



# Annual Report 2022/23



## 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 over 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 7 commercial fishing vessels (of which 6 are "LI" registered) ranging from 6-10m in length also moor on the west bank mainly at the boatyards and Marina. A further 250-300 vessels are stored ashore and launch from slipways on a frequent basis.

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 50 to 70 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-aflloat-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 this year's Chair's report covering the period 1 April 2022 to 31 March 2023.

Operationally the Harbour Team have maintained a safe and open port for both commercial and leisure users. Despite the wider cost of living pressures, the numbers of leisure vessels using the harbour, including visitors has shown further growth from last year, further emphasising the draw Littlehampton has. While commercial shipping numbers remain well below historic levels, the income from commercial shipping remains a significant and stable source of income. Financially, the Harbour has successfully delivered against its budget set at the start of the year, but we remain heavily reliant on support from both West Sussex County Council and Arun District Council.

In last year's report, we provided information on the initial steps we were taking to address the assets at the harbour entrance that were approaching end of life. I am pleased to report that there has been significant progress in developing the solutions. The groyne adjacent to the West Works has now been replaced and work will begin in the coming months on replacing critical parts of the West Works. We have brought forward elements of this work as much as possible due to additional damage sustained during dredging work earlier in the year. The key focus for the coming year will be completing the planned work and developing design and funding options for the next phase of the scheme. We appreciate that the works are restricting access to the West Beach. We are sorry for any inconvenience but this work is essential to keeping the Harbour open so thank you to stakeholders for their understanding.

We continue to be committed to our plans for a Harbour Revision Order (HRO) but it is with some frustration I must report that we still do not have a confirmed date when the MMO will begin the public consultation. This process is managed by the MMO so is out of our hands and several other Harbours are in the same position, waiting for the backlog to be cleared. Seeking an HRO is still the right thing to do as it 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 share updates and any announcements on the public consultation as soon as we are able.

I am sad to confirm that we will be saying farewell to our Harbour Master Harry Gregory at the end of August. I wish him well in his new role as Harbour Master for Poole Harbour and want to take this opportunity to thank him for his 5 years of committed service to Littlehampton Harbour. We will be sorry to see him leave but have begun plans to recruit a new Harbour Master as soon as possible. While faces may change the Board's strategic objectives for the Harbour will not, including our commitment to further improving relationships with our stakeholders.

Finally, I am pleased to confirm that our next annual stakeholders meeting will this year be held on 10 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 has been another challenging yet very satisfying year for the team. In addition to continuing to meet our diverse range of statutory and commercial roles, I am proud to say that we've also been able to make a number of cost-effective improvements to capabilities, expand our customer base and also make significant further progress in tackling our biggest challenge: renewing the infrastructure at our harbour entrance.

The Harbour Entrance Renewal Scheme has now gained significant momentum with our wading into the design work, environmental licensing, funding and contractor procurement for replacing the harbour entrance infrastructure already at end of life (Phase 1 of 3). This huge effort alongside our partners in Royal HaskoningDHV, Arun District Council and West Sussex County Council have got us to the point where the West Beach Groyne and the fragile length of the harbour's West Wall alongside the shoal bank are all set to be reinstated between April and December 2023. As this report is limited to the 2022/23 financial year, I will restrain myself from sharing more on the works already completed by time of publishing but you can always check out the latest progress at [www.littlehampton.org.uk/harbour-entrance](http://www.littlehampton.org.uk/harbour-entrance) or in our Quarterly Newsletters.

The regrettable incident during dredging which further damaged the already fragile section of the wall in January did not materially affect our plans as preparations were already well underway and the works already considered very urgent. However, the incident did mean our team had to pull together to implement some further temporary measures to mitigate the heightened risk of collapse until replacement. Amongst other things, this included the in-house construction of a 70 tonne Temporary Wave Defence on West Beach as well as gaining environmental approvals and undertaking more proactive and frequent recycling of shingle from West Beach before it causes further undue pressure on the fragile wall. This has meant building some new skills and long hours for our small team. We're working as hard as we can to get the wall replaced during 2023 so that unrestricted and safe access to West Beach for the public can be resumed as well as the harbour entrance kept open for navigation.

We also continue to improve our in-house bathymetric survey and dredging capabilities with the period seeing our first surveys carried out on behalf of commercial clients and also our first in house Water Injection Dredge using a bareboat chartered dredging asset manoeuvred by our workboat ERICA. There continues to be a real opportunity for the various mooring operators across the harbour to more

**(For summer season 2022 and ending in spring 2023)**

closely align on dredge schedules and assets to achieve greater economies of scale and minimise periods of disruption and environmental impact across the harbour.

Shipping has shown a strong recovery with 14 ships in the financial year including 4 calls over the space of just a couple of weeks in February. Whilst throughput will be affected by capital projects in the harbour entrance in 2023, this sustainable level is expected to continue.

I would also like to take this opportunity to personally thank Peter Knight for his dedication and expertise over our 5 years working together. Peter's retirement in March leaves big shoes to fill in the marine team, his tremendous experience in the full range of workboat operations and local knowledge since the 1990s has been of huge benefit to the harbour. We wish him all the best in his retirement.

It has also been recently announced that I will be moving on to take up the post of Harbour Master for Poole in September so this report will be my last. This was an opportunity I could not turn down but nonetheless I do regret moving on from Littlehampton whilst so much exciting progress is being made and plenty more work yet to do. I'm very grateful to the team, harbour users and other stakeholders for their support and I hope to see many of you before I go at the Annual Stakeholder Meeting on 10th July.

2023/24 is to be an exceptionally busy year for the harbour throughout the full extent of harbour limits with wall piling works at the Harbour Entrance and at Arundel as well as significant maintenance on the Ford Railway Bridge. Robust plans are being put in to place and I have every faith that my successor, with the support of the rest of the team, will see plans through whilst ensuring a safe and enjoyable harbour for all its users.

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

**Harry Gregory**  
Harbour Master, Littlehampton



## C. Activity in the Harbour

### April 2022

- Seasonal inshore marker buoys deployment on behalf of three Local Authorities commenced
- Pre-season Patrol training
- Successful prosecution concluded following a craft transiting the Narrows at speeds in excess of 50knots in late Autumn 2021
- ERICA assisted with more sea trials of an Autonaut unmanned research vessel.

### May 2022

- Seasonal inshore marker buoys deployment on behalf of three Local Authorities completed
- Littlehampton Jet Ski Club attended charity fundraiser fancy dress trip to Brighton Marina in aid of Sussex Cancer Fund.
- Arun Yacht Club hosted the RS400 Open and had a successful Open Day
- ERICA chartered by ABPmer to carry out a Drop Down Video survey of the local Black bream nest sites.
- Bathymetric survey of commercial berths carried out by 'WINDSONG'

### June 2022

- Contractors mobilised to carry out timber maintenance works on the West Works
- Harbour wide celebrations and 'Ships Salute' for the Queens Platinum Jubilee.
- Littlehampton Lifeboat carried out Helicopter training at the harbour entrance.
- Harbour Entrance 'Bar' Survey carried out
- 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

- Water Injection Dredging commenced with the bareboat charter of dredge pontoon '10-4'

### July 2022

- Water Injection Dredging successfully concluded – areas dredged include, Littlehampton Marina, Tarmacs commercial Wharfs and LHB berths
- Annual Stakeholder Meeting held at AYC
- Annual Report 2021/22 published
- 42T Dutch barge 'DRAKE' craned back in to the harbour following a comprehensive refit.
- Arun Yacht Club – Cadet's week

### August 2022

- Successful return of Littlehampton Harbours Waterfront Festival
- Thundercat Racing off East Beach – mobilised from Littlehampton Marina
- Littlehampton Jet Ski Club awarded the Mic Randle Award for Safety
- Arundel festival – Including the annual Dragon Boat race and popular 'Duck Race'
- 'ERICA' chartered to assist FUGRO with the service of Rustington Wave Buoy.

### September 2022

- Commenced the recovery of Seasonal Inshore Marker buoys
- West Pier 'Drum Head' light outage.
- Commercial berth survey carried out by 'WINDSONG'
- 'ERICA' chartered for the annual weather station maintenance trip

### October 2022

- Commercial berth survey carried out by 'WINDSONG'
- Topographic survey carried out on behalf of AYC
- West Pier 'Drum Head' solar beacon replaced
- Shingle Recycling at Shoal Bank









## C. Activity in the Harbour

### November 2022

- Shingle recycling concluded – final quantities 4200t
- Trial floating Kelp Farm established off Littlehampton.
- 'ERICA' transited to Eastbourne to assist with Partrac with recovery and service of survey equipment in Pevensey Bay.

### December 2022

- Completion of recovery trips of the Seasonal Inshore Marker buoys

### January 2023

- Commercial berth survey carried out by 'WINDSONG'
- Towage of 3 'WATERLODGE' houseboats from Sussex Yacht Club to Brighton Marina. 'ERICA' and 'WINDSONG' were both involved in this operation.
- 'ERICA' chartered for a Rustington Wave Buoy maintenance trip
- Harbour Entrance/ Bar Survey completed

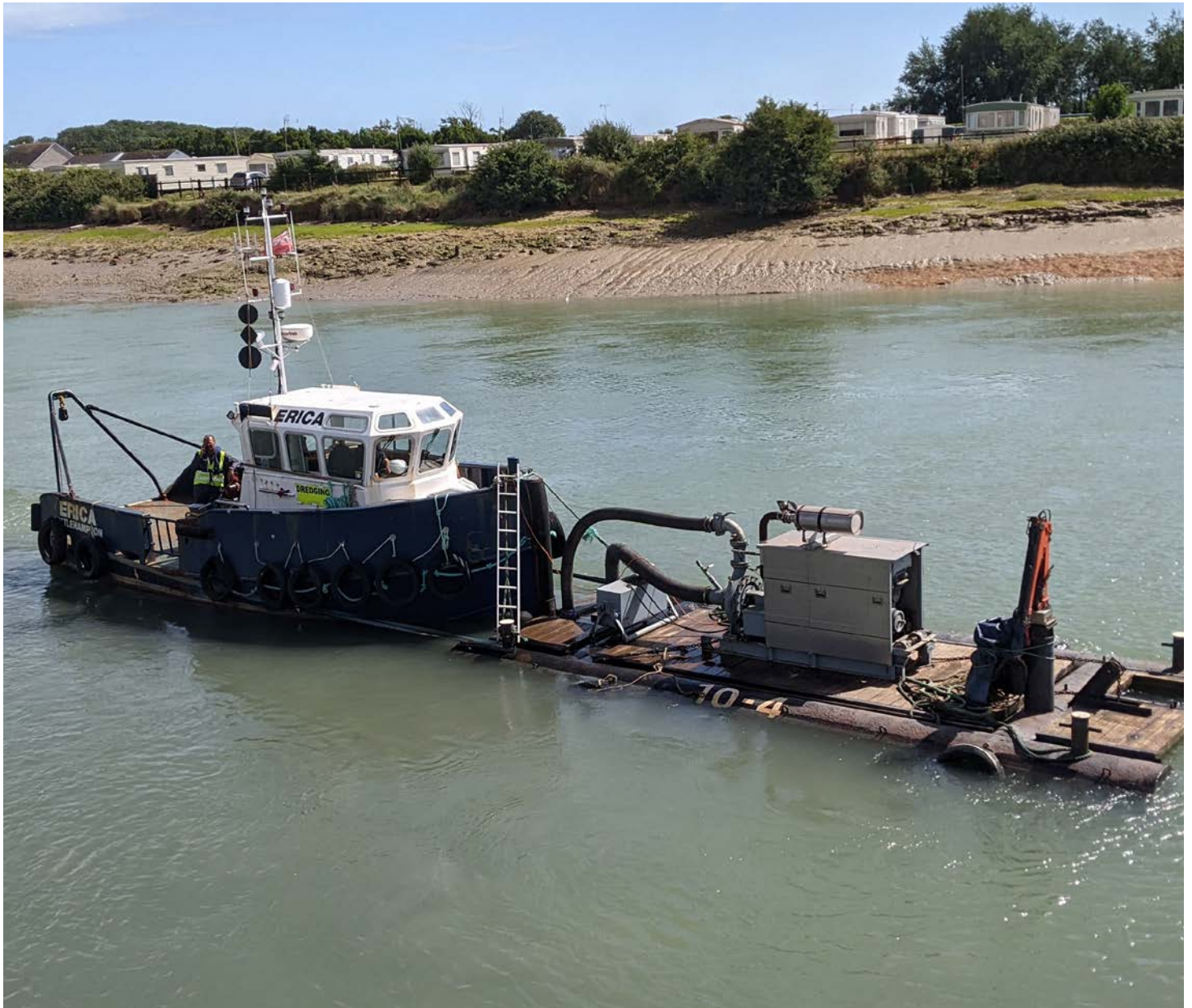
- Western Harbour Wall surveyed to check deterioration or presence of any movement
- West Wall sustained significant damage resulting in the partial closure of West Beach.
- Shingle recycling operations on West Beach carried out for 3 weeks

### February 2023

- A bumper month for shipping with 4 ships in a month.
- Submerged wreck recovered at Arundel
- An enforcement case involving use of PWC without a permit was heard at Crawley Magistrates Court, the defendant did not appear and was convicted following the presentation of the evidence gathered. The individual was issued a £250 fine and full costs of £780 including a victim surcharge of £35.

### March 2023

- 'ERICA' chartered for Rustington Wave Buoy maintenance
- Water Injection Dredging by CMS Innovation at Littlehampton Marina and Arun Yacht Club





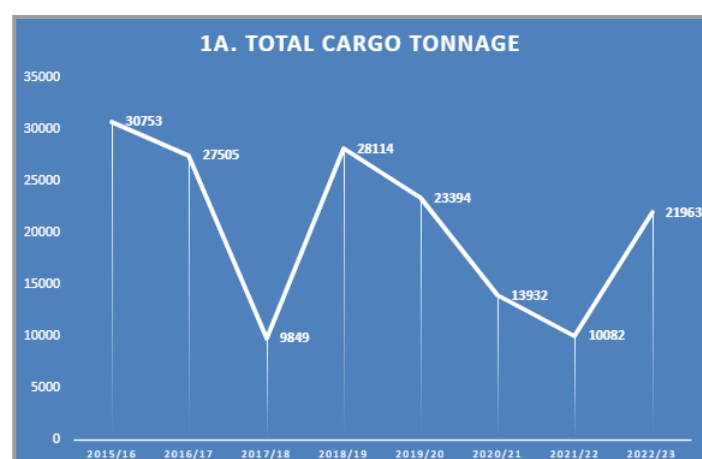
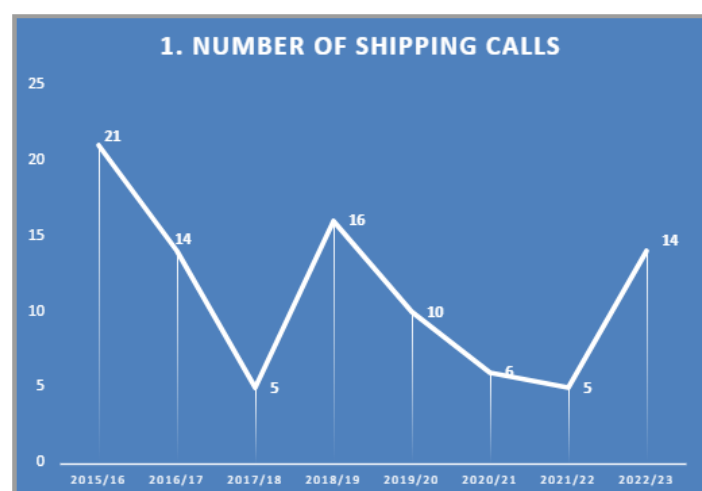
# Key Performance Indicators for Marine Activities (FY 22/23 unless stated)

## 1. Number of Shipping Calls – 14

### 1a. Cargo Tonnage Handled – 21,964 tons

The harbour leases two wharves to Tarmac Ltd, primarily for the import and storage of material used in its asphalt plant. FY22/23 saw 14 commercial vessels call at these wharves importing a total of 21,964 tons of roadstone cargo.

For the previous 3 consecutive years Littlehampton has primarily received the 'MV ELISE' and her two sister ships which are the largest class of ship ever to use the harbour at 80m LOA and 1,917 GT. This year only 3 of the 14 calls were made by these more tidally restricted larger ships. The remaining 11 calls were made by a series of smaller classed ships, ranging from 64m/920GT 'MV BONITA' to 78m/998GT 'MV CM COAST'.

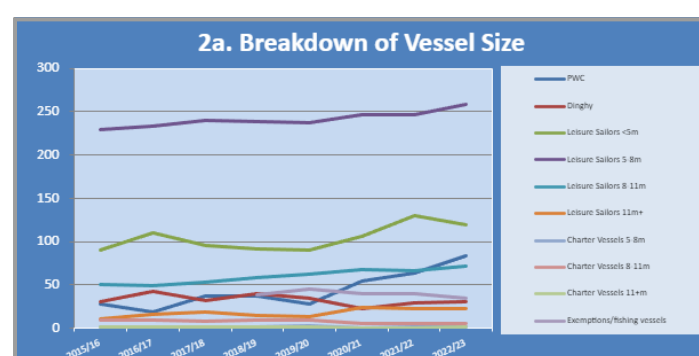
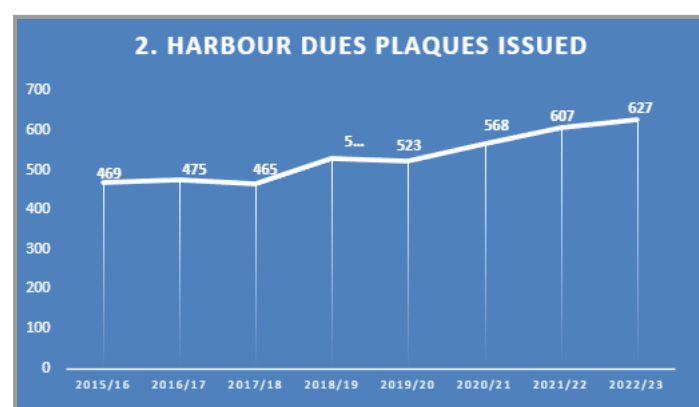


## 2. Number of Annual Harbour Dues Plaques Issued - 627

### 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 3.5% on the previous year which can primarily be attributable to the continued influx of permitted Personal Water Craft (Jet Skis) to the Harbour. With Littlehampton Yacht Club and Littlehampton Marina improving their facilities for these smaller jet driven craft its likely this number will continue to be a growth area. RYA training courses remain popular with Phoenix Sea School continuing to train and assess new riders regularly.

Note: The sharp increase in plaque numbers between 2017/18 and 2018/19 is primarily attributable to the LHB beginning to issue plaques to those vessels with harbour dues exemptions/concessions (such as LI registered fishermen and vessels involved in youth training activities).

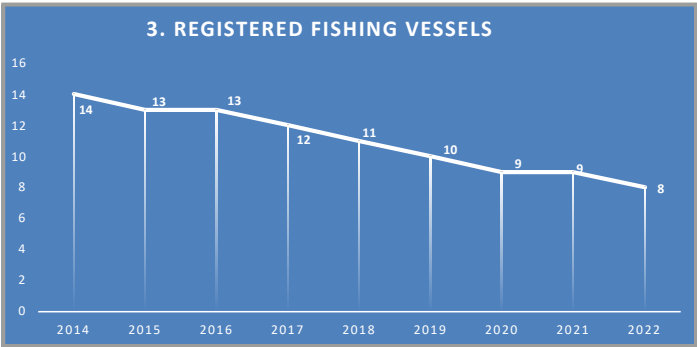


# Key Performance Indicators for Marine Activities

(FY 22/23 unless stated)

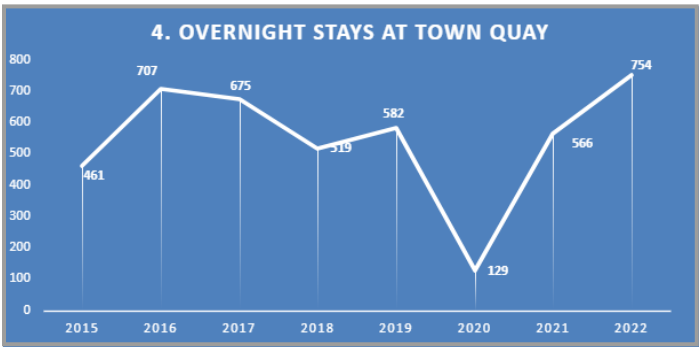
### 3. Number of LI registered fishermen – 8

The number of fishing vessels using Littlehampton as their home port continues to gradually decline. Catch value landed in Littlehampton during 2021 was £115,275 and of this value £78,715 was for shellfish (comprising crab, whelk, cuttlefish, lobster and scallops) (source: MMO). 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 but to date no opportunities have been realised.



### 4. Overnight Stays at Town Quay – 754

Visitor numbers to Town Quay continued to rise following the back to normal numbers that we saw last year. In 2022 we welcomed a record breaking 754 visitors to the harbour. Sailing rallies played a big role in this increase with most commenting on how enjoyable their stay was and making their intentions known of return visits during the 2023 season.





# Board and Governance

## The Board and Its Vision

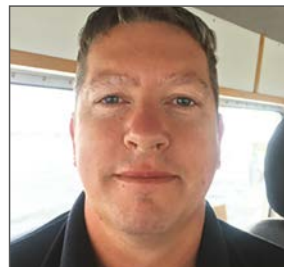
Littlehampton Harbour is managed as a Trust Port by the Littlehampton Harbour Board (LHB) which is an independent statutory body. The duties and responsibilities of the LHB are defined by local Acts, principally the Littlehampton Harbour and Arun Drainage Outfall Act 1927 (as amended) and Part II of 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 2023:**

### 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

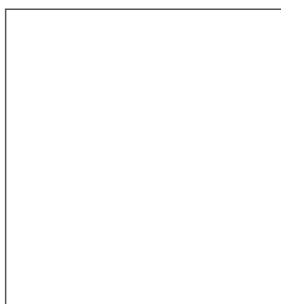
### Members Appointed by West Sussex County and Arun District Councils



Cllr Noel Atkins



Cllr Ashvin Patel



Vacant



Cllr Dr James Walsh



Cllr Paul Bicknell



Cllr Shirley Haywood



Cllr Jacky Pendleton



Mr Roger Spencer

# Board and Governance

## Board and Committee Membership for 2022-23 including Board Meeting Attendance

Board Member	Meetings Attended	Committees Served On	Notes
<b>Richard O'Callaghan</b>	14	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>	7	Statutory & Governance Pilotage Committee Infrastructure Project Development Group	Temporary Vice Chairman (appointed Dec 2021) Chair of Pilotage Committee
<b>Barry Goodhew</b>	7	Personnel Committee Pilotage Committee	
<b>Cllr Shirley Haywood</b>	12	Personnel Committee Audit Committee	
<b>Cllr Jacky Pendleton</b>	4	Infrastructure Project Development Group	
<b>Roger Spencer</b>	9	Audit Committee Statutory & Governance Infrastructure Project Development Group	Chair of Infrastructure Project Development Group
<b>Gordon Lindsay</b>	10	Statutory & Governance	Appointed by the Board in May 2021
<b>Cllr Paul Bicknell</b>	7	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>	2		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>Cllr Ashvin Patel</b>	1		Appointed by WSCC February 2023
<b>Harry Gregory</b>	11	Pilotage Committee Infrastructure Project Development Group	Harbour Master (Appointed Nov 2020) Non -Board Member

Overall Board Meeting attendance for 2022-23 was 82%, which excludes the Harbour Master (as a Non-Board Member) and is based on a total of 68 meeting attendances out of a possible 83.

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. During 2022 LHB was found to be non-compliant with the Port's Marine Safety Code, the annual audit report contained a single non-compliance as follows: "A review of compliance with the Code was conducted by the Designated Person in November 2022 and concluded that the Littlehampton Harbour Board is unfortunately currently not compliant with the Port Marine Safety Code due to the persistent vacancy of two West Sussex County Council board member posts". The county council has subsequently made appointments but, at time of writing, one vacancy remains.

## 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 and tour of 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 82% overall attendance for 2022-23. The Board was able to hold its strategy setting Away Day in October 2022. This also allowed the Board Members to meet some new faces that had been appointed mid-year.

## 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 historic infrastructure works and other major infrastructure works are met

by the contributions from the Local authorities. Conservancy activity such as dredging, and infrastructure maintenance are broadly covered by statutory levies such as Harbour Dues as well as the precept where necessary.

The Board provides a limited number of in-house services (moorings, marine services, hard-standing storage and commercial fuel sales). 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 most recent 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. Each year at its Away Day, the Board reviews and updates the Strategic Plan which is published overleaf.

As of 2022, the Board consciously took the decision to not generate Business Plans (with 5-year financial modelling) until further notice. Current uncertainties plus the significant staff time required to generate it, make it an exercise of limited worth. 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 on an 18-month horizon through the annual budgeting cycle in partnership with LHB's contributing Local Authorities.

In parallel, the Board is continuing to progress its largest project: the Littlehampton Harbour Entrance Renewal Scheme, which requires a significant degree of project management and financial management. As the most urgent (and straightforward) infrastructure projects are completed during 2023, the focus will shift to the larger infrastructure challenges and costs on the horizon. This will most likely necessitate a Port Master Planning effort alongside the local authorities during 2024.

# Strategic Plan 2023

## 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 2023:

1. Complete Phase 1 of the Harbour Entrance Renewal Scheme with reinstatement of both the West Beach Groyne and the fragile 40 metres of the West Wall during 2023
2. Continue to enhance the business case for Phases 2 and 3 of the Harbour Entrance Renewal Scheme; ensuring alignment with local and flood authority plans, and seeking other partnerships and grant funding
3. 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
4. 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
5. Modernise the harbour's legislation and governance arrangements with the delivery of a Harbour Revision Order
6. 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.

### Marine Safety Management System

*The annual review of the harbour's Marine Safety Management System (MSMS) was conducted by ABPmer in November 2022 acting as the port's Designated Person (DP) in accordance with the Port Marine Safety Code (PMSC). This year was their third audit with us since their appointment in early 2020 and have continued to support 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 2022.

### 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 the evening of 10th July 2023.

### 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 2023 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 2022 unless stated.)

#### 5a. Number of Incidents Logged - 27

#### 5b. Number of Commercial Shipping Incidents Logged - 3

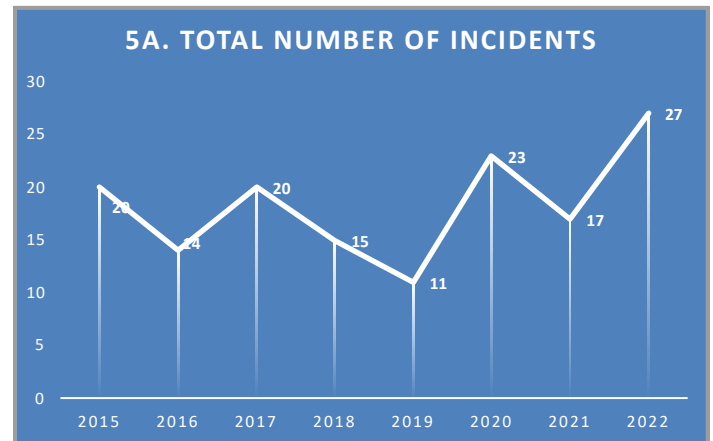
#### 5c. Breakdown of Incidents

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

There were 27 separate incidents investigated in the calendar year 2022. These included a berthing incident involving a large commercial vessel in April 2022 which had similarities to previous incidents in March 2021 and September 2020. The incident prompted a review of how the commercial berths are used, surveyed and managed resulting in the creation of a 'Berth Management Plan' which outlines safe use and maintenance of the commercial wharfs and the continued commitment of both the quay's landlord (LHB), long term tenant (Tarmac) and users (ship owners).

A number of minor incidents were reported covering both motor and sailing vessels suffering engine failure with fuel starvation and poor annual maintenance proving to be a running theme. This prompted

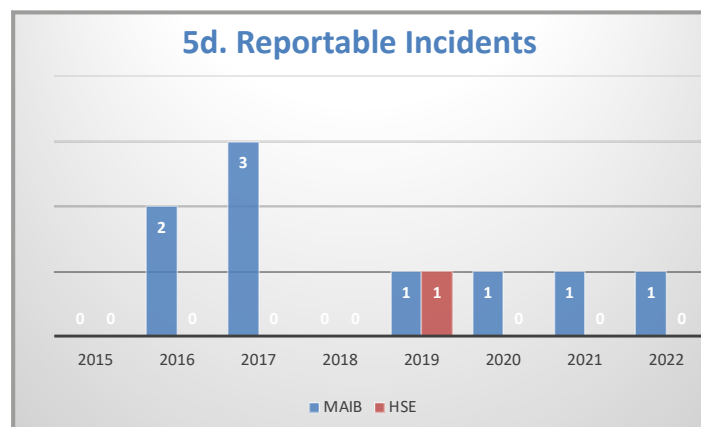
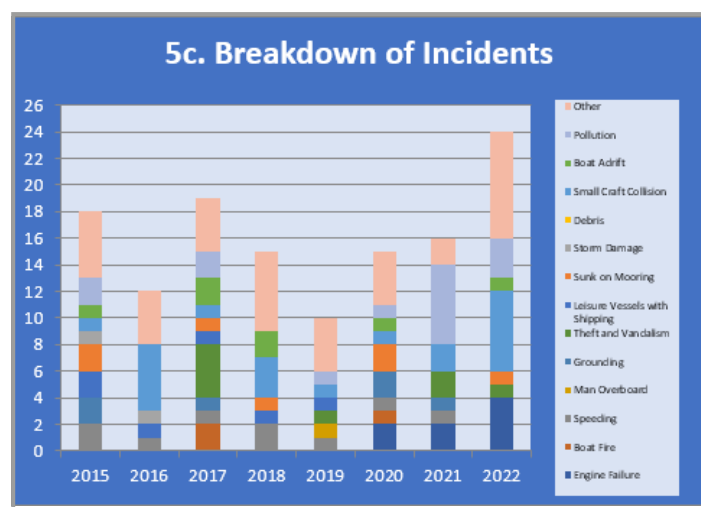
a well-received social media drive, encouraging harbour users to familiarise themselves with their engines (pre-season) undertake pre use checks. Arun Yacht Club also led the production of check cards for their members. The number of small craft collisions is also on the rise but many of these cases are linked to engine failure.



Hazard Theme	Hazard Category	Title	Incident Date
Nautical Safety	Impact with Structure	001 of 2022 - MV LIVA GRETA contact with West Training Wall outbound	07/03/2022
Crisis Management	Trespassing/Vandalism	002 of 2022 - Trespassing on Town Quay / Vandalism visiting SY	26/03/2022
Nautical Safety	Striking with ship (moored)	003 of 2022 - Visiting SY allision with moored vessel at Littlehampton YC	27/03/2022
Nautical Safety	Other	004 of 2022 - MV SYLVIA shifting on berth at UMA Wharf	01/04/2022
Nautical Safety	Striking with ship (moored)	005 of 2022 - Local SY allision with moored vessels at Arun YC	16/04/2022
Environmental Protection	Marine Pollution Tier 1	007 of 2022 - Light diesel sheen from charter vessel	28/04/2022
Nautical Safety	Other	006 of 2022 - FV left unattended and unsecured at Fisherman's Hard on flooding tide	26/04/2022
Nautical Safety	Other	008 of 2022 - Motor vessel run out of fuel in the narrows	07/05/2022
Nautical Safety	Grounding	011 of 2022 - Leisure vessel engine failure, water ingress and grounding on banks at A259	17/05/2022
Nautical Safety	Impact with Structure	010 of 2022 - Outbound MV SYLVIA glancing allision with East Narrows fendering	16/05/2022
Environmental Protection	Marine Pollution Tier 1	012 of 2022 - Diesel sheen observed on the river, source unknown	23/05/2022
Nautical Safety	Other	009 of 2022 - Training Rib not following directions during a shipping act	16/05/2022
Nautical Safety	Striking with ship (moored)	013 of 2022 - Club committee vessel allision with moored Ferry	31/05/2022
Personnel & Public Safety	Fall from height	014 of 2022 - Child falling from harbour promenade in to the river	01/06/2022
Nautical Safety	Equipment failure (vessel)	015 of 2022 - Sailing vessel with overheating engine	03/07/2022
Nautical Safety	Striking with ship (moored)	016 of 2022 - Sailing yacht entering harbour without propulsion and alliding with moored vessels	03/07/2022
Personnel & Public Safety	Dangerous occurrence	017 of 2022 - Verbal and intended physical abuse of patrol staff	18/07/2022
Personnel & Public Safety	Other	018 of 2022 - Dayboat on trailer broke free from vehicle on slipway	27/08/2022
Nautical Safety	Striking with ship (moored)	019 of 2022 - Visiting Sailing Yacht collided with other moored yachts on Town Quay	28/08/2022
Nautical Safety	Striking with ship (moored)	020 of 2022 - Motor vessel experienced steering failure, resulting in allision with moored vessels.	10/09/2022
Nautical Safety	Equipment failure (vessel)	021 of 2022 - Ships Mooring line parted during departure	17/09/2022
Nautical Safety	Other	022 of 2022 - Non commercial vessel providing commercial towage in harbour	18/10/2022
Personnel & Public Safety	Lifting and handling injuries	023 of 2022 - ERICA crewmember finger injury	29/10/2022
Environmental Protection	Marine Pollution Tier 1	024 of 2022 - Diesel sheen from outfall at Footbridge during heavy rainfall	05/11/2022
Nautical Safety	Sinking and capsizing	025 of 2022: Sinking of holed dayboat on Town Quay	24/11/2022
Nautical Safety	Equipment failure (vessel)	026 of 2022: ERICA engine failure on passage to Eastbourne	28/11/2022
Nautical Safety	Other	027 of 2022 - 0.5M of trawling net pushed into river by malicious third party	02/12/2022

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 berthing incident at Railway Wharf.

## F. Safety Management

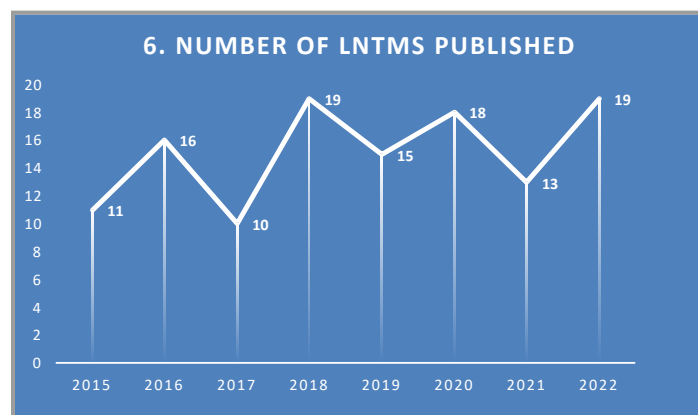


### Enforcement

In addition to 5 interviews under caution throughout the season and further verbal and written warnings issued, one incident was sent to Magistrates Court during 2022 involving a Personal Watercraft operating without a permit despite warnings. The individual was issued a £250 fine and full costs of £780 including a victim surcharge of £35.

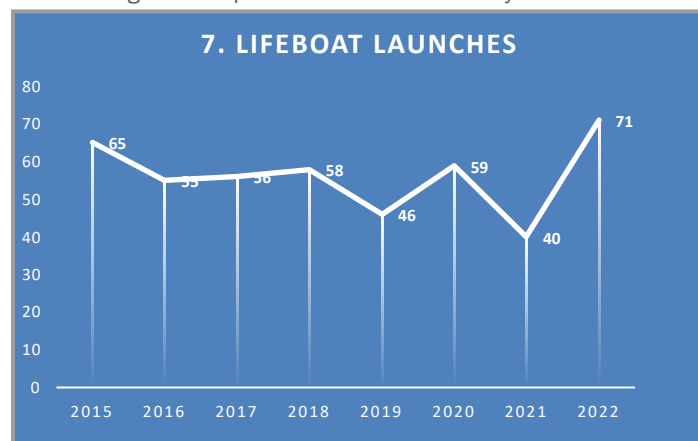
### 6. Number of LNTMs Published - 19

Thirteen Local Notices were published in 2022 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.



### 7. Number of RNLI Launches - 71

Littlehampton lifeboat station operate 2 inshore lifeboats, an Atlantic 85 (Renee Sherman) and D-Class (Ray of Hope). 2022 saw the Littlehampton lifeboats launched 71 times aiding 35 people in difficulty at sea and saving at least one life. 46 incidents involved the Atlantic 85 and 25 involved the D-Class. The lifeboat volunteers also undertook 102 training exercises afloat across the year. This demonstrates a significant uplift on numbers in recent years.

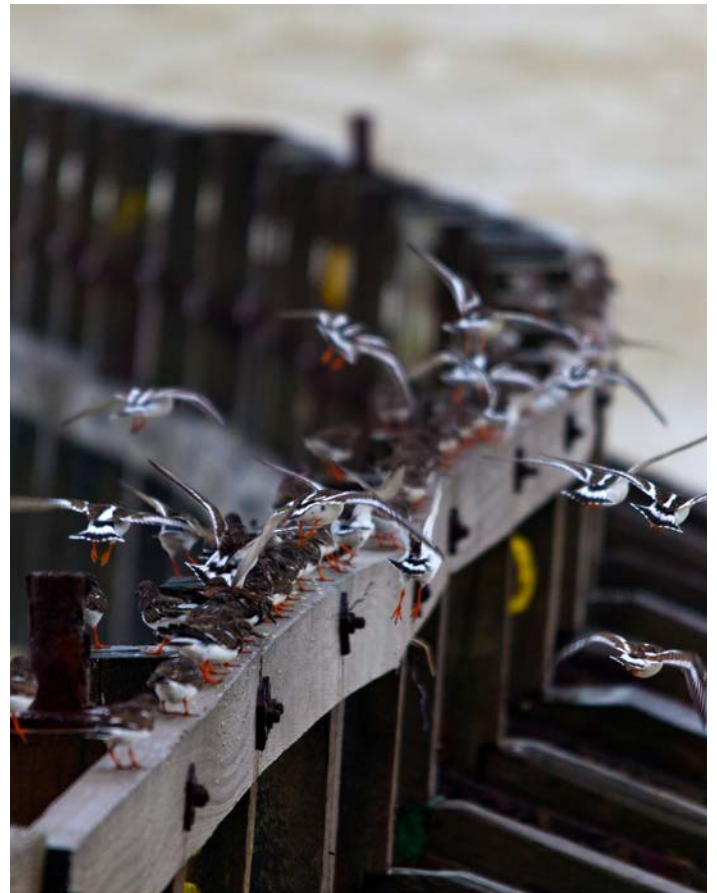
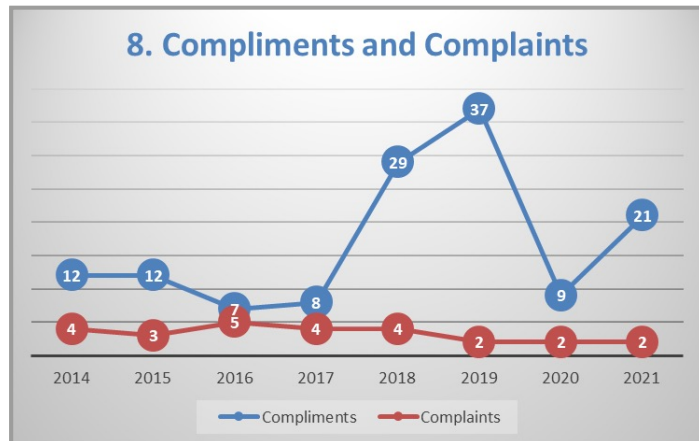




## F. Safety Management

### 8. Number of Compliments and Complaints – 25/4

Board policy is to capture as much feedback as possible both positive and negative. The Littlehampton Harbour Board received 4 complaints regarding Board policy, facilities 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 25 written compliments for assistance given to harbour users in 2022.



## 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), Environment Agency (EA), 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 2022/23 included:

- ✓ repairs and maintenance of harbour arms
- ✓ progressing the harbour entrance renewal scheme
- ✓ removal of potentially hazardous floating debris from the river
- ✓ continued monitoring of depths at the harbour entrance
- ✓ various improvements to in house bathymetric survey capabilities
- ✓ 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) including replacements of beacons on the Drumhead and the Lighthouse
- ✓ provision of a pilot boat, trained crew and pilots throughout the year
- ✓ dredging of Town Quay visitor berths by plough and water injection
- ✓ provision of seasonal safety patrols
- ✓ improvements to harbour signage and tide gauges

- ✓ replaced primary Aids to Navigation
- ✓ enforcement of General Directions (including one prosecution for offences)
- ✓ and stakeholder communications such as the publication of annual tide times, port information booklet and quarterly newsletter.

### How is this funded?

The running cost of the harbour for 2022/23 was £980,046 (including £135,253 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 £129,344.

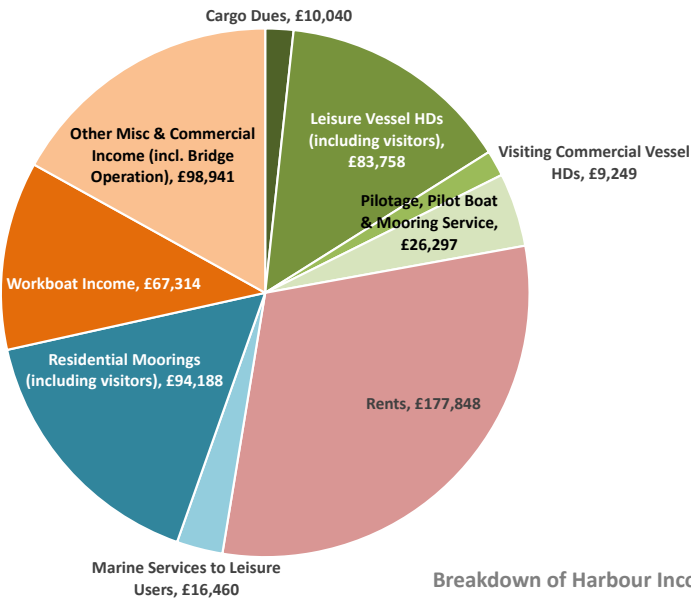
This statutory income is subsidised by the Harbour’s own commercial activity in the form of income primarily from commercial rents and marine services such as moorings and workboat services. Income from these sources totalled £454,751, bringing the overall total income for the year to £584,095.

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 2022/23 totalled £397,070.

G. Conservancy

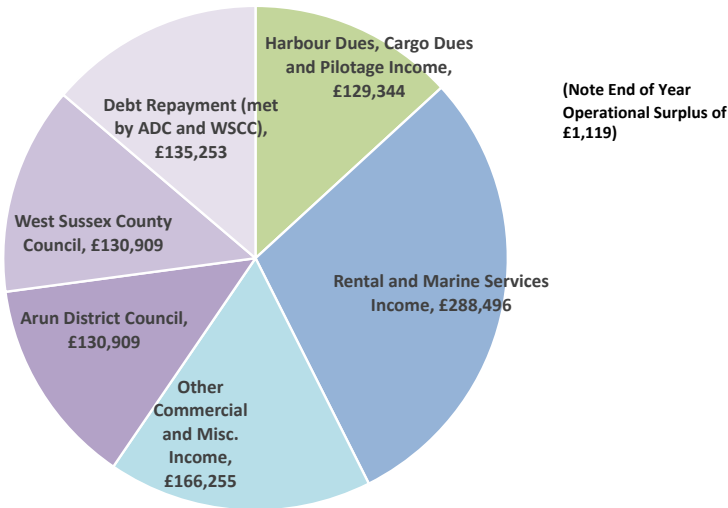
Breakdown of Harbour Income

Cargo Dues	£10,040	
Leisure Vessel HDs (including visitors)	£83,758	
Visiting Commercial Vessel HDs	£9,249	
Pilotage, Pilot Boat & Mooring Service	£26,297	£129,344
Rents	£177,848	
Marine Services to Leisure Users	£16,460	
Residential Moorings (including visitors)	£94,188	
Workboat Income	£67,314	
Other Misc & Commercial Income (incl. Bridge Operation)	£98,941	£454,751
	<b>£584,095</b>	

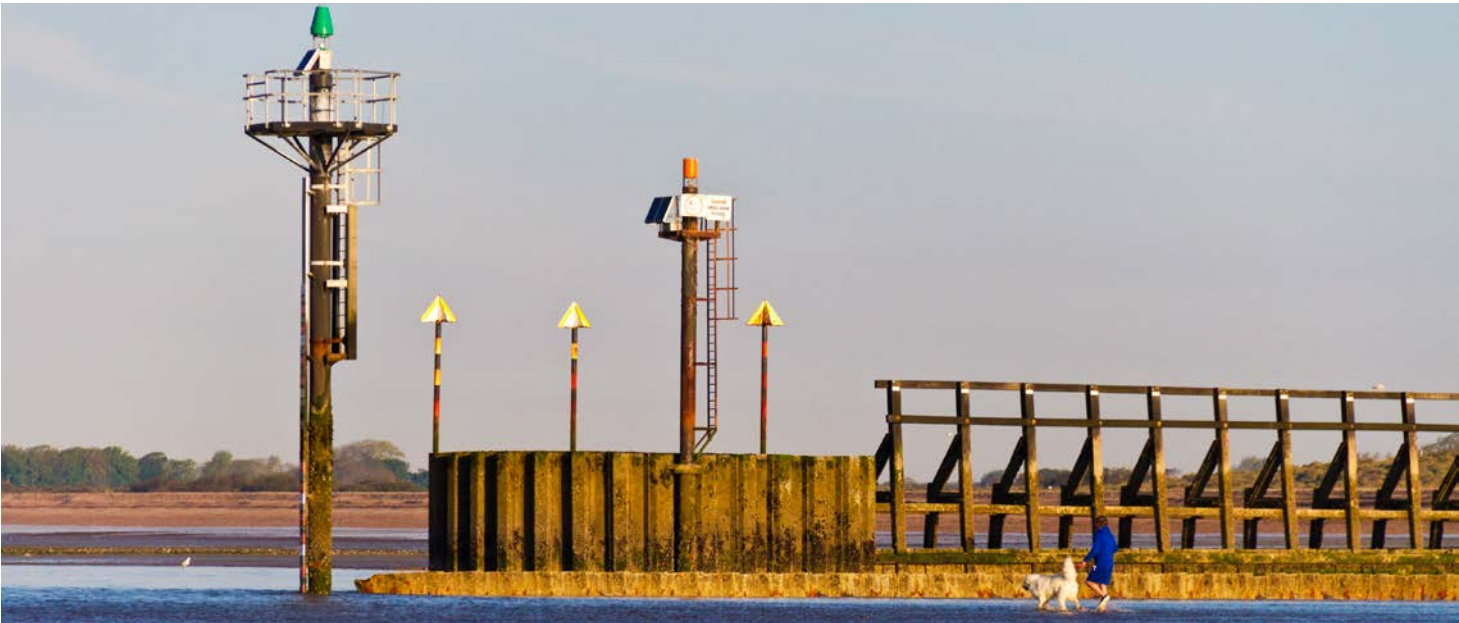


Meeting the Costs of Running the Harbour

Harbour Dues, Cargo Dues and Pilotage Income	£129,344	
Rental and Marine Services Income	£288,496	
Other Commercial and Misc. Income	£166,255	£584,095
Arun District Council	£130,909	
West Sussex County Council	£130,909	
Debt Repayment (met by ADC and WSCC)	£135,253	£397,070
End of Year Operational Surplus	-£1,119	
	<b>£980,046</b>	



(Note End of Year Operational Surplus of £1,119)





# H. Staff

## The Board recognises that its staff are its key asset

The LHB employs four full time marine staff (two based at the Harbour Board Workshops and the Harbour Master and Deputy based at the Harbour Office) plus four part-time staff (a Marine Engineer, a Conservancy Officer, a Clerk to the Board and an Accounts and Administration Officer) 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, the permanent staff are augmented by casual staff working on weekends and as hod cover to assist with peaks in marine services works for third parties. 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. In September 2023, Harry will be leaving LHB to take up the post of Harbour Master in Poole. At time of writing, the recruitment for his successor is in early stages.



#### 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 and leads LHB's marine department.



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

**Peter Knight** re-joined the harbour team in 2018 in following 11 years full-time as an RNLI Coxswain on the Thames, 6 years as the manager of Arun's beaches and foreshores and a previous 9 years working for LHB between 1992 and 2001. Peter retired in March and should be incredibly proud of his 36 years of exemplary service to marine safety and smooth harbour operations. We wish him all the best in his retirement.

**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 (where he is also the current Commodore) and other RYA training centres in the UK and abroad.

**Steve Alexander** joined the team in November 2020 with primary responsibility for the maintenance of LHB vessels and machinery and also supporting in operations afloat. Steve also joins us from full time employment with the RNLI. In November, Steve's request to move to part time hours to fully focus on his Marine Engineering role was accepted, this also enabled LHB to restructure the team slightly to better suit to the varying pressures we face at different times of year.

**Gareth Carthew** joined as Conservancy Officer in January 2023, working part-time in the winter months in marine operations and full-time from the Harbour Office in the summer season. This post was created by combining the other half of Steve's role with the previous (summer-only) contract Seasonal Patrol Officer role.



## H. Staff

### 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.*

Casual staff employed during the 2022 summer season included Lauren Whitley, Cathy Flook, Brian Flook, Charlie Moon, Steve Matthews, James Nicholls, Gareth Carthew, Sophie Collins, Steve Howlett, John Siggs, Nick Holness 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 HR 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 accountant and is responsible for the day to day running of the LHB business and accounts administration along with undertaking CIPD qualifications and leading on HR topics.





# I. Treasurers Report

## Foreword to the 2022-23 Accounting Statements

Given the events over this last year, in particular the damage to the West Wall which accelerated the initial investigation work prior to its reconstruction later in 2023, the resulting outcome, (a small surplus), is a considerable achievement. At operational level, the Harbour was at break even with all unforeseen costs covered, an improvement over the budget of some £72,000.

The additional unbudgeted consultancy and mobilisation costs to give temporary support to the damaged West Wall structure and the initial costs incurred towards the end of the year in accelerating its replacement were covered by additional precept from Arun District Council and West Sussex County Council.

The activity level required from the marine staff to keep on top of events during this past year, particularly those relating to the infrastructure issues at the harbour entrance, merit particular praise of the Harbour Master and his team.

Results Summary

	2022/23 Actual £	2022/23 Budget £	2021/22 £
Operational Income	576,780	453,490	462,312
Operational Expense	(576,871)	(525,725)	(592,380)
Operational surplus/ (deficit)	(91)	(72,235)	(130,068)
Interest	1,401	100	43
Dredging Costs	5,916	20,000	16,218
Contributions			
Insurance Recovery	0	0	10,190
Premises Repair	(42,253)	(35,000)	0
Harbour Revision Order	(15,606)	(30,000)	0
Legal Costs (Section 31 etc)	0	0	(58,130)
Harbour Entrance Consultan-cy	(85,227)	(50,000)	(15,000)
Shoal Clearances	(30,687)	(35,000)	(21,478)
West Wall Damage	(17,559)		
Recoverable Costs	(56,766)	0	0
Capital	(0)	0	0
Loan repayments	(155,078)	(164,334)	(156,435)
Precept Income	397,070	362,713	380,941
Surplus/(deficit)	1,120	(3,756)	26,281



**Chris Braby**  
Treasurer to the Board



# J. Financial Key Performance Indicators (FY 22/23)

**9. Commercial Rent Income - £177,848**

**10. Harbour Dues Income (less commercial shipping) - £83,758**

**10a. Moorings Income - £94,188**

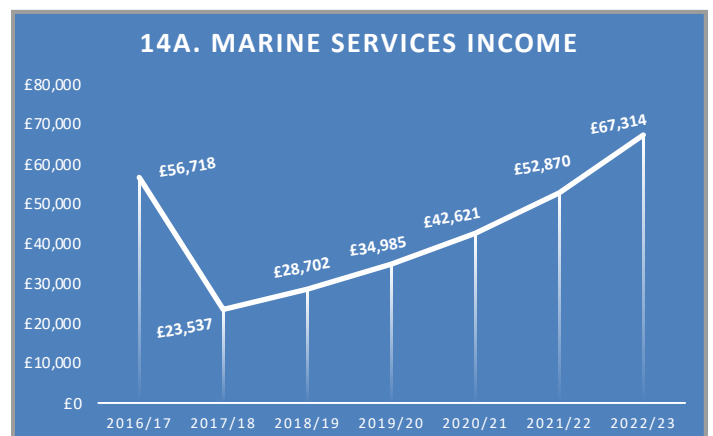
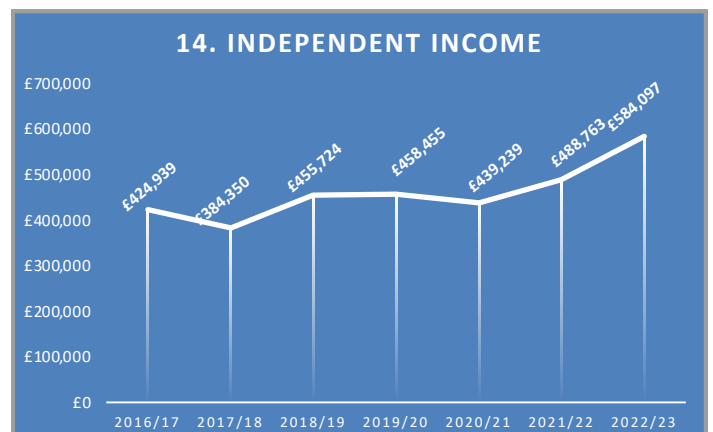
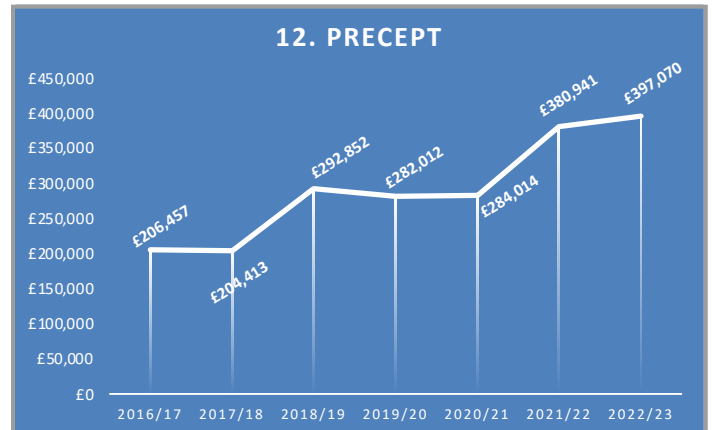
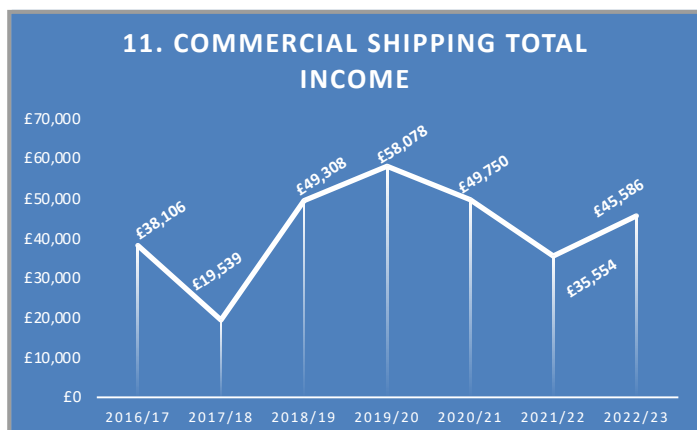
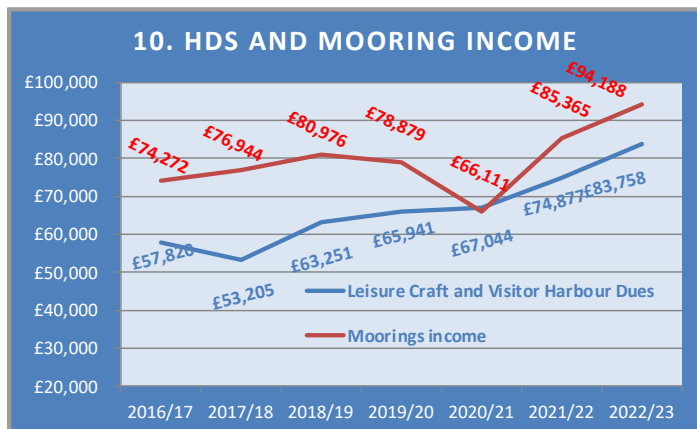
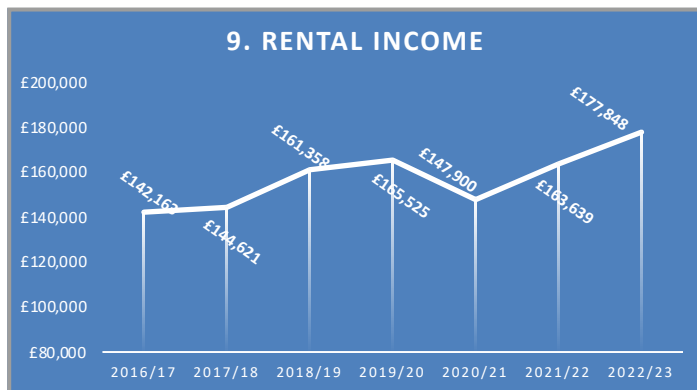
**11. Commercial Shipping Income – £45,586**

**12. Precept - £397,070**

**13. Running Cost - £980,047**

**14. Independent Income (Income less Precept) - £584,097**

**14a. Workboat Income - £67,314**





## K. Accounts

(Board approved and submitted for external audit)

	2023 £	2023 £	2022 £
<b>INCOME</b>			
Commercial Harbour Dues	19,289		9,189
Pilotage Service	26,297		26,365
Footbridge	26,937		26,937
Commercial Rents	177,848		163,639
Chargeable Services	142,828		72,226
Harbour Dues-Leisure Craft	83,758		74,877
Moorings	94,188		85,364
Income from Investments	1,401		43
Insurance Recoveries	-		10,190
Dreging Recoveries	5,916		16,218
Asset Disposal	-		-
Miscellaneous Income	5,635		3,715
Local Authority Precepts	397,070		380,941
<b>TOTAL INCOME</b>		<b>981,167</b>	<b>869,704</b>
<b>EXPENDITURE</b>			
Employee costs	321,566		302,986
Accounting, Admin and Audit	19,774		18,648
Legal and Professional Fees	129,546		120,291
Repairs and Maintenance-Premises	55,196		18,716
Repairs and Maintenance-Moorings	250		123
Repairs and Maintenance-Harbour Structures	58,549		34,901
Repairs and Maintenance-Navigational	42,839		42,532
Repairs and Maintenance-Boats and Vehicles	23,173		26,399
Equipment Hire	4,013		8,055
Rent and Rates	15,489		15,476
Light and Heat	4,584		4,790
Printing and Stationery	4,374		4,587
Insurance	46,416		45,111
IT services	11,260		12,138
Telephone	2,659		2,225
Training and Conferences	16,253		7,378
Other administration expense	10,913		11,561
Recoverable Costs	52,753		6,291
Bank and Credit Card charges	5,362		4,780
Capital Expenditure	0		0
Loan Repayments	155,078		156,435
<b>TOTAL EXPENDITURE</b>		<b>980,047</b>	<b>843,423</b>
<b>INCOME LESS EXPENDITURE</b>		<b>1,120</b>	<b>26,281</b>
<b>GENERAL FUND ANALYSIS</b>			
Income for the Year		981,167	869,704
Expenditure for the Year		(980,047)	(843,423)
Transfer to/from Earmarked Reserves		-	-
Transfer to Reserves		1,120	26,281

## K. Accounts

	Note	2023 £	2023 £	2022 £
<b>LONG TERM ASSETS</b>				
INVESTMENTS AT COST		-	-	-
<b>CURRENT ASSETS</b>				
DEBTORS	3	65,925		58,184
CASH AT BANK & IN HAND		46,451		77,568
PUBLIC SECTOR INVESTMENT FUND		36,710		36,033
<b>TOTAL ASSETS</b>			<b>149,086</b>	<b>171,785</b>
<b>CURRENT LIABILITIES</b>				
CREDITORS	4		112,966	80,800
CONTINGENT LIABILITIES			-	-
<b>NET ASSETS</b>			<b>36,120</b>	<b>90,985</b>
<b>REPRESENTED BY</b>				
GENERAL FUND	6		36,120	35,000
EARMARKED RESERVES	6		-	55,985
			<b>36,120</b>	<b>90,985</b>

The above statement represents fairly the financial position of the Board as at 31st March 2023 and reflects its income and expenditure during the year.

Signed : R. O. Callaghan  
Chairman

19<sup>th</sup> JUNE 2023  
Date

Signed : [Signature]  
Responsible Financial Officer

30<sup>TH</sup> MAY 2023  
Date



# Notes to the Accounts 2022/23

## 1 Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Commercial Assets	Total
	£	£	£	£	£
At 1 April 2022	1,812,550	429,299	6,813,875	198,354	9,254,078
Revaluation	-	-	-	-	-
Additions	-	-	-	-	-
Disposal	-	-	-	-	-
At 31 March 2023	<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 2022/23

2	<b>Borrowings</b>	2023	2022
		£	£
	The Board's borrowings as at 31 March 2023		
	West Sussex County Council	188,400	204,100
	Public Works Loan Board	423,293	526,928
		<b>611,693</b>	<b>731,028</b>
	Analysis of Loans by maturity		
	Maturing in		
	0-5 years	286,793	383,928
	5-10 years	-	-
	10-15 years	184,275	204,100
	after 15 years	140,625	143,000
		<b>611,693</b>	<b>731,028</b>
3	<b>Debtors</b>	2023	2022
		£	£
	Trade Debtors (net of potential bad debt reserve)	58,440	45,727
	V A T Recoverable	-	2,550
	Prepayments	7,485	9,907
		<b>65,925</b>	<b>58,184</b>
4	<b>Creditors and Accrued Expenses</b>	2023	2022
		£	£
	Trade Creditors	39,263	51,719
	Holding Deposits	3,275	2,713
	Credit Card	2,268	1,134
	Accrued Expense	67,524	21,532
	VAT	636	3,702
		<b>112,966</b>	<b>80,800</b>



# Notes to the Accounts 2022/23

## 5 Pension Costs

In 2022/2023 the Board paid employer's contributions of £42,428, (£42,094), representing 18.0% 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 based on triennial actuarial valuations, the latest such review was in March 2022 which set the rate for the next 3 years (2023/24 to 2025/26 at 18%. 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

### General Reserves

£

Opening Reserve as at April 2022	35,000
Surplus for 2022/23	<u>1,120</u>
<b>Closing Reserve as at 31st March 2023</b>	<b>36,120</b>

### Earmarked Reserves

Opening Reserve as at April 2022	55,985
Refund to Precepting Authorities during year	(55,985)
Transfer from General Reserve	<u>0</u>
<b>Closing Earmarked Reserves as at 31st March 2023</b>	<b>0</b>

### Total Reserves as at 31st March 2022

36,120

