be notified in writing.
- The Harbour Master may vary these charges and / or levy additional charges in respect of anything done or provided by, or on behalf of, the harbour authority in accordance with the Harbour Act 1964 and all powers delegated to the Harbour Master by the Littlehampton Harbour Board.

## Part 2: Definitions

- *Limits of the Harbour.* The area of jurisdiction for the Littlehampton Harbour Board as the statutory harbour authority extends from the old road bridge in Arundel to approximately one hundred feet due south of the western pier at the harbour entrance and extending five hundred yards east and west of the breakwaters, as defined in the Littlehampton Harbour Revision Order of 2015.
- *Pilotage.* Pilotage is compulsory within the area of jurisdiction defined in the Littlehampton (Pilotage) Harbour Revision Order 1988 for vessels 60 gross tonnes and over, and vessels of 20 metres or more in overall length carrying more than 12 passengers.
- *Pilotage exemption certificates (PEC).* Under section 8 of the Pilotage Act 1987 the Harbour Master has delegated powers to issue pilotage exemption certificates.
- *Work within the Harbour.* The loading, discharging, transport, carriage, storing or accommodation of goods, cargo, dry, liquid or gaseous commodities, livestock or passengers. The carrying out of any project for any purpose

including but not limited to photographic, film or other artistic work on or by any vessel. Dredging, bed levelling, diving, pile driving or removal, laying or recovering an underwater cable or pipeline. Laying, maintenance, survey or recovery of mooring anchors, ground tackle, risers or buoys. Surveying, scientific research, water sampling or core sampling and drilling in to the river bed for any purpose. Any other project resulting in the construction or removal of any structure or the alteration of the harbour bed or infrastructure. Operations carried out by HM Customs, Immigration, UKBA, Police and fisheries patrols but excluding fire fighting and search and rescue operations.

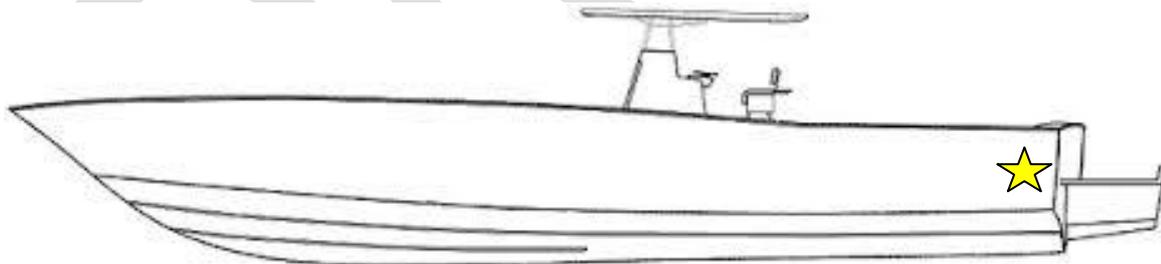
- *Passenger.* Any person carried that is not essential to the running of the vessel or any person who has paid to be transported, accommodated or trained on the vessel on which he/she is embarked.
- *Commercial vessels.* Recreational vessels of 50m LOA and over. Vessels used for the carriage of cargo and all other vessels, including Navy vessels, dredgers, workboats, tugboats, barges, and pilot boats used for any purpose other than recreation except motor fishing vessels as defined below.
- *Recreational vessels.* Any vessel <50m LOA used solely for the purpose of recreation and leisure use.
- *Motor fishing vessels.* A registered motor fishing vessel licensed by the Government department responsible for fisheries and displaying a bona fide fishing number, the owner/master/operator of which is engaged in commercial fishing for his sole or main income.
- *Boats in club compounds.* Vessels associated with a recognised club, association or other organisation in the Littlehampton Harbour limits which are permanently stored in compound storage ashore at the premises of that club and do not have a permanent mooring in the harbour.

### **Part 3: Harbour Dues**

- Harbour Dues are payable on all vessels entering, within or leaving the Harbour. Harbour Dues relate to a particular vessel and are not transferable. It is not Board policy to give refunds or partial refunds for Harbour Dues. An adhesive valid plaque and/or receipt is supplied as evidence that Harbour Dues have been paid. This valid plaque must be prominently displayed on the vessel for which it is issued. Vessels not displaying an appropriate plaque will be deemed not to have paid Harbour Dues.
- Harbour Due plaques that are lost, mislaid or stolen must be reported to the Harbour Office as soon as practical. Replacement plaques will be charged at the full rate applicable to vessels up to 5m.
- Bona-fide tenders up to 3m in length are covered by the payment of Harbour Dues on the parent vessel. Such tenders must be clearly and uniquely

identifiable. Only one tender per vessel is covered in this way. Tenders may only be used for transport to and from the parent vessel and/or mooring. Craft of 3.0m and under which are not bona fide tenders will attract Harbour Dues at the rate appropriate to their length, as specified in the Board's scale of charges.

- Small vessels of 5m LOA or under for which the only means of propulsion is either oars or paddles and which are not normally berthed within the limits of the Harbour are exempt from the payment of Harbour Dues.
- Safety and or rescue vessels may be exempted from Harbour Dues by agreement with the Harbour Master. Except that all RNLI vessels will be exempt from the payment of Harbour Dues and mooring fees. HM Ships, Customs, UKBA and Excise vessels and craft in the service of Trinity House may be exempt from the payment of Harbour charges.
- At the discretion of the Harbour Master, harbour charges may be offered at concessionary rates for the vessels taking part in organized events within the harbour limits if permission is sought and granted in advance of the event and the names and lengths of the vessels involved are made available to the Harbour Master.
- All rates of Harbour Dues are made payable in advance, no refunds will be given. To qualify for daily rates, payment must be made at the time of launch. Failure to pay daily or monthly Dues in advance will automatically result in owners being charged at the annual rate.
- All harbour plaques assigned to a vessel are non transferable are to be affixed to the port side aft of the vessel.



#### **Part 4: Non commercial vessels**

- Charges are levied according to length per annum thereof expiring 31<sup>st</sup> March the following. Prices are inclusive of VAT unless otherwise stated.
- Payment of Annual Harbour Dues must be signified by the display of the Harbour Board 'Plaque' for the appropriate term which will be issued when payment is made. Failure to display a valid plaque or displaying a plaque issued in respect of another vessel will be taken as an attempt to evade the payment of Harbour Dues.

- Boats in club compounds will be liable for the full annual rate if moored in the Harbour without the prior consent of the Harbour Master.
- Boats moored north of the Old Town Bridge in Arundel are not liable for Harbour Dues.
- Visiting vessels up to 6.3M LOA taking part in open races organized by a local club will be charged at the rate of £2.00 for up to two days or £3.50 for up to one week (Inc VAT).

<b>Annual pleasure craft harbour dues (inc VAT)</b>	<b>£</b>
Pleasure craft < 5m	66.61
Pleasure craft 5.01-8m	133.79
Pleasure craft 8.01m-11m	198.61
Pleasure craft 11m >	265.20
Dinghies in club compound	19.26

<b>Monthly pleasure craft harbour dues (inc VAT)</b>	<b>£</b>
Pleasure craft < 5m	33.40
Pleasure craft 5.01-8m	60.11
Pleasure craft 8.01m-11m	80.32
Pleasure craft 11m >	107.08

<b>Daily pleasure craft harbour dues (inc VAT)</b>	<b>£</b>
Pleasure craft < 5m	10.95
Pleasure craft 5.01-8m	10.95
Pleasure craft 8.01m-11m	10.95
Pleasure craft 11m >	13.40

- All charges listed are inclusive of vat at 20%
- Charges listed are for bona fide charter fishing vessels.
- Vessels used for charter or hire will be charged the following harbour dues, all information listed above is applicable.

<b>Annual charter vessel harbour dues (inc VAT)</b>	<b>£</b>
Vessel <5m	99.33
Vessels 5.01 - 8m	198.93
Vessels 8.01m - 11m	298.07
Vessels 11.m>	397.24

<b>Monthly charter vessel harbour dues (inc VAT)</b>	<b>£</b>
Vessel <5m	33.34
Vessels 5.01 - 8m	66.26
Vessels 8.01m - 11m	99.40
Vessels 11.m>	159.27

<b>Daily charter vessel harbour dues (inc VAT)</b>	<b>£</b>
Vessel <5m	15.92
Vessels 5.01 - 8m	15.92
Vessels 8.01m - 11m	15.92
Vessels 11.m>	21.69

## Part 5: Visitor charges, slipway use

- This section applies to non commercial vessels visiting Littlehampton Harbour and to vessels launching and recovering into or out of Littlehampton Harbour.
- All charges quoted within this section are inclusive of VAT unless otherwise stated. These charges are combined charges and include Harbour Dues, mooring fees and other charges where applicable.
- No refunds or partial refunds will be given.
- No refund or allowance will be made for vessels changing from the daily to the annual tariff.
- Visitor berths are charged on a per night basis.
- Visitor short stay berth may be used with prior consent of the Harbour Master up to a maximum of four hours.
- Harbour Dues / slipway usage does not include trailer parking charges. Vehicles and trailers are not permitted to park on the Harbour premises without prior consent of the Harbour Master. Nearest car and trailer parking facility for the Fisherman's Quay slipway can be found on Surrey Street behind the Littlehampton Lifeboat station.
- Vessels launching from slipways in other facilities around Littlehampton Harbour must ensure they hold a valid daily or annual Harbour Due plaque.

Daily visitor mooring inc vat and daily harbour dues	£
Vessels <8m	23.75
Vessels 8.01m - 11m	26.40
Vessels 11.01 - 13m	31.80
Vessels 13m >	37.15
Short stay berthing > 4hours	harbour dues + 1.25ph
Use of slipway	daily harbour due rate

Daily visitor mooring excluding Harbour Dues	£
Vessels <8m	12.80
Vessels 8.01m - 11m	15.45
Vessels 11.01 - 13m	18.40
Vessels 13m >	23.75
Short stay berthing > 4hours	harbour dues + 1.25ph

### Part 6: Personal water craft (PWC) and flyboards

- All PWC must be registered with the Littlehampton Harbour Board
- PWC are only permitted to use the harbour with the consent of the Harbour Master or authorised officers of the board.
- The Board's PWC policy states each craft must have valid harbour dues, provide evidence of insurance, the owner / user must show evidence of a RYA training course or equivalent, have a valid data tag registration number and attend a safety briefing from the Harbour Master or authorised officer regarding Harbour Byelaws, Directions and the International Regulations for Preventing Collisions at Sea.
- Flyboards are permitted in the harbour and on application to the harbour master.

PWC harbour dues (inc VAT)	£
Daily	10.95
Annual	66.61

### Part 7: Annual berthing and storage

- The allocation of moorings and facilities is entirely at the discretion of the Harbour Master.
- All Littlehampton Harbour Board berth holders by making payment accept the terms on and conditions of the licence agreement for the current year.
- Permanent moorings and berthing facilities are allocated on an annual basis, 1<sup>st</sup> April to 31<sup>st</sup> March the following.

- No refund of mooring fees will be given.
- The hirer must obtain insurance against third party claims for at least the minimum sum recommended by leading marine insurers.
- Owners must ensure that the vessel is provided with a sufficient number of fenders and warps adequate for the size of vessel, so as to prevent damage to other vessels, quays or other property.
- Owners will be allocated a space with a minimum of 0.75m space fore and aft of the vessel. This should always be maintained and never reduced.
- For tidal moorings, it is the responsibility of the licensee to ensure that the mooring and all mooring aids are maintained at all times and in a fit and safe condition for its purpose.

Annual mooring charges (inc VAT) per metre	£
Pier Road	295.00
Pier Road – seasonal and pro-rata rate	324.50
Town Quay - Higher	328.40
Town Quay - Lower	279.50
Dukes Wharf - Inner	279.50
Dukes Wharf - Outer	328.40
Workshop Wharf	279.50
Bridge Hard (against wall)	135.54
Bridge Hard < 2 hours afloat	67.78
Bridge Hard 2 > hours afloat	101.65
Winter berthing on Town Quay (1 <sup>st</sup> Oct – 31 <sup>st</sup> March) per meter per week, min 5m LOA, 2 weeks duration	5.42

- All prices listed are inclusive of VAT at 20%
- All prices exclude the appropriate harbour dues required for individual craft.

- Charges listed within this document for annual mooring fees are for the Littlehampton Harbour Board pontoons and berths only.
- Vessels using the Board's premises for boat storage do so at their own risk and subject to the terms for storage available from the Harbour Master.
- The storage of trailers in the board's compound is at the discretion of the harbour master.
- No charge levied for storage on Littlehampton Harbour Board property for LHB berth holders for up to 14 days.

Compound storage (inc VAT)	£
Hard standing per metre per week (min 5m)	3.46
Hard standing LHB berthholder (2 week FOC)>	1.70
Tender storage: annual	81.32
Tender storage: daily	6.78
Trailer storage: annual	135.54
Car and trailer: daily	8.10

### Part 8: Services and miscellaneous charges

- There is no charge for water taken by small vessels.
- There are vessel length, breadth and weight restrictions for services carried out by the Littlehampton Harbour Board. Customers must ensure their vessel is fit for the work to be carried out. Works are carried out at the discretion of the Harbour Master.
- Use of a mobile crane / commercial crane on harbour property / estate is at the discretion of the harbour master. A charge may be made for permitting this equipment to be used on the premises.
- Enhanced rates will be charged, out of ordinary working hours, where overtime is required to be worked. If staff called out, a minimum of 2 hours overtime will be charged per person.
- Littlehampton Harbour Board personnel and equipment (subject to availability) are charged out at the following rates, all including VAT. Use of these facilities is at the Harbour Master's discretion.

- Towing services are provided at the discretion of the Harbour Master
- Commercial filming or photographic shoot permits are permitted in the Harbour limits at the discretion of the Harbour Master.
- The Littlehampton Harbour Board office is available for hire at the discretion of the harbour master.

<b>Labour and Equipment (inc VAT)</b>	<b>£</b>
Electricity cards	2.0
Boat for hire inc crew per hour (min 15 mins)	140.93
Works vehicle for hire inc driver (min 15 mins)	108.43
Workshop staff per hour	49.94
Clean and anti foul vessel	POA
Crane hire, charges depend on number of vessels lifted	POA

<b>Misc Harbour Dues (inc VAT)</b>	<b>£</b>
Mooring pontoon per annum	28.01
Tug per entry	138.76
Tug per week after the 1st calendar month in harbour	28.01
River or fuelling barge	306.34
Fishing vessel not LI registered per entry	28.01
House boat / floating restaurant <45ft per annum	834.29
House boat / floating restaurant >45ft per annum	1111.96
Speed boat plying for hire per annum	834.29
<b>Misc Harbour Dues (inc VAT)</b>	<b>£</b>
Speed boat plying for hire 6 months	584.63

Ferry operating in harbour	annual charter harbour dues
Filming in harbour limits	from 450.00

*During the periodic annual review process it has been highlighted that the charges for houseboats and for non LI-registered fishing vessels have not been levied despite their inclusion in this and all previous schedules. It is the Board's intention to enforce these charges from April 2018 onwards.*

### Part 9: Commercial Vessels

- This section applies only to commercial vessels; prices are exclusive of the current VAT rate.
- Commercial vessels remaining in the Harbour for longer than seven days on any one visit will be charged at the 'per visit rate' for every week or part thereof exceeding the first seven days in the Harbour.
- Commercial vessels laid up and not working within the Harbour will be charged the per visit GRT rate and a compulsory pilotage fee. Arrangements to lay up in Littlehampton Harbour must be agreed by the Harbour Master in advance.
- Commercial vessels entering the Harbour due to stress of weather, not remaining more than 48 hours and neither loading nor unloading, no dues are payable, however pilotage is a compulsory charge.

Harbour dues (ex VAT)	pence
per gross ton - per visit	48.63

- Cargo (Goods) dues
- Cargo dues are levied as follows (Vat exempt for vessels over 15 GRT)
- Cargo dues apply to both import and export cargoes
- Charges for cargo other than shown below on application to the Harbour Master.

<b>Cargo dues (ex VAT)</b>	<b>pence</b>
Marine aggregates (ballast)	50.40
Stone	57.64
Marble, lime peatmoss, salt, wheat, oats, barley	89.98
Animal feed, potatoes	89.97
Timber	129.55
Iron & steel	114.76
Cargo other than listed	discretion of HM

## Part 10: Pilotage

- Services of a Pilot and/or Pilot Boat are exempt from vat.
- The Littlehampton Harbour Board is the Competent Harbour Authority for Littlehampton Harbour and under the Pilotage Act 1987 undertakes all functions relating to Piloting within the Harbour. Pilot Boarding place 50° 46.60' N, 000° 32.60' W.
- Pilotage is compulsory within Littlehampton Harbour area of jurisdiction for vessels over 60 gross tones and over and vessels of 20 metres or more in overall length carrying more than 12 passengers.
- Pilotage Exemption Certificates (PEC) under section 8 of the Pilotage Act 1987: the Harbour Master has delegated powers to issue Pilotage Exemption Certificates.
- Vessels in Government service except when berthing or un-berthing at any non-Ministry of Defence facility are exempt from Compulsory pilotage.
- Vessels under tow: for the purpose of this direction, the length of a tug and tow shall be the distance from the forward end of the towing vessel to the stern of the last vessel towed and this length will be considered the length overall.
- For commercial vessels entering the Harbour the GRT charges listed above are applicable alongside those listed in the table below.

Pilotage charges (vat exempt)	£
Pilot boat and pilot per act	126.51
Mooring and un mooring vessel per act	126.51
Attend / shift vessel	129.65
Cancellation if due to sail	200
Fresh water supply per unit	3 x unit rate (currently 1.24)
	(Pence)
Pilotage rate per GT per act: with pilot	23.92
Pilotage rate per GT per act: without pilot	11.92

DRAFT

**LITTLEHAMPTON HARBOUR BOARD****Agenda item 9****Report to:** Littlehampton Harbour Board**Report on:** Replacement of the Harbour Management System**Report by:** Treasurer to the Board**Date:** 6th November 2015**Introduction**

The present Harbour Management System (HMS) upon which the collection of charges and dues depend is now reaching the end of its life, and continuing support, in the long term, cannot be guaranteed. It also operates on out of date technology in that it can only be accessed by a stand-alone computer within the confines of the Harbour Office. Over the last few months the Harbour's operational staff have been evaluating two possible replacements to the existing system, one an upgrade offering from the company who own and operate the present system, ("e harbours") and a new offering with a system called "Harbour Assist". Both systems are real time web based but after careful evaluation which included site visits to existing customers, "Harbour Assist" has been chosen as the clear favourite in terms of its usability and flexibility.

Harbour Assist can enable staff to:

- Interact with customers' data in or out of the office on any device (desktop, tablet, phone) on the quay side or on patrol in the harbour.
- View all Customers' full Order History, store notes and manage their Boats & Orders on any device.
- View real-time Harbour utilisation and quickly search all Current Visitors and where they are berthed.
- View outstanding payments.
- View & Manage Departures.
- Take payments by Cheque, Credit Card & Cash anywhere by use of hand held devices
- download data to import into the harbour's accounting system as required
- Manage the harbours infra-structure repair and maintenance programs

**Proposal**

The proposed software system is marketed at a £30,000 purchase price with annual support costs of up to £6,600. Both systems evaluated were offered at a 50% discount on the purchase price provided Langstone Harbour, (also a HMS user), signed up simultaneously to the same system. This was the basis of the 16/17 capital budget for a replacement system. A further offer has now been made by the company who own "Harbour Assist" to reduce the purchase price by a further £2,000 for each harbour and reduce annual support costs from £6,600 to £4,500 per annum providing both Littlehampton and Langstone Harbours **commit to purchase before the end of December 2015.**

**RECOMMENDATION :**

**The Board approve the purchase of "Harbour Assist" as the replacement for the existing harbour management system at a purchase price of £13,000, with a 20% deposit being paid in the 2015/16 financial year to secure this advantageous offer.**

C.C. Braby 9-11-2015

**LHB MEETING – 23<sup>rd</sup> November 2015**

**Agenda Item: 10** 

**LITTLEHAMPTON HARBOUR BOARD**

**Report to: Littlehampton Harbour Board**

**Report on: Harbour Stakeholder Meeting**

**Report by: Harbour Master**

**Date: 27<sup>th</sup> October 2015**

**1. Context**

1.1 A quarterly Harbour Stakeholder Group meeting was hosted at the Arun Yacht Club on 6th October 2015 and was chaired by the LHB Chair and Recreational Users Rep Mr P Bush. Minutes can be found at the Annex.

1.2 Minutes were forwarded by email to the group on 12th October 2015 and have now also been published on the LHB website.

**2. Key Points**

2.1 The group received updates from a number of organisations including: HM Coastguard, RNLI Beach Lifeguard Supervisor and Police Port Unit. The RNLI Community Lifesaving Plan was of particular interest and it was hoped that the group would be able to feed in to its development.

2.2 Other agenda items included the Littlehampton General Directions (GDs), reported incidents within the Harbour, conservancy activity as well as standing and extant Local Notices to Mariners.

2.3 The group were informed that the RYA and UK Chamber of Shipping had responded with a few minor amendments to the GDs and that any final stakeholder input would be required before 20th Oct 15.

2.4 Mooring operators were invited to contribute information on recent historic and current dredge practices in order to compile a harbour Dredge Baseline Document (in accordance with MMO guidelines) to better manage dredge activity and compliance within the harbour. A letter to this effect has now been sent to the Littlehampton Marina, the Littlehampton Shipyard, Osborne of Arun, the Arun Yacht Club and the Littlehampton Yacht Club.

2.5 Mr Boyce, of Osborne of Arun Group Management Ltd, again requested that the Board consider jointly funding a barrister's opinion with other stakeholders to clarify the Boards responsibility for dredging within the harbour.

2.6 The next meeting is scheduled to take place 5th January 2016.

**3. Recommendation**

**3.1 That the Board note the minutes from the Stakeholder Group.**

**3.2 That the Board note Mr Boyce's request.**

**MINUTES OF A MEETING OF THE LITTLEHAMPTON HARBOUR STAKEHOLDER CONSULTATION**  
**GROUP HELD IN THE ARUN YACHT CLUB ON TUESDAY 6 OCTOBER 2015**

Present: Philip Bush (LHB) – Chairman  
Billy Johnson (Harbour Master)  
Barry Almond (Arun Yacht Club)  
Sgt John Begley (Sussex Police – Police Port Unit) – Items 1 to 6 Only  
Robert Boyce (Osborne of Arun Group)  
Cllr Ian Buckland (LHB)  
Bill Chapman (Yacht LEONA)  
Nigel Draffan (Angmering Park Estates)  
Graham Eastern (HMCG) – Items 1 to 6 Only  
Vernon Parker (Littlehampton Charter Fisherman – OURJOY)  
Chris Roberts (Littlehampton Sea Cadets) – Items 1 to 9 Only  
Kester Sheppard (RNLI Beach Patrol) – Items 1 to 9 Only  
Ivan Warren (RNLI Lifeboat Station)

**ITEM 1 – INTRODUCTION AND APOLOGIES**

The Chairman welcomed those present to the meeting.

Apologies had been received from:

Guy Addington (RNLI Community Lifesaving Plan)  
Helen Bryett (Ship and Anchor)  
Nick Clare (Arun Yacht Club)  
Emma Finnamore (Littlehampton Marina)  
Daniel Parker (Littlehampton Charter Fisherman – OUR JOY)  
Wes Smart (Harbour Park)  
Mark Taylor (Littlehampton Yacht Club)

**ITEM 2 – MINUTES OF PREVIOUS MEETING**

The Minutes of the previous meeting held on 7 July 2015 were agreed.

**ITEM 3 – MATTERS ARISING**

The following matter arose from the 7 July 2015 meeting:

Item 10 – Harbour Dues – Electronic Invoicing. Robert Boyce asked if any progress had been made to the proposal of introducing electronic invoicing. He was informed that a review of the Harbour Management System was currently taking place and it was likely that any replacement would have this capability.

Item 15b – Any Other Business – Code for Regulators. Robert Boyce outlined his interpretation of the Code for Regulators and opined a view that any future prosecutions

would be difficult to pursue unless the LHB complied. The HM stated that the matter was still under review.

Item 15c – Any Other Business – APE Mooring Licence. Robert Boyce asked about the APE Mooring Licence. He was advised that the matter was being progressed.

#### **ITEM 4 – UPDATE FROM OUTSIDE ORGANISATIONS**

RNLI Beach Lifeguards. Kester Sheppard introduced himself and described the organisation of and background to the Littlehampton Beach Lifeguard Service which works in conjunction with that provided at Bognor Regis. He explained that a key business issue was the recruitment and retention of lifeguards with a requirement for 15 Full Time to cover both sites (5 at Littlehampton). He outlined the range of incidents that they had responded to this year and their work with first aid provision (minor and major) and that they act as the 1<sup>st</sup> responders. Their work also involves providing beach education to children. He had advised that they were a summer only service. Nigel Draffan asked how they were funded and was told that the Local Authority fund the service except for training and equipment which is funded by the RNLI. In response to a question, Cllr Ian Buckland was informed that 5 lifeguards would need to be recruited next year. Cllr Ian Buckland also asked about value for money and asked if local authority funding could be subject to cutbacks. Ivan Warren asked how much work had been taken away from the Foreshore Team – he was informed that the stats were not yet available.

RNLI Lifeboat Station. Ivan Warren stated that 2015 had been a quiet year for the lifeboat station. He had advised that to date there had been about 60 launches and anticipated a further 10 before the year's end.

RNLI Community Lifesaving Plan. Those present were advised that Guy Addington had been invited to attend the meeting but had offered his late apologies. The HM summarised the RNLI Community Lifesaving Plan which aims to halve coastal deaths by 2024. Part of this effort is to support local communities in this aim and work with partner organisations to implement interventions to prevent fatalities. The idea being to educate the wider public and water users with a view to targeting specific groups in an area to reduce potentially dangerous activity.

A key part of the plan initially would be to try to identify a suitable candidate to assume the Coastal Safety Officer role. This volunteer position would form part of the Lifeboat Station management structure and would be a key part of establishing the plan within the community.

The HM drew the group's attention to copies of the person specification for this role and invited those attending to advertise the requirement to fill this role anyone they thought might be suitable.

HMCG. Graham Easton advised that the transition to the national maritime operations centre in Fareham was progressing to plan and that 85% of the service had been incorporated. He explained that Stornoway, Dover then the Port of London were the final coastguard stations to be transferred. He reiterated that the callsign for the Littlehampton area would remain as "Solent Coastguard" and encouraged the use of DSC rather than CH16.

He advised that locally 2015 had been a quiet year involving approximately 70 call outs so far. Of special note he encouraged people to report any incidents that they might witness or be involved with especially where the capability or competence of the crew as in doubt.

He went onto explain that HMCG were keen to recruit a team of some 12 volunteers for the Littlehampton area to include 1 or 2 CG Rescue Officers and circulated some leaflets describing the requirement.

Ivan Warren described a problem experienced by the lifeboat crews explaining that there was a delay in transferring communications from CH16 to CH0. It was thought that this might be a local problem due to the position of aerials. Graham Easton agreed to investigate

Sussex Marine Police. Sgt John Begley advised that there had been no reported incidents in the Littlehampton area but encouraged those present to be vigilant and to report any suspicious activity or incidents. The HM was content that he could be the local point of contact for any such reports. Nigel Draffan asked if there had been any increase in their workload due to illegal immigration. He was advised that this had not been the case locally but that ferry traffic in Newhaven was been closely monitored.

#### **ITEM 5 – ACCIDENT AND INCIDENT REPORTS REVIEW**

The HM reported that there had been no reported accidents or incidents since the last meeting.

He did, however, voice concerns about reports of vessels speeding within the confines of the Littlehampton Harbour and particularly on the river between Littlehampton and Arundel. He encouraged stakeholders to log and report any incidents of speeding. He added that if the problem persists there may be a case to ban PWCs from the stretches of the river. He further reminded those present that the maximum speed limit was 6½ knots with no wash. Cllr Ian Buckland asked about enforcement powers. He was advised that this would be more achievable as a result of the recently-published Harbour Revision Order and the correspondent Powers of General Direction being put in place. Cllr Ian Buckland suggested that consideration be given to installing CCTV.

#### **ITEM 6 – COMMUNICATIONS**

Local Notices to Mariners. The HM reported that no Local Notices to Mariners had been issued since the last meeting but some had been withdrawn. The following were currently in force:

## Local Notices to Mariners

### Mariners' notices – essential advice for harbour users

The following Notices to Mariners remain in force:

- [Number 04 of 2004 – Shoal Bank in Harbour Entrance](#)
- [Number 08 of 2010 – Automatic bilge-pumps](#)
- [Number 02 of 2011 – Safety advice](#)
- [Number 05 of 2013 – Controlling Depth at Entrance](#)
- [Number 05 of 2014 – Jet Skis and Personal Watercraft \(PWCs\) Management Policy](#)
- [Number 01 of 2015 – Local Notices in Force](#)
- [Number 03 of 2015 – Seasonal Racemarks](#)
- [Number 04 of 2015 – Unmarked Wreck at Entrance to Harbour](#)
- [Number 05 of 2015 – Update to Wreck at Entrance to Littlehampton Harbour](#)
- [Number 06 of 2015 – Further Update to Wreck at Entrance to Littlehampton Harbour](#)
- [Number 07 of 2015 – Littlehampton Town Quay Reopened to Visiting Yachts](#)

Please be aware of Notices to Mariners issued by other authorities:

The HM advised the current situation concerning the wreck at the entrance to the Harbour. The wreck site had been visited on foot at low tide by harbour staff and the intention now would be to cut down the last remaining section of the hull, which was proud of the surrounding seabed by some 30cm, at the next set of spring tides at the end of October.

#### **ITEM 7 – CONSERVANCY ACTIVITY**

The HM summarised conservancy activity which had taken place since the last meeting:

- The Arundel Buoy had been repositioned for a second time;
- The wreck at the harbour entrance had been visited;
- Consultations on deployment of a tidal current power generator in the river had been returned to Trinity House and the MMO;
- Maintenance of the West Training wall concrete structure had been outsourced;
- and an oil spill exercise was planned for 14-15<sup>th</sup> October 2015.

There followed a short discussion on the Arundel Buoy and the reasons for its recent drifting from its station. The HM believed that when it had been repositioned the first time it had been placed in the wrong position (on the deepening side of the slope it marked) and therefore had slipped into deeper water where it had dragged. The subsequent repositioning would seem to have been more successful and the buoy had remained on station during recent super-springs tides.

Robert Boyce asked if consideration had been given to replacing the buoy with a pile. The HM advised his preference for a buoy but would keep the situation under review.

The HM advised that an excavator would shortly be deployed to clear the shoal bank at the entrance to the Harbour. Cllr Ian Buckland queried why this activity could not be carried out by the recently-

acquired ERICA with the reasons explained. There followed a discussion about erosion on the west bank.

Robert Boyce raised the question of harbour jurisdiction and the HM advised that although the harbour's statutory area (SHA) extended to MHWS, this did not extend to ownership of land or responsibility for coastal management.

An update on an environmental protection issue where noxious substances had entered the river through some sluice gates was requested by Robert Boyce. He was informed that the Environment Agency had investigated and had traced the source to a company on an industrial estate with appropriate action being taken.

Bill Chapman raised the subject of availability of scrubbing piles. He was advised to enter into a dialogue with the Arun YC who had responsibility for the existing scrubbing piles. He was also advised that consideration was also being given to installing scrubbing piles elsewhere within the harbour. Ivan Warren suggested that ease of access to scrubbing piles could be achieved by using concrete slabs to prevent keels sinking into the river bed.

#### **ITEM 8 – HARBOUR REVISION ORDER (HRO)**

The HM advised that following approval by the Harbour Board the Powers of General Direction had been circulated to stakeholders for formal consultation with responses required by 20th October 2015. He advised that he had received responses from the legal teams at both the UK Chamber of Shipping and the RYA who had logged no formal objections but had suggested some minor typographical changes.

He invited stakeholder to submit any observations in writing by the due date.

#### **ITEM 9 – DREDGE BASLINE DOCUMENT**

The HM reported that he was preparing a Dredge Baseline Document for consideration by the Board. He would shortly be circulating to relevant stakeholders an email requesting information on dredge activity. This would include capital dredges over the past 30 years and details of licences issued for maintenance dredging over the last 10 years. Barry Almond explained the AYC position but thought that he could provide most of the information required. Cllr Ian Buckland suggested that a representative from the MMO should be invited to attend either a LHB meeting or a Stakeholders Consultation Group meeting to clarify any concerns. This was agreed in principle but it was thought that the Dredge Baseline Document should first be produced and that the MMO be invited to comment on its content. Robert Boyce repeated the proposal made at the last meeting (at Item 7) that suggested that stakeholders be invited to jointly fund the services of a barrister to clarify the Harbour Board's responsibilities for dredging.

#### **ITEM 10 – PLANT AND EQUIPMENT EXPECTED.**

The HM advised that the only planned plant and equipment movements in the period Oct 15 to Jan 16 was the aforementioned (at Item 7) hire of an excavator to clear the shoal bank.

Nigel Draffan asked what percentage of funding was committed to dredging. He was informed that year on year this had been variable according to need.

### **ITEM 11 – ANY OTHER BUSINESS**

The following topics were discussed under Any Other Business:

- a. Obnoxious Smells. Ivan Warren voiced his concerns about the obnoxious smells emanating from the vessel SWORDFISH when recently moored on the Harbour Board pontoons. The HM undertook to investigate.
- b. Deployment of Windsong. Ivan Warren raised a question about the deployment of WINDSONG to carry out some dredging activity when he thought that this was the purpose of ERICA. The HM advised that this was due to the nature of the particular task.
- c. Clerk to the Harbour Board. Robert Boyce asked if a new Clerk had been appointed. He was informed that Sue Simpson had been appointed on to provide locum cover.
- d. Board Members Attendance Robert Boyce asked if Board Members were invited to Stakeholders Consultation Group Meetings and was informed that they were.
- e. Pier Road. Cllr Ian Buckland advised that the concerns expressed at a previous meeting concerning public safety in Pier Road had been addressed and had included a RoSPA report. Proposals to replace the cables were being considered under the terms of a contractual review. Ivan Warren asked if a cycling ban could be enforced on the promenade and was advised that this was unlikely.
- f. Board Meeting Review. In answer to a question posed, Nigel Draffan was informed that Minutes of Stakeholder Consultation Group were presented for discussion as an agenda item at Board Meetings.
- g. Data Protection Act. Robert Boyce suggested that the distribution of multiple addresses on emails was in breach of the Data Protection Act.
- h. Shingle on Beach. The HM advised that he had received a report from Wes Smart who had expressed concern about the build-up of shingle on the beach. He had been informed that this was not a LHB responsibility.
- i. Outstanding Payment of Harbour Dues. The HM reported that there were a number of owners of vessels that had still to pay Harbour Dues including 15 at the Littlehampton Marina, 15 at the Littlehampton YC and 10 at the Arun YC. He added that non-payment could result in the vessels being impounded.

### **ITEM 12 – ARRANGEMENTS FOR NEXT MEETING**

It was agreed that the next meeting should take place on Tuesday 5 January 2016 starting at 1800 hours. The Chairman recorded his thanks to the Arun YC for provisionally agreeing to the venue.

**MINUTES OF A MEETING OF THE LITTLEHAMPTON HARBOUR BOARD  
INFRASTRUCTURE PROJECT DEVELOPMENT GROUP  
HELD ON WEDNESDAY 7 OCTOBER 2015  
AT THE LITTLEHAMPTON HARBOUR OFFICE**

**Present:** Mr Philip Bush (Chairman)  
Cllr Ian Buckland  
Mr Tony Squires  
Mr Billy Johnson (Harbour Master)

**Item 1 – Apologies**

There were no apologies.

**Item 2 – Declarations of Interest**

No declarations of interest were made.

**Item 3 – Minutes of Previous Meeting**

The Minutes of the previous meeting held on 3 November 2015 were approved.

**Item 4 – Review of Report Received From Black and Veatch**

Members of the Group were reminded that following a competitive tendering process, the Board had appointed Black and Veatch Limited to carry out a review of the critical harbour structures; to review previous infrastructure assessments carried out in 2003 (by Halcrow) and in 2013 (by Arun District Council); and to develop a maintenance, repair and replacement strategy. The structures covered by the scope of the works are as follows:

- a. East Pier.
- b. East Training Wall (Dicker Works)
- c. West Training Wall (Car Park Area)
- d. West Training Wall (West Works).

Following a site visit and review of previous assessments, Black and Veatch presented their initial findings at a stakeholder consultation workshop on 31 July 2015. Invitees included WSCC, Arun DC, EA, IFCA and Natural England.

Black and Veatch presented their report in September 2015 (copy enclosed) and this included a series of recommendations. The strategic recommendations are as follows:

- a. None of the existing structures should be replaced.
- b. All structures should be subject to a programme of inspections. Maintenance and repairs except for the southern section of the East Training Wall which should be subject to a policy of controlled abandonment.

- c. Spending should be minimised until completion of the next commercial agreement review (scheduled for 2016) between the LHB and Tarmac.

In the report it was noted that the agreement between LHB and Tarmac (subject to 5-yearly reviews) concluded in 2026 and that under the current Local Minerals Plan the LHB had to maintain the wharves until 2031.

The estimated maintenance costs were £30,300 per annum with an addition £50,000 every 5 years.

The Group considered the findings of the Report and there was divided opinion as to whether to accept the recommendations or to revisit the replacement of structures rather than embarking on the maintenance route.

They also noted that the report focused on the ongoing viability of commercial shipping and had not made reference to the future leisure and fishing activities.

Concerns were expressed about the predictive costs of maintenance and the HM agreed to invite Black and Veatch to review their assessment.

A concern was voiced about the erosion that is taking place in the vicinity of the West Training Wall near the West Bank Car Park and the road. It was acknowledged that this appeared to be the responsibility of Arun DC and suggested that the Chairman should write to them to outlining the concerns.

#### **Item 5 – Strategic Discussion**

Discussion also took place about local regeneration initiatives which, whilst outside of the LHB area of responsibility, may recommend development opportunities in the vicinity of the Harbour. A proposal to meet on an informal basis with Mr P Graham, the Littlehampton Economic Regeneration Officer at ADC, would be progressed by the HM.

On the assumption that the report would recommend a replacement strategy, budget allocation had been made for a Project Officer. As the requirement for this post seems to be redundant, it was proposed that the allocation of funds be vired to appoint someone to oversee infrastructure and asset management throughout the Harbour area of responsibility and to formulate a comprehensive maintenance plan.

In view of the “maintenance only” recommendations contained in the Black and Veatch Report the future viability of the Infrastructure Project Development Group was discussed. It was agreed that this should remain extant but the frequency of meetings should be adjusted to a minimum of one meeting per year and otherwise to convene on an as required basis.

#### **Item 6 – Recommended Actions**

It was recommended that:

- a. The Board accept the Black and Veatch Report and its recommendations but note the reservations expressed about following a maintenance only and not replacement strategy.
- b. The HM revisits the predicted maintenance costs with Black and Veatch.
- c. That concerns about land erosion in the vicinity of the West Bank Car Park are brought to the attention of Arun DC,
- d. An informal meeting with the local Economic Regeneration Officer is arranged.
- e. That funds from the Project Manager budget line be vired for infrastructure and Asset management purposes.
- f. The Infrastructure Project Development Group should continue but with meetings limited to once per year and on an as required basis.

**Item 7 – Arrangement for Future Meetings**

Future meetings to be determined.

**Enclosure:**

Littlehampton Harbour Training Walls Assessment Report (Black and Veatch) – September 2015