

**MINUTES OF THE MEETING**  
**OF THE LITTLEHAMPTON HARBOUR BOARD**  
**HELD IN COMMITTEE ROOM 1 AT THE ARUN DISTRICT COUNCIL CIVIC CENTRE,**  
**MALTRAVERS ROAD, LITTLEHAMPTON ON**  
**MONDAY 5<sup>th</sup> FEBRUARY 2018 AT 10AM**

**Present:** Councillor Roger Elkins (Vice Chairman) – In the Chair  
Councillor George Blampied  
Mr Tom Drennan  
Councillor David Edwards  
Mrs Janet Mockridge  
Mr Richard O’Callaghan  
Mr Karl Roberts  
Mr Roger Spencer  
Councillor Dr James Walsh

**In Attendance:** Mrs S Simpson, Clerk to the Board  
Mr C Braby, Treasurer to the Board  
Mr P Richards, Notes Secretary

**65 WELCOME & NOTICES**

The Vice Chairman advised that Philip Bush was unwell and therefore took the Chair.

**66 APOLOGIES**

Apologies were received from Philip Bush

**67 DECLARATIONS OF INTEREST**

None declared.

*10:06 Roger Spencer entered the room*

**68 PUBLIC QUESTIONS**

**68.1** There were 10 members of the public present.

**68.2** The Chairman asked the relevant members of the public to read out their previously submitted questions.

**68.3** The Clerk proceeded to read out the replies to the same. The Clerk advised that additional questions could not be addressed at this meeting but would be responded to separately. The Chairman advised that answers to these submitted questions would be published.

**69 TO APPROVE THE MINUTES OF THE MEETING OF 4 DECEMBER 2017**

**69.1** Councillor Walsh referred to item 48 and asked if a procedure is in place to replace Mr Marchant who had sadly passed away. The Clerk advised that this was in progress.

- 69.2 Mr Spencer pointed out a typographical error at item 58.
- 69.3 It was therefore **RESOLVED** that the revised Minutes of the meeting held on 4<sup>th</sup> December 2017 (previously circulated) be approved and signed by the Chairman.

## 70 **HARBOUR OPERATIONAL REPORT**

- 71.1 The Harbour Master presented the report and added an update relating to a survey of the bar which took place on 30<sup>th</sup> January 2018. No further action is required following this survey. He also advised that maintenance of the West Wall is ongoing and that the dredging activity removed 6,000 tonnes from the river. However, a build up of shingle at the West Beach has occurred following the recent heavy weather. Mr Spencer advised that he is working with the Harbour Master on this issue.
- 71.2 Damage to the remaining groyne was also reported. The Chairman asked what the prognosis was on repairing it. The Harbour Master advised that the recent shingle movements may have put the damage beyond economical repair. Councillor Walsh asked what contingency exists to repair or replace the groyne. The Harbour Master advised that no funds had been set aside for this but estimated replacement costs at several thousand pounds. Mr Spencer reported that it is unclear if the responsibility for replacement fell to Arun District Council or the Environment Agency.
- 71.3 The Harbour Master advised that he had received an application from Osborne of Arun for a pontoon and that Board approval would be required as the works were being carried out under an exemption to Marine Licencing requirements dependant on the Board issuing it's consent locally.. The Board's legal team has advised that variations to the wording of the Local Consent (s43 Consent) need to be undertaken and the Harbour Master will bring this matter to the next Board meeting for approval.
- 71.4 The recent vandalism at Pier Road was referred to by Harbour Master. Councillor Walsh asked how had the Police reacted to this incident. The Harbour Master advised that CCTV footage would be sent to the Police.
- 71.5 Mr Drennan asked, with reference to the Environmental report, if the change of the Tier 2 contractor was working well. The Harbour Master advised that there remain some issues with the previous contractor but the working relationship with the new contractor was good.
- 71.6 Mr Roberts asked for details on the latest position with Tarmac. The Harbour Master reported that, with the Treasurer, he had an encouraging meeting with Tarmac who had signed up to a new pilotage charging regime. The Treasurer advised that new charges would be presented to the Board at the next meeting. With no further questions, it was **RESOLVED** that:

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

## 72 **TREASURER'S REPORT**

- 72.1 The Treasurer presented the income and expenditure statement and income analysis for the period to the end of December 2017 (previously circulated). It was reported that operational income was below budget however income from moorings and storage fees were above budget. Commercial shipping movements were reported lower than budget with only 4 movements reported in the year to date against a

budget of 12. Operating expenses were above budget for the half year due mainly to legal costs, VAT advice and lease arrangements.

**72.2** Mr Spencer asked for an explanation of the Look and Sea costs. The Treasurer advised that these costs related to the collection of dues and refer to a charge made for this activity.

**72.3** Councillor Walsh asked if the review of the Precept discussed at the last meeting had occurred. The Treasurer reported that he has approval from both West Sussex County Council and Arun District Council for the sums as previously notified. It was **RESOLVED** that:

**The Report be noted.**

### **73 MEETING AND AGENDA PREPARATION TIMETABLE 2018/19**

**73.1** The Clerk presented the proposed timetable. Mr Roberts suggested the inclusion of an additional column for dates by when public questions should be submitted. Councillor Walsh asked if consultation with other bodies had occurred as a clash with another WSCC meeting on 30<sup>th</sup> April 2018 was evident.

**73.2** The Chair suggested that the dates in question be reviewed. It was **RESOLVED** that:

- 1) The timetable be amended to include information for dates by when public questions should be submitted.**
- 2) The timetable be approved and accepted on the proviso of the suggested date change.**

### **74 REPORT FROM THE HARBOUR MASTER REGARDING THE PMSC COMPLIANCE AUDIT**

**74.1** The Harbour Master presented the report and advised that the prime responsibility of the Board was the safe running of the harbour. The findings of the audit and summary letter were reviewed, details of which are now published on line.

**74.2** Mr Drennan asked who has ownership of the letter of self-certification. The Harbour Master advised that he would prepare the letter for the Chairman to sign.

**74.3** Mr Spencer asked if any confined spaces training had occurred. The Harbour Master reported that he was not aware of any issues but would review this in the future.

**74.4** Mr Spencer referred to the risk controls section and asked if the signs for the various steps around the harbour had been approved. The Chairman advised that this was an operational matter and would be approved by the Board in the future.

**74.5** Councillor Walsh referred to the plan for continuous improvement and asked if there were any specific concerns related to the entrance to the harbour. The Harbour Master advised that this was undertaken on an "as required" basis; the last review was on 30<sup>th</sup> January 2018. There was no change in the overall minimum depth.

**74.6** Mrs Mockridge referred to the consultant option to review pilotage arrangements. The Harbour Master advised that the Pilotage Committee had met recently and had reviewed the service. Mr Drennan noted the decline in shipping and asked what impact on the pilotage service this had as this a matter for all small harbours. He

advised that he and the Board had sufficient industry specific information and might not need assistance from the consultant. It was **RESOLVED** that:

- 1) **The three recommendations arising from the report be accepted and approved namely: -**
  - (i) **Report on risk management**
  - (ii) **Compliance letter**
  - (iii) **Review the safety management system**

## **75 MINUTES FROM THE STAKEHOLDER MEETING HELD ON 9 JANUARY 2018**

**75.1** The Harbour Master presented the minutes and advised that representatives from Sussex Police had attended. Renewed Police contacts had now been established with dedicated officers allocated following lobbying from the Board. The Harbour Master reported that stakeholders had been advised of the intention to increase charges.

**75.2** Councillor Blampied was pleased to note the increased activity of the Police given the recent vandalism at Pier Road but asked if the Police presence would increase. The Harbour Master advised that the recently formed Arun River Talk community group would also assist the Police and provide feedback to the stakeholder group to help combat marine theft and vandalism.

**75.3** Mr Roberts asked if the dates of future stakeholder meetings had been established. The Harbour Master agreed to circulate these dates and the Chair advised that these dates are published on the LHB website. The next date is 17 April 2018. It was **RESOLVED** that:

**The Report be noted.**

## **76 CONFIDENTIAL AND EXEMPT BUSINESS**

**76.1** Councillor Walsh moved that the confidential and exempt business item 13 relating to the recording of meetings should not be exempt. He had received advice from West Sussex County Council's Legal and Monitoring Officer that recordings of the Board meetings could be allowed. He moved that this matter be brought forward into the public session.

The Chairman asked the Clerk to clarify the position. Following advice and review, it was **AGREED** that **the Board would discuss in the public session the recommendations from item 13.**

**76.2** **As requested**, the Clerk read the original recommendations of the report. The Board then **RESOLVED** by a majority vote that:

- 1) **6.1.1 –The Report be noted.**
- 2) **6.1.2 – To agree the concept of official recording of meetings**
- 3) **6.1.3 – A financial impact statement to be prepared and submitted to the Board for the purchase of sound recording equipment.**
- 4) **6.1.4 – To authorise the Chairman, Vice Chairman and officers to review and report to the Board a protocol for the sound recording of meetings.**
- 5) **6.1.5 – To authorise the Chairman, Vice Chairman and officers to present proposals to the Board on fees to cover any requests for transcripts of recordings.**

It was **RESOLVED** that:

**Due to the confidential nature of the following item(s) to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business 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**

**77 MINUTES OF THE CONFIDENTIAL & EXEMPT BUSINESS FROM THE MEETING HELD ON 4 DECEMBER 2017**

It was **RESOLVED** that the confidential and exempt minutes of the meeting held on 4 December 2017 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the Chairman.

**78 RECORDING OF MEETINGS**

This item was discussed at item 76.

**79 NOTES RELATING TO A MEETING THAT TOOK PLACE ON 18 DECEMBER 2017**

Mr Roberts asked that this item be removed from the agenda.. After discussion and confirmation that the contents of the paper would be discussed at the forthcoming "Away day" Mr Tom Drennan (the author of the paper) agreed to withdraw it from the agenda.

**80 UPDATE ON THE PROPOSED LEASE WITH ANGMERING PARK ESTATE**

The Clerk presented a report (previously circulated to Members of the Board only). It was **RESOLVED** that:

- 1) The report together with the progress made on the last meeting with Angmering Park estate be noted and that further discussions should take place to try and resolve any outstanding issues.**

**81 VERBAL UPDATE ON DISPUTES WITH OSBORNE OF ARUN, LITTLEHAMPTON YACHT CLUB, LITTLEHAMPTON MARINA AND ARUN YACHT CLUB**

The Clerk presented a report (previously circulated to Members of the Board only). It was **RESOLVED** that:

**The update be noted.**

The meeting closed at 12:59pm

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**CHAIR**