

MINUTES OF THE MEETING
OF THE LITTLEHAMPTON HARBOUR BOARD
HELD IN THE COUNCIL CHAMBER AT THE ARUN DISTRICT COUNCIL CIVIC
CENTRE, MALTRAVERS ROAD, LITTLEHAMPTON ON
MONDAY 14th MAY 2018 AT 10AM

Present: Mr Philip Bush (Chairman)
Councillor Roger Elkins (Vice Chairman)
Councillor George Blampied
Mr Tom Drennan
Mr Richard O'Callaghan
Mrs Janet Mockridge
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 Billy Johnson, Harbour Master
Mr P Richards, Notes Secretary
Mrs M. Chaffe, GDPR

110 WELCOME & NOTICES

The Chairman welcomed all attending.

111 APOLOGIES

Apologies were received from Cllr Edwards.

112 DECLARATIONS OF INTEREST

None received.

113 APPOINTMENT OF A CHAIRMAN

113.1 The Clerk advised that no nominations for Chair had been received and that Mr Bush had agreed to remain as Chair for one final year. It was **RESOLVED** Mr Bush be appointed as Chairman to the Board.

114 APPOINTMENT OF VICE-CHAIRMAN

114.1 The Chairman advised Cllr Elkins had been nominated for the role of Vice-Chair. The Chairman seconded this nomination and it was **RESOLVED** Cllr Elkins be appointed as Vice-Chairman to the Board.

115 APPOINTMENT OF A COMMERCIAL USERS' REPRESENTATIVE

The Chairman referred to the exempt paper relating to this item and asked that Members accept the recommendation contained therein. It was **RESOLVED** that Mr Barry Goodhew be appointed to the Board as the Commercial User's Representative.

116 APPOINTMENT OF FOUR MEMBERS TO THE PERSONNEL SUB-COMMITTEE

116.1 It was **RESOLVED** that Mr Roberts, Mr O'Callaghan, Cllr Blampied and Mr Bush be appointed to the Board's Personnel Sub-Committee.

117 APPOINTMENT OF FOUR MEMBERS TO THE AUDIT COMMITTEE

117.1 It was **RESOLVED** that Cllr Elkins, Cllr Blampied, Mrs Mockridge and Mr Spencer be appointed to the Board's Audit Sub-Committee.

118 APPOINTMENT OF THREE MEMBERS TO THE PILOTAGE SUB-COMMITTEE

118.1 It was **RESOLVED** that Mr Bush, Mr Drennan and Cllr Walsh be appointed to the Board's Pilotage Sub-Committee.

119 APPOINTMENT OF THREE MEMBERS TO THE INFRASTRUCTURE PROJECT DEVELOPMENT GROUP

119.1 It was **RESOLVED** that Mr O'Callaghan, Mr Spencer, Cllr Walsh and the Harbour Master be appointed to the Board's Infrastructure Project Development Group.

120 PUBLIC QUESTIONS

120.1 There were 6 members of the public present.

120.2 The Clerk advised that questions from the previous meeting had been published on the Board's website together with their answers They had also been circulated to Board Members and the writer of the questions.

120.3 The Clerk reported that Mr Boyce's current questions had been received and that he had agreed to receive written answers at the next meeting. Mr Boyce advised that questions from a previous meeting had yet to be answered. The Clerk agreed to look at these questions and get back to Mr Boyce with the relevant answers.

120.4 Cllr Walsh asked if all Members now receive both public questions and their answers. The Chairman agreed that Members should receive the necessary papers and will ensure these are circulated before the meeting.

121 TO RECEIVE A PRESENTATION BY MAUREEN CHAFFE ON THE INTRODUCTION OF GDPR

121.1 The Chairman welcomed Maureen Chaffe and asked her to make a presentation on the introduction of GDPR.

121.2 Mrs Chaffe advised that this presentation is part of the Board's journey to GDPR compliance. She confirmed that she has been working with Board officers over the last few months to ensure compliance. She suggested that this presentation was part of the compliance process ahead of the Board receiving a request to ratify new policies and procedures.

121.3 The various principles behind the new Regulations were described by Mrs Chaffe who explained the Board's responsibilities in regard to Data Controllers, data users, data subjects and the role of the Data Protection Officer.

- 121.4 Mrs Chaffe explained that the Board will deploy new ICT systems and email addresses to strengthen data security. ICT security policies will be revised for Board approval and training will be made available to both officers and Members.
- 121.5 Cllr Walsh asked if the Board's new ICT system would be available to use across a range of devices including iPads. Mrs Chaffe explained that the proposed systems would work via an internet browser where Board users would need to log-in to a secure email or IT system.
- 121.6 Cllr Walsh enquired who was responsible for compliance at the Board. Mrs Chaffe advised that plans are in place to draw up new policies and procedures that will describe the GDPR compliance process and responsibilities. Cllr Walsh requested that a timetable for compliance be drawn up by Board officers.
- 121.7 The Chairman thanked Mrs Chaffe for her comprehensive presentation and requested that an update on GDPR compliance be presented at the next meeting.

122 TO APPROVE THE MINUTES OF THE MEETING OF 19 MARCH 2018

- 122.1 It was **RESOLVED** that the Minutes of the meeting held on 19th March 2018 (previously circulated) be approved and signed by the Chairman.

123. HARBOUR OPERATIONAL REPORT

- 123.1 The Harbour Master presented the report and provided an update relating to events after the report was written.
- Shipping – one additional movement in May with another possible movement subject to tides and access;
 - Leisure visits April – finished at 38 compared to 28 as reported. This is, however, lower than the expected average;
 - Visits for May – were also below expected;
 - Workboat – the officers have laid most of the Worthing foreshore buoys but need high tides to complete the overall task;
 - Safety – the staff assisted the RNLI with beach patrols during the recent good weather; and
 - Dredging – a meeting with the Environment Agency and Arun District Council is to be scheduled to review plans relating to dredging at the harbour entrance and the first bay. The plan under discussion is to reduce the amount of shingle on the beach and reduce the overflow into the river. Work is expected to commence in June 2018.
- 123.2 Cllr Walsh asked that if it proved impossible to effect remedial work to the groyne, would this lead to shingle overflowing into the river. The Harbour Master advised that the groyne has been breached. It is therefore full and so excess is being deposited on the shoal bank. He suggested that he would need to coordinate with the Environment Agency to reduce shingle on the beach.
- 123.3 Cllr Walsh enquired as to where the responsibility for the groyne rested with. The Harbour Master advised that is LHB's responsibility. Mr Spencer suggested that any future removal of shingle could be of assistance to the Environment Agency who require shingle in other locations. The Chairman asked Mr O'Callaghan to note these comments for the EA. With no further questions, it was **RESOLVED** that:

The contents of the Harbour Operational Report be noted.

124 TREASURER'S REPORT

- 124.1 The Treasurer presented the income and expenditure statement and income analysis for the financial year ended 31st March 2018. He confirmed that the data and figures presented in the report remain provisional until the final Accounts and Annual Return is presented to the Board meeting in June 2018. He reported an overall loss of £76,000 this includes the sum of £88,406 for legal costs incurred to date on court proceedings, provision for a subsequent claim for costs and a final Part 36 offer of £42,000 made by the Board to settle outstanding claims.
- 124.2 The report showed a drop in commercial shipping movement income however this loss was offset by increased revenues for rate rebates and additional mooring and equipment income.
- 124.3 The Treasurer reported that the budget had assumed a £10,000 sum would be set aside to contribute to a repair and maintenance fund as recommended in the adopted Engineering Plan. Due to the year's significant loss this charge did not take place. It was **RESOLVED** that:

The Report be noted.

125 MINUTES OF THE STAKEHOLDER GROUP MEETING HELD ON 19 MARCH 2018

- 125.1 The Chairman recorded his thanks to all Board Members who attended the meeting.
- 125.2 The Harbour Master presented the minutes and reported that a wide-ranging discussion on the challenges facing the Board took place. Crime and anti-social behaviour in and around the harbour were also reviewed. He advised that a Community Life Saving Plan had been introduced by the RNLI as part of a national plan. The annual meeting of the Stakeholder Group is scheduled for 3rd July 2018 and the Harbour Master requested that Members attend if available.
- 125.3 Cllr Walsh asked if there was any evidence of increased Police cooperation and presence around the east and west bank. The Harbour Master reported that the Police representatives had sent their apologies and did not attend the meeting. However, he referred to the minutes and the update included from Sussex Police. They are making slow progress and he was told that increased patrols had occurred.

126 CONFIDENTIAL AND EXEMPT BUSINESS

- 126.1 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**

127 REPORT ON THE APPOINTMENT OF A COMMERCIAL USERS' REPRESENTATIVE

127.1 The Chairman referred to the earlier agenda item on this matter and the acceptance of the recommendation that Barry Goodhew be appointed the LHB's new Commercial Users Representative.

128 MINUTES OF THE CONFIDENTIAL & EXEMPT BUSINESS FROM THE MEETING HELD ON 19 MARCH 2018

It was **RESOLVED** that the confidential and exempt minutes of the meeting held on 19 March 2018 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the Chairman.

129 OLD CUSTOMS HOUSE

129.1 It was **RESOLVED** that

1. The first recommendation be amended and, that in principle, the Board approve expenditure of up to £30,000 to address damp issues at the Old Customs House.
2. The Board delegate responsibility to officers to obtain three quotations for works specified in the Vail Williams Ltd Defect Report and to engage a contractor to carry out these works following referral to the Board for approval.
3. The officers obtain (a) a current market valuation for the property and (b) a valuation to include remedial works and an occupying tenant paying a market rent over a reasonable term of years.

130 REPORT AN UPDATE ON THE BOARD'S INSURANCE COVER

130.1 It was **RESOLVED** that the Board require the current ferry operator to

1. Produce confirmation that a statement had been issued to their passengers informing them that their ticket for passage was subject to the Athens Convention at the point of embarkation.
2. The operator should possess a valid and current licence from the appropriate authorities and regulators.
3. Provide LHB with an up to date Risk Assessments in relation to their operation.

131. UPDATE ON THE BOARD'S LEASES

It was **RESOLVED** that

1. The finalisation of the leases be delegated to the Clerk for resolution

2. **An amendment be included to the Lease Plan showing access to the centre of the river bed and any necessary easements.**

It was further **RESOLVED** that

The Clerk conclude the lease with the current occupier of the Boardroom office at the LHB premises and enter into a new lease with an occupant on the same terms and conditions as the former tenant.

132. THE BOARD'S CORPORATE COMPLAINTS POLICY

The Chairman asked for the outcome of the most recent complaint being considered by the PSC panel to be circulated and looked forward to receiving the report.

133. STAFF RECRUITMENT AND REVIEW

It was **RESOLVED** that

1. **The recruitment process will not be suspended, and the officers will recruit for the vacant positions.**
2. **An independent review of staffing be delegated to the Personnel Sub-Committee for implementation**

The meeting closed at 12:50

_____ **CHAIR**