



Littlehampton  
**Harbour**

**Annual Report  
2021/22**

## Overview of the Harbour



Littlehampton Harbour is located at the mouth of the River Arun and hosts an active leisure boating, yachting and sport angling community, a small inshore fishing fleet and a commercial shipping operator (Tarmac Ltd) receiving bulk cargos at wharf space rented from LHB to feed its adjacent asphalt plant.

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. All ships over 60 gross tonnes and ships 20m in length carrying more than 12 passengers entering the harbour are required to take a Littlehampton pilot onboard. The Littlehampton bar (drying heights on approach to the harbour mouth) extends 600 metres southwards from the end of the west training wall – the West Works – and the maintenance and eventual replacement of the eastern and western training arms is the single largest challenge to face the harbour.

Most activity within the harbour is concentrated within the first nautical mile of the river 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 West Sussex County Council.

There are two clubs, a marina and two small boatyards providing leisure moorings on the west bank for approximately 350 vessels. Approximately 9 commercial fishing vessels (of which 8 are "LI" registered) ranging from 6-10m in length also moor on the west bank mainly at the boatyards and Marina.

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 basic 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 11 passengers, crossing the river between the Harbour Office and the Littlehampton Yacht Club and occasional tours of the harbour and up-river.

The RNLI operate two inshore lifeboats and respond to between 60-100 incidents a year locally from the public slipway also located on the east bank. Above the footbridge there are a small number of moorings, the Harbour Board workshops and two larger commercial wharves operated by Tarmac Ltd providing not-always-afloat-but-safely-aground (NAABSA) berths for vessels of up to 80m in length.

Cargoes of granite and steel slag are imported to produce asphalt. Since 2012 the port has handled between 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 or coastal defence projects. The historic decline in the number of commercial calls is a key problem faced by the harbour.

Despite the low volume of commercial traffic, 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 further into the river channel would be unlikely to be approved due to the encroachment into the main navigation channel. The challenge of providing additional leisure moorings is another key issue faced by the harbour.

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## A. Chairman's Report



I am delighted to be writing my first Chair's report since taking on the role as Littlehampton Harbour Board Chair last April. The report covers the period 1 April 2021 to 31 March 2022.

It has been another challenging but also exciting year as we have emerged from the widespread impacts of Coronavirus pandemic. Whilst the Harbour Team have maintained a presence on the water along with most services throughout, all government restrictions affecting how some of these services have been provided, have now come to a welcome end. We have seen visitor and resident vessel numbers at their highest level for several years, demonstrating that the Harbour continues to be an attractive destination and focal point for the wider Littlehampton area.

A public inquiry was held in October 2021 relating to a challenge the Secretary of State for Transport had received to increases in harbour dues on leisure vessels. The Secretary of State's decision letter was circulated on 31 March 2022. Ultimately, the Secretary of State approved all the charges levied by the Harbour Board in the disputed years. The Secretary of State described Littlehampton Harbour Board's approach towards budget as "logical and appropriate, that it carefully considered the needs of stakeholders, the consequences of increasing charges and dues on different stakeholder groups and strove to reach fair and equitable increases for all users". I hope that now this lengthy and costly process has concluded we will be able to draw a line under these issues and focus on future opportunities for the Harbour and all its stakeholders.

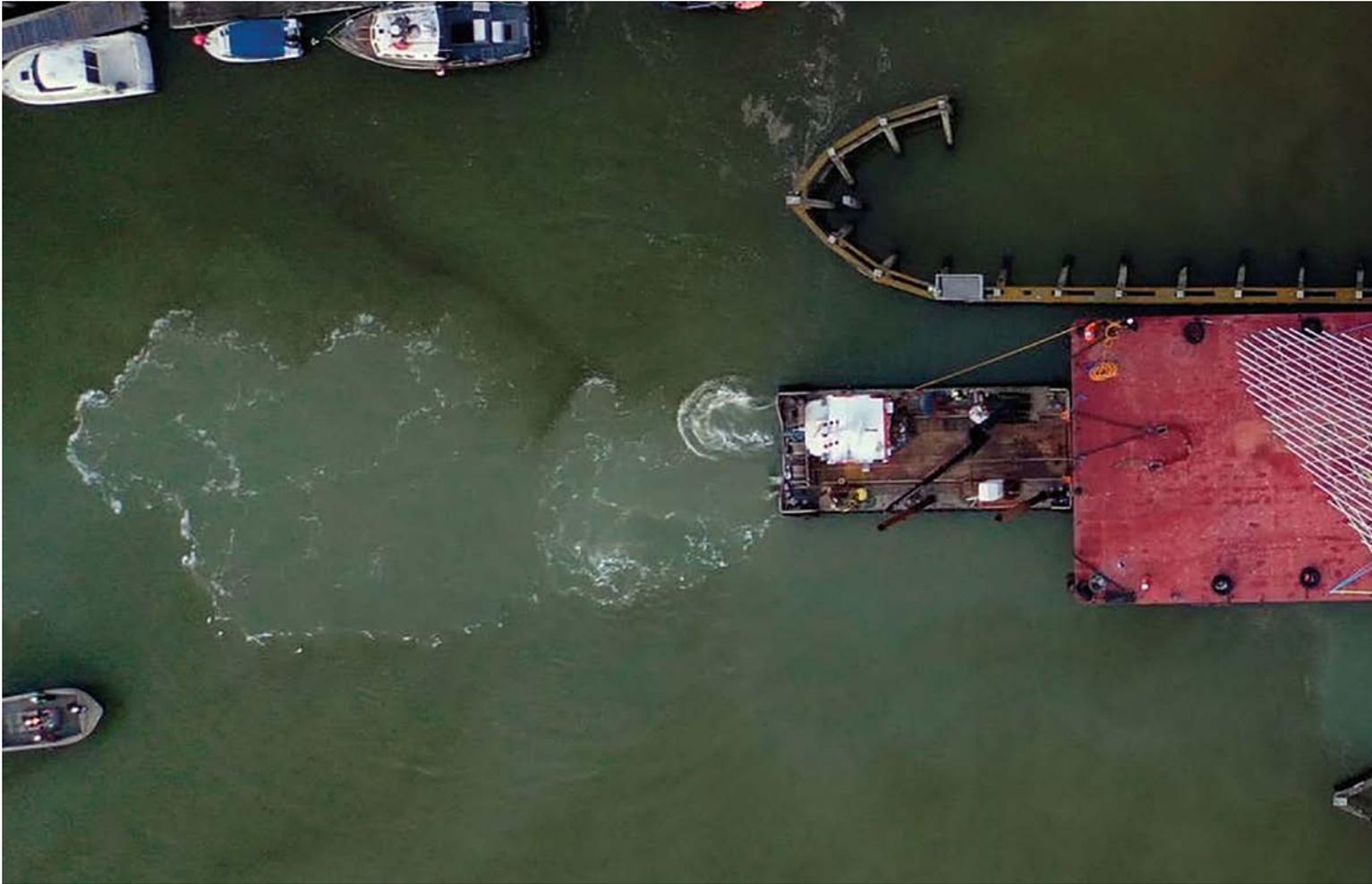
We have continued with our plans for a Harbour Revision Order (HRO) and expect the MMO to begin public consultation in the coming months. The HRO will make significant improvements to the future management and legal integrity of the port, bringing Littlehampton Harbour up to date with current policy and guidance for ports. We will be better placed to deliver our strategic priorities for current and future generations as a result.

We have also completed our first step in tackling the problem of our ageing assets at the Harbour entrance. The Harbour Entrance Renewal Scheme is focussing on what our replacement options are and how any replacement might be funded. We will continue to engage with stakeholders as we progress this essential project.

Finally, I am pleased to confirm that our next annual stakeholders meeting will be held in person this year on 18 July at the Arun Yacht Club and I hope to see many of our stakeholders able to attend.

**Richard O'Callaghan**  
Chair of the Littlehampton Harbour Board

## B. Harbour Masters Report



It's been another packed year for the harbour team with the undisputed highlight being the "Tay Whale" sculpture on the cover of this report. A huge amount of planning and cooperation was required between three tugs, two pilots and countless others to get a 50-metre-long and 14-metre-wide barge into position on spud legs in the middle of the river between Littlehampton Marina and Littlehampton Welding. Their loading of the sprawling 17-tonne sculpture was probably the most challenging crane lift ever seen in the harbour. The transit to sea at sunset was a special moment which brought out hundreds of spectators. Despite all those in attendance, you could have heard a pin drop as we transited the narrow pinch point of the footbridge in a carefully planned manoeuvre with very little room to spare. It was a real privilege to be part of this landmark sculpture's journey to the V&A Museum in Dundee and it was great to see our harbour making the national press for the right reasons.

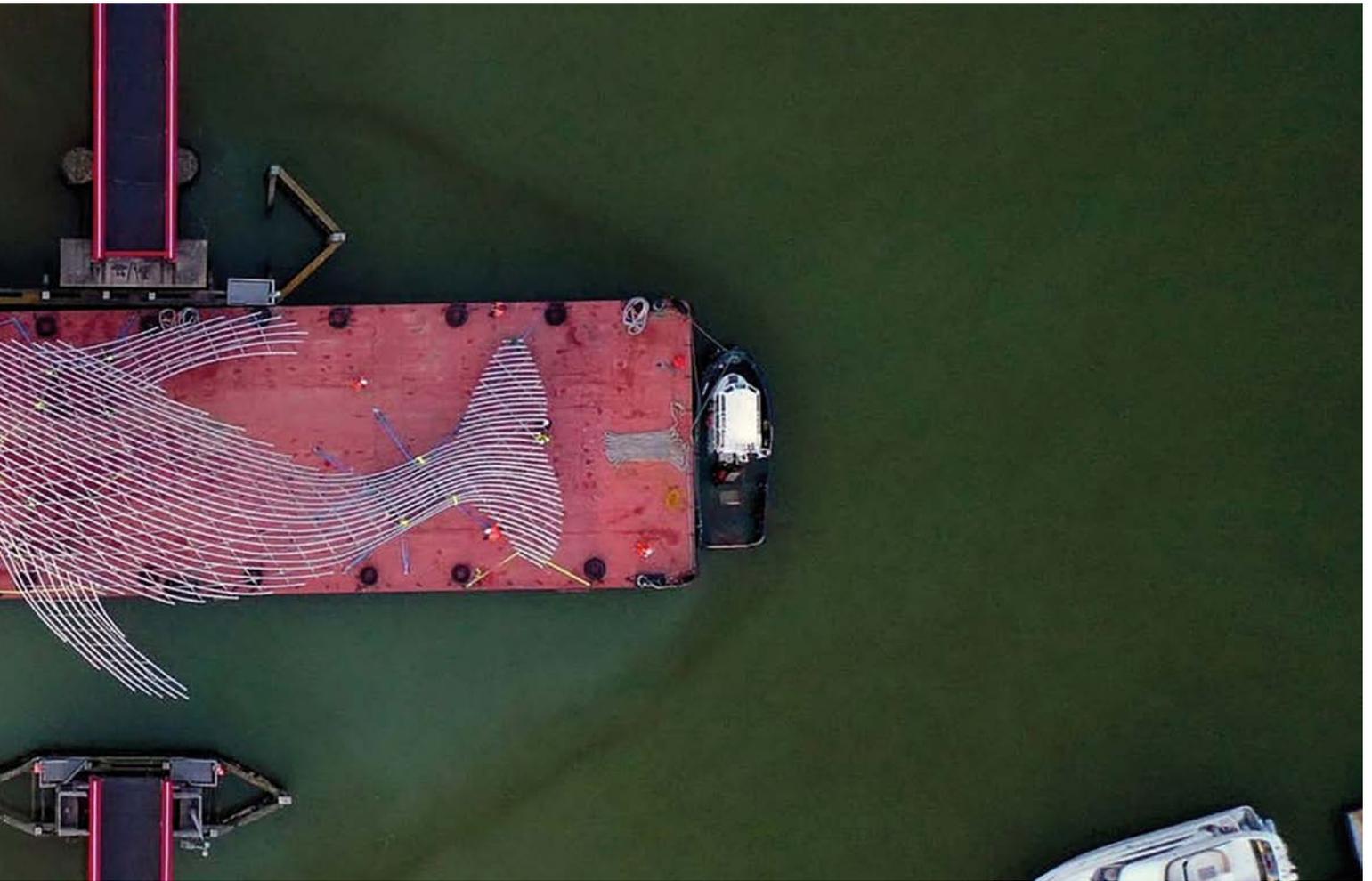
Another major achievement was the commissioning of enhanced bathymetric surveying equipment on our smaller workboat WINDSONG. This now enables us to survey depths more efficiently and accurately as well as produce more professional and understandable visualisations of the data to aid safe navigation and dredge decision-making (including for local marinas and other clients). Our broader workboat services (primarily utilising ERICA) also continue to build their client base with an extended dredge project at Sussex Yacht Club in Shoreham and increasingly frequent tows between various Sussex marinas in addition to our usual returning customers for buoy laying, surveys, infrastructure maintenance and dredging. Juggling these contracts and other unique commercial jobs alongside our statutory functions is always a difficult balance but, when bearing in mind our small marine team also delivered ERICA's 5-year refit in-house this year, their commitment, professionalism and innovation is clear to see! We also continue to engage with the Rampion Windfarm extension and Arundel A27 Bypass project teams in order to ensure that these projects leverage the opportunities and services offered by the harbour.

Primarily due to the pandemic and other external forces it has been a quieter couple of years for commercial shipping but, at the time of writing, we're pleased to be experiencing a return to sustainable numbers with six ships between March and June 2022 despite the impact of the awful situation in Ukraine.

It has also been a year of modernisation for much of the documentation we are required to maintain

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**(For summer season 2021 and ending in spring 2022)**



when complying with various legislation and, where practical, adhering to industry best practice guidance. These consultation-driven administrative processes are as key to the smooth, safe and environmentally minded operation of the harbour as any of our operations afloat. This included revisions to the Pilotage Directions, Oil Spill Contingency Plan, Port Waste Management Plan and Marine Safety Management System in addition to the publication of a set of Towage Guidelines and an overhaul of the board's set of Marine Policies. Work also started on the renewal of the Harbour's Dredge Baseline Document in ongoing compliance with the Water Framework Directive.

I'd also like to take the opportunity to welcome Recycle Southern, ML Events and Powerstax as new harbour tenants joining Tarmac, Dando Drilling and Clements. We also recently said goodbye to JnR Computing at the Harbour Office after many years as they fully commit to home working.

Looking ahead, it is pleasing to see the Harbour Entrance Renewal Scheme gathering momentum following the recent publishing of the Project Scoping Document. Alongside ongoing maintenance to extend the life of the current entrance structures as far as practicable, the first visible project is hoped to be the full reinstatement of the timber groyne on West Beach in 2023. The Board's enclosed Strategic Plan 2022 sets out our other priorities for the years ahead as we continue our efforts to put the harbour on the best financial footing we can whilst also continuing to comply with the rapidly evolving legislation and satisfying the needs of the port's varied users.

A handwritten signature in black ink, appearing to read 'HG' followed by a stylized surname.

**Harry Gregory**  
**Harbour Master, Littlehampton**

## C. Activity in the Harbour

### April 2021

- New saltwater driven industrial pressure washing equipment commissioned
- Seasonal inshore marker buoys deployment on behalf of three Local Authorities commenced
- Pre-season Patrol training

### May 2021

- The East Beacon tide gauge reinstated at the harbour entrance
- Deployment of Arun Yacht Club seasonal race markers
- Bathymetric survey of harbour approaches and narrows
- Deployment completed of 90 inshore zone marker buoys between Shoreham and Bognor Regis

### June 2021

- Contractors mobilised to carry out timber maintenance works on the West Works
- Assisted with servicing of Arun Platform / Weather Station
- Assisted with relaunching of local heritage sailing vessel 'Three Brothers'
- Raw Energy Pursuits Iron Man Open Water Swim Event
- Unmanned research vessel trials in local waters by AutoNaut
- Removal of 61ft dilapidated motor cruiser 'La Libertad'
- Towage Guidelines published

### July 2021

- Annual Stakeholder Meeting took place
- Public Consultation for Rampion Windfarm Extension commenced including the news that a new cable connection is planned to land just west of Littlehampton's harbour entrance
- Drop Down Video Surveys of Kingmere Marine Conservation Zone

- Towage of works pontoons to Arundel on behalf of sheet piling contractors
- LHB vessel 'Erica' lift out for 5 year refit at Chichester Marina
- 5-yearly reissue of Port Waste Management Plan

### August 2021

- Service of Port Lateral Beacon at the end of the West Works
- 'Erica' returns on completion of refit
- 24 metre sail training schooner 'Trinovante' has extended stay in the harbour
- Towage of houseboat from Sussex Yacht Club in Shoreham to Brighton Marina

### September 2021

- Assisted with servicing of the Rustington Wave Buoy
- Recovery of Inshore Marker buoys
- Towage of houseboat from Sussex Yacht Club to Brighton Marina
- Incident involving Personal Watercraft speeding through the harbour entrance in excess of 50 knots, subsequently successfully prosecuted in magistrates court with offender fined £1,000 plus £880 costs.

### October 2021

- Sheet piling maintenance at Town Quay
- Shingle Recycling at Shoal Bank
- Towage under pilotage of the 'Tay Whale', a national landmark structure fabricated by Littlehampton Welding, on a 50m long flat topped barge for onward passage to V&A Museum in Dundee (see cover)





## C. Activity in the Harbour

### November 2021

- Dredging of LHB moorings
- Two week dredging campaign within Shoreham Port on behalf of Sussex Yacht Club
- Improvement of Harbour Signage opposite slipway
- Improvements to River walk paving outside Harbour Office
- Revised Pilotage Directions published

### December 2021

- Commissioning of improved in house bathymetric survey equipment on LHB vessel 'Windsong'
- Tidal flow monitoring throughout harbour on behalf of Altum Green Energy
- Missing heavy timber capping beams replaced on the East Training wall
- Timber planking repairs on the East Pier on behalf of Arun District Council

### January 2022

- Cornish rowing gig 'Taran' becomes a regular user of the harbour
- Arundel Bypass Public Consultation launched including plans for viaduct for the Arun Valley including a new river crossing at Tortington
- Lighthouse outage rapidly diagnosed and rectified.

- Bathymetric survey of the harbour approaches
- Arun Yacht Club race mark recovery for maintenance, now deployed year round (not seasonal)
- 5-yearly reissue of Oil Spill Contingency Plan

### February 2022

- CCTV coverage of harbour's waters improved with extra cameras installed at the lighthouse, footbridge and commercial wharves
- Storm Eunice rolls through Littlehampton with three casualties (two topper sailing dinghies destroyed and a bilge keel yacht on the hard at Arun Yacht Club blown onto its side)
- Various LHB berth holders including charter vessels craned out for maintenance
- LHB Pier Road pontoons dismantled to enable dredging using plough as well as agitation pump
- Littlehampton Jet Ski Club and Littlehampton Yacht Club partner with Phoenix Sea School to start delivering RYA Personal Watercraft Training courses (and other powerboat training) within the harbour

### March 2022

- 42T Dutch barge craned out into the LHB yard
- Removal of 62ft dilapidated motor cruiser 'Fait Accompli'
- Shingle Recycling at Shoal Bank



# Key Performance Indicators for Marine Activities (FY 21/22 unless stated)

## 1. Number of Commercial Calls – 5

### 1a. Cargo Tonnage Handled – 10,082 tons

The harbour leases two wharves to Tarmac Ltd, primarily for the import and storage of material used in its asphalt plant. FY21/22 saw 5 commercial vessels call at these wharves importing a total of 10,082 tons of roadstone cargo. A sixth vessel had to be diverted to an alternative port due to a defect with one of its engines preventing safe entry to Littlehampton.

All but one of these calls were made by the largest class of ship ever to use the harbour, at 80m LOA and 1,917 GT operated by Bontrup based in Amsterdam. Because of this average cargo volumes have continued since April 2019 to be individually the largest in the port's history, nearly double those of 20 years ago.

Numbers of calls in 2021 remained similarly low to 2020 due to the ongoing impact of the pandemic and other regional, national and international market forces meaning that the summer months with favourable weather for large arrivals were not well utilised. Numbers picked up in the Autumn before further temporary issues caused by the change in EU import regulations from 1st Jan 2022. At time of writing, numbers since March 2022 have shown a strong resurgence so Tarmac look on track for a return to form in the 2022/23.

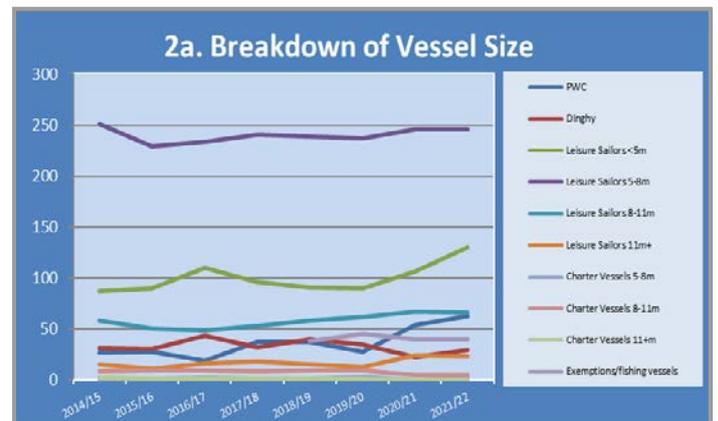
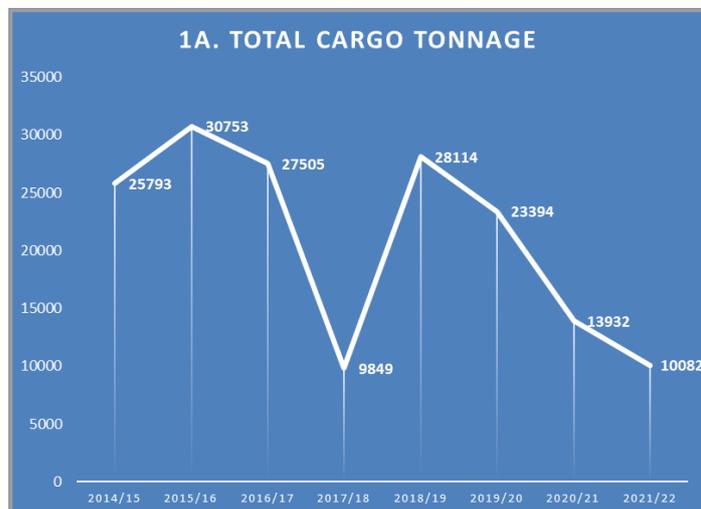
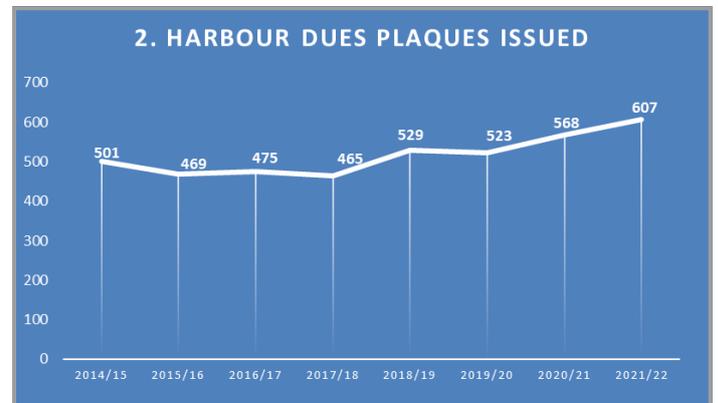
## 2. Number of Annual Harbour Dues Plaques Issued - 607

### 2a. Annual Harbour Dues Breakdown of Harbour Dues Boat sizes

The number of smaller leisure and commercial vessels issued with annual harbour dues plaques continues to increase with a growth of 7% on the previous year which could be attributable to the ongoing lack of overseas holidays for most in Summer 2021. The vast majority of this growth is attributable to vessels under 5m (excluding PWCs) which had a 22% increase over last year.

Jet Skis / PWCs also continue to grow in popularity especially since the introduction of local RYA PWC training courses by Littlehampton Jet Ski Club and Phoenix Sea School based out of Littlehampton Yacht Club. The slight drop in PWC numbers during 2019/20 coincides with when enhanced local PWC permit regulations being rolled out in (effectively excluding those who couldn't produce proof of formal marine training and also allowing permit holding PWC users to pay daily as an alternative to annual for the first time).

The overall sharp increase in plaque numbers between 2017/18 and 2018/19 is primarily attributable to the recording of plaques allocated under exemptions/concessions to LI registered fishermen and vessels involved in youth training activities.



# Key Performance Indicators for Marine Activities (FY 21/22 unless stated)

### 3. Number of LI registered fishermen – 9

The number of fishing vessels using Littlehampton as their home port remains at 9. Catch value in Littlehampton for 2020 was £118,196 and of this value £80,760 was for shellfish (comprising crab, whelk, cuttlefish, lobster and scallops) (source: MMO). These numbers present a significant drop on the previous year, which is thought to be due primarily to the pandemic. Improving landing facilities would support the local inshore fleet and should encourage additional vessels to operate from the harbour (particularly in the winter months). This remains an objective for the Board whenever leases on riverfront real estate come up whether under the ownership of the Board or others.



### 4. Overnight Stays at Town Quay - 566

Following the huge reduction on visitor stays at Town Quay due to the pandemic closure, we are pleased to report a strong recovery to pre-pandemic numbers in 2021. At time of writing 2022 looks busier still with the additional return of leisure vessels from the continent.



# Board and Governance

## The Board and Its Vision

Littlehampton Harbour is managed as a Trust Port by the Littlehampton Harbour Board (LHB) 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 2022:**

### Members Appointed by the Board



**Appointed as recreational users representative**  
Mr Gordon Lindsay



**Appointed as commercial users representative**  
Mr Barry Goodhew

### Member Appointed by the Environment Agency



**Chair to Board**  
Mr Richard O'Callaghan

### Members Appointed by West Sussex County and Arun District Councils



Cllr Noel Atkins



Cllr Gary Markwell



Cllr David Britton



Cllr Dr James Walsh



Cllr Paul Bicknell



Cllr Shirley Haywood



Cllr Jacky Pendleton



Mr Roger Spencer

## Board and Governance

### Board and Committee Membership for 2021-22 including Board Meeting Attendance

Board Member	Meetings Attended	Committees Served On	Notes
<b>Richard O'Callaghan</b>	15	Personnel Committee Audit Committee Statutory & Governance Pilotage Committee Infrastructure Project Development Group	Chair of the Board (appointed May 2021) Chair of Statutory & Governance Committee
<b>Cllr Dr James Walsh</b>	11	Statutory & Governance Pilotage Committee Infrastructure Project Development Group	Temporary Vice Chairman (appointed Dec 2021) Chair of Pilotage Committee
<b>Barry Goodhew</b>	4	Personnel Committee Pilotage Committee	
<b>Cllr Shirley Haywood</b>	10	Personnel Committee Audit Committee	
<b>Cllr Jacky Pendleton</b>	8	Infrastructure Project Development Group	
<b>Roger Spencer</b>	11	Audit Committee Statutory & Governance Infrastructure Project Development Group	Chair of Infrastructure Project Development Group
<b>Gordon Lindsay</b>	7	Statutory & Governance	Appointed by the Board in May 2021
<b>Cllr Paul Bicknell</b>	8	Pilotage Committee Infrastructure Project Development Group	Appointed by Arun District Council May 2021
<b>Cllr David Britton</b>	0		Appointed by WSCC June 2021 Non-attendance since their appointment (Since disqualified as Board Member June 2022)
<b>Cllr Gary Markwell</b>	0		Appointed by WSCC October 2021 Non-attendance since their appointment (Since disqualified as Board Member June 2022)
<b>Cllr Noel Atkins</b>	0		Appointed by WSCC March 2022 (filling a year-long vacancy) with no board meetings in the remainder of the 21/22 period since appointment.
<b>Harry Gregory</b>	12	Pilotage Committee Infrastructure Project Development Group	Harbour Master (Appointed Nov 2020) Non-Board Member

Overall Board Meeting attendance for 2021-22 was 81%. This excludes the Harbour Master (as a Non-Board Member) and is based on a total of 44 meeting attendances out of a possible 54.

The Board's vision is as expanded on in its Strategic Plan (included later in this report) which was last formally reviewed in 2022:

***“To manage Littlehampton Harbour as a thriving and inclusive Open Port which provides high quality and cost-effective services for its leisure, commercial and fishing users, whilst seeking to improve the harbour as an environmentally-minded community asset for future generations.”***

LHB's structure and financial arrangements are laid down in the West Sussex County Council Act of 1972 and amplified in the LHBs Constitution. The Board reviewed and updated its Constitution and Governance Framework in 2020 to take account of Department for Transport's Ports Good Governance Guidance (2018), UK Corporate Governance Principles, Inconsistencies in Governance Documentation and to reflect prior resolutions of the Board. Where the Board of a trust port decides not to comply with the Ports Good Governance Guidance, it should be clearly stated with reasons given in its annual report. Significant non-compliances and their explanations are outlined below.

# Corporate Governance

## Appointments

The Board has limitations in recruiting the appropriate balance of skills, experience and backgrounds in that the Board is the appointing authority for only two of its eleven Members. However, when a vacancy has arisen, the appointing authority concerned is advised of the skills and experience the Board seeks. Moving forward, appointing authorities will also be advised of the equality and diversity profile of the Board.

Due to the limited control the Board has over its Membership, while there is a maximum term of four years, this may be renewed without restriction with the result that there is currently no maximum term of office for Board Members.

Changes to the recruitment of Board Members, to bring procedures into line with the Department for Transport's Ports Good Governance Guidance, have been drafted and incorporated within a proposed Harbour Revision Order.

## Board Membership

The induction training for Board Members is reviewed every six months and updated during the year. The requirement is for all Board Members to attend a Duty Holder's training course in accordance with the Port Marine Safety Code. All Board Members also attend an in-house induction within the Harbour.

## Board Evaluation

The Board has not developed a process for annual internal evaluation of its performance, that of its committees or individual Members. That said, attendance records are maintained and demonstrate a high commitment level from Board Members with 81% overall attendance for 2021-22. Fortunately, the Board were able to hold the Strategic Away Day in September 2021. This allowed the Board Members to meet some new faces that had been appointed mid-year. However, not all new appointees were able to attend.

## Remuneration

The Board does not have a Remuneration Committee and has opted for recommendations on Executive remuneration to be developed by the Boards' Personnel Committee. The remuneration of Board members is not currently considered appropriate in the context of Littlehampton.

## 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 (PWLB) 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 number of in-house services (moorings, marine services, hard-standing and commercial fuel sale). This income augments statutory levies on harbour users and Local Authorities as well as rental income from the Board's limited property estate. 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 (ERICA) or smaller workboat (WINDSONG) 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

The Board's last formal Business Plan was published in 2016. This was due to be reviewed in 2020 but due to various financial and strategic uncertainties (both at the time and ongoing), the Board instead published a more succinct Strategic Plan which set out their current priority projects as well as various aims and objectives set against its broad range of routine duties and responsibilities as a Trust Port Harbour Authority. During the 2021/22 year, the Board reviewed and updated the Strategic Plan which is again published overleaf.

The Board has taken the decision not to generate a further 5-year Business Plan at this time. Current uncertainties and staff time required to generate it make this an exercise of limited value and the Board considers the existing programme of work and activities meet the delivery requirements set out in the Strategic Plan. The key changes are therefore that (1) the Board now offers a more dynamic document that can be adapted on an ongoing basis to meet emerging challenges and opportunities, and (2) the Board fully focuses on detailed financial planning with an 18-month horizon through the annual budgeting cycle in partnership with LHB's contributing Local Authorities.

In parallel, the Board is continuing to develop a project plan and financial estimates (requiring partnership/grant funding) for its largest project: the Littlehampton Harbour Entrance Renewal Scheme. The detailed scheme scoping report for this project was shared with stakeholders in Spring 2022.



# Strategic Plan 2022

## Our Vision:

**Managing Littlehampton Harbour as a thriving and inclusive port which provides high quality and cost-effective services for its leisure and commercial users, whilst seeking to improve the harbour as an environmentally-minded community asset for future generations.**

### To deliver this vision, we will:

- **Maintain an open port and to act in capacity as a Competent Harbour Authority (CHA)**
- **Manage the harbour 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**
- **Act to protect the marine environment and increase biodiversity within harbour limits and support wider environmental initiatives in local waters**
- **Endeavour to transform the harbour 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 regeneration in 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**
- **Use all reasonable endeavours to maintain the port as a viable commercial operation for commercial shipping**

### Open port duty

**Aim:** To take reasonable care, so long as the harbour is open for public use, that all who may choose to navigate in it may do so without danger to their lives or property by maintaining harbour infrastructure and the ongoing repair and maintenance of the western breakwater and east and west entrance walls.

#### Objectives:

1. To maintain and repair the harbour entrance training arms (West Works and West Training Wall, Dicker Works and East Pier)
2. To maintain a professional and scalable pilotage service in line with current and forecasted demands and to keep under review the requirement for a pilotage service
3. Provide a Town Quay and facilities for visiting yachts and crews and short stay berthing for local fishermen and ferry services
4. Consider applications for local consent for works undertaken in the harbour

### Conservancy duty

**Aim:** To conserve the harbour so that it is fit for use and provide users with adequate information about conditions in the harbour.

#### Objectives:

1. Carry out dredging as required to facilitate access to the harbour
2. Survey the harbour and approaches periodically and share this information with the UK Hydrographic Office
3. Act as a Local Lighthouse Authority with responsibility for the maintenance of Aids to Navigation, and reporting of defects with accountability to Trinity House the General Lighthouse Authority
4. Operate a periodic Harbour Radio VHF service
5. To produce an annual port guide for users and provide up to date weather information
6. Set harbour dues on goods, passengers and vessels

### General duty to ensure safe and efficient port marine operations

**Aim:** To consider the efficiency, economy and safety of the services and facilities provided in the harbour and ensure appropriate resources are made available to meet the harbours marine safety obligations.

#### Objectives:

1. Maintain and review annually a Marine Safety Management System (SMS) and report Port Marine Safety Code (PMSC) compliance as required to the Department for Transport
2. Engage with marine service providers, organisations and individual users on marine operations and events
3. To provide a flexible and professional local tug/towage capability to facilitate safe berthing of larger commercial vessels, and support local construction and flood defence projects
4. Maintain a patrol presence on the water as required
5. Establish a Water Safety Forum with representatives from Search and Rescue and emergency services to co-ordinate and improve safety in local waters
6. Maintain an enforcement capability and carry out enforcement action where required
7. Set the standard for levels of training and qualification of marine staff in line with national requirements and best practice
8. To conduct incident investigation in line with published MCA and MAIB guidance

### Environmental duty

**Aim:** To have due regard to nature conservation and biodiversity as well as pollution control and response in the harbour and to liaise with relevant authorities for flood defence and coastal management locally.

#### Objectives:

1. Maintain adequate Tier 1 pollution response with trained staff and equipment to respond to pollution events
2. Retain a contract with an accredited Tier 2 response organisation and undertake inter-agency exercises in readiness for larger pollution events
3. Support coastal management and flood defence authorities (Environment Agency and Arun District Council) in execution of their plans
4. Develop plans alongside Sussex IFCA, the Marine Management Organisation and Natural England in order to protect designated sites and increase biodiversity in and around the harbour and in local waters
5. Aim for LHB operations to be net zero carbon by 2035



# Littlehampton Harbour

## Responsibility for revising duties and powers

**Aim:** To keep under review the powers and jurisdiction of Littlehampton Harbour in relation to its duties as a statutory harbour authority and to amend statutory powers as and when required.

### Objectives:

1. Keep under review general duties and responsibilities and promote Harbour Revision Orders (HRO) where deficiencies are identified
2. Review and amend the harbour's General Directions as required and consider the use of byelaws
3. To keep under review governance arrangements and policies to be in line with national best practice

## Civil Contingencies and port security duty

**Aim:** To take account of the harbour's responsibility under the Civil Contingencies Act 2004 as a Category 2 response organisation and the and Port Security Regulations 2009, including planning, preparing and co-ordinating responses to emergencies which threaten serious damage to human welfare, the environment or security.

### Objectives:

1. Attend the Local Resilience Forum as a Category 2 organisation
2. Provide a permanent duty point of contact for border security agencies, emergency services and UK Search and Rescue organisations taking actions as required including chairing the Port Security Committee
3. Complete Consolidated European Reporting System (CERS) reporting actions for arriving ships as required
4. Work with tenants to maintain an appropriate security level at the Railway Wharf quaysides as a Port Facility

## Financial responsibility

**Aim:** To generate income through provision of leisure moorings for visiting and residential vessels, letting of property, provision of marine services and gathering harbour dues and to balance income with expenditure so far as reasonably practicable.

### Objectives:

1. Manage the costs of staffing the harbour through periodic staff review and participation in annual British Ports Association salary benchmarking exercise
2. Maximise income through provision of residential and visitor moorings
3. Maximise income through provision of marine services using Harbour staff and vessels to offset operational costs where this is possible and does not impact on conservancy functions
4. Maximise income through development of property holdings and acquisition where aligned with business objectives (including Harbour Office, Workshop/Old Customs House and Railway Wharf sites)
5. Monitor costs of providing a pilotage service passing costs to end users
6. Ensure that income from Harbour Dues forms an appropriate contribution towards the harbour undertaking whilst minimising the impact on the public purse
7. Report deficiencies in income to the Local Authorities by 31st December each year to allow contributions to harbour to be made in time for the next financial year
8. To report un-budgeted overspend or less than budgeted income as soon as possible to the Local Authorities to allow calculation of a precept if required

## Stakeholder engagement responsibility

**Aim:** To engage effectively on significant decisions where appropriate with a wide range of stakeholders through a stakeholder advisory body, AGM of stakeholders and production of an annual report

### Objectives:

1. Continue proactive engagement with the Harbour Advisory Body
2. Hold Annual General Meeting of stakeholders and publish an Annual Report
3. Encourage the formation of user groups and actively engage with these groups
4. Engage with Local Authorities and other land owners where possible to align positions on strategic opportunities for development within the harbour (with reference to Minerals Plan and Local Plan etc.)

## Responsibility to promote and improve the harbour as an asset

**Aim:** To safeguard Littlehampton Harbour as a valuable community asset and to hand it on in the same or better condition to succeeding generations (who's needs could well be very different to today's) through promoting and improve the harbour for commercial and leisure marine sectors.

### Objectives:

1. Promote improvement of facilities for commercial fishing vessels including the option of a centralised hub
2. Promote the improvement of facilities and expansion of moorings for leisure vessels
3. Maintain facilities for commercial marine activity at Railway Wharf
4. Renew entrance infrastructure with aim of improving access to the harbour and co-ordinating with local coastal defence activity
5. Monitor integrity of remaining harbour infrastructure and ensure fit for purpose

## Strategic Priorities from 2022:

1. **Develop the Business Case and associated modelling for the Harbour Entrance Renewal Scheme with an expectation to commence phased construction works by 2025; ensuring alignment with local and flood authority plans, and seeking other partnerships and grant funding**
2. **Partner with nearby infrastructure projects, such as the Rampion Windfarm extension and Arundel A27 Bypass, to ensure that harbour users' interests are addressed, and that revenue is generated for the local harbour economy during construction and operation**
3. **Encourage the development of additional moorings capacity through granting new consents where safe for navigation and and continue to support the realisation of the several existing consents**
4. **Modernise the harbour's legislation and governance arrangements with the delivery of a Harbour Revision Order**
5. **Maximise financial and non-financial benefits for harbour users from LHB's property estate (including the shipping wharves, Harbour Office, moorings, the Former Customs House and Workshops)**

# E. Port Marine Safety Code Compliance

The Port Marine Safety Code (PMSC) sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses or works in the port marine environment. As required by the PMSC, Littlehampton Harbour Board (LHB) published its 2021-23 Safety Plan for Marine Operations in January 2021 and also publishes annual revisions to its Marine Safety Management System (MSMS). Each confirm LHB's commitment to undertaking the proper management and regulation of marine operations within the scope of its powers and authority.

During the reporting year, a set of Towing Guidelines was published in June 2021 (following consultation) to ensure that towing carried out within the harbour is safe and, where appropriate, regulated. The port's Pilotage Directions were also substantially modernised and republished in November 2021. In February 2022, the Board also published a full set of revised Marine Policies.

### Marine Safety Management System

*The annual review of the harbour's Marine Safety Management System (MSMS) was conducted by ABPmer in November 2021 acting as the port's Designated Person (DP) in accordance with the Port Marine Safety Code (PMSC). This is their second audit with us since their appointment in early 2020 and have supported comprehensive modernisations of MSMS and other safety and PMSC-relevant policy documentation.*

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 legislation and approved codes of practice.

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) and safety patrols etc. All marine risks currently identified are assessed to be as 'As Low As Reasonably Practicable' (ALARP) and this is reviewed each year on significant changes to marine operations. Updated safety documentation (such as risk assessments) are also often circulated to Advisory Body members and other affected stakeholders for external comment. All marine and staff risk assessments were last reviewed 2021.

### Stakeholder Engagement

The Board's formally recognised, but independent, stakeholder engagement body is the Littlehampton Harbour Advisory Body. This self-chaired group of 16 appointed members represented designated user groups meets shortly before each Board Meeting to ensure that their input is timely and proactive on current board matters. The group provides a forum for the views of the full range of user groups across the harbour including the separate Littlehampton Harbour Stakeholder Association consisting of recreational and smaller business users of the harbour which met independently for the first time in March 2019 and the Littlehampton Jet Ski Club which was founded in December 2018.

The Board also holds an **Stakeholder Annual General Meeting** (AGM) to assist the Board and Advisory Body in reaching the wider community of harbour users and to communicate strategy. The next is scheduled for 18th July 2022.

### Environmental Protection

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

The harbour maintains its contract with Adler and Allan for Tier 2 environmental incident response. There were no significant environmental incidents to report during the year.

The Port Waste Management Plan was revised and recertified in June 2021 and the Oil Spill Contingency Plan was revised and recertified in February 2022.

### 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 2022 along with the ports Oil Pollution Preparedness, Response and Co-operation Convention (OPRC) Compliance statement to the MCA.



# F. Safety Management

## Incident Reporting and Investigation

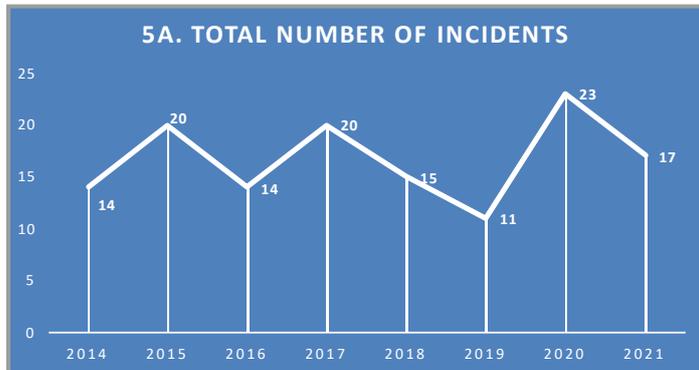
(Statistics below are calendar year 2021 unless stated.)

**5a. Number of Incidents Logged - 17**

**5b. Number of Commercial Shipping Incidents Logged - 1**

**5c. Breakdown of Incidents**

**5d. Reportable Incidents (MAIB, HSE) – 0 HSE, 1 MAIB**



There were 17 separate incidents logged in the calendar year 2021. These included a berthing incident for large commercial vessel in March 2021 which had similarities to a previous incident in September 2020 prompting a Review Panel led by the Board’s Chair and also discussed at last year’s Annual Stakeholder Meeting in July 2021. The number of minor pollution incidents being recorded has also increased (although this is largely a change in recording policy rather than a material change in number of incidents).

There were no RIDDOR reportable accidents involving LHB staff and the incident reportable to the Department for Transport’s (DfT) Marine Accident Investigation Branch (MAIB) was the MV ELISE grounding across the channel following a berthing incident.



## Number of Accidents listed = 17

Incident report status as follows;

Reported = 0; Investigating = 1; Investigation Complete = 4; Actioned-Closed = 12

### Key

Symbol showing the record type:

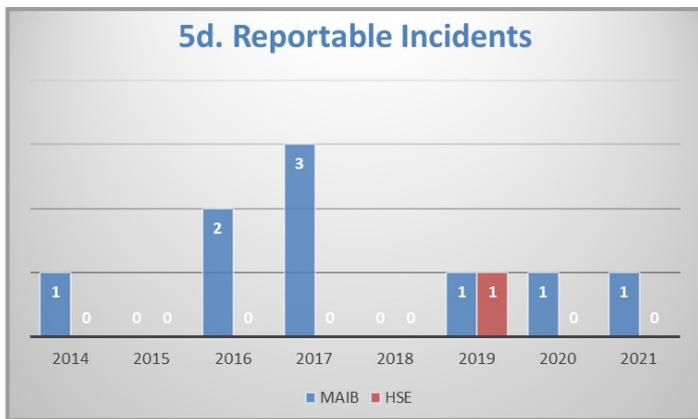
-  Incident
-  Potential incident
-  Details not yet completed

Symbol showing the record status:

-  Reported
-  Investigating
-  Investigation Complete
-  Actioned - Closed

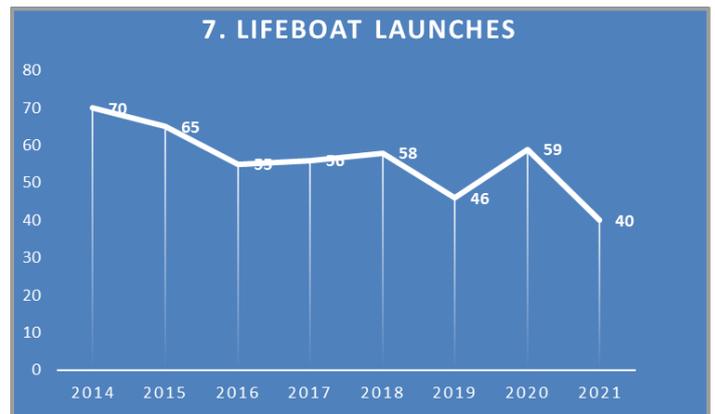
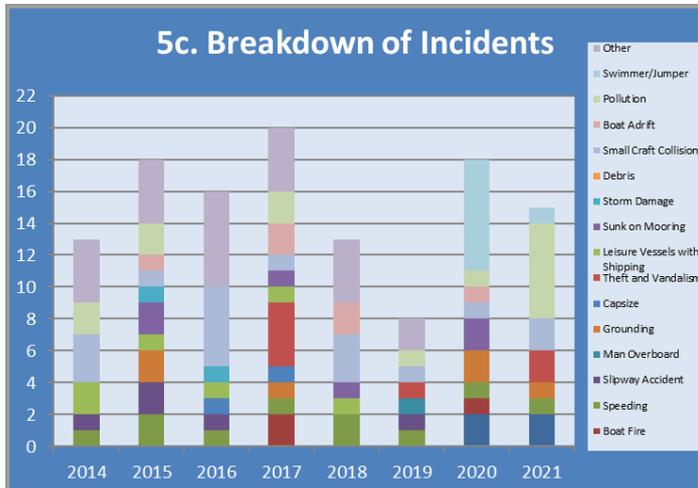
Date	Accident Category	Name	
04/12/2021	Marine Pollution Tier 1	017 of 2021 - Diesel Run Off from Oyster Pond Outfall	 
14/10/2021	Impact with Structure	016 of 2021 - Barge Glancing Contact with Footbridge Fendering	 
06/09/2021	Trespassing/Vandalism	015 of 2021 - Trespassing / break in on 20m motor cruiser moored at Pier Rd	 
29/08/2021	Other nautical safety	014 of 2021 - Speeding and deliberate high speed near misses by 2x small Inflatables	 
25/08/2021	Equipment failure (vessel)	013 of 2021 - Fouled Prop Littlehampton Ferry	 
20/07/2021	Other personnel or public safety item	012 of 2021 - Injured Person Recovered for Treatment via Town Quay	 
19/07/2021	Striking with ship (moored)	011 of 2021 - Yacht allision with moored vessel whilst berthing on Dukes Wharf	 
15/07/2021	Marine Pollution Tier 1	010 of 2021 - Pollution of River Arun- Diesel from unknown source	 
04/07/2021	Marine Pollution Tier 1	009 of 2021 - Pollution of River Arun - Oil/ Diesel from Storm drain outlet-Tier 1	 
29/06/2021	Trespassing/Vandalism	008 of 2021 - Trespassing and vandalism on Littlehampton Ferry	 
04/06/2021	Marine Pollution Tier 1	007 of 2021 - Pollution on River Arun (source unknown between Littlehampton and Arundel)	 
30/05/2021	Impact with Structure	006 of 2021 - Allision of yacht with West Works/Drumhead	
29/05/2021	Other nautical safety	005 of 2021 - Youths deliberately jumping from Footbridge into path of vessels	
30/03/2021	Other nautical safety	004 of 2021 - MV Elise sliding from berth at Railway Wharf	
29/03/2021	Marine Pollution Tier 1	003 of 2021 - Oil in drainage ditch/culvert adjacent to A259 bridge	
21/01/2021	Equipment failure (vessel)	002 of 2021 - WINDSONG Loss of Propulsion Underway	
12/01/2021	Marine Pollution Tier 1	001 Of 2021 - Contaminated Discharge in River	

# F. Safety Management



## 7. Number of RNLI Launches - 40

Littlehampton lifeboat station operate 2 inshore lifeboats, an Atlantic 85 (Renee Sherman) and D-Class (Ray of Hope). 2021 saw the Littlehampton lifeboats launched 40 times aiding 18 people in difficulty at sea. 24 incidents involved the Atlantic 85 and 16 involved the D-Class. The lifeboat volunteers also undertook 62 training exercises afloat across the year.



## 8. Number of Compliments and Complaints - 21/2

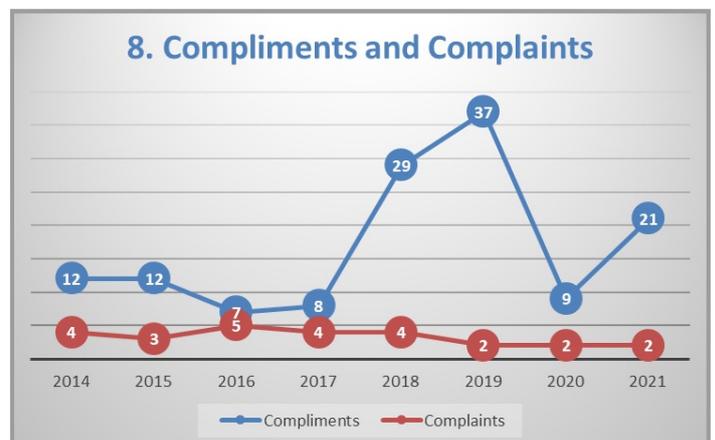
Board policy is to capture as much feedback as possible both positive and negative. The Littlehampton Harbour Board received 2 complaints regarding Board policy and the conduct of officers. It was not necessary to escalate any of these complaints both of which have now been resolved. Littlehampton Harbour staff received 21 written compliments for assistance given to harbour users in 2021.

## Enforcement

In addition to 3 interviews under caution throughout the season and further verbal and written warnings issued, one incident was sent to Magistrates Court during 2021 involving a Personal Watercraft speeding through the harbour entrance at speeds in excess of 50 knots. They were fined £1,000 by the courts and were also required to pay £880 in costs.

## 6. Number of LNTMs Published - 13

Thirteen Local Notices were published in 2021 notifying harbour users of events planned in the river, hazards to navigation, changes to aids to navigation, barge operations and the introduction of seasonal restrictions on powered craft off bathing beaches. Some notices were also used to summarise for harbour users the relevant evolving national restrictions on marine leisure activity due to COVID-19.



## F. Safety Management

### Littlehampton RNLI Launches

Our Atlantic 85 (*Renee Sheman*) 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.

## G. 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 Clauses Act, 1847 and as a Competent Harbour Authority (CHA) under the Pilotage Act, 1987.

Conservancy and Open Port duty activity in 2021/22 included:

- ✓ repairs and maintenance of the West Works and East Pier;
- ✓ replacement of timber capping on East Training wall
- ✓ removal of potentially hazardous floating debris from the river;
- ✓ continued monitoring of depths at the harbour entrance;
- ✓ dredging of the Shoal Bank against the West Training Wall
- ✓ removal and disposal of wrecked and/or abandoned vessels;
- ✓ repairs and maintenance of Aids to Navigation (AtoN);
- ✓ provision of a pilot boat, trained crew and pilots throughout the year;
- ✓ dredging of Town Quay visitor berths
- ✓ provision of seasonal safety patrols;
- ✓ improvements to harbour signage
- ✓ enforcement of General Directions (including one prosecution for offences);

- ✓ 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 2021/22 was £843,425 (including £136,610 in debt repayments - primarily for land purchase and infrastructure re-construction). 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** by larger ship owners to cover the costs of the pilotage service. Total income from these statutory sources for the year was £110,432

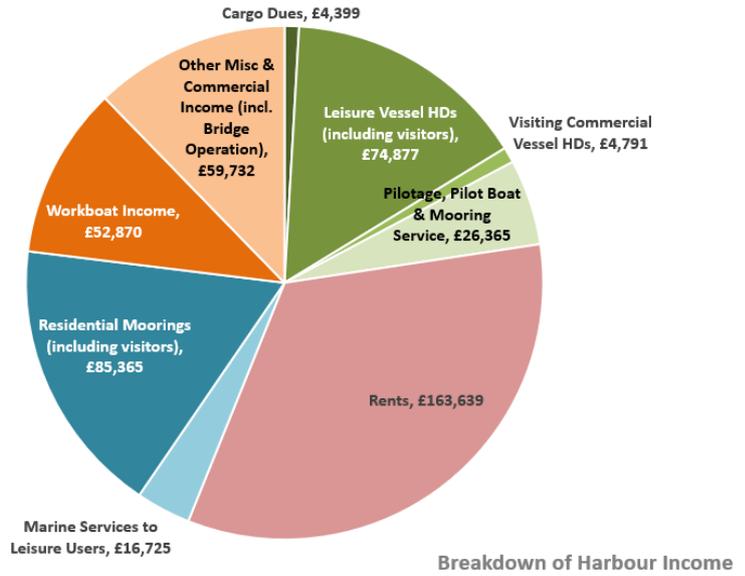
This statutory income is subsidised by the Harbour’s own commercial activity in the form of income primarily from commercial rents and marine services such as moorings and workboat services. Income from these sources totalled £378,331, bringing the overall total income for the year to £488,763.

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 2021/22 totalled £380,941.

# G. Conservancy

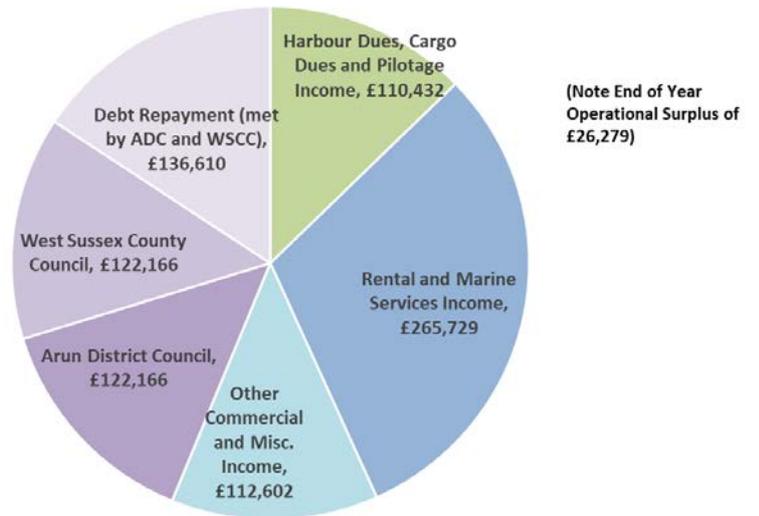
## Breakdown of Harbour Income

Cargo Dues	£4,399	
Leisure Vessel HDs (including visitors)	£74,877	
Visiting Commercial Vessel HDs	£4,791	
Pilotage, Pilot Boat & Mooring Service	£26,365	£110,432
Rents	£163,639	
Marine Services to Leisure Users	£16,725	
Residential Moorings (including visitors)	£85,365	
Workboat Income	£52,870	
Other Misc & Commercial Income (incl. Bridge Operation)	£59,732	£378,331
	<b>£488,763</b>	



## Meeting the Costs of Running the Harbour

Harbour Dues, Cargo Dues and Pilotage Income	£110,432	
Rental and Marine Services Income	£265,729	
Other Commercial and Misc. Income	£112,602	£488,763
Arun District Council	£122,166	
West Sussex County Council	£122,166	
Debt Repayment (met by ADC and WSCC)	£136,610	£380,941
End of Year Operational Surplus	-£26,279	
	<b>£843,425</b>	



# H. 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) plus two part time staff (a Clerk to the Board and an Accounts and Administration Officer who also work at the Harbour Office) and a contracted Treasurer to the Board. 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 school holidays, full time staff are augmented by casual staff who flexibly contribute a total of 90 person days of casual staff time equating to around £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;

**Harry Gregory** joined LHB as Deputy Harbour Master in July 2018 before being appointed Harbour Master in July 2020. Prior to LHB, his professional background is in project management, business management and engineering alongside extensive marine experience starting in youth dinghy racing, working internationally as a water sports instructor and gaining Yachtmaster qualifications in both power and sail. In 2022 Harry became the 39th

person to achieve the UK Harbour Masters Certificate. This rigorous assessment process is accredited by the Maritime and Coastguard Agency and managed by the UK Harbour Master's Association. Harry is also a Helm for the local RNLI Lifeboat Station

#### Deputy Harbour Master;

**Mike Hayes** achieved a degree in Environmental Science before starting his career in Oyster farming and later moving to the Kent Inshore Fisheries and Conservation Authority. He later relocated to Sussex to join Chichester Harbour Conservancy where he progressed to Marine Foreman and Duty Officer. He was appointed Littlehampton Deputy Harbour Master in February 2021.



### Marine Operations Staff; (L-R)



**Peter Knight** re-joined the harbour team in 2018 in following 11 years full-time with the RNLI and 6 years as the Arun District Council Foreshore Officer.

**Mark Nicholls** joined the team in July 2020 bringing extensive experience of the harbour, boat handling and maintenance through his active involvement at Arun Yacht Club and other RYA training centres in the UK and abroad.

**Steve Alexander** joined the team in November 2020 with primary responsibility for the routine maintenance of LHB vessels and machinery. Steve is a trained Marine Engineer who also joins us from full time employment with the RNLI.

### 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 and patrolling the river at weekends and during the holidays.*

Casual staff employed during the 2021 season included Laura Robinson, Lauren Whitley, Cathy Flook, Liz Alder, Brian Flook, Charlie Moon, Andy Hicks, Steve Matthews, Steve Howlett and Stuart Taylor. We are fortunate to be able to call upon their skill and professionalism and are very thankful for the contribution they make to the running of the harbour and the commitment they show to managing safety on the water particularly over the busy summer period.

### Administration and support 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 to the Board (P/T)

The Clerk's role is to ensure the harbour's Board conducts their business in the correct and lawful manner in line with their governance procedures. **Louise Shaw** was appointed Clerk in Jan 2021. Louise similarly brings many years of experience in Local Government.



#### Accounts and Administration 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 as well as leading on HR topics.





# I. Treasurers Report

## Foreword to the 2021-22 Accounting Statements

The outcome for the year was a surplus of £26,281 which reflects a £25,000 improvement over budget expectations. The gain came about for a variety of reasons. The table below highlights the principal factors influencing the result.

	2021-22 Actual £	2021-22 Budget £	2020-21 Actual £
Operational Income	462,312	434,315	419,102
Interest	43	500	167
Operational expense	(621,442)	(598,108)	(567,433)
Capital Expense	0	0	0
Legal Costs Section 31 and HRO	(65,546)	(100,000)	0
Loan repayments	(156,435)	(158,435)	(158,417)
Initial Precept Income	322,811	322,811	284,014
Asset Disposals	0	0	1,417
Insurance Recoveries	10,190	0	18,553
Dredging Contributions	16,218	0	0
Additional Initial Precept	58,130	100,000	0
Surplus/(deficit)	26,281	1,083	(2,597)
Earmarked Reserves Brought Forward from 2020/21	29,704		<b>29,704</b>
Total Free Reserves as at 31-03-22	<b>55,985</b>		

Income gains were from unplanned harbour workboats contracts. The number of visitors to the harbour and an increase in small vessels resident in the harbour boosted both harbour dues and mooring income more than expected in Summer 2021 as pandemic restrictions lifted.

Operational expense was impacted by repairs to the West Works at a cost of £23,000. This work was budgeted for in the 2020/21 year but due to scheduling difficulties as a result of the pandemic contractors could not be mobilised until the end of the financial year, so this was reflected in the brought forward reserves of £29,704.

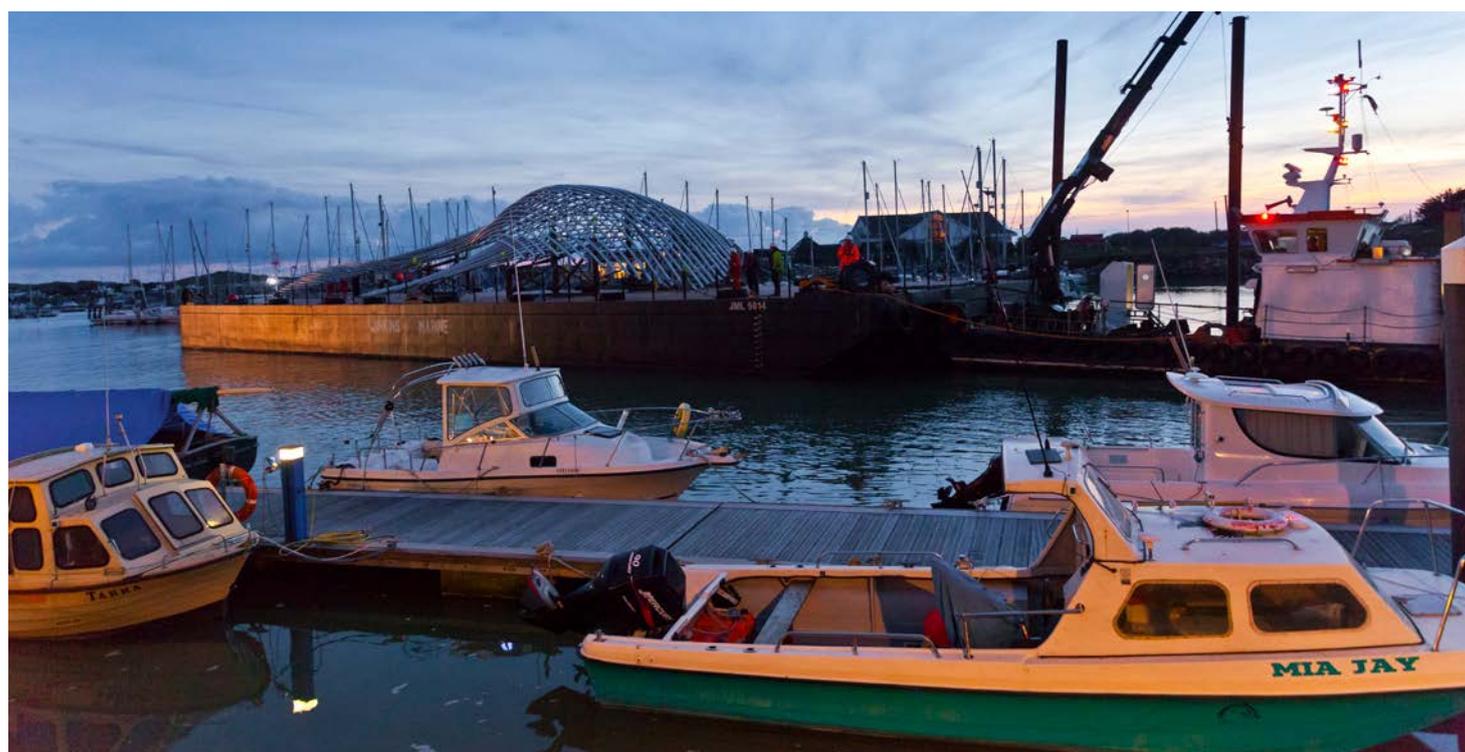
Insurance recoveries related to contributions towards the costs of an employee on long term sickness absence. Dredging contributions, totally unbudgeted and primarily via Chichester and Arun District Councils who each used the dredged shingle in nearby coastal defense projects which significantly, reduced the budgeted overall costs of removing the shingle build up at the harbour entrance on the year's two campaigns.

At budget compilation time, (Oct/Nov 2020), total legal costs to defend a Section 31 challenge to the increase in the 2018/19 harbour dues and progress the Harbour Revision Order (HRO) were estimated by the Board's legal advisors at £100,000 (£70,000 Section 31 and £30,000 HRO). The Board resolved to invoice these costs to the two precepting authorities as they were incurred rather than as part of the annual contribution at the beginning of the year based on an estimate. In the event the total cost of what transpired to be a successful defence of the Section 31 challenge amounted to £58,000, which was subsequently recovered from the Board's two precepting local authorities.

At its meeting on the 20th of June the Board resolved to return the free reserves to the two precepting authorities Arun District council and West Sussex County Council.



**Chris Braby**  
Treasurer to the Board



# J. Financial Key Performance Indicators (FY 21/22)

**9. Commercial Rent Income - £163,639**

**10. Harbour Dues Income (less commercial shipping) - £74,877**

**10a. Moorings Income - £85,365**

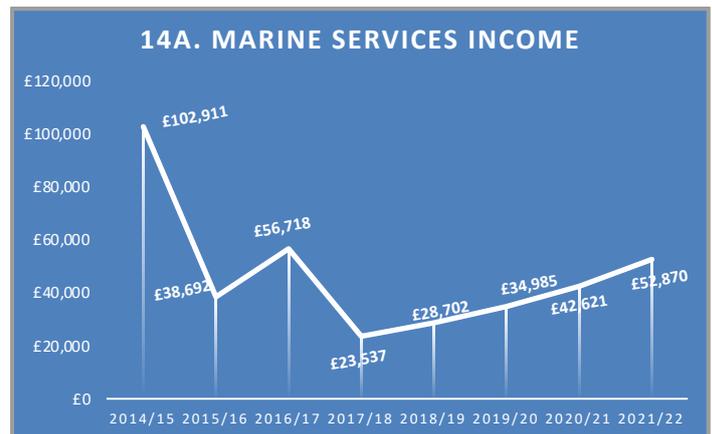
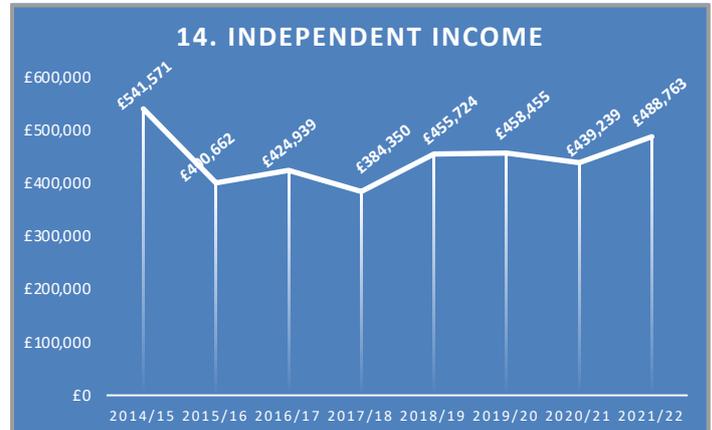
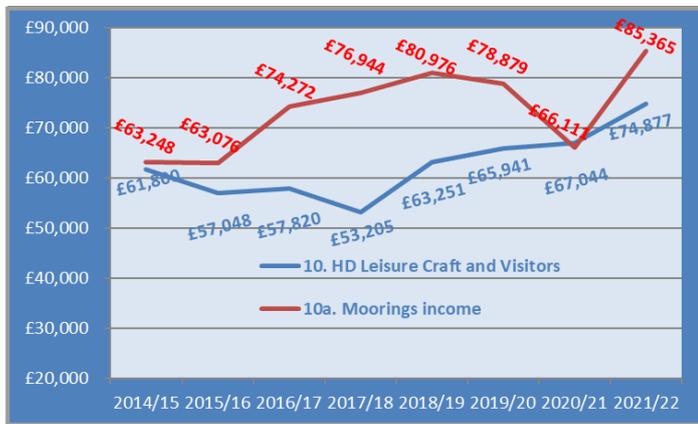
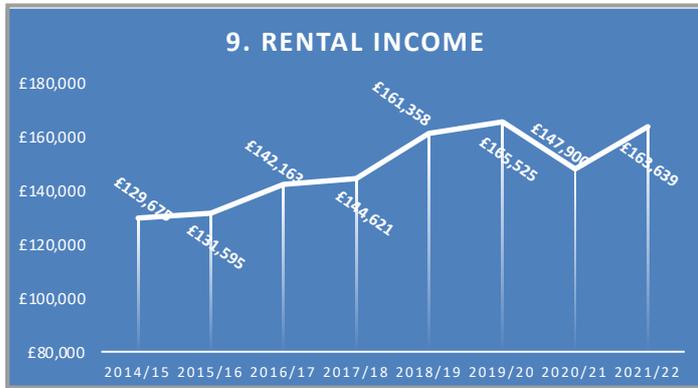
**11. Commercial Shipping Income – £35,554**

**12. Precept - £380,941**

**13. Running Cost - £843,423**

**14. Independent Income (Income less Precept) - £488,763**

**14a. Workboat Income - £52,870**



## K. Accounts

(Board approved and submitted for external audit)

	2022 £	2022 £	2021 £
<b>INCOME</b>			
Commercial Harbour Dues	9,189		12,051
Pilotage Service	26,365		37,699
Footbridge	26,937		26,937
Commercial Rents	163,639		147,899
Chargeable Services	72,226		59,346
Harbour Dues-Leisure Craft	74,877		67,044
Moorings	85,364		66,110
Income from Investments	43		167
Insurance Recoveries	10,190		18,553
Dredging Recoveries Asset	16,218		-
Disposal Miscellaneous	-		1,417
Income Local Authority	3,715		2,016
Precepts	380,941		284,014
		<b>869,704</b>	<b>723,253</b>
<b>TOTAL INCOME</b>		<b>869,704</b>	<b>723,253</b>
<b>EXPENDITURE</b>			
Employee costs	302,986		286,713
Accounting, Admin and Audit	18,648		18,632
Legal and Professional Fees	120,291		46,797
Repairs and Maintenance-Premises	18,716		15,661
Repairs and Maintenance-Moorings	123		681
Repairs and Maintenance-Harbour Structures	34,901		32,543
Repairs and Maintenance-Navigational	42,532		32,962
Repairs and Maintenance-Boats and Vehicles	26,399		21,780
Equipment Hire	8,055		943
Rent and Rates	15,476		9,189
Light and Heat	4,790		4,506
Printing and Stationery	4,587		4,792
Insurance	45,111		38,134
IT services	12,138		18,976
Telephone	2,225		2,020
Training and Conferences	7,378		12,711
Other administration expense	11,561		7,836
Recoverable Costs	6,291		8,085
Bank and Credit Card charges	4,780		4,472
Capital Expenditure	0		0
Loan Repayments	156,435		158,417
		<b>843,423</b>	<b>725,850</b>
<b>TOTAL EXPENDITURE</b>		<b>843,423</b>	<b>725,850</b>
<b>INCOME LESS EXPENDITURE</b>		<b>26,281</b>	<b>(2,597)</b>
<b>GENERAL FUND ANALYSIS</b>			
Income for the Year		869,704	723,253
Expenditure for the Year		(843,423)	(725,850)
Transfer to/from Earmarked Reserves		-	-
Transfer to Reserves		26,281	(2,597)

## K. Accounts

### Balance Sheet as at 31st March 2022

	Note	2022 £	2022 £	2021 £
<b>LONG TERM ASSETS</b>				
INVESTMENTS AT COST		-	-	-
<b>CURRENT ASSETS</b>				
DEBTORS	3	58,184		29,727
CASH AT BANK & IN HAND		77,568		113,881
PUBLIC SECTOR INVESTMENT FUND		36,033		16,002
<b>TOTAL ASSETS</b>			<b>171,785</b>	159,610
<b>CURRENT LIABILITIES</b>				
CREDITORS	4		80,800	94,906
CONTINGENT LIABILITIES			-	-
<b>NET ASSETS</b>			<b>90,985</b>	64,704
<b>REPRESENTED BY</b>				
GENERAL FUND	6		35,000	35,000
EARMARKED RESERVES	6		55,985	29,704
			<b>90,985</b>	64,704

The above statement represents fairly the financial position of the Board as at 31st March 2022 and reflects its income and expenditure during the year.

Signed :   
Chairman

20th June

Date

Signed :   
Responsible Financial Officer

25th May

Date

# Notes to the Accounts 2021/22

## 1 Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Commercial Assets	Total
	£	£	£	£	£
At 1 April 2021	1,812,550	429,299	6,813,875	198,354	9,254,078
Revaluation	-	-	-	-	-
Additions	-	-	-	-	-
Disposal	-	-	-	-	-
At 31 March 2022	<b>1,812,550</b>	<b>429,299</b>	<b>6,813,875</b>	<b>198,354</b>	<b>9,254,078</b>

***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 ( sub structure only)  
East Training Wall (Dicker Works)  
Littlehampton 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  
Littlehampton Town Quay Pontoon  
Dukes Wharf Pontoons  
Workshop Pontoons  
Access Gangways Workshop/  
Littlehampton Town Quay/Dukes Wharf  
Scrubbing Piles

## Notes to the Accounts 2020/21

<b>2</b>	<b><i>Borrowings</i></b>	<b>2022</b> £	<b>2021</b> £
	The Board's borrowings as at 31 March 2022		
	West Sussex County Council	<b>204,100</b>	219,800
	Public Works Loan Board	<b>526,928</b>	626,305
		<b>731,028</b>	<b>846,105</b>
	Analysis of Loans by maturity		
	Maturing in		
	0-5 years	383,928	348,146
	5-10 years	-	128,659
	10-15 years	204,100	219,800
	after 15 years	143,000	149,500
		<b>731,028</b>	<b>846,105</b>
<b>3</b>	<b><i>Debtors</i></b>	<b>2022</b> £	<b>2021</b> £
	Trade Debtors (net of potential bad debt reserve)	45,727	18,794
	V A T Recoverable	2,550	2,064
	Prepayments	9,907	8,869
		<b>58,184</b>	<b>29,727</b>
<b>4</b>	<b><i>Creditors and Accrued Expenses</i></b>	<b>2022</b> £	<b>2021</b> £
	Trade Creditors	51,719	61,152
	Holding Deposits	2,713	1,963
	Credit Card	1,134	1,196
	Accrued Expense	21,532	30,585
	VAT	3,702	-
	Paysafe	-	10
		<b>80,800</b>	<b>94,906</b>

# Notes to the Accounts 2020/21

## 5 Pension Costs

In 2021/2022 the Board paid employer's contributions of £42,094, (£36,075), representing 18.0% (18.3%) 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 is determined by the Fund's actuary, Hymans Robertson, based on triennial actuarial valuations, the latest such review was in March 2020 which set the rate for the next 3 years (2020/21 18.3%, 2021/22 18.% and 2022/23 at 18.0%). 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 Hampshire Pension Services The Castle, Winchester, Hampshire SO23 8UB who administer the fund on behalf of West Sussex County Council

## 6 Reserves

<b>General Reserves</b>	£
Opening Reserve as at April 2021	35,000
Transfers in and out for 2021/22 to Earmarked Reserves	<u>0</u>
<b>Closing Reserve as at 31st March 2022</b>	<b>35,000</b>
<b>Earmarked Reserves</b>	
Opening Reserve as at April 2021	29,704
Transfer from General Reserve	<u>26,281</u>
<b>Closing Earmarked Reserves as at 31st March 2022</b>	<b>55,985</b>
<b>Total Reserves as at 31st March 2022</b>	<b><u><u>90,985</u></u></b>

