

Littlehampton
Harbour

Annual Report 2018/19



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Overview of the Harbour



Littlehampton Harbour is located between Chichester and Worthing and close to the South Downs National Park. The harbour is at the mouth of the River Arun and has an active leisure boat and yachting community, a small inshore fishing fleet and a sole commercial shipping operator (Tarmac Ltd) receiving bulk cargos at wharf space rented from LHB to feed its adjacent asphalt plant. The harbour limits extend from the old road bridge at Arundel to approximately 100 feet due south of the western breakwater arm and 500 yards either side of this structure (a distance of approximately 6 miles along the River Arun). Overall the total harbour area is some 91.8 hectares (ha). The mean tidal ranges are 5.5m (springs) and 2.7m (neaps).

The entrance to Littlehampton Harbour and the 'Narrows' requires careful navigation due to the cross current, lack of room for manoeuvre and the strong ebb and flood streams in the river. The spring ebb stream in the Narrows can reach six knots. The Littlehampton bar (drying heights on approach to the harbour mouth) extends 600 metres southwards from the end of the West Pier. All ships over 60 gross tonnes and ships 20m in length carrying more than 12 passengers entering the harbour are required to take a pilot on board.

There is a single navigation channel running from the breakwater arms, inland, which ranges from about 70 to 120m wide at High Water beyond the Narrows which are 33m wide at their most constricted point. Moorings for small craft have been established on both sides of the river. The majority of activity within the harbour is concentrated within the first nautical mile of this channel before the A259 crosses the River Arun and effectively limits larger traffic from passing upstream. A retractable footbridge also crosses the river linking east and west banks of Littlehampton and is operated by the harbour authority on behalf of the West Sussex County Council.

There are two clubs, a marina and 2 small boatyards providing leisure moorings on the west bank for approximately 350 vessels. Approximately 14 commercial fishing vessels (of which 11 are "LI" registered) ranging from 6-10m in length also moor on the west bank mainly at the boatyards and Marina. Catch value in Littlehampton for 2017 was £268,000 and of this value £184,000 was for shellfish (comprising crab, whelk, cuttlefish, lobster and scallops) (source: MMO).

On the east bank the Harbour Board provides 30 moorings for resident leisure craft and 90m of visitor berthing at a Town Quay pontoon adjacent to the Harbour Office which has visitor facilities. An 8.5m short stay berth is also provided at the Harbour Office. This is open to the public, so can be used by smaller vessels on an ad hoc basis, seasonal inland ferry services and the emergency services. The ferry service most recently operated is supported financially by the Town Council and



is run by the Littlehampton Yacht Club. It provides a seasonal service for both tourists and local foot passengers, with a maximum of 12 passengers, crossing the river between the Harbour Office and the Littlehampton Yacht Club and occasional tours of the harbour and up-river.

Below the retractable footbridge on the east bank, in addition to the Harbour Board moorings, there are approximately 15 private moorings adjacent to waterside housing developments and a public slipway adjacent to an RNLI Lifeboat station. The RNLI operate two inshore lifeboats and respond to between 60-100 incidents a year locally. Above the footbridge there are a small number of moorings operated by a public house, 5 moorings at the Harbour Board workshops and two larger commercial wharves operated by Tarmac Ltd providing not-afloat-but-safely-aground (NABSA) berths for vessels of up to 80m in length.

Cargoes of granite and steel slag are imported for the production of asphalt. Since 2012 the port has handled between approximately 10-30,000 tonnes of cargo per annum for Tarmac who are the sole commercial operator within the port. Tarmac is also the primary user of pilotage services, although in previous years the pilotage service has also been required for the movement of workboats and jack-up barges associated with flood defence projects. The historic decline in number of commercial calls is a key problem faced by the harbour.

Despite the low volume of commercial traffic however, there is limited room for expansion in leisure moorings. Basins and mud docks on the west bank could feasibly be dredged to provide additional moorings and local consent has been granted north of the A259 road bridge for installation of moorings, but no plans have yet been submitted to the MMO. Applications to provide additional moorings within the river would be unlikely to be approved due to the encroachment into the main navigation channel.

The LHB employs five full time marine staff, two part time officers of the Board and one part time accounts employee. Staff are on duty weekdays during office hours and the Harbour Office is staffed at weekends from April to September. During the busier summer season, on weekends and during holidays, full time staff are augmented by casual seasonal staff who contribute 88 person days of casual staff time, equating to £5,000 of expense. The office may be temporarily closed out of season or when staff are busy elsewhere in which case the duty officer is available via mobile phone. The staffing levels are considered by LHB to be set at a level which provides for safe and efficient running of the harbour and discharge of their statutory duties.

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Chairman's Report



During the year of report and as is highlighted in this document there has been much activity both strategically and operationally at Littlehampton Harbour. The Harbour Board and its team have continued to sustain and improve an effective independent trust port and, in doing so, has addressed a number of challenges.

As has been indicated elsewhere, the Board is accountable to the Department for Transport and has a remit to adopt its published guidance on good governance although in some respects this is not always possible due to the restrictive legislation that is in force. In an attempt to address some of the weaknesses that exist, work on preparing a Harbour Revision Order is underway. The aim is to establish a legal framework that is relevant to present day trust ports and to have in place a corporate governance structure that accords with Government guidance. As the development of the Harbour Revision Order progresses consultation with the wide community of stakeholders will take place,

One issue that will be addressed during the Harbour Revision Order process is the future composition of the Harbour Board. All appointments should be made on the basis of merit with individuals possessing the skills, experience and qualities necessary to meet the needs of the Board. Importantly, they would be required to act independently and in the best interest of the Board rather than represent the interests of particular stakeholders or stakeholder groups.

In concluding this report, may I record my thanks to my fellow Board Members for their contribution to the work of the Board and to the Senior Management Team and staff for their hard work on dealing with a wide range of issues during the year often in difficult and less than pleasant situations.

Wing Commander Philip Bush
Chairman of the Littlehampton Harbour Board

Harbour Masters Report



Littlehampton Harbour is a great place to be on the water, whether as a leisure sailor at one of the clubs or marinas, part of a visiting yachts crew, a sea angler, diver or involved in one of the many other activities that take place in and around the harbour. Perhaps Littlehampton's key is the diversity of activity it serves. In addition to this leisure activity we retain our responsibility as a commercial port for larger traffic.

The 2018/19 year has many positives to report with an increase in commercial traffic and cargo handled, an increase in numbers of vessels in Littlehampton paying Harbour Dues, Harbour Board moorings at capacity and a steady stream of visiting yachts and rallies over the summer.

Commercial workboat operations with the ERICA and WINDSONG on behalf of a broadening range of high profile and local clients continue to augment this income and to build the skill sets of our team which has seen a good deal of change over the period. Three of our five full time employees changed this year with new staff joining us in April and July 2018. I am very pleased to say that the wealth of skills and experience the new team have brought with them has significantly strengthened our operational capabilities.

Over the last few years improvements to our team, our software and infrastructure management have all contributed to improvements that are clearly visible on the water. The next challenge will be to modernise our governance arrangements so we can make the most of the improvements being made on the water. I hope the Harbour Revision Order (HRO) currently being drafted by the Board's solicitors will enable this to happen sometime in 2020/21.

Looking ahead my aims are to consolidate on the skills being developed afloat. I am also keen to adopt a more co-ordinated approach to dredging alongside other mooring operators in the harbour - a perennial issue that effects all harbour users. This could take the form of regular and shared mobilisation of dredge contractors or perhaps even joint funding for a suitable dredger in the harbour.

(For summer season 2018 and ending in spring 2019)



Other issues for consideration within the harbour are the increasing number of vessels being lived aboard within the harbour - and both the public safety and environmental implications of this trend; and the small but concerning increase in wrecked and abandoned vessels within harbour limits. Neither of these issues are limited to Littlehampton but will take some careful local consideration, the review of existing controls and may warrant changes to the port's statute or general directions.

With the A27 bypass, flood defence works (associated with the Lower Tidal River Arun Strategy), coastal protection activity at Climping/Elmer and bank repair works associated with Network Rail all becoming more of a reality there will also be a requirement to manage and co-ordinate what could potentially be a very significant increase in construction activity on the river and approaches to Littlehampton over the next few years.

All in all, the new look team and I are looking forward to the 2019 season and continuing the progress that was undoubtedly made last year.

Billy Johnson
Harbour Master, Littlehampton

Activity in the Harbour

April 2018

- Harbour Stakeholder Group meeting
- Marine Operations Assistant interviews and appointments
- AYC flare amnesty
- Andy Lanczewski joins Marine team
- Crane lifting at harbour workshop
- British Ports association AGM
- ERICA Small Commercial Vessel coding audit
- Trinity House (Aids to Navigation) audit
- RNLI barbecue with flank stations

May 2018

- Internal audit
- Annual Board meeting
- ERICA wave rider buoy and Arun platform service visit for Fugro
- AYC Open Day
- Peter Knight joins Marine team
- ERICA employed laying seasonal buoys off Worthing beaches
- ERICA employed for plough dredging at Marina
- Yately Offshore SC rally
- Wreck of 10m vessel Seaspray at Ford

March 2019

- AYC race-marks laid by ERICA
- Work Experience student with harbour staff
- Windsong employed on site visit for planned engineering works to railway bridge at Offham
- Craning at workshop
- ERICA employed for Arun YC seasonal race-marks deployment
- Advertisement of Clerk to board position
- Seasonal staff pre-season training
- ERICA employed for plough dredging at UMA Wharf, Marina and Arun YC
- Revised General Direction consultation and amendment

February 2019

- Lifting gear inspection
- Craning and slinger/signaller training at workshop
- ERICA employed for plough dredging at Marina

January 2019

- Harbour Stakeholder Group meeting
- Southern water outfall buoy deployment
- Windsong employed on sheet pile inspection at Arundel
- ERICA employed on Rampion windfarm
- Harbour Assist software upgrade
- Pilotage training programme at Poole Harbour

December 2018

- Littlehampton District Angling Club flounder fishing competition
- Survey of harbour entrance by harbour staff
- Survey of bar by LHB staff
- Harbour staff fire training
- Local regulation enforcement training for staff at Langstone harbour
- Personal watercraft users meeting

November 2018

- Recovery of wrecked and abandoned vessel Mudlark from river
- West Sussex Fire and Rescue Service/RNLI/Littlehampton harbour interoperability training
- Windsong employed on sheet pile inspection at Arundel
- EA shingle recycling operations at West Beach
- Interim external audit
- Completion of repairs at Old Customs House
- Arun YC crane-out
- Environment Agency tide gauge servicing at Harbour Office
- Discussions with Maritime Volunteer Service (MVS) on Littlehampton unit

(For summer season 2018 and ending in spring 2019)

June 2018

- Shoal bank dredge operations alongside EA shingle recycling
- Seaspray wreck recovery diving operations
- Deputy Harbour Master interviews and appointments
- L Guess Jewellers 3.8Km river swim
- ERICA employed as Littlehampton Armed Forces Day aerial display guard vessel
- Harry Gregory appointed as new DHM
- Emsworth SC rally

July 2018

- Harbour Stakeholder Group meeting
- Kingmere Rocks survey by Wessex Explorer
- Staff 2P oil pollution response training
- Lifejacket clinic at Littlehampton Marina
- ERICA employed for plough dredging at Marina
- Trinity House inspection of Aids to Navigation
- Waterfront Festival 2018

October 2018

- Harbour Stakeholder Group meeting
- Harbour Board sheet pile inspections by WPH Marine
- Disposal of previously wrecked Seaspray
- Recovery and disposal of vessel Adelaide holed and sunk at entrance to harbour
- ERICA employed on Rampion windfarm
- Workboat Cox'n stability training course
- Pilotage training programme at Poole Harbour
- Length of UK River Kayak charity challenge finishes at Littlehampton

August 2018

- Slipway plough dredge
- ERICA employed on Rampion windfarm
- External engineering inspection of West Works completed
- Overnight safety boat work for highways contractors at A259 road-bridge
- Lifejacket clinic at Arun YC
- Ashdown SC rally
- Oil Spill clean -up exercise with OSRL
- Dragon boat racing in Arundel
- ERICA wave rider buoy service visit for Fugro

September 2018

- Sussex YC Rally
- Red bridge inspection and repair works carried out by WSCC contractor
- Warsash Maritime College manned model pilotage training for DHM
- ERICA employed on Rampion wind farm
- Abandoned small craft recovered from Bridge Hard
- WINDSONG employed on bridge inspection at Burpham
- East Pier boarding repairs conducted for ADC
- ERICA employed on Worthing seasonal buoy collection
- Talk on water safety at river Beach Primary School

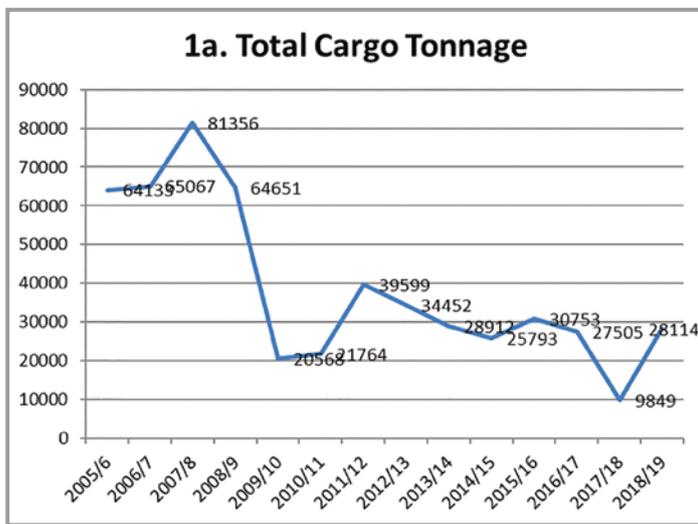


Key Performance Indicators for Marine Activities (FY 18/19 unless stated)

1 Number of Commercial Calls – 16

1a Cargo Tonnage Handled – 28,114 tons

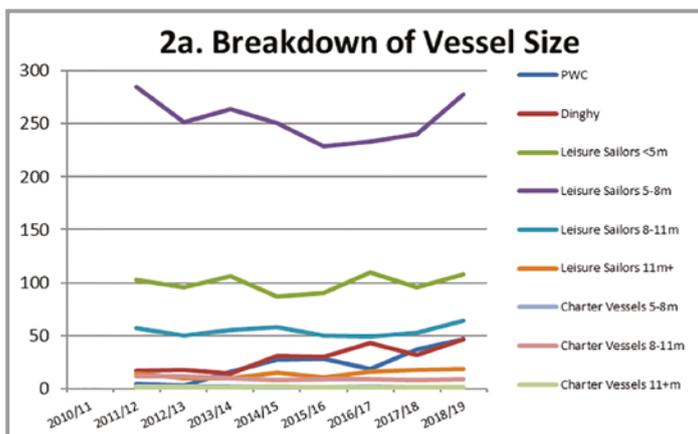
The Littlehampton Harbour Board leases two wharves to Tarmac Ltd, primarily for the import of material for their adjacent asphalt plant. FY18/19 saw 16 commercial vessels call at these wharves. Total cargo tonnage handled by the port was 28,114 tonnes. The final 3 calls of the period were a larger class of ship, 80m LOA and 1917 GT which are the largest ships to have called at the port. Having established that it is possible to handle ships of this size, further consideration may now need to be given to revising Aid to Navigation (AtN) and fendering arrangements if their use of the harbour is to become a more regular occurrence.



2 Number of Harbour Dues Plaques Issued - 535

2a Annual Harbour Dues Breakdown of Harbour Dues Boat sizes

The number of smaller leisure and commercial vessels issued with annual harbour dues plaques increased slightly but includes 23 additional plaques issued on a concessionary basis by the Board to youth training organisations (Arun Yacht Club, Sea Cadets, Sea Scouts). These concessions have been offered in previous years but have not until now been allocated a plaque number. It is interesting to note that in the mid-1980s numbers of leisure vessels in the harbour were reported as circa 500. It would appear therefore that the number of leisure vessels in the harbour is broadly stable.



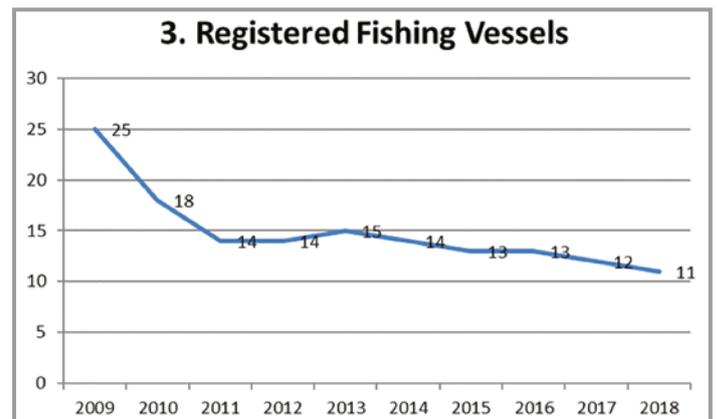
A Harbours Act challenge to the level of Harbour Dues has been lodged for the 2018/19 financial year by the Littlehampton Yacht Club, Arun Yacht Club and Littlehampton Marina. This challenge is currently with the Department for Transport awaiting a decision on whether it can be dealt with directly or requires an inspector to make an assessment at public enquiry.

The overall increase in Harbour Dues was a budgeted £5,552 spread over around 500 harbour users. The annual increase for vessels of various sizes is set out below. The LHB has been advised that it is obliged to defend this claim because of its potential impact on future years' budgets. To date the challenge has cost around £18,000.

Annual Leisure Harbour Dues	17/18 (£)	18/19 (£)	Increase
<5m	67.28	74.68	£7.40
5-8m	135.13	149.99	£14.86
8-11m	200.60	222.67	£22.07
11-13m	267.85	297.31	£29.46
Dinghies in Club Compounds	19.45	21.59	£2.14

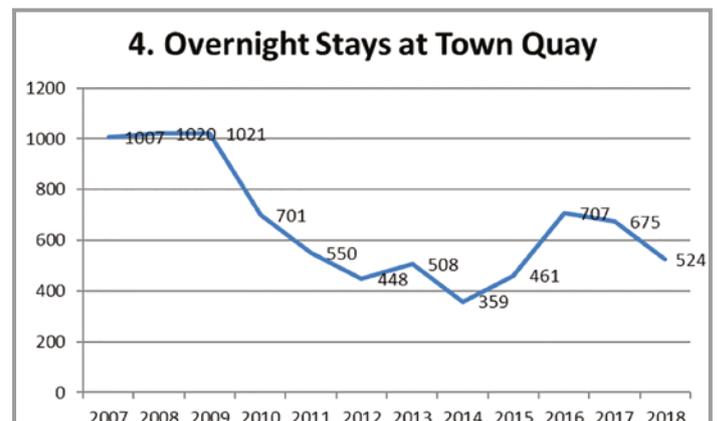
3 Number of LI registered fishermen - 11

The number of fishing vessels using Littlehampton as their home port has also remained relatively steady. Improving landing facilities could encourage additional vessels to operate from the harbour.



4 Overnight Stays at Town Quay - 524

The number of overnight stays at Town Quay were again down slightly. A certain amount of variability due to weather and tides is to be expected. There have also been changes in the way stays have been recorded over the last few years.



Board and Governance

The Board and Its Vision

Littlehampton Harbour is managed as a public corporation trust port by the Littlehampton Harbour Board, which is an independent statutory body. The duties and responsibilities of the LHB are defined by local Acts, principally the Littlehampton Harbour and Arun Drainage Outfall Act 1927 (as amended) and Part II of the West Sussex County Councils Act 1972 (as amended).

The Harbour Board is comprised of eleven members appointed to act as independent harbour commissioners as follows for the period ending March 2019:



Board recruited representative of recreational interests

Mr Philip Bush (Chairman)

Members appointed by West Sussex County Council

Captain Tom Drennan, David Edwards, Dr James Walsh, Janet Mockridge



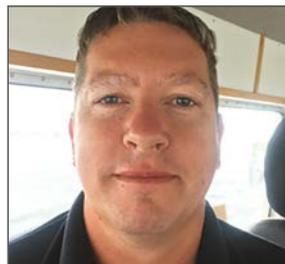
Members Appointed by Arun District Council

Roger Spencer, Karl Roberts, George Blampied, Roger Elkins (Vice Chairman)



Member appointed by Environment Agency

Richard O'Callaghan



Board recruited representative of commercial interests

Barry Goodhew

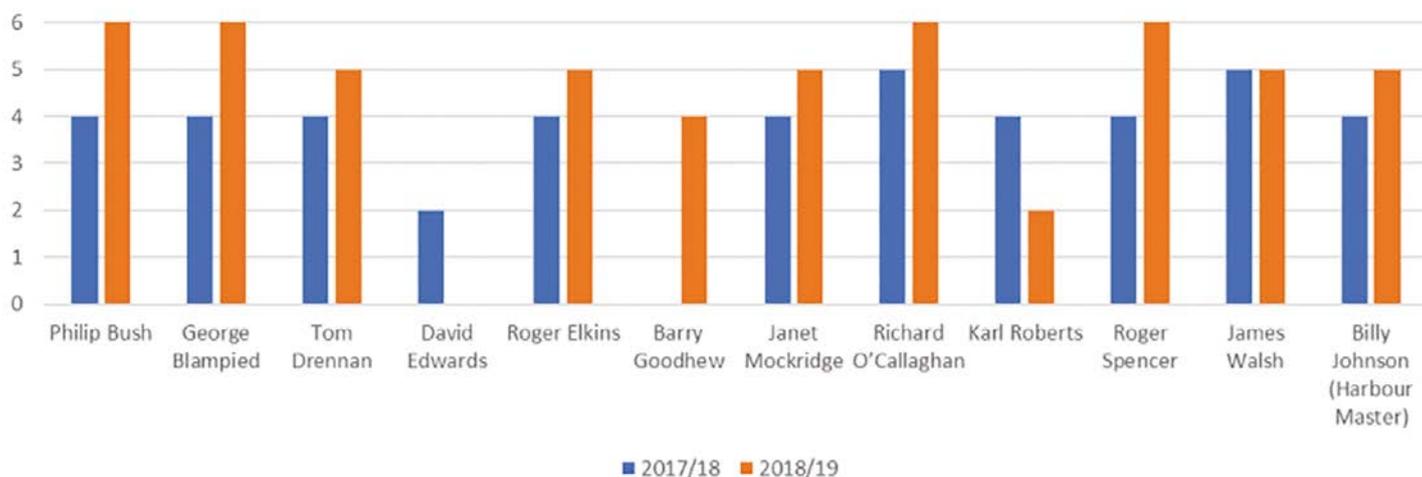
Board and Governance

Board member attendance for the last two years can be seen below.

LHB Board Member Attendance Stats 2017/18 and 2018/19

Board Member	Year 2017/18 (5 Mtgs)	Year 2018/19 (6 Mtgs)
Philip Bush	4	6
Roger Elkins	4	5
George Blampied	4	6
Tom Drennan	4	5
David Edwards	2	0
Barry Goodhew	N/A (appointed 14 May 2018)	4
Janet Mockridge	4	5
Richard O'Callaghan	5	6
Karl Roberts	4	2
Roger Spencer	4	6
James Walsh	5	5
Billy Johnson (Non-Board Member)	4	5
Average Attendance Rate	4 meetings of possible 5	5 meetings out of possible 6

Littlehampton Harbour Board Member Attendance at Board Meetings



Corporate Governance

The Board's vision is outlined in its Business Plan and was last reviewed in 2016:

"To maintain an open port and to act in capacity as a Competent Harbour Authority (CHA) [for the purposes of our pilotage service]. We will use all reasonable endeavours to maintain the port as a viable commercial operation for our major commercial tenant, Tarmac;

To transform the harbour and seafront into a thriving leisure destination, creating a variety of new skills, development and business opportunities that are economically sustainable as one part of a holistic approach to the regeneration of Littlehampton. The harbour will have attractive and accessible waterfronts that are well connected with the town supporting a harbour that is extensively used by local people and attracts visitors to the area with a range of marine, cultural, heritage and recreational activities.

The harbour will be managed cost-effectively, safely and sustainably as a Trust Port in the interest of all its beneficiaries. We will encourage active use of the harbour by all stakeholders including the leisure, commercial and fishing sectors."

The Department for Transport (DfT) published its Ports Good Governance Guidance in March 2018 replacing the second edition of Modernising Trust Ports (MTP2). The DfT expects all Statutory Harbour Authorities (SHAs) to carefully consider the guidance and to take steps to implement its principles if these are not already in place. Where the Board of a trust port decides not to comply it should be clearly stated and reasons given in its annual report. A general review of LHB governance against this revised document is ongoing, however, significant non-compliances and their explanations are outlined below.

Board effectiveness:

LHB's structure and financial arrangements are laid down in the West Sussex County Council Act of 1972 and amplified in the Constitution document last updated by the Board in December 2013. At present the executive officers are not represented on the Board but the Harbour Master has always been able to maintain a direct line of contact with the Board by being present at Board meetings. The Board has approved an action for attendance of the HM at board meetings to be as-of-right, and this is to be included in the next draft of the Constitution.

Formal annual evaluation of Board performance as well as that of its members does not take place. It also was acknowledged in 2014 that there was, in effect, no maximum term of office for Board members and that this went against principles laid down in MTP2 (and now the Ports Good Governance Guidance). It was agreed to review this in 2019 and changes will be incorporated into a Harbour Revision Order (HRO) currently being drafted by the Board's solicitors.

Remuneration:

The remuneration of Board members is not currently considered appropriate in the context of Littlehampton. Any modification to the structure and remuneration of the Board would be addressed through amendment to the ports establishing Act by Harbour Revision Order.

Stakeholder Engagement:

The Board acknowledges that the way it currently engages with stakeholders and the public does not always lend itself to effective governance. Work to review existing statutory and governance arrangements is part of the HRO process already mentioned and will, it is hoped, modernise statutory powers held, bring the port

into line with up-to-date governance guidelines (Ports Guide to Good Governance, March 2018) and improve stakeholder engagement.

Commercial accountability, compliance and strategic reviews

Commercial accountability:

The Board's annual budget deficit is met by a contribution from the two constituent Local Authorities (West Sussex County and Arun District Councils). Additional expense or reduction in income during the budget year would be covered by a precept on the same Local Authorities. In the context of the Board's constitution, a target level of return is not considered appropriate.

In general terms, the running costs of the port are met by its income while existing Public Works Loan Board (PWL) debts for infrastructure works are met by the contributions from the Local authorities, with conservancy activity such as dredging and infrastructure maintenance being broadly covered by statutory levies such as Harbour Dues as well as the precept as required.

The Board provides a limited amount of in-house services (moorings, workboat services, hard-standing and commercial fuel sale). This income augments statutory levies on harbour users and Local Authorities. Mooring and hard standing rates are published in the Board's Schedule of Charges Fees and Dues document which is updated annually.

Commercial fuel retail charges are maintained at a standard level above purchase price to cover costs of retail and avoid unfair competition.

Work gained by the harbour's multipurpose vessel (the ERICA) is won through competitive tendering processes and profit and loss records are kept for each contract. It is not believed that an annual efficiency statement is appropriate to the Board's operation.

Strategic reviews:

It is not considered appropriate to produce a separate annual strategy document: strategic aims are covered by the port's Business Plan covering the period to 2020, and in yearly reports on the Board's accounts.



Port Marine Safety Code (PMSC) Compliance

Safety Management System

Reviews of the Harbour's Safety Management System (SMS) were conducted by Nicholson's Risk Management in July and December of 2018. It is planned to comprehensively revise SMS documentation in time for the 2019 audit and this process is ongoing.

Two types of risk assessment are used within the harbour: a marine operations Risk Assessment is made in accordance with the principles laid down in the PMSC using the MarNIS Risk Assessment software tool and a further set of staff Risk Assessments are carried out in accordance with HSE directives.

Incidents and near misses are logged on MarNIS along with all control measures such as risk assessments, Standard Operating Procedures (SOPs), Local Notices to Mariners (LNtMs) etc. Marine risks currently identified are assessed to be as 'As Low As Reasonably Practicable' (ALARP) and risk assessments are reviewed yearly and circulated to the LHB Stakeholder Group for comment. Marine and staff Risk Assessments were last reviewed in November 2018.

Stakeholder Engagement

The Littlehampton Harbour Board Stakeholder Group is Chaired by the Boards' Recreational Users Representative and seeks to act as a consultation body for operational and safety matters within the harbour.

The Group now meets four times a year in January, April, July and October to consult with harbour users, to receive input from other agencies and to promulgate safety information. A Littlehampton Harbour users group consisting of recreational and smaller business users of the harbour met independently for the first time in March 2019. It is hoped that this group (which has called itself the Littlehampton Harbour Stakeholder Association) will be able to become part of the wider stakeholder consultation process within the harbour.

Environmental Protection

The harbour continues its close working relationship with the Environment Agency and Natural England, particularly when conducting shingle bank dredge operations within the Climping SSSI.

The harbour is in the last year of its current contract with Adler and Allan for Tier 2 environmental incident response. There were no significant environmental incidents to report and harbour oil spill containment and clean up equipment was only deployed as part of the recovery and disposal of the charter boat Adelaide which sank in the harbour.

Civil Contingencies Duty and Reporting Requirements

The harbour is a member of the Sussex Resilience Forum (Cat 2 Group) and sends a representative to periodic meetings of the group.

Annual Maritime Statistics return was submitted to the Department for Transport (DfT) in January 2019 along with the ports Oil Pollution Preparedness, Response and Co-operation Convention (OPRC) Compliance statement to the MCA.

Incident Recording

Statistics below are calendar year 2018 unless stated.

5a. Number of Incidents Logged -15

5b. Number of Commercial Shipping Incidents Logged - 2

5c. Breakdown of Incidents

5d. Reportable Incidents (MAIB, HSE) - Nil

There were 15 separate incidents logged in the calendar year 2018. These included 2 incidents involving vessels under pilotage, 3 incidents involving small craft wrecked in the harbour and one incident involving a diver.

There were no RIDDOR reportable accidents involving LHB staff and no incidents were reported to the Department for Transport's (DfT) Marine Accident Investigation Branch (MAIB).

Date	Accident Category	Name	Record Type	Record Status
09/11/2018	Sinking and capsizing	015 of 2018 - Wreck and Abandonment of MUDLARK	Incident	Investigation Complete
19/10/2018	Sinking and capsizing	014 of 2018 - ADELAIDE collision with West Works and sinking in harbour entrance	Incident	Investigation Complete
01/10/2018	Impact with Structure	012 of 2018 - SEA RUBY unberthing manoeuvre	Potential incident	Investigation Complete
01/10/2018	Collision ship - ship	013 of 2018 - CQS SEA RUBY outbound with Yacht DANSK	Potential incident	Investigation Complete
02/09/2018	Struck by moving vehicle	011 of 2018 - Jet ski Near Miss with Swimmer on West Beach	Potential incident	Investigation Complete
04/08/2018	Slip, trip, fall same level	010 of 2018 - Littlehampton Ferry customer tripped on Town Quay gangway	Incident	Investigation Complete
08/07/2018	Diving Injury	009 of 2018 - Diver surfaced from depth accidentally	Incident	Investigation Complete
21/05/2018	Other personnel or public safety item	008 of 2018 - Speeding and Aggressive PWC	Incident	Investigation Complete
20/05/2018	Other crisis management	005 of 2018 - Unexploded Ordnance Elmer	Potential incident	Investigation Complete
20/05/2018	Striking with ship (moored)	006 of 2018 - Collision with moored yacht at TQ	Incident	Investigation Complete
20/05/2018	Sinking and capsizing	007 of 2018 - Obstruction in River at Ford (SEASPRAY)	Incident	Investigation Complete
26/04/2018	Sinking and capsizing	004 of 2018 - Yacht Zebedee Foundering at AYC	Incident	Investigation Complete
17/04/2018	Striking with ship (moored)	003 of 2018 - Vessel Contact with Moored Boats	Incident	Investigation Complete
14/04/2018	Fire/Explosion	002 of 2018 - Arson La Libertad Town Quay	Incident	Investigation Complete
01/02/2018	Other personnel or public safety item	001 of 2018 - Vandalism at Pier Road and Town quay	Incident	Investigation Complete

Key

Symbol showing the record type:

-  Incident
-  Potential incident
-  Details not yet completed

Symbol showing the record status:

-  Reported
-  Investigating
-  Investigation Complete
-  Actioned - Closed

Port Marine Safety Code (PMSC) Compliance

Number of Accidents listed = 15

The Group now meets four times a year in January, April, July and Incident report status as follows;

Reported = 0; Investigating = 0; Investigation Complete = 1; Actioned-Closed = 14

General Directions

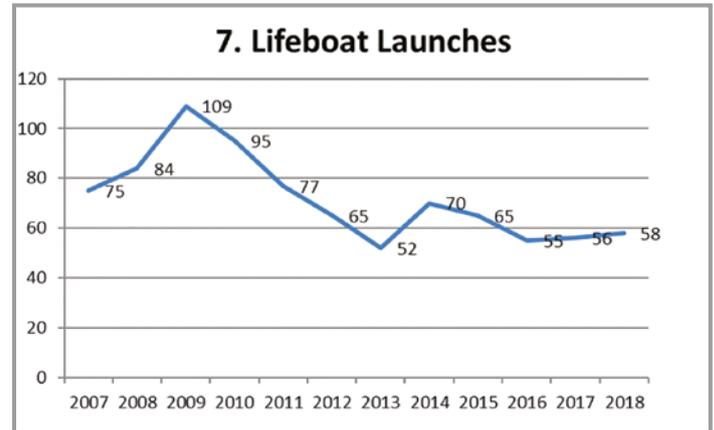
Following incident and near-miss reports made to the Harbour Office, changes to Littlehampton General directions were consulted on following the 2018 season and have resulted in additional controls for the use of PWCs/Jet skis, the introduction of a Small Commercial Vessels registration scheme and the introduction of a mandatory requirement to carry a means of communication in the harbour (preferably a VHF radio).

6 Number of LNTMs Published - 19

19 Local Notices were published in 2018 notifying harbour users of events planned in the river, hazards to navigation such as wrecks and aids to navigation when off station or obscured.

7 Number of RNLI Launches

2018 saw the Littlehampton lifeboats launched to 58 incidents. A total of 49 people were assisted and 1 life was saved. A breakdown of incidents responded to by the Littlehampton lifeboats over the last 10 years is contained in the RNLI's Community Lifesaving Plan and can be seen below.



Littlehampton RNLI Launches

Our Atlantic 85 (*Renee Sherman*) and D-Class (*Ray of Hope*) inshore lifeboats launch on service around 70 times per year to a wide variety of incidents from Worthing to Bognor Regis, including:



Motorboaters – 30%



People in the water – 14%



Yacht sailors – 11%



Dogs or other animals – 7%



Angling or fishing vessels – 6%



Dinghy sailors – 5%



Jet skiers – 4%



People on shore (e.g. pier / bridge / sandbank / riverbank) – 4%



Windsurfers – 3%



People on inflatables blown out to sea – 3%



Canoeists or kayakers – 3%



Kitesurfers – 2%



Missing people – 2%



Paddleboarders – 1%



Other – 5%

How many people? We rescue around 70 people per year across our 70 launches. Sometimes its many in one rescue (10 people is the biggest in recent years) or, on about 1 in every 3 launches, we are relieved to find that that no assistance is needed. This could be because the situation has resolved itself, others were able to help sooner or it never was an emergency but a call of good intent by a passer-by. It's always better to be safe than sorry! Remember, if you see someone in distress, call 999 and ask for the Coastguard.



Our advice for staying safe whilst having fun on the the water:

1. Check the **weather forecast and tides** and make sure someone ashore knows your rough route and when you will be back
2. Always **wear a lifejacket or a suitable buoyancy aid** and carry at least one accessible means of calling for help
3. Find more activity specific advice and useful guides at www.rnli.org/safety or [Arun RNLI Community Safety](#) on Facebook.

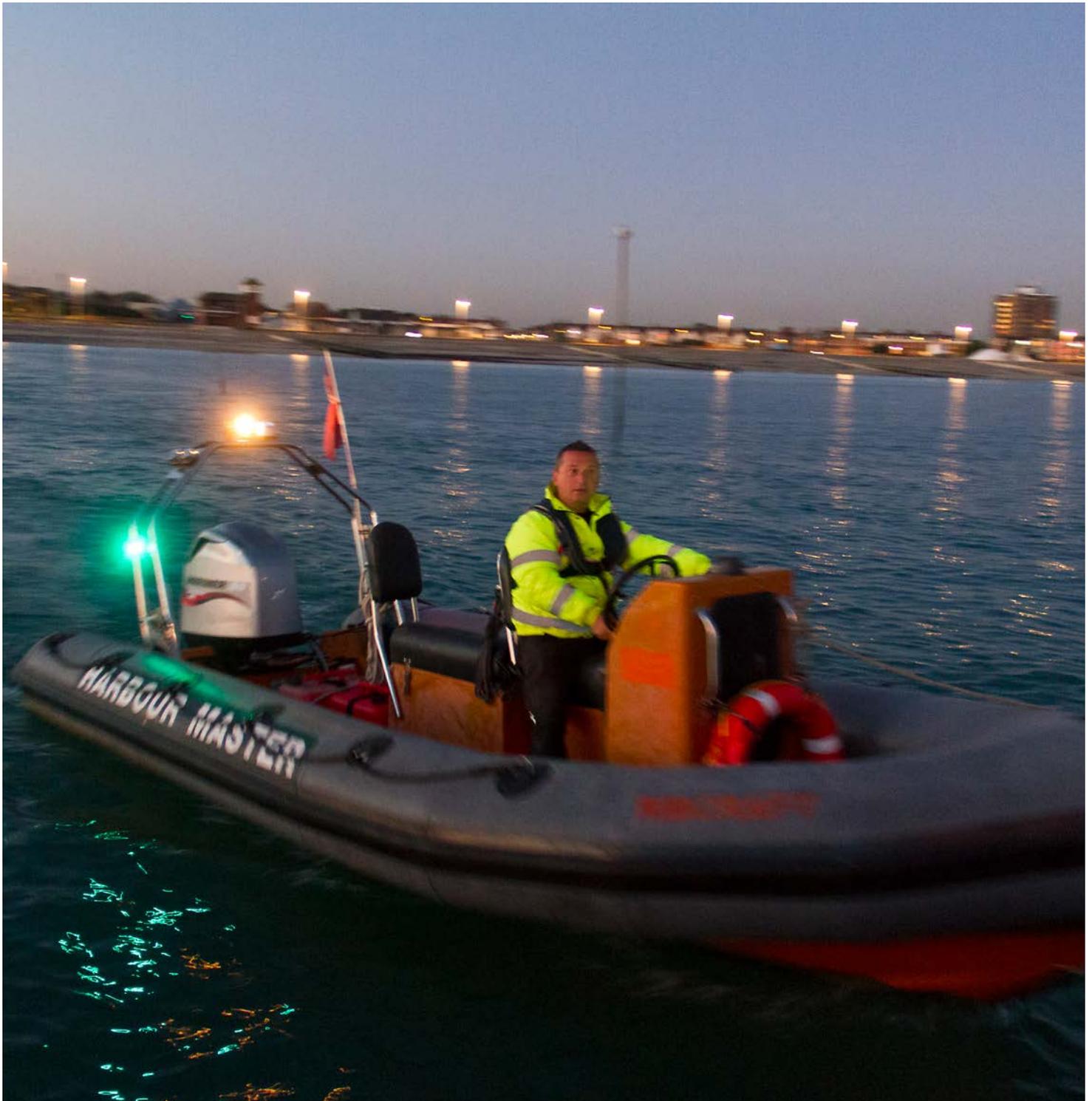
Port Marine Safety Code (PMSC) Compliance

continued from p11

8 Number of Compliments and Complaints – 29/4

Board policy is to capture as much feedback as possible both positive and negative. The Littlehampton Harbour Board received four complaints regarding Board policy and the conduct of officers. It was not necessary to escalate any of these complaints all of which have now been resolved.

Littlehampton Harbour staff received twenty-nine written compliments for their work in 2018 either sent into the harbour office or by specific thanks left in the visitors' book.



Conservancy

The “conservancy duty”, “open port duty”, “environmental duty” and “civil contingency duty” are all part of the responsibility for the management and upkeep of the harbour so that it is fit for use by all. The maintenance of infrastructure, dredging, charting, removal of wrecks, liaison with outside agencies such as the UKBF (UK Border Force) and NE (Natural England) and provision of a Pilotage Service all fall under this combined responsibility as a Statutory Harbour Authority (SHA) under the Harbours Docks and Piers Act and as a Competent Harbour Authority (CHA) under the Pilotage Act.

Conservancy and Open Port duty activity in 2018/19 included:

- repairs and maintenance of the West Works and East Pier;
- removal of potentially hazardous floating debris from the river;
- continued monitoring of depths at the harbour entrance;
- dredging at the West Training Wall;
- removal and disposal of wrecked and abandoned vessels;
- repairs and maintenance of Aids to Navigation;
- provision of a pilot boat, trained crew and pilots throughout the year;
- amendments and improvements to enforceable General Directions;

and stakeholder communications such as the publication of annual tide times and port information booklet and the pocket guide to General Directions.

How is this funded?

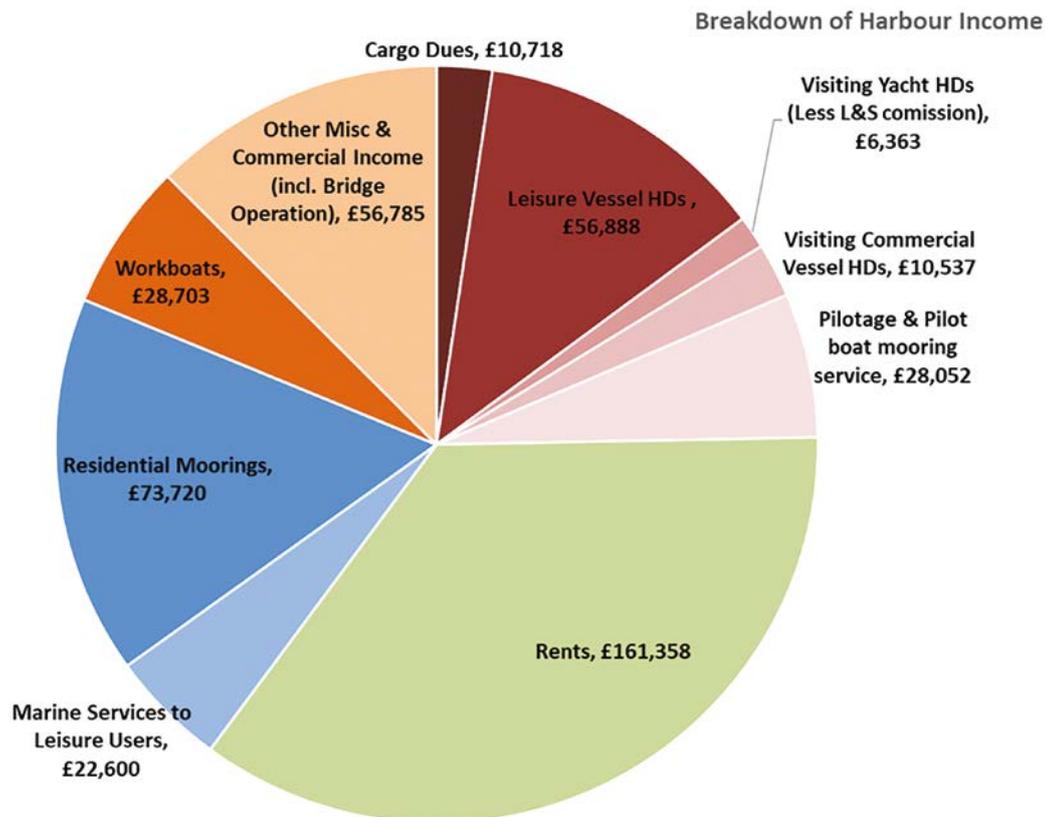
The running cost of the harbour for 2018/19 (excluding debt repayments) was £570,342. Money spent on conservancy within the port should primarily be gathered through Vessel Dues (paid by both leisure and commercial operators), Passenger Dues (paid by commercial operators taking fare paying passengers), Cargo Dues and pilotage charges paid by larger ship owners. Total income from these statutory sources for the year was £112,558.

This statutory income is subsidised by the Harbour’s own commercial activity in the form of income primarily from commercial rents and marine services such as moorings and workboat services. Income from these sources totalled £343,166.

Any remaining shortfall in covering expenses and the repayment of debt held by the harbour is made up by a contribution from the local authorities (West Sussex County and Arun District Councils) which in 2018/19 totalled £292,852.

Breakdown of Harbour Income

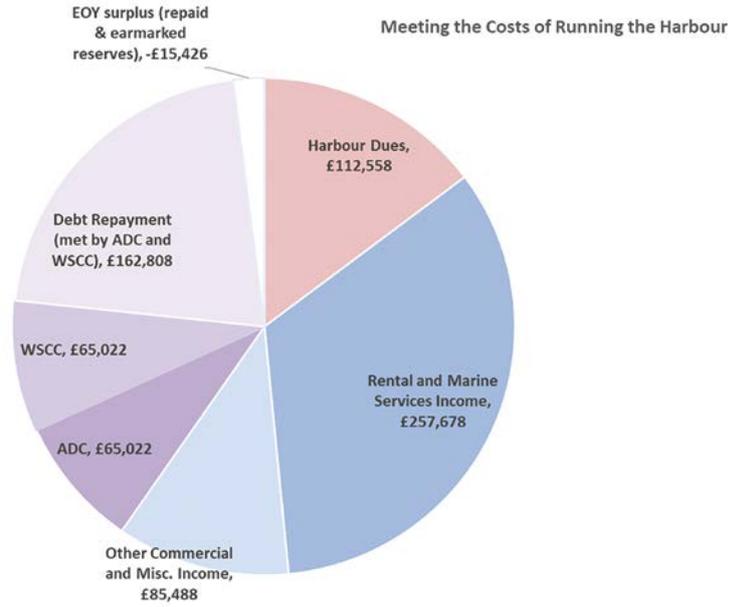
Cargo Dues	£10,718	
Leisure Vessel HDs	£56,888	
Visiting Yacht HDs (Less L&S commission)	£6,363	
Visiting Commercial Vessel HDs	£10,537	
Pilotage & Pilot boat mooring service	£28,052	£112,558
Rents	£161,358	
Marine Services to Leisure Users	£22,600	
Residential Moorings	£73,720	
Workboats	£28,703	
Other Misc & Commercial Income (incl. Bridge Operation)	£56,785	£343,166



Conservancy

Meeting the Costs of Running the Harbour

Harbour Dues	£112,558	
Rental and Marine Services Income	£257,678	
Other Commercial and Misc. Income	£85,488	£455,724
ADC	£65,022	
WSCC	£65,022	
Debt Repayment (met by ADC and WSCC)	£162,808	£292,852
EOY surplus (repaid & earmarked reserves)	-£15,426	
	£733,150	



Meet the LHB staff

The Board recognises that its staff are its key asset

The LHB employs five full time marine staff – three based at the Harbour Board Workshops and the Harbour Master and Deputy based at the Harbour Office, two part time staff – a Clerk to the Board and an Accounts and Administration Officer who also work at the Harbour Office and a sub contracted Treasurer to the Board. During the busier summer season, on weekends and during holidays, full time staff are augmented by casual seasonal staff who contribute 88 person days of casual staff time, equating to £5,000 of expense. The office may be temporarily closed out of season or when staff are busy elsewhere in which case the duty officer is available via mobile phone. The staffing levels are considered by LHB to be set at a level which provides for safe and efficient running of the harbour and discharge of their statutory duties.

Marine Staff



Harbour Master; **Billy Johnson joined the LHB in September 2012.**

Prior to taking up post in Littlehampton Billy was the Port Hydrographer for Associated British Ports (ABP) in Southampton and served for 8 years as an Officer in the Royal Navy.



Deputy Harbour Master; **Harry Gregory joins as Deputy Harbour Master.**

Harry is already a familiar face as an RNLI lifeboat crew member and as the RNLI's Community Safety Officer for the Arun District. As well as being a commercially endorsed workboat coxswain and experienced sailor, Harry's professional background is in project management, business management and civil engineering.

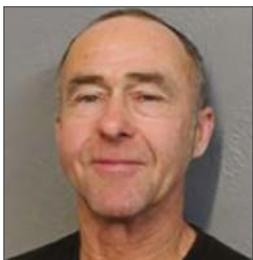


Marine Operations Staff;

John Jones is the longest serving member of the Harbour team, joining in October 2003, and has primary responsibility for the routine maintenance of the LHB vessels and machinery.



Andrzej Lanczewski, known as Andy, returns (almost) to dry land bringing a huge amount of maritime experience from 25 years at sea with the Merchant Navy. Andy spent time on various cargo ships, ferries and dredgers, qualifying as a Second Officer.



Peter Knight re-joins the harbour team following 11 years as a full-time RNLI Lifeboat Helm/Mechanic on the Thames and 6 years at the Arun District Council Foreshore Office.

Casual Harbour Staff

The LHB would not be able to function without calling on a number of casual staff to act as additional crew for our vessels, line handling and bridge opening for larger commercial traffic and running the office at weekends and during the holidays.

Staff receive an induction brief and if used as a Cox'n on the water hold a minimum RYA Level 2 qualification or equivalent local training. Staff used in 2018/19 year were:

Alex Davies
Brian Flook
Adam Grummet
Sophie Hanson
Steve Howlett
Rich Howlett
Andy Lee
Laura Robinson

Office Staff



Treasurer (P/T); Chris Braby joined the LHB in April 2001.

Chris has an accounting background in industry, latterly at board level. Past employers include IBM and The De La Rue Company.



Clerk (P/T); Sue Simpson is a qualified solicitor who joined the Planning Inspectorate in 1990.

She continues to work for them when she is not at the LHB. Sue left the Board in July 2019 and was replaced by **John Bagshaw** acting as a locum until full recruitment could take place. John has nearly forty years' experience in local government and for the last 20 years has shared his time as Town Clerk to Littlehampton and Harpenden Town Councils.



Accounts and Admin Officer (P/T); Kerrie Whitley was employed by the LHB directly in August 2013 but has worked with LHB since 2011.

Kerrie is an AAT qualified bookkeeper and is responsible for the day to day running of the LHB business and accounts administration.

Treasurers Report

Explanatory foreword to the 2018/19 Statement of Accounts

The final outcome for the year was a surplus of £15,426, £6,771 less than budgeted.

Operating Income, that is to say income derived from the day to day operations of the harbour amounted to £444,914, an increase over last year of £79,177. This improvement was derived from an improvement in commercial shipping activity and increased rental income following a 5 yearly rent review. There was an increase in harbour dues over and above the 2017/18 price uplift and this was due to an increase in the number of annual dues invoiced.

The operational expense for the year amounted to £488,889 a slight decrease over last year. However non-operational and largely unplanned expense completely negated any income gains.

Last year the Board's charging of dues on pontoons was challenged in the courts during the year and the judgement handed down found in favour of the claimant. This year a challenge to the Board's above inflation increase in harbour dues was lodged with the Department for Transport under Section 31 of the Harbours Act 1964.

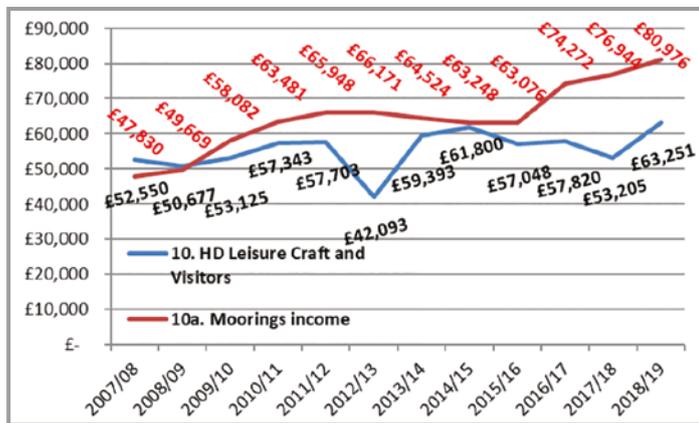
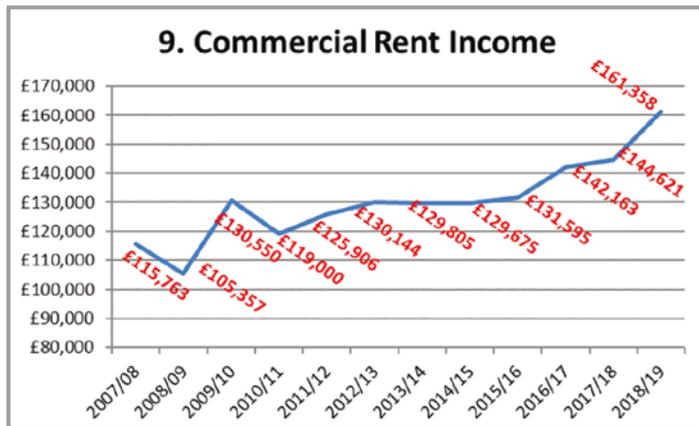
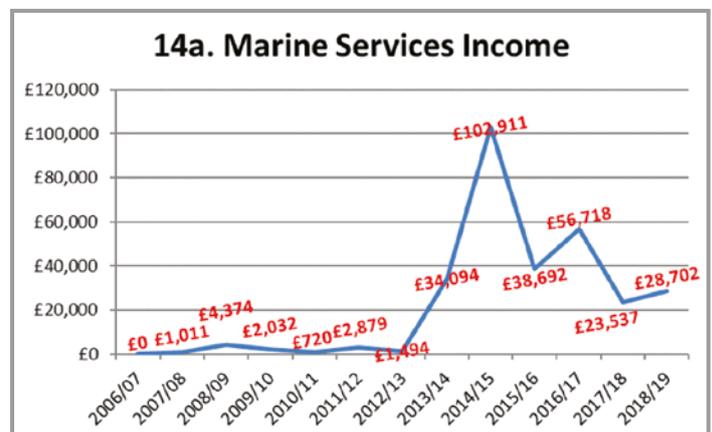
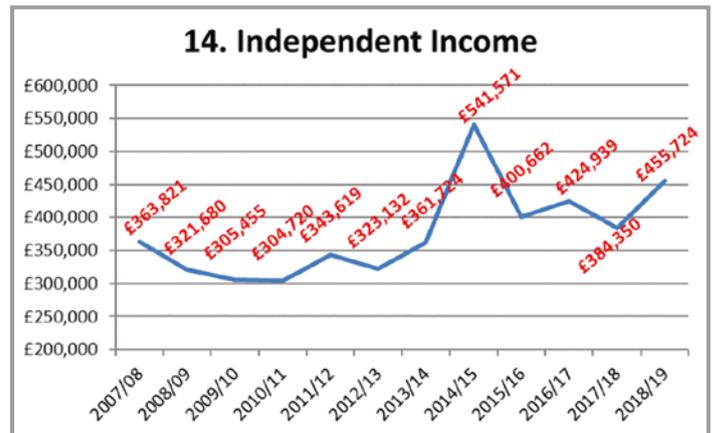
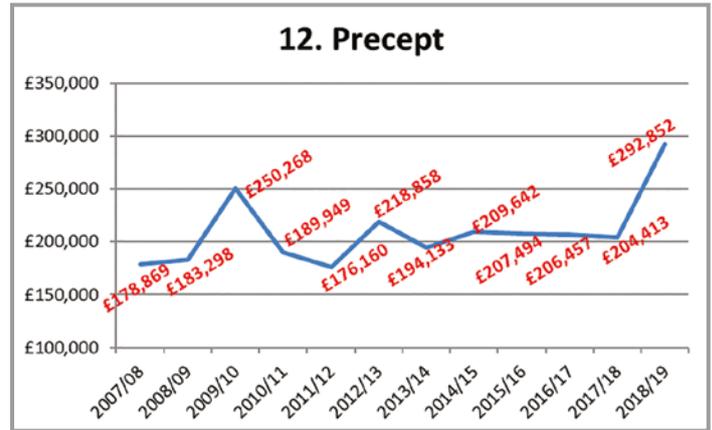


Chris Braby
Treasurer to the Board



Financial Key Performance Indicators (FY 18/19)

- 9. Commercial Rent Income - £161,358**
- 10. Harbour Dues Income (less commercial shipping) - £63,251**
- 10a. Moorings Income - £80,976**
- 11. Commercial Shipping Income - £49,308**
- 12. Precept - £292,852**
- 13. Running Cost - £733,150**
- 14. Independent Income (Income less Precept) - £455,724**
- 14a. Workboat Income - £28,702**



Finance Including 2018/19 Accounts

(Board approved and submitted for external audit)

LITTLEHAMPTON HARBOUR BOARD

Income and Expenditure Account for Year Ended 31st March 2019

	2019 £	2019 £	2018 £
INCOME			
Commercial Harbour Dues	21,256		9,917
Pilotage Service	28,052		9,622
Footbridge	26,937		26,937
Commercial Rents	171,608		144,621
Chargeable Services	38,807		36,186
Harbour Dues-Leisure Craft	63,251		53,058
Moorings	86,216		80,950
Income from Investments	560		69
Deferred Loan Income	-		-
Asset Disposal	-		-
Miscellaneous Income	19,037		22,990
Local Authority Precepts	292,852		204,413
TOTAL INCOME		748,576	588,763
EXPENDITURE			
Employee costs	262,794		246,266
Accounting, Admin and Audit	18,557		15,170
Legal and Professional Fees	84,414		110,626
Repairs and Maintenance-Premises	44,224		12,847
Repairs and Maintenance-Moorings	669		1,967
Repairs and Maintenance-Harbour Structures	531		3,443
Repairs and Maintenance-Navigational	39,186		13,114
Repairs and Maintenance-Boats and Vehicles	15,818		17,765
Equipment Hire	3,613		3,029
Rent and Rates	8,987		6,588
Light and Heat	3,810		2,613
Printing and Stationery	4,803		4,731
Insurance	36,080		30,383
IT services	12,230		8,665
Telephone	1,349		1,407
Training and Conferences	13,410		2,204
Other administration expense	12,436		12,431
Recoverable Costs	3,473		3,320
Bank and Credit Card charges	3,958		3,761
Capital Expenditure	0		0
Loan Repayments	162,808		164,368
TOTAL EXPENDITURE		733,150	664,698
INCOME LESS EXPENDITURE		15,426	(75,935)
GENERAL FUND ANALYSIS			
Income for the Year		748,576	588,763
Expenditure for the Year		(733,150)	(664,698)
Transfer to/from Earmarked Reserves		-	-
Transfer to Reserves		15,426	(75,935)

Finance Including 2018/19 Accounts

Balance Sheet as at 31st March 2019

	Note	2019 £	2019 £	2018 £
LONG TERM ASSETS				
INVESTMENTS AT COST		-	-	
CURRENT ASSETS				
DEBTORS	3	16,142		38,533
CASH AT BANK & IN HAND		94,519		70,619
PUBLIC SECTOR INVESTMENT FUND		50,336		50,019
TOTAL ASSETS			160,997	159,171
CURRENT LIABILITIES				
CREDITORS	4		118,912	132,512
CONTINGENT LIABILITIES			-	-
NET ASSETS			42,085	26,659
REPRESENTED BY				
GENERAL FUND	6		35,000	26,659
EARMARKED RESERVES	6		7,085	-
			42,085	26,659

The above statement represents fairly the financial position of the Board as at 31st March 2019 and reflects its income and expenditure during the year.

Signed: 
Chairman

10TH JUNE 2019
Date

Signed: 
Responsible Financial Officer

21ST MAY 2019
Date

Notes to the Accounts 2018/19

1 Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Commercial Assets	Total
	£	£	£	£	£
At 1 April 2018	1,812,550	427,019	6,813,875	198,354	9,251,798
Revaluation	-	-	-	-	-
Additions	-	-	-	-	-
Disposal	-	-	-	-	-
At 31 March 2019	1,812,550	427,019	6,813,875	198,354	9,251,798

As part of the Littlehampton Town Flood Defence works carried out on behalf of the Environment Agency, Arun Parade, Nelson Steps and the Pier Road retaining wall were completely rebuilt during 2015. All these assets were treated as disposals and the new structures treated as additions and were valued at insurance rebuild cost. Ownership of these assets is currently under review with the Environment Agency and Arun District Council

Fixed Assets owned by the Board include the following

Operational Land & Buildings

Harbour Offices & Toilets
Land at Town Quay
Workshops & Land
Customs House & Land
Land at Railway Wharf

Vehicles & Equipment

Multi Purpose Pilot & Work Boat
Tools & Equipment
Office Furniture
Telephone system
Work boat
Vehicle
Patrol Rib

Infrastructure Assets

West Beach Groyne
West Pier
West Training Wall
East Pier
East Training Wall (Dicker Works)
Town Quay (Piling & Capping)
Railway Wharf (Piling and capping)
UMA Wharf (Piling and capping)
Lighthouse
East Navigation Light and Pile

Commercial Assets

Pier Road pontoons
Town Quay Pontoon
Dukes Wharf pontoons
Workshop pontoons
Access Gangways Workshop/
Town Quay/Dukes Wharf
Scrubbing Piles

Notes to the Accounts 2018/19

2	<i>Borrowings</i>	2019	2018
		£	£
	The Board's borrowings as at 31 March 2019		
	West Sussex County Council	251,200	266,900
	Public Works Loan Board	814,769	904,565
		<u>1,065,969</u>	<u>1,171,465</u>
	Analysis of Loans by maturity		
	Maturing in		
	0-5 years	46,872	53,216
	5-10 years	605,397	682,349
	10-15 years	-	-
	after 15 years	413,700	435,900
		<u>1,065,969</u>	<u>1,171,465</u>
3	<i>Debtors</i>	2019	2018
		£	£
	Trade Debtors (net of potential bad debt reserve)	14,876	14,302
	V A T Recoverable	-	-
	Prepayments	1,243	22,317
	PayPal	23	1,914
		<u>16,142</u>	<u>38,533</u>
4	<i>Creditors and Accrued Expenses</i>	2019	2018
		£	£
	Trade Creditors	28,629	31,855
	Credit Card	-	2,082
	Accrued Expense	84,987	93,544
	VAT	5,296	5,031
		<u>118,912</u>	<u>132,512</u>

Notes to the Accounts 2017/18

continued from p25

5 Pension Costs

In 2018/2019 the Board paid employer's contributions of £31,897, (£27,365), representing 19.3% (19.3%) of employees' pensionable pay into West Sussex County Council Pension Fund, which provides members with defined benefits based on pay and service. The contribution rate was last determined by the Fund's actuary, Hymans Robertson, based on triennial actuarial valuations, the last such review was in March 2017 which has set the rate for the next 3 years (2017/18 to 2019/20) at 19.3%. Under pensions regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

Further information can be found in West Sussex County Council Pension Fund Annual Report which is available on request from County Hall, Chichester.

6 Reserves

General Reserves	£
Opening Reserve as at April 2018	26,659
Transfers In 2018/19 Operating Surplus	15,426
Transfers out 2018/19 to Earmarked Reserves	<u>(7,085)</u>
Closing Reserve as at 31st March 2019	35,000
Earmarked Reserves	
Opening Reserve as at April 2018	0
Transfer from General Reserve	<u>7,085</u>
Closing Earmarked Reserves as at 31st March 2019	7,085
Total Reserves as at 31st March 2019	<u><u>42,085</u></u>



