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DEPUTY HARBOUR MASTER H Gregory M. Eng.
TREASURER C Braby ACMA, CGMA
CLERK W Chalmers LLB (Hons)

LITTLEHAMPTON HARBOUR BOARD

MEETING - MONDAY 22 OCTOBER 2018

To: Mr Philip Bush (Chairman)
 Councillor Roger Elkins (Vice Chairman)
 Councillor George Blampied
 Mr Tom Drennan
 Councillor David Edwards
 Mr Barry Goodhew
 Mrs Janet Mockridge
 Mr Richard O'Callaghan
 Mr Karl Roberts
 Mr Roger Spencer
 Councillor Dr James Walsh

The Board Meeting of the Littlehampton Harbour Board will be held **in room Committee Room 1, Arun District Council, Maltravers Road, Littlehampton on Monday 22 October 2018** commencing at **1000 hours** and you are requested to attend.

Will Chalmers
Clerk to Littlehampton Harbour Board

AGENDA

1. **Apologies**
2. **Declarations of Interest**
Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. They should declare their interest by stating:
 - a. The item they have the interest in
 - b. Whether it is a personal interest and the nature of the interest.
 - c. Whether it is also a prejudicial interest.
 - d. If it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.
3. **Public Questions (15 mins)** Members of the public may ask questions of Members and officers of the Harbour Board at meetings of the Harbour Board. The time for questions from the public will be limited to a total of 15 minutes save that the Chairman may extend the time at his discretion. Members of the public must give prior written notice of their question which should be sent to clerk@littlehampton.org.uk or addressed to the Clerk to the Board at the Harbour Office at least three clear days prior to the meeting. Clear days means weekdays (not weekends or Public Holidays) and excludes the day the question is sent and the

day of the meeting. When submitting written questions members of the public are asked to provide their name and address. This is in case it is necessary to follow up in writing with a more detailed answer after the meeting. At the meeting members of the public will have the choice to put the question themselves or to have someone read it out for them. However, the Chairman of the meeting does have discretion that the question will not be dealt with at the meeting and a written reply provided.

4. ***Minutes of the Meeting held on 20 August 2018**
To approve as a correct record the Minutes of the previous Annual Board meeting held on 20 August 2018.
5. ***Harbour Operational Report**
To receive the operational report from the Harbour Master.
6. ***Harbour Stakeholder Group Meeting Minutes**
To receive the minutes of the Stakeholder Group Meeting from the Harbour Master and note the next Stakeholder Group Meeting due to take place on 2.10.2018.
7. ***Proposal for liaison with Maritime Volunteer Service**
To receive, discuss and approve a proposal for a marine volunteer.
8. **Treasurer's Report**
To note the 2018-19 Treasurer's Report submitted by the Treasurer.
9. ***Report on Erica's performance**
To receive and note an update from the Harbour Master on the performance on the workboat, Erica.
10. ***Treasurer's clarification on Pilotage Charges for 2018-19**
To receive a clarification on pilotage Charges for 2018-19.
11. **Confidential and Exempt Business**
The Board is asked to consider passing the following resolution:-

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.
12. ***Minutes of the Confidential & Exempt business from the meeting held on 20 August 2018**
To approve as a correct record the confidential and exempt Minutes of the previous Board meeting held on 20 August 2018.
13. ***Update from the Clerk on Estate and Legal Matters**
To receive an update from the Clerk on matters concerning the estate and any issues.
14. ***Pilotage Allowance**
To receive a paper from the Chairman on pilotage allowance.
15. ***Harbour Revision Order**
To receive a paper (to follow) from the Chairman on the HRO.

Date of next meeting: 3 December 2018

*Note: *indicates report attached*

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 20th AUGUST 2018

Present: Mr Philip Bush (Chairman)
Councillor Roger Elkins (Vice Chairman)
Councillor George Blampied
Mr Tom Drennan
Mr Richard O'Callaghan
Mrs Janet Mockridge
Mr Roger Spencer

In Attendance: Mr W Chalmers, Clerk to the Board
Mr C Braby, Treasurer to the Board
Mr Billy Johnson, Harbour Master
Mr P Richards, Notes Secretary

160 APOLOGIES

Apologies were received from, Mr Barry Goodhew, Mr Karl Roberts and Councillor Dr James Walsh.

161 DECLARATIONS OF INTEREST

None received.

162 PUBLIC QUESTIONS

162.1 There were 5 members of the public present.

162.2 The Clerk advised one written question had been received and replied to.

162.3 A member of the public queried why the papers were published so close to the meeting date. He felt that this left little time to review the minutes and pose questions. The Chairman agreed to review this.

163 MINUTES OF THE MEETING HELD ON 18 JUNE 2018

163.1 The Board discussed a wording amendment at item 146.3. It was **RESOLVED** to change the wording of the final sentence to read that "The Treasurer advised that the Board had previously approved the closure of this matter".

163.2 The Board discussed item 151.3. It was **RESOLVED** to add a post minute note reflecting that this remains unresolved and that the lead on this matter was the Environment Agency.

163.3 It was **RESOLVED** that the amended Minutes of the meeting held on 18th June 2018 (previously circulated) be approved and signed by the Chairman.

164 TREASURERS REPORT

164.1 The Treasurer provided an update to his report at item 146.

164.2 It was **RESOLVED** that the update to the report be noted.

165 AMENDMENT TO THE BUSINESS RISK REGISTER

165.1 The Treasurer provided an update and amendment to the Business Risk Register (previously circulated). It was **RESOLVED** that:

The amendment be approved.

166 HARBOUR OPERATIONAL REPORT

166.2 The Board discussed operational issues. It was **RESOLVED** that:

- A. the contents of the Harbour Operational Report be noted; and**
- B. the Treasurer to provide an update on the costings for the workboat for the next Board meeting.**

167 UPDATE ON ISSUES RAISED IN THE 2017/18 INTERNAL AUDIT REPORT.

167.1 The Treasurer provided an update to the Internal Audit Report (previously circulated). It was **RESOLVED** that:

The updated to the report be noted.

168 HARBOUR STAKEHOLDER GROUP MEETING REPORT

168.1 The Board discussed the minutes of the latest Stakeholder Group report held in July.

168.2 It was **RESOLVED** that:

The report be noted.

169 CONFIDENTIAL AND EXEMPT BUSINESS

169.1 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**

**170 MINUTES OF THE CONFIDENTIAL & EXEMPT BUSINESS FROM THE MEETING
HELD ON 18 JUNE 2018**

It was **RESOLVED** that the confidential and exempt minutes of the meeting held on 18 June 2018 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the Chairman.

171 REQUEST FOR FUNDING APPROVAL FOR HARBOUR REVISION ORDER

It was **RESOLVED** that:

The Board approves the request to proceed with the Harbour Revision Order.

172 *UPDATE FROM THE CLERK ON ESTATE AND LEGAL MATTERS

It was **RESOLVED** that

The update be noted.

The meeting closed at 12:15. The date of the next meeting is 22nd October 2018.

CHAIR

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board
 Report on: Harbour Operations
 Report by: Harbour Master

Date: 28th September 2018

Commercial Activity

Pilotage/Commercial Shipping Trade

<u>UMA Wharf</u>		<u>Railway Wharf</u>	
Aug	2	Aug	0
Sep	0 (1 booking for 1 Oct 18)	Sep	0 to date

Leisure Trade

<u>Town Quay</u>	
Aug	124
Sep	68 to date

Workboat

Aug Clymptwick bridge repairs safety boat (2 nights). Contract visit to waverider buoy.
 Sep Rampion Windfarm waverider buoy service visits (2 day). WINDSONG bridge inspection Burpham.

PMSC and Conservancy Duty

Survey

Bar	last conducted	30 th Jan 18
Town Quay	last conducted	10 th Feb 17
Complete Port survey (incl Bar)	last conducted	3 rd Jun 16 – LHB Plot of data expected soon.

Aids to Navigation

Consideration of bathing beach LNR marker buoys underway with Foreshore Office and RNLI Beach Lifeguards.

Maintenance

Essential West Works repairs identified in ASDC inspection underway. East Pier repair to boarding undertaken for ADC. Maintenance on West Works in particular will also be the focus for staff over the next few months.

Dredging

One tide spent at Public Slipway at request of RNLI.

Pilotage

DHM, Harry Gregory, has commenced pilotage training attending the Warsash Manned Model course and has booked pilotage tripping at Poole Harbour.

Wreck and Abandonment

Staff working with ADC to remove two abandoned small boats from Bridge Hard and Fisherman’s Quay.

Local Notices to Mariners Published

10 of 2018 – Waterfront Festival	Issued	28 Jul 18
11 of 2018 – Arundel Dragonboat Racing	Issued	18 Aug 18
12 of 2018 – Red Bridge Engineering Inspection	Issued	7 Sept 18

Consents/Consultations

Section 43 Consents

03/18 WPH Sheet Pile Inspection Baltic to Dukes Wharves	Issued	24 Sept 18
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MMO/Trinity House Consultations


























































Nil

Environment

Consideration being given to restriction on PWCs and/or other powered craft entering LNR in line with ADC byelaws for the area.

Safety

MarNIS Report

	Date	ID Code	Accident Category	Name		
	01/10/2018	LHP4112REP	Impact with Structure	012 of 2018 - SEA RUBY unberthing manoeuvre		
	01/10/2018	LHP4113INV	Collision ship - ship	013 of 2018 - CQS SEA RUBY outbound with Yacht DANSK		
	02/09/2018	LHP4111REP	Struck by moving vehicle	011 of 2018 - Jetski Near Miss with Swimmer on West Beach		
	04/08/2018	LHP4110IVD	Slip, trip, fall same level	010 of 2018 - Littlehampton Ferry customer tripped on Town Quay gangway		
	08/07/2018	LHP4109INV	Diving Injury	009 of 2018 - Diver surfaced from depth accidentally		
	21/05/2018	LHP4108IVD	Other personnel or public safety item	008 of 2018 - Speeding and Aggressive PWC		
	20/05/2018	LHP4105CLO	Other crisis management	005 of 2018 - Unexploded Ordnance Elmer		
	20/05/2018	LHP4106CLO	Striking with ship (moored)	006 of 2018 - Collision with moored yacht at TQ		
	20/05/2018	LHP4107IVD	Sinking and capsizing	007 of 2018 - Obstruction in River at Ford		
	26/04/2018	LHP4104IVD	Sinking and capsizing	004 of 2018 - Yacht Zebedee Foundering at AYC		
	17/04/2018	LHP4103IVD	Striking with ship (moored)	003 of 2018 - Vessel Contact with Moored Boats		
	14/04/2018	LHP4102INV	Fire/Explosion	002 of 2018 - Arson La Libertad Town Quay		
	01/02/2018	LHP4101CLO	Other personnel or public safety item	001 of 2018 - Vandalism at Pier Road and Town quay		
	20/12/2017	LHP4100IVD	Marine Pollution Tier 2	020 of 2017 - Tier 2 Oil Spill in the Solent		
	04/11/2017	LHP4098CLO	Impact with Structure	019 of 2017 - Shetland Trader Loss of Steerage		
	03/11/2017	LHP4099IVD	Grounding	018 of 2017 - White Tails Grounding		
	23/10/2017	LHP4097CLO	Collision ship - ship	017 of 2017 - Visiting Yacht Collision Town Quay		
	18/10/2017	LHP4096INV	Marine Pollution Tier 1	016 of 2017 - Three Brothers Sinking on Mooring		
	16/10/2017	LHP4095IVD	Impact with Structure	015 of 2017 - Lola Impact with Red Bridge		

Inspection

Bi-annual lifting gear inspection completed by Allianz. WINDSONG successfully commercially coded by YDSA surveyor 21 Aug 18. (ERICA due Apr 19.)

Staffing/Training

All staff now fully qualified and commercially endorsed workboat skippers. Chainsaw, marine knuckle boom, working at height, MCA approved workboat stability and abrasive wheel training courses now booked for marine ops staff.

Property

Remedial works at OCH now passed to contractor and expected to take 3 months.

Harbour Dues

Following concerted effort around harbour, 498 18/19 plaques now issued, generating approx. £5K more in revenue compared to previous year. Two successful impounds conducted resulting in immediate payment of outstanding dues. Self-service Daily HDs now possible through LHB website and at request of Marina improved guidelines on payment supplied to west bank mooring providers.

News and Activity on the River

With the summer season now complete LHB staff have been tasked to end of season buoy recovery for Worthing Foreshore Office and 3rd party work at the Ramion windfarm.

Recommendation

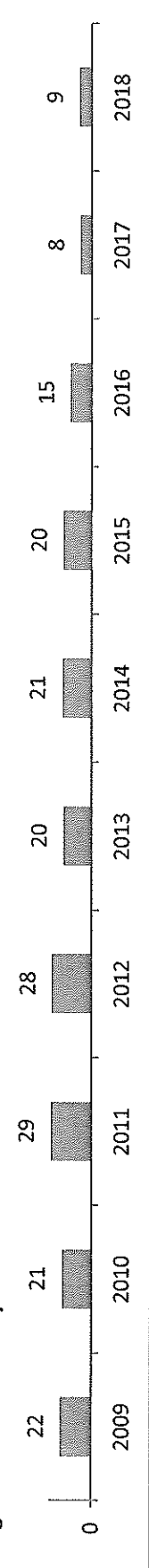
That the Board notes this report.

Commercial Shipping

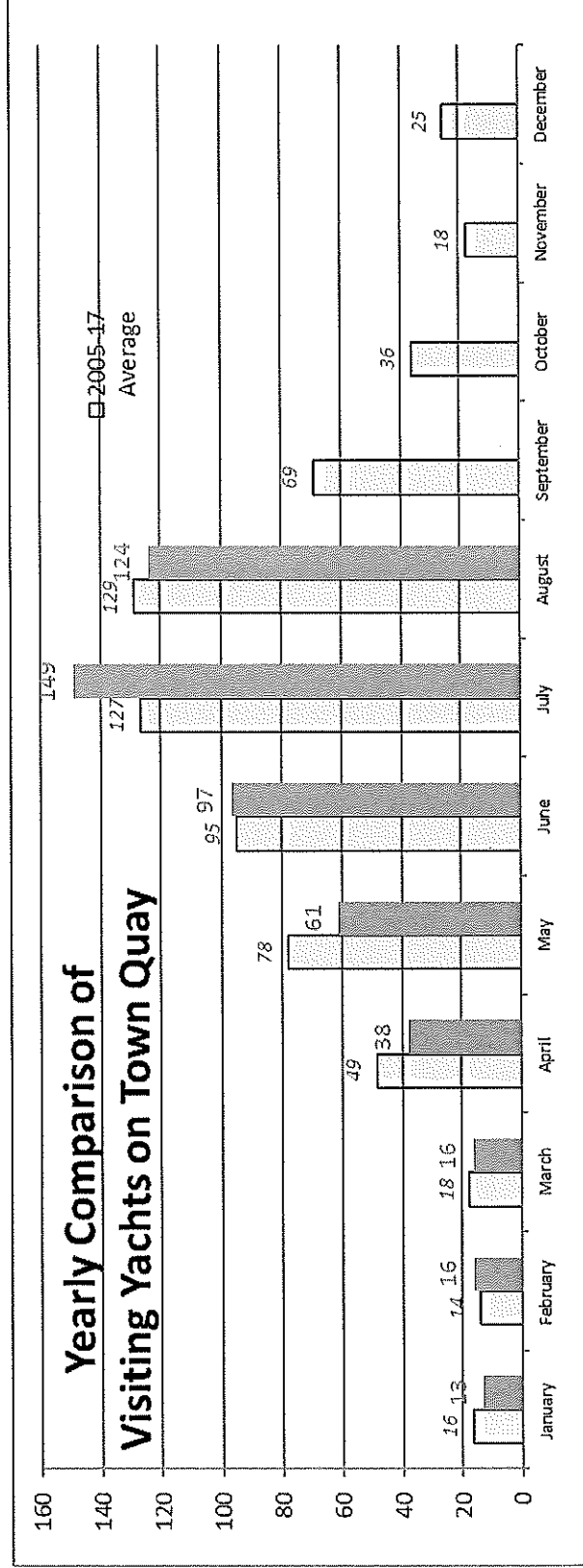
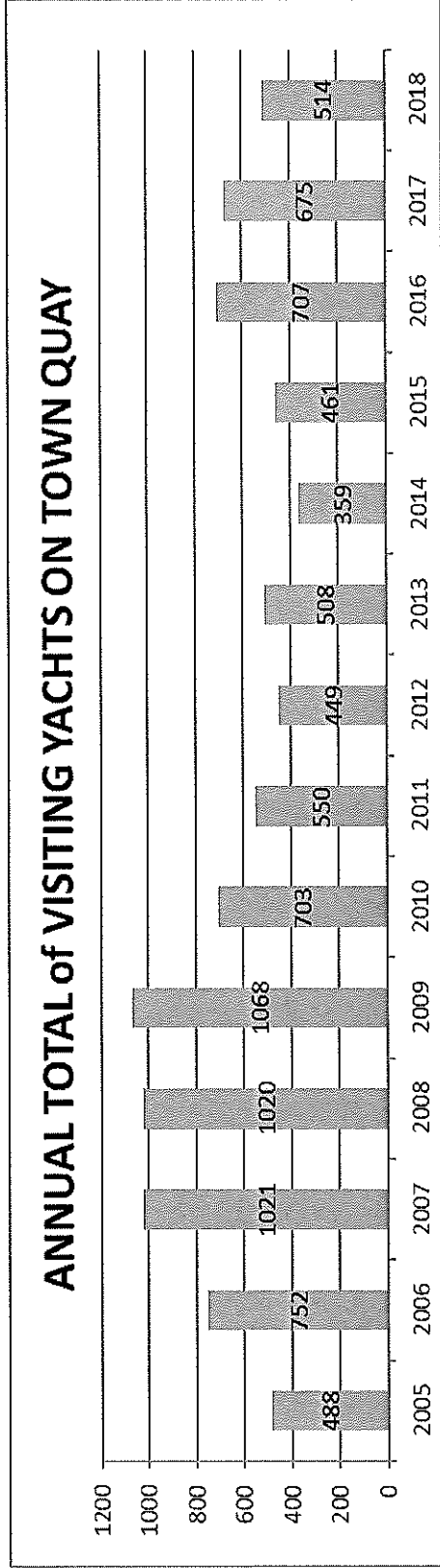
Totals for Financial Year 2018/19

No of Ships	Month	GRT	Gt Dues (£)	Cargo Dues In (£)	Pilot Boat and Mooring Service	Cargo Total	Pilotage and HDs Total	Total Commercial
		0.5059						
2	April	3024	1529.84	1793.46	£3,272.00	1,793.46	9,458.80	11,252.26
2	May	2594	1312.30	1388.84	£3,272.00	1,388.84	8,579.06	9,967.91
1	June	1297	656.15	693.38	£1,636.00	693.38	4,289.53	4,982.92
1	July	1392	704.21	723.38	£1,636.00	723.38	4,483.89	5,207.28
2	August	2510	1269.81	1417.36	£3,272.00	1,417.36	8,407.21	9,824.56
	September		0.00	0.00	£0.00	0.00	0.00	0.00
	October		0.00	0.00	£0.00	0.00	0.00	0.00
	November		0.00	0.00	£0.00	0.00	0.00	0.00
	December		0.00	0.00	£0.00	0.00	0.00	0.00
	January		0.00	0.00	£0.00	0.00	0.00	0.00
	February		0.00	0.00	£0.00	0.00	0.00	0.00
	March		0.00	0.00	£0.00	0.00	0.00	0.00
8			£5,472.32	£6,016.42	£13,088.00	£6,016.42	£35,218.50	£41,234.92

Large Commercial Calls by Year



Leisure Visitors



LHB MEETING –22nd October 2018

Agenda Item: 6

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Report on: Harbour Stakeholder Group Meeting

Report by: Harbour Master

Date: 3rd October 2018

1. Context

1.1 A meeting of the Littlehampton Harbour Stakeholder Group was held at the Arun Yacht Club on 2nd October 2018, chaired by the Recreational Users Rep. Mr P Bush. Minutes can be found at the Annex.

1.2 Minutes have been forwarded to the Group by email.

2. Key Points

- a. Amendments to the management of PWCs up river and vessels in the vicinity of bathing beaches at the entrance to the harbour were discussed.
- b. The Maritime Volunteer Service was also discussed.
- c. Stakeholders requested that the Board review it's Public Questions policy.

3. Recommendation

3.1 That the Board note the minutes from the Harbour Stakeholder Group meeting.

**MINUTES OF A MEETING OF THE LITTLEHAMPTON HARBOUR
STAKEHOLDER CONSULTATION GROUP HELD IN THE ARUN YACHT CLUB
ON TUESDAY 2nd OCTOBER 2018**

Present: Philip Bush (LHB) – Chairman
Billy Johnson (Harbour Master)
Harry Gregory (Deputy Harbour Master/ RNLI Community Lifesaving Officer)
Tom Drennan (LHB)
Barry Goodhew (LHB and IFCA)
Robert Boyce (Osborne of Arun)
Ivan Warren (RNLI Lifeboat Station)
Bill Chapman (Chairman Littlehampton Angling Club)
Cllr Ian Buckland (WSCC, ADC and LTC)
Joe Gibbs (Arun Shipyard)
Vernon Parker (Littlehampton Charter Fisherman – FINAL ANSWER)
David Robinson (AYC)
Alastair Tyrell (AYC)
Nigel Draffan (Angmering Park Estates)
Helen Bryett (Ship and Anchor)
David Gates (RNLI)
Chris Roberts (Littlehampton Sea Cadets)
Brian Fluke (Jetski User)
Simon Gibson (Ropewalk Flood Action Group)

ITEM 1 – INTRODUCTION AND APOLOGIES

The Chairman welcomed those present to the meeting. Apologies had been received from:

Daniel Parker (Littlehampton Charter Fisherman – FINAL ANSWER)
David Moore (Littlehampton Sea Cadets)
Gerry McGeehan (Arun Rivertalk)
Nigel Anderson (Boat owner and local resident)
Barry Almond (AYC)
Mark Taylor (Littlehampton Yacht Club)
Richard Morris (Littlehampton Coastguard)
Graham Easton (HMCG)
Mike Ingle (Shipyard)
West Smart (Harbour Park)
Nick White (Littlehampton Lifeboat Operations Manager)

ITEM 2 – MINUTES OF PREVIOUS MEETING and MATTERS ARISING

The Minutes of the previous meeting held on 17 April 2018 were noted.

ITEM 3 – UPDATE FROM OUTSIDE ORGANISATIONS RNLI Lifeboat Station. Ivan Warren reported that the RNLI Lifeboats had responded to some 29 calls since the beginning of July 2018. These are summarised as follows:

Service calls since 3rd July.

i. Service calls since 3rd July.

1. 6.7.18 Atlantic broken down jet ski off chimney towed to fisherman's quay.
2. 6.7.18 Atlantic report of a lifejacket in river upstream of A259 bridge located lifejacket did a search nothing found.
3. 8.7.18 Atlantic launched to recover a inflatable swan off West beach.
4. 8.7.18 Atlantic launched to Mayday call from local charter vessel with a diver requiring decompression from rapid ascent helo 175 requested to take diver to port diver transferred to lifeboat for helo to lift.
5. 9.7.18 Atlantic launched to report of a paddle board 400 yds off east beach case turned out to be 2 persons fishing from a kayak.
6. 9.7.18 Atlantic launched to Arun diver broken down towed in.
7. 14.7.18 Atlantic on exercise came across unstable jet ski which had capsized took 1 person aboard escorted in then returned to exercise.
8. 14.7.18 Atlantic tasked to report of person in water waving for help as was very close from previous shout casualty was a jet ski sitting on wave board untangling lines needed no assistance.
9. 15.7.18 D class launched to report of 11 yr old autistic boy drifting to sea off Rustington Winkle Island calmed him down took to shore.
10. 16.7.18 Atlantic launched to windsurfer inside harbour casualty ashore recovered board.
11. 21.7.18 Atlantic launched to report of a possible unviable swimmer pushing a pack in front off of Butlins turned out to be a diver pushing equipment spearfishing.
12. 21.7.18 Atlantic launched to broken down dive boat off harbour insufficient water to tow in left at anchor until the afternoon when another dive boat will tow in.
13. 22.7.18 D class launched to a yacht aground on West beach D class requested Atlantic as had more pulling power transferred crew and tow line pulled off towed to Harbour Masters mooring.
14. 31.7.18 D class launched to search for a casualty at Ship and Anchor search up river casualty found by old windmill escorted by crew member to A27 to meet crt.
15. 31.7.18 D class launched to report of a shout for help from police at Gratham bridge unable to locate casualty RIS.
16. 3.8.18 Atlantic launched to vessel on fire towed to town quay met by firebrigade vessel taking on water towed to Littlehampton marina where lifted out.
17. 3.8.18 Both boats search for broken down jet ski nothing found.

18. 4.8.18 D class launched to broken down speed boat at Black Rabbit towed to marina.
19. 9.8.18 Atlantic launched to 41 ft Fairline with engine problems a Any tug also attended as the vessel weighed 12t the tug towed it in to Harbour Masters mooring.
20. 11.8.18 Atlantic launched to 2.7m dinghy with 4 persons on board off Butlins boat found at Gloucester Road slip.
21. 12.8.18 D class launched to speed boat on bar as it was 30 minutes after low water made sure oil ok and returned later to tow in as prop was damaged.
22. 18.8.18 D class launched to male in water near pier east side of harbour entrance first informant pointed to casualty now on West side it was a windsurfer down due to lack of wind casualty taken to boat house
23. 23.8.18 Atlantic launched to distressed person in the water near Bognor pier casualty self harming taken aboard landed ashore to police.
24. 27.8.18 D class launched to intoxicated male who keeps entering the sea opposite Rustington Convalescent Home 1 crew went ashore to suss scene casualty secure in ambulance.
25. 27.8.18 Atlantic launched to a yacht with over heating engine took a while to find as they hadn't a clue where they were. Found towed to AYC.
26. 2.9.19 Atlantic launched to report of a person in the water off Elmer rocks from overturned boat. Located a 1m London inflatable bag presumed to be what was seen from shore.
27. 12.9.18 D class launched to person in water Bognor beach to a position in sight of casualty. Casualty agreed to come aboard taken ashore to police.
28. 13.9.18 Both boats launched to distressed person in vicinity of river police and ext team searching D class outside of the harbour Atlantic in river nothing found stood down.
29. 16.9.18 Atlantic launched to yacht aground opposite Sea View Pub. Towed to deeper water but casualty has steerage issues towed to Harbour request D class to assist mooring no crew Harbour Master agreed to assist with his rib to mooring on Town quay.

RNLI Community Lifesaving Officer. Harry Gregory reported as follows:

- **Community Lifesaving Plan** for Bognor Regis to West Worthing has now developed and is being implemented. Majority of the tangible plans proposed within are fairly tactical (e.g. lifejacket clinics, inter-agency training exercises, public safety campaigns etc.) with no additional strategic, expensive changes to local lifesaving assets are planned at present other than supporting installation of marker buoys on West/East Beach as discussed elsewhere in this meeting's agenda. The Community Lifesaving Plan will be reviewed annually alongside the RNLI Area Lifesaving Manager, the RNLI's South East Community Safety Partner, our RNLI Lifeboat Operations Manager, RNLI Lifeguard Supervisors and LHB staff. We are aiming to have increasing input from HMCG via their new local community safety officers and any LHB stakeholder members of this forum. Please let Harry know if you would like to read it and feedback.

- **Lifjacket Clinics and Sea Safety workshops** at LYC, Marina and LD&C – 50 lifejackets inspected with an average failure rate of 70%. We're working on a date for the Arun Yacht Club – hoping to be during crane out on the 23 Nov. Based on the level of uptake and feedback, these will be moving to weekday evenings in the Spring each year instead.
- **Respect the Water Campaign.** Meaningful conversations on the RNLI's "float to live" and other safety campaigns with approximately 500 adults and children at public events including Littlehampton Armed Forces Day, River Beach Primary School fete, Hotham Park County Fair, Haven Holidays Pagham annual gala day, Littlehampton Emergency Services Weekend and the Harbour Waterfront Festival.
- **Stand Up Paddleboard** safety engagement via TJ board hire's SUP safety clinics and trips on the Arun – safety clinics
- **Products** such as leaflets on calling for help and waterproof phone pouches made available to Littlehampton harbour users via yacht clubs, lifeboat station and local water user clubs and groups
- **Pub packs** including RNLI safety message branded pint glasses and bar runners shared with 12 waterside pubs between Bognor and Worthing including the Arun View, Empress, Steam Packet and Harvester in Littlehampton
- **Pet shops/vets** – RNLI leaflets and posters around coastal dog walking safety (key message being – don't follow your dog into the water if it gets into trouble, call for help) distributed to all vets and pet shops in Littlehampton
- **SwimSafe at Lancing** – RNLI Community Safety Officer and Beach Lifeguard support to Swim England's sea swimming programme held in Lancing – approximately 400 children received sea safety advice and swimming lesson in the sea
- **Volunteer RNLI community safety opportunities** - The Arun RNLI Community Safety team is recruiting. Whilst the roles do prefer some seafaring background (some roles more than others due to their technical nature), full training and other opportunities provided by the RNLI.

Cllr Ian Buckland observed that he had seen no advertising related to the recruitment campaign. He was informed that the recruitment campaign had only just begun. In response to a further query he looked forward to receiving details from on how advertising for volunteers can be made through the Arun District Council and Littlehampton Town Council websites.

RNLI Beach Patrol. No report had been received from the RNLI Beach Patrol.
















HMCG. No report had been received from HMCG.

UK Border Force. No report had been received from the UK Border Force.

Sussex Police. No report had been received from Sussex Police.

ITEM 4 – ACCIDENT AND INCIDENT REPORTS REVIEW

The HM reported the following accidents and incidents:

	Date	ID/Code	Accident Category	Name		
	01/10/2018	LHP4112REP	Impact with Structure	012 of 2018 - SEA RUBY unberthing manoeuvre		
	01/10/2018	LHP4113INV	Collision ship - ship	013 of 2018 - CQS SEA RUBY outbound with Yacht DANSK		
	02/09/2018	LHP4111REP	Struck by moving vehicle	011 of 2018 - Jetski Near Miss with Swimmer on West Beach		
	04/08/2018	LHP4110IVD	Slip, trip, fall same level	010 of 2018 - Littlehampton Ferry customer tripped on Town Quay gangway		
	08/07/2018	LHP4109INV	Diving Injury	009 of 2018 - Diver surfaced from depth accidentally		

Ivan Warren observed that the RNLI had been called to support the diving incident. He was informed that the victim had since made a full recovery.

Robert Boyce commented on the near miss incident in the narrows and recommended that the LHB give consideration to the installation of a traffic light system. Tom Drennan thought that it might be worth contacting the Harbour Master at Rye who did have a traffic light system. David Robinson recalled that a sound signal system was once in place. The HM stressed that the incident was still being investigated and all aspects would be considered.

Nigel Draffen asked if Dragon Boat races took place as part of the Arundel Festival. He was informed that they did and that a LHB vessel was in attendance.

ITEM 5 – CONSERVANCY ACTIVITY

The HM provided an update on conservancy activity issues.

a. Dredging.

The HM reported that one tide of dredging had been carried out at the base of the public slipway at the request of the RNLI.

b. Aids to Navigation.

The HM reported that an Officer of Trinity House had completed an inspection of the aids to navigation under the management of Littlehampton Harbour Board on 25/07/2018 by and found them to be in good and efficient order.

c. Environmental Protection.

The HM reported the presence of 2 wrecked boats which had been abandoned and were awaiting disposal.

d. Maintenance Activity.

The HM reported that as part of a planned maintenance programme and following a periodic inspection of the infrastructure a number of higher priority repairs to the West Works had been carried out.

Cllr Ian Buckland expressed concerns at an apparent build up of silt within the bounds of the harbour and enquired if the LHB had plans to undertake dredging. He was informed that according to recent survey data things were not getting worse but that the HM would continue to monitor the situation. He was further informed that the LHB had published a dredging policy which was being followed. Robert Boyce queried whether the LHB were complying with their responsibilities as laid described in his interpretation of the 1927 Act. Bill Chapman stated that the mooring position of his vessel had changed over the years because of the lack of dredging. The HM advised him to contact his mooring provider. Later, Robert Boyce asked if volunteers could be invited to assist with LHB dredging activities.

David Robinson asked who owned the damaged groyne to west of the harbour entrance. He was informed that it was a LHB asset and that plans to re-establish it were in train but that Natural England placed restrictions on the times when this could be effected.

Cllr Ian Buckland asked why repairs to the West Works had been carried out when a consultant's report had stated that no action was needed. The Chairman corrected his wrong interpretation of the situation.

ITEM 6 – PLANT AND EQUIPMENT EXPECTED.

The HM reported that no plant or equipment was expected although it was possible that an excavator would be hired at some stage to clear the build up of shingle and shoal bank.

Bill Chapman voiced his strong opposition to the siting and suitability of the Scrubbing Piles and indicated that he would not be using them. He asked if water and electricity were to be provided. He was informed that the matter was under review. He further added that plans to place some crushed chalk on the base of the piles was being considered.

ITEM 7 – MARITIME VOLUNTEER SERVICE

The HM outlined a proposal to establish a Maritime Volunteer Service unit at Littlehampton and circulated a concept paper. Among other duties they could complement the patrol duties of the harbour. A number of ensuing issues were

discussed when it was explained that this initiative was at a concept stage. Cllr Ian Buckland was concerned as to how funding could be secured to establish a service as he guaranteed that no funding would be forthcoming from WSCC, ADC or Littlehampton TC. He further expressed some concerns that members of the Maritime Volunteer Service were required to wear uniforms. Chris Roberts informed those present that it was a national organisation which came into being following the disbandment of the Royal Naval Auxiliary Service. The Chairman sought a view on whether or not the initiative should be pursued and the majority present agreed that it should.

ITEM 8 – MANAGEMENT OF PWCs AND SIMILAR CRAFT

The HM stated that he was reviewing the policies applicable to users of PWCs and powered water craft following a recent incident where a jetski (PWC) nearly collided with a swimmer in one of the Littlehampton West Beach. Coincident to this he was receiving regular reports of PWCs speeding beyond the A259 bridge towards Arundel.

His initial thoughts were to review the current controls in place, to consider (with ADC Foreshore Office) laying appropriate buoyage on the boundaries of the beach swimming areas and to consider amending General Directions. The HM advised that he was due to meet with the RYA PWC Partnership to discuss the problems and to receive appropriate guidance on the way forward in terms of further control measures. He also advised that any General Directions would be consulted on with the RYA and UK Chamber of Shipping.

Cllr Ian Buckland was supportive of the use of buoyage and suggested that if a ban were to be imposed up river any signage would require planning permission. Brian Fluke was concerned that all PWC users were being targetted when it was a few irresponsible “idiots” that were causing the problems. He asked if it might be possible to have a presence on the lifeboat station slipway and was informed that this had been trialled in the past in co-operation of the ADC Foreshore Team but had not proven to be cost-effective.

Tom Drennan suggested the LHB contact other places such as Bognor Regis to determine how they managed jetski users. Robert Boyce advised that both the Littlehampton Marina and the Littlehampton Yacht Club checked the necessary documentation before they permitted anyone to launch from their slipways. Ivan Warren asked if the Harbour Patrol rib would proceed at speed to respond to reports of speeding upriver. David Robinson suggested that as speeding cannot be enforced upriver he supported the idea of banning such craft.

ITEM 9 – SUSTAINABLE SEAWEED

The HM circulated a paper he had received from a private company that was considering setting up a sustainable seaweed cultivation area off Littlehampton. The

company were now engaging with the local community to gauge opinion on the proposal. Cllr Ian Buckland asked what would happen if the area where the seaweed was being farmed broke free and resulted in large amounts of seaweed on local beaches. The HM responded by highlighting that safety of navigation offshore would be covered in any Marine Licence and that local engagement with the company could have the possible benefit of providing a mutually beneficial solution to seasonal accumulation of seaweed on beaches.

ITEM 10 - COMMUNICATIONS

a. Local Notices to Mariners.

Local Notices to Mariners

Mariners' notices – essential advice for harbour users

The following standing 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 08 of 2016 – Publication of Littlehampton General Directions](#)

The following temporary Notices to Mariners are currently in force:

- [Number 01 of 2018 – Local Notices In Force](#)
- [Number 03 of 2018 – Seasonal Race Marks Off Littlehampton](#)

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

b. Annual Report.

A copy of the Annual Report for the period 2017/18 was circulated to those present.

c. Arun Rivertalk.

The HM passed on thanks from Gerry McGeehan for contributions and support to the Arun Rivertalk initiative, and noted that the October email would be the twelfth monthly update sent out.

ITEM 11 – ANY OTHER BUSINESS

- ### a. CG 66 Scheme Discontinued.
- Those present were advised that the HM Coastguard CG 66 – Safety Information – scheme had been discontinued and had been superseded by the RYA SafeTrx scheme.

- b. Harbour Users Group. The Chairman asked if the formation of a Harbour Users Group was being pursued. He was informed that it was.
- c. Break In at LYC. Robert Boyce reported that 2 gentlemen had broken into the buildings at the LYC and stole a considerable amount of equipment. The matter had been reported to Sussex Police and video footage of the culprits and vehicle had been captured.
- d. Publication of S43 Applications. Robert Boyce asked if the LHB could publish full details of all S43 Applications on their website.
- e. Harbour Revision Order. Robert Boyce noted that funding for a Harbour Revision Order had been included the agenda of the last LHB Meeting (under exempt business) and asked if funding had been approved. He was advised that it had been. No further information could be given as work on the initiative was at an embryonic stage.
- f. Public Questions. Bill Chapman and others asked if the policy for written only questions at LHB Meetings could be reviewed with a suggestion that the Board reverts to its former policy.
- g. Look and Sea Centre. Cllr Ian Buckland advised that the company which ran the Look and Sea Centre had gone into administration. He suggested that it would be wrong to predict the eventual outcome.
- h. Antisocial Behaviour on Ballast Island. Simon Gibson voiced his serious concerns about antisocial behaviour on Ballast Island especially at weekends.
- i. Sussex IFCA. Barry Goodhew provided an update on the activities of Sussex IFCA.

Netting and trawling consultation.

Sussex IFCA has conducted an informal consultation around nearshore netting and trawling within the district. The look and sea centre was used for a drop in session where stakeholders could ask officers questions around this topic and fill in our survey. Approx 18 people attended and around 40-50 Littlehampton residents responded to our survey. A formal consultation will occur late 2018 early 2019.

Undulate Ray.

The undulate Ray is a protected species however there are large numbers of this species off the West Sussex coast, the Marine Management Organisation (MMO) have issue a small allowance 50kg per month to commercial fishers as part of their skates and rays quota.

Bass regulations.

The EU have voted to allow recreational fishers to retain one bass per person per day. This starts on the 1st October through to the end of December 2018. A review of this will happen in December. The minimum conservation reference size remains as 42cm.

- j. In response David Robinson asked if limitations could be placed on the area that pair trawlers used and suggested that they keep a minimum of 1 mile offshore. He was invited to submit his request to Sussex IFCA>
- k. Prosecution for Speeding. Robert Boyce asked what action had been taken against the individual who had been speeding in the river. He was informed by the HM that following legal advice on the quality of evidence gathered (video footage) it was unlikely that a prosecution would be successful.
- l. Communication of Stakeholder Views. Robert Boyce asked how the views of stakeholders were communicated to the Board. He was informed that the minutes produced from Stakeholder Meetings were always presented to the Board to note the actions of what had been recorded and to ask salient questions as appropriate.

ITEM 12 – ARRANGEMENTS FOR NEXT MEETING

It was agreed that the next meeting would take place on Tue 8 Jan 19 at a venue to be confirmed.

14 September 2018

Proposal for discussion: Endorse and support the setting up of a Littlehampton Unit of the national Marine Volunteer Service to support the Harbour Master through delivery of river patrols on peak-season weekdays

Current situation: Littlehampton Harbour Board (LHB) aims to maintain a patrol presence on the river between the harbour entrance and Arundel town quay (6 miles upstream). The objectives of these patrols are to:

1. Represent LHB afloat and offer assistance and advice to all Harbour users
2. Enforce the Harbour's General Directions, particularly the 6.5 knot speed limit, and ensure all Harbour users are following the International Regulations for Preventing Collisions at Sea
3. Support response to accidents and incidents; reporting to the LHB Duty Officer and/or Harbour Master
4. Visually inspect the navigational channel and Harbour infrastructure, report any defects or damage
5. Aid berthing and educate harbour users to promote safe vessel movements and avoid congestion within the Harbour
6. Ensure that harbour dues and mooring fees are paid, by way of inspection of LHB plaques and monitor use of the slipway for day launches

The need for river patrols is most significantly on peak season weekends. Patrols are delivered under the oversight of the LHB Weekend Duty Officer (1 of our 5 full time marine staff on a rota) assisted by casual staff. LHB Casual Staff comprise a pool of qualified individuals who we retain on zero hours contracts and bring in as appropriate for peak-season weekends, during events and to support commercial shipping arrivals/departures.

The need: During the school summer holidays and sunny weekdays out of season, the river is often also busy. At present, patrols on weekdays can rarely be prioritised because our full-time marine-qualified staff of 5 (Harbour Master, Deputy and 3 x Marine Operations Assistants) have extensive other responsibilities in harbour administration, conservancy and maintenance. LHB's casual staff all have other jobs and are rarely available for weekday day-time patrols. Additionally, LHB's budget can currently not stretch to wages for regular weekday patrols. This means manning patrols on the river on weekdays is very rarely possible. This presents two issues for LHB:

1. We are not able to observe speeding or other contraventions of harbour general directions (or respond to reports of it quickly enough)
2. Vessels are able to launch at the harbour's slipways without paying harbour dues. Other than the lost revenue for the harbour, this also presents the issue that these craft are not registered with us and we are not able to identify or get in touch with the owners if incident reports are made to us

Proposed solution: Build a team of suitably qualified and experienced volunteers to deliver a sub-set of LHB's river patrols objectives on weekdays during the summer and at other times where required. LHB's fully equipped patrol rib is almost always available during the week except where it is involved in contract safety boat duty or supporting the pilot boat with clearing the navigation channel for day time shipping arrivals/departures. This can be made available for volunteer patrols. Patrols would also be on foot at the public slipway next to the lifeboat station. The LHB patrol objectives that could be sustainably, legally and safely delivered by volunteers are the following. Their patrols would only be delivered when the Harbour Master or Deputy Harbour Master are at work and immediately contactable.

1. Offer safety advice to all Harbour users
2. Record details and take evidence where the Harbour's General Directions are breached. This particularly includes the 6.5 knot speed limit and the International Regulations for Preventing Collisions at Sea
3. Support response to accidents and incidents by reporting to the LHB Duty Officer and/or Harbour Master

4. Visually inspect the navigational channel and Harbour infrastructure, reporting any defects or damage using access to our online maintenance system
5. Check for harbour dues plaques on vessels using the harbour and enquire if daily harbour dues have been paid

To ensure these volunteer roles are attractive to candidates in that they carry the appropriate level of professionalism and credibility as well as a training and certification incentive, it is proposed that they align to a proven national framework. The recommendation is the **Marine Volunteer Service** which successfully operate 24 MVS Units across the country. The biggest and most successful being Poole who have 97 volunteers who, amongst other activities, supported the Poole Harbour Commissioners with 127 river patrols last season.



Marine Volunteer Service

Littlehampton Unit

Vessel: The LHB Patrol Rib is limited to inland categorized waters C (River Arun from Pier to Littlehampton Marina where wave height is not expected to be more than 1.2m) and Category B (River Arun above Littlehampton Marina where wave height is not expected to be more than 0.6m). The Vessel is equipped GPS and VHF radio with 80hp 4 stroke engine and suitable to carry up to 4 persons. Personnel using the LHB vessels can do so holding a RYA level two certificate or equivalent training (to the Harbour Master's satisfaction). Every member of staff should be familiar with the Man Overboard systems on board and annually carry out a drill under the instruction of the Deputy Harbour Master. The vessels mechanics and equipment are checked on a weekly basis. MVS Volunteers work in MVS Uniform and a MVS branding panel will be added to the Rib when it is being operated by MVS personnel.



Costs: Fuel costs would be funded by LHB, but community funding will be sought (e.g. Littlehampton Town Council) to support any necessary training and qualifications that can't be delivered in house including RYA Powerboat Level 2 (Arun Youth Aqua can provide at approx. £125 / head), VHF license and first aid. A seafarer's medical and sea survival training are not required as the role is limited to the river.

Next steps: Recruit a Marine Volunteer Service Unit Manager for Littlehampton who can then recruit and develop a team of local volunteers. It is hoped that neighbouring MVS units in Portsmouth or Eastbourne may be able to recommend a candidate. At first, the Deputy Harbour Master can act in this role whilst the unit is being established and a longer-term candidate is identified. It is proposed that this Manager, once in post, would be paid as an LHB casual staff member for time spent in training of others of other volunteers (e.g. training on a weekday evening similar to other units). The next MVS national meeting is on the 13th October and a Littlehampton Unit would be proposed then with the LHB Board's approval. The next LHB Board meeting is on the 22nd October.

Recommendation

Delegate responsibility to officers to move forward with establishing a relationship with the Maritime Volunteer Service and to report back to the Board on progress.

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Agenda item 8

Report on: Treasurer's Report

Report by: Treasurer to the Board

For the 22nd of October Board Meeting

Income and Expense to the end of August 2018

Summary

At the end of August **Operational Income** stood at £257,758 marginally above budget. Commercial Income exceeded budget by 15,997 whilst Income from the leisure trade was below budget expectations by £19,006 due in the main to significantly lower than expected **mooring income** receipts. With respect to the Section 31 challenge to this year's harbour dues we will continue to make a provision in case the matter is not settled by the end of the financial year.

Operational expense amounted to £210,810 extremely close to budget with no significant variances evident at an individual cost level.

	Actual to August £	Budget to August18 £	2018/19 Budget £	This time Last Year £
Operational Income	257,758	256,315	391,883	233,832
Investment Interest	146	50	100	11
Operational expense	(210,810)	(212,189)	(437,828)	(190,609)
Loan repayments	(75,482)	(75,483)	(164,810)	(76,262)
Capital Expense	(0)	(0)	(10,000)	(0)
Precept Income	292,852	292,852	292,852	204,413
TOTAL	264,464	261,545	72,197	171,385

Operational income- was overall fairly close to budget. There were however significant variances with **commercial shipping** being well ahead of budget by £21,311 with ship visits now totalling 8, against a budget of 6 for the year, whilst workboat income is currently running behind expectations by £5,314.. **Leisure income** was short of budget by £19,006, mooring income being the main contributor. The budget assumed all the mooring fees would be invoiced and paid for by the end of August. In fact we closed the month with £14,500 remaining unpaid. Members will recall that our new harbour management system only records income when the invoice is settled in full. Since writing this report a further £7,000 has been received leaving a further £7,500 of overdue debt to be pursued.

Operating expense amounted to £210,810 slightly under budget at this point by £1,379. As outlined in the summary above there were no major variances in any category of expense.

Comparison with last year

Income was below this current year by £24,000 principally driven by low commercial shipping income. Expense on the other hand was lower at this point last year by £20,000, Legal and Professional fees accounting for £13,000.

BACKGROUND PAPERS

Statement of Income and Expenditure to the end of August 2018
Income Analysis by source

C.C.Braby 1st October 2018

RECOMMENDATION: That the Board note this report

Income and Expenditure Statement to the end of August 2018

	To end of Aug 2018	Budget to end of Aug 2018	2017/18 Budget	This time Last Year
	£	£	£	£
Income				
Commercial Income	121,340	100,029	205,674	95,731
Leisure Income	118,613	137,619	138,319	117,754
Chargeable Services	1,573	2,208	8,390	1,358
Work Boats	10,728	16,042	38,500	13,192
Fuel Dispensing	2,499	0	0	2,058
Misc Income	3,005	417	1,000	3,739
Rate Rebate	0	0	0	0
Investment Income	146	50	100	11
Total Income	257,904	256,365	391,983	233,843
Expenses				
Employee Costs	104,469	104,170	245,007	103,947
Services to the Board	6,672	7,348	18,724	4,913
Legal and Professional Services	14,891	16,346	33,630	2,196
Repairs and Maintenance				
Premises	6,878	5,682	13,636	4,414
Moorings	107	574	1,380	1,537
Harbour Structures	467	1,362	3,269	1,199
Navigational	6,636	6,291	13,500	6,384
Boats and Vehicles	7,997	7,011	16,828	11,037
Equipment Hire	1,035	1,750	3,500	1,711
Administration				
Rent and Rates	5,925	6,061	9,161	5,775
Utilities	890	1,350	2,700	377
Printing, Postage and Stationery	1,789	1,272	4,550	1,713
Insurance	32,976	31,702	31,702	30,383
IT	9,703	8,222	12,721	6,297
Telephone	456	583	1,400	524
Training	2,238	4,052	9,725	1,515
Bank and Credit Card Charges	2,665	2,314	4,200	2,469
Other Administrative	4,119	6,099	12,195	4,218
Recoverable costs	897	0	0	0
Total Expenses	210,810	212,189	437,828	190,609
Loan and interest payments- PWLB	55,657	55,658	144,985	56,437
Loan and interest payments- WSCC	19,825	19,825	19,825	19,825
Capital	0	0	10,000	0
Total Expense	286,292	287,672	612,638	266,871
Precept	292,852	292,852	292,852	204,413
(Deficit)/Surplus	264,464	261,545	72,197	171,385

LITTLEHAMPTON HARBOUR BOARD
 2018/19 Financial Year

		2018/19 Actual to August	2018/19 Budget to August	2018/19 Budget	This Time Last Year
INCOME	Description	£	£	£	£
Commercial Vessels	Harbour Dues	5,472	1,913	4,590	2,228
	Cargo Dues	5,229	2,201	5,282	3,713
	Pilotage Service	14,514	5,845	14,027	2,192
	Pilot Boat and Mooring Service	10,144	4,089	9,814	1,792
Commercial Shipping		35,359	14,048	33,713	9,925
Commercial Rents	Railway Wharf (Tarmac)	42,000	42,000	84,000	42,000
	UMA Wharf	10,500	10,500	21,000	10,500
	The Old Customs House	12,500	12,500	25,000	12,500
	Workshop	3,925	3,925	7,850	3,750
	Office Rent	3,588	3,588	7,175	3,588
		72,513	72,513	145,025	72,338
Footbridge	Footbridge WSCC	13,468	13,468	26,936	13,468
Work Boats		10,728	16,042	38,500	13,192
TOTAL COMMERCIAL INCOME		132,068	116,071	244,174	108,923
Leisure	Harbour Dues Leisure Craft	52,784	53,250	53,250	47,295
	Visitor Harbour Dues	4,044	4,557	5,468	4,178
	Commission Look and Sea	(94)	0	0	(108)
		56,734	57,807	58,718	51,365
Chargeable Services	Crane	1,287	1,458	3,500	0
	Labour	43	625	1,500	950
	Electricity Cards	60	125	300	408
	Office Services	0	0	0	0
	Supplies	183	0	0	0
	Fuel Sales	2,499	0	0	2,058
		4,072	2,208	5,300	3,416
Moorings & storage	Moorings	54,352	73,140	73,140	60,570
	Visitors Berths	5,225	5,384	6,461	5,037
	Boat Storage	2,302	1,288	3,090	782
		61,879	79,812	82,691	66,389
Income from Investments	Investment Interest	146	50	100	11
Misc Income		3,005	417	1,000	3,739
TOTAL INCOME		257,904	256,365	391,983	233,843

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Agenda item 9

Report on: **Financial Performance of the Multi-Purpose Work Boat "ERICA"**

Report by: Treasurer to the Board

for the 22nd October 2018 Meeting

Introduction

At the August Board Meeting a review of costing for the Multi-Purpose Workboat "ERICA" was requested of the Treasurer.

Background

The Workboat was purchased in 2015 for the sum of £220,000 as a Pilot Boat with a further £94,000 invested to equip it to undertake the variety of tasks that would be expected of it both inside and outside the harbour. This capital purchase was funded by a loan taken out from the Public Works Loan Board on our behalf by West Sussex County Council. The annual loan and interest payments are deducted from the WSCC precept levy and a net payment made to the Harbour Board.

Financial Performance

The Income and costs associated with "ERICA" since her acquisition to the end of August 2018 are set out below.

	2015/16	2016/17	2017/18	To Date 2018/19	TOTAL
Number of ship visits	21	14	5	8	
INCOME					
Pilotage Service	21,582	14,605	9,623	24,658	70,468
Contracts to 3rd parties	21,625	48,182	20,333	13,658	103,798
Tarmac contribution (18p per tonne)	5,536	4,951	1,773	0	12,260
	48,743	67,738	31,729	38,316	186,525
COSTS					
Pilotage	3,620	2,447	2,398	1,467	9,932
Bridge/Boat Manning	2,580	1,911	1,675	1,145	7,311
Maintenance	4,573	6,572	5,785	2,064	18,994
Fuel	1,170	1,164	608	315	3,257
Staff costs for contract work	7,905	20,790	6,836	4,224	39,755
Loan Repayments and Interest	19,825	19,825	19,825	8,260	67,735
	39,673	52,709	37,126	17,475	146,984
CASH SURPLUS /(DEFICIT)	9,070	15,029	(5,397)	20,840	39,541
Depreciation (£314K over 20 years)	15,700	15,700	15,700	6,542	53,642
TOTAL SURPLUS/(DEFICIT)	(6,630)	(671)	(21,097)	14,299	(14,100)

Note: the current year to date shows both loan repayments and depreciation pro rata for the year

to the end of August. 2018/19. 2017/18 pilotage and bridge manning costs include a number of barge movements in the harbour .

Although a shortfall of £14,100 is disappointing a significant fall in ship visits is the main contributor, that said there are number of other considerations to be taken into account

1. The business case for the craft required the Board to finance the loan repayments,(they are not included in the precept levy), this has been achieved by the generation of income from 3rd parties.
2. With the advent of much larger ships using the port, (the next vessel to visit will be SeaRuby 78m in length), safe berthing would not be achieved without the assistance of "ERICA". The vessel is therefore intrinsic to the continued viability of Littlehampton as a commercial port. Before her acquisition the maximum length the port could handle was 70m but if over 62m it had to be equipped with a bow thruster.
- 3 Working professionally with her has necessitated levels of competence, training and professionalism that traditionally we may not have reached.
- 4 We continue to search for potential 3rd party income for the second half of 2018-19

RECOMMENDATION: That the Board note this report

Treasurer to the Board

1st October 2018

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Agenda item 10

Report on: Pilotage Charges – clarification on the sliding scale of charges

Report by: Treasurer to the Board

for the 22nd October 2018 Meeting

Introduction

When presenting his report at the last Board Meeting the Treasurer pointed out that the pilotage income to date was inflated because since the figures had been produced the number of ship visits had exceeded the base of 6 ships and there would therefore be a rebate due. It was clear that some Members were confused by this and so the Treasurer undertook to revisit with Members the principal behind the new 2018/19 sliding scale of pilotage charges.

Background

At the end of August last year the total number of ship visits for the financial year to date amounted to 3 and 7 for the calendar year. The Pilotage Sub-Committee, (PSC), met on the 4th of September to consider a paper prepared by the Harbour Master outlining his concerns since it seemed very unlikely that the 3 LHB pilots would reach the minimum number of 12 acts per annum each, given the dramatic decline in the number of commercial ship visits. The PSC gave a number of recommendations including reducing the number of Pilots to 2 and that consideration be given to reducing the number of qualifying acts required for each Pilot from 12 acts to 9 per annum. In the event of failure to achieve the required number of pilotage acts, the PSC suggested that consideration should be given to Simulator Training as a substitute for “real time” pilotage acts.

In October the Harbour Master and the Treasurer commenced work on compiling the forecast outcome for 2017/18 and the budget for 2018/19. The best outcome for 2017/18 with regard to commercial ship visits was estimated at 6 ships by the close of the Financial Year, (we actually had only 5). No improvement was foreseen for 2018/19 and therefore the 2018/19 budget was set on 6 ship visits as well.

A 2018/19 Pilotage Budget was subsequently compiled on the basis of the PSC recommendations together with the assumption that the maximum number of ships to visit the port would not exceed 6 in the coming Financial Year. In 2015 the commercial shipping dues were increased by a sum of 18p per tonne with the intention of recovering a contribution to the new Pilot Boat, this was based on 24 ship visits per year. Given the fact that this contribution had shrunk so dramatically it was decided to remove this tonnage charge and substitute it with annual depreciation charge on the Pilot Boat Account where it rightfully belonged.

In order to ensure recovery of the costs of the pilotage operation with a minimum of six ships, and hopefully to encourage more ship visits, a sliding scale of charges was put together. The sliding scale was designed not only to recover the direct costs of the pilotage operation but also depreciation and at 6 ships, the costs of simulation training. This together with the 2018-19 Pilotage Budget, (based on 6 ships), was presented to the local Tarmac Management in November 2017.

How the sliding scale of charges works in practice

The LHB Pilotage Directions at Para 3, 3 states "*The Littlehampton Harbour Board will endeavour to recover costs in the provision of the Pilotage Service from those who directly use the service*". Members will appreciate that it is generally recognised in the ports industry that we should not be seeking to make a profit from compulsory pilotage but merely to seek a break even. It is this philosophy that has driven the idea of sliding charges. The intention was that, in the event that shipping numbers would start to rise again, (which they have), the overall cost of **bringing each individual ship** into the harbour would start to reduce as numbers rose. The number of visits has already reached 8 for this year. Retrospectively each pilotage act so far this financial year is to be charged at the sliding scale for 8 ships by means of rebate. Thus rebates will continue as the number of visits rise until the end of March 2019.

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RECOMMENDATION: That the Board note this report

Treasurer to the Board

1st October 2018

LITTLEHAMPTON HARBOUR PILOTAGE SLIDING SCALE OF CHARGES FOR 2018/19

Number of Annual Visits	Pilot Boat and pilot per act £	Mooring and unmooring per act £	Pilotage rate per GT per act with pilot pence	Simulator £3,500
6	409	409	77	Included
7	358	358	68	included
8	317	317	60	included
9	250	250	47	N/A
10	226	226	43	N/A
11	210	210	40	N/A
12	195	195	37	N/A
13	183	183	35	N/A
14	173	173	33	N/A
15	164	164	31	N/A
16	156	156	29	N/A
17	150	150	28	N/A
18	143	143	27	N/A
19	138	138	26	N/A
20	133	133	25	N/A
21	129	129	24	N/A
22	125	125	24	N/A
23	121	121	23	N/A
24	118	118	22	N/A

NOTE				
Current Charges	127.78	127.78	24.16	