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19 June 2023

## CHICHESTER HARBOUR CONSERVANCY

The Annual Meeting of Chichester Harbour Conservancy will be held at 2.00 p.m. on Friday, 7 July 2023 at the Council Chamber, County Hall, Chichester.

### AGENDA

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#### PART 1

1. Election of Chairman for 2023/24  
The following nomination has been received:  
  
Ann Briggs – nominated by Pieter Montyn  
seconded by Jeremy Hunt
2. Election of Vice-Chairman for 2023/24  
The following nomination has been received:  
  
Pieter Montyn – nominated by Sarah Payne  
seconded by Donna Johnson
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 2023.

Hampshire County Council  
Ann Briggs  
Lance Quantrill  
Roger Price  
Jackie Branson

West Sussex County Council  
Donna Johnson  
Sarah Payne  
Jeremy Hunt  
Pieter Montyn

Chichester District Council  
Iain Ballantyne  
Stephen Johnson

Havant Borough Council  
Lulu Bowerman  
Andrew Briggs

Advisory Committee  
Robert Macdonald  
Alison Wakelin  
Simon Radford

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 meeting of the Conservancy held on 24 April 2023 (page 1) and 26 June 2023 (to follow).
7. **Chairman's Update**  
To note the verbal report from the Chairman.
8. Advisory Committee  
To receive the Part 1 minutes of the Advisory Committee meeting held on 26 June 2023 (to follow).
9. Appointment of Committees and Working Groups  
To consider a report by the CEO regarding membership of the Conservancy's Committees and Groups for the forthcoming year (page 13).
10. Appointment of Representatives to Outside Bodies 2023/24  
To appoint a member of the Conservancy to serve on each of the following bodies (the members proposed, based on appointments for 2022/23 are shown in brackets):
  - (a) The Standing Conference on Problems Associated with the Coastline (SCOPAC) (Jackie Branson)
  - (b) Solent Forum (Jackie Branson)
  - (c) Thorney Island Conservation Group (Heather Baker)
  - (d) FiPL Local Action Group (Ann Briggs)  
(Pieter Montyn)
11. Timetable of Meetings for 2024  
To note and approve the dates proposed for Conservancy meetings during 2024 (page 15).
12. Members Record of Attendance for 2022/23  
To note the report from the CEO (page 16).
13. Budget Monitor  
To consider the report from the CEO and the Finance Manager (page 17) .
14. **Chief Executive Officer's Report**  
To consider the report from the CEO (page 22).
15. **Harbour Master's Report**  
To note the report from the Harbour Master (page 25).
16. AONB **Manager's Report**  
To note the report from the AONB Manager (page 28).
17. Planning Committee  
To note the report from the AONB Manager (page 31)

Members wishing to raise matters of strategic importance or policy arising from these meetings of the Planning Committee may do so under this item.

18. Works and Dredging Licences  
To note the works licence for Seaview Terrace (page 33).
19. Exclusion of Press and Public  
To consider the exclusion of the press and public 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.

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## PART 2 (Confidential Items)

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

20. Part 2 Minutes of the meetings of the Conservancy held on 24 April 2023 (page 38) and 26 June 2023 (if any, to follow)
21. Advisory Committee  
To note the Part 2 minutes of the Advisory Committee held on 26 June 2023 (if any)
22. Minutes of FRAG 14 June 2023  
The Finance Risk & Audit Group last met on 14 June 2023. Members wishing to raise matters of strategic importance or policy arising from the minutes of the meeting may do so under this item (page 40).
23. Risk Assessment  
To consider the Risk Assessment adjusted by the CEO and proposed revision of procedure (page 46).
24. Unlicensed Houseboats  
To note the update from the CEO (page 55).
25. Eames Farm as a Meeting Venue  
To note a verbal update from the AONB Manager.

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Conservancy members: Iain Ballantyne, Lulu Bowerman, Jackie Branson, Ann Briggs (Chairman), Andy Briggs, Jeremy Hunt, Donna Johnson, Stephen Johnson, Robert Macdonald, Pieter Montyn, Sarah Payne, Roger Price, Lance Quantrill, Simon Radford, Alison Wakelin.

## Chichester Harbour Conservancy

### Conservancy Committee

Minutes of the meeting of the Conservancy Committee held on Monday 24 April 2023 at 2.00 p.m. at Winchester, Hampshire.

Present – Ann Briggs (Chairman)

|                |                 |                  |             |
|----------------|-----------------|------------------|-------------|
| Graeme Barrett | Pieter Montyn   | Robert Macdonald | Jeremy Hunt |
| Lulu Bowerman  | Lance Quantrill | Roger Price      | Adrian Moss |
| Mark Inkster   | Simon Radford   | Alison Wakelin   |             |

Officers Present –

|                                            |                                     |                                   |
|--------------------------------------------|-------------------------------------|-----------------------------------|
| Richard Craven (Director & Harbour Master) | Richard Austin (AONB Manager)       | Sarah Chatfield (CHaPRoN Manager) |
| Matt Briers (CEO Desig)                    | Pasha Delahunty (Executive Officer) | Charles Gauntlett (Deputy Clerk)  |

In attendance – James McNaughton, Claire Mellett

#### Part 1 Minutes

#### Welcome and Apologies

- 130. The Chairman welcomed Matt Briers, the new CEO of Chichester Harbour Conservancy. She also expressed a sense of sadness as the meeting would also be the last for the Director & Harbour Master Richard Craven as he is due to retire.
- 131. Apologies for absence were received from Jackie Branson and Donna Johnson.

#### Presentation by Dr Claire Mellett – Fishbourne Feasibility Study

- 132. The Chairman welcomed Dr Claire Mellett from Royal Haskoning DHV which has been conducting a study into the feasibility for the future use of the land adjacent to Footpath 2059 and Footpath 555 in Fishbourne. The area is also known as Apuldram meadow and while the site itself is owned by Chichester Harbour Trust (CHT) it is managed by Chichester Harbour Conservancy (CHC). The study looked at the general issues surrounding the harbour and managing the coast including the storm damage and degradation of the seawall. Benefits of a saltmarsh, in that it can help to dissipate tidal energy were illustrated to the group. Sustainable and natural coastal management solutions were shown as a favourable way to create habitats and aid flood management.
- 133. Details of the condition of the coastal area of the site were highlighted and include an embankment with a concrete wall. While the northern part of the wall is in good condition, the western wall is in poor condition and the damaged footpath has been closed and diverted. Two points in the

southern corner of the site have been identified as vulnerable where a breach would allow for brackish water to enter the area.

134. The site is currently a coastal grazing marsh and features a chalk water stream to the north. A high-pressure gas pipeline runs across the site. Surrounding the site is agricultural land, residential areas and a wastewater treatment site to the south. The age of the embankment itself could be of historic interest.
135. Three main options were set out in the report. The first was to do nothing which would not allow for any control over what might happen on the site. The second involved repairing the damaged areas, which while a short-term fix, there would continue to be long term issues. The third, and suggested preferred option, was the managed realignment of the site. Ideas of how this might be accomplished were presented to members. The final stage of the brief is to have a virtual Q&A session with Fishbourne Parish Council.
136. Following member concerns about the current protection of the sewage work, it was confirmed that the southern side of the waterworks is protected with defences that are approximately 3.75m (AOD). It was also confirmed that the expected timeline for a breach of the site was between 2075-2125.
137. Details of the proposed footpath, which would be much further inland than the existing, were discussed and it was noted that the planned embankments were themselves a form of sea defence.
138. Dr Mellett confirmed that under the proposed managed realignment of the site the existing footpath would eventually be submerged. The treeline footpath would remain but would eventually die off when it came in contact with the salt water. Members asked if the northern part of the wall would need reinforcing if the southern area were to be breached. Dr Mellett believed that the dynamics of the system would change.
139. The situation with the wall at Langstone was raised by members as it appears to be similar to the study site. Dr Mellett confirmed that there are key partners involved with the feasibility study and that there has not yet been engagement with Natural England, however the preferred option would be aligned with Defra's **push towards** nature-based solutions for coastal defences. Permissions may be needed which would depend on the options chosen.
140. While the vulnerable spots in the seawall could be fixed in the short-term, there would be a need for a long-term plan. The use of earthworks working in conjunction for the topography of the land have been suggested. There would be options to remove the seawall entirely or in sections to facilitate the managed breach. Earthworks could be re-used from the current embankment for the new embankment. The impact on the pipeline needs to be considered.
141. Members discussed the importance of how the proposal and options would be presented to residents given there are strong local views on using the

old footpath. The Committee was also concerned with the effects of the proposed changes to the chalk stream, fish stock and waterworks adjacent to the site. Dr Mellett assured the group that protecting the stream was a priority. She further suggested that habitat creation could be a positive and promoted benefit of the project.

142. Since 1947 there has been a significant reduction in saltmarshes. Breaching the site would result in an intertidal mudflat environment with sparse vegetation seen initially. The marsh would grow from trapped sediment. More modelling would be required and to determine the timeline for the development of the site.
143. **The AONB Manager confirmed that the County Council's consent would be needed for a new footpath on the landward side.** The question of cost and how these would be met were also addressed. Members agreed that Southern Water had a vested interest and should be brought into the next phase of the project. A member confirmed that Southern Water were aware of the issues and there is a path for discussion open. Dr Mellett confirmed that there was a predicted sea level rise of 1 metre over the next 100 years which all agreed was significant.
144. The Chairman thanked Dr Mellett for her presentation.

#### Deputation

145. The Chairman welcomed James McNaughton to make a deputation on agenda item 22. Mr McNaughton confirmed to the recording officer that they consented to their comments being included in the record.
146. Mr McNaughton lives next to Thornham Marina. The houseboats at issue are prefabricated huts on a floating pontoon structure. They have connections to sewage and electrics and Mr McNaughton believes they fit the definition of a houseboat and are visually out of keeping with the harbour. He is concerned that the marina management will make more **money from the 'pods' than they will a yacht.** He expressed concerns that if the current pods were allowed to stay, then more would follow.
147. Mr McNaughton suggested that it was a breach to not have a licence for the pods and that the Conservancy should use their powers to remove within 21 days should they fail to apply for a licence. Planning permission cannot be sought by the marina without a licence. The marina is appealing against enforcement action.
148. The need to protect the harbour and the surrounding habitat was shown as a relevant reason for the Conservancy to use its strong statutory powers not just to remove the pods from the harbour should a licence not be sought, but by doing so it would discourage other from trying to profit from similar schemes. He strongly urged the members of the Conservancy to take immediate action. The Chairman thanked him for his time before he left the meeting.

## Declaration of Interests

149. The following members and officers declared personal interests in items affecting use of the harbour as harbour users: Simon Radford, Mark Inkster, Lulu Bowerman, Robert Macdonald, Alison Wakelin and Richard Craven. Jeremy Hunt declared that he was the Cabinet Member for Finance and Property at West Sussex County Council (WSCC).

## Minutes of the Meeting held on 30 January 2023

150. Resolved – That the Part 1 minutes of the meeting of the Conservancy held on 30 January 2023 be approved as a correct record and that they be signed by the Chairman.
151. The Director & Harbour Master updated the group on Yacht Haven, Hayling Island where the builders have constructed a seawall and slipway before a decision on the application had been made. The MMO is investigating the breach.

## Minutes of the Advisory Committee held on 17 April 2023

152. 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

153. The Chairman shared that she, along with the Chairman of the Advisory Committee and the Director & Harbour met with Chris Savage's widow to present her with his Freedom of the Harbour award. She was very moved and thankful of the gesture.
154. The Chairmen of the Conservancy and Advisory Committee, the AONB Manager and the Director & Harbour Master recently met with the Chief **Officer of the AONB's** John Watkins. They took Mr Watkins on a tour of the harbour and discussed the need to put more pressure on government to give AONBs increased authority akin to that of the National Parks.

## Appointment Committee Report

155. The Deputy Clerk reported that the Appointment Committee had recently met and that the following appointments were recommended:
- Matt Briers as CEO
  - Jo Cox as Harbour Master (already confirmed)
  - Taryn Eves, as the new Chief Financial Officer with WSCC, would take on the formal role as Treasurer of the Conservancy
156. Resolved – That the Conservancy agree with the appointments set out above.

## Report from Director & Harbour Master

157. The Conservancy considered a report by the Director & Harbour Master. The Director & Harbour Master and the AONB Manager introduced the update report. The Committee noted the updates, subject to the key areas of discussion as follows.

(i) Updates from the Director & Harbour Master

### *The Merchant Shipping (Watercraft) Order 2023*

158. The Director & Harbour Master informed the Committee that personal watercrafts now fall under the scope of maritime regulations. It was also confirmed that the Chichester Harbour Conservancy Revision Order continues to wait parliamentary approval.

### *RedPol*

159. The RedPol project was extended a further 3 months which allowed for additional environmental DNA testing to be conducted.

### *BUDS Trial & Future Agreements*

160. The trial took place in February and despite small changes in equipment, APB has been pleased with the results so far observed. The Director & Harbour Master explained that moving sediment in this way was more expensive and a finance model for the future would need to be set out. Earth Change hope that this might be realised through nitrate neutrality payments which is a cause they are leading on. As upkeep will be ongoing for up to 80 years agreements needs to be in place that satisfy all parties going forward.

161. The Director & Harbour Master confirmed that the Marine Management Organisation (MMO) consent is for 5 years with the Conservancy and SSSI both one year. Monitoring will continue at the site.

162. Following a member question, it was confirmed that while the work could be conducted under CHC derogated powers relating to deposits and dredged sediments, the Chichester District Council was consulted, and it was agreed that planning permission was not needed in this instance. A member expressed concern that the Conservancy would not need planning permission when others would.

### *East Head Impact – Solent Seascape Project*

163. The East Head Impact charity is engaged with the project and has given CHC the shortfall amount of £143,000 that was the 25% initially fronted by the Conservancy for the Solent Seascape Project.

### *New Website*

164. The new Chichester Harbour Conservancy website is now live and in use. Members are encouraged to visit the site.



*Chairman's Reception*

165. The Chairman's Reception will take place on Friday 19<sup>th</sup> May.

*Visit from Rt. Hon. Gilliam Keegan MP*

166. Gillian Keegan visited the Conservancy at the end of January. She has since written to Michael Gove MP about better planning protections for AONBs.

- (ii) Updates from the AONB Manager

*North Common Steering Group, Hayling Island*

167. At the recent meeting of the group, Havant Borough Council has indicated that it would like to be more involved in the running of North Common. The group is looking forward to working with them towards the unified goal.

*New Funding for National Parks Announced*

168. The National parks have been awarded an additional £4.4 million in support from Defra, however despite a similar case to bring forward, no further funding has been granted for AONBs.

*Solent Forum*

169. The Solent Forum took place in March and members were encouraged to attend future meetings as there was a valuable exchange of knowledge and opportunities for networking. The next meeting is in October.

*Fly-Tipping in the AONB*

170. A fly-tipping incident occurred at the end of March at one of the Conservancy sites. The AONB Manager will be reporting the incident to the authorities.

*Emsworth Jetty*

171. The new jetty has been installed and there is currently a planning application pending for access gates. The temporary gates proved to be successful at curbing antisocial behaviour in the area and have been well received by boaters and staff who using the jetty.

172. There were concerns expressed by the group that the planning application has received a number of objections and there have been posts on social media protesting the installation of gates. Members agreed that a clear message should be published to inform the public that as the jetty is a private asset and that there is a responsibility and duty of care to boat owners and staff who use the facility. While perhaps not evident in the planning application, the intention is to lock the gates at peak times.

173. Action Point – The CEO will ensure that updated information about the jetty and gates is publicised.

*Visit from the Chief Executives of the NAAONBs and the BPA*

174. This was already addressed by the Chairman under her update above.

*Bosham Association AGM*

175. The AONB Manager gave a talk to the Bosham Association in March. During the discussions, the idea of building a buffer zone for the SSSI areas was shared. The group was grateful for the information and insight provided by the AONB Manager.

*Return of the Terns – A Green Recovery Challenge Fund Project*

176. The AONB Manager advised that the project had finished successfully. Jess Vagg, who led the project, has also taken up a new role with the **Conservancy's Solent Seascape Project which will continue to strengthen** links between CHC and the Friends of Chichester Harbour.

*£18 million Species Recovery Programme Capital Grant Scheme*

177. Natural England has launched a new £18 million programme for species recovery. The AONB team will be looking to bid for some of this funding.

*Thorney Island Conservation Group*

178. The next meeting of the Thorney Island Conservation Group is at the end of June. There were no further updates to share.

*Annual Conference of the National Association of AONBs*

179. The Annual Conference of the National Association of AONBs has been scheduled for the 5<sup>th</sup>-7<sup>th</sup> September in Bath. Members were encouraged to attend and could express their interest to the AONB Manager. Flexible attendance is available and the conference reinforces the messages that the Conservancy is part of a network of AONBs. Members asked if there was an opportunity to host a future conference in the Chichester Harbour area. The AONB Manager confirmed that he would make the offer to the association.

180. A member asked for an update on the harbour jetty. An application has been submitted with the MMO and the process is ongoing. Itchenor Sailing Club is concerned about the length of the jetty. The MMO application will go out to public consultation and concerns can be expressed there.

*Port Marine Safety Code*

181. The Conservancy considered an update by the Director & Harbour Master. He confirmed that two new members of the Patrol Team have been

recruited with one being a master mariner to help with solar heritage skippering. Both have now completed their CHC training.

182. The Director & Harbour Master highlighted that one of the 11 reported incidents had the potential to be more serious when a skipper was knocked overboard but was picked up by other mariners who were also able to take control of his boat.
183. The Director & Harbour Master reported that the results of the Chichester Bar Survey show the channel still matches the probable depths and will be published. The bar suffered some damage during recent dredging and there is some disappointment that the depth realised was not deeper.
184. It was reported that two prosecutions were left over from last year for powerboat racing. Each defendant pled guilty and fines and costs were imposed.
185. There was a discussion on the difference between the amount of the costs versus the amount of the fines. Members expressed concerns that CHC costs were being met given that so much happens behind the scenes to bring about prosecutions. The Chairman of the Advisory expressed concerns that publishing the costs might reduce their effectiveness as a perceived deterrent to the offence.
186. Action Point - Members asked that future reports show the breakdown of costs and fines separated.

#### HR Sub Committee

187. The Conservancy considered the report by the Director & Harbour Master (copy appended to the signed minutes). Members asked for more details on the FOI Request and Complaint set out in the report. The Director & Harbour Master confirmed that the complainant thought the incident should have been dealt with like a police matter and as such he should have been given access to a solicitor. The same individual also lodged a separate complain relating to the alleged speeding of a Conservancy boat in the harbour.
188. Members agreed to note the report.

#### Management Plan Progress Report

189. The Conservancy noted the report from the Director & Harbour Master and AONB Manager which gives an overview of the progress of the plan to date (copy appended to the signed minutes). With the current plan progressing as expected, the next step is to look at the 1-year extension and further 5-year plan. The AONB Manager expects progress to be made closer to the end of the year and will report back to the Committee when needed.
190. A member asked about point 4.143 which references the Chichester Harbour Federation. While there is an agreed code of conduct for racing

**in the harbour, the suggestion is to change the wording to 'in partnership'** and to monitor that it is taking place.

191. Members agreed to note the report for information.

#### CHaPRoN Update

192. A comprehensive draft report on CHaPRoN was circulated to members prior to the meeting (copy appended to the signed minutes). The CHaPRoN Manager shared highlights from the first annual review of the initiative. Eight key focus areas were set out in the report and it was explained that stakeholders were assigned to different areas. CHaPRoN has to date secured £968,176 in green funding. The next steps are to review target, key indicators and measures and then prioritise where efforts should be focussed this coming year.

193. Members asked if the West Itchenor dredge site was being seeded to promote the growth of salt marsh. It was confirmed that was not necessary as the neighbouring areas should supply seeds naturally.

194. It was confirmed that the Coastal Resilience Group were a partner of CHaPRoN and that they were working on a holistic approach for the future and looking to identify opportunities as there is currently no formal coastal management plan in place in Havant and Chichester.

195. A member asked about if the best plan with regards to tree planting would be to re-establish existing woodlands as new areas would take longer to establish. The CHaPRoN Manager confirmed that part of the nature recovery plan was to map out what already exists and to identify next steps. As some of the woodlands are by the coast, the group will be looking at future viability.

196. Members asked if there had been any thoughts towards the purchase of Old Park Wood which has been on the market for some time. It was confirmed that the Chichester Harbour Trust would normally lead on these types of acquisitions. The AONB Manager confirmed that the Trust is aware of the property and that while it is a prize woodland area, the price being sought is significant.

197. Members agreed that a key focus of CHC is the future safeguarding of the harbour and CHaPRoN is seeking to secure that. Nature recovery work is being done by other councils and it is fundamental for future success to link what is being done in the harbour with the rest of Hampshire and Sussex.

198. The Committee thanked the CHaPRoN Manager for her presentation and work and noted that much has already been done in a short period of time.

#### Farming in Protected Landscapes End of Year Report

199. The Conservancy noted the Farming in Protected Landscapes (FiPL) End of Year Report (copy appended to the signed minutes). It was confirmed

that the figures set out under 3.1 are indicative budgets. There has not yet been confirmation from Defra. Pieter Montyn, Ann Briggs, Richard Austin, Sarah Chatfield and the FiPL team were all thanked for their contributions.

200. The Committee noted that the report was for information only.

#### Solent Eutrophication and Recovery

201. The Committee noted a report by the Environment Agency (copy appended to the signed minutes). The Director & Harbour Master explained to the Members that this was an example of how efforts are resulting in positive change. The general conclusion of the report is that there has been a reduction of both phosphorus and nitrogen which lead to the growth of macroalgal weed. The review was of the last 20 years.

#### Footpath 108/56/2 – Langstone Sea Wall

202. The AONB Manager showed slides of the area to the group and highlighted that the sea wall was very topical locally with a public meeting held the week prior. He explained that approximately 40 metres of the 200-metre wall had collapsed. A board walk has been previously suggested but was generally not supported by local residents. There are no eminent flooding risks to homes or structures.

203. The public are concerned about the long-term future of the adjacent Langstone Mill Pond, since the wall is showing signs of compromise in places. There is no registered owner of the wall.

204. Members recognised the parallels with the Fishbourne site and discussed if a similar independent survey and review of the area might be needed. The CEO suggested that choices made here might set a precedent for future areas which highlighted the need for an intertidal policy.

205. Members noted the report.

#### Budget Monitor February 2023

206. The Conservancy considered a report by the Director & Harbour Master and Finance Manager (copy appended to the signed minutes), which sets out the current position.

207. The report was noted.

#### Planning Committee

208. The Conservancy noted an update report from the AONB Manager (copy appended to the signed minutes). The positive result in the Gosden Green Nursery appeal was highlighted. The Chidham and Hambrook public enquiry will commence in May through to June. Funds previously allocated for the enquiry and carried over from the last financial year, will be used to cover **CHC's legal** expenses. The AONB Manager also shared that the planning training for members was very well received.

209. A member asked for an update on the travellers at Birdham. The AONB Manager shared that there is an ongoing and confidential legal procedure taking place and that progress is being made.

#### Exclusion of Press and Public

210. 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 30 January 2023

The minutes were approved as a correct record.

#### Part 2 Minutes of the Advisory Committee held on 17 April 2023

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.

#### Finance, Risk & Audit Group Minutes

The Committee noted the minutes of the meeting of the Finance Risk & Audit Group held on 21 March 2023.

#### Unlicensed Houseboats

The Committee noted a report on Unlicensed Houseboats from the Director & Harbour Master.

#### Freedom of the Harbour

The Committee noted the update from the Freedom of the Harbour Sub-Group.

#### Thank you to Richard Craven

The Conservancy thanked Richard Craven for his time and commitment to the harbour and CHC for the past 25 years. Chichester harbour is so special and has an international importance today due in part to the work of Richard. He has fought tirelessly to engage with partners and fuelled stakeholder engagement throughout his time with the Conservancy and was thanked for his efforts to effect change. Roger Price, Ann Briggs and Jeremy Hunt were especially **appreciative of Richard's help during their tenures as Chairmen of the** Conservancy given that none of the three were sailors or had a history with the harbour. He was wished the best of luck on his retirement.

| Richard Craven thanked the members and the harbour team. He shared that it has been a privilege to work with them over the years and thanked members for their unwavering support over the years.

*The meeting ended at 4.34 pm.*

Chairman

CHICHESTER HARBOUR CONSERVANCY

7 JULY 2022

APPOINTMENT OF COMMITTEES AND WORKING GROUPS

REPORT BY THE CEO

1. The Conservancy is asked to note, 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. Planning Committee

2.1 The Terms of Reference and Constitution for the Planning Committee were revised during 2018 and formally approved at the Conservancy meeting of 14 November 2022.

2.2 The membership of the Planning Committee is twelve, representing a balance of interests within the Conservancy and Advisory Committee. At least two thirds must be Members of the Conservancy. Following the departure of Adrian Moss, there will be two Conservancy vacancies.

|                 |                               |
|-----------------|-------------------------------|
| Pieter Montyn   | Conservancy                   |
| Jackie Branson  | Conservancy                   |
| Lance Quantrill | Conservancy                   |
| Nicolette Pike  | Conservancy                   |
| Sarah Payne     | Conservancy                   |
| Alison Wakelin  | Advisory Committee (Chairman) |
| Heather Baker   | Advisory Committee            |
| John Goodspeed  | Advisory Committee            |
| Jane Dodsworth  | Advisory Committee            |

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.

3.2 The membership of the Finance, Risk and Audit Group is seven, including the Chairman and Vice-Chairman of the Conservancy. The departure of Tim Dapling and Mark Inskster has left two vacancies on the Finance, Risk & Audit Group. Current membership is as follows:

|                  |                        |
|------------------|------------------------|
| Pieter Montyn    | Conservancy            |
| Robert Macdonald | Conservancy (Chairman) |
| Jeremy Hunt      | Conservancy            |
| Simon Radford    | Advisory Committee     |
| Ann Briggs       | Conservancy            |



4.0 Human Resources Sub-Committee

4.1. The Terms of Reference and Constitution were formally approved by the Conservancy on 28 January 2019.

4.2 The membership of the Human Resources Sub-Committee is five and is as follows for 2023/24:

|                  |                        |
|------------------|------------------------|
| Jackie Branson   | Conservancy            |
| Roger Price      | Conservancy (Chairman) |
| Robert Macdonald | Conservancy            |
| Ann Briggs       | Conservancy            |
| Pieter Montyn    | Conservancy            |

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.

5.1 The membership of the Freedom of the Harbour Sub-Group is five and is as follows for 2023/24:

|                 |                    |
|-----------------|--------------------|
| Jeremy Hunt     | Conservancy        |
| Heather Baker   | Advisory Committee |
| Lance Quantrill | Conservancy        |
| Alison Wakelin  | Advisory Committee |
| Marcus Lawson   | Advisory Committee |

6.0 Recommendation

The Conservancy is invited to appoint members to each for the period until the 2024 Annual Meeting or until proposals are made following review, if earlier.

MATT BRIERS CBE  
CEO

CHI CHESTER HARBOUR CONSERVANCY

PROPOSED 2024 DATES OF MEETINGS

STATUTORY ADVISORY COMMITTEE (not open to the public)

|         |             |       |
|---------|-------------|-------|
| Monday, | 22 January  | 14.00 |
| Monday, | 22 April    | 14.00 |
| Monday, | 24 June     | 13.30 |
| Monday, | 11 November | 14.00 |

CONSERVANCY BOARD

|         |             |                             |
|---------|-------------|-----------------------------|
| Monday, | 29 January  | 14.00                       |
| Monday, | 29 April    | 14.00                       |
| Monday, | 24 June     | 16.30 (to approve accounts) |
| Friday, | 5 July      | 14.00                       |
| Monday, | 18 November | 14.00                       |

ANNUAL JOINT MEETING OF THE CONSERVANCY AND ADVISORY COMMITTEE

|         |        |                                  |
|---------|--------|----------------------------------|
| Friday, | 5 July | 09.30 (– not open to the public) |
|---------|--------|----------------------------------|

PLANNING COMMITTEE

(all meetings planned at Eames Farm unless otherwise noted)

|         |             |                    |
|---------|-------------|--------------------|
| Monday, | 22 January  | 10.30 @County Hall |
| Monday, | 26 February | 10.30              |
| Monday, | 22 April    | 10.30 @County Hall |
| Monday, | 20 May      | 10.30              |
| Monday, | 17 June     | 10.30              |
| Monday, | 15 July     | 10.30              |
| Monday, | 9 September | 10.30              |
| Monday, | 7 October   | 10.30              |
| Monday, | 25 November | 10.30              |

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

(all meetings planned at Eames Farm)

|         |              |       |
|---------|--------------|-------|
| Monday, | 25 March     | 10.00 |
| Monday, | 10 June      | 10.00 |
| Monday, | 30 September | 10.00 |
| Monday, | 2 December   | 10.00 |

HR SUB-COMMITTEE - not open to the public

|         |              |       |
|---------|--------------|-------|
| Monday, | 11 March     | 10.30 |
| Monday, | 3 June       | 10.30 |
| Monday, | 30 September | 10.30 |
| Monday, | 16 December  | 10.30 |

CHI CHESTER HARBOUR CONSERVANCY

MEMBERS RECORD OF ATTENDANCE 2022/23 – TO NOTE

| Conservancy Board          | 20 June 2022 | 1 July 2022 | 14 Nov 2022 | 30 Jan 2023 | 24 April 2023 |
|----------------------------|--------------|-------------|-------------|-------------|---------------|
| Adrian Moss                | ✓            | ✓           | ✓           | ✓           | ✓             |
| Alison Wakelin             | ✓            | ✓           | ✓           | ✓           | ✓             |
| Ann Briggs                 | ✓            | ✓           | ✓           | ✓           | ✓             |
| Mark Inkster               | ✓            | ✓           | ✓           | x           | ✓             |
| Donna Johnson              | ✓            | ✓           | x           | ✓           | x             |
| Graeme Barrett             | x            | ✓           | ✓           | x           | ✓             |
| Jackie Branson             | x            | ✓           | ✓           | ✓           | x             |
| Jeremy Hunt                | ✓            | ✓           | x           | x           | ✓             |
| Lance Quantrill            | ✓            | ✓           | ✓           | ✓           | ✓             |
| Lulu Bowerman              | x            | x           | x           | ✓           | ✓             |
| Pieter Montyn              | ✓            | ✓           | ✓           | ✓           | ✓             |
| Robert Macdonald           | ✓            | ✓           | ✓           | ✓           | ✓             |
| Roger Price                | x            | x           | x           | ✓           | ✓             |
| Sarah Payne                | ✓            | ✓           | ✓           | ✓           | ✓             |
| Keith Martin/Simon Radford | x            | x           | ✓           | x           | ✓             |

| Advisory Committee     | 20 June 2022 | 7 Nov 2022 | 23 Jan 2023 | 17 April 2023 |
|------------------------|--------------|------------|-------------|---------------|
| Alison Wakelin         | ✓            | ✓          | ✓           | ✓             |
| David Foster           | x            | x          | ✓           | ✓             |
| Grant McLaughlin       | x            | x          | x           | x             |
| Heather Baker          | ✓            | ✓          | x           | ✓             |
| Jackie Mellan          | x            | ✓          | x           | x             |
| Jane Dodsworth         | x            | ✓          | ✓           | ✓             |
| John Goodspeed         | x            | x          | ✓           | ✓             |
| Emma Preston/Kate Bull | ✓            | x          | ✓           | ✓             |
| Marcus Lawson          | ✓            | ✓          | ✓           | x             |
| Nicolette Pike         | ✓            | ✓          | ✓           | ✓             |
| Rachel Hodgson         | ✓            | ✓          | ✓           | x             |
| Richard Harmer         | x            | x          | x           | ✓             |
| Robert Macdonald       | ✓            | ✓          | ✓           | ✓             |
| Derek Russell/Vacant   | ✓            | x          | x           | x             |
| Simon Radford          | ✓            | ✓          | ✓           | ✓             |
| Steven Borland         | ✓            | ✓          | ✓           | ✓             |
| Tim Dapling            | x            | x          | ✓           | x             |

*Note: the occasional attendance of deputies is not included.*

Matt Briers  
Chief Executive Officer

CHI CHESTER HARBOUR CONSERVANCY

Budget Monitor Report To 31<sup>st</sup> May 2023

Report by the Finance Manager and CEO

1. Introduction

- 1.1 This report sets out the **Conservancy's budget position** for the period to 31st May comparing actual income and expenditure to the 2023-24 agreed budget.
- 1.2 The budget monitor considers the budgets of the Harbour operation and AONB operation as separate entities.
- 1.3 Budget profiles have been reviewed, taking account of known income and expenditure to ensure they represent a realistic expectation of future performance.
- 1.4 Projections take account of known variations and are based on the prudence concept.
- 1.5 The bank reconciliation is complete to 31st May 2023 and is available for review upon request.

2. Harbour Budget

- 2.1 Appendix 1 sets out the budget monitor to the end of May 2023. Details of the key issues within the Harbour budget are set out below.

Income

- 2.2 The Harbour Dues budget is currently £51,000 behind profile. This will need to be closely monitored to establish whether a year-end variance is likely.

Expenditure

- 2.3 The Staffing Costs budget is currently underspent, due to temporary vacancies. The staff structure has evolved since the budget was set and accurate projections will be presented with the revised budget later in the year.
- 2.4 A Net Zero budget line was introduced for this year. There has not been any expenditure to date, awaiting strategy development.

Transfers to/from Reserves

- 2.5 There are no changes to transfers to/from reserves.

Surplus

- 2.6 There is currently no anticipated variation to the surplus.

3. AONB Budget

- 3.1 Appendix 2 sets out the budget monitor to the end of May 2023. Details of the key issues within the AONB budget are set out below.

### Income

3.2 There are currently no anticipated variations to income.

### Expenditure

3.3 The Staffing Costs budget is currently underspent, due to temporary vacancies. The staff structure has evolved since the budget was set and accurate projections will be presented with the revised budget later in the year.

3.4 The Equipment budget is overspent against profile. This is due to software development costs to replace the outdated unsupported planning database.

### Transfers to/from Reserves

3.5 There are no changes to transfers to/from reserves.

### Surplus

3.6 As a result of these variations a deficit of £4,000 is currently projected.

4.0 AONB Grants

4.1 **Appendix 3 details grants and other 'one-off' sources of income which** have been awarded for specific purposes.

4.2 The anticipated grant from Friends of Chichester Harbour is £30,000. £10,000 is allocated to the Education Centre with projects being finalised for the remaining £20,000.

4.3 £30,300 has been spent under the FiPL programme, including staff salaries. To date £35,100 has been claimed and received.

4.4 The first installment of the Solent Seascope funds from Blue Marine has been brought forward from the last financial year, with an additional £71,600 due in June. To date expenditure on the project totals £1,800.

4.5 Solent Seascope match funding from East Head Impact has been brought forward from the last financial year.

4.6 £32,300 of unrestricted funds have been brought forward from the previous financial year. This has been earmarked to contribute towards the cost of the planning barrister for the public inquiry relating to a proposed housing development in Chidham.

Mel Belderson  
Finance Manager

Matt Briers  
CEO

## Budget Monitor - Harbour

Chichester Harbour Conservancy

For the 2 months ending 31st May 2023

Appendix 1

| Account                                                           | Harbour Budget | Harbour Profile | Harbour Actual | Harbour Variance                                  | Year End Projection | Projection Comments                                 |
|-------------------------------------------------------------------|----------------|-----------------|----------------|---------------------------------------------------|---------------------|-----------------------------------------------------|
|                                                                   |                |                 |                | - Additional Income<br>+ Reduced Income           |                     |                                                     |
| <b>Income</b>                                                     |                |                 |                |                                                   |                     |                                                     |
| Other Income                                                      | 148,700.00     | 42,689.00       | 42,249.91      | 439.09                                            | 148,700.00          |                                                     |
| Harbour Dues                                                      | 520,600.00     | 435,994.00      | 384,967.71     | 51,026.29                                         | 520,600.00          | Annual Dues                                         |
| Moorings Income                                                   | 912,700.00     | 850,926.00      | 849,392.25     | 1,533.75                                          | 912,700.00          |                                                     |
| Harbour Rent/ Boat Park/ Car Park                                 | 151,900.00     | 39,631.00       | 40,279.80      | (648.80)                                          | 151,900.00          |                                                     |
| Total Income                                                      | 1,733,900.00   | 1,369,240.00    | 1,316,889.67   | 52,350.33                                         | 1,733,900.00        | 0.00                                                |
|                                                                   |                |                 |                | - Additional Expenditure<br>+ Reduced Expenditure |                     |                                                     |
| <b>Expenditure</b>                                                |                |                 |                |                                                   |                     |                                                     |
| Staffing Costs                                                    | 690,400.00     | 112,582.00      | 98,729.25      | 13,852.75                                         | 690,400.00          | Underspend resulting from temporarily vacant posts. |
| Maintenance                                                       | 57,600.00      | 11,242.00       | 13,575.32      | (2,333.32)                                        | 57,600.00           |                                                     |
| Premises Costs                                                    | 332,000.00     | 151,804.00      | 152,719.03     | (915.03)                                          | 332,000.00          |                                                     |
| Transportation                                                    | 77,600.00      | 11,552.00       | 11,342.20      | 209.80                                            | 77,600.00           |                                                     |
| Equipment                                                         | 146,200.00     | 14,214.00       | 16,059.13      | (1,845.13)                                        | 146,200.00          |                                                     |
| Office Supplies                                                   | 55,900.00      | 10,718.00       | 13,237.06      | (2,519.06)                                        | 55,900.00           |                                                     |
| Professional Services                                             | 136,500.00     | 14,118.00       | 12,476.60      | 1,641.40                                          | 136,500.00          |                                                     |
| AONB Projects                                                     | 0.00           | 0.00            | 0.00           | 0.00                                              | 0.00                |                                                     |
| County Council Charges                                            | 17,900.00      | 0.00            | 0.00           | 0.00                                              | 17,900.00           |                                                     |
| Business Plan Expenditure                                         | 2,000.00       | 334.00          | 0.00           | 334.00                                            | 2,000.00            |                                                     |
| Net Zero                                                          | 30,000.00      | 5,000.00        | 0.00           | 5,000.00                                          | 30,000.00           | Awaiting strategy                                   |
| Total Expenditure                                                 | 1,546,100.00   | 331,564.00      | 318,138.59     | 13,425.41                                         | 1,516,100.00        | 0.00                                                |
| <b>Transfers to/from Reserves</b>                                 |                |                 |                |                                                   |                     |                                                     |
| Budgeted transfers to Reserves                                    | 93,200.00      | 0.00            | 0.00           | 0.00                                              | 93,200.00           |                                                     |
| Total Transfers to/from Reserves                                  | 93,200.00      | 0.00            | 0.00           | 0.00                                              | 93,200.00           | 0.00                                                |
| Surplus<br>(Income -<br>Expenditure - Transfers to/from Reserves) | 94,600.00      | 1,037,676.00    | 998,751.08     | 38,924.92                                         | 124,600.00          | 0.00                                                |

Chichester Harbour Conservancy  
For the 2 months ending 31st May 2023

| Account                                             | AONB Budget       | AONB Profile      | AONB Actual       | AONB Variance                                     | Year End Projection | Projection Variance | Comments                                                             |
|-----------------------------------------------------|-------------------|-------------------|-------------------|---------------------------------------------------|---------------------|---------------------|----------------------------------------------------------------------|
| <b>Income</b>                                       |                   |                   |                   | - Additional Income<br>+ Reduced Income           |                     |                     |                                                                      |
| DEFRA Grant                                         | 173,100.00        | 0.00              | 0.00              | 0.00                                              | 173,100.00          |                     |                                                                      |
| Other Income                                        | 81,900.00         | 10,046.00         | 7,569.21          | 2,476.79                                          | 81,900.00           |                     |                                                                      |
| County Council Precept                              | 440,800.00        | 0.00              | 0.00              | 0.00                                              | 440,800.00          |                     |                                                                      |
| Harbour Rent/ Boat Park/ Car Park                   | 44,200.00         | 5,485.00          | 4,266.00          | 1,219.00                                          | 44,200.00           |                     |                                                                      |
| <b>Total Income</b>                                 | <b>740,000.00</b> | <b>15,531.00</b>  | <b>11,835.21</b>  | <b>3,695.79</b>                                   | <b>740,000.00</b>   | <b>0.00</b>         |                                                                      |
| <b>Expenditure</b>                                  |                   |                   |                   | - Additional Expenditure<br>+ Reduced Expenditure |                     |                     |                                                                      |
| Staffing Costs                                      | 559,900.00        | 93,328.00         | 84,790.99         | 8,537.01                                          | 559,900.00          |                     |                                                                      |
| Maintenance                                         | 17,600.00         | 4,102.00          | 4,130.12          | (28.12)                                           | 17,600.00           |                     |                                                                      |
| Premises Costs                                      | 31,500.00         | 5,312.00          | 3,291.32          | 2,020.68                                          | 31,500.00           |                     |                                                                      |
| Transportation                                      | 29,500.00         | 8,036.00          | 4,363.02          | 3,672.98                                          | 29,500.00           |                     |                                                                      |
| Equipment                                           | 13,400.00         | 2,246.00          | 6,521.85          | (4,275.85)                                        | 17,400.00           | (4,000.00)          | Software development costs to replace unsupported planning database. |
| Office Supplies                                     | 13,300.00         | 2,226.00          | 2,446.86          | (220.86)                                          | 13,300.00           |                     |                                                                      |
| Professional Services                               | 45,800.00         | 9,572.00          | 10,296.14         | (724.14)                                          | 45,800.00           |                     |                                                                      |
| AONB Projects                                       | 9,500.00          | 1,588.00          | 1,621.87          | (33.87)                                           | 9,500.00            |                     |                                                                      |
| County Council Charges                              | 7,700.00          | 0.00              | 0.00              | 0.00                                              | 7,700.00            |                     |                                                                      |
| <b>Total Expenditure</b>                            | <b>728,200.00</b> | <b>126,410.00</b> | <b>117,462.17</b> | <b>8,947.83</b>                                   | <b>732,200.00</b>   | <b>(4,000.00)</b>   |                                                                      |
| <b>Transfers to/from Reserves</b>                   |                   |                   |                   |                                                   |                     |                     |                                                                      |
| Budgeted transfers to Reserves                      | 11,800.00         | 0.00              | 0.00              | 0.00                                              | 11,800.00           |                     |                                                                      |
| <b>Total Transfers to/from Reserves</b>             | <b>11,800.00</b>  | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>                                       | <b>11,800.00</b>    | <b>0.00</b>         |                                                                      |
| <b>Surplus</b>                                      |                   |                   |                   |                                                   |                     |                     |                                                                      |
| (Income - Expenditure - Transfers to/from Reserves) | 0.00              | (110,879.00)      | (105,626.96)      | (5,252.04)                                        | (4,000.00)          | 4,000.00            |                                                                      |

**AONB Grants**

**Appendix 3**

| Grants / Income                             | 2023-24                    |                     | Year End Projection |
|---------------------------------------------|----------------------------|---------------------|---------------------|
|                                             | Received / Brought Forward | Expenditure to Date |                     |
| Friends                                     | 0.00                       | 0.00                | 0.00                |
| FiPL                                        | 35,082.00                  | 30,262.00           | 0.00                |
| Environment Agency - Feasibility Study      | 20,000.00                  | 16,981.00           | 0.00                |
| Solent Seascape Project - Blue Marine       | 148,097.35                 | 1,827.00            | 0.00                |
| Solent Seascape Project - EHI match funding | 5,317.00                   | 0.00                | 0.00                |
| Unrestricted funds brought forward          | 32,292.77                  | 0.00                | 0.00                |
| <b>Total</b>                                | <b>240,789.12</b>          | <b>49,070.00</b>    | <b>0.00</b>         |

| Total Grants / Income Expected (2023-23) |
|------------------------------------------|
| 30,000.00                                |
| 119,700.00                               |
| 20,000.00                                |
| 219,744.00                               |
| 5,317.00                                 |
| 32,292.77                                |
| <b>427,053.77</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 to the AONB for specific purposes and must be spent in accordance with individual project criteria



## **CHICHESTER HARBOUR CONSERVANCY**

**7 JULY 2023**

### **CEO ROUND-UP**

1.0 CHC Safety

1.1 There were 4 minor incidents<sup>1</sup> in the period, none requiring reporting under HSE RIDDOR procedures.<sup>2</sup>

### **2.0 Personnel Changes**

2.1 There has been considerable churn this period with 8 people joining the organisation:

- Matt Briers – CEO
- Jo Cox – Harbourmaster
- Nicky Simmons – Comms Manager
- Kate L'Amie - CHaPRoN Comms
- Emma Hearing – Receptionist
- Seasonal Patrol Officers x 3

2.2 In addition, an internal selection process selected Ludo Munn as the new Senior Patrol Officer.

### **3.0 Chairman's Reception**

3.1 The Chairman's Reception took place on Friday 19 May 2023 at Hayling Island Sailing Club. The Chairman awarded Freedom of the Harbour to Keith Martin, Jeremy Hunt, Robert Macdonald, and Richard Craven. The next Chairman's Reception will take place in 2026.

### **4.0 Salterns Lock**

4.1 The condition of the seaward end of the canal at Salterns Lock is in a very poor state of repair. The outer lock gate has failed and the canal walls there are in various states of collapse. The inner lock gate appears sound, which retains and controls the level of water in the canal (see 4.3). Due to a shortage of capacity in the AONB area, the CEO has contacted 2 companies<sup>3</sup> to provide estimates to survey the lock and provide outline costs for repair. This is likely to be in the order of c.£20k.

4.2 An informal survey (no charge) was conducted by Richard Bowman, Principal Maritime Engineer of Royal Haskoning on 15 Jun 23 to inform the survey cost estimate. The second company has yet to provide a date to inspect. He indicated that the costs of any repair will be considerable and vary substantially dependant on the type of repair required/selected with a like-for-like repair of the full seaward end likely to be in excess of £1m.

4.3 Importantly, he indicated that the inner locks were broadly sound and would not fail in the near future. In addition, a submerged concrete barrier just upstream of

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<sup>1</sup> 1 x Office/1 x RTA (no fault)/1 x Boat work/1 x Crane work.

<sup>2</sup> Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (2013)

<sup>3</sup> Land & water and Royal Haskoning.

this lock provides a further safety feature should the lock fail. Thus, the CEO judges that the risk to life (RtL) of a sudden catastrophic draining of the canal is currently VERY LOW.

- 4.4 The southern section of the lock, is not included in WSCC's ownership of the canal and not registered with the Land Registry. In the past, the Conservancy has undertaken some research to establish who owned this section, but it proved inconclusive.
- 4.5 Next Steps – To bound the scope of any survey to constrain cost. Following this, the intent will be to gather stakeholders (WSCC, CDC, Premier Marinas and any others) to determine a funding pathway both for the survey and repair costs. Central to this will be determination of ownership/liability.

## **5.0 Itchenor Carpark**

- 5.1 The capacity of the current carpark is under strain throughout the Summer and overloaded at Weekends, particularly on Itchenor Sailing Club (ISC) race days. ISC approached the Director and HM about independently building an extension to the Car Park for their exclusive use. Following a meeting, it was agreed to explore options for the Conservancy to extend the Carpark (landowner agrees in principle) by approximately 60 bays and use a smart system to enable use by all visitors but provide the ISC the ability pre-book bays in the extension for race days only.
- 5.2 This approach is technically challenging but would appear to a sensible solution. Consequently, 2 companies have been approached for a technical and cost appraisal. An update meeting with ISC is planned at the end of Jun 23.
- 5.3 The current lease on the Carpark expires in Mar 27.

## **General**

### **6.0 Internal Processes**

- 6.1 Since taking on the role of CEO, a quick-look review was undertaken into external providers of services (IT/HR/Comms). These are deemed appropriate at present but investigation did identify some internal processes that required tightening such as the ownership of and tracking of IT assets. In addition, internal HR processes require improvement and have suffered due to a lack of staff continuity and inconsistent use of the MyHRToolkit App.
- 6.2 IT issues are close to being resolved but the HR function will likely require a get-well package. Options for this are being developed. However, the judgement is that any remedial action will be beyond the capacity of the incoming Communications Manager (10% of her role allocated to the HR function), though maintenance of a well-established process should be achievable.
- 6.3 The review of external contracts mandated by the Internal Audit Review will encompass analysis of HR options.
- 6.4 Though the CEO is still developing his understanding of the organisation, a shortfall in capacity particularly in the AONB area, is increasingly evident. He will crystallise his thinking on this together with recommendations as part of his 100-day report (mid-Jul) to the Chair.

## **7.0 Risk**

- 7.1 The current risk register, as reported at the FRAG, contains 58 entries. These are a mixture of risks, issues and concerns. In addition, there are no allocated risk owners or managers, no indication of risk trajectory or recording of mitigations. As such, it does not enable a rigorous assessment of risk.
- 7.2 Work is underway to revise the process bringing together individual risk elements under a smaller number of risks using the cause, event, consequence methodology.<sup>4</sup> It will also show past and planned mitigations deployed by the risk managers and provide a clear indication of trend, enabling focus on deteriorating risks. This will likely reduce the number of risks to about 6 and will be presented at the next FRAG with the aim of presenting this at the next Board.
- 7.3 The aspiration is to produce a Conservancy Dashboard that rolls risk out across the enterprise, encompassing such activity as CHaPRoN, to enable a ready assessment of progress against desired aims.

## **8.0 Strategy Formulation**

- 8.1 At the last Conservancy meeting, the CEO suggested that a 2050 strategy should be formulated, within which the revised Harbour Plan is nested. As with any strategy, it is vital that the Board actively participate in its production to both benefit from their sagacity and gain senior buy-in. The draft strategy has been developed to the point where it would benefit from a Board workshop of at least half a day.

**RECOMMENDATION: That the Conservancy Agree to participate in a strategy formulation workshop, date tbc.**

## **9 Statutory Consultee Status**

- 9.1 The CEO has written to Gillian Keegan's outer office requesting they prod the Secretary of State for Levelling Up, Housing and Communities for a response to her letter seeking Statutory Consultee status. They have undertaken to do this, but as yet, no response has been forthcoming.

## **10 Visit of the Leader of Havant Borough Council**

- 10.1 Counsellor Alex Rennie and his new CEO, will visit the Harbour Office on 30 Jun. He will be collected by boat, conduct a short tour of the harbour and then take a briefing at the Harbour Office. The Chair of the Conservancy will be in attendance at Itchenor.

## **11 Member Training**

- 11.1 Training for new members has been scheduled for 12 Jul 23 at Eames Farm.

Matt Briers CBE  
CEO

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<sup>4</sup> To frame articulation of the risk.

CHICHESTER HARBOUR CONSERVANCY

7<sup>th</sup> JULY 2023

HARBOUR MASTERS UPDATE

1.0 Harbour Update

- 1.1 There have been several changes within the team, with Richard Craven leaving in mid-May and Jo Cox taking up the role of Harbour Master. In early June Phil Walker stepped down from his role of lead patrol officer, although he will be remaining with the conservancy as a seasonal patrol officer. Internal recruitment has taken place for a successor to Phil, and Ludo Munn has been promoted to lead the seasonal patrol team.
- 1.2 The seasonal patrol team are all performing well, with positive feedback from Harbour users. More use will be made of staggered start times, to enable patrols to stay afloat later into the evenings, particularly on Fridays and Saturdays.
- 1.3 Technical issues with the mooring barge delayed much of the over winter mooring maintenance work. Whilst good progress has been made to catch up, there is still a backlog of work which the team are progressing.
- 1.4 Although the season has seen predominantly fine weather and good sailing winds, the harbour has been unusually quiet, noticeably so during periods of school holidays and bank holiday weekends.
- 1.5 Harbour sailing clubs remain active, with the season race programmes in full swing, and planning underway for the larger, annual events.
- 1.6 Rowing is seeing an increase in popularity in the harbour, with many sailing clubs now having rowing skiffs. A code of practice is being developed by the coastal rowing academy.
- 1.7 The increasing popularity of paddle sports has seen a corresponding rise in the number of incidents relating to these activities. The RNLI and coastguard have responded to several mud rescues around Nore Barn. Additional signage and paddle safe information leaflets have been installed at this popular launching site to raise awareness.
- 1.8 Several incidents have recently been reported at Emsworth jetty, including a threat to a member of the public and vandalism including the deliberate sinking of a tender. The planning application for the installation of a gate on the jetty is sitting with Havant Borough Council. The gate is urgently needed to prevent the jetty becoming a hot spot for anti-social behaviour.
- 1.9 The Friends of Chichester Harbour have secured funding for new pump-out facilities around Chichester Harbour. Once all are installed consideration will be required for initiatives to encourage their use, and/ or changes to byelaws to prohibit discharge of black water in the harbour.

2.0 Reported Incidents

2.1 Since 23 April, 33 incidents have been recorded:

|                     |                                                             |
|---------------------|-------------------------------------------------------------|
| Vessels Adrift (2)  | 1 mooring strop failure<br>1 canoe/kayak/tender/small craft |
| Vessels Aground (5) | 1 Mechanical failure<br>4 nav error                         |

|                           |                                                                                                                           |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Collisions/ near miss (5) | 4 reports of collisions between vessels<br>1 near miss between a RIB and swimmer                                          |
| Towage (10)               | 3 mechanical failures (sail)<br>7 mechanical failures (motor)                                                             |
| Complaints (3)            | Car park dispute<br>Abuse to elderly lady at Emsworth jetty<br>Vandalism resulting in sinking of tender at Emsworth jetty |
| Miscellaneous (7)         | <u>Some Examples</u><br>Broken fittings<br>Lost or stranded dogs<br>Persons stuck in mud<br>Anti-social behaviour         |

2.2 3 reports have been made concerning wingfoiling craft operating in close proximity to other vessels. Whilst no incidents have been recorded, a watching brief will be kept on the use of all foiling craft in the harbour, to inform any future policy changes.

### 3.0 Bathymetric Survey

3.1 A review of the data from survey conducted in March has been undertaken. This had highlighted several navigation marks that require moving to ensure that navigational hazards are correctly marked.

3.2 The survey data also gives the opportunity to move aids to navigation around the East Head area to provide a greater anchorage area, without reduction in width of the navigational channel.

Jo Cox

Harbour Master

CHICHESTER HARBOUR CONSERVANCY

7 JULY 2023

**AONB MANAGER’S REPORT**

1.0 Farming in Protected Landscapes (FiPL) Local Assessment Panel (LAP)

1.1 The Conservancy is required to ratify the membership of the wider LAP on an annual basis. The total membership is 10, the quorum is 4.

|                                |                                            |
|--------------------------------|--------------------------------------------|
| Chichester Harbour Conservancy | Ann Briggs                                 |
| Chichester Harbour Conservancy | Pieter Montyn                              |
| Natural England                | Kate Bull                                  |
| Other Conservation Bodies      | John Goodspeed (Ornithological Societies)  |
| Other Conservation Bodies      | Stephen Johnson (Friends of Maybush Copse) |
| Farming & Landowning Interests | Romy Jackson (NFU)                         |
| Farming & Landowning Interests | Tom Monnington / Andrew Gentle (job share) |
| Farming & Landowning Interests | Angus Sprackling                           |
| Farming & Landowning Interests | Jennifer Walter                            |
| Farming & Landowning Interests | Sam Wilson                                 |

1.2 For clarification purposes, although Kate Bull, John Goodspeed, and Stephen Johnson are all affiliated with the Conservancy, each are appointed to the LAP in their own respective capacity.

Action: Members are asked to approve the wider membership of the FiPL LAP for 2022/23.

2.0 Bird Flu

2.1 The shingle restoration at Stakes Island was used throughout the winter months by the winter wader birds. This spring, as the summer birds have arrived, Terns have been sighted around Stakes Island, but none have decided to nest yet. It could take some time before the terns are able to re-establish the habitat as a nesting area. However, several Oystercatchers have been sighted nesting on the island.

2.2 The tern rafts were deployed in early May, and over 30 terns were counted at Thorney Deepes as the rafts were floated. Initial data shows that this year there are 35 tern nests on the rafts and approximately 88 eggs. Unfortunately, it is likely that bird flu is now present in the Common Tern population. During a survey at the end of May, 9 Common Terns and 4 Black-Headed Gull carcasses were found on the rafts at Thorney Deepes. The Conservancy will continue to monitor the situation and have reported all deaths to DEFRA.

3.0 Footpath 3059: Feasibility Study Report

3.1 Following the presentation at the last round of meetings by Royal Haskoning DHV, the final Feasibility Study report on Footpath 3059 was published on the CHaPRoN

website on 19 June 2023. The Study outlines three options: a) do nothing; b) repair the wall; and c) managed realignment. The pros and cons of each approach are explained, along with indicative costings. The consultant will complete the brief with an online Q&A session with Fishbourne Parish Council soon. Meanwhile the Conservancy and the CHaPRoN partnership will consider the implications and report back to Members for the next round of meetings.

#### 4.0 AONB Outreach Work

4.1 The AONB Team have completed public talks on 12 April to the Chichester Natural History Society, on 10 May to Chichester Rotary Club (am), the Chichester Harbour Federation Environmental Group (evening), and on 11 May to the Friends of Chichester Harbour. On 26 May the Conservancy hosted a walk with Sussex Ramblers, to discuss rollback and other footpath matters. On 7 June a climate change talk took place to the u3a Chichester. On 20 June an environmental issues talk will take place with Chichester Rotary Club. Following the u3a presentation, the u3a Havant branch have been in touch requesting a similar talk for their members, to take place on 14 February 2024.

#### 5.0 Annual Review 2022/23

5.1 The Annual Review of the Chichester Harbour Management Plan 2022/23 is currently being collated and will likely be published in July 2023. The Review will capture activity, outputs, and outcomes from 1 April 2022 to 31 March 2023 across Chichester Harbour. Although it is requirement of Defra, it is also a useful milestone to report to the Local Authorities and recognised best practice by the Designated Person. The Annual Review 2022/23 will be circulated to Members by email. No hard copies will be printed.

#### 6.0 Chichester Harbour Management Plan 2024/25

6.1 With the current Management Plan ceasing on 31 March 2024, work on the one-year extension of the Management Plan will commence in during August. The Management Plan Steering Group will be convened in September to check on progress (comprising of officers from the four Local Authorities and Natural England). Initial thoughts are to create a new Intertidal policy and to refine the rest of the policies and planning principles. This document will not be subject to a public consultation and a draft will be presented to Members for the next round of meetings. All being well, the one-year plan will be signed-off by the Conservancy on 29 January 2024, and then passed to the four Local Authorities to be adopted.

6.2 Members are reminded that the main document, the five-year Chichester Harbour Management Plan 2025-2030, will follow on from the one-year extension. This document will be subject to a public consultation.

#### 7.0 Sustainable Shorelines: Second Edition

7.1 Work has commenced on revising the Sustainable Shorelines document, to bring **the Conservancy's published advice in-line** with the SSSI Condition Review of

2021. The purpose is to provide harbourside residents and business with written guidance about defending properties from the sea. The revision will be focused on nature-based solutions. The work is being completed with support from the CHaPRoN partnership.

## 8.0 Re-branding AONBs as National Landscapes

- 8.1 On 11 January 2018, Defra published its 25 Year Environment Plan. Therein, it called for an independent review of the 10 National Parks and the 34 Area of Outstanding Natural Beauty. The review was duly completed and was published on 25 September 2019. The Landscapes Review concluded with 27 recommendations that would collectively improve the management **of England's** protected landscapes.
- 8.2 On 15 January 2022, Defra launched a 12-week consultation on how the Department proposed to take forward the recommendations of the Landscapes Review. The Conservancy responded. Since then, there has been no further communication from Defra, no consultation report, and as of time of writing, none of the recommendations from the 2019 Review have been enacted.
- 8.3 The National Association of AONBs are working to keep the Landscapes Review on the agenda of government officials. One aspect that they have taken forward **without the support of Defra is part of Proposal 24: "AONBs strengthened with new purposes, powers and resources, renamed as National Landscapes."** Specifically, it is the renaming as National Landscapes that the NAAONBs are focussed on.
- 8.4 With that in-mind the NAAONBs commissioned a consultant to update the existing logo (left) to the new one (right).



- 8.5 Some of the new AONB logos are shown below.



- 8.6 The current Chichester Harbour AONB national logo (left), and new national landscape logo (right).



- 8.7 There is not yet a roll out date for this new branding. Furthermore, for the purposes of clarity it will not replace the branding for the Conservancy – this is the logo for the AONB landscape, which will sit alongside the Conservancy logo (the organisation) in some instances.



- 8.8 With regards to the AONB, it is suggested that it becomes a subtitle, thus:

Chichester Harbour National Landscape  
*An Area of Outstanding Natural Beauty*

This is because until such time as legislation changes, AONB remains the **recognised designation**. It is hoped that 'National Landscape' will have greater brand impact than AONB achieved.

- 8.9 The new suite of logos across the AONB family will strengthen the position of the National Landscapes, providing a more unified approach to branding. The move away from AONBs to National Landscapes is also something that is generally welcomed, as AONBs have low brand recognition, especially compared to National Parks. (It was not an option to rebrand AONBs as National Parks).

- 8.10 However, these actions are because the NAAONBs has stepped in where Defra have delayed from taking forward any commitments from the Landscapes Review. It is disappointing that it has got to this stage, given the optimism that the Review brought in 2019, indicating new powers and resources, increased funding, statutory consultee status, etc., none of which have come to fruition as of time of writing.

- 8.11 One reason for the one-year extension of the current Management Plan was to allow the new five-year Plans to account for new powers and resources. One could question why the current Plan will have been extended if the new powers and resources are not forthcoming.

- 9.0 60<sup>th</sup> Anniversary of Chichester Harbour AONB

- 9.1 Members are to note that 4<sup>th</sup> February 2024 will mark the 60<sup>th</sup> anniversary of Chichester Harbour AONB. The Conservancy will develop a plan to mark the occasion.

Richard Austin  
AONB Manager

## CHICHESTER HARBOUR CONSERVANCY

7 JULY 2023

## PLANNING COMMITTEE – FOR INFORMATION

## 1.0 Introduction

1.1 The Conservancy Planning Committee was convened on 17 May 2023 and 12 June 2023.

1.2 Between 1 April 2023 and 16 June 2023, the Conservancy responded to 55 planning applications. From those, the Conservancy registered Objections to 9 applications, for reasons including: illuminated signage; out of character designs; excessively large dwelling developments; and the creation of a tennis court on a greenspace.

## 2.0 1km of New Footpath/Cycleway Between Shipton Green and West Wittering

2.1 On 8 December 2021 the Conservancy applied for planning permission to convert 1km of agricultural fringe into a footpath and cycle route. On 3 May 2023, the application was approved. Works must commence within 3 years. Part of the route is on Common Land, so the next step is to secure that consent from the Secretary of State.

## 3.0 Bird Aware Solent Five Year Review

3.1 Bird Aware Solent is a partnership funded by developer contributions to offset recreational disturbance on a strategic scale. This report, commissioned by Bird Aware Solent, brings together data and information relating to the Bird Aware Solent **Strategy and covers the strategy's first period of operation**. The AONB Manager, Ecologist, and Keith Martin contributed towards the evaluation. The report concludes, "We estimate that current ranger provision would need to be 100x higher to achieve continuous coverage (during daylight through the winter) of all sections of the coast at all times, or 53x higher if it were to achieve complete coverage of the 47 sectors that are identified by Bird Aware Solent as those of high or medium priority."

3.2 The full report is now available online and the partnership are considering the **implications. The Conservancy's Ecologist is on the Steering Group, and the AONB Manager is on the Project Board.**

<https://birdaware.org/solent/about-us/our-strategy/>

## 4.0 Chidham &amp; Hambrook Public Inquiry

4.1 The references are APP/L3815/W/22/3295004 and APP/L3815/W/22/3295000 and the proposed development would entail 200 dwellings on the boundary of the AONB. After two delayed starts, the Public Inquiry commenced 15 May 2023, and was scheduled to take place over 10 days. As of time of writing, 7 days have been completed, with the conclusion due between 24-26 July 2023. The Conservancy has objected and is Rule 6 Party. One **of the Conservancy's Principal Planning Officers** has been in attendance for the duration, with the AONB Manager present as much as is possible. The outcome is expected in the autumn of 2023.

## 5.0 General Development Pressure

5.1 In Chichester District alone, 1,700 dwellings are being proposed around the boundary of the AONB, comprising:

- 1,050 at Southbourne within the emerging Local Plan.
  - 200 at Chidham (above).
  - 300 at Highgrove Farm, Bosham, within the emerging Local Plan and subject to Non-Determination.
  - 150 at Land West of Main Road, Birdham, and subject to Non-Determination.
- 5.2 The AONB Manager has been in discussion with some Members about this situation and possible actions to try and protect the character and setting of the AONB.
- 5.3 With regards to the sites at Bosham and Birdham, due to the risk of costs the Conservancy will not be seeking Rule 6 status.
- 5.4 Meanwhile, sites in Havant close to the AONB boundary, and within the AONB, are also being proposed as potential development sites within the emerging Havant Borough Local Plan.
- 6.0 Thornham Marina Pods
- 6.1 The Chief Executive Officer has been investigating this development and will report back separately.
- 7.0 Statutory Consultee Status
- 7.1 The Conservancy has asked to see Government correspondence about the request for statutory consultee status and see seeking an update.
- 8.0 Recommendations
- 8.1 None.

Richard Austin  
AONB Manager

CHICHESTER HARBOUR CONSERVANCY

15 MAY 2023

APPLICATION FOR WORKS LICENCE – FOR INFORMATION ONLY

SITE ADDRESS: 5, 6 and 23 Sea View Terrace, Emsworth, PO10 7BT

PROPOSED DEVELOPMENT: Scaffolding erection and dismantle on the foreshore, Emsworth.

1.0 Introduction

1.1 The application is to use scaffolding on the foreshore at Emsworth. The purpose of the scaffolding is to build a new garden wall upon the existing sea defence.

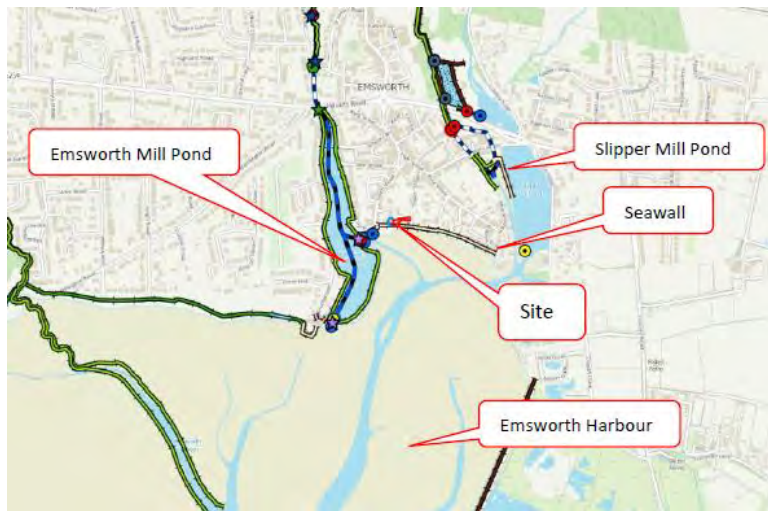


Figure 1. Location Map in Emsworth.



Figure 2. Plan showing the location of the relevant properties.



Figure 3. Photo locations.



Figure 4. View of Emsworth waterfront.

## 2.0 Extent of Works

2.1 The works will be undertaken during May 2023. The length of the garden wall is c. 20m. The works are expected to last 4 weeks.

2.2 *The following text is extracted from the submitted Method Statement.*

Operatives to be competent and suitably trained for the operation they are allocated.

### *Materials:*

- i. Delivery via elite scaffolding vehicles and unloading by hand.
- ii. Use materials that have been serviced and inspected. BS1139-tube and fittings, BS8482- boards.
- iii. Use materials as they are delivered; stack unused materials in a safe place (storage compound if available).

- iv. Transfer materials by carrying from vehicle to target area and pass hand to hand, utilize fork truck if available.

*Erection:*

- i. Fix cautionary signs and/or guide others at risk around the occupied areas.
- ii. Ensure ground is suitable for basing out, base plates on suitable size sole boards.
- iii. Outside rakers tied back to scaffold and tie into bridge wherever possible.
- iv. 1 inch gap to be left between boards and boards tied down to prevent lifting when tide rises.
- v. Ensure joints are staggered.
- vi. Pass materials hand to hand or use mechanical hoist.

*Dismantle:*

- i. Check the scaffolding is securely tied to the building and clear of building materials.
- ii. Do not tip builders materials from the ground: arrange for their safe removal (requires action from site agent).
- iii. Do not overload platforms with dismantled materials.
- iv. Retain toe boards to prevent materials rolling off.
- v. Do not stack materials above toe boards. Cordon the workspace off &/or fix cautionary signs; remember our responsibility to others.

*Ties:*

- i. Outside rakers tied back to scaffold standards/ledgers.
- ii. Ties into existing bridge wherever possible.
- iii. Boards to be tied down to prevent lifting when tide rises.

*Loading:*

- i. The maximum permissible loading on each platform should be no more than 2.0KN/m<sup>2</sup>.

6 Accesses:

- ii. Ladder access openings will be installed at a predetermined points and suitable ladders provided.

*Work Acceptance:*

- i. A handover certificate will accompany completed works, this should be signed by the user to signify acceptance of the scaffolding.
- ii. The handover certificate will be dispatched by post if the user is not available on site, the work will be deemed to be accepted if no contact is made to the contrary after the period of five days from the date of the postmark.
- iii. Follow instructions on handover certificates and comply with legislation.

*Non-Conformances & Corrected Action:*

- i. Customer objectives will be identified and listed in the work instructions before works commence.
- ii. If we fail to meet these objectives where specified in the customer order, **nonconformance's with actions to rework or accept as** is subject to concession applications to the customer.

### 3.0 Comment

3.1 This Works Licence application is not for the garden walls/sea defence. Planning permission has already been secured, with references APP/22/01117 and APP/22/00606. The Conservancy did not raise objections. This Works Licence application is only for the erection and dismantling of the scaffolding.

3.2 The architects working on this project have contacted the Marine Management Organisation (MMO). Any approval from the Conservancy will be subject to also securing MMO consent.

3.3 The AONB Manager will undertake site visits during and after the works.

### 4.0 Recommendation

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

Author:

Richard Austin  
AONB Manager

*Note: this Works Licence was approved by the Chairmen on 15 May 2023 as a delegated action. It is therefore included with the Conservancy papers for information only. The MMO consent was also secured. R. Austin, 25/05/23.*

CHICHESTER HARBOUR CONSERVANCY ACT 1971

SECTION 45

WORKS LICENCE

To: Mr A Winch, Pittance Farm, Smithwood Common, Cranleigh, Durrey, GU6 8QY.  
FAO: Helyer Davies Architects (Agent), 1 The Old Flour Mill, Queen Street, Emsworth,  
Hampshire. PO10 7BT.

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are HEREBY LICENSED to carry out works comprising scaffolding erection and dismantle on the foreshore, Emsworth.

- (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 damage the mudland.
- (iii) 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 30 September.
- (iv) The repairs are to be strictly as detailed in the Works Licence application submitted to the Conservancy.
- (v) The Licensee is to fully and effectually indemnify the 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) The works are to be completed to the satisfaction of the Conservancy and the site is to be left in a clean and tidy condition.
- (vii) 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.
- (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 Conservancy at least **forty-eight hours' notice of the date and time of commencement of the works.**
- (x) This Licence expires on 30 September 2023.

*Dated 15 May 2023.*

Matt Briers  
Chief Executive Officer