

AGENDA ITEM 5

**MINUTES OF THE MEETING**  
**OF THE LITTLEHAMPTON HARBOUR BOARD**  
**HELD IN THE OAK ROOM AT THE ARUN DISTRICT COUNCIL CIVIC CENTRE,**  
**MALTRAVERS ROAD, LITTLEHAMPTON ON**  
**MONDAY 18<sup>TH</sup> SEPTEMBER 2017 AT 10AM**

**Present:** Mr P Bush (Chairman)  
Mr Tom Drennan  
Councillor David Edwards  
Mrs Janet Mockridge  
Mr Richard O'Callaghan  
Mr Karl Roberts  
Councillor Dr James Walsh

**In Attendance:** Mrs S Simpson, Clerk to the Board  
Mr C Braby, Treasurer to the Board  
Mr B Johnson, Harbour Master  
Mrs J Harris (Notes Secretary)

**30. WELCOME AND NOTICES**

The evacuation procedures were noted. The Chairman reminded everyone that recording the meeting was not permitted as the Board had yet to formulate and agree a policy in this respect. Referring to recent statements that had been critical of some of the Board's employees, the Chairman stated for the record that the Board had the utmost confidence in the integrity of its staff.

**31. APOLOGIES**

Apologies were received from Councillor Elkins, Councillor Blampied, Mr Marchant and Mr Spencer.

**32. DECLARATIONS OF INTEREST**

Councillor Dr Walsh declared a personal interest as a Town, District and County Councillor in matters relating to Littlehampton Town, Arun District, and West Sussex County Councils across the agenda. The Chairman requested again that Board members should only declare any interests specific to an agenda item.

**33. PUBLIC FORUM**

**33.1** There were seven members of the public present.

**33.2** The Chairman explained the written question procedure and confirmed that although written questions had been received, they had not been submitted

within the proscribed timescale. He confirmed that the matters raised would therefore be dealt with outside meeting and that the responses would be circulated to Members.

#### **34. MINUTES**

- 34.1** Regarding Minute 10.3, Resolution (2) the Minute reference required correcting to read "10". A minor typographical error was also observed in the heading of Minute 2.
- 34.2** It was therefore **RESOLVED** that, subject to these corrections, the Minutes of the Annual Meeting held on 24<sup>th</sup> July 2017 (previously circulated) be approved and signed by the Chairman.

#### **35. HARBOUR OPERATIONAL REPORT**

- 35.1** The Harbour Master presented a report (previously circulated) which detailed the operational activities undertaken in the harbour since the last meeting. In addition, he also updated the Board on forthcoming works in the river, a Section 43 request in respect of piling proposed at Mud Docks and recent incidents on the River. Observing an increase in reported thefts from vessels along the River and the arbitrary Police response, it was noted that this issue had been raised with the Sussex Police and Crime Commissioner during a recent Public Meeting. Consequently, an assurance had been received from Sussex Police that they would resume attendance at the Stakeholder Group. Considering a recent grounding incident, the Arun Yacht Club were reviewing their procedures and lessons learnt from this review would be shared with the Stakeholder Group.
- 35.2** Following the completion of the installation of scrubbing piles at Bridge Hard, the Board was asked to consider proposals (previously circulated) setting out terms and conditions of use. Regarding the reporting and penalties for breaches of a toxic nature, it was noted that these were policed by the Environment Agency (EA). Members were broadly content with the proposals and it was agreed that precise details regarding enforcement relating to breaches of a toxic nature be obtained from the EA and reviewed in the context of the General Directions. It was noted that if a change to the General Directions was required, a report would be brought back to the Board for consideration. It was therefore **RESOLVED** that:
- 1) Subject to the inclusion of a standard disclaimer clause and the removal of the facility to rent the 110V generator the Terms and Conditions of use for the scrubbing piles now installed at Bridge Hard, (including charges for use at £2.50p per tide (for vessels with annual HDs) booked with the Harbour Office and £25.00p per tide for un-booked use and overstaying) be approved.**
  - 2) The contents of the Harbour Operational Report be otherwise noted.**

#### **36. TREASURER'S REPORT**

- 36.1** The Treasurer presented the income and expenditure statement and income analysis for the period to the end of July 2017 (previously circulated). Whilst it was still too early in the financial year to identify trends, income was below budget. This was in part due to pontoon fees which at a level of £3206 (not £1980 as reported), were being withheld pending the outcome of a court case. The level of expenditure in relation to the work boat Erica was also higher than predicted. This was explained by the level of use and the need to ensure that maintenance of the vessel was commensurate with the work load. This would need to be factored in to the budget in future years. It was **RESOLVED** that:

**The Report be noted.**

**37. PILOTAGE SUB COMMITTEE REPORT REGARDING AUTHORISING LHB PILOTS**

- 37.1** The Board received a report (previously circulated) which set out the current position regarding pilotage cover in the Harbour and the challenges facing the Board in determining future need. Observing that detailed proposals would be presented for consideration in the Exempt part of the meeting it was **RESOLVED** that:

**The contents of the report be noted.**

**38. A27 ARUNDEL BYPASS PUBLIC CONSULTATION**

- 38.1** The Board heard from Mr Roberts who reported on the three options that had been presented by Highways England to replace the existing single carriageway road at Arundel with a dual carriageway bypass. This was part of a wider programme of investment in improvements planned along the A27 between Chichester and Lewes. Areas of interest for the Board related to the proposal in option three to create a new bridge over the River Arun because of its jurisdiction over the river at this point and the potential economic benefit of the port being used as a transport hub for materials throughout construction.

- 38.2** Members proceeded to consider the options in more detail and it was observed that the bridging proposals would need to be mindful of the tidal nature of the River and be capable of accommodating vessels travelling up river to Arundel. In terms of the economic wellbeing of the port, options 3&5A were judged beneficial. It was also noted that options to improve the A27 junction at Ford Road, a known pinch point in the current highways network, were proposed. Observing that improvements to the junction at this point would also improve connectivity from Littlehampton to the A27, it was considered that this would also support commercial activity at the Harbour. Members were therefore minded to support the need for enhancements to the highways network at this point. Overall, in view of the proximity of the Harbour to the proposed scheme it was also considered important that the environmental benefits of utilising the port as part of the construction process be emphasised in the Board's response. It was therefore **RESOLVED** that:

- 1) The points highlighted in the discussion inform the Boards response to the consultation.
- 2) Officers, in consultation with the Chairman, be authorised to respond to the consultation accordingly.

**39. CONFIDENTIAL & 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  
CONFIDENTIAL & EXEMPT PART OF THE  
AGENDA**

**40. THE CONFIDENTIAL AND EXEMPT MINUTES OF THE ANNUAL MEETING HELD ON 24<sup>TH</sup> JULY 2017**

- 40.1** It was **RESOLVED** that the confidential and exempt minutes of the Annual Meeting held on 24<sup>th</sup> July 2017 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the chair.

*Councillor Edwards declared a personal and prejudicial interest in the following matter as a member of the District Council's Development Control Committee, and left the meeting at 11am. Mr Roberts declared a personal interest in the following discussion in his capacity as Director of Place at Arun District Council, the Local Planning Authority.*

**41. THE OLD CUSTOMS HOUSE**

- 41.1** The Treasurer presented a report (previously circulated to Members of the Board only) which contained options for future leasing arrangements of the Old Customs House. A way forward was agreed regarding the current lease but Officers were requested to continue to explore further options for the Board to consider at the December meeting.

*Councillor Edwards re-joined the meeting at 11.17 am and the Harbour Master declared a prejudicial interest in the following matter as an employee and left the meeting at this point.*

**42. UPDATE ON THE HARBOUR BOARD'S DUTY OF CARE AND RESPONSIBILITIES TO ITS EMPLOYEES.**

- 42 1** The Board received an update from the Chairman and the Clerk regarding the current situation relating to allegations that had been made against employees

of the Board. A way forward was agreed in relation to the current situation and it was **RESOLVED** that:

**The Board be kept informed of progress.**

*The Harbour Master re-joined the meeting at 11.45 am.*

**43. MINUTES OF THE PILOTAGE SUB COMMITTEE MEETING 4<sup>th</sup> SEPTEMBER 2017**

**43.1** The Harbour Master presented the minutes of the meeting held on 4<sup>th</sup> September 2017 which set out recommendations regarding future pilotage cover in the Harbour (previously circulated to Members of the Board only). The Board considered the recommendations in terms of the costs of maintaining this skilled resource, the need to maintain an open harbour and alternative training methods. It was noted that any changes to the existing arrangements would have to be reviewed in the context of the Pilotage Directions. Should a change to the Pilotage Directions be required, a consultation process would be instigated and future costs would be considered as part of the budget and precept setting process. Reports would therefore be brought back to the Board for consideration in due course and it was **RESOLVED** that:

- 1) **The number of pilots be reduced from three to two.**
- 2) **Subject to an assessment of practices at other ports, the annual number of pilotage acts for qualified pilots be reduced from twelve to nine.**
- 3) **The use of manned models be kept under review.**
- 4) **Consideration be given to the adoption of simulator training subject to the Harbour Master determining an indicative cost; the availability and cost of a licence for in house simulator training; and the assessment process for simulator training.**
- 5) **Subject to the above being acceptable, each pilot should undergo at least one simulator session per annum.**
- 6) **The Harbour Master presents details of the existing costs of pilotage.**
- 7) **The option for outsourcing pilotage be kept under review.**
- 8) **The confidential minutes of the Pilotage Sub Committee meeting held on 4<sup>th</sup> September 2017 be noted.**

The meeting closed at 12.05 pm.

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**CHAIR**

