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15 June 2026

## CHICHESTER HARBOUR CONSERVANCY

The **Annual Meeting of Chichester Harbour Conservancy** will be held at **14.00** on **Friday, 3 July 2025** at County Hall, Chichester.

### AGENDA (Amended)

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#### PART 1

- 1. Election of Chairman for 2026/27**  
To receive nominations and appoint a Chairman for 2026/27.
- 2. Election of Vice-Chairman for 2026/27**  
To receive nominations and appoint a Vice-Chairman for 2026/27.
- 3. Apologies for Absence**
- 4. Conservancy Representatives**  
To note that the following have been appointed by the constituent local authorities as members of the Conservancy for the three-year term beginning 1 July 2026.

#### **Hampshire County Council**

Cllr Chrissie Bainbridge  
Cllr Michael Rennie  
Cllr Paul Woolley  
Cllr Grainne Rason

#### **West Sussex County Council**

Cllr Tracie Bangert  
Cllr Richard Bates  
Cllr Izabela Mayne  
Cllr Nicholas Russell

#### **Chichester District Council**

Cllr Iain Ballantyne  
Cllr Stephen Johnson

#### **Havant Borough Council**

Cllr Gillian Harris  
Cllr Jonathan Hulls

**Advisory Committee** [Three members appointed by the Advisory Committee meeting to be confirmed at their meeting on 22 April 2026]

- 5. Declaration of Interests**  
Members and officers are invited to make any declarations of personal or prejudicial interests that they know they may have in relation to items on the agenda (or at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered).

- 6. Part 1 Minutes of the Meetings held on 20 April March 2026 and 22 June 2026**  
To approve the Part 1 minutes of the meetings held on 20 April 2026 (page 1) and 22 June 2026 (to follow).
- 7. Advisory Committee**  
a) To receive the Part 1 minutes of the Advisory Committee held on 22 June 2026 (to follow).  
b) To consider nominations to the Advisory Committee for the remainder of the three-year term ending in 2028 (to follow).
- 8. Appointment of Committees and Working Groups**  
To consider a report by the CEO regarding changes, membership and Terms of Reference of the Conservancy's Committees and Groups for the forthcoming year (page 6).
- 9. Appointment of Representatives to Outside Bodies 2026/27**  
To appoint a member of the Conservancy to serve on each of the following bodies: (appointments from 2025/26 are shown in brackets):
- |  |   |
|--|---|
| (a) The Standing Conference on Problems Associated with the Coastline (SCOPAC) | <b>(Vacant)</b>                           |
| (b) Solent Forum   | <b>(Vacant)</b>                           |
| (c) Thorney Island Conservation Group  | <b>(Heather Baker)</b><br><b>(Vacant)</b> |
| (e) West Sussex Climate Change Board   | <b>(Vacant)</b>                           |
- 10. Timetable of Meetings for 2026 and 2027**  
To approve the revised dates for 2026 and proposed dates for 2027 for Conservancy meetings (page 19).
- 11. Members Record of Attendance for 2025/26**  
To note the report from the CEO (page 21).
- 12. Chief Executive Officer's Primer and Dashboard**  
To note the reports from CEO (page 23).
- 13. Budget Monitor Report to 31<sup>st</sup> May 2026**  
To note the report from the CEO and the Finance Manager (page 26).
- 14. Port Marine Safety Code**  
To note the report from the Harbour Master (page 33).
- 15. Water Quality Sampling**  
To consider the report from the Director of Conservation (page 36).
- 16. Vessel Wash Down Provision at Itchenor**  
To consider the report from the Harbour Master (page 42).
- 17. Works Licence**  
(i) To approve the Works Licence for CHC Jetty Extension (Page 49)

- (ii) To approve the Dredging Licence for Emsworth Yacht Harbour (Page 54)
- (iii) To approve the Works Licence for Ferrybarn Pontoon (Page 58)
- (iv) To approve the Works Licence for Apuldram Meadow Seawall (Page 62)
- (v) To approve the Works Licence for Tuff's Hard (Page 70)
- (vi) To approve the Works Licence for Oyster Baskets (Page 75)

**18. Exclusion of Press and Public**

To consider the exclusion of the press and public for the next agenda item on the grounds that the publicity would prejudice public interest by reason of the confidential nature of the business to be discussed.

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**PART 2 (Confidential Item)**

(for members of the Conservancy and the Advisory Committee only)

**19. Part 2 Minutes of the Meetings held on 20 April 2026 and 22 June 2026**

To approve the Part 2 minutes of the meetings held on 20 April 2026 (page 82) and 22 June 2026 (to follow).

**20. Advisory Committee**

To receive the Part 2 minutes of the Advisory Committee held on 22 June 2026 (if any, to follow)

**21. Chief Executive Officer's Update**

To note a verbal update from the CEO.

**22. Risk Assessment**

To note the updated Risk Assessment by the CEO (page 86).

**23. Finance, Risk and Audit Group Minutes**

The Finance, Risk & Audit Group has met once since the last meeting, on 10 June 2026. Members wishing to raise matters of strategic importance or policy arising from the meeting of the Finance, Risk and Audit Group may do so under this item (page 95).

**24. Leases and Licences**

To approve the terms of the following agreements:

- (i) Itchenor Car Park (page 100)
- (ii) Haines (Itchenor Car Park) (page 103)
- (iii) Wheelchair Path to Pond (Beaky's Wildlife Area) (page 105)

**25. DATE OF NEXT MEETING**

Monday 23 November 2026 from 10.00am at County Hall, Chichester.

## **Chichester Harbour Conservancy**

### **Conservancy**

Minutes of the meeting held on 20 April 2026 at 2.00 p.m. at County Hall, Chichester.

**Present –** Pieter Montyn (Chairman)

Iain Ballantyne	Jackie Branson	Ann Briggs	Gillian Harris
Stephen Johnson	Robert Macdonald	Sarah Payne	Roger Price
Lance Quantrill	Simon Radford	Alison Wakelin	

### **Officers Present –**

Richard Austin (Director of Conservation)	Mel Belderson (Finance Manager)	Matt Briers (CEO)
Jo Cox (Harbour Master)	Pasha Delahunty (Executive Officer)	Fiona Morris (Deputy Treasurer)

Observers were welcomed to the meeting.

### **Part 1 Minutes**

#### **Apologies for Absence**

162. Apologies for absence were received from Andy Briggs, Jeremy Hunt and Donna Johnson.

#### **Declarations of Interests**

163. Harbour users: Simon Radford, Robert Macdonald, Gillian Harris, Iain Ballantyne and Jo Cox. Alison Wakelin declared an interest as a marina business owner. Pieter Montyn declared that he is the Chairman of West Sussex County Council (WSCC).

### **Part 1 Minutes – 25 January 2026**

164. **Resolved** – That the minutes of the meeting of the Conservancy held on 25 January 2026 be approved as a correct record and that they be signed by the Chairman.

#### **Advisory meeting 13 April 2026**

165. The Chairman of the Advisory Committee agreed to bring points of note from the Advisory Committee discussion forward at the relevant item during the meeting.

#### **Chairman's Update**

166. The Chairman gave a verbal update on recent happenings. He shares details on recent CHC publicity including a new visitor booklet with a map of the harbour and increased social media communications. The success of the Farming in Protected Landscapes will continue as the project has been extended for a further 3-years.

(Sarah Payne entered the meeting.)

### **Budget Monitor Report on 28<sup>th</sup> February 2026**

167. The Conservancy considered a report by the CEO and Finance Manager (FM) (copy appended to the signed minutes), which set out the current position. The FM confirmed that following a request from the Finance, Risk and Audit Group (FRAG), a reserves appendix will be presented going forward. It was also confirmed that there were no costs to CHC for the installation of the ANPR system and therefore a break-even point is not relevant. Funds for the Langstone boardwalk project continue to be earmarked as the project did not progress in-year. The outstanding deficit contribution payment from Hampshire County Council (HCC) will carry forward as a debt. The group noted that investment income from this debt will be a loss.

### **Chief Executive Officer's Primer and Dashboard**

168. The CEO presented his one-page primer and dashboard which was noted by the Committee. The following points were highlighted:

- Langstone boardwalk – it is understood that an indemnity for the electric cable will be complete in the coming weeks. CHC have been consulted on the screening for the boardwalk by of the Havant Borough Council (HBC) and it is believed that HBC are increasing their influence over the viability of the project. If an Environmental Impact Assessment is needed, then works may be paused and could delay the project even further. A briefing is expected in July, and the footpath continues to rapidly erode.
- Chichester Wildfowlers Association will cease shooting on CHC managed land on from 18 May 2026 but will continue elsewhere in the harbour.
- Dashboard – The CEO noted few changes on the report with an increased risk relating to the Management Plan as it has not yet been adopted by all authorities. Education team is fully resourced, and the barge work risk has been decreasing as backlog of work progresses. The gapping of a Leases & Licences officer has added to the SMT workload but recruitment for the post is underway and will be cost neutral.

169. The Director of Conservation (DoC) clarified that the works licence presented in November 2025 for the oyster reed project had landowner consent secured in principle. It has not been ratified and CHC would like to thank The Manor of Bosham and Blue Marine for their help in taking the project forward. Updates and publicity expected at a later stage of the project. The DoC and Harbour Master (HM) were thanked for their time in bringing this project to fruition.

## **Ports and Marine Facilities Safety Code**

170. The HM presented their report (copy appended to the signed minutes) which was noted by the Conservancy. Updates since the publication of the papers include recent intervention of authorities into a modern-day slavery incident relating to collecting of cockles and reports of two stolen outboards. Upgrades to the CCTV system at Dell Quay are being installed.
171. The jetty extension has received MMO approval, and the HM is now waiting for changes to the lease with the Crown Estate. The HM confirmed that the jetty figures were based on an occupancy of 60% and it is already surpassing that capacity with the jetty overbooked this coming weekend. The timeline for the jetty extension is set out in the report and the CEO confirmed that he was able to engage with the Itchenor Sailing Club, Itchenor Society and people in the village and showcase the benefits of the extension. The HM expects the jetty works to take a couple of days and hopes it will be done before school holidays.

## **Strategy Review**

172. The CEO introduced the agenda item and reminded Members that the Strategy requires regular review to ensure that it continues to be fit for purpose. While there were several minor updates to terms and roles, there is generally no need for a full overhaul as the targets originally set out in the strategy are long term.
173. Members noted comments and suggestions raised by the Advisory Committee. Influence over planning matters, wellbeing and water quality were discussed with the latter already falling under environment. The CEO reminded Members that the strategy was for CHC as an organisation and not Chichester Harbour itself. The CEO shared that feedback about the strategy has been positive.

## **Works Licences**

174. The Committee noted the following works licences which were decided under urgent matters procedures:
  - (i) *Itchenor Sailing Club*
  - (ii) *Wilson's of Hayling Ltd.*
175. The DoC shared expressed disappointment for when licencing applications, due to timing or deadlines, progress without the usual oversight of the Advisory Committee or Conservancy as is the case with the two applications listed above. The ability to decide applications under urgent matters procedures, should be reserved for genuine emergencies and it is not believed that either of these applications could be categorised as such.

176. Clarifications have been made to the licencing guidance on the website and will require applicants to submit relevant information to coincide with meeting deadlines. As most works or dredging licences also require other permissions, and the CHC licence should be sought alongside those. The DoC clarified that without the approved works licence, these works may have progressed as unauthorised development with increased costs for the applicants. It was not believed that decisions on works licences could be delegated for virtual approval.
177. The DoC confirmed that the work at Itchenor Sailing Club has already been completed. The agreed start date was not adhered to, and a lorry was caught on the foreshore trying to access the site. The width of the track was wider than agreed and the quality of the materials were not as specified with the licence. The CHC Operations Manager is meeting with the club to investigate remedies.

### **Exclusion of Press and Public**

178. **Resolved** – That, in accordance with the Public Access Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the remainder of the meeting on the grounds that the publicity would prejudice public interest by reason of the confidential nature of the business to be discussed.

## **PART 2 (Confidential Items) Summary**

### **Part 2 Minutes of the Conservancy held on 26 January 2026**

The minutes were approved as a correct record.

### **Part 2 Minutes of the Advisory Committee held on 13 April 2026**

The Chairman of the Advisory Committee shared that concerns had been raised about the sources of grant funding. A vote on the matter was agreed by majority. Other points of note from the Advisory Committee discussion were raised at the relevant item during the meeting.

### **Finance, Risk and Audit Group Minutes**

The Conservancy noted the minutes of the Finance, Risk and Audit Group meeting held on 18 March 2026.

### **Councils Update**

The CEO gave a verbal update on Council matters and shared a letter that he had circulated in response to their draft MoU with CHC.

## **Planning Service**

The DoC presented a report into recent findings on the background and history of the CHC planning service. The paper suggests that a decision on the recruitment of a replacement planning officer is paused until the Council funding is resolved.

*The meeting ended at 3:36pm*

Chairman

## **CHICHESTER HARBOUR CONSERVANCY**

**7 JULY 2025**

### **APPOINTMENT OF COMMITTEES AND WORKING GROUPS**

**1.0** The Conservancy is asked to note, appoint or vary, the membership on the following committees and working groups.

- Planning Committee
- Finance, Risk & Audit Group
- Human Resources Sub-Committee
- Freedom of the Harbour Sub-Group

#### **2.0 Planning Committee**

2.1 The Terms of Reference (ToR) and Constitution for the Planning Committee were last reviewed by the committee on 16 June 2025. Several further amendments are proposed (attached at Appendix A) and include:

- A reduction in the number of committee members from 8 to 6 with 4 drawn from the Conservancy and 2 from the Advisory Committee.
- The quorum has been reduced from 4 to 3.
- Change the frequency of meetings from monthly to quarterly, with the Chairman able to call additional meetings at any time if and when required.

2.2 In line with the proposed changes to the ToR for the Planning Committee set out above at 2.1, membership for 2026/27 would require:

- 4x Conservancy members
- 2x Advisory Committee members

#### **3.0 Finance, Risk and Audit Group**

3.1 The Terms of Reference and Constitution for the Finance, Risk & Audit Group were revised and formally approved at the Conservancy meeting of 27 January 2020 (attached at Appendix B).

3.2 The membership of the Finance, Risk and Audit Group is no more than seven, including the Chairman and Vice-Chairman of the Conservancy. The previous membership of FRAG was made up of the following:

- Chairman of the Conservancy (WSCC)
- Vice-Chairman of the Conservancy (HCC)
- 2x elected Conservancy members (WSCC and HBC)
- Chairman of the Advisory Committee
- 2x Advisory Committee members

#### **4.0 Human Resources Sub-Committee**

4.1. The Terms of Reference and Constitution were formally approved by the Conservancy on 28 January 2019 (attached at Appendix C). The following amendment is proposed:

- Replace Executive Officer with Governance Officer

4.2 The membership of the Human Resources Sub-Committee is five with a quorum of 3 and includes:

- Chairman of the Conservancy (WSC)
- Vice-Chairman of the Conservancy
- Chairman of the Advisory Committee
- 2x members of the Conservancy (\*those with interest or experience with HR matters sought)

## **5.0 Freedom of the Harbour Sub-Group**

5.1. The Terms of Reference and Constitution were formally approved by the Conservancy on 28 January 2019 (attached at Appendix D).

5.1 The membership of the Freedom of the Harbour Sub-Group is five and includes:

- 2x members of the Conservancy who live locally (one in Hampshire and one in West Sussex)
- Vice-Chairman of the Advisory Committee
- 2x members of the Advisory Committee (one representing maritime interests and one representing National Landscape interests)

## **6.0 Recommendations**

- (a) The Conservancy is asked to consider and approve the Terms of Reference for the Planning Committee, Finance, Risk and Audit Group, Human Resources Sub-Committee and Freedom of the Harbour Sub-Group.
- (b) The Conservancy is invited to appoint members to each committee/group for the period until the 2027 Annual Meeting or until proposals are made following review, if earlier.
- (c) The Conservancy is asked to consider the appointment of members to each committee/group put forward by the Advisory Committee at their meeting on 22 June 2026.

**MATT BRIERS CBE**  
**CEO**

## **APPENDIX A – Proposed Changes to Planning Committee’s Terms of Reference**

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### **CHICHESTER HARBOUR CONSERVANCY**

#### **PLANNING COMMITTEE – CONSTITUTION AND TERMS OF REFERENCE**

The Planning Committee is appointed by the Conservancy to act on its behalf in respect of planning matters affecting Chichester Harbour National Landscape (NL) and to make recommendations to the relevant Local Planning Authority (LPA). The Planning Committee holds meetings in public.

#### **Objectives**

On behalf of the Conservancy:

- To consider and make recommendations to the relevant LPA on planning applications; and
- To consider and make recommendations to the relevant bodies on external planning policy documents; and
- To undertake and act on behalf of the Conservancy in respect of the Conservancy’s participation in the planning system.
- To undertake such other tasks as the Conservancy may from time-to-time direct.

#### **Frequency of Meetings**

- Quarterly. The Chairman may call additional meetings of the Planning Committee at any time.

#### **Membership**

Membership: Six, representing 4 drawn from the Conservancy and 2 drawn from the Advisory Committee.

Quorum: Three

#### **Term of Appointment of Members**

One year. Members to be appointed by the Conservancy at its Annual Meeting.

#### **Appointment of Chairman and Vice-Chairman**

The Planning Committee shall appoint the Chairman and Vice-Chairman from within its Membership annually at the first meeting of the Planning Committee following the Conservancy’s Annual Meeting.

The maximum term for a Member to serve as Chairman normally will be limited to three years (subject to annual appointment) but may in exceptional circumstances be extended by up to a further three years.

The maximum term for a Member to serve as Vice Chairman normally will be limited to three years (subject to annual appointment) but may in exceptional circumstances be extended by up to a further three years.

## Roles

- The role of the Chairman is to ensure that the Terms of Reference are adhered to; that the Rules of Debate set out in the Conservancy's Standing Orders are applied; and that the Code of Conduct for Members is observed.
- The Chairman is also to act as a first point of contact for the rest of the Planning Committee and to liaise with Chichester Harbour Conservancy staff on matters relating to agendas for meetings and any related issues of concern.
- The Vice-Chairman will substitute for the Chairman in their absence; and act as a Planning Committee Member at all other times.
- Members are expected to read all papers, seeking clarification on any issues before the item is debated, to ensure that all their decisions are properly informed.
- Members are to ensure that the Chichester Harbour Management Plan and associated documents, are considered when appraising planning applications.
- Members are to act in an objective, fair, impartial and open-minded way, and in the best interests of the Conservancy and NL when considering reports.
- Members are encouraged to vote on a motion and avoid abstaining.
- In the event of a split decision, the Chairman will have the casting vote.
- Should they so wish, any Member of the Conservancy or Advisory Committee may attend and participate in meetings, albeit without voting rights.
- Minutes of the previous will be published on the Conservancy's website after they have been accepted as a true and accurate record by the Planning Committee in the subsequent meeting.

## Responsibilities

- Members are to have regard to Section 21 of the Chichester Harbour Conservancy Act 1971, which lays down Chichester Harbour Conservancy's function as follows:
  - (1) *It shall be the function of the Conservancy, subject to the provisions of this Act, to take such steps from time to time as to them seem meet for the conservancy, maintenance and improvement of:*
    - a) *The harbour, for the use of pleasure craft and such other vessels as may seek to use the same;*
    - b) *The amenity area, for the occupation of leisure and recreation and the conservation of nature:*

*and the facilities (including, in relation to the harbour, navigational facilities) afforded respectively therein or in connection therewith.*
  - (2) *In the fulfilment of the function with which they are charged by subsection (1) of this section, the Conservancy shall have regard to the desirability of conserving the natural beauty and amenity of the countryside and of avoiding interference with fisheries.*
- Members are to have regard for the primary purpose of the designation to conserve and enhance natural beauty.
  - (1) In pursuing the primary purpose of designation, account should be taken of the needs of agriculture, forestry, other rural industries and of the economic and social needs of local communities. Particular regard should be paid to promoting sustainable forms of social and economic development that in themselves conserve and enhance the environment.

(2) Recreation is not an objective of designation, but the demand for recreation should be met so far as this is consistent with the conservation of natural beauty and the needs of agriculture, forestry and other uses.

- Members are to have regard for other environmental designations in and around Chichester Harbour, as listed in the Management Plan.

### **Conflicts of Interest**

- Members must declare at the start of the meeting any pecuniary, personal or prejudicial interest they may have in relation to items on the agenda, or at any time during the meeting if it becomes apparent that this may be required when the particular item or issue is considered, and which may affect their further participation in the meeting.
- Any Member who declares a pecuniary or prejudicial interest in any given item must withdraw from the meeting during discussion of that item and will not be permitted to comment as a Member of the Planning Committee nor vote on the application. A Member to whom this provision applies may, however, make a presentation to the meeting as a Member of the Conservancy or Advisory Committee in common with any other Member of the relevant Committee but shall then leave the meeting.
- Members appointed to the Planning Committee shall not also be Members of the Statutory Planning Committees of Chichester District Council or Havant Borough Council. This is to protect Members so cannot act as a consultee in one capacity, at the Conservancy, and decision-maker in another, at the LPA, over the same planning application.
- Members are also reminded to declare if they have been lobbied in relation to items on the agenda. The Chairman will determine whether this may affect their further participation in the meeting.

### **Meetings in Public**

- Any member of the public may attend any meeting of the Planning Committee as an observer. At the Chairman's discretion, a member of the public may be invited to participate in the meeting should they be able to provide matters of fact to inform the decision-making process.

### **Deputations**

- If a member of the public wishes to make a deputation, they must contact the Executive Officer by email at least 72 hours before the meeting. They must also indicate the case(s) of interest to them and their reason for making representation (objector or supporter). A strict time limit of 3 minutes will be applied.
- Those making a deputation are authorised to read a statement. It is not permitted to introduce new materials, such as photographs and drawings.
- Ordinarily a maximum of three people in each of the objector and supporter categories will be permitted. In exceptional cases, the Chairman might choose to allow extra speakers. Speakers will be agreed on a first come first served basis.
- Members will ask their questions through the Chairman including any requests for specific information from those making a deputation.

### **Consulted Delegated Decisions**

Consulted Delegated Decisions take place for applications of strategic importance that are submitted for consultation with a deadline in between the regular meetings of the Planning Committee and where Chichester Harbour Conservancy's staff are unable to attain a deferment of the deadline from the Local Planning Authority. Strategic

importance means: a) affecting a large area; or b) affecting a large number of people; or c) is deemed to have atypical features or specific impact on the NL.

- The National Landscape Planning Officer will distribute details of the planning application and their report by email or otherwise to all the Members of Planning Committee for consideration.
- The National Landscape Planning Officer will invite comments from Members of the Planning Committee to be received by a specified date.
- The National Landscape Planning Officer will consider all the views received and may, at their sole discretion, amend their report accordingly, in consultation with the Chairman and Vice Chairman.
- Any decision or action taken through this process will be reported to the subsequent meeting of the Planning Committee.

Any Member of the Planning Committee shall be entitled to ask for an urgent meeting of the Planning Committee to consider the planning application. Any decision to direct the planning application to an urgent meeting will be taken by the Chairman or Vice Chairman (in the absence of the Chairman) in consultation with the National Landscape Planning Officer.

### **Fully Delegated Decisions**

Fully delegated decisions take place for applications of a non-strategic importance that are submitted for consultation at any time.

- The National Landscape Planning Officer will respond to these cases in accordance with the Chichester Harbour Management Plan and Planning Principles.
- The National Landscape Planning Officer will provide an update to Planning Committee meetings on all recent fully delegated decisions responses.
- A Member may request that any given fully delegated decision is redirected to the full Planning Committee. The decision to redirect will be taken by the National Landscape Planning Officer in consultation with the Chairman and the Planning Committee.

### **Site Visits**

The purposes of site visits are:

- To better appreciate location and context of application site within (or adjacent to) the NL, including setting and character of immediate area.
- To benefit Members who are not familiar with the relevant part of the NL.
- To understand any site characteristics that would be better comprehended from a viewing than by considering plans only.

A site inspection may result from any one of the following:

- A request by a Member, in writing, to the Chairman and Executive Officer outlining the reasons for their request.
- The National Landscape Planning Officer requires one in the interests of supplementing the decision making.
- The Planning Committee resolves for a site visit following a deferral of a decision (if within the deadline for responding to the LPA).

Conduct of Site Visits:

- Site visits are solely for the purpose of viewing the site, understanding its location and immediate environs to be able to put the development proposal into context, and discussing the facts of the application.

- Site visits will normally be held on the Monday ahead of the Planning Committee meeting and will commence promptly at the time provided by the Executive Officer.
- Site visits will be led by the National Landscape Planning Officer with the assistance of the Chairman.
- On occasion, other Officers may be invited (e.g., the Ecologist) to attend a site visit to clarify factual matters.
- Third parties (such as applicants / agents, other interested parties) are excluded from the site visit. The opportunity for them to address Members of the Planning Committee will be given at the actual meeting.
- No decisions will be made at the site visit by the Committee and the Chairman will make this clear at the beginning of the visit within the opening speech.
- The National Landscape Planning Officer will give a brief presentation on the site, the setting of the proposed development and the specific reasons for the site inspection. They will also advise whether the applicant or objectors have requested that the Committee view the site from other locations and how that is to be dealt with.
- All Committee Members need to ensure that they can hear the presentation and the questions and answers. Members must always stay as a group.
- The Chairman will seek confirmation that Members are satisfied they have seen everything they need to decide and will draw the site inspection to a close.
- Members of the Committee should politely avoid engaging in private conversations with any third-party present (e.g. a member of the public using a footpath at the time of the visit).
- For the purposes of factual record, attendance at a site visit will be recorded by the Executive Officer including the locations visited. This will be recorded on the subsequent minutes of the Planning Committee.

#### Version History

- 1.0 *Approved by CHC on 1 July 2014.*
- 2.0 *Revisions to Consulted Delegated Decisions approved by CHC on 17 October 2016.*
- 3.0 *Multiple revisions proposed by Members in 2018. The original document with tracked changes is available from CHC.*
- 4.0 *Approved by CHC on 28 January 2019.*
- 5.0 *Added to the sections on Membership, Roles, Responsibilities, and Conflicts of Interest. Created new sections on Deputations and Site Visits. 14 November 2022.*
- 6.0 *Revised membership numbers and removed references to AONB and 'him/hers' throughout the document. For Conservancy review on 7 July 2025.*
- 7.0 *Reduced membership from 8 to 6, with quarterly set meetings rather than monthly. Changed job title from Principal Planning Officer to National Landscape Planning Officer. May 2026.*

## **APPENDIX B – Finance, Risk and Audit Group - Terms of Reference**

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### **CHICHESTER HARBOUR CONSERVANCY**

#### **FINANCE, RISK AND AUDIT GROUP – CONSTITUTION AND TERMS OF REFERENCE**

##### **Constitution**

No more than seven members, comprising:

The Chairman and Vice-Chairman of the Conservancy with up to a further five members to include:

1. The Chairman of the Advisory Committee and such other members as will represent a balance of interests within the Advisory Committee;
2. Further representatives from each County Council or other elected representative if not included by the above.

The quorum of the Finance, Risk and Audit Group shall be three members, to include the Chairman or Vice-Chairman of the Conservancy.

The Chairman and Vice-chairman shall be appointed annually by the Group.

##### **Terms of Reference**

1. To consider the draft budget prepared by the Treasurer and the CEO and to make recommendations to the Conservancy.
2. To consider matters with significant financial or budgetary implications referred to it by the Conservancy or the CEO.
3. To consider the previous year's accounts when available and make any recommendations relating to either these or implications for the ensuing year's budget to the Conservancy.
4. To make recommendations so as to ensure that Conservancy members are kept properly informed of the finances of the Conservancy throughout the year.
5. To review from time to time the available and potential sources of income to ensure the fulfilment of the Conservancy's functions remain financed in accordance with its policies.
6. To review from time to time all sources of and opportunities for community, central and local government funding to which the Conservancy may be entitled or which may otherwise be obtained so as to benefit the Conservancy's aims and activities.
7. Review the Conservancy's risk register regularly and make recommendations to the Conservancy.
8. Monitor the performance of both CHC investments and staff pensions, and make recommendations to the Conservancy.
9. Ensure appropriate audit arrangements are in place, review audit reports and make recommendations to the Conservancy.

10. To ensure that any individual project with an expected expenditure in excess of £100,000 are separately identified on the budget monitor. Lower value projects may also be detailed separately on the budget monitor as the FRAG judge appropriate.

### **Governance Arrangements**

1. The Group shall normally meet quarterly and shall receive papers as early as practicable so as to be able to conduct its review prior to the circulation of papers to the Conservancy & Advisory Committee.
2. The Group may meet virtually – by receiving and commenting on documents electronically where it may not be practicable to arrange a meeting in sufficient time.

*Updated CHC 27 January 2020*

*Revised CHC 7 July 2025 (removed Director & Harbour Master and replaced with CEO and replaced AONB with NL)*

## **APPENDIX C – Human Resources Sub-Committee - Terms of Reference**

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### **CHICHESTER HARBOUR CONSERVANCY**

#### **HUMAN RESOURCES SUB-COMMITTEE: TERMS OF REFERENCE**

##### **Purpose**

The HR Sub-Committee is charged to assist the Chichester Harbour Conservancy to fulfil its responsibilities as an employer and to oversee and advise on the effectiveness of the Conservancy's strategic workforce plan.

The HR Sub-Committee is responsible for ensuring that the Conservancy has adequate and effective HR support, policies and strategies that meet statutory and regulatory requirements as well as the needs of the Conservancy.

The Sub-Committee also provides a forum for the evaluation of the performance of the Senior Management Team and advises the Conservancy in relation to reward and remuneration.

The Sub-Committee shall also act as the coordinating body for arrangements required for specific HR procedures including grievance, disciplinary and senior officer recruitment.

The HR Sub-Committee will regularly report to the Conservancy and seek ratification of policies and strategic issues as appropriate

##### **Membership**

The HR Sub-Committee shall comprise five members advised by the Chief Executive Officer. Three shall constitute a quorum. Members shall include the Chairman and Vice-Chairman of the Conservancy, Chairman of the Advisory Committee and two other members of the Conservancy with the aim of providing as broad a range of interests and that persons with an interest in or knowledge or experience of HR matters are appointed where possible.

The Conservancy's Governance Officer ~~Executive Officer~~ will act as Secretary to the HR Sub-Committee.

The Sub-Committee will draw on professional HR advice as necessary.

The Chairman and Vice-Chairman shall be appointed annually by the Sub-Committee.

##### **Powers Delegated by the Conservancy to the Human Resources Sub-Committee**

Within the context of the objectives, policies and budgets set by the Conservancy the HR Sub-Committee shall discharge the following functions:

###### **1. HR policies and strategies**

Review, on a planned rolling programme, key strategies and policies for human resources and organisational development and prepare and advise on such strategies and policies for consideration by the Conservancy.

## **2. Staff and Representative Consultation**

Oversee arrangements for consultation with staff as a whole and for negotiation and consultation with staff representatives as appropriate on all matters concerning staff relations and terms and conditions.

Monitor staff relations through initiatives such as an annual Staff survey

## **3. Senior Management Team**

Set and review the Chief Executive Officer objectives and their performance against them annually, or as required, and ensure that those objectives are aligned to the Conservancy's Management Plan;

Receive and review, with the Chief Executive Officer, the goals and objectives of the other members of the Senior Management Team and their performance annually.

Consider proposals for and make recommendations for any changes to the Senior Management Team's remuneration as required.

## **4. Terms and Conditions of Employment**

Consider and make recommendations for changes to the Conservancy's pay structure;  
Consider and make recommendations for any significant variations to the terms and conditions of employment of Conservancy staff;

Consider the details of staff or service restructuring proposals following any aims or principles set down by the Conservancy.

## **5. Procedures**

Make arrangements for the hearing of any complaint in relation to the grievance or disciplinary procedures where it is not appropriate for an officer to hear the complaint.

Make arrangements for the hearing of any appeal under the grievance or disciplinary procedures where the decision has been made by the Chief Officer or by a panel of members.

Make arrangements for the recruitment of officers to the Senior Management Team, and, in the case of the Director & Harbour Master, to establish a panel to make the appointment.

## **6. Safety**

To Monitor the work of the Chief Executive Officer in both implementing and monitoring the effectiveness of the Health and Safety Policy.

## **7. Equality & Diversity**

Ensure effective measures are in place to promote equality and diversity in employment.

## **8. Employee Development**

Promote employee development across the Conservancy;

## **9. Other**

The HR Sub-Committee should monitor a range of Key Performance Indicators to include the sickness register and accident book in order to identify any trends.

Carry out such additional duties as may be delegated by the Conservancy.

### **Frequency of meetings and papers**

The Chief Executive Officer will keep the HR Sub-Committee advised of HR issues and all significant changes or proposals for change affecting the staff. The HR Sub-Committee will consider reports quarterly, this may be virtually according to agenda but include at least two meetings per year. Papers will normally be sent out seven days in advance of the meeting.

Provision will be made for an emergency meeting, which can be called by the Chairman of the HR Sub-Committee, the Chairman of the Conservancy or in their absence, the Vice-Chairmen of both.

### **Reporting Arrangements**

The HR Sub-Committee will report to the Conservancy through a summary report of its meetings and, where appropriate, by oral report of all major matters considered. This shall take place at the meeting of the Conservancy following the HR Sub-Committee.

*Revised CHC 7 July 2025 (replace Director & Harbour Master with CEO)*

*Revised CHC 3 July 2026 (replaced Executive Officer with Governance Officer)*

**CHICHESTER HARBOUR CONSERVANCY**

**FREEDOM OF THE HARBOUR SUB-GROUP –  
CONSTITUTION AND TERMS OF REFERENCE**

**Constitution**

The Sub-Group comprises two Councillors from the Conservancy who live locally (one in Hampshire and one in West Sussex), the Vice-Chairman of the Advisory Committee and two additional members from the Advisory Committee (one representing maritime interests and one representing National Landscape interests).

**Terms of Reference**

To consider nominations for the award of Freedom of the Harbour and make recommendations to the Conservancy.

**Eligibility**

- (i) Eligibility for the award of 'Freedom of the Harbour' includes the wider Harbour and AONB community;
- (ii) Criteria for the award is: "The Freedom of the Harbour may be awarded by the Conservancy to individuals, past officers, and, exceptionally, organisations who have given outstanding service to the well being and management of the wider harbour, AONB and its community."
- (iii) The award should consist of a free harbour dues plaque for the vessels owned by the recipient and the right to fly the Conservancy's house flag. These privileges do not extend to the individual members of an organisation that may be awarded the Freedom corporately.
- (iv) Nominations may be recommended by Members of the Conservancy and Advisory Committee and by the Chief Executive Officer.
- (v) There should, on average, usually be no more than two awards a year;
- (vi) A Chairman's sub-group should consider all nominations for the award and make recommendations to the Conservancy.

*Version 28 January 2019*

*Revised CHC 7 July 2025 (replace Director & Harbour Master with CEO and AONB with NL)*

**CHICHESTER HARBOUR CONSERVANCY**

**REVISED 2026 DATES OF MEETINGS**

**STATUTORY ADVISORY COMMITTEE (not open to the public)**

Monday, 16 November 14.00

**CONSERVANCY BOARD**

Monday 23 November 14.00

**PLANNING COMMITTEE**

(all meetings planned at Eames Farm unless otherwise noted)

Monday, 7 September 10.00

Monday, 7 December 10.00

**FINANCE, RISK & AUDIT GROUP – not open to the public**

(all meetings planned at Eames Farm)

Monday, 14 September 10.00

Monday, 2 November 10.00

**HR SUB-COMMITTEE - not open to the public**

(all meetings planned at Eames Farm)

Monday, 28 September 10.00

Monday, 30 November 10.00

**PROPOSED 2027 DATES OF MEETINGS**

**STATUTORY ADVISORY COMMITTEE (not open to the public)**

(all meetings planned at Eames Farm)

Monday, 18 January 14.00

Monday, 12 April 14.00

Monday, 28 June 13.30

Monday, 1 November 14.00

**CONSERVANCY BOARD**

(all meetings planned at County Hall, Chichester unless otherwise noted)

Monday, 25 January 14.00

Monday, 19 April 14.00 *(to be held in Winchester, Hampshire)*

Monday, 28 June 16.30 *(to approve accounts)*

Monday, 5 July 14.00

Monday 8 November 14.00

**ANNUAL JOINT MEETING OF THE CONSERVANCY AND ADVISORY COMMITTEE**

Monday, 5 July 09.30 (– not open to the public)

## **PLANNING COMMITTEE**

(all meetings planned at Eames Farm)

Monday,	18 January	11.30
Monday,	12 April	11.30
Monday,	28 June	11.00
Monday,	1 November	11.30

## **FINANCE, RISK & AUDIT GROUP – not open to the public**

(all meetings planned at Eames Farm)

Monday,	15 March	10.00
Monday,	14 June	10.00
Monday,	18 October	10.00
Monday,	13 December	10.00

## **HR SUB-COMMITTEE - not open to the public**

(all meetings planned at Eames Farm unless otherwise noted)

Monday,	9 February	10.00
Monday,	18 May	10.00
Monday,	28 September	10.00
Monday,	29 November	10.00

**CHICHESTER HARBOUR CONSERVANCY**

**MEMBERS RECORD OF ATTENDANCE 2025/26 – TO NOTE**

<b>Conservancy Board</b>	23 Jun 2025	<b>AJM</b> 7 Jul 2025	7 Jul 2025	24 Nov 2025	26 Jan 2026	20 Apr 2026
Iain Ballantyne	✓	✓	✓	✓	✓	✓
Jackie Branson	✓	✓	✓	✓	✓	✓
Ann Briggs	x	✓	✓	✓	✓	✓
Andy Briggs	✓	✓	✓	✓	✓	x
Gillian Harris	✓	✓	✓	✓	✓	✓
Jeremy Hunt	✓	✓	✓	✓	x	x
Donna Johnson	x	✓	x	✓	✓	x
Stephen Johnson	✓	✓	✓	✓	✓	✓
Robert Macdonald	✓	✓	✓	✓	✓	✓
Pieter Montyn	✓	✓	✓	✓	✓	✓
Sarah Payne	x	x	x	x	x	✓
Roger Price	✓	x	x	✓	✓	✓
Simon Radford	x	✓	✓	✓	✓	✓
Lance Quantrill	✓	✓	✓	✓	✓	✓
Alison Wakelin	✓	x	* Deputy Attended	✓	✓	✓

<b>Advisory Committee</b>	23 Jun 2025	<b>AJM</b> 7 Jul 2025	17 Nov 2025	19 Jan 2026	13 Apr 2026
Heather Baker	✓	✓	✓	✓	✓
Steven Borland	✓	✓	✓	x	✓
Kate Bull	x	✓	✓		
Jane Dodsworth	x	x			
David Foster	x	✓	✓	✓	✓
Andrew Gentle			✓	✓	✓
John Goodspeed	x	✓			
Philip Linsell			✓	✓	✓
Richard Harmer	x	x			
Rachel Hodgson	✓	✓			
Robert Macdonald	✓	✓	✓	✓	✓
Robert Pearson	✓	x	x	✓	x
Nicolette Pike	x				
Jonathan Raper			✓	✓	✓
Simon Radford	* Deputy Attended	✓	✓	✓	✓
Warren Scott				x	✓
Wez Smith			✓	✓	✓
Alison Wakelin	✓	x	✓	✓	✓
Ivan Western			✓	x	✓
Graham Williamson	x	✓	✓	* Deputy Attended	✓
Matthew Wright	✓	x	x	x	✓

<b>Planning Committee</b>	14 Jul 2025	15 Sep 2025	20 Oct 2025	1 Dec 2025	5 Jan 2026	2 Feb 2026	2 Mar 2026	12 Apr 2026	11 May 2026	1 Jun 2026
Iain Ballantyne	Cancelled	Cancelled	Cancelled	✓	Cancelled	Cancelled	✓	Cancelled	Cancelled	Cancelled
Heather Baker				x			✓			
Jackie Branson				✓			x			
Pieter Montyn				✓			✓			
Sarah Payne				x			x			
Lance Quantrill				✓						
Jonathan Raper				✓			✓			
Ivan Western				x			x			

<b>Finance, Risk and Audit Group</b>	5 Nov 2025	17 Dec 2025	18 Mar 2026	10 Jun 2026
Jackie Branson	✓	✓	x	x
Andy Briggs	✓	x	✓	✓
Jeremy Hunt	✓	✓	✓	✓
Pieter Montyn	✓	✓	✓	✓
Robert Macdonald	✓	✓	✓	✓
Simon Radford	✓	✓	✓	x
Alison Wakelin	✓	✓	✓	✓

<b>HR Sub-Committee</b>	22 Sep 2025	2 Dec 2025	9 Feb 2026	18 May 2026
Jackie Branson	✓	x	x	x
Ann Briggs	✓	✓	✓	✓
Pieter Montyn	x	✓	x	x
Roger Price	✓	✓	✓	✓
Simon Radford		✓	✓	✓
Alison Wakelin	x			

*\*The occasional attendance of deputies has been noted.*

*Greyed out area indicate the person listed was not yet or no longer part of the committee/group.*

**Matt Briers**  
**Chief Executive Officer**

Conservancy

## CEO Primer

### Environment/Access

- Plans/Delivery
  - 5-year Plan approved by CHC last Nov, adopted by CDC in Jan.
    - It may not be adopted by the other Local Authorities due to LGR at the Counties and the emerging Local Plan at HBC.
  - Fishbourne Footpath at Apuldram Meadow awaiting planning permission.
    - We are about to go out to tender and have received a tentative funding offer from the Environment Agency to deliver.
    - Capital work at this location will need mitigation if to take place during overwintering period.
  - Progress on Langstone footbridge remains stalled due to live power cable.
    - Lawyers for SSE and HCC are discussing indemnity. HCC officers remain hopeful of agreement soon.
  - The independent report on the future of the footpath around Chalkdock Marsh is complete and published on the CHC website.
  - CHC about to tender for the resurfacing work to the path between Dell Quay Road and Salterns Copse.
    - £147k secured from Bird Aware Solent for this project.
  - The wetland habitat enhancement works at Snowhill Marsh and West Wittering are due to commence in Sep.
  - Tern rafts on the Great Deeps, Thorney Island, have unfortunately being predated by a Buzzard.
- Funding
  - A bid for £250k to the National Lottery's Heritage Fund was submitted on 8 Jun.
    - Bid to support conservation work with a series of feasibility studies.
    - Subject to these, a follow-up bid will be submitted for capital works, likely in 2028.
    - DoC will update at next cycle of meetings if bid approved.

### Harbour

- Shower/toilets.
  - Upgrade of existing facilities complete – feedback extremely positive.
- Jetty extension.
  - MMO approval received.
  - Finalising lease arrangements with Crown Estate.
  - On track to complete works in Jul.
  - HM paper in pack.
- Jetty work.
  - All planned electrical charging (e vessel and domestic) in place.
  - WiFi extension planned to be in place by end Jun.
- Solar Heritage back in service and performing well.

### HR

- Staff survey planned to be conducted in Jul.
- Solar Heritage skippers a pinch point due medical issues and retirement.
  - Active recruitment underway.

### Finance

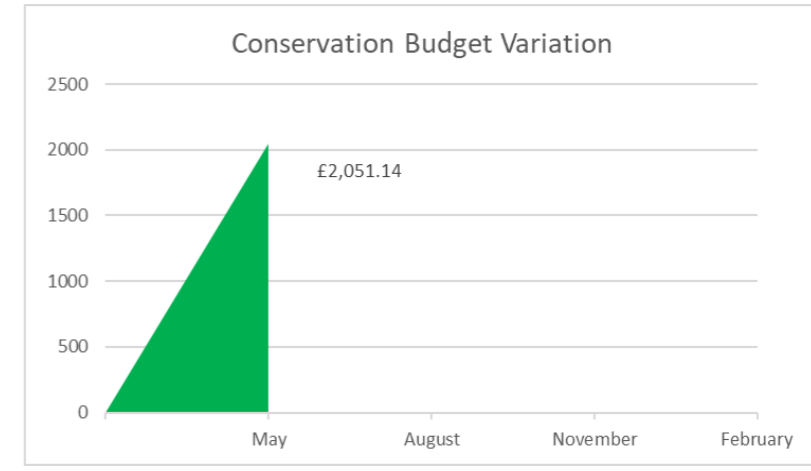
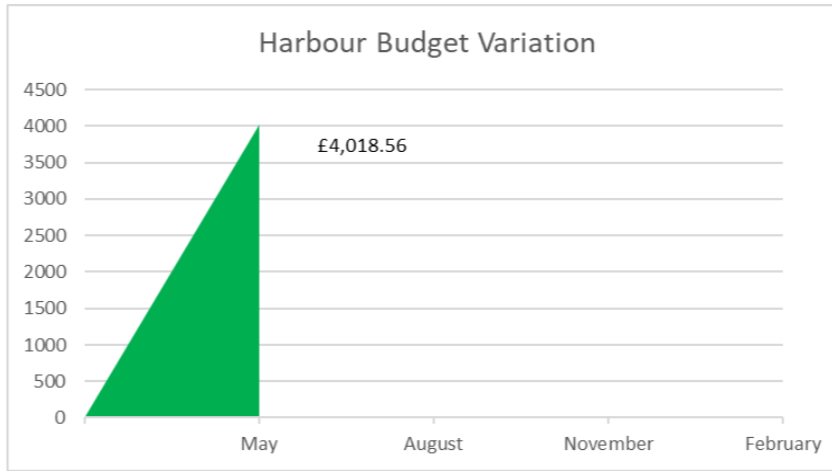
- HCC still not paid FY25/26 deficit contribution.
  - Paper by CEO at Part 2.

**Matt Briers CBE**

**CEO**

# CHC Dashboard (v13)

## Finance



## PART 1

### Risks

Descriptor	No v 25	Jan 26	Mar 26	Jun 26	Trend
Reputation	Yellow	Yellow	Yellow	Yellow	→
Compliance	Yellow	Yellow	Yellow	Yellow	→
Finance	Orange	Orange	Orange	Orange	→
Governance	Orange	Orange	Orange	Orange	→
Authority	Yellow	Yellow	Yellow	Yellow	→
Personnel	Yellow	Yellow	Yellow	Yellow	→

### Safety

Descriptor	No v 25	Jan 26	Mar 26	Jun 26	Trend
WF Incidents	4	0	2	4	→
RIDDOR	0	0	0	1	→
H Incidents	146	15	27	65	→

Harbour incidents include all types of vessel and person related incidents in the harbour, not just safety related

### Conservation Area

Descriptor	Nov 25	Jan 26	Mar 26	Jun 26	Trend
Man Plan 25-30	Green	Green	Orange	Orange	→
Climate Change	Red	Orange	Orange	Orange	→
FIPL Farming	Green	Green	Green	Green	→
Access & Footpaths	Orange	Orange	Orange	Orange	→
Education & Inform.	Yellow	Yellow	Green	Green	→
Nature Recovery	Orange	Orange	Orange	Orange	→
Planning & Enforcemnt	Red	Red	Red	Red	→
Dept. Capacity	Orange	Orange	Orange	Yellow	↘
Grant Funding	Orange	Orange	Orange	Orange	→

- Management Plan adopted by CDC. HBC stalled due to Local Plan, WSCC/HCC for other reasons.
- Work on the Climate Change Adaptation Plan to start in 2026 by Ops Manager.
- FiPL staff working on new 3-year plan.
- Access. Langstone footbridge still delayed (HCC leading). Planning permission sought for resurfacing between Dell Quay and Salterns Copse.
- Education Service fully booked for summer.
- Nature Recovery. Apuldram Meadow project awaiting planning permission. Oyster reef in delivery phase.
- Planning. Ongoing enforcement matters at TW and YH. Salterns Lock unresolved. Planning Committee on-hold due to limited capacity. Recruiting p/t Planning Officer.
- Bid submitted on 08/06 to National Lottery's Heritage Fund Landscape Connections programme for an initial £250k.

### Harbour Area

Descriptor	Nov 25	Jan 26	Mar 26	Jun 26	Trend
TMoB	Green	Green	Green	Green	→
Itch Jetty	Yellow	Yellow	Yellow	Yellow	→
Itch Carpark	Green	Green	Green	Green	→
Harbour RO	Green	Green	Green	Green	→
Enforcement	Green	Green	Green	Green	→
SQEP	Green	Green	Green	Green	→
Maintenance	Yellow	Yellow	Yellow	Yellow	↘
Dept Capacity	Green	Green	Green	Green	→

- Itchenor Jetty installation. Electric vessel charging installation complete. Domestic charging install in progress.
- Works completed of refurbishment of toilets and showers and opened in April 2026.
- Car park delivering good reliability and returns. Car park lease expiring July 2027.
- HRO laid June 2025, work ongoing to prepare GD's
- 2025 - 1 successful prosecution, 3 prosecution cases pending.
- Regnum IV returned to service.
- HSO recruited and reception team restructured
- SH returned to service

### Forward Programme

Date	Activity/Deliverable
24 Jun	New Member Induction Training
3 Jul	Annual Joint Meeting

### Strategy

**Our Vision for 2050**

Chichester Harbour Conservancy (CHC) is viewed internationally as an exemplar of active and effective conservation, whilst delivering safe and efficient port management. Habitat decline has been reversed with biodiversity and the natural beauty of the harbour protected, all achieved through its leadership, education effort and a high degree of public awareness, community participation and support. A Net Zero organisation, CHC is admired for its inclusive approach, is on a sustainable financial footing with a contented, empowered workforce, ready for the challenges of the second half of the Century.

Fit for purpose:

**\*Risk Trend –**  
 Up arrow = increased risk  
 Down arrow = reduced risk

### Comms/HR Area

Descriptor	Nov 25	Jan 26	Mar 26	Jun 26	Trend
Press & PR	Green	Green	Green	Green	→
Social Media	Green	Green	Green	Green	→
Web Content & Traffic	Green	Green	Green	Green	→
Literature & Newsletters	Green	Green	Green	Green	→
Events & Talks	Green	Green	Green	Green	→
Gapping	Green	Green	Orange	Orange	↘
Absence	Green	Green	Green	Green	→
Dept Capacity	Yellow	Green	Green	Green	→

- KL delivered an effective integrated external comms campaign in May around the installation of the Nature Recovery Oyster Reef at Itchenor. Use of social media, email newsletter, press and PR, achieved high levels of public engagement for volunteers to clean oysters and for the media videos explaining the installation process and nature benefits. Project covered by BBC South Today and radio Sussex.
- Advertising activity on third party websites, magazines, and social media to support relaunch of Solar Heritage April/May/June.
- L & L post filled. Gapping due to Planner post

### Finance/ Leases Area

Descriptor	Nov 25	Jan 26	Mar 26	Jun 26	Trend
Harbour Budget	Orange	Yellow	Yellow	Green	↘
AA Core Budget	Green	Green	Green	Green	→
AA Grants	Green	Green	Green	Green	→
L&L Capacity	Red	Red	Red	Yellow	↘
Fin Dept. Capacity	Red	Red	Yellow	Yellow	→

- Harbour favourable variance of £4,000 as at the end of May.
- Conservation core budget favourable variance of £2,100 as at the end of May.
- Confirmed additional grants of £763,000 by YE.
- Ongoing work on deficit recovery and grant administration has required additional effort from the Finance Manager.
- Lack of access to Land Registry and ownership details (via GIS) continues.
- L&L post filled.
- Director of Conservation reviewing procedures for Works Licences and will report back to Members in the autumn.
- Review of works licence procedures underway

### Forward Programme (Process)

Date	Descriptor	Date	Descriptor	Date	Descriptor
10 Jun	FRAG	3 Aug	Planning Committee	5 Oct	Planning Committee
22 Jun	Combined Advisory Committee & Conservancy	7 Sep	Planning Committee	2 Nov	Planning Committee
3 Jul	Conservancy	16 Sep	FRAG	4 Nov	FRAG
6 Jul	Planning Committee	28 Sep	HR Sub Committee	16 Nov	Advisory

## **Acronyms**

### **Safety**

**WF** – Workforce

**RIDDOR** – Reporting of Incidents, Diseases and Dangerous Occurrences Regulations

**H** – Harbour

### **Conservation**

**AA** – Amenity Area

**FiPL** – Farming in Protected Landscapes

**TW** – Tournerbury Woods, Hayling Island

**YH** – Yacht Haven, Hayling Island

### **Harbour Area**

**Itch** – Itchenor

**HRO** – Harbour Revision Order

**Ems** – Emsworth

**SQEP** – Suitably Qualified and Experienced Personnel

**HSO** – Harbour Support Officer

**GD** – General Direction

### **Comms**

**PR** – Public Relations

**WQ** – Water Quality

## **Chichester Harbour National Landscape Management Plan (2025-2030) Incorporating the Amenity Area & Harbour**

### **Policy Aim 1: Improvement of the Harbour**

1.1 Sustainable Water Management

1.2 Responsible Maritime Practices

1.3 Nitrates & Heavy Metals

1.4 Plastics & Forever Chemicals

### **Policy Aim 2: Use of Pleasure Craft & Other Such Vessels**

2.1 A Safe Harbour

2.2 Sailing Clubs & Sailing Centres

2.3 Other Harbour Users

2.4 Marine-Related Businesses

### **Policy Aim 3: Leisure & Recreation**

3.1 Health & Wellbeing

3.2 Sailing & Boating

3.3 Activities

3.4 Education & Information

### **Policy Aim 4: Conservation of Nature**

4.1 Nature Recovery

4.2 Climate Change

4.3 A Legacy of Conservation

4.4 A Naturally Beautiful Landscape

<https://www.conservancy.co.uk/about-chichester-harbour-conservancy/our-purpose/management-plan/>

## **Chichester Harbour Conservancy**

### **Budget Monitor Report To 31<sup>st</sup> May 2026**

#### **Report by the Finance Manager**

#### **1. Introduction**

- 1.1 This report sets out the Conservancy's budget position for the period to 31<sup>st</sup> May 2026 comparing actual income and expenditure to the 2026-27 approved budget.
- 1.2 All income and expenditure is processed through the common fund of the Conservancy, however, the budget monitor considers the budgets of the Harbour operation and Conservation operation as separate entities to support understanding.
- 1.3 Appendix 1 provides a summary of the combined position.

#### **2. Harbour Budget**

- 2.1 Appendix 2 sets out the budget monitor to the end of May 2026. Details of the key issues within the Harbour budget are set out below.

##### Income

- 2.2 Moorings Income – Annual. This income budget is currently behind profile, likely reflecting the continuing decline in demand for swinging moorings. A projected year-end outturn figure will be provided within the next quarterly monitoring report.

##### Expenditure

- 2.3 Staffing Costs. The documented variance is due to a variance on the pension contribution budget. The recent actuarial valuation of the pension fund, as at 31<sup>st</sup> March 2025, set out an employer contribution of 15% from 1<sup>st</sup> April 2026. This amendment does not appear to have been implemented by payroll with employer contributions charged for April and May at 19.8%. This is expected to be resolved before the next quarterly monitoring report. Partially offsetting this overspend are smaller savings due to a temporarily vacant post (now filled) and delayed pay award.

##### Transfers to/from Reserves

- 2.4 No anticipated variations.

#### **3. Conservation Budget**

- 3.1 Appendix 3 sets out the budget monitor to the end of May 2026. Details of the key issues within the Conservation budget are set out below.

##### Income

- 3.2 DEFRA Grant. DEFRA have confirmed a one-off additional revenue award of £74,500, a corresponding entry has been made against the Conservation Projects budget, though plans for how to utilise this additional funding are still developing.

##### Expenditure

- 3.3 Staffing Costs. As with the Harbour budget, the Conservation budget currently has an overspend against the Pension budget, however this has been fully offset by savings relating to two vacant posts, one now filled, and the delayed pay award.

- 3.4 Conservation Projects. A projected year end variance has been allocated to this budget as a result of the additional award by DEFRA, para 3.2.

#### Transfers to/from Reserves

- 3.9 No anticipated variations

#### **4.0 Grants and Contributions**

- 4.1 Appendix 4 details grants and other 'one-off' sources of income which have been awarded for specific purposes. The anticipated grants total is £763,000.
- 4.2 The total grant from Friends of Chichester Harbour is not yet confirmed. £4,000 of funding for interpretation panels has been brought forward from 2024-25.
- 4.3 £8,000 of the FiPL grant has been spent on staff costs to administer the programme to date.
- 4.4 DEFRA have awarded £86,900 Access for All Funding, plus additional core capital funding of £123,400. Plans are being developed to allocate this money.
- 4.5 DEFRA have awarded £11,500 from the Wildlife Rich Habitat fund. This funding will be allocated through the FiPL programme.
- 4.6 Solent Seascape funds have been brought forward from the last financial year, with an additional £54,400 anticipated in year. To date, expenditure on the project totals £18,000.
- 4.7 Bird Aware Solent awarded £22,700 towards educational projects and installation of marker buoys at East Head in 2025-26. The unspent funds (£4,500 education and £13,700 marker buoys) have been brought forward to the current financial year.
- 4.8 Bird Aware Solent have made a further award of £147,000 to fund footpath resurfacing works at Apuldram Manor Farm. The tender process is currently underway to identify an appropriate contractor to deliver the project and achieve best value. A planning application has been submitted and formal consent is currently being sought from the landowner, the Church Commissioners.
- 4.9 Lockheed Martin has awarded £15,000 to support educational activities (£10,000) and operation of Solar Heritage (£5,000). There are also strong indications that an additional £5,000 will be awarded to renovate Beaky's wildlife area.

#### **5.0 Reserves**

- 5.1 An overview of movements within reserves is attached at appendix 5.
- 5.2 Expenditure from reserves totals £128,200, with the breakdown available in the notes of appendix 5.
- 5.3 Income allocated to reserves totals £18,800 representing a contribution, offered by residents, to the resurfacing cost of a road owned and maintained by CHC.

**Mel Belderson**  
**Finance Manager**

**Budget Monitor Combined Summary**

Chichester Harbour Conservancy  
For the 2 months ending 31st May 2026

Appendix 1

Account	Combined Position				Harbour Budget			Conservation Budget		
	Approved Budget	Profiled Budget	Combined Actual	Variance	Profiled Budget	Harbour Actual	Variance	Profiled Budget	Conservation Actual	Variance
<b>Income</b>										
DEFRA Grant	173,100	0	0	0	0	0	0	0	0	0
Other Income	276,200	51,109	52,807	1,698	36,652	39,178	2,526	14,457	13,630	(827)
Harbour Dues	541,900	425,535	423,748	(1,787)	425,535	423,748	(1,787)	0	0	0
Moorings Income - Annual	927,800	853,375	847,298	(6,077)	853,375	847,298	(6,077)	0	0	0
Moorings Income - Visitor	50,000	12,290	14,023	1,733	12,290	14,023	1,733	0	0	0
Lease / Licence income	241,700	62,855	63,460	605	51,019	51,406	387	11,836	12,053	217
<b>Total Income</b>	<b>2,210,700</b>	<b>1,405,164</b>	<b>1,401,335</b>	<b>(3,829)</b>	<b>1,378,871</b>	<b>1,375,652</b>	<b>(3,219)</b>	<b>26,293</b>	<b>25,683</b>	<b>(610)</b>
<b>Expenditure</b>										
Staffing Costs	1,497,500	235,007	235,994	(987)	132,569	136,348	(3,779)	102,438	99,647	2,791
Maintenance	81,700	12,302	9,258	3,044	8,506	6,873	1,633	3,796	2,384	1,412
Premises Costs	382,100	89,890	89,299	591	87,374	87,764	(390)	2,516	1,534	982
Transportation	81,300	9,900	7,660	2,240	7,912	5,621	2,291	1,988	2,039	(51)
Equipment	166,300	9,726	5,502	4,224	6,820	3,517	3,303	2,906	1,985	921
Office Supplies	75,000	11,274	8,630	2,644	8,580	6,316	2,264	2,694	2,313	381
Professional Services	184,500	24,105	23,979	126	15,091	13,175	1,916	9,014	10,804	(1,790)
NL Projects	29,600	5,876	7,860	(1,984)	0	0	0	5,876	7,860	(1,984)
County Council Charges	33,200	0	0	0	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>2,531,200</b>	<b>398,080</b>	<b>388,182</b>	<b>9,898</b>	<b>266,852</b>	<b>259,615</b>	<b>7,237</b>	<b>131,228</b>	<b>128,567</b>	<b>2,661</b>
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>(320,500)</b>	<b>1,007,084</b>	<b>1,013,154</b>	<b>6,070</b>	<b>1,112,019</b>	<b>1,116,038</b>	<b>4,019</b>	<b>(104,935)</b>	<b>(102,884)</b>	<b>2,051</b>
<b>Transfers to/from Reserves</b>										
Budgeted transfers to Reserves	116,600	0	0	0	0	0	0	0	0	0
<b>Total Transfers to/from Reserves</b>	<b>116,600</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Surplus / (Deficit)</b>	<b>(437,100)</b>	<b>1,007,084</b>	<b>1,013,154</b>	<b>6,070</b>	<b>1,112,019</b>	<b>1,116,038</b>	<b>4,019</b>	<b>(104,935)</b>	<b>(102,884)</b>	<b>2,051</b>

**Budget Monitor - Harbour**

Chichester Harbour Conservancy  
For the 2 months ending 31st May 2026

Appendix 2

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Variance	Comments
				+ Additional Income			
				- Reduced Income			
<b>Income</b>							
Other Income	160,200	36,652	39,178	2,526	160,200		
Harbour Dues	541,900	425,535	423,748	(1,787)	541,900		
Moorings Income - Annual	927,800	853,375	847,298	(6,077)	927,800		Monitor with Moorings Officer
Moorings Income - Visitor	50,000	12,290	14,023	1,733	50,000		
Lease / Licence income	194,100	51,019	51,406	387	194,100		
<b>Total Income</b>	<b>1,874,000</b>	<b>1,378,871</b>	<b>1,375,652</b>	<b>(3,219)</b>	<b>1,874,000</b>	<b>0</b>	
				- Additional Expenditure			
				+ Reduced Expenditure			
<b>Expenditure</b>							
Staffing Costs	846,000	132,569	136,348	(3,779)	846,000		Savings from vacant post and delayed pay award. (Temporary) Overspend due to pension contribution rate.
Maintenance	59,000	8,506	6,873	1,633	59,000		
Premises Costs	348,200	87,374	87,764	(390)	348,200		
Transportation	65,000	7,912	5,621	2,291	65,000		
Equipment	149,100	6,820	3,517	3,303	149,100		
Office Supplies	58,900	8,580	6,316	2,264	58,900		
Professional Services	137,100	15,091	13,175	1,916	137,100		
County Council Charges	23,400	0	0	0	23,400		
<b>Total Expenditure</b>	<b>1,686,700</b>	<b>266,852</b>	<b>259,615</b>	<b>7,237</b>	<b>1,686,700</b>	<b>0</b>	
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>187,300</b>	<b>1,112,019</b>	<b>1,116,038</b>	<b>4,019</b>	<b>187,300</b>	<b>0</b>	
<b>Transfers to/from Reserves</b>							
Budgeted transfers to Reserves	107,000	0	0	0	107,000		
<b>Total Transfers to/from Reserves</b>	<b>107,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>107,000</b>	<b>0</b>	
<b>Surplus / (Deficit)</b>	<b>80,300</b>	<b>1,112,019</b>	<b>1,116,038</b>	<b>4,019</b>	<b>80,300</b>	<b>0</b>	

**Budget Monitor - Conservation**

**Appendix 3**

Chichester Harbour Conservancy

For the 2 months ending 31st May 2026

Account	Conservation Budget	Conservation Profile	Conservation Actual	Conservation Variance	Year End Projection	Projection Variance	Comments
				+ Additional Income			
				- Reduced Income			
<b>Income</b>							
DEFRA Grant	173,100	0	0	0	247,600	74,500	One-off additional revenue award
Other Income	116,000	14,457	13,630	(827)	116,000		
Lease / Licence income	47,600	11,836	12,053	217	47,600		
<b>Total Income</b>	<b>336,700</b>	<b>26,293</b>	<b>25,683</b>	<b>(610)</b>	<b>411,200</b>	<b>74,500</b>	
				- Additional Expenditure			
				+ Reduced Expenditure			
<b>Expenditure</b>							
Staffing Costs	651,500	102,438	99,647	2,791	651,500		Savings from vacant posts and delayed pay award. (Temporary) Overspend relating to pension contribution rate.
Maintenance	22,700	3,796	2,384	1,412	22,700		
Premises Costs	33,900	2,516	1,534	982	33,900		
Transportation	16,300	1,988	2,039	(51)	16,300		
Equipment	17,200	2,906	1,985	921	17,200		
Office Supplies	16,100	2,694	2,313	381	16,100		
Professional Services	47,400	9,014	10,804	(1,790)	47,400		
Conservation Projects	29,600	5,876	7,860	(1,984)	104,100	(74,500)	Anticipated additional activity as a result of DEFRA revenue uplift
County Council Charges	9,800	0	0	0	9,800		
<b>Total Expenditure</b>	<b>844,500</b>	<b>131,228</b>	<b>128,567</b>	<b>2,661</b>	<b>919,000</b>	<b>(74,500)</b>	
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>(507,800)</b>	<b>(104,935)</b>	<b>(102,884)</b>	<b>2,051</b>	<b>(507,800)</b>		
<b>Transfers to/from Reserves</b>							
Budgeted transfers to Reserves	9,600	0	0	0	9,600		
<b>Total Transfers to/from Reserves</b>	<b>9,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,600</b>		
<b>Surplus / (Deficit)</b>	<b>(517,400)</b>	<b>(104,935)</b>	<b>(102,884)</b>	<b>2,051</b>	<b>(517,400)</b>		
<i>Less Harbour Surplus / Deficit</i>	<i>80,300</i>				<i>80,300</i>		
<b>Deficit to be funded by the County Councils</b>	<b>(437,100)</b>			<b>437,100</b>	<b>(437,100)</b>	<b>0</b>	

**Grants and Contributions**

**Appendix 4**

For the 2 months ending 31st May 2026

Grants / Income	2026-27				Notes	Total Grants Awarded / Income Expected (Brought Forward and Received in Year)
	Brought Forward	Received to Date	Total Brought Forward / Received	Expenditure to Date		
Friends	4,000.00	0.00	4,000.00	0.00	B/F funds to replace interpretation panels	TBC
FiPL	9,516.68	0.00	9,516.68	8,037.63		217,849.00
DEFRA Access for All	0.00	0.00	0.00	0.00		86,890.00
DEFRA Capital Funding	0.00	0.00	0.00	0.00		123,420.00
DEFRA Wildlife Rich Habitat Fund	0.00	0.00	0.00	0.00		11,452.00
Solent Seascape Project *	88,812.89	0.00	88,812.89	18,015.26		143,234.89
Bird Aware Solent	13,692.00	0.00	13,692.00	0.00	Marker buoys at East Head	13,692.00
Bird Aware Solent	4,500.00	0.00	4,500.00	0.00	Education	4,500.00
Bird Aware Solent	0.00	146,963.30	146,963.30	0.00	Footpath resurfacing Appuldram Manor Farm	146,963.30
Corporate Sponsorship	0.00	0.00	0.00	0.00	Education	10,000.00
Corporate Sponsorship	0.00	0.00	0.00	0.00	Solar Heritage	5,000.00
<b>Total</b>	<b>120,521.57</b>	<b>146,963.30</b>	<b>267,484.87</b>	<b>26,052.89</b>		<b>763,001.19</b>

It is expected that each Grant / Income and specific expenditure will equal £0 by the end of the financial year. Any remaining balances will be subject to accounting adjustments to ensure the correct transactions are included in the relevant financial year.

Specific funding has been allocated for specific purposes and must be spent in accordance with individual project criteria

\* Project financial year runs October to September therefore expected income is an estimate only

## Reserves and Balances

Balances as at 31st May 2026

Reserve	Purpose	Opening Bal 2026-27	Contributions from Revenue	Other Movements	Interest 2026-27	Expenditure 2026-27	Closing Bal 31st May 2026
<b>Renewals and Repairs Fund</b>							
<i>Renewals and Repairs Fund</i>	To maintain availability of operational assets	1,438,692		18,834	-	- 109,999	1,347,527
<b>Total Repairs and Renewals</b>		<b>1,438,692</b>	<b>-</b>	<b>18,834</b>	<b>-</b>	<b>- 109,999</b>	<b>1,347,527</b>
<b>Capital Fund</b>							
<i>Known Projects</i>	Capital requirements for known projects	459,013	-		-	- 18,152	440,861
<i>Itchenor Jetty</i>	<i>Held for planned works to Itchenor Jetty and Harbour Office</i>	164,972				- 18,152	146,821
<i>Langstone Coastal Footpath Bridge</i>	<i>New Reserve established to deliver agreed bridge at Langstone</i>	110,110				-	110,110
<i>Accessible Path Maintenance</i>	<i>Provision for maintenance and improvements to footpaths e.g. following storm event. Balance of £50,000 agreed in 2012/13 which has received interest to the current balance.</i>	61,989					61,989
<i>Dell Quay Maintenance Reserve</i>	<i>Provision for removal of asset nearing end of safe, useful life</i>	121,941					121,941
<i>Likely Projects</i>	Capital requirements for likely (>50% probability) projects	1,558,650			-		1,558,650
<b>Total Capital Fund</b>		<b>2,017,663</b>	<b>-</b>		<b>-</b>	<b>- 18,152</b>	<b>1,999,511</b>
<b>General Reserve</b>							
<i>Self Insurance Fund</i>	<i>Self insurance for removal of wrecks and damage to navigation marks.</i>	124,085					124,085
<i>East Head Defence Fund</i>	<i>Management of East Head following recommendations of EHCIAG</i>	21,875					21,875
<i>Harbour Infrastructure Reserve</i>	<i>Identified infrastructure projects including survey work and security upgrades</i>	3,678					3,678
<i>Strategic Environmental Reserve</i>	<i>Identified consultancy requirements relating to the National Landscape.</i>	42,082					42,082
<i>Revenue Balances</i>	<i>General working balance equivalent to 6 months expenditure</i>	1,291,374					1,291,374
<b>Subtotal Unrestricted General Reserve</b>		<b>1,483,093</b>			-	-	<b>1,483,093</b>
<i>Restricted Reserves</i>	Funds granted or gifted to be used only for agreed purposes and projects	458,331	-		-		458,331
<i>Eames Farm Contingency Fund</i>	<i>Funds shared with CHT to provide contingency for shared expenditure</i>	16,129					16,129
<i>Chidham Bund Fund</i>	<i>Funds provided by ABP - ringfenced for maintenance of Chidham Bund only</i>	442,202	-				442,202
<b>Subtotal Restricted Reserves</b>		<b>458,331</b>	<b>-</b>		<b>-</b>		<b>458,331</b>
<b>Total General Reserve</b>		<b>1,941,425</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>1,941,425</b>
<b>Total Reserves Bundle</b>		<b>5,397,780</b>	<b>-</b>	<b>18,834</b>	<b>-</b>	<b>- 128,151</b>	<b>5,288,463</b>

## Notes

<b>R&amp;R Other Movements</b>	£18,834 Contribution from Residents Association to resurface road owned by CHC
<b>R&amp;R Expenditure</b>	£72,100 replacement Patrol Vessel £37,899 road resurfacing costs
<b>Capital Fund Expenditure</b>	£16,100 Shower Refurbishment £2,052 CCTV and Signage for Itchenor jetty

## CHICHESTER HARBOUR CONSERVANCY

3 July 2026

### HARBOUR MASTER UPDATE

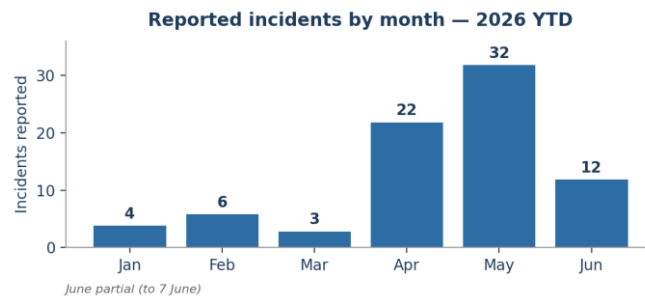
**TO NOTE**

#### 1.0 Reported incidents

**1.1** A total of **79 incidents** were reported between 1 January and 7 June 2026, a marked increase on the 18 reported to the April board as activity rises with the start of the main season. Of these, 63 were recorded as incidents and 16 as near misses, and 4 were reportable to the MAIB. The Conservancy’s new incident reporting system has improved the quality of location mapping and analysis, as illustrated below.

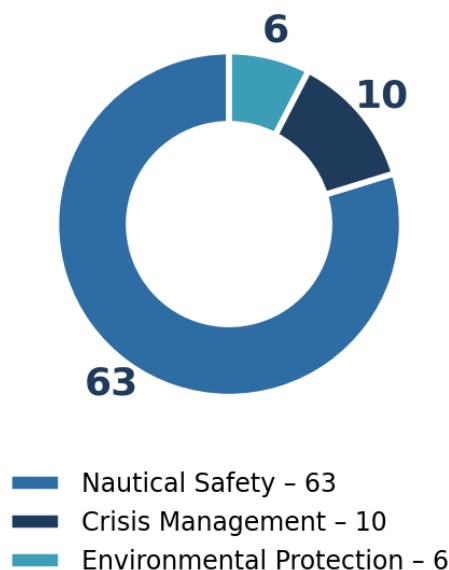
**1.2** The incidents break down by theme as follows:

- Nautical Safety – 63
- Crisis Management – 10
- Environmental Protection – 6



*Reported incidents by month – 2026 year to date.*

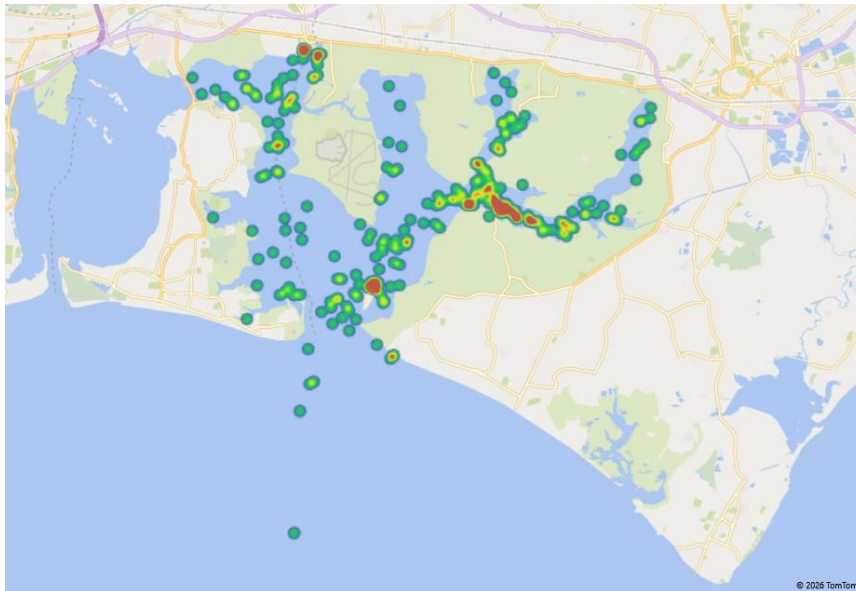
#### Incidents by theme



*Reported incidents by theme – 2026 year to date.*



*Top incident categories – 2026 year to date.*



*Incident heat map from the new reporting system.*

### **1.3** Notable incidents:

- Two fatality incidents, both involving persons recovered from the water and attended jointly with HM Coastguard.
- Marine pollution – a minor diesel slick off Itchenor Jetty (February), a reported oil spill at Emsworth Yacht Harbour (April), and a vessel oil-seal failure on 1 June releasing approximately 10–15 litres, contained with an oil boom.
- Crime – four reports, including outboard engine thefts, a stolen trailer (compound fence cut) and criminal damage to a vessel.
- Anti-social behaviour – youths casting off tenders at Emsworth Yacht Harbour.
- Vessel breakdown was the single largest category (13), consistent with the seasonal increase in activity on the water.

## **2.0 Prosecutions and Enforcement**

- 2.1** Two successful prosecutions have been secured.
- 2.2** Two final Harbour Master warnings have been issued.
- 2.3** Four cases are currently under investigation for prosecution.

## **3.0 Ports and Marine Facilities Safety Code**

- 3.1** CHC has completed its compliance declaration to the MCA in line with the revised PMSC.
- 3.2** Work is ongoing with sailing clubs, marinas and other marine facilities to raise awareness of the requirements of the code and of compliance.

## **4.0 General Directions**

- 4.1** Work continues to prepare a full set of general directions, which will be presented to the board ahead of consultation. Progress is being made, albeit at a slower rate than hoped. Conservancy byelaws remain fit for purpose.

## **5.0 Itchenor Jetty Update**

- 5.1** The jetty is proving very successful. Booking levels are good, with full occupancy on most weekends and a strong programme of rally bookings.
- 5.2** The toilet and shower refurbishment is complete and has been very well received. The electric provision is fully operational and has likewise been well received.
- 5.3** Plans for the 25m extension are progressing. MMO approval is in place and work continues with the Crown Estate to secure the necessary lease amendment, with installation planned for July.

## **6.0 Patrol Update**

- 6.1** The patrol team are all performing well. Several late-night patrols have been undertaken, resulting in a number of craft being stopped for speeding.
- 6.2** RIB 3 (the "baby RIB") has been used to good effect, enabling harbour dues to be collected from launch sites that were previously difficult to access.
- 6.3** Patrol have a full calendar of outreach events that they will be supporting throughout the year.

## **7.0 Solar Heritage**

- 7.1** Solar Heritage is back in service. Trip bookings are looking positive and the boat is performing well, with good reliability.

**Jo Cox**  
**Harbour Master**

**CHICHESTER HARBOUR CONSERVANCY****3 JULY 2026****WATER QUALITY SAMPLING****1.0 Background**

- 1.1 This paper is to notify Members of a financial investment to increase the quantity and type of water quality sampling across Chichester Harbour. It was discussed at the Conservancy's Finance, Risk and Audit (FRAG) on 10/06/26.
- 1.2 According to the Environment Agency, the main sources of water pollution in Chichester Harbour wash in through the harbour entrance (bringing 50% of pollutants), run-off from farmland (40%) and from the wastewater treatment works (10%). Work is underway to establish a greater degree of accuracy with source apportionment, by way of a PhD project nearing completion.
- 1.3 In 2017, the BBC's *Blue Planet II* was widely cited with increasing public and political interest in issues affecting marine life, in particular marine plastic pollution. The following year, the Final Straw Foundation was founded, registered in Emsworth, to initially help address local plastic pollution. With a visible reduction in plastic litter in the following years, the charity has somewhat refocussed its efforts towards environmental education and water quality issues.
- 1.4 The main water body of Chichester Harbour is a Site of Special Specific Interest. A SSSI is a formal conservation designation used in the UK to protect areas of land or water that are highly valuable for their wildlife, rare plants, or geological features. These sites represent the country's best natural heritage and are legally protected from development and damaging activities. In February 2021, Natural England reclassified Chichester Harbour SSSI as in unfavourable declining condition due to a combination of pressures, including its water quality.
- 1.5 In July 2021, Southern Water was fined £90m after the largest ever criminal investigation by the Environment Agency. This related 6,971 unpermitted discharges across the Kent, Sussex and Hampshire, which were committed between 2010 and 2015.
- 1.6 With increasing development pressure around Chichester Harbour, the inadequate capacity of the wastewater treatment works are regularly cited by objectors as a reason to refuse applications for new housing estates. Nevertheless, around 1,000 new dwellings have been permitted by the Planning Inspectorate in recent years directly around Chichester Harbour.
- 1.7 Chichester Harbour Conservancy, as the principal management body for the area, has a distinct remit around water quality:
  - Acknowledging the issue to our local communities and partners.
  - Taking water samples so they can be tested in a UK Health Security Agency laboratory.
  - Holding Southern Water to account for improvements in their working practices and their planned upgrades to the wastewater treatment plants.
  - Responding to development applications and if applicable raising concerns about the capacity of the wastewater treatment plants.

Chichester Harbour Conservancy has refrained from publicly criticising Southern Water as, a) the organisation is not a lobbying body; and b) it was felt there was little to be gained from doing so. Instead, pressure is exerted behind closed doors and at the highest level, including on the Environment Agency as the regulator.

- 1.8 The topic of water quality has cross-cutting interest from the Harbour Authority (affecting leisure and recreation, and thereby harbour users) and the Conservation Team (affecting habitats and wildlife).

## **2.0 Understanding Water Quality**

- 2.1 There are two specific bacteria that currently get tested, *E. Coli* and intestinal *Enterococci*. Certain types of *E. Coli* produce toxins that can cause severe food poisoning, urinary tract infections (UTI), and other illnesses. Likewise, *Enterococci* can also cause UTIs, as well as other infections, rashes and vomiting, with other symptoms too. Both bacteria can be traced back to discharges from the wastewater treatment works.
- 2.2 Chichester Harbour Conservancy is also interested in the levels of nitrates in the water. Heightened levels of nitrates stimulate the growth of opportunistic macro algal weed, which blankets the foreshore habitats, limiting the feeding grounds for marine wildlife. The main source of nitrates is the fertilizer applied in land management practices. With 34 water tributaries feeding into Chichester Harbour, the catchment is vast and work is underway to improve farming practices. However, there are other sources of nitrates as well, including from the wastewater treatment works.
- 2.3 There is increasing awareness of the impact of heavy metals in the water body, like lead, mercury, arsenic and cadmium. Heavy metals do not naturally degrade and are highly toxic, even at low concentrations. Whilst work in this regard is in its infancy, Chichester Harbour Conservancy and Coastal Partners have raised concerns about historic harbourside landfill sites that will be compromised by sea level rise. This risk will be further explored by CHIAP, the Chichester Harbour Investment and Adaptation Plan being led by Coastal Partners.
- 2.4 Academic researchers have found traces of prescription and non-prescription drugs in the water body of Chichester Harbour. These include paracetamol, ibuprofen, antibiotics, cocaine and birth control medication. Scientists have shown the detrimental impact these have on oysters. They cause endocrine disruption that leads to poorer breeding success, reduced oocyte (egg) production, lowered sperm velocity, and population imbalance. The wastewater treatment plants are not designed to filter trace sources of these drugs.
- 2.5 Whilst there are other pollutants present (including washing up liquid), the final chemical this paper will cite is pet flea treatments. Widely used spot-on liquids and sprays contain fipronil and imidacloprid. Over the counter concentrations are highly toxic to marine ecosystems affecting aquatic animals and birds. Imidacloprid is highly water soluble and even low concentrations cause damage to wildlife. CHC wrote to the Secretary of State for Environment, Food and Rural Affairs in December 2025 to request that spot-on treatments are prohibited, and likewise in June 2026 a panel of vets echoed this view to a parliamentary inquiry, saying these treatments should be banned.

## **3.0 The Current Water Quality Sampling Regime**

- 3.1 The Environment Agency does not routinely test the water quality inside Chichester Harbour because it is not an officially designated bathing water site.
- 3.2 Chichester Harbour Conservancy and Chichester District Council test 12 sites for *E. Coli* and *Enterococci*. Samples are collected by staff and then sent to a Food, Water and Environmental laboratory for analysis with the results published 8 days later. Testing occurs twice a month during the summer and once a month throughout the

winter. Although not an official bathing site, samples are measured against EU Bathing Water Directive standards to give an indication of pollution levels.

- 3.3 Southern Water also test water quality. From November 2024 their Beachbuoy online tool was replaced with the Rivers and Seas Watch service. Rivers and Seas Watch is their online service which provides near real-time information about storm overflow releases in Chichester Harbour and across the south east coast. It uses a traffic light system whereby green indicates no release in the last 72 hours, amber is a release between 24 and 72 hours, and red is within the last 24 hours.
- 3.4 Many citizen scientists, including those affiliated with the Final Straw Foundation, are also testing the water quality on an ad-hoc basis.

#### **4.0 Known Issues with the Current Water Quality Sampling Regime**

- 4.1 The current tests for *E. Coli* and *Enterococci* are not in real time. If a harbour user wanted reassurance that it was completely safe to go out on the water on any given day, that would not be possible at present.
- 4.2 Another issue is that the current regime does not test for nitrates. Instead, satellite images are used to map the coverage of macroalgal weed. This data is interesting and reflects the wider problem, however it does not identify specific sources of pollution.

#### **5.0 Options for a New Approach**

- 5.1 With advances in technology over recent years, it is now possible to calculate real time data and upload the information to an Android or Apple app.
- 5.2 In April 2026 the Director of Conservation and the Nature Recovery Partnership Manager, met with two local residents, the Final Straw Foundation and representatives of two companies that are testing new methodology for faster results for water quality sampling. The companies are Fluidion and Bactiquick.
- 5.3 In May 2026, the Director of Conservation, the Nature Recovery Partnership Manager met with the sonde expert from Southern Water. Southern Water are testing the Proteus equipment near Budds Farm, Hayling Island. On the same day but separately, the CHC Officers also met with the sales team from SamudraOceans.
- 5.4 Meanwhile, the University of Brighton are developing a 3D printed hybrid carbon-metal nanocomposite electrodes, to create a portable, low cost electrochemical equipment, specifically optimised for the detection of priority pharmaceutical contaminants, in-situ. They would like to analyse wastewater samples collected from Chichester Harbour, and have invited Chichester Harbour Conservancy to be a project partner.

	CHC/CDC Status Quo	Fluidion Analyzer	Fluidion Alert	Bactiquick Citizen Science	Bactiquick CHC	Sonde - Proteus	Sonde - Samudra Oceans
<b>Method</b>	Manual	Automated	Manual	Manual	Manual	Automated	Automated
<b>Sites</b>	12	1	6	6	12	1	3
<b>Freq.</b>	Monthly*	Daily	Daily	Daily	Monthly*	Continuous	Continuous
<b>Results</b>	8 days**	2-12 hrs	2-12 hrs	30 mins	30 MINS	Real time	Real time -2 yrs
<b>Tests</b>	E. Coli Enterococci	E. Coli Total coliform	E. Coli Total coliform	Endotoxin†	Endotoxin†	Fluorometer Carbon organic matter Temp. Turbidity Conductivity  (Can add further sensors at additional cost)	All 3 Sondes: Conductivity Temperature Depth Turbidity fDOM†† Dis. Oxygen Tryptophan^  Dedicated sensors on 1 sonde: Nitrate Camera
<b>Staff</b>	CHC, FW&S Lab.	CHC	Volunteers	Volunteers Final Straw	CHC	CHC/ Proteus	Samudra/ CHC
<b>Notes</b>	Useful long term data since 2007.  CHC pay £2,544 for additional summer samples.	Data transmitted to a web platform. Cartridges replaced weekly.	None.	‡	Costs likely to be lower, negotiations underway.  ‡	Data transmitted to platform. Calibration labour intensive without additional support from Proteus.	Uses AI to interpret sensor data alongside 3 ext. data streams and develop bespoke RAG Water Health Score for harbour
<b>Cost for 2 Year Trial</b>	<b>£15,266</b>	<b>£131,296</b>	<b>£128,828</b>	<b>£85,446</b>	<b>£22,680</b>	<b>£59,038</b>	<b>£80,000</b>

**Table 1. A high level comparison of the water quality sampling options.**

\* Twice a month between April and September, once a month during winter.

\*\* Could be reduced to 24 hours for E. Coli and 48 hours for Enterococci.

† Endotoxin is a proxy for E. Coli and Enterococci, picking up all bacteria.

†† fDOM (Fluorescent Dissolved Organic Matter) – an indicator of sewage and organic contamination

^ Tryptophan is a proxy indicator for E. Coli

‡ Had significant discrepancy at Emsworth Jetty only a couple of hours apart. To be useful to harbour users, people need the data 2 hours before high tide. However, more pollution incidents are picked up 2 hours after high tide.

## 6.0 Officer Comments

- 6.1 Chichester Harbour Conservancy and Chichester District Council have collected almost 20 years of data on water quality sampling. This is useful in itself as it provides primary data for the state of the harbour over a period of two decades. However, it is less useful to a harbour user who simply wants to know whether it is safe to go out on the water at present.
- 6.2 Given the current financial pressures, it would be pertinent to question whether the current regime should be maintained at all. If the data is not of use to harbour users, should Chichester Harbour Conservancy cease the current testing regime? The reputational risk of doing so, just at a time of heightened environmental concern, would be significant. Chichester Harbour Conservancy already has little control over water quality so any move to step back from that niche would likely weaken the influence currently held.
- 6.3 Fluidion Analyzer is more than six times more expensive than the current sampling, only covers a single site, and does not provide real time nor near real time results. Fluidion Alert utilizes volunteers and the results are 2-12 hours.

- 6.4 The Bactiquick system provides near real-time results linked to an app. It does not specifically test for *E. Coli* nor *Enterococci*, but rather uses a proxy. This is because it is not yet possible to provide real-time results for *E. Coli* nor *Enterococci*. The Bactiquick equipment tests for wider bacteria. However, it is site specific and the testing would be 2 hours before high tide, which may not record the same results as 2 hours after high tide. This reiterates that the system is imperfect and can only ever be indicative with this technology.
- 6.5 The Final Straw Foundation are seeking private sponsorship for the Bactiquick option. Members are advised that the Final Straw Foundation is a lobbying body and their volunteers would be deployed as citizen scientists. Chichester Harbour Conservancy would therefore not have control of the data and would likely be associated with any publicity arising as a result of the findings. The volunteers would take shoreline samples for testing.
- 6.6 Sondes can house several sensors simultaneously. Instead of taking a single water sample to a lab, the sonde is submerged directly into the water to get instant, highly accurate readings. Their primary purpose is to provide continuous, long-term, and comprehensive data on aquatic environments.
- Temperature and depth: vital for fish metabolism and habitat mapping.
  - Dissolved oxygen: crucial for all aquatic life to breathe.
  - pH and ORP: measures acidity levels and the water's ability to cleanse itself (Oxidation-Reduction Potential).
  - Conductivity / salinity: tracks dissolved minerals, pollutants, or saltwater intrusion.
  - Turbidity: measures water cloudiness and suspended dirt particles.
  - Chlorophyll and algae: detects algal blooms.
  - Ammonia: monitors nutrient runoff from agriculture.
- 6.7 The two sonde options both represent a capital investment. However, neither directly test for *E. Coli* and *Enterococci*; a proxy is used instead. Two sondes are deployed at Chichester Harbour for the CHASM project (Crustaceans, Habitat and Sediment Movement), led by Chichester District Council. Whilst comparable in cost, the Proteus sonde is more labour intensive than the SamudraOceans option.
- 6.8 A sonde has been used to test for nitrates in a freshwater environment and in deep water oceans. SamudraOceans are keen to test their sonde in a harbour environment.
- 6.9 If the testing of the three sondes is successful, it is possible that the long term plan would be to deploy 8-10 sondes across the harbour, which would provide real time data in place of all other sampling protocols.

## 7.0 Recommendations

- 7.1 To continue with the current water quality sampling regime and seek a faster turnaround time for the results, which will be promptly published on the CHC website. This is the baseline data.
- 7.2 To note the two-year trial with a new approach.
- An investment of £22,680 in a deep water Bactiquick trial. Staff from Chichester Harbour Conservancy will be asked to take two samples; one for the UK Health Security Agency laboratory testing and one for the Bactiquick testing at the Harbour Office. This will allow CHC to test the accuracy of the Bactiquick equipment. The device and tests will be paid for from the Defra revenue grant allocation for 2026/27.
  - An investment of £80,000 in the SamudraOceans sonde technology. These will likely be deployed on buoys near Chichester Marina, Hayling Island Sailing Club, and on the Emsworth Channel. The sondes will be paid for from the Defra capital grant allocation for 2026/27.

- 7.3 To support the Final Straw Foundation with their testing of the Bactiquick shoreline technology. Their citizen science results will be published on the CHC website, albeit with an explanation this is third party data and can only ever be indicative. The results of all the Bactiquick tests will be cross-checked as part of the validation process.
- 7.4 To positively respond to the request to be a project partner with the University of Brighton. There is no cost to this option at present.
- 7.5 To report back to the FRAG and the Conservancy with a mid-point evaluation after 12 months of this 2-year trial.

**DR RICHARD AUSTIN**  
**Director of Conservation**

## **CHICHESTER HARBOUR CONSERVANCY**

**3 JULY 2026**

### **VESSEL WASH DOWN PROVISION AT ITCHENOR**

#### **1.0 PURPOSE**

This paper invites Members to approve, in principle, two linked proposals on vessel wash-down at Itchenor:

- **Proposal 1** – a compliant wash-down facility for the Conservancy’s own vessels and for boats lifted out by George Haines (Itchenor) Limited; and
- **Proposal 2** – phased enforcement of the current effluent legislation at the maintenance (“scrubbing”) piles, which the Conservancy presently facilitates by supplying power and water.

The recommendations are at Section 7.0. The supplier’s proposal is at Annex A.

#### **2.0 THE ISSUE**

Vessels use the maintenance piles at Itchenor to dry out alongside and carry out works — principally pressure-washing, scrubbing and re-antifouling. This releases antifouling biocides, paint and detergents directly into the harbour, which is protected as an SSSI, SAC, SPA and Ramsar wetland, and is a pollution offence under the effluent legislation enforced by the Environment Agency. The activity has therefore been unlawful for several years.

Neither the Environment Agency nor the Conservancy has enforced. The Conservancy both facilitates the activity — by supplying power and water at the piles — and carries it out itself when it lifts and pressure-washes its own RIBs. As the body responsible for protecting the harbour, the Conservancy should act and should bring its own practice into compliance. The precise statutory basis and the Conservancy’s enforcement powers will be confirmed with the Environment Agency and its legal advisers.

#### **3.0 PROPOSAL 1 – A COMPLIANT WASH-DOWN FACILITY**

A draft proposal has been obtained from FiltaBund (Maritime Horizons Limited) for a wash-water treatment system: a washing pad that captures wash-water, screens and settles out solids, treats the water and discharges it lawfully. The full proposal and drawings are at Annex A.

The facility is for craft lifted from the water on a trailer. It would serve the Conservancy’s own fleet and the Haines keep-boat operation — Haines leases part of the hard at Itchenor and lifts and pressure-washes in the region of 45 hard-antifouled hulls per week at peak, the single largest driver for the facility. A joint solution is needed; the basis for sharing costs with Haines would be agreed once a way forward is settled.

The facility serves trailered craft only and does not replace the piles, whose vessels dry out afloat and cannot be moved onto the pad. Boats needing a pressure-wash or re-antifoul would use marina or boatyard facilities.

#### **4.0 PROPOSAL 2 – ENFORCEMENT AT THE MAINTENANCE PILES**

The piles would remain available for general maintenance and light, soft-brush hull washing that does not abrade the coating or release antifouling. Pressure-washing, scrubbing and the removal or application of antifouling would cease. The legislation does not distinguish between antifouling types, but there is a real difference — soft (ablative) coatings shed biocide when washed, whereas a hard-coated hull can be soft-brushed with minimal release. Activity is therefore best regulated by what enters the water rather than by paint type, confirmed with the Environment Agency as operational guidance rather than a legal exemption.

Enforcement would be phased so that users have notice and compliant alternatives are in place. The change would then need to be communicated with advice on marinas and boatyard options with appropriate facilities.

#### **5.0 PROVISION OF BUNDED AREA**

The project is at an early stage and no firm budget is sought now. The only indicative figure held is the draft supplier quotation for the treatment system alone — £43,800 including VAT (FiltaBund QU-0283). The slab and drainage work, power, water, pressure washer, discharge permit and any recycling-system alternative are still to be priced. Officers will produce a full costed proposal, including the Haines cost-sharing basis for approval before any commitment is made.

#### **6.0 INDICATIVE TIMETABLE**

Indicative only, and subject to approval, funding and permits:

<b>Stage</b>	<b>Indicative timing</b>
Board approval in principle	3 July 2026
Obtain firm quotations (slab and sump civils, power, water, pressure washer) and a comparative recycling-system quote; prepare a full costed proposal	Months 1–3
Return to FRAG / the Board with the full budget for approval to proceed	Months 3–4
Procure, install and commission the treatment system and works (installation itself approx 10 working days once the site is ready)	Months 4–6
Communicate to users, install signage, bring the facility into operation and align the Conservancy’s RIB washing	Months 5–6
Review effectiveness after the first season	Month 12

## **7.0 RECOMMENDATIONS**

Members are recommended to:

- Note the legal position at the maintenance piles and the Conservancy's current facilitation of it;
- Approve, in principle, a compliant wash-down facility for trailered craft (Conservancy fleet and the Haines keep-boat service) on the basis of the proposal at Annex A, subject to a full costed proposal and confirmation of the discharge permit;
- Approve phased enforcement at the piles — permitting general maintenance and soft-brush washing only. Pressure-washing, scrubbing and antifouling will be prohibited
- Agree that the Conservancy's own RIB-washing and a cost-sharing basis with Haines, be brought forward through the new facility; and
- Note that a full costed proposal will return to the Board for approval before any commitment is made.

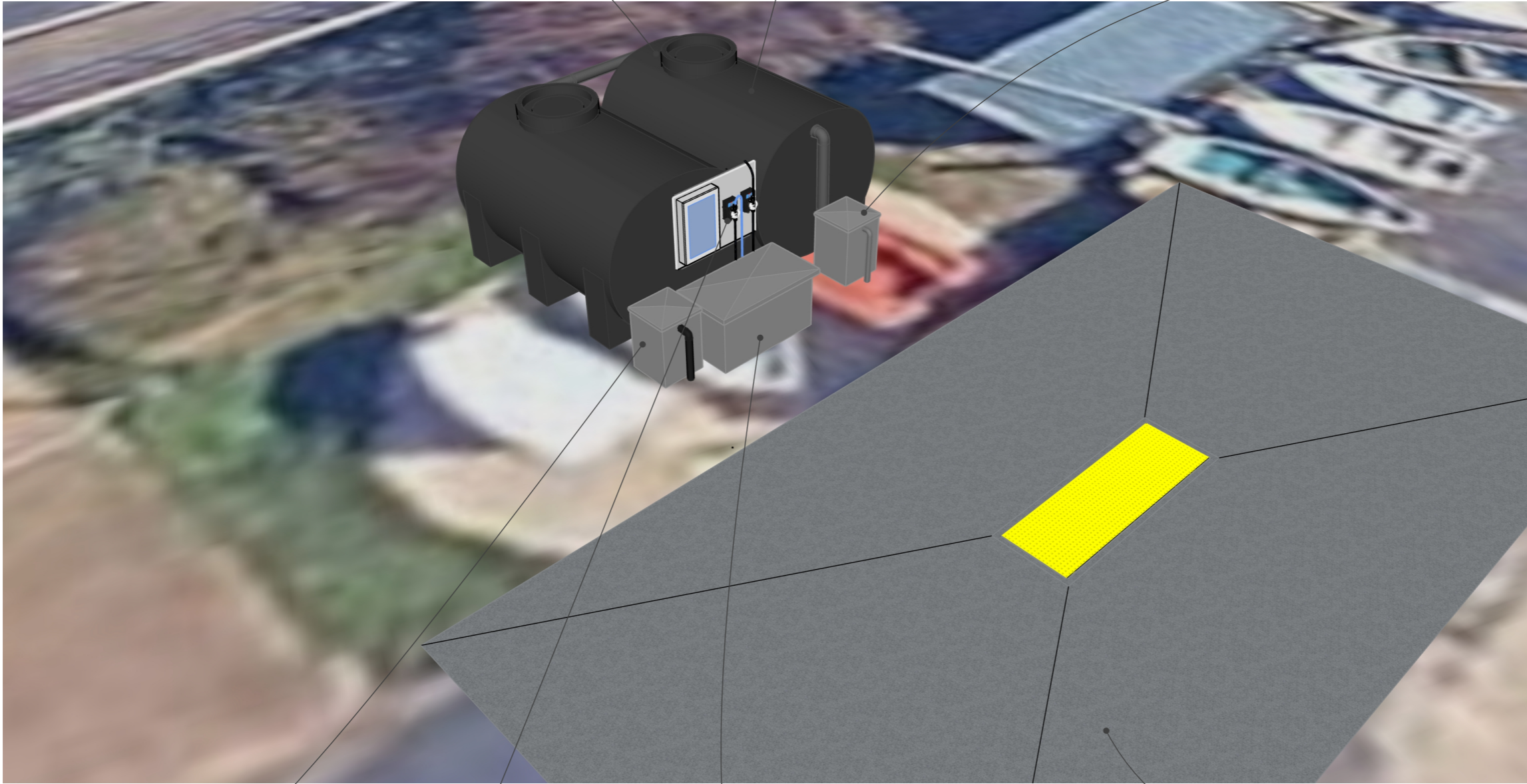
**Captain J. Cox**

Harbour Master

Annex A – Filtabund Proposa

# Non Recycling (Trenched Permanent Connection to Sewer)

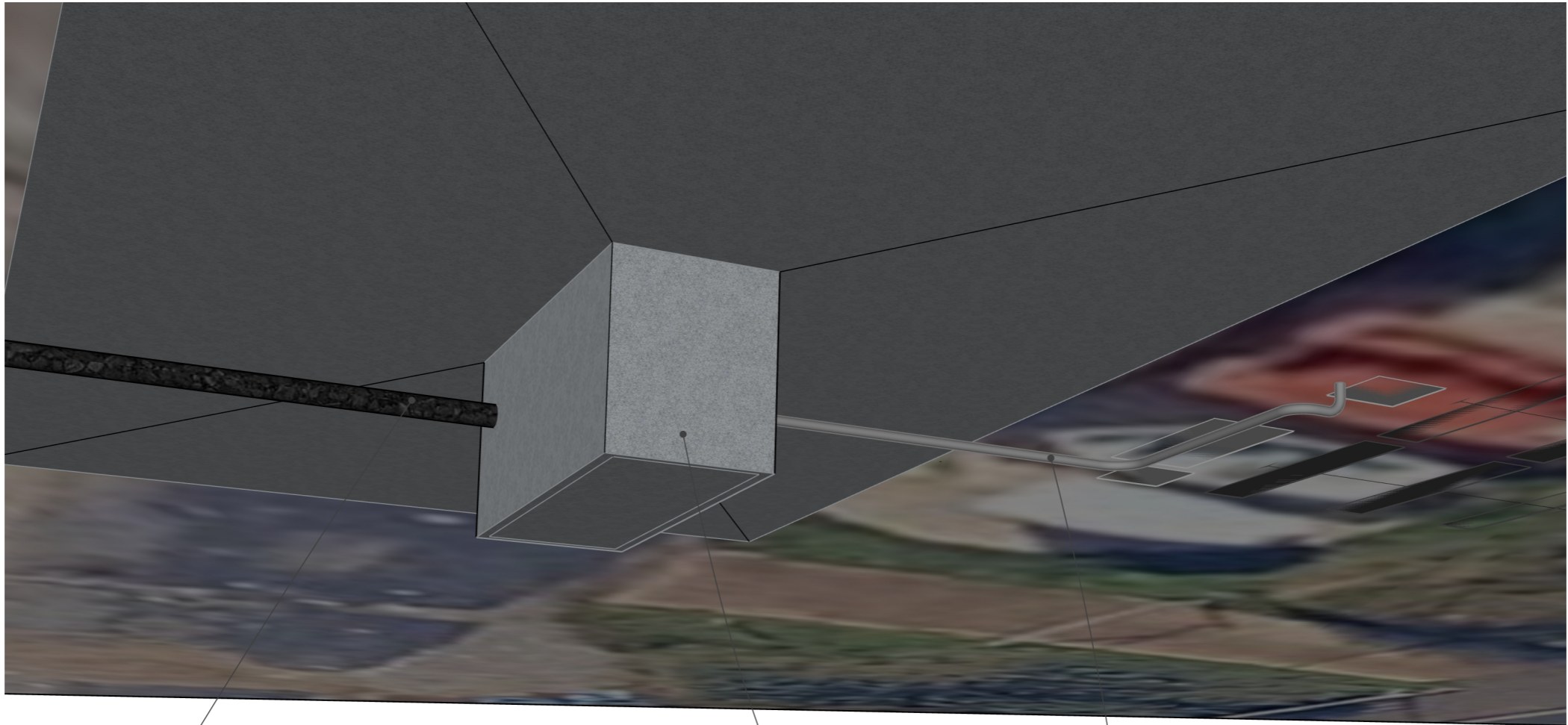
Settlement tanks  
Possible frame mount to elevate equipment above High Water Springs. Frame positioned on new concrete pad.  
Chemical dosing tank



Pump chamber to sewer  
Dosing pumps and control panel  
Bunded chemical store  
Laid to fall slab (Design by others)



# Possible Sump Design (Cast Concrete)



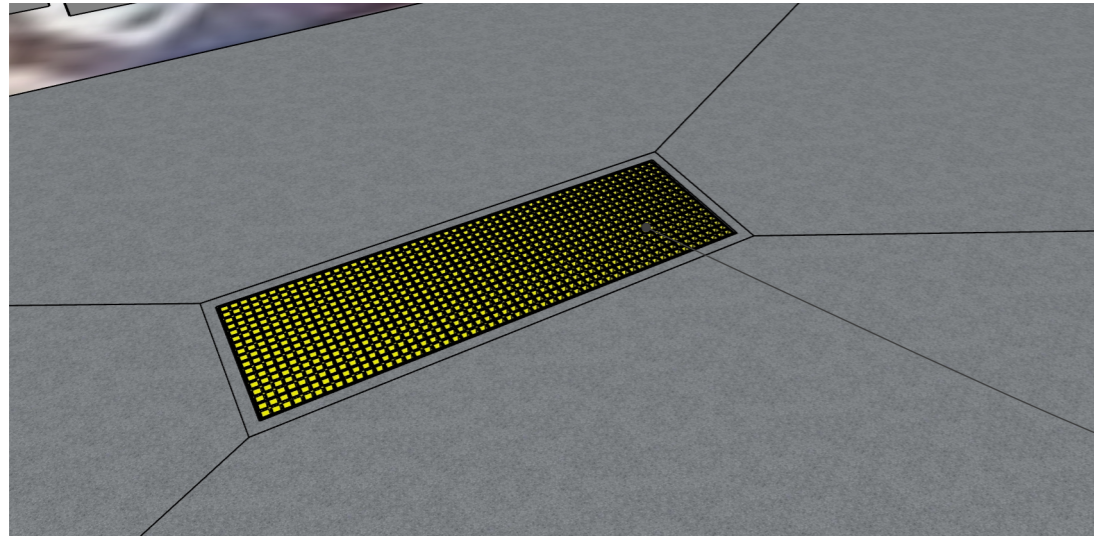
Rainwater and flood  
tide overflow

Cast concrete sump  
(Full drawings on appointment)

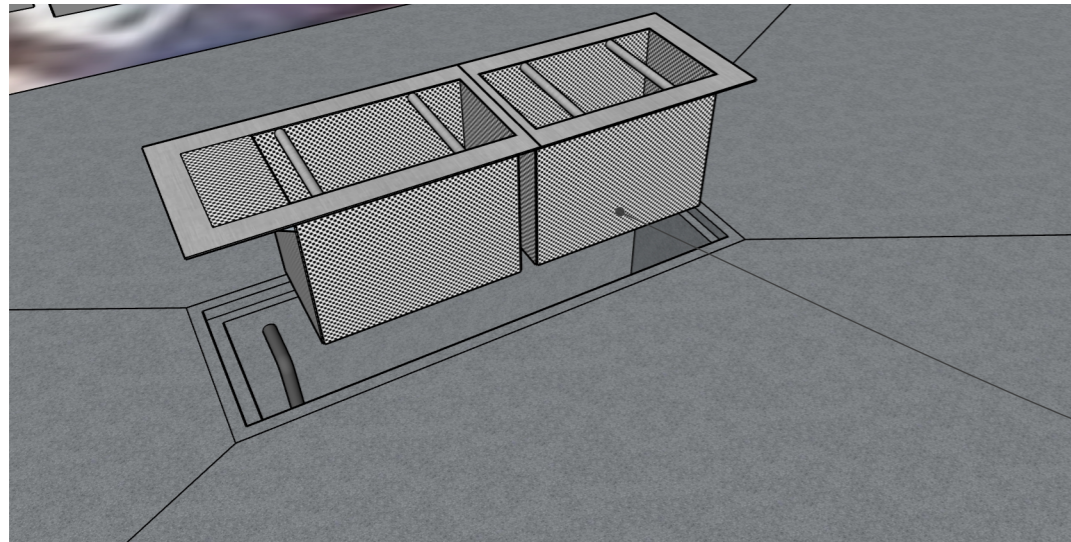
Pipework from pump to system



# Possible Drainage Set Up



38mm GRP grid cover (Chock across with sleepers for keel load)



Removable sieve system



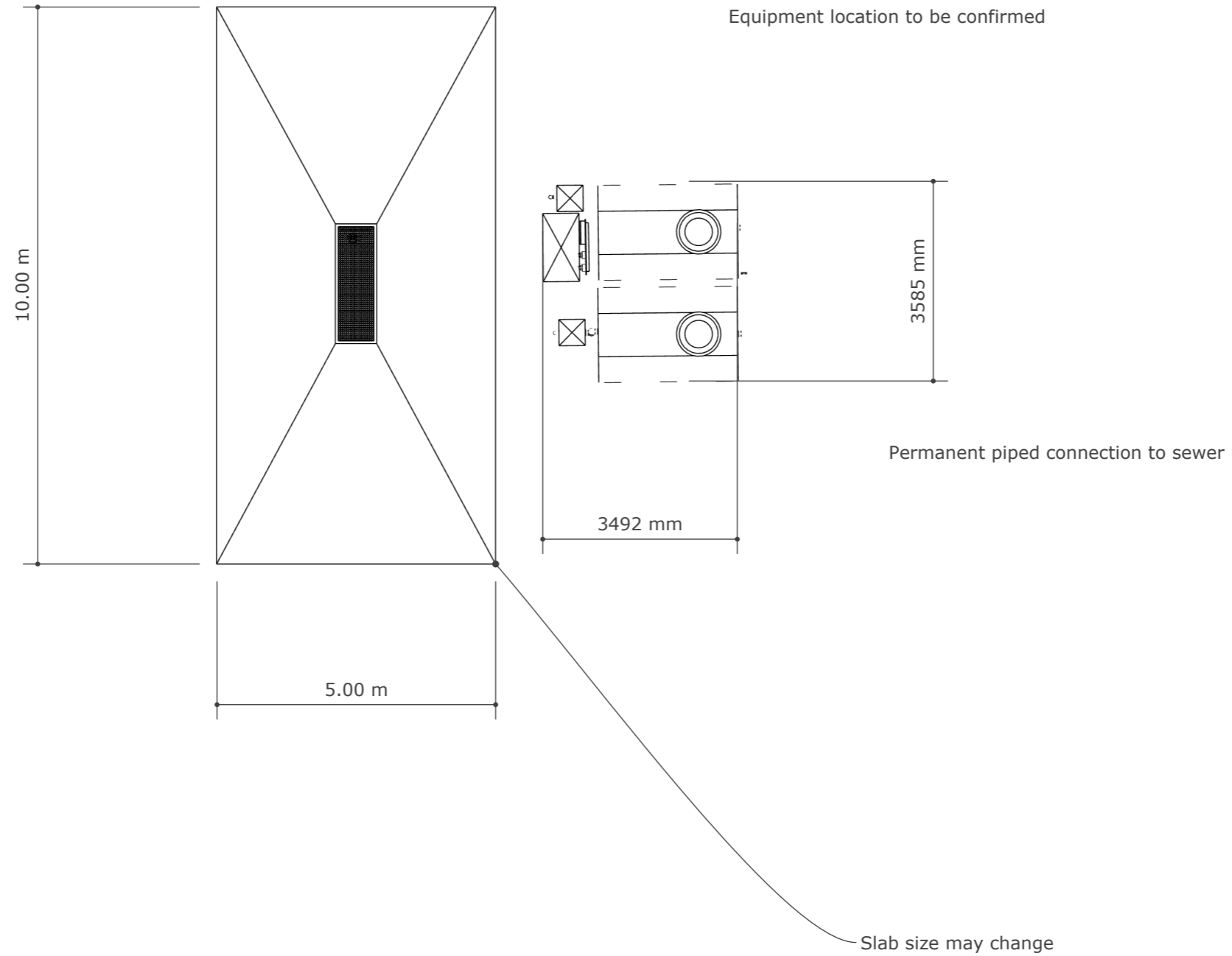
Rainwater overflow

Pipe to processing system

Submersible vortex pump (316 Stainless Steel)



# Plan View



## **CHICHESTER HARBOUR CONSERVANCY**

**3 July 2026**

### **APPLICATION FOR WORKS LICENCE**

**SITE ADDRESS: Itchenor Hard, PO20 7AW.**

**PROPOSED DEVELOPMENT: Removal of 3 swing moorings, driving 1 pile and installing 2 new sections of pontoon to extend the Itchenor Jetty by 25m.**

**RECOMMENDATION: Approval**

#### **1.0 Introduction**

- 1.1 The jetty at Itchenor is a single, shore accessed jetty, that extends approximately 115 metres from Mean High Water and terminates in a 'T-Head' jetty comprised of a 46m length of floating pontoon, situated approximately along the 1 metre depth contour with an additional 100m arm, 7m further out into the channel. This additional arm was added in 2024 under Marine Licence MLA/2023/00025. The jetty is divided into overnight, short stay and 'touch and go' berthing, an operational berth for the Itchenor Ferry, berthing for Harbour Master craft and some local marine business vessel berths. From early October to the end of March each year, the Selsey fishing fleet take shelter and use Itchenor as a base for their operations. During this period there is little space to accommodate visiting yachts, despite the demand for such walk ashore berths remaining good.
- 1.2 It is proposed to extend the 100m arm by a further 25m to provide year-round berthing for visiting yachts whilst still accommodating the over-wintering fishing vessels. This is shown in *Figure 1* and as Option A in *Figure 2 below*.
- 1.3 The project will involve driving 1 pile and the installation of 2 sections of 12.5m x 2.5m pontoon. The duration of the works is expected to be no more than 1 week and will not be undertaken between 01 October 2026 and 31 March 2027 in order to avoid the bird over-wintering period.
- 1.4 The works will be undertaken by Walcon Marine.



- 1.5 An MMO licence for the works has been granted following a full assessment of the project and further public consultation (MLA/2025/00513).
- 1.6 The MMO licence is valid from 05 February 2026 to 04 February 2027. A licence condition prohibits piling operations between 01 October and 31 March. The window of opportunity for works to be undertaken is therefore limited to August-September 2026.

## **2.0 Extent of Works**

- 2.1 It is proposed that works will be undertaken in July 26
- 2.2 The work has 3 main phases:
- Removal of 3 swing moorings;
  - Installation of 1 pile into the seabed; and
  - Fixing 2 new pontoon sections in place
- 2.3 The following plant and equipment will be used to complete the works:
- 1x spud leg barge
  - Vibro hammer
  - 1x pile 406mm diameter x 18m in length
  - Small work boats
  - 2x pontoon sections, 12.5m x 2.5m constructed from mild steel, fully welded and galvanized to EN ISO 1461:2009 standards. Buoyancy will be provided by fibre concrete protected expanded polystyrene floats.
- 2.4 The works will involve the removal of 3 swing moorings and associated chain scouring to the seabed. This will result in a net gain of habitat as a result of this project. The total area of seabed that will benefit from the removal of the 3 moorings is approximately 750m<sup>2</sup>. Vibro piling will be used as standard to install one new pile, with percussive piling only be used if needed to drive a pile to its design depth. The 2 new sections of pontoon will be towed out by work boat and secured in place.

## **3.0 Comment**

- 3.1 The jetty extension will bring in additional revenue to Chichester Harbour Conservancy through the provision of more berthing facilities which are well supported by the provision of waste facilities, fresh water supply and waste pump-out and the recently renovated harbour side shower block.
- 3.2 Planning permission is not required as the works will be undertaken under Chichester Harbour Conservancy's harbour powers as a Statutory Harbour Authority (Part IV, Sections 21/22). A MMO licence has already been granted.

#### **4.0 Recommendation**

4.1 To approve subject to standard conditions and such other conditions as are appropriate to the method and site.

Author:

**Kate Bull**  
Operations Manager

**Jo Cox**  
Harbour Master

## **CHICHESTER HARBOUR CONSERVANCY ACT 1971**

### SECTION 45 - WORKS LICENCE

To: Jo Cox, Harbour Master, Chichester Harbour Conservancy, Harbour Office, The Street, West Itchenor, Chichester, West Sussex. PO20 7AW.

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out works comprising a 25m extension of the Itchenor Jetty, for the period of this licence and in accordance with your application dated 03 June 2026, subject to the following conditions:

- (i) The works shall at all times be maintained in a safe, secure and serviceable condition so as not to cause danger or obstruction to Harbour users.
- (ii) The works shall be completed in accordance with the MMO licence.
- (iii) The works shall not cause permanent damage to the sub-tidal seabed and adjacent inter-tidal habitats.
- (iv) The works are to be carried out in accordance with the plans, sections and particulars of the works as submitted to and approved by the Conservancy, a copy of which is attached to and forms part of this Licence. The works are only permitted to take place between 1 April and 01 October.
- (v) The works are to be strictly as detailed in the Works Licence application submitted to the Conservancy.
- (vi) The works are to be completed to the satisfaction of the Chief Executive Officer and the site is to be left in a clean and tidy condition.
- (vii) The Chief Executive Officer may revoke this Licence if it appears to that the holder of the Licence is in breach of any condition included in it.
- (viii) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents, permits, licences or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works.
- (ix) The Licensee shall give the Chief Executive Officer at least forty-eight hours' notice of the date and time of commencement of the works.
- (x) This Licence expires on 31 March 2027.

Dated 03 July 2026.

**Matt Briers CBE**  
**Chief Executive Officer**

## **CHICHESTER HARBOUR CONSERVANCY**

**3 JULY 2026**

### **REPORT BY HARBOUR MASTER**

#### **APPLICATION FOR A DREDGING LICENCE**

Address: Emsworth Yacht Harbour Limited, Thorney Road, Emsworth, PO10 8BP

Proposed Development: Maintenance dredge of Emsworth Yacht Harbour

#### **1.0 Background**

- 1.1 This is an application for winter maintenance dredging at Emsworth Yacht Harbour. The marina provides pontoon berthing for over 200 boats and is situated at the top of Chichester Harbour with a fixed cill. Over time the basin is subject to siltation, which reduces the depths in the marina. This results in boats having their hulls resting in silt and difficulties in navigating within the marina basin.
- 1.2 Dredging is required approximately every nine years in order to maintain the historical depth of 1.5 metres below cill datum (taken as the top of the cill). The last maintenance dredge was undertaken in the winter of 2016/17.
- 1.3 The dredge will be carried out using a long-reach backhoe excavator working within the marina basin.
- 1.4 A maximum of approximately 10,000 cubic metres of silt will be removed to reinstate the design depth, based on a hydrographic survey of the marina undertaken in July 2025. The preferred disposal site is the Treloar Hole, the beneficial disposal site within Chichester Harbour. The Nab Tower disposal site is identified as the alternative should beneficial disposal not be available.
- 1.5 The works are planned for winter 2026/27. The dredging process is anticipated to take between 12 and 14 weeks, subject to the tides and the weather during the dredge period, and will require 24-hour working due to tidal restrictions. This dredge programme is almost identical to that undertaken nine years ago.
- 1.6 Dredging and disposal will be completed under MMO Marine Licence application MLA/2026/00261. Sediment sampling and analysis was undertaken under SAM/2025/00073 (granted 2025), reported by Fathom Ecology. No planning permission is required.

#### **2.0 Recommendation**

- 2.1 This is a routine maintenance dredge required to maintain good access for the vessels using Emsworth Yacht Harbour and is within the usual

parameters described in the Chichester Harbour Dredging Protocol Baseline Document. It is recommended that the Conservancy approves the maintenance dredge of Emsworth Yacht Harbour to excavate and dispose of a maximum of 10,000 m<sup>3</sup> of silt/mud, with disposal at the Treloar Hole beneficial disposal site (and the Nab Tower disposal site as the agreed alternative), subject to the terms of the Dredge Licence.

**Captain J. Cox**  
**Harbour Master**

# **CHICHESTER HARBOUR CONSERVANCY ACT 1971**

## **SECTION 46**

### **DREDGING LICENCE**

To: Emsworth Yacht Harbour Limited  
Thorney Road  
Emsworth  
PO10 8BP

In accordance with Section 46 of the Chichester Harbour Conservancy Act, 1971, you are HEREBY LICENSED to carry out the dredging of a maximum of 10,000 cubic metres of silt/mud from Emsworth Yacht Harbour, and deposit it at the Treloar Hole beneficial disposal site within Chichester Harbour (or, where beneficial disposal is unavailable, at the Nab Tower disposal site), as set out in your application dated 15 May 2026, subject to the following conditions:

1. The dredging to be carried out in accordance with the details set out in the application, approved by the Conservancy, a copy of which is attached to and forms part of this Licence.
2. The method of dredge is to be as follows: long-reach backhoe excavator loading into barges.
3. Where material is deposited at the Treloar Hole, deposit is to be undertaken in accordance with the Chichester Harbour Dredging Protocol Baseline Document, with the vessel's position controlled by GPS. Where the Nab Tower disposal site is used, the hopper barges are to call Southampton VTS giving their position and destination at the following points: Chichester Bar outbound; Nab Tower Spoil Ground on arrival; Chichester Bar inbound.
4. All barges used for the carriage and disposal of spoil are to be fitted with a GPS plotter system that can record the vessel's position, time and date, and electronic copies of this information are to be lodged with the Harbour Master within seven days of a completed journey to the disposal site.
5. In the event that bad weather prevents laden barges making passage to the spoil grounds, the barges are to remain in Emsworth Yacht Harbour and are not to anchor anywhere in the harbour when laden, except in emergency.
6. When closed, any split-hopper doors are to form a tight seal, and before any dredging starts the unladen barges are to be made available for inspection by the Harbour Master. The barges are to be made available for inspection at any time thereafter during the dredging operations.
7. If surveys or evidence show short dumping, the Conservancy reserves the right to require the Licensee to remove the dumped spoil at his own expense. If it can be shown to the satisfaction of the Harbour Master that dumping has caused demonstrable harm to the Oyster Fishery, the Conservancy reserves the right to require the Licensee to pay compensation to the affected interests.
8. The material to be dredged should be mud or silt only. No chalk or other bedrock is to be removed.

9. The dredging is to be carried out in a safe and secure manner so as not to cause any danger or obstruction to the property of the Conservancy or that of any other persons and should take place at such times as to cause the least inconvenience to harbour users.
10. The total volume of material to be dredged must not exceed 10,000 m<sup>3</sup>.
11. In the event that any archaeology is found during the dredging and disposal, English Heritage must be informed immediately.
12. The Licensee is to indemnify the Conservancy fully and effectually from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this Licence.
13. The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents etc, which may be required under any other Act or from any owner or occupier of land or premises affected by the works, including but not exclusive to planning permission and MMO licences, copies of which, as appropriate, should be submitted to the harbour office prior to works commencing.
14. The Licensee shall give the Harbour Master at least forty-eight hours' notice of the date and time of commencement of the dredging and shall inform the Harbour Master immediately in the event that there are any problems at any stage whether as to the dredging carriage or dumping of spoil or any other matters which may affect the Licensee's ability to comply with the terms of the Licence.
15. The Conservancy may revoke this Licence if it appears to the Conservancy that the holder of the Licence is in breach of any condition included in it.
16. The terms of this Licence are binding on any contractors or agents of the licensee and the Licensee shall if appointing any such contractor or agent first inform the Conservancy and confirm that any such contractual or agency arrangement is subject to the terms hereof.
17. The Licensee shall arrange for the contractors to meet with the Harbour Master a minimum of two weeks before the dredge to:
  - confirm licensing of vessels and qualifications of masters;
  - approve vessel movements into and within the harbour, vessel conditions, moorings and safe methods of work, and to confirm details for Notice to Mariners.

This Licence expires 30 April 2027

Dated 3 July 2026

Captain Jo Cox  
Harbour Master

**CHICHESTER HARBOUR CONSERVANCY**

**2 July 2026**

**APPLICATION FOR WORKS LICENSE**

**SITE ADDRESS: Ferrybarn, Smugglers Lane, Bosham, PO18 8QW.**

**PROPOSED DEVELOPMENT: Removal of existing pontoon for refurbishment and replacement using the same mooring system.**

**RECOMMENDATION: Approval**

**1.0 Introduction**

- 1.1 Ferrybarn, Smugglers Lane, Bosham has an old pontoon at the rear of the property that requires maintenance/refurbishment. The pontoon is constructed from a galvanised steel frame with a hardwood deck and polystyrene floats. It consists of 2No units with a total footprint of 32m<sup>2</sup> and is for private use only.
- 1.2 The steel frame is of sound condition but the floats and wooden deck require replacing. Balau hardwood decking and concrete encased floats will be used, which are direct replacements.
- 1.3 The Works Licence applicant is Wardle Marine Services Ltd, who will be undertaking the works.
- 1.4 The Manor of Bosham own the foreshore where the pontoon is situated.

**2.0 Site Images**



*Figure 1 Location of works within Chichester Harbour*



Figure 2 Existing pontoon in situ

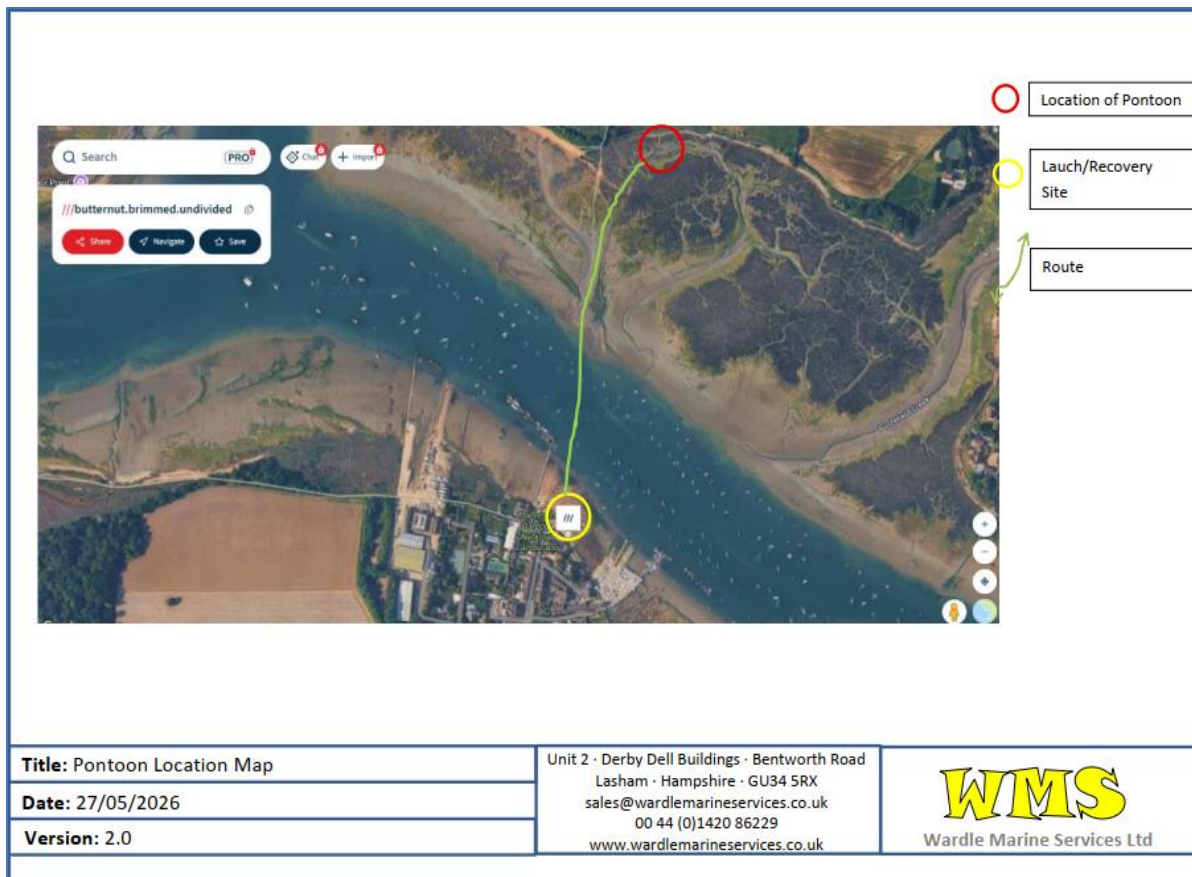


Figure 3 Launch/recovery site and route to Itchenor Hard

### 3.0 Method Statement

3.1 The pontoon will be removed from its current location and towed by small rigid workboat boat to Itchenor Hard where it will be lifted onto a lorry. The vehicle lifting the pontoon will be a rigid lorry with a hydraulic truck-mounted crane that will park on the concrete harbour side at W3W **///butternut.brimmed.undivided**.

3.2 The pontoon will then be transported offsite to Wardle Marine’s yard (at Lasham, Hampshire) for the refurbishment to be undertaken. Once the floats and deck boards have been replaced, the pontoon will be returned to Itchenor Hard, towed back to site and reinstated in its original location using the same mooring system. The CHC Harbour Master has already been informed of the works and will be working with the applicant throughout.

3.3 The duration of works is approximately 4 weeks but the majority of this will be off site at Wardle Marine’s yard.

#### **4.0 CHC Officer Comments**

4.2 A MMO marine licence (L/2026/00149/1) has already been granted for the works. No other statutory permissions are required.

4.3 The Officers have no concerns about the scope of the works given the level of assessment that has already taken place during the Marine licence application processes. In terms of timings, all works should be undertaken between 01 July and 30 September 2026 in order to avoid the over-wintering bird period.

#### **5.0 Recommendation**

5.1 To approve the Works License to standard conditions and such other conditions as are appropriate to the method and site.

Author:

**Kate Bull**  
Operations Manager

**Richard Austin**  
Director of Conservation

## CHICHESTER HARBOUR CONSERVANCY ACT 1971

### SECTION 45 - WORKS LICENCE

To: Mr O Wardle, Wardle Marine Services Ltd, Unit 2 Derby Dell Buildings, Lasham, Hampshire GU34 5RX

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to 1) remove the existing pontoon at Ferrybarn, Smugglers Lane, Bosham by small rigid boat, towing it to Itchenor Hard to be taken away for repair; and 2) replace the refurbished pontoon in the same location using the existing mooring system, for the period of this licence and in accordance with your application dated 28 April 2026, subject to the following conditions:

- (i) The works shall be carried out in a safe and secure manner, and shall not cause danger or obstruction to harbour users.
- (ii) The works shall not cause permanent damage to the sub-tidal seabed and adjacent inter-tidal habitats.
- (iii) The works are to be carried out in accordance with the plans, surveys and methodology as submitted to and approved by Chichester Harbour Conservancy, a copy of which is attached to and forms part of this Licence.
- (iv) The works are to be completed to the satisfaction of Chichester Harbour Conservancy.
- (v) The Licensee is to fully and effectually indemnify Chichester Harbour Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this Licence.
- (vi) Chichester Harbour Conservancy may revoke this Licence if it appears that the holder of the Licence is in breach of any condition included in it.
- (vii) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents, permits, licenses or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works. Copies of all consents must be provided to CHC before commencement of works.
- (viii) The Licensee shall give Chichester Harbour Conservancy a minimum of 48 hours notice of the date and time of commencement of the works.
- (ix) The works are only permitted to take place between 01 July 2026 and 30 September 2026.
- (x) This Licence expires on 30 September 2026.

Dated 02 July 2026.



**Captain Jo Cox**  
**Harbour Master**

**CHICHESTER HARBOUR CONSERVANCY**

**3 JULY 2026**

**APPLICATION FOR WORKS LICENCE**

SITE ADDRESS: **Apuldram Meadow, Fishbourne. SU 84057 04015.**

PROPOSED DEVELOPMENT: **Removal of concrete from the western and southern-facing sections of the Apuldram Meadow seawall and the creation of a new, raised footpath setback within Apuldram Meadow.**

RECOMMENDATION: **Approval**

**1.0 Introduction**

- 1.1 Chichester Harbour Conservancy is applying for a Works Licence to remove the concrete from the failing Apuldram Meadow seawall, as part of the Fishbourne Footpath to Nature Recovery project.
- 1.2 The aim of the project is to restore natural coastal processes and priority saltmarsh habitat while also maintaining the site's recreational value through the creation of a new raised footpath further inland across Apuldram Meadow.
- 1.3 Apuldram Meadow is positioned on the eastern side of the Fishbourne Channel within Chichester Harbour and is bordered to the west by a seawall. The nearest postcode is PO20 7PE and the National Grid Reference of the site is SU 84057 04015. *Figure 1* shows the location of Apuldram Meadow within Chichester Harbour.
- 1.4 The Apuldram Meadow seawall has failed in several locations along its western and southern facing boundaries (see *Figures 2 and 3*), with the most significant damage inflicted by Storm Eunice in 2022. Footpath 3059, which runs along its crest, was permanently closed for health and safety reasons following Storm Eunice.
- 1.5 The Environment Agency assessed the seawall as providing no flood defence benefit and as such withdrew their powers of maintenance in 2025.
- 1.6 Removing concrete from the failing (western and southern) sections of the Apuldram Meadow seawall (see *Figure 4*) will allow the remaining earth bund to eventually breach. In doing so, tidal water will be able to enter the lower-lying areas of Apuldram Meadow, thus facilitating the natural establishment of saltmarsh. As such, the project will help alleviate the effects of coastal squeeze on the intertidal habitats of the Fishbourne Channel and will work towards

improving the condition of Chichester Harbour Site of Special Scientific Interest (SSSI).

- 1.7 The northern section of seawall remains in adequate condition and will not be removed. Pending its safety following the project's works, it is hoped that it will be reopened as an out-and-back route to the public so they can enjoy panoramic views of the harbour.
- 1.8 Concrete from the seawall will be reused sustainably in the new footpath to reduce the carbon costs of the project.
- 1.9 The wider project includes landscaping features that also benefit nature, such as broadleaved woodland planting and the installation of hibernaculums, solitary bee banks and bat boxes. The delivery of these elements offers opportunities for engagement with local schools and the wider community.
- 1.10 *Annex A* shows the Landscape Masterplan for the project. It depicts estimated saltmarsh cover by 2075, the route of the new footpath as well as the landscaping features that the project will deliver.
- 1.11 Apuldram Meadow is owned by Chichester Harbour Trust who have provided written agreement to the project taking place on their land.
- 1.12 Planning permission is currently being sought from Chichester District Council, planning application reference 25/01160/FUL.
- 1.13 An MMO Marine Licence has been obtained for the removal of the seawall, MMO licence number L/2025/00399/1.



*Figure 1. Aerial image showing the red line boundary of Apuldram Meadow. Yellow line shows the Apuldram Meadow seawall. Created using Google Earth.*

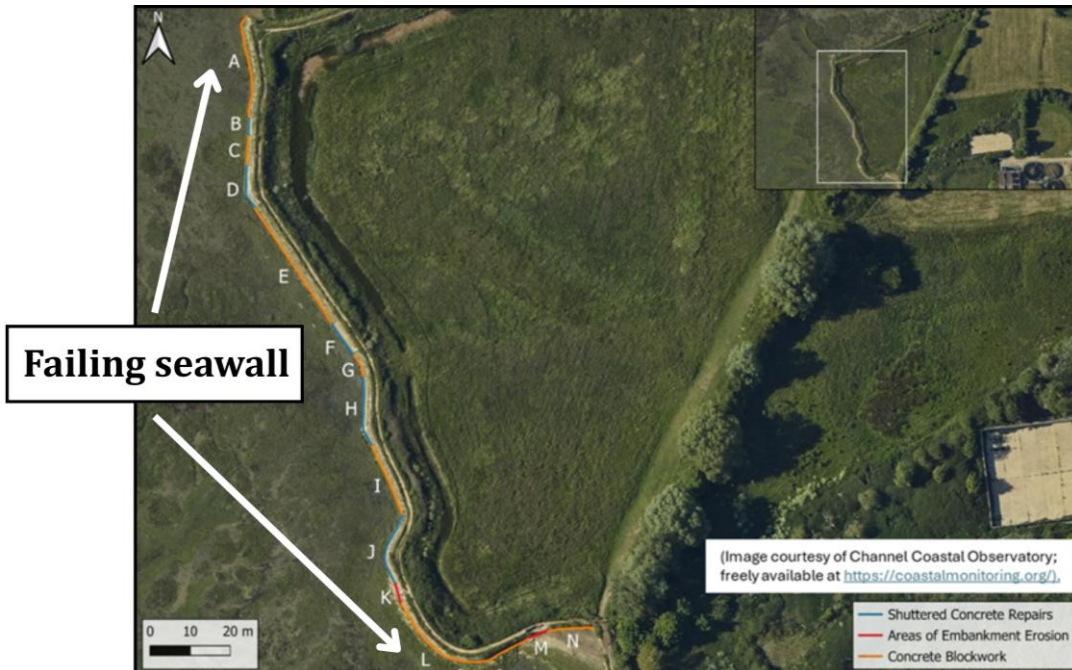


Figure 2. Areas of concrete blockwork (orange lines), historical shuttered concrete repairs (blue lines), and present day damage and embankment erosion (red lines) along the western and southern sections of the Apuldram Meadow seawall. From JBA Consulting Design Report. Note: there are further areas of damage to those depicted in this image.



Figure 3. Areas of damage to the concrete facing (and subsequent erosion of earth bund behind) along the western and southern boundaries of the Apuldram Meadow seawall.

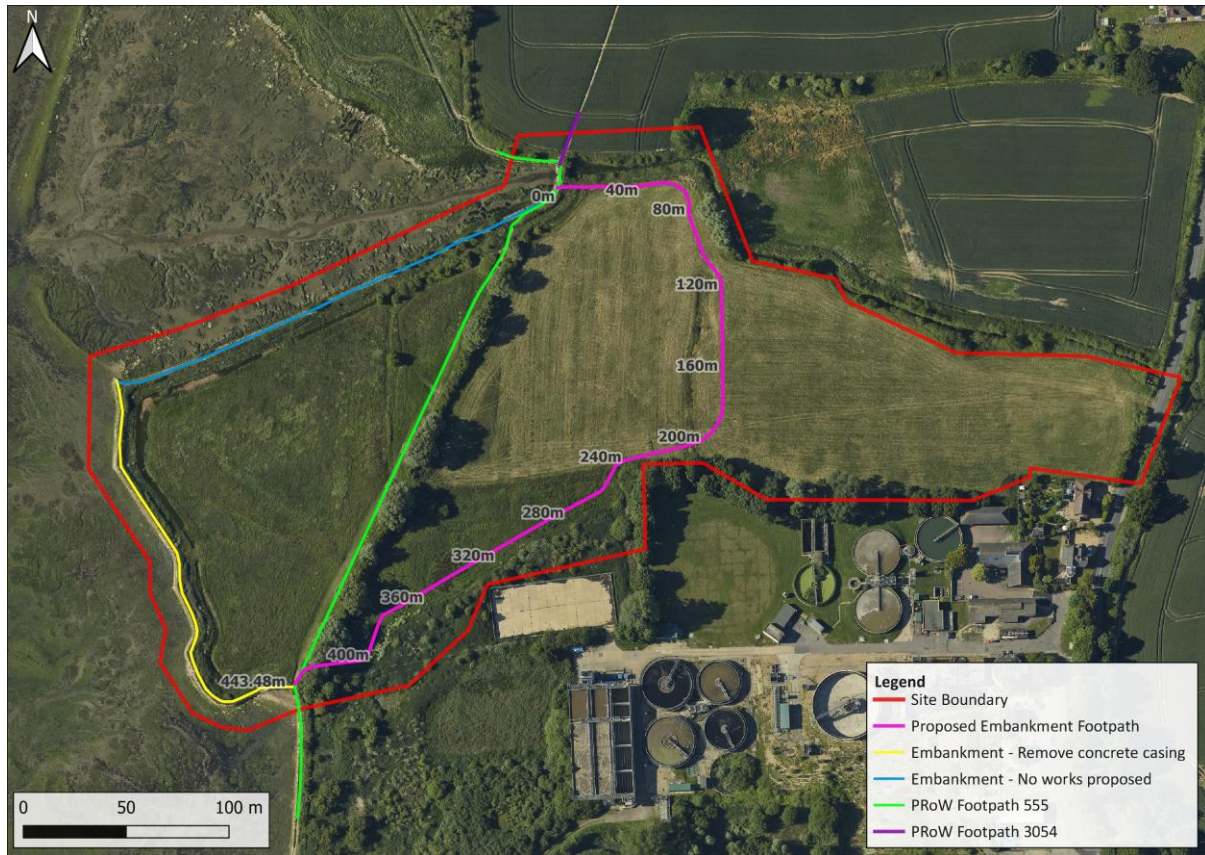


Figure 4. Red line boundary of site showing existing footpaths (PRoW 555, green line and PRoW 3054, purple line). PRoW 3059 runs along the crest of the seawall (yellow and blue lines) but is closed for safety reasons following significant seawall damage and deterioration. The western and southern facings section of the seawall (yellow line only) will be removed as part of the project.

## 2.0 Method Statement

2.1 The works will be split into two phases to deliver the two main elements of the project:

- Phase 1: seawall removal (including northern culvert removal and reinforcement of the southern tie-in location).
- Phase 2: footpath creation.

2.2 This Works Licence application only covers Phase 1 of the overall project.

2.3 In any given year (that licensing and planning allows), the works of both phases must ideally take place between 1st April and 30th September, inclusive, to avoid the overwintering birds' period. A mitigation package may be possible during the winter months if it is unavoidable.

2.4 It is hoped that the works will commence as soon as possible and be completed by the 1st of October 2026. However, due to the challenging time scales in which

to achieve this, there is a distinct possibility that the works will take place next year instead (1<sup>st</sup> April – 30<sup>th</sup> September 2027), pending funding.

- 2.5 The precise methodology of works may be amended, where appropriate, by the appointed contractor. However, JBA Consulting who have designed the project, have suggested the following:
- 2.5.1 Construction of a plant haulage route through Apuldram meadow to access the sea wall and processing area.
  - 2.5.2 Construction of a temporary haul road on the eastern side of the sea wall embankment to provide stable access for the long-reach excavator and dumper truck to remove and receive the concrete facing.
  - 2.5.3 Removal of approximately 480 tonnes of concrete from the west and south-facing sections of seawall (approx. 210m in length). All works must take place from the landward (Apuldram Meadow) side of the seawall, e.g., using long reach excavators to minimise damage to the adjacent foreshore and mudland.
  - 2.5.4 Concrete to be transported to material stockpile location on site.
  - 2.5.5 Exposed seaward face of existing earth embankment to be re-profiled using long reach excavator to make embankment stable if required.
  - 2.5.6 Concrete blockwork to be re-used at realigned footpath exposed tie-in location with existing defence. Focusing on area at risk to longer term erosion.
  - 2.5.7 An archaeologist to assess exposed bund once concrete has been removed. Archaeologist may need to assess bund from the foreshore and this will take place on foot.
- 2.6 The proposed scheme is estimated to require the following construction plant on site:
- 1 x tracked, long-reach arm excavator
  - 1 x pneumatic breaker for long-reach arm excavator
  - 2 x 10 tonne dump truck with hydraulic tipping
  - 1 x JCB 3X excavator
  - 1 x tracked bulldozer
  - 1 x vibratory roller to suit materials to be compacted

### **3. CHC Officer Comments**

- 3.1 Chichester Harbour Conservancy is a conservation body whose nature recovery programme CHaPRoN seeks to restore Chichester Harbour SSSI to favourable condition, increase biodiversity, protect and restore fragile coastal ecosystems

and connect people and communities with nature. This project supports the nature recovery aims of CHaPRoN and, through its accessibility, also offers educational opportunities for schoolchildren and the public (pending agreement with site owners).

- 3.2 The project will not alter the flood risk to the local vicinity since the seawall is of no flood defence benefit.
- 3.3 The project will alleviate the effects of coastal squeeze in the Fishbourne Channel and will restore up to five hectares of saltmarsh, a priority habitat, and will work towards improving the condition of the SSSI. The project utilises otherwise unused space, such as underneath jetties and pontoons. The baskets will not pose any risk to navigation or restrict usage by harbour users of the infrastructure to which they are attached.
- 3.4 It is recommended that a Works License is issued up until March 2031, which is when the MMO Marine Licence for the project expires. This expiry date will also offer some contingency in timing to deliver the project.

## **5.0 Recommendation**

- 5.1 Propose approve Works License to standard conditions, such other conditions as are appropriate to the method and site.

Author:

**Lily Whittaker**  
Nature Recovery Projects Officer

**Richard Austin**  
Director of Conservation

# FISHBOURNE FOOTPATH TO NATURE RECOVERY PROJECT

APULDRAM MEADOW LANDSCAPE MASTERPLAN



## LEGEND

### Existing Landscape Elements

- Grazing marsh / Meadow
- Existing trees
- Existing saltmarsh
- Existing bridge with sluice
- Existing fence to the sewage works
- PRow (Footpath 555)

### Proposed Landscape elements

- Proposed linear woodland planting
- Proposed tree planting within sewage works
- Predicted mudflat, year 2075
- Predicted lower-mid saltmarsh, year 2075
- Predicted lower-mid saltmarsh, year 2075
- Proposed coastal grass seed mix

- Directional signage/ Interpretation pole
- Proposed fixed photography point
- Proposed interpretation signage with OQ code and additional site specific information
- New bank
- Fibreoptic
- Existing tree to be removed
- No access point
- Red line boundary
- Proposed new tree line



Designed by: KV Date: 14/03/25  
 Drawn by: SB Date: 28/04/25  
 Checked by: NV Date: 28/04/25  
 Approved by: JH Date: 28/04/25

018 REF: 018-JBA-00-00-00-1-000-Landscape\_Masterplan



Note: the landscape proposal is to be read in conjunction with the supplementary Planting Schedule D/P-JBA-00-00-SC-C-0002-A4-C01-Planting\_Schedule.

## CHICHESTER HARBOUR CONSERVANCY ACT 1971

### SECTION 45 - WORKS LICENSE

To: Kate Bull, Operations Manager, Chichester Harbour Conservancy, Harbour Office, The Street, West Itchenor, Chichester, West Sussex. PO20 7AW.

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out works comprising removal of approximately 480 tonnes of concrete from the west and south-facing sections of seawall and reprofiling the exposed seaward face of the existing earth embankment for the period of this licence and in accordance with your application dated 03 June 2026, subject to the following conditions:

- (i) The works shall at all times be carried out in a safe and secure manner and so as not to cause danger or obstruction to Harbour users.
- (ii) The works shall not cause permanent damage to the sub-tidal seabed and adjacent inter-tidal habitats
- (iii) The works are to be carried out in accordance with the plans and particulars of the works as submitted to and approved by Chichester Harbour Conservancy, a copy of which is attached to and forms part of this License.
- (iv) The Licensee is to fully and effectually indemnify Chichester Harbour Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this License.
- (v) The works are to be completed to the satisfaction of Chichester Harbour Conservancy. The Licensee shall ensure that the attached baskets do not impede usage of the infrastructure by Harbour users.
- (vi) Chichester Harbour Conservancy may revoke this License if it appears that the holder of the License is in breach of any condition included in it.
- (vii) The issue of this License does not absolve the Licensee from obtaining such authorisations, consents, permits, licenses or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works.
- (viii) The Licensee shall give Chichester Harbour Conservancy at least forty-eight hours' notice of the date and time of commencement of the works.
- (ix) The works are only permitted to take place between 01 July 2026 and 30 September 2026 unless a mitigation package is agreed with Natural England.
- (x) This License expires on 31 December 2031.

Dated 02 July 2026.



**Captain Jo Cox**  
**Harbour Master**

## **CHICHESTER HARBOUR CONSERVANCY**

**3 July 2026**

### **APPLICATION FOR A WORKS LICENCE**

SITE ADDRESS: **Tuff's Hard, Chichester, PO18 8ET**

PROPOSED DEVELOPMENT: **Maintenance of Tuff's Hard – placing up to 60 tonnes of marine washed and graded gravel to shore up both sides of the Hard.**

RECOMMENDATION: **Approval**

#### **1.0 Introduction**

- 1.1 The Hoe Estate Company Ltd are seeking to undertake maintenance works on Tuff's Hard, a 200m stretch of concrete slab with adjacent gravel that was laid in the early 1960s. Additional gravel was previously laid along both sides of the Hard in 5 yearly cycles to protect the sides and reduce hazards to users and vessels crossing the hard. Due to a lapse in conducting the regular maintenance in recent years, the concrete now stands proud of the adjacent gravel which could become structurally compromised. For health & safety and longevity reasons, there is now a need to lay additional gravel on both sides.
- 1.2 The proposed work is to lay up to 60 tonnes of locally sourced clean marine gravel graded 20 to 40mm around the full length of the Hard.
- 1.3 The works will be undertaken over a spring tide window and are anticipated to take up to 3 days to complete with daylight working only.
- 1.4 The Manor of Bosham own the foreshore where the Hard is situated.

#### **2.0 Site Images**

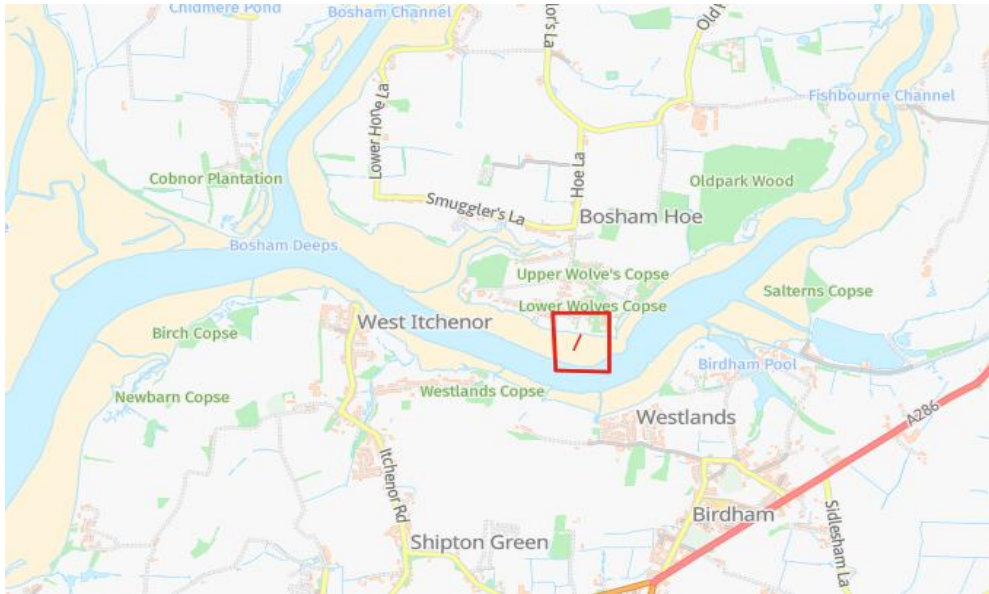


Figure 1 Location of works within Chichester Harbour



Figure 2 Location of works within Chichester Harbour



Figure 3 Area of the Hard where gravel will be laid.



Figure 4 Landward end of the Hard showing part of the gravel to be replenished.

### **3.0 Method Statement**

- 3.1 The gravel will be brought in by truck along an existing access track and piled at the top of the Hard, in an area which is already covered with similar gravel, so as not to damage vegetation on the shore.
- 3.2 A mini dumper and two mini excavators will also use the existing access track to the top of the Hard. One excavator will load the gravel onto the mini dumper to transport it to all sections of the Hard, and a second excavator will move it in to place, ensuring it is adequate in each area where it is required and is lightly compacted. All machinery will either be on dry land at the top of the Hard or on the Hard itself. There will be no vehicular access onto the wider foreshore or the surrounding mudland.
- 3.3 There will be no removal of or disturbance of the mudland. The gravel will just be placed on the existing gravel and sediment which is adjacent to the Hard itself. There will be no material required to be removed from the site.

### **4.0 CHC Officer Comments**

- 4.1 The Officers have no concerns about the scope of the works, however they should be completed before 01 October 2026 in advance of overwintering birds returning to the harbour.
- 4.2 The granting of the Works Licence would be subject to Hoe Estate Co. Ltd obtaining any other permissions needed.
- 4.3 An MMO licence is currently being obtained. It is believed that SSSI consent from Natural England is not required.

### **5.0 Recommendation**

- 5.1 To approve the Works Licence to standard conditions and such other conditions as are appropriate to the method and site.

Author:

**Kate Bull**  
Operations Manager

**Richard Austin**  
Director of Conservation

## CHICHESTER HARBOUR CONSERVANCY ACT 1971

### SECTION 45 - WORKS LICENCE

To:	David Kidd, Director, Hoe Estate Co. Ltd, 5 Tuff's Hard, Bosham Hoe, Chichester, PO18 8ET
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In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to place up to 60 tonnes of marine washed and 20-40 mm graded gravel to shore up both sides of Tuff's Hard, for the period of this licence and in accordance with your application dated 28 May 2026, subject to the following conditions:

- (i) The works shall at all times be maintained in a safe, secure and serviceable condition so as not to cause danger or obstruction to harbour users.
- (ii) The works shall not cause permanent damage to the sub-tidal seabed and adjacent inter-tidal habitats.
- (iii) The works are to be carried out in accordance with the plans, surveys and methodology as submitted to and approved by Chichester Harbour Conservancy, a copy of which is attached to and forms part of this Licence.
- (iv) The works are to be completed to the satisfaction of Chichester Harbour Conservancy.
- (v) The Licensee is to fully and effectually indemnify Chichester Harbour Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this Licence.
- (vi) Chichester Harbour Conservancy may revoke this Licence if it appears that the holder of the Licence is in breach of any condition included in it.
- (vii) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents, permits, licenses or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works. Copies of all consents must be provided to CHC before commencement of works.
- (viii) The Licensee shall give Chichester Harbour Conservancy a minimum of 48 hours notice of the date and time of commencement of the works.
- (ix) The works are only permitted to take place between 01 July 2026 and 30 September 2026.
- (x) This Licence expires on 30 September 2026.

Dated the 3 July 2026



**Captain Jo Cox**  
Harbour Master

**CHICHESTER HARBOUR CONSERVANCY**

**3 JULY 2026**

**APPLICATION FOR WORKS LICENCE**

**SITE ADDRESS: Four Locations within Chichester Harbour**

**PROPOSED DEVELOPMENT: Additional installation of 'baskets' of native oysters on existing pontoons and infrastructure.**

**RECOMMENDATION: Approval**

**1.0 Preamble**

- 1.1 Native oysters (*Ostrea edulis*) were once abundant in local waters and elsewhere around the UK, but over the last 100 years, they have been nearly wiped out due to several pressures including overfishing, pollution and disease. Oysters, including native oysters, are filter-feeding organisms that act as "ecosystem engineers" by creating complex, structural habitat that other marine organisms (including those of commercial interest, such as crabs and fish) use as shelter, foraging grounds and breeding grounds. As well as supporting biodiversity and fisheries, they also provide a wide range of other ecosystem services. Of particular relevance to Chichester Harbour are oysters' ability to filter water of particulate matter, pollutants and excess nutrients thereby improving its quality and helping to prevent harmful algal blooms. They also help to stabilise sediments which can help prevent coastal erosion.
- 1.2 This proposed project seeks to install "baskets" of native oysters on existing infrastructure around Chichester Harbour, in otherwise unused space, e.g., underneath pontoons and jetties. It is hoped that the oyster baskets will act as broodstock, producing millions of "spat" during the summer months that will then settle in the harbour and grow, helping to support regional rehabilitation of native oysters in the wild. As such, the instalment of these oyster baskets is also in alignment with, and will help support, the Solent Seascape Project (SSP), of which Chichester Harbour Conservancy's CHaPRoN (Chichester Harbour Protection and Recovery of Nature), is a core partner.

**2.0 Introduction**

- 2.1 Further to the Works Licence approved in July 2025, Harbour Oysters has submitted a new Licence application for the installation of baskets at a further four sites in Chichester Harbour, over a five-year period.
- 2.2 To support the ongoing restoration of the native oyster (*Ostrea edulis*) into the waters of Chichester Harbour and the wider Solent area, "Baskets" containing native oysters shall be installed at the additional sites, where they will live and breed to produce larvae which will disperse throughout the water column.

2.3 The works will take place in three phases:

1.3.1 **Phase 1: Pilot** will utilise a reduced number of oysters in smaller bags. This will test the viability of each location to host oysters in the longer term.

1.3.2 **Phase 2: Execution** will look to install multiple baskets at sites that were deemed suitable following the results of the pilot. The size of the installation will be determined by the funds available and appetite of the landowner and other key stakeholders. This will not exceed a volume that is more than the space available directly below the walkways of the pontoons/jetties so as not to hinder any proximal marine traffic operations. The number of baskets at each site is likely to change over time as some oysters die off and are then replaced or the numbers increased as more funds become available.

1.3.3 **Phase 3: Care and maintenance** where a schedule of routine care and maintenance will be required to monitor the baskets and the oysters contained within them. This will involve inspecting and cleaning the installation, as well as ensuring that the baskets are still secured. This will be carried out by a member of the Harbour Oyster team and should take up to 1 day per cycle, approximately 2-3 times per year.

2.4 Due to the natural breeding cycles of the native oysters when the water is warmer, livestock will not be moved between the months of May and November.

2.5 More background information on the project that was provided in the previous licence report can be found in *Annex A*.

2.6 Building on the initial success of a number of the installations around the Harbour, these new sites (see *Figure 1* and *Table 1* below) will be on commercial pontoons, jetties and quays at Chichester Marina; Sparkes Marina; Itchenor Sailing Club; and the Itchenor Midstream pontoon.

2.7 Permissions have been granted from the above owners.



Figure 1 Location of new oyster basket sites

Site (lettering continued from previous)	Site Address	Lat & Lon, & Grid References	Site Contact
<b>I – Chichester Marina</b>	Premier Marinas Chichester Birdham PO20 7EJ	50.803982, 0.82208633, SU 83099 01153	- Andrew Collumbell CMM, Marina Manager
<b>J – HISC:Sparks</b>	Sandy Point Hayling Island Hampshire PO11 9SL / Sparkes Marina 38 Wittering Rd Hayling Island PO11 9SR	Exact location TBC; but either in Sparks Marina or using one of the HISC club moorings	Sarah Mitchell, Commodore, HISC
<b>K – Itchenor Sailing Club</b>	Itchenor West Sussex PO20 7AG	50.806877, 0.86443305, SU 80110 01428	- Harriet Patterson, Sustainability Officer, ISC
<b>L – Itchneor Midstream Pontoon</b>	Harbour Office The Street, West Itchenor PO20 7AW	50.805067, 0.85922241, SU 80480 01232	- Chichester Harbour Conservancy

Table 1 List of new oyster basket sites

### 3.0 Method Statement

- 3.1 The baskets to be used are made of high-grade plastics, designed and made for commercial fishery use. The baskets will be pre-assembled offsite and brought to site ready to be loaded and installed.
- 3.2 Each oyster will go through a rigorous biosecurity process. This process follows best practice, as defined by the Native Oyster Restoration Association (NORA) and will be carried out at suitable locations relevant to the site. A fisheries licence will also be obtained from Cefas/Sussex Ifca for each of the sites in advance of any oysters being moved into location.
- 3.3 On site, each basket will be filled with the required number of oysters and manually lifted into place and secured. The oysters will be sourced from a sustainable, conservation-focused fishery, where they are farmed using restorative aquaculture methods.
- 3.4 Baskets will be stacked, generally in groups of three, but fewer in shallower waters or at sites subjected to stronger currents to reduce the tidal burden on the supporting structure.
- 3.5 The baskets will be secured to the existing infrastructure (jetties, pontoons, quays) using ropes; the exact set up at each site will be adjusted to work with the existing hardware to ensure a robust connection beneath the waterline. At sites which experience strong tidal flow exposure (such as the Itchenor Midstream pontoon), additional straps shall also be used to secure the baskets. Some baskets are fitted with a small length of chain, secured with cable ties, to add weight. Additional chain can be added to the bottom of the baskets to provide extra weight if required. All baskets will be installed manually.
- 3.6 Since all installations will utilise existing infrastructure (and will be suspended above the seabed in the water column), no mud will need to be moved or

disturbed during installation, throughout the life of the project, during maintenance or during decommissioning.

- 3.7 On some floating pontoons, it may be necessary to temporarily remove some planking to access the sub-structure on to which the baskets are secured; this shall be carried out with guidance from the owners/managers of the infrastructure and timed to minimise disruption to core operations. A risk assessment shall be carried out ahead of all operations and communicated with those on site.

#### **4.0 CHC Officer Comments**

- 4.1 Chichester Harbour Conservancy is a conservation body whose nature recovery programme CHaPRoN seeks to restore Chichester Harbour SSSI to favourable condition, increase biodiversity, protect and restore fragile coastal ecosystems and connect people and communities with nature. This project continues to support the nature recovery aims of CHaPRoN and, through its accessibility, also offers educational opportunities for schoolchildren and the public (pending agreement with site owners). As evidenced by the media interest around the recent "oyster scrubbing" days and the laying of the oyster reef within the harbour, the project also provides a way of connecting people and communities with nature.
- 4.2 Harbour Oysters have issued an interim progress report on the existing oyster installations. Whilst not all of the existing sites have been monitored yet, initial indications are that the baskets at Itchenor jetty, Emsworth Midstream and Emsworth Sailing Club are performing well with higher-than-expected survival rates and clear evidence of new growth. Continued monitoring of all sites will help to confirm the long-term trends, inform additional expansion and secure sustainable funding sources.
- 4.3 The project utilises otherwise unused space, such as underneath jetties and pontoons. The baskets will not pose any risk to navigation or restrict usage by harbour users of the infrastructure to which they are attached.
- 4.4 A fisheries license is required from CEFAS / IFCA for each site in advance of any oysters being moved into location. Amended or new SSSI consent is required from Natural England for the project. The project will only proceed once all relevant licences and consents are in place.
- 4.5 It is recommended that a Works License is issued up until December 2031, to enable funding to be secured, allow for the phased installation of the baskets and on-going monitoring and maintenance.
- 4.6 It is recommended that all baskets are removed at the end of the licence period or earlier if the licensee's business ceases.

#### **5.0 Recommendation**

5.1 Propose approve Works License to standard conditions, such other conditions as are appropriate to the method and site.

Author:

**Kate Bull**  
Operations Manager

**Richard Austin**  
National Landscape Director

CHICHESTER HARBOUR CONSERVANCY ACT 1971  
SECTION 45 - WORKS LICENSE

To: Charlotte Johns, Harbour Oysters, Saffron House, 6 South Street, Emsworth, PO10 7EH

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out works comprising the installation of "baskets" of native oysters on existing pontoons and infrastructure, at four locations within Chichester Harbour namely Chichester Marina; Sparkes Marina/HISC moorings; Itchenor Sailing Club; and Itchenor Midstream pontoon, for the period of this licence and in accordance with your application dated 01 June 2026, subject to the following conditions:

- (i) The works shall at all times be carried out in a safe and secure manner and so as not to cause danger or obstruction to harbour users.
- (ii) The works shall not cause permanent damage to the sub-tidal seabed and adjacent inter-tidal habitats.
- (iii) The works are to be carried out in accordance with the plans and particulars of the works as submitted to and approved by Chichester Harbour Conservancy, a copy of which is attached to and forms part of this Licence.
- (iv) The Licensee is to fully and effectually indemnify Chichester Harbour Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this Licence.
- (v) The works are to be completed to the satisfaction of Chichester Harbour Conservancy. The Licensee shall ensure that the attached baskets do not impede usage of the infrastructure by Harbour users.
- (vi) The Licensee shall be responsible for ensuring that an on-going maintenance plan for the 'baskets' is delivered and maintained at each location.
- (vii) Chichester Harbour Conservancy may revoke this License if it appears that the holder of the License is in breach of any condition included in it.
- (viii) The issue of this License does not absolve the Licensee from obtaining such authorisations, consents, permits, licenses or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works. Copies of all consents must be provided to CHC before commencement of works.
- (ix) The Licensee shall give Chichester Harbour Conservancy at least forty-eight hours' notice of the date and time of commencement of the works.
- (x) The 'baskets' shall be removed from all sites when the License expires or earlier if the Licensee ceases business before the expiry date.
- (xi) This License expires on 31 December 2031.

Dated 02 July 2026.

A handwritten signature in black ink, appearing to be 'Jo Cox', written in a cursive style.

**Captain Jo Cox  
Harbour Master**