

## Chichester Harbour Conservancy

### Conservancy

Minutes of the meeting held on Monday 31 March 2025 at 2.00 p.m. at Eames Farm, Thorney Island.

**Present –** Pieter Montyn (Chairman)

Ann Briggs	Andy Briggs	Gillian Harris	Jeremy Hunt
Donna Johnson	Stephen Johnson	Robert Macdonald	Sarah Payne
Roger Price	Lance Quantrill	Simon Radford	Alison Wakelin

### Officers Present –

Richard Austin (National Landscape Director)	Mel Belderson (Finance Manager)	Matt Briers (CEO)
Jo Cox (Harbour Master)	Pasha Delahunty (Executive Officer)	Fiona Morris (Deputy Treasurer)
Nicky Simmons (Communications Manager)		

**In attendance –** Monty Smedley (Head of Marine, ABPMer), Penny Plant, Rupert Gorman, Steve Borland, Simon Wild and Jaine Wild.

### Part 1

#### Welcome and Apologies

146. Apologies for absence were received from Iain Ballantyne and Jackie Branson.

#### Declaration of Interests

147. Harbour users: Simon Radford, Robert Macdonald, Gillian Harris and Jo Cox. Jeremy Hunt declared his role as Member for Finance for West Sussex County Council and that he employs a builder who is a wildfowler. Pieter Montyn declared his role as the Chairman of West Sussex County Council. Alison Wakelin declared an interest as a marina business owner.

#### Port Marine Safety Code

##### ***(i) PMSC Audit Presentation –***

148. Monty Smedley gave the annual presentation on the Port Marine Safety Code (PMSC) for Chichester Harbour Conservancy (CHC) which explains to duty holders the level of compliance as measured through the audit conducted in December 2024. CHC was found to be compliant at the time of the audit. Opportunities for improvement have been identified and are set out in the report.

149. Changes to the PMSC are expected to be in place for the next auditing cycle and the metrics will change when the new code comes into effect.

150. Areas of best practice were highlighted and commended in the report, and it was suggested that while industry news is already shared with CHC staff it should also be circulated to Duty Holders. It was also noted that the good work being done is not always reflected in the safety plan.
151. Chichester Harbour is a competent harbour and as such have a duty to provide pilotage which not been used in some time. This provision can be removed from Chichester Harbour's obligations and the Harbour Master agreed at the Advisory Committee to review the process.
152. In response to a member question, Mr Smedley confirmed that in the new PMSC there will be shift from what 'should' happen to what now 'must' occur and APBMer will issue new guidance on these requirements.
153. In response to a question by the CEO, Mr Smedley was confirmed that while other organisations have successfully lobbied to have one individual as the named Duty Holder, changes to the current approach, as used in Chichester Harbour, are not expected.

***(ii) Annual PMSC Report –***

154. The Harbour Master's Annual PMSC Report was circulated to members before the meeting. There were few incidents to report as the past year was one of the safest in the harbour.
155. The 'Coastal Flame' emergency exercise was found to be a valuable coordinated exercise with key emergency organisations. Due to the location, the WSCC Fire Service engaged in the exercise however future tests or tabletop exercises can include Hampshire Fire Service as well as other agencies.
156. Since the date of the report, an oil spill exercise has also been completed at Langstone Bridge which highlighted that while several key partners communicated well there was an opportunity to improve engagement with Hayling Island RNLI. The annual bar survey is happening tomorrow.
157. Harbour user groups listed in the report were all groups sufficiently represented on the Advisory Committee. The Conservancy noted the report.

*(Monty Smedley left the meeting)*

**Wildfowling Report**

158. The Chairman invited Rupert Gorman, Chairman of the Chichester Wildfowling Association (CWA) to make a deputation to the group. The following points were highlighted:
  - CWA have been a benefit to the harbour since before 1971.
  - Illegal shooting and poaching are a great threat and CWA have fifty wardens who patrol the harbour.
  - Wildfowling happens in the unobtrusive hours at dawn.
  - The group consults with an ecologist and Defra on important matters such as avian flu.

- CWA are fellow owners of land in the harbour. The RSPB have also leased land to wildfowlers for 45 years.
  - The group has a close relationship with West Sussex and Hampshire police forces.
  - Societal changes around wildfowling are needed there may be a lack of knowledge about what happens behind the scenes with many people fascinated when they find out what wildfowlers do.
  - CWS have been in communication with Chichester Harbour Trust.
  - With today's shifting values, the focus is on conservation around the harbour which includes planting sea grass and conducting surveys on flora and fauna.
159. There were no member questions and Mr Gorman was thanked for his comments.
160. The Chairman invited Simon Wild from West Sussex Wildlife Protection to make a deputation to the group. The following points were highlighted:
- The West Sussex Wildlife Protection covers the areas from Hampshire through to Worthing.
  - CHC tagline suggests that it protects nature and secures grants for these purposes however allowing shooting of birds in the very place the organisation is protecting is a secret shame.
  - As steel shot must now be used, it is less effective at killing and therefore less humane and results in a high crippling rate for geese.
  - No area of the harbour free from wildfowling activity, with wildfowling incidents noted in Ellanore, Bosham and East Head.
  - Under the SSSI, the combination of effects, which would include the loss from avian flu, must be examined.
  - Wildfowlers highlight the benefits of their conservation work used this during debates over shooting in Pagham Harbour. The area now thrives without shooting.
  - Mr Wild left Members with a final image and asked them to imagine a goose alongside a dog of the same size, who had been shot and is flapping in pain. He questioned how you kill a goose by hand and suggested that it would be messy.
  - Rubber stamping this lease would allow these practices to continue, however if the group were not bold enough to end this now, he asked the group to require a break from shooting to allow the public to be consulted on the practice.
161. There were no member questions and Mr Wild was thanked for his comments.
162. The CEO presented his report on wildfowling and explained that CWA were seeking to renew their agreement to shoot on CHC land. He noted that the proposed new licence would be more restrictive than the previous agreement and that social acceptance of hunting has diminished.
163. He further suggested that as the conservation of nature is the prime focus of the CHC strategy to 2050, a renewal of the agreement could be

considered incompatible with the stated aims of the organisation and lead to reputational damage.

164. It was identified that an Appropriate Assessment is now needed in its initial stages with CHC, Natural England and the CWA as consultants. The licence renewal will be considered under Part 2.
165. A Member asked what apart from public opinion has changed over recent decades. The CEO confirmed that less bird assemblage has been identified in the area and while wildfowling is not responsible for that, it is an additional pressure on the bird population in the harbour.

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

166. **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 25 November 2024**

The minutes were approved as a correct record.

### **Part 2 Minutes of the Advisory Committee held on 20 January 2025**

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.

### **Conservancy Dashboard**

The CEO presented the updated Dashboard to the Committee.

### **Risk Assessment**

The Risk Assessment was already covered under the Conservancy Dashboard.

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

The Committee noted the minutes from the Finance, Risk & Audit Group meeting held on 12 March 2025.

### **Itchenor Jetty Electrics Provision**

The HM presented a report on the electrics provision for the new jetty. The report was for information only as the agreement had already been approved under the urgent action's procedures due to the government funding stream closing at the end of March 2025.

## **Itchenor Toilets and Showers Project**

The HM gave a verbal update on the tender process which ended on 28 March 2025. As the tender was not awarded, next steps will now need to be considered.

## **Leases and Licences**

Heads of Terms for the following agreements were reviewed and considered:

- Salterns Way – Itchenor Park Farm
- Salterns Way – Itchenor Gate Farm
- Bosham Boat Park – Chichester District Council
- Bosham Yacht Services
- Ellanore Farm
- Eames Farm
- Wildfowlers

## **Return to Part 1**

### **Part 1 Minutes – 27 January 2025**

203. **Resolved** – That the Part 1 minutes of the Conservancy meetings held on 27 January 2025 be approved as a correct record and that they be signed by the Chairman.

### **Part 1 - Advisory Committee meeting 24 March 2025**

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

## **Chairman's Update**

205. The Chairman gave a verbal update to the group. He drew attention to copies of the latest addition of Harbour Life which had been distributed around the room and bestowed praise on the CHC team for their hard work in bringing the publication to life.
206. He also shared details of the Farming in Protected Landscapes (FiPL) group, on which both he and Ann Briggs sit, and all the important work being done to secure environmental farming projects. To date £922k has been allocated to the FiPL programme with a further £150k announced for this year.
207. The Task and Finish Group met with the NL Director this morning to discuss the final which will be circulated to Members ahead of the 6-week public consultation. He also reminded Members that the National Landscape Conference was from 9<sup>th</sup> July.

### **Budget Monitor Report to 28<sup>th</sup> February 2025**

208. The Finance Manager (FM) reminded the Members that the report was a snapshot in time of the finances and that today being the last day of the financial year. She confirmed that at this stage it looks like an underspend

is likely however as the MoU sent to the Councils in 2024 has not yet been agreed, there were questions about the process to follow. In November 2024, it was agreed that any savings realised from the Itchenor toilets and shower project would be returned to the Councils, but as this process has now failed further discussions are needed. The CEO stated that any underspend should be returned to the Councils in the next invoicing period. This links with what was proposed in the MoU.

## **Works Licence**

209. The Committee considered the reports, which were introduced by the Harbour Master.

### ***(i) Birdham Pool***

210. An adjacent landowner contacted CHC with concerns that work was taking place and the HM determined quickly that adequate permissions had not been obtained. As the footprint of the jetty was being extended, the work fell outside of the scope of the Marine Management Organisation's self-service marine licence issued for Birdham Pool. The materials used were also not in keeping with the area. The property owners will need to ensure their site is safe knowing that any works conducted would be subject to enforcement action. The HM expects that remedial work will be needed and recommends that the Conservancy reject this application.

211. **Resolved – That the Conservancy rejects** the proposed works licence at Birdham Pool.

### ***(ii) Northshore***

212. **Resolved – That the Conservancy** approve the proposed works licence at Northshore.

### ***(iii) Orchard House***

213. **Resolved – That the Conservancy** approve the proposed works licence for Orchard House.

### ***(iv) Snowhill Creek***

214. **Resolved – That, subject to obtaining the required SSSI consents, the Conservancy** approve the proposed five-year works licence at Snowhill Creek.

*The meeting ended at 4.34pm.*

Chairman

## CHICHESTER HARBOUR CONSERVANCY

**7 JULY 2025**

### APPOINTMENTS TO THE ADVISORY COMMITTEE – NOMINATIONS

1. The current three-year term of the Advisory Committee expires in November 2025. Under Section 11 of the Chichester Harbour Conservancy Act 1971 the Conservancy is required to appoint people (\*not less than 15 nor more than 17) to serve on the Advisory Committee for the next three-year term from November 2025 to November 2028.
2. The table below sets out the names of the organisations consulted in accordance with the 1971 Act and the nominations received. For areas categories where more than one nominee has been received, the Conservancy will need to choose who represents those interests. Details of the nominees' background and/or qualifications can be found at the Appendix.

As referenced in the CHC Act 1971	Current Members	Organisations Contacted for Nominations	Nominations Received
<b>3(a) Royal Yachting Association</b>	Matt Wright	Royal Yachting Association	<b>Matt Wright</b>
<b>3(b) Chichester Harbour Federation</b>	David Foster  Robert Macdonald  Simon Radford  Graham Williamson	Chichester Harbour Federation	<b>David Foster</b>  <b>Robert Macdonald</b>  <b>Simon Radford</b>  <b>Graham Williamson</b>
<b>3(c) Inshore Fisheries and Conservation Authority (formerly Sussex Sea Fisheries District)</b>	Robert Pearson	Sussex Inshore Fisheries and Conservation Authority	<b>Robert Pearson</b>
<b>3(d) Professional Boatman's Association (formerly Emsworth Harbours Fishermen's Federation)</b>	(Vacant)	Professional Boatman's Association	(Vacant) No nomination received
<b>3(e) Environment Agency (formerly Nature Conservation Council)</b>	(Vacant)	Environment Agency	(Vacant) No nomination received
<b>3(f) Natural England (formerly Countryside Commission)</b>	Kate Bull	Natural England	<b>Kate Bull</b>
<b>3(g) Greater London and South East Sports Council after consultation with the Southern Sports Council</b>	(Vacant)	No authority contacted	(Vacant)

<b>3(h) Chichester District Association of Local Councils</b>	Nicolette Pike	Chichester District Association of Local Councils	Pending confirmation (*Meeting scheduled for 24.06.25)
<b>3(i) Commercial Interests (formerly Ship and Boatbuilders National Federation now British Marine)</b>	Alison Wakelin	British Marine	<b>Alison Wakelin</b> (British Marine)
<b>3(j) Resident Interests</b>	Jane Dodsworth (Havant Residents)	Emsworth Residents Association  Emsworth Residents Forum  Warblington and Denville Residents Association  Hayling Island Residents Association  Langstone Residents Association  North East Hayling Residents Association	1. <b>Mike Bateman</b> (Emsworth Residents Forum)  2. <b>Andrew Biltcliffe</b> (North East Hayling Residents Association)  3. <b>Jonathan Raper</b> (Langstone Residents Association)
<b>3(k) Amateur Fishing Interests</b>	Richard Harmer	Apuldrum Fishing and Boat Club  Hayling Island Angling Club  Bosham Fishing Club  The Angling Trust	<b>Philip Linsell</b> (Bosham Fishing Club)
<b>3(l) Naturalist Interests</b>	John Goodspeed (Hampshire Ornithological Society)	Hampshire and Isle of Wight Wildlife Trust  Sussex Wildlife Trust  Natural History Society  Hampshire Ornithological Society  Royal Society for the Protection of Birds (RSPB)	1. <b>John Goodspeed</b> (Hampshire Ornithological Society)  2. <b>Christian Hance</b> (Natural History Society)  3. <b>Wez Smith</b> (RSPB)



<b>3(m) Wildfowling Interests</b>	Steve Borland	Chichester Wildfowlers Association (CWA)  Langston and District Wildfowlers and Conservation Association (LADWACA)	1. <b>Steve Borland</b> (CWA)  2. <b>Lee Freeston</b> (LADWACA)
<b>3(n) Other interests (maximum of 2)</b>	Heather Baker (FoCH)	Friends of Chichester Harbour (FoCH)	<b>Heather Baker</b> (FoCH)
	Rachel Hodgson (Farming & Landowners)	National Farmers' Union (NFU)	<b>Andrew Gentle</b> (NFU)  <i>*Note Rachel Hodgson has indicated a willingness to stay on in the role.</i>

### Recommendation

3. That the Conservancy appoint the Advisory Committee for the next term with effect from November 2025;
  - a. Those (in uncontested categories) named in the table above, and
  - b. That where there is more than one nominee presented in any category, the Conservancy decides who should represent those interests, namely:
    - 3(j) Resident Interests
    - 3(l) Naturalist Interests
    - 3(m) Wildfowling Interests
    - 3(n) Other Interests (Farming & Landowners)

**Matt Briers CBE**  
**CEO**

## **Appendix**

### **Nominee Statement** *(listed in order received)*

#### **3(i) Resident Interests**

##### ***Emsworth Residents Forum Nominee - Mike Bateman***

- Planning Lead for Emsworth Residents Forum
- Formerly DEFRA - appointed chair of the Southern Regional Flood and Coastal Committee (2005-2012)
- Career spent as an academic geographer and in university administration (Pro-Vice Chancellor, University of Portsmouth)

##### ***North East Hayling Residents Association Nominee - Andrew Biltcliffe***

- I have lived at Northney Road since 1987 and am very familiar with the Chichester harbour area. I am very interested in conservation and the improvement of habitats for the benefit of wildlife whilst balancing that with the need to keep the countryside viable. I am also very interested in climate change and the impacts this is having on our wonderful harbour environment.
- I have recently retired from Havant Borough Council where I held numerous positions in the planning department and the regeneration team. I was Head of Planning and Head of Regeneration before I came to retire. I am a chartered member of the Royal Town Planning Institute and continue to be involved in planning through my part time role as an Associate Lecturer at Chichester College where I am part of the team teaching the Level 4 Apprenticeship course in Town Planning. I also undertake some consultancy work for CPRE. During my planning career I worked in Development Management for 10 years before focusing on policy for 25 years.
- I am experienced in working in teams, in governance, in management and believe in a professional and collaborative approach to finding solutions to all situations.
- The Landscape Review by Juian Glover's team for DEFRA made a number of recommendations for the National Landscapes which will be increasingly important as the government's devolution and Local Government Reorganisation proposals unfold. My experience in the Hampshire local government arena would be useful in this period of change that will impact the CHC.
- I have skills in plan and policy making that would be useful to the CHC in the evolution of their management plan update.
- I would welcome the opportunity to support CHC over the next 3 years as a member of the advisory committee representing local residents groups and believe that I would bring valuable experience and insight to your team.

##### ***Langstone Residents Association Nominee - Jonathan Raper***

- BA Hons Geography Univ. of Cambridge
- PhD in Geomorphology University of London
- Former Professor of Geographic Information Science, City University London
- Holder of the Gill Memorial Award of the Royal Geographical Society
- Former Chair of Governors for St. Saviours CE Primary School

- Former Member of the Mayor London's Digital Advisory Board and founder of TransportAPI.com
- Safety boat driver for Hayling Island Sailing Club: PB2, VHF and First Aid qualifications
- Harbour user with Yarmouth Scow (under renovation), kayak and tender

### **3(I) Naturalist Interests**

#### ***Hampshire Ornithological Society Nominee – John Goodspeed***

- *Current Advisory Committee Member representing naturalist interests.*
- I have been an active member of The Wildlife Trusts (including 10 years as a trustee), HOS, SOS, RSPB and BTO involving conservation work, bird surveys over many years – 40 in SE Hampshire, and public engagement.

#### ***Chichester Natural History Society Nominee – Christian Hance***

- During his working career Christian worked mainly for IBM, rising from computer programmer to Executive responsible for parts of IBM's business. He is very experienced in working within large organisations, across different groups and achieving objectives within complex structures.
- Christian has been the Chair of Chichester Natural History Society, ChiNats for short, for the past 8 years. During this time the group has carried out numerous surveys of local wildlife including bats, moths, wild flowers and dragonflies. He is a member of the NT, SWT & RSPB. He has given lectures on the impact of Climate Change on UK wildlife to groups within Sussex and further afield.
- As we live in a crowded part of a crowded island, Christian is very keen on ensuring that all aspects of nature are fully considered during any planning and management processes. Conflicting demands between different usages are to be expected e.g. the need for dedicated wildlife areas and the need for boating space. Chichester Harbour is rightly renowned for some of its wildlife actions e.g. encouraging Terns, however the degradation of wildlife habitats due to human activities is a serious challenge, with degraded water quality being an especially important factor in the harbour. Drawing on his working experience, Christian does recognise that with multiple demands on limited resources, compromise and negotiation are required to achieve sustainable solutions, but wildlife must not be sidelined.
  - Bachelor of Science (Honours) Environmental Sciences & Computing Studies, University of East Anglia 1978.
  - DPhil "A study of coexistence between two rosette-forming composite herbs in Chalk Grassland". University of Sussex 1984
  - MBA The Open University 2000
  - Bachelor of Arts (Honours) in Politics, Philosophy and Economics. The Open University. 2024
  - Barkham, J. P., and C. E. Hance. "Population Dynamics of the Wild Daffodil (Narcissus Pseudonarcissus): III. Implications of a Computer Model of 1000

- Years of Population Change." Journal of Ecology, vol. 70, no. 1, 1982, pp. 323–44. JSTOR, <https://doi.org/10.2307/2259882>. Accessed 5 June 2025.
- Fuller W., C.E. Hance and M. J. Hutchings. "Within-Season Fluctuations in Mean Fruit Weight in *Leontodon Hispidus* L." Annals of Botany 51, no. 4 (1983): 545–49. <http://www.jstor.org/stable/42756621>.
  - Dr. Christian Hance and Gillian Hance "Studying succession at the RSPB Medmerry Reserve". Adastra, Sussex Biodiversity Record Centre, 2018

### ***RSPB Nominee – Wez Smith***

- RSPB Senior Project Manager responsible for the Solent Seascape Project (including several habitat restoration projects), LIFE on the edge and our national Beach Nesting Bird Programme. RSPB species lead for Oystercatcher. RSPB Site Manager for Langstone & Chichester Harbours reserves (2013-2019) & Eastern Solent Reserves (2019-2023). Experience and knowledge of all the local issues, relationships, groups & opportunities from over a decade of working and living within the coastal environment here.

### **3(m) Wildfowling Interests**

#### ***Langstone and District Wildfowling and Conservation Association Nominee – Lee Freeston***

- Lee is a semi retired electrical contractor from Emsworth. He has a vast experience in working with Wildfowling clubs and voluntary bodies.
- Conservation and Ecology - Lee has a detailed understanding of the environmental pressures now impacting upon the harbour. In 2012 he undertook an appropriate assessment on behalf of Chichester Wildfowling to prove that Wildfowling was not detrimental to any of the designation features of the SSSI/SPA etc. This work was carried out voluntarily at the request of John Davies the then Harbour Master CHC.
- For ten years he was a council member for the British Association for Shooting and Conservation (BASC). Lee was also working with politicians and Statutory agencies such as Natural England lobbying at an executive level. Lee has excellent communications skills in disseminating information to relevant bodies and clubs.
- His areas of expertise which would benefit the Conservancy, Wildfowling and communication in general are as follows:
  - Solent Wildfowling Forum – Founding Member and organiser.
  - Being elected to represent 10,000 wildfowling at the BASC for 10 years.
  - Chairman of BASC Wildfowling Liaison Committee for 7 years.
  - Chairing the executive and finance committee for 5 years. He was responsible for designing and implementing a £10,000,000 budget for BASC.
  - Former Trustee of the Wildlife habitat trust for 7 years.
  - Chichester Harbour Conservancy Advisory Committee – Previous Wildfowling rep.
  - Member of LADWACA.
  - Member of Kent Wildfowling & Conservation Association (KWCA).
  - Committee Member of KWCA.

- Former Chairman and member of Chichester Wildfowlers Association.
  - Member of Creetown Wildfowlers Association.
  - Current Wild Spaces Fund Charity Secretary.
  - Countryside stewardship and conservation – Experienced in conservation management of small and large projects.
- Lee's family have been resident in the Emsworth area and involved in the fishing industry since the 1850's. They were also involved in the yachting industry crewing for several well known

### ***Chichester Wildfowlers Association Nominee – Stephen Borland***

- *Current Advisory Committee Member representing wildfowling interests.*
- Steve Borland has sat on the Advisory Committee in this position for the last 3 years so is well versed in its workings and the role required of him.

### **3(n) Other Interests – Farming & Landowners**

#### ***National Farmers' Union Nominee – Andrew Gentle***

- Andrew is an arable farmer in the Witterings and a former Branch chair of the NFU.
- He sits on the FiPL board and is heavily involved in agricultural matters in the local area. He is also one of the lead farmers in the Manhood peninsula Farmers Cluster group.
- He is very passionate about farming and educating the general public on where their food comes from.

#### ***Rachel Hodgson\****

- *Current Advisory Committee Member representing other interests (Farming & Landowners).*
- Granddaughter and Niece of a Bosham farmer; who has contributed over the last ten years to the management and maintenance of the waterfront farmland.
- With experience of grant application through DEFRA and FIPL; including the creation and reestablishment of hedgerows.
- Some expertise, although this has not been utilised yet by the Conservancy, in marketing, education and safeguarding.
- A harbour walker, rower, swimmer and occasional sailor.
- A member of the Advisory Board for the last three years; occasionally quite vocal!

*\*Although not nominated by an organisation, Rachel is interested in staying on in the role.*

## CHICHESTER HARBOUR CONSERVANCY

**7 JULY 2025**

### APPOINTMENT OF COMMITTEES AND WORKING GROUPS

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

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

#### **2.0 Planning Committee**

**2.1** The Terms of Reference (ToR) and Constitution for the Planning Committee were reviewed by the committee on 16 June 2025 (attached at Appendix A). The following changes are being proposed and have been highlighted:

- A reduction in the number of committee members from 12 to 8. The ratio of Conservancy to Advisory Committee members remains as does the quorum.
- Change the frequency of meetings to monthly, scheduled as placeholders and confirmed when required.
- Replacing 'Director & Harbour Master' with 'Chief Executive Officer', 'his/her' with 'their', and 'AONB' with 'NL'.

**2.2** In line with the proposed changes to the ToR for the Planning Committee set out above at 2.1, membership for 2025/26 would be as follows:

Iain Ballantyne	Conservancy
Heather Baker	Advisory Committee
Jackie Branson	Conservancy
John Goodspeed	Advisory Committee
Pieter Montyn	Conservancy
Nicolette Pike	Advisory Committee (Chairman)
Sarah Payne	Conservancy
Lance Quantrill	Conservancy

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

**3.1** The Terms of Reference and Constitution for the Finance, Risk & Audit Group were revised and formally approved at the Conservancy meeting of 27 January 2020 (attached at Appendix B). Proposed changes from 'Director & Harbour Master' to 'Chief Executive Officer' and 'AONB' to 'NL' are highlighted.

**3.2** The membership of the Finance, Risk and Audit Group is seven, including the Chairman and Vice-Chairman of the Conservancy. The membership is as follows for 2025/26:

Andy Briggs	Conservancy
Jackie Branson	Conservancy
Jeremy Hunt	Conservancy

Robert Macdonald  
Pieter Montyn  
Simon Radford  
Alison Wakelin

Conservancy (Chairman)  
Conservancy  
Advisory Committee  
Advisory Committee

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

4.1. The Terms of Reference and Constitution were formally approved by the Conservancy on 28 January 2019 (attached at Appendix C). Proposed changes from 'Director & Harbour Master' to 'Chief Executive Officer' and 'AONB' to 'NL' are highlighted.

4.2. The membership of the Human Resources Sub-Committee is five, including the Chairman and Vice-Chairman of the Conservancy and Chairman of the Advisory Committee. The membership is as follows for 2025/26:

Jackie Branson  
Ann Briggs  
Pieter Montyn  
Roger Price  
Alison Wakelin

Conservancy  
Conservancy  
Conservancy  
Conservancy (Chairman)  
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 (attached at Appendix D).

5.1. As Marcus Lawson has stepped down from the Advisory Committee, there is **one vacancy** in the group. The membership of the Freedom of the Harbour Sub-Group is five and is as follows for 2025/26:

Heather Baker  
Jeremy Hunt  
Lance Quantrill  
Alison Wakelin

Advisory Committee  
Conservancy  
Conservancy  
Advisory Committee

#### **6.0 Recommendations**

- (a) The Conservancy is asked to consider and approve the revised Terms of Reference for the Planning Committee.
- (b) The Conservancy is invited to appoint a member to the vacancy noted on Freedom of the Harbour Sub-Group.
- (c) The Conservancy is invited to appoint members to each committee/group for the period until the 2026 Annual Meeting or until proposals are made following review, if earlier.

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

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

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### **CHICHESTER HARBOUR CONSERVANCY PLANNING COMMITTEE – CONSTITUTION AND TERMS OF REFERENCE**

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

#### **Objectives**

On behalf of the Conservancy:

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

#### **Frequency of Meetings**

- ~~Placeholders for m~~ Meetings ~~will be held approximately every six weeks scheduled monthly~~. The Chairman may call additional meetings of the Planning Committee at any time.

#### **Membership**

Membership: ~~Eight~~ Twelve, representing a balance of interests within the Conservancy and Advisory Committee. At least two-thirds must be Members of the Conservancy.

Quorum: Four.

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

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

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

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

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

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



## Roles

- The role of the Chairman is to ensure that the Terms of Reference are adhered to; that the Rules of Debate set out in the Conservancy's Standing Orders are applied; and that the Code of Conduct for Members is observed.
- The Chairman is also to act as a first point of contact for the rest of the Planning Committee and to liaise with Chichester Harbour Conservancy staff on matters relating to agendas for meetings and any related issues of concern.
- The Vice-Chairman will substitute for the Chairman in ~~their his or her~~ absence; and act as a Planning Committee Member at all other times.
- Members are expected to read all papers, seeking clarification on any issues before the item is debated, to ensure that all their decisions are properly informed.
- Members are to ensure that the Chichester Harbour Management Plan (~~2025-2023 2019-2024~~) and associated documents, ~~incorporating the Conservancy's Planning Principles~~, are considered when appraising planning applications.
- Members are to act in an objective, fair, impartial and open-minded way, and in the best interests of the Conservancy and NL AONB when considering reports.
- Members are encouraged to vote on a motion and avoid abstaining.
- In the event of a split decision, the Chairman will have the casting vote.
- Should they so wish, any Member of the Conservancy or Advisory Committee may attend and participate in meetings, albeit without voting rights.
- Minutes of the previous will be published on the Conservancy's website after they have been accepted as a true and accurate record by the Planning Committee in the subsequent meeting.

## Responsibilities

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

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

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

- Members are to have regard for other environmental designations in and around Chichester Harbour, as listed in the Management Plan ~~(2019-2024)~~.

### **Conflicts of Interest**

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

### **Meetings in Public**

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

### **Deputations**

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

### **Consulted Delegated Decisions**

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

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

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

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

### **Fully Delegated Decisions**

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

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

### **Site Visits**

The purposes of site visits are:

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

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

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

Conduct of Site Visits:

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

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

#### Version History

- 1.0 Approved by CHC on 1 July 2014.
- 2.0 Revisions to Consulted Delegated Decisions approved by CHC on 17 October 2016.
- 3.0 Multiple revisions proposed by Members in 2018. The original document with tracked changes is available from CHC.
- 4.0 Approved by CHC on 28 January 2019.
- 5.0 Added to the sections on Membership, Roles, Responsibilities, and Conflicts of Interest. Created new sections on Deputations and Site Visits. 14 November 2022.
- 6.0 Revised membership numbers and removed references to AONB and 'him/hers' throughout the document. For Conservancy review on 7 July 2025.

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

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

#### **Terms of Reference**

##### **Constitution**

No more than seven members, comprising:

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

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

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

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

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

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

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

#### Governance Arrangements

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

*Updated CHC 27 January 2020*

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

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

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### **CHICHESTER HARBOUR CONSERVANCY**

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

##### **Purpose**

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

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

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

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

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

##### **Membership**

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

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

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

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

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

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

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

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

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

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

Monitor staff relations through initiatives such as an annual Staff survey

## **3. Senior Management Team**

Set and review the ~~Chief Executive Officer-Director & Harbour Master~~ objectives and his ir performance against them annually, or as required, and ensure that those objectives are aligned to the Conservancy's Management Plan ;

Receive and review, with the ~~Chief Executive Officer-Director & Harbour Master~~, the goals and objectives of the other members of the Senior Management Team and their performance annually.

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

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

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

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

## **5. Procedures**

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

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

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

## **6. Safety**

To Monitor the work of the ~~Chief Executive Officer-Director & Harbour Master~~ in both implementing and monitoring the effectiveness of the Health and Safety Policy.

## **7. Equality & Diversity**

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

## **8. Employee Development**

Promote employee development across the Conservancy;



## **9. Other**

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

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

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

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

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

### **Reporting Arrangements**

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

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

## **CHICHESTER HARBOUR CONSERVANCY**

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

#### **Constitution**

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

#### **Terms of Reference**

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

#### **Eligibility**

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

*Version 28 January 2019*

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

9 Jun 25

## **Conservancy**

### **CEO Primer**

- At the last Conservancy meeting, the CEO was asked for a 1-page non-confidential summary.

### **General**

- Morale sound though disquiet over salary levels.
- Workload high across the organisation. Particular strain on Harbour, Reception, and National Landscape (NL) areas.
- Risk Register – no changes to overall RAG<sup>1</sup> rating or trend.

### **NL**

- The gapping of the NL Operations Manager (due council funding uncertainty) has increased workload for the NL Director. Once funding clarified intend filling post.
- 5-year Plan is out for consultation until 30 Jun 25.
- Following considerable effort, the NL have secured £917,223 in grants.
  - Paper submitted to FRAG.
- Work with partners continues to develop/deliver a solution at Langstone.

### **Harbour**

- Increased focus on harbour dues collection and enforcement placed additional pressure on team.
- The new jetty has increased visitor numbers adding pressure/workload and the requirement for increased maritime experience in Reception.
  - Paper to resolve both issues on agenda.
- Refurbishment of the toilets and showers is challenging with alternative options scoped following the failed tender process.
  - Paper on agenda.
- Harbour Revision Order consultation complete with laying date confirmed 17 Jun 25, work ongoing for the issuing of general directions.
  - Detail in HM report.

### **HR**

- Following considerable work, HR records and processes in good order.
- Vivup employee benefits package to be delivered in summer 2025.
  - Paper on agenda.

### **Finance**

- West Sussex County Council have paid their deficit contribution, Hampshire County Council have not (chaser sent).
- End of year surplus of c.£57k (due gapping of NL Ops Mgr) will be returned to both councils.
- Bosham Boat Park lease (to CHC) extended by 1 year.

### **Matt Briers CBE**

### **CEO**

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<sup>1</sup> Red, Amber Green

Risks

Descriptor	Oct 24	Jan 24	Mar 25	Jun 25	Trend
Reputation					
Compliance					
Finance					
Governance					
Authority					
Personnel					

NL Area

Descriptor	Oct 24	Jan 25	Mar 25	Jun 25	Trend
Management Plan 25-30					
Nature Recovery					
Climate Change					
Coastal Communities					
Access for All					
Landscape Management					
Enforcement					
Dept Capacity					
Grant Funding					
<ul style="list-style-type: none"><li>Two descriptors for the NL Area have been revised. CHaPRoN is now Nature Recovery, and NL Upkeep is Landscape Management.</li><li>Climate change has been introduced as a new priority area. Work on net zero is yet to commence.</li><li>The Management Plan is out for public consultation. The new draft policies are reflected overpage.</li><li>Nature recovery work needs funding, as the biggest barrier to CHaPRoN.</li><li>Coastal Communities includes residents, partnerships, etc.</li><li>Enforcement matters are unresolved, as is the case at Salterns Lock.</li><li>Department capacity is stretched.</li><li>Secured some grant funding, through Solent Seascape, FiPL, and Defra grants.</li></ul>					

Safety

Descriptor	Oct 24	Jan 25	Mar 25	Jun 25	Trend
WF Incidents	6	1	2	2	
RIDDOR	1	0	0	0	
H Incidents	119	36	1	58	
Harbour incidents include all types of vessel and person related incidents in the harbour, not just safety related					

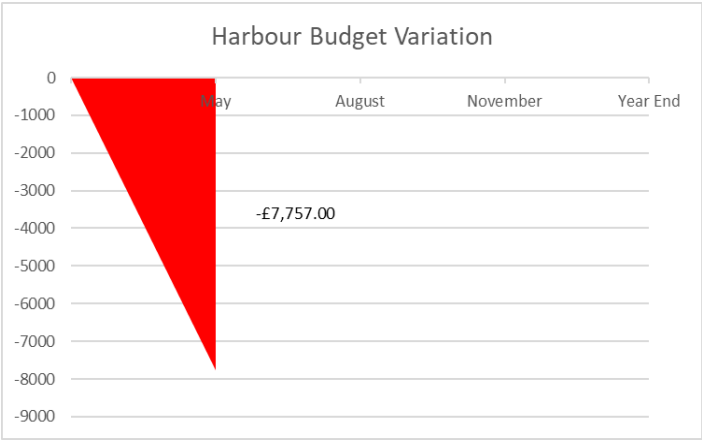
Harbour Area

Descriptor	Oct 24	Jan 25	Mar 25	Jun 25	Trend
TMoB					
Itch Jetty					
Itch Carpark					
Harbour RO					
Enforceme nt					
SQEP					
Maintenan ce					
Dept Capacity					
<ul style="list-style-type: none"><li>TMoB 5 year mooring maintenance agreement signed and 1st seasons work undertaken</li><li>Itchenor Jetty installation. Contract for electric installation signed. Tender for toilets and showers on hold</li><li>Car park delivering good reliability and returns. Car park lease expiring July 2027</li><li>HRO laying date 21st June.</li><li>2025 - 1 pending prosecution, 4 prosecution cases in preparation</li><li>All craft and equipment fully serviceable</li><li>Increased volume of visitors putting strain on department capacity.</li><li>Maintenance team working at full capacity, with additional work available</li></ul>					

Forward Programme

Date	Activity/Deliverable
May/June	CHNLMP Public Consultation
July	CHNLMP to CHC Board
August	CHNLMP to Local Authorities

CHC Dashboard (v9)



Strategy

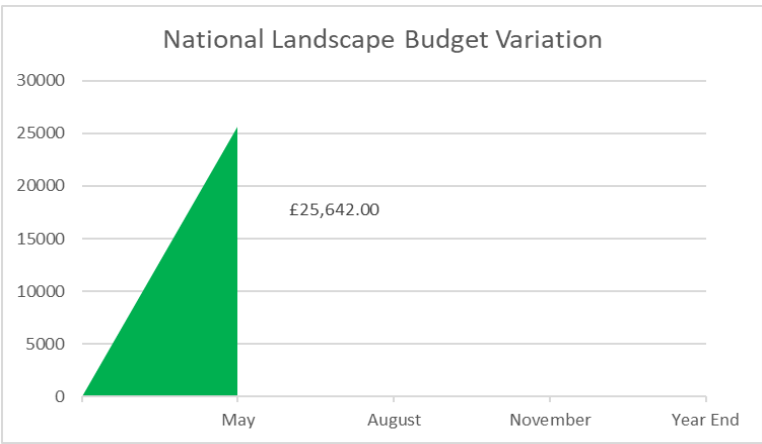
**Our Vision for 2050**

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

Fit for purpose:

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

Finance



Comms/HR Area

Descriptor	Oct 24	Jan 25	Mar 25	Jun 25	Trend
Press & PR					
Social Media					
Web Content & Traffic					
Literature & Newsletters					
Events & Talks					
NL Rebrand					
Gapping					
Absence					
Dept Capacity					
<ul style="list-style-type: none"><li>Business Support Officer joined 20.01.25</li><li>Lockheed Martin agreed to extend and increase sponsorship of Education programme for 25.</li><li>Harbour Life &amp; Information for Mariners 2025 published for distribution.</li><li>Press releases/ SM achieving regular local new sharing of CHC messages.</li><li>Website content enhanced to improve awareness of CHC strategy, news and promotion of new jetty and services.</li></ul>					

Finance/ Leases Area

Descriptor	Oct 24	Jan 25	Mar 25	Jun 25	Trend
Harbour Budget					
NL Core Budget					
NL Grants					
Leases/ Licences					
Dept Capacity					
<ul style="list-style-type: none"><li>Harbour unfavourable variance of - £7,757 as at the end of May – due to reduced Moorings income.</li><li>NL core budget favourable variance of £25,642 as at the end of May. Due to strong income generation and staff savings.</li><li>Anticipated additional grants of £917,223</li><li>Ongoing work on deficit recovery and grant administration has required additional effort from the Finance Manager.</li><li>Lack of access to Land Registry and ownership details (via GIS) continues.</li><li>Work on leases/licenses is ongoing with regular meetings, and reminders circulated to department leads internally.</li></ul>					

Forward Programme (Process)

Date	Descriptor	Date	Descriptor	Date	Descriptor
11-Jun	FRAG	7 Jul	Conservancy	20 Oct	Planning
16-Jun	Planning	14 Jul	Planning	17 Nov	Advisory
23-Jun	Advisory	15 Sept	Planning	24 Nov	Conservancy
23-Jun	Conservancy (Accts)	22 Sept	HR	2 Dec	HR
7-Jul	Annual Joint Mtg	6 Oct	FRAG	17 Dec	FRAG

## **Acronyms**

### **Safety**

**WF** – Workforce

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

**H** – Harbour

### **NL**

**NL** – National Landscape

**FiPL** – Farming in Protected Landscapes

### **Harbour Area**

**Itch** – Itchenor

**RO** – Revision Order

**Ems** – Emsworth

**SQEP** – Suitably Qualified and Experienced Personnel

### **Comms**

**PR** – Public Relations

**WQ** – Water Quality

## **Draft**

## **Chichester Harbour National Landscape Management Plan (2025-2030)**

### **Policy 1 Nature Recovery**

1.1 Chichester Harbour Protection and Recovery of Nature (ChaPRoN)

1.2 Rollback of the Coastal Footpaths

1.3 Habitat Restoration

1.4 Water Pollution

1.5 Compliance with UK Law

1.6 Research and Development

### **Policy 2 Climate Change**

2.1 Mitigation

2.2 Adaptation

2.3 Sequestration

2.4 Societal Changes

2.5 Green Finance

2.6 Historic Environment

### **Policy 3 Coastal Communities**

3.1 On the Water

3.2 Marine-Related Businesses

3.3 Volunteers and Wardens

3.4 Land Acquisitions

3.5 Land Managers

3.6 Local Communities

### **Policy 4 Access for All**

4.1 Health and Wellbeing

4.2 Safe Harbour

4.3 Education and Workshops

4.4 Public Rights of Way

4.5 Scenic Cycle Routes

4.6 Sustainable Tourism

### **Policy 5 Landscape Management**

5.1 National Landscape

5.2 Peace and Tranquillity

5.3 Connected Landscapes

5.4 Best Practice Farming

5.5 Minor Developments

5.6 Major Developments

# CHICHESTER HARBOUR CONSERVANCY

7 July 2024

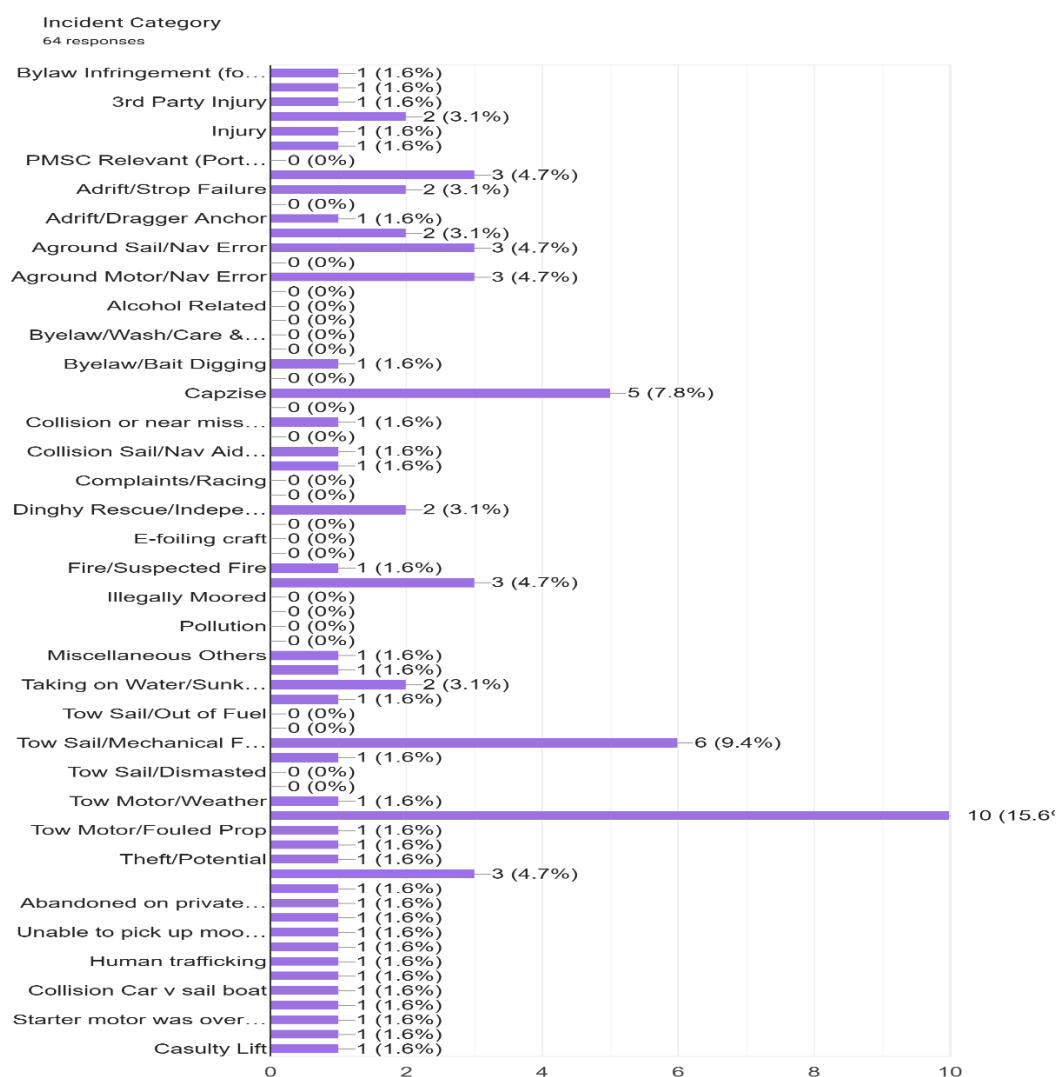
## PORT MARINE SAFETY CODE UPDATE

### TO NOTE

### 1.0 Reported Incidents

1.1 A total of 59 incidents have been reported between 1<sup>st</sup> April and 12<sup>th</sup> June 2025.

1.2 A breakdown of these incidents is as follows:



## **2.0 Bathymetric Survey**

- 2.1 Annual bathymetric survey of the harbour approach and main channel undertaken in May. No significant changes and no hazards identified.

## **3.0 Harbour Revision Order**

- 3.1 A laying date of 17<sup>th</sup> June has been confirmed for the HRO. An outline set of General Directions have been provided by Ashfords and work is ongoing to assess update.

Intent to begin consultation with port users in late July.

## **4.0 Port Marine and Facilities Safety Code**

- 4.1 The revised Port Marine and Facilities Safety Code and associated guide to good practice were published in May. Work is ongoing to make minor amendments to safety management system to ensure full compliance.
- 4.2 Intent to confirm compliance to DFT following our next scheduled audit in December.

## **5.0 Prosecutions and Enforcement**

- 5.1 1 case of excessive speed and nuisance is awaiting summons to be served.
- 5.2 3 further cases are under investigation.

**Jo Cox**

**Harbour Master**

## CHICHESTER HARBOUR CONSERVANCY

**7 JULY 2025**

### CHICHESTER HARBOUR NATIONAL LANDSCAPE MANAGEMENT PLAN 2025-2030

#### 1.0 Introduction

- 1.1 The Countryside and Rights of Way (CROW) Act of 2000 places a duty on the Local Authorities to prepare a Management Plan for the protected landscape at intervals of 5 years. The four Local Authorities asked Chichester Harbour Conservancy to prepare the next Chichester Harbour Management Plan for them on their behalf. Work commenced on the Plan in 2024, overseen by a Task & Finish Group comprising Kate Bull (Natural England), Alison Wakelin (Chairman of the Advisory Committee), Cllr Ann Briggs (HCC), Cllr Andy Briggs (HBC), Cllr Pieter Montyn (Chairman of CHC, WSCC), and Cllr Johnson (CDC). The new Plan is for the 2025-2030 period.
- 1.2 Some basic aims were agreed at the outset, to help refresh and streamline ambitions.

	<b>2019-2024</b>	<b>2025-2030</b>
Policy Aims	15	5
No. of Actions	222	None – to be developed after the Plan is adopted
Special Qualities	Established 20 years ago	Reviewed and updated for 2025
Statement of Significance	Not present	Added to the document
Vision	Reviewed in 2014	Updated and aligned to CHC 2050 Strategy
General Weighting	Balanced between water and land interests	Weighted towards conservation in light of CHC 2050 Strategy and the overall decline in the state of nature and climate emergency
Principal Branding	CHC	Chichester Harbour National Landscape, to help raise awareness of the designation and reinforce that it is not just a Plan for CHC, it is for all
CHC Planning Principles	Included in 2019 but not recognised by the LPAs	Removed as they did not carry weight with the LPAs or PINS
Suite of Maps	Introduced in 2019	Supplemented in 2025
Total Length	108 sides	78 sides

- 1.3 The new Management Plan is a conservation plan, reflecting the new focus of CHC, in terms of addressing the biodiversity crisis and the climate emergency, and taking into account top-down direction from Defra with the preparation of the Plan. The change of focus may be uncomfortable in some quarters as it is not business as usual. However, the National Landscape and National Parks Management Plans across England will have this renewed focus on nature recovery and climate change.
- 1.4 That future of the CHC Planning Principles is not yet established. Although it is accepted that they guide decision making, ultimately it is the policies in the Local Plan that really matter, with the policy aims in the Chichester Harbour National Landscape Management Plan a material planning consideration.



- 1.5 The public consultation on the Management Plan started on 21 May 2025 and will close on 30 June 2025. At this juncture, all Members of the Advisory Committee and Conservancy Board can engage with the preparation of the Management Plan.

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

## **2.0 Public Consultation**

- 2.1 The public consultation is unlikely to draw a large response as this is the fifth iteration of the Chichester Harbour Management Plan since the CRoW Act. Whilst not to be taken for granted, the general public largely trust that CHC and its partners are prioritising the right areas and will work hard to protect Chichester Harbour for the period of the Plan and beyond.
- 2.2 The following have been notified that the consultation is taking place: ABP, the Advisory Committee, Bird Aware Solent, Blue Marine, Boatyards, the Broads Authority BTO, CACT, Catchment Partnerships, CHC Board, CHC Staff, Chichester District Council, Chichester Harbour Federation, Chichester Harbour Heritage Partnership, Chichester Harbour Trust, the CLA, CYE, Defra, the Environment Agency, the F.G. Woodger Trust, Farmers and the FiPL Panel, the Friends of Chichester Harbour, Hampshire County Council, Havant Borough Council, the Heritage Fund, the MoD, Landowners, Langstone Harbour Board, the Manor of Bosham and the Hundred, Marinas, the MMO, the National Landscapes Association, Natural England, the NFU, the Ornithological Societies, Parish Councils, Portsmouth Water, Residents' Associations, the RSPB, Sailing Centres, Sailing Clubs, the SDNPA, Societies, Solent Forum, Southern Water, the South East National Landscapes, the Wildlife Trusts, and Volunteers.
- 2.3 This list is not exhaustive. The public consultation has also been promoted on social media.
- 2.4 CHC is using an online form to record feedback on the Management Plan.

## **3.0 Path to Adoption**

- 3.1 On 23 June 2025, the Advisory Committee will be able to feedback any comments they have on the emerging Management Plan with the CHC Officers.
- 3.2 On 3 July 2025, the Task & Finish Group will reconvene to consider the feedback of the public consultation, the views of the Advisory Committee, and to discuss any changes required as a result.
- 3.2 If the post-consultation amendments are manageable, on 7 July 2025 the Conservancy Board will be asked to adopt the Plan pending any final changes as agreed with the Task & Finish Group. This will ensure the changes can be made as soon as possible so that the final Plan can be passed to the Local Authorities for adoption.
- 3.3 An Action Plan will be prepared over the summer which will provide some insight into how the Plan is going to be delivered.

## **4.0 Recommendation**

- 4.1 To provide any in-person comments on the emerging Management Plan.
- 4.2 Subject to any final revisions, to agree the new Management Plan so that it can be passed to the Local Authorities for adoption.

**Richard Austin**  
**National Landscape Director**

## **CHICHESTER HARBOUR CONSERVANCY**

### **Budget Monitor Report To 31<sup>st</sup> May 2025**

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

#### **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 2025-26 agreed budget.
- 1.2 This monitor provides an update on the current position but does not yet project year-end variances which will be reported in due course.
- 1.3 All income and expenditure is processed through the common fund of the Conservancy, however the budget monitor considers the budgets of the Harbour operation and National Landscape operation as separate entities to support understanding .
- 1.4 Appendix 1 provides a summary of the combined position.

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

- 2.1 Appendix 2 sets out the budget monitor to the end of May 2025. Details of the key issues within the Harbour budget are set out below.

##### Income

- 2.2 Annual Moorings Income is currently £28,900 behind profile. A reduction in Moorings let has been observed, however available moorings are being actively promoted with significant interest from potential customers.

##### Expenditure

- 2.3 There are variations, including one vacant part-time post, between the actual staffing structure and that within the budget, accounting for the current underspend. In addition the budget allows for an assumed pay increase from April, which has not yet been agreed.

##### Transfers to/from Reserves

- 2.4 No anticipated variations.

#### **3. National Landscape Budget**

- 3.1 Appendix 3 sets out the budget monitor to the end of May 2025. Details of the key issues within the National Landscape budget are set out below.

##### Income

- 3.2 Solar Heritage and Education income are both ahead of profile. Annual maintenance for Solar Heritage was brought forward into March to allow trips, and income generation, to commence at the start of the season.

## Expenditure

- 3.3 There are variations, including one vacant post, between the actual staffing structure and that within the budget, accounting for the current underspend. In addition the budget allows for an assumed pay increase from April, which has not yet been agreed.

## Transfers to/from Reserves

- 3.4 No anticipated variations.

## **4.0 Grants and Contributions**

- 4.1 Appendix 4 details grants and other 'one-off' sources of income which have been awarded for specific purposes. The anticipated confirmed grants total is £927,200.
- 4.2 The anticipated grant from Friends of Chichester Harbour is to be confirmed in due course.
- 4.3 £5,300 has been spent to administer the FiPL programme to date.
- 4.4 DEFRA have awarded £86,900 Access for All Funding, plus additional core capital funding of £123,420.
- 4.5 Solent Seascape funds have been brought forward from the last financial year, with an additional £342,100 anticipated in year. To date expenditure on the project totals £11,700
- 4.6 Bird Aware Solent has awarded £19,700 towards educational projects and installation of marker buoys at East Head.
- 4.7 West Wittering Estate has been approached to support the annual costs of Salterns Way with a one-off grant of £5,000.
- 4.8 Lockheed Martin has awarded £10,000 to support Educational (£7,000) and operation of Solar Heritage (£3,000)
- 4.9 A small amount of the EA grant, awarded in 2024-25 has been brought forward to fund final expenditure relating to the project delivered in 2024-25.

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

# **Budget Monitor - Combined Summary**

Chichester Harbour Conservancy  
For the 2 months ended 31 May 2025

## **Appendix 1**

Account	Combined Budget Year End Projection	Harbour Budget Year End Projection	NL Budget Year End Projection
<b>Income</b>			
DEFRA Grant	173,100	0.00	173,100
Other Income	250,100	154,200	95,900
Harbour Dues	497,000	497,000	0
Moorings Income - Annual	936,500	936,500	0
Moorings Income - Visitor	50,000	50,000	0
Lease / Licence income	247,100	204,300	42,800
<b>Total Income</b>	<b>2,153,800</b>	<b>1,842,000</b>	<b>311,800</b>
<b>Expenditure</b>			
Staffing Costs	1,427,200	808,700	618,500
Maintenance	83,400	62,000	21,400
Premises Costs	380,200	349,400	30,800
Transportation	101,300	75,500	25,800
Equipment	165,500	148,700	16,800
Office Supplies	75,900	62,900	13,000
Professional Services	187,600	145,800	41,800
NL Projects	25,000	0	25,000
County Council Charges	32,300	22,900	9,400
<b>Total Expenditure</b>	<b>2,478,400</b>	<b>1,675,900</b>	<b>802,500</b>
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>(324,600)</b>	<b>166,100</b>	<b>(490,700)</b>
<b>Transfers to/from Reserves</b>			
Budgeted transfers to Reserves	136,200	124,400	11,800
<b>Total Transfers to/from Reserves</b>	<b>136,200</b>	<b>124,400</b>	<b>11,800</b>
<b>Surplus / (Deficit)</b>	<b>(460,800)</b>	<b>41,700</b>	<b>(502,500)</b>
<b>Budgeted Surplus / (Deficit)</b>	<b>(460,800)</b>		

**Budget Monitor - Harbour**

Chichester Harbour Conservancy  
For the 2 months ended 31 May 2025

**Appendix 2**

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Comments Variance
<b>Income</b> <div> + Additional Income  - Reduced Income </div>						
Other Income	154,200	32,400	31,534	(866)	154,200	
Harbour Dues	497,000	423,320	427,952	4,632	497,000	
Moorings Income - Annual	936,500	893,620	864,724	(28,896)	936,500	Reduction in mooring let
Moorings Income - Visitor	50,000	6,290	9,777	3,487	50,000	
Lease / Licence income	204,300	53,990	55,932	1,942	204,300	
<b>Total Income</b>	<b>1,842,000</b>	<b>1,409,620</b>	<b>1,389,919</b>	<b>(19,701)</b>	<b>1,842,000</b>	
<b>Expenditure</b> <div> - Additional Expenditure  + Reduced Expenditure </div>						
Staffing Costs	808,700	129,790	118,610	11,180	808,700	Vacant post and pay award
Maintenance	62,000	5,320	2,094	3,226	62,000	
Premises Costs	349,400	81,710	80,160	1,550	349,400	
Transportation	75,500	10,050	9,155	895	75,500	
Equipment	148,700	12,060	8,906	3,154	148,700	
Office Supplies	62,900	7,730	11,011	(3,281)	62,900	
Professional Services	145,800	14,560	19,340	(4,780)	145,800	
County Council Charges	22,900	0	0	0	22,900	
<b>Total Expenditure</b>	<b>1,675,900</b>	<b>261,220</b>	<b>249,276</b>	<b>11,944</b>	<b>1,675,900</b>	
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>166,100</b>	<b>1,148,400</b>	<b>1,140,643</b>	<b>(7,757)</b>	<b>166,100</b>	
<b>Transfers to/from Reserves</b>						
Budgeted transfers to Reserves	124,400	0	0	0	124,400	
<b>Total Transfers to/from Reserves</b>	<b>124,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>124,400</b>	
<b>Surplus / (Deficit)</b>	<b>41,700</b>	<b>1,148,400</b>	<b>1,140,643</b>	<b>(7,757)</b>	<b>41,700</b>	

**Budget Monitor - National Landscape (NL)**
**Appendix 3**

Chichester Harbour Conservancy

For the 2 months ended 31 May 2025

Account	NL Budget	NL Profile	NL Actual	NL Variance	Year End Projection	Projection Comments Variance
<div> <div>Income</div> <div> <div>+ Additional Income</div> <div>- Reduced Income</div> </div> </div>						
DEFRA Grant	173,100	0.00	0.00	0	173,100	
Other Income	95,900	15,160	21,776	6,616	95,900	Solar Heritage and Education income both ahead of profile
Lease / Licence income	42,800	6,660	6,667	7	42,800	
<b>Total Income</b>	<b>311,800</b>	<b>21,820</b>	<b>28,443</b>	<b>6,623</b>	<b>311,800</b>	
<div> <div>Expenditure</div> <div> <div>- Additional Expenditure</div> <div>+ Reduced Expenditure</div> </div> </div>						
Staffing Costs	618,500	102,970	88,453	14,517	618,500	Vacant NL Ops Manager Position and pay award
Maintenance	21,400	3,580	1,623	1,957	21,400	
Premises Costs	30,800	4,920	3,225	1,695	30,800	
Transportation	25,800	1,940	1,914	26	25,800	
Equipment	16,800	2,840	4,317	(1,477)	16,800	
Office Supplies	13,000	2,180	1,272	908	13,000	
Professional Services	41,800	9,060	5,238	3,822	41,800	
NL Projects	25,000	4,140	6,569	(2,429)	25,000	
County Council Charges	9,400	0	0	0	9,400	
<b>Total Expenditure</b>	<b>802,500</b>	<b>131,630</b>	<b>112,611</b>	<b>19,019</b>	<b>802,500</b>	
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>(490,700)</b>	<b>(109,810)</b>	<b>(84,168)</b>	<b>25,642</b>	<b>(490,700)</b>	
<b>Transfers to/from Reserves</b>						
Budgeted transfers to Reserves	11,800	0	0	0	11,800	
<b>Total Transfers to/from Reserves</b>	<b>11,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,800</b>	
<b>Surplus / (Deficit)</b>	<b>(502,500)</b>	<b>(109,810)</b>	<b>(84,168)</b>	<b>25,642</b>	<b>(502,500)</b>	
Less Harbour Surplus	41,700					
<b>Deficit to be funded by the County Cour</b>	<b>(460,800)</b>					

## Grants and Contributions

## Appendix 4

For the 2 months ended 31 May 2025

Grants / Income	2025-26					Total Grants Awarded / Income Expected (Brought Forward and Received in Year)
	Brought Forward	Received to Date	Total Brought Forward / Received	Expenditure to Date	Year End Projection	
Friends (tbc)	4,000.00	0.00	4,000.00	0.00	0.00	25,000.00
FiPL	0.00	46,025.59	0.00	5,293.00	0.00	216,121.00
DEFRA Access for All	0.00	0.00	0.00	0.00	0.00	86,890.00
DEFRA Capital Funding	0.00	0.00	0.00	0.00	0.00	123,420.00
Solent Seascape Project *	89,011.07	0.00	89,011.07	11,697.28	0.00	431,100.00
Bird Aware Solent	0.00	0.00	0.00	0.00	0.00	19,692.00
West Wittering Estate (tbc)	0.00	0.00	0.00	0.00	0.00	5,000.00
Corporate Sponsorship (Education)	0.00	0.00	0.00	0.00	0.00	10,000.00
EA (Brought forward from 2024-25) **	9,958.44		9,958.44	0.00	0.00	9,958.44
<b>Total</b>	<b>102,969.51</b>	<b>46,025.59</b>	<b>93,011.07</b>	<b>16,990.28</b>	<b>0.00</b>	<b>927,181.44</b>

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

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

\* Project financial year runs October 2024 to September 2025 therefore expected income is an estimate only

**Chichester Harbour Conservancy****7 July 2025****Clerk and Treasurer Appointments****Report by the Clerk**

1. The Conservancy appoints a Clerk and a Treasurer to act on its behalf. Section 52 of the Chichester Harbour Conservancy Act 1971 provides that the posts of Clerk and Treasurer must be offered to either West Sussex or Hampshire County Councils in the first instance. Since the establishment of the Conservancy, these posts have always been held by relevant senior officers of West Sussex County Council – usually the most senior legal and finance officers respectively.
2. The current Clerk of the Conservancy is Tony Kershaw, who is retiring from West Sussex County Council in summer 2025. Lauren McCann will be replacing Tony at West Sussex County Council as the Executive Director of Law, Assurance and Insight.
3. Lauren McCann is currently Monitoring Officer at the Royal Borough of Kingston Upon Thames and will join the County Council on 7 July 2025, taking over from Tony Kershaw as the Executive Director of Law, Assurance and Insight on 11 August 2025. She is a solicitor and has been acting as interim Director of Corporate Services at Kingston having previously spent several years in a senior position in the legal services at Kent County Council.
4. Mike Suarez joined West Sussex County Council on an interim basis in 2024 and became permanent in the role of Executive Director of Finance and Support Services in December 2024. He is the Section 151 officer, the responsible finance officer for the Council.
5. Mike has previously held chief financial officer positions at two local authorities having discharged a range of senior finance functions at two other local authorities. His work at a senior level has included the full range of corporate support services. More recently Mike has worked as an associate director of a large consultancy providing services to a range of public sector organisations.
6. The Conservancy is asked to appoint Lauren McCann as the Clerk to the Conservancy with effect from 11 August 2025 and to appoint Mike Suarez as the Treasurer to the Conservancy with immediate effect.
7. There is no change to the current Deputy Clerk and Deputy Treasurer, Charles Gauntlett and Fiona Morris respectively, at this time.

**Tony Kershaw**

Clerk



## **CHICHESTER HARBOUR CONSERVANCY**

### **PROPOSED 2026 DATES OF MEETINGS**

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

Monday,	19 January	14.00
Monday,	13 April	14.00
Monday,	22 June	13.30
Monday,	2 November	14.00

#### **CONSERVANCY BOARD**

Monday,	26 January	14.00
Monday,	20 April	14.00
Monday,	22 June	16.30 <i>(to approve accounts)</i>
Friday,	3 July	14.00
Monday	9 November	14.00

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

Friday, 3 July 09.30 (– **not open to the public**)

#### **PLANNING COMMITTEE**

(all meetings planned at Eames Farm unless otherwise noted)

Monday,	2 February	10.00
Monday,	9 March	10.00
Monday,	11 May	10.00
Monday,	15 June	10.00
Monday,	13 July	10.00
Monday,	14 September	10.00
Monday,	12 October	10.00
Monday,	30 November	10.00

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

(all meetings planned at Eames Farm)

Wednesday,	18 March	10.00
Wednesday,	10 June	10.00
Wednesday,	4 November	10.00
Wednesday,	16 December	10.00

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

(all meetings planned at Eames Farm)

Monday,	9 February	10.00
Monday,	18 May	10.00
Monday,	28 September	10.00
Monday,	7 December	10.00

**CHICHESTER HARBOUR CONSERVANCY**
**MEMBERS RECORD OF ATTENDANCE 2024/25 – TO NOTE**

<b>Conservancy Board</b>	24 June 2024	<b>AJM</b> 5 July 2024	8 July 2024	25 Nov 2024	27 Jan 2025	31 Mar 2025
Iain Ballantyne	✓	Cancelled due to strategy work done earlier in the year.	✓	✗	✓	✗
Jackie Branson	✓		✓	✓	✓	✗
Ann Briggs	✓		✓	✓	✓	✓
Andy Briggs	✗		✓	✗	✓	✓
Lulu Bowerman	✗		-	-	-	-
Gillian Harris	-		✓	✓	✓	✓
Jeremy Hunt	✗		✗	✓	✗	✓
Donna Johnson	✗		✓	✓	✓	✓
Stephen Johnson	✓		✓	✓	✓	✓
Robert Macdonald	✓		✓	✓	✓	✓
Pieter Montyn	✓		✓	✓	✓	✓
Sarah Payne	✗		✓	✓	✓	✓
Roger Price	✓		✓	✓	✓	✓
Simon Radford	✓		✓	✓	✓	✓
Lance Quantrill	✓		✓	✓	✓	✓
Alison Wakelin	✓		* Deputy Attended	✓	✓	✓

<b>Advisory Committee</b>	24 June 2024	<b>AJM</b> 5 July 2024	18 Nov 2024	20 Jan 2025	24 Mar 2025
Heather Baker	✓	Cancelled due to strategy work done earlier in the year.	✓	✓	✓
Steven Borland	✗		✓	✓	✓
Kate Bull	✓		✓	✓	✓
Jane Dodsworth	✗		✓	✗	✗
David Foster	✓		✓	✓	✓
John Goodspeed	✗		✓	✗	✓
Richard Harmer	✓		✓	✗	✗
Rachel Hodgson	✓		✓	✓	✓
Marcus Lawson	✓		✓	-	-
Robert Macdonald	✓		✓	✓	✓
Robert Pearson	✗		✓	✗	✓
Nicolette Pike	✓		✗	✓	✓
Simon Radford	✓		✓	✓	✓
Alison Wakelin	✓		✗	✓	✓
Gareth Williams	✓		-	-	-
Graham Williamson	-		-	✓	✗
Matthew Wright	-		✓	✓	✓

<b>Planning Committee</b>	15 July 2024	9 Sept 2024	10 Oct 2024	25 Nov 2024	3 Feb 2025	24 Mar 2025	12 May 2025	16 June 2025
Iain Ballantyne	✗	✗	Cancelled	✗	Cancelled	✗	✓	✓
Heather Baker	✓	✓		✓		✓	✓	✓
Jackie Branson	✓	✗		✗		✗	✗	✓
Jane Dodsworth	✗	✓		✓		✗	✓	✗
John Goodspeed	✓	✓		✓		✓	✓	✓
Pieter Montyn	✗	✓		✗		✓	✗	✓
Sarah Payne	✗	✓		✗		✗	✗	✗
Nicolette Pike	✓	✗		✓		✓	✓	✗
Lance Quantrill	✗	✓		✓		✓	✓	✗

<b>Finance, Risk and Audit Group</b>	6 Nov 2024	10 Dec 2024	8 Jan 2025	12 Mar 2025	11 June 2025
Jackie Branson	✓	Cancelled	✓	✓	✓
Andy Briggs	✓		✓	✓	✓
Jeremy Hunt	✓		✓	✓	✓
Pieter Montyn	✓		✓	x	x
Robert Macdonald	✓		✓	✓	✓
Simon Radford	✓		x	✓	x
Alison Wakelin	x		✓	✓	✓

<b>HR Sub-Committee</b>	30 Sept 2024	16 Dec 2024	6 Mar 2025	19 May 2025
Jackie Branson	x	Cancelled	✓	✓
Ann Briggs	x		x	x
Pieter Montyn	✓		✓	✓
Roger Price	✓		✓	✓
Alison Wakelin	✓		✓	✓

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

**Matt Briers CBE**  
**CEO**

**CHICHESTER HARBOUR CONSERVANCY****7 JULY 2025****LANGSTONE FCERM SCHEME****1.0 Introduction**

- 1.1 This Report has been prepared by Coastal Partners as officers of Havant Borough Council (HBC). The purpose is to request an approval in principle from Chichester Harbour Conservancy (CHC) for the Langstone Flood and Coastal Erosion Risk Management (FCERM) scheme to lease approximately 411.35m<sup>2</sup> of foreshore which is currently under long term lease by CHC with The Crown Estate (TCE).
- 1.2 The proposed Langstone FCERM Scheme covers approximately 1km of coastline in Havant, Hampshire. The Scheme will improve the standard of flood defences and coastal erosion protection against tidal flooding to the A3023, the only road to Hayling Island, as well as the village of Langstone.
- 1.3 Over the next 100 years, over 120 homes in Langstone are at risk of tidal flooding in an extreme event. The majority of present defences have residual lives of less than five years (without any maintenance) and therefore, without a Scheme at Langstone, the existing community will continue to be at significant risk from flooding.
- 1.4 The proposed Langstone FCERM Scheme will also provide opportunities for:
- Supporting local economy and businesses.
  - Conservation of the local landscape, heritage and culture for future generations.
  - Improvements for coastal access and recreational opportunities.
- 1.5 Further detail on the scheme can be found here

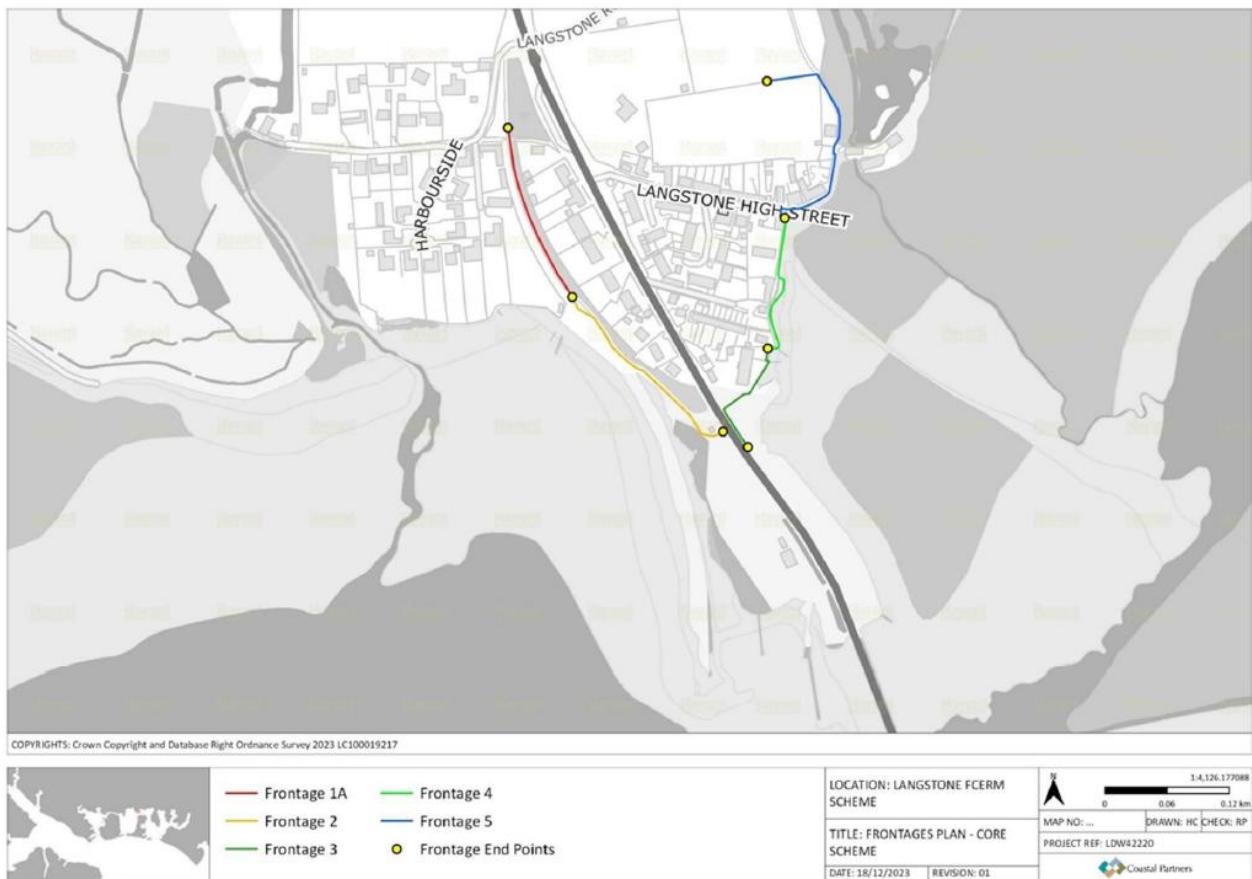
<https://coastalpartners.org.uk/project/background-langstone-scheme>.

CHC were part of the steering group and provided support for the planning application (Ref APP/25/00162).

- 1.6 Detailed information is provided within this planning application and a decision by the Local Planning Authority is anticipated shortly. A marine licence has also been submitted separately (Ref MLA/2025/00119). Other consents including a Works License from CHC would also be required and submitted where necessary.

**2.0 Scheme Design and Alternatives**

- 2.1 The scheme has been divided into 5 frontages as shown on Figure 1, however only frontages 3,4 and 5 will involve works on the foreshore.



**Figure 1. Langstone FCERM Scheme location and frontages**

- 2.2 The scheme design went through a robust option development as detailed in the planning application. The Langstone scheme area is characterised by landward space constraints and environmentally designated foreshore which limits the potential for encroachment. As part of the option development process several options were ruled out as they would cause significant adverse effects to the designated site features of the harbour.
- 2.3 Thorough environmental consideration was given to the options for each frontage, to ensure that the leading options selected and taken forward into the design stage were the least encroaching viable options and therefore the least damaging solutions to the integrity of the European sites. Consequently works on the foreshore have been minimise to 172m<sup>2</sup> of permanent loss on intertidal habitat. Compensatory intertidal habitat will be created via the Habitat Compensation and Restoration Programme (HCRP) to offset this loss. This will ensure there will be a negligible significance impact on intertidal habitats overall as a result of the Scheme.
- 2.4 HBC are looking to procure a contractor this year for the main construction works to commence in April 2026. Enabling works are proposed Summer 2025.
- 2.5 The programme will be confirmed by the contractor on appointment and is dependent on all necessary approvals and funding in place. However it is currently anticipated construction of Frontages 3, 4 and 5 would be undertaken between April 2026 and October 2026 and Frontage 1A and Frontage 2 between April 2027 and September 2027.

### 3.0 Lease Arrangements

- 3.1 Coastal Partners have undertaken initial correspondence with TCE who has confirmed encroachment of the scheme into the foreshore, which, as shown in Appendix A, is a narrow strip of foreshore adjacent to the current sea wall and currently under long

term lease to CHC. As the CHC lease starts from the current seawall the total overlap is 411.35m<sup>2</sup>. This includes 172m<sup>2</sup> of permanent loss on intertidal habitat from the Scheme with the remaining a buried apron from construction at the foot of the proposed defence.

- 3.2 TCE have asked Coastal Partners to contact CHC to progress an approval in principal and clarify any concerns over HBC leasing this area. TCE will then confirm the approach for HBC to lease this area from TCE, rather than CHC.

#### **4.0 Financial Implications**

- 4.1 Coastal Partners will fund any legal expenses with regards to the amendment of the existing lease between CHC and TCE.
- 4.2 An estimate of the likely legal fees from HBC and TCE cannot be ascertained at this stage until an agreement in principle from CHC is agreed.

#### **5.0 Habitat Implications**

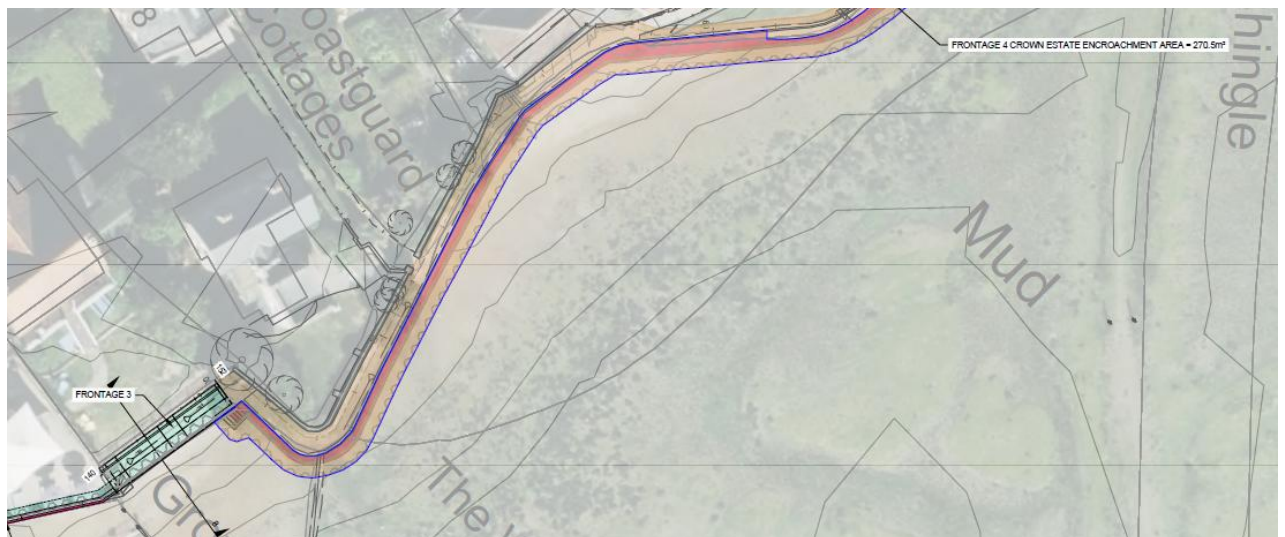
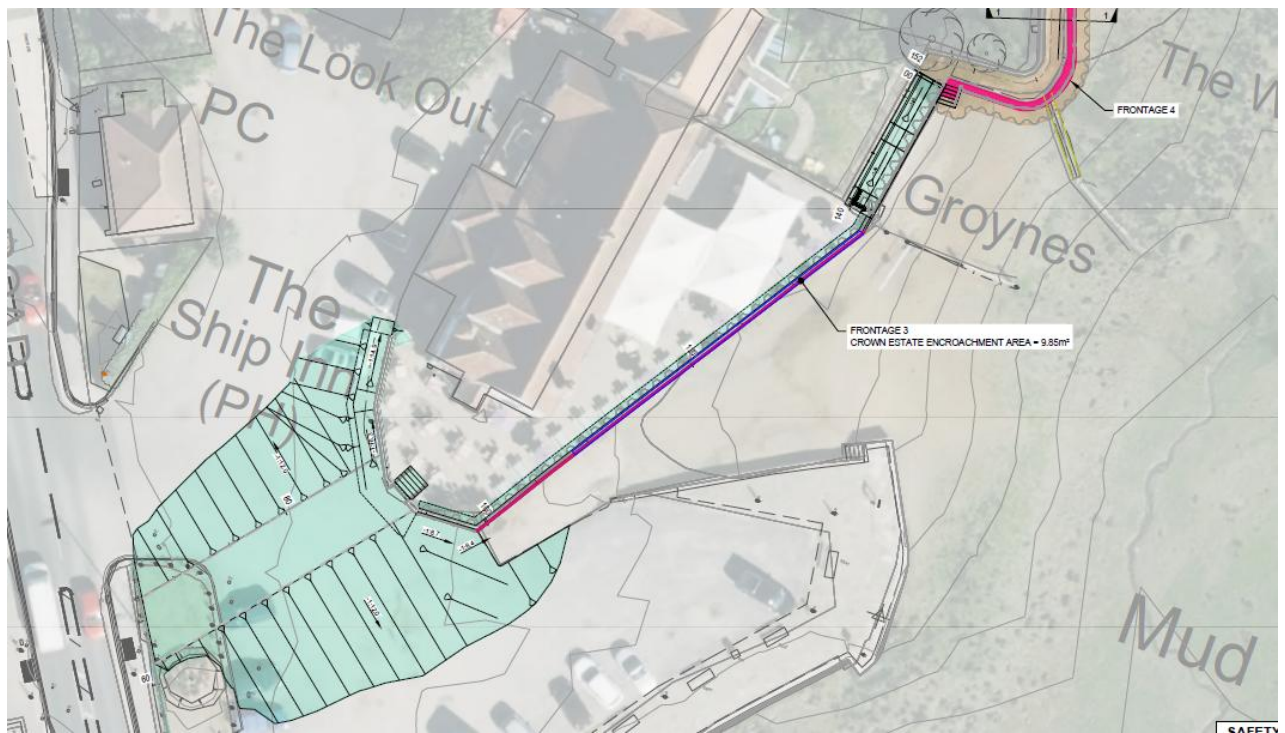
- 5.1 Whilst the Langstone FCERM scheme will result in a permanent loss of 172m<sup>2</sup> of intertidal habitat, in circumstances like this the flood risk to dwellings takes precedence.
- 5.2 For clarification, as a general rule, at sites where there is not a flood risk to dwellings, the protection of the intertidal habitat would be prioritised.

#### **6.0 Recommendation**

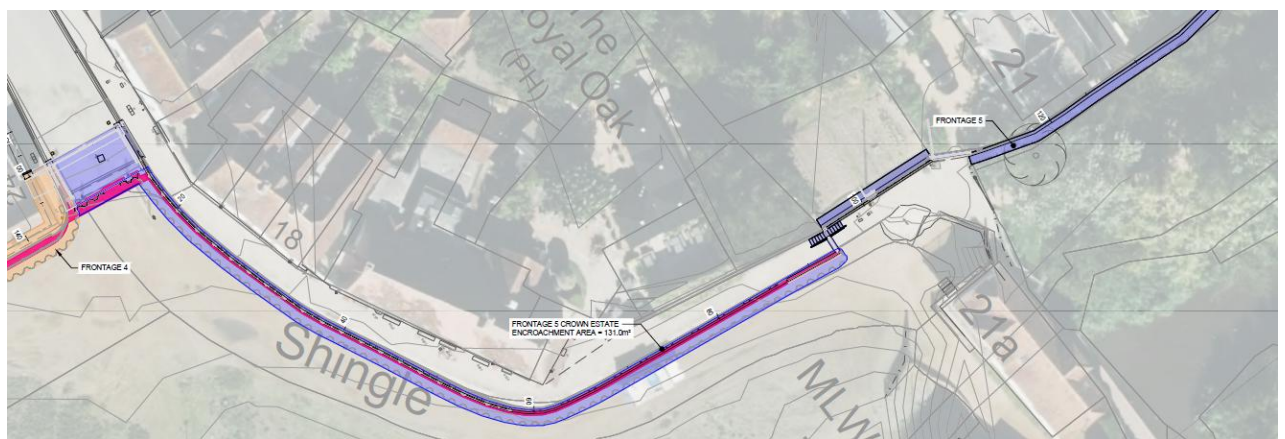
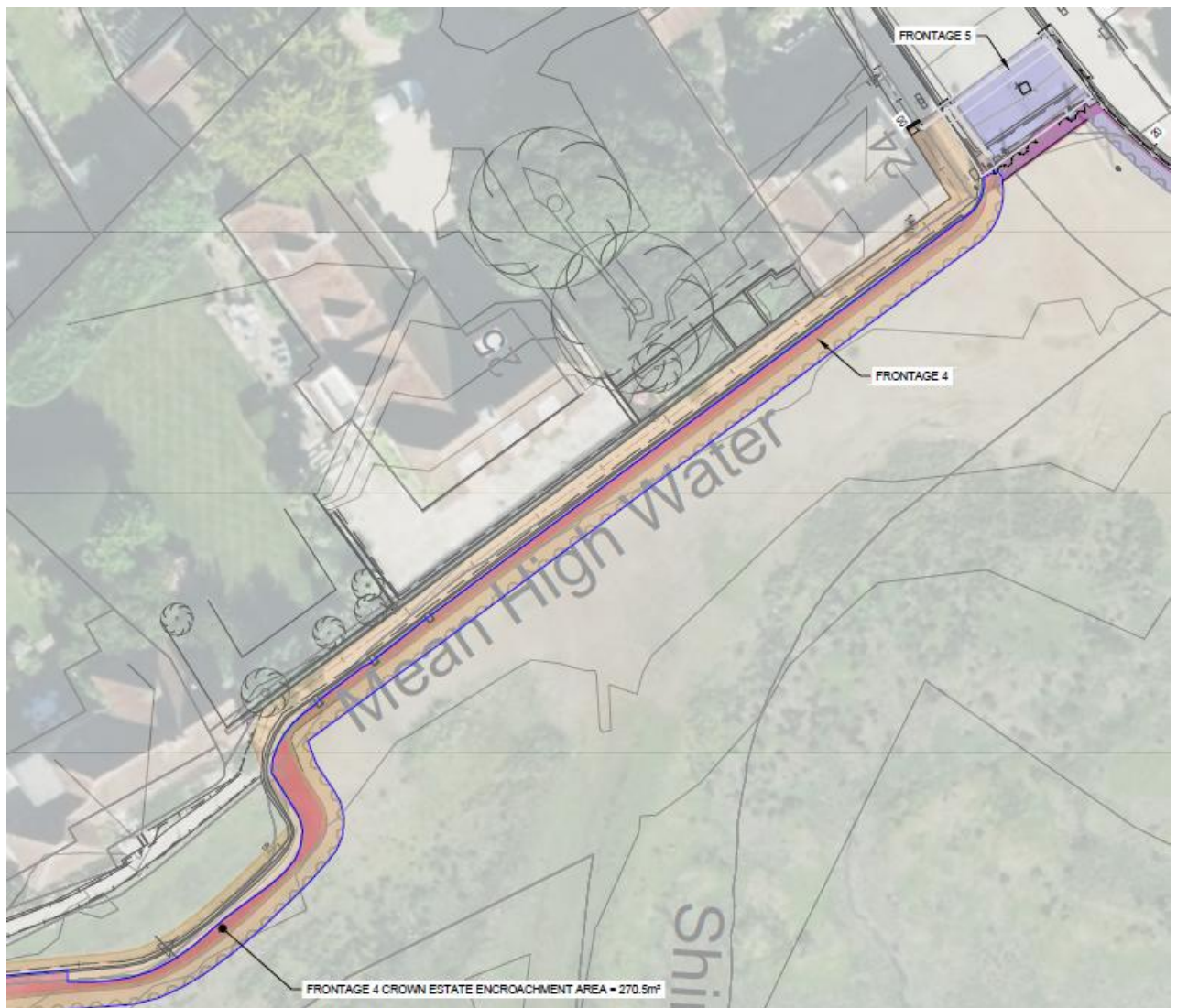
- 6.1 Members are asked to:
- Approve in-principal for HBC to long lease the area highlighted along Langstone seafront which is currently under a long lease agreement CHC have with TCE.
  - Invite Coastal Partners to brief CHC at an appropriate juncture to explain the FCERM scheme and answer any questions the members may have.

**Richard Austin**  
**National Landscape Director**

**Hannah Jackson**  
**Coastal Policy – Environment Team**  
**Leader at Coastal Partners**











**CHICHESTER HARBOUR CONSERVANCY****7 JULY 2025****APPLICATION FOR WORKS LICENSE**SITE ADDRESS: **Langstone Mill Pond, Langstone, Chichester Harbour**PROPOSED DEVELOPMENT: **Maintenance and General Repair of Langstone Mill Pond Wall****1.0 Introduction**

1.1 Langstone Mill Pond is around 0.9ha on the north-west edge of Chichester Harbour. It is fed by the Lymbourn Stream. A wall separates the Mill Pond and the outfalls of the stream and pond from the tidal ingress of the harbour, along which is the route of a public footpath, part of the King Charles III England Coast Path. The pond's southern and eastern edge is largely fringed by common reed *Phragmites* and in places this forms a dense barrier between the footpath and the open water of the pond. The Mill Pond is in private ownership.

1.2 The pond and woodland is designated Langstone Mill Pond Site of Nature Conservation Importance (SINC), listed as:

- 4A Semi-natural coastal and estuarine habitats.
- 5B Fens, flushes, seepages, springs and inundation grasslands of floodplains that support a flora and fauna of less-improved wet conditions (seasonal or permanent).

A SINC is of county importance.

1.3 The site lies immediately adjacent to Chichester Harbour Site of Special Scientific Interest (SSSI), the Chichester and Langstone Harbour Special Protection Area (SPA), the Ramsar Site, and the Solent Maritime Special Area for Conservation (SAC). The main water body of Chichester Harbour is of national and international importance.

1.4 To north of Langstone Mill Pond, the sea wall fronting the Paddock near Wade Lane collapsed in March 2022. There are no properties at risk of flooding. There is no identified owner of the sea wall. Chichester Harbour Conservancy own the remaining saltmarsh in this vicinity in front of the fallen sea wall.

1.5 Natural England's Condition Review of Chichester Harbour sites: intertidal, subtidal and bird features (NERR090) of 2021, identified a 58% reduction in saltmarsh in Chichester Harbour since 1946, principally because of coastal squeeze caused by hard sea defences, which prevent the natural migration of saltmarsh inland over many decades.

1.6 A Work Group between Hampshire County Council, Havant Borough Council, and Chichester Harbour Conservancy, was established in 2022 to identify and deliver

a solution to the fallen sea wall, that was receptive to the findings of the Condition Review. Natural England and the Environment Agency acted as advisors to the Work Group.

- 1.7 The Work Group also identified that the Mill Pond Wall needed maintenance and a general repair, and that the two projects were linked; if the Mill Pond wall is to be repointed, then the footpath needed to stay along its current alignment. There is no identified ownership of the Mill Pond sea wall.

- 1.8 However, this solution was not consistent with the view of Natural England in 2023, which lent more towards eventual abandonment of the coastal path and rollback behind the Mill Pond and paddock.

"Our view is that the current rates of erosion to this part of the sea wall and footpath do not necessitate costly and potentially environmentally damaging repairs either in the short term (such as the placement of sandbags etc) or in the longer term (re-building the seawall). We believe it would be much better to work collectively to agree a longer-term solution such as roll-back of the footpath and realignment of the seawall."

- 1.9 Recognising the need for compromise, the Work Group committed to a Statement of Common Ground in 2024 that said,

"We are committed to the following 2 priorities in the medium term (25 years).

- Maintenance of the Mill Pond Wall; and
- Maintenance of the coastal path along its current route by construction of a footbridge towards Wade Lane."

- 1.10 Natural England agreed to this way forward, recognising the local community valued the walk along the current route. They said a footbridge would be preferable to a sea wall as it will allow some adaption of the coastline at this location in light of sea level rise.

- 1.11 Chichester Harbour Conservancy funded the project development work for the boardwalk/footbridge, and Hampshire County Council are now seeking funding for its installation, with the view to completing the works by September 2025.

- 1.12 Meanwhile, and earlier in this year, Havant Borough Council committed funding to maintain and repoint Langstone Sea Wall.

- 1.13 With the funding for the Mill Pond wall secured, 15 local people then contacted Havant Borough Council to seek to undo the compromise of the Statement of Common Ground by requesting the full rebuilding of the brick sea wall frontage to the Wade Lane end.

- 1.14 The rest of this paper focusses on the maintenance repointing of the Mill Pond wall.



2.0 Site Images



Figure 1. Image from Google Maps.

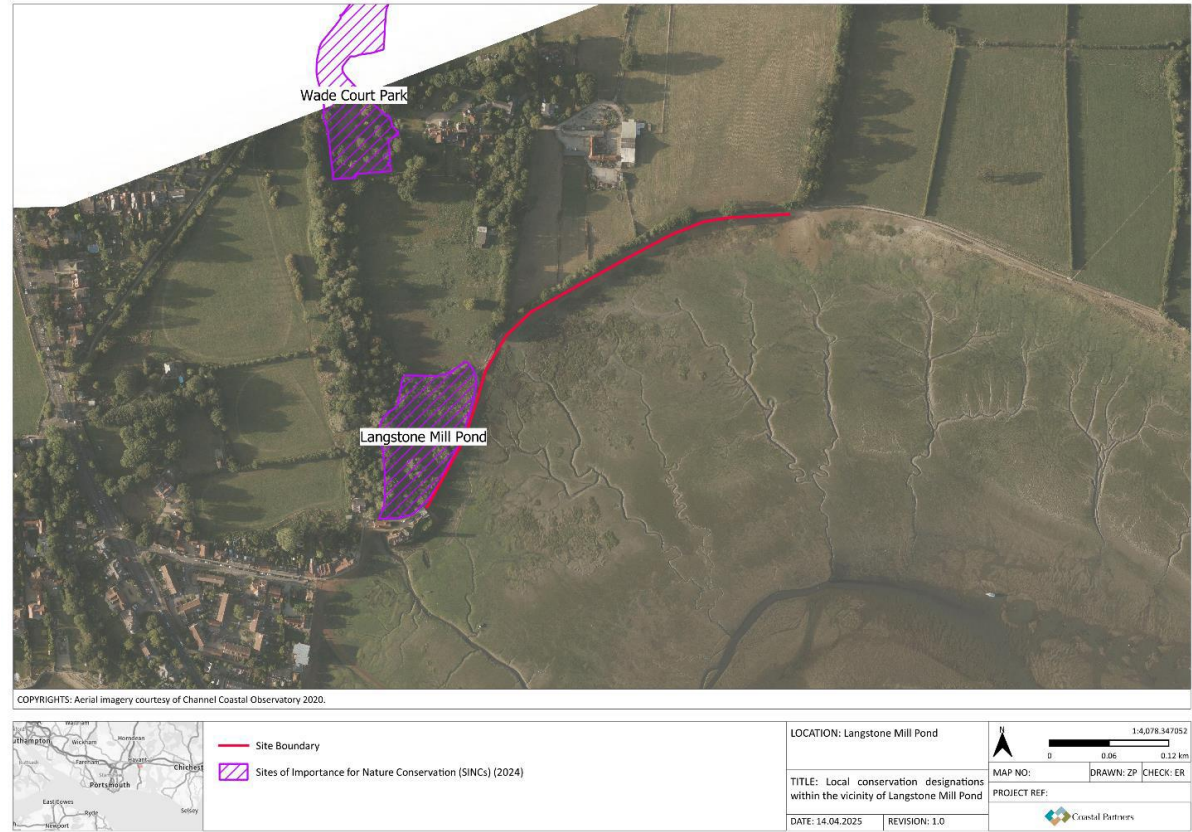


Figure 2. Site boundary and SINCs.

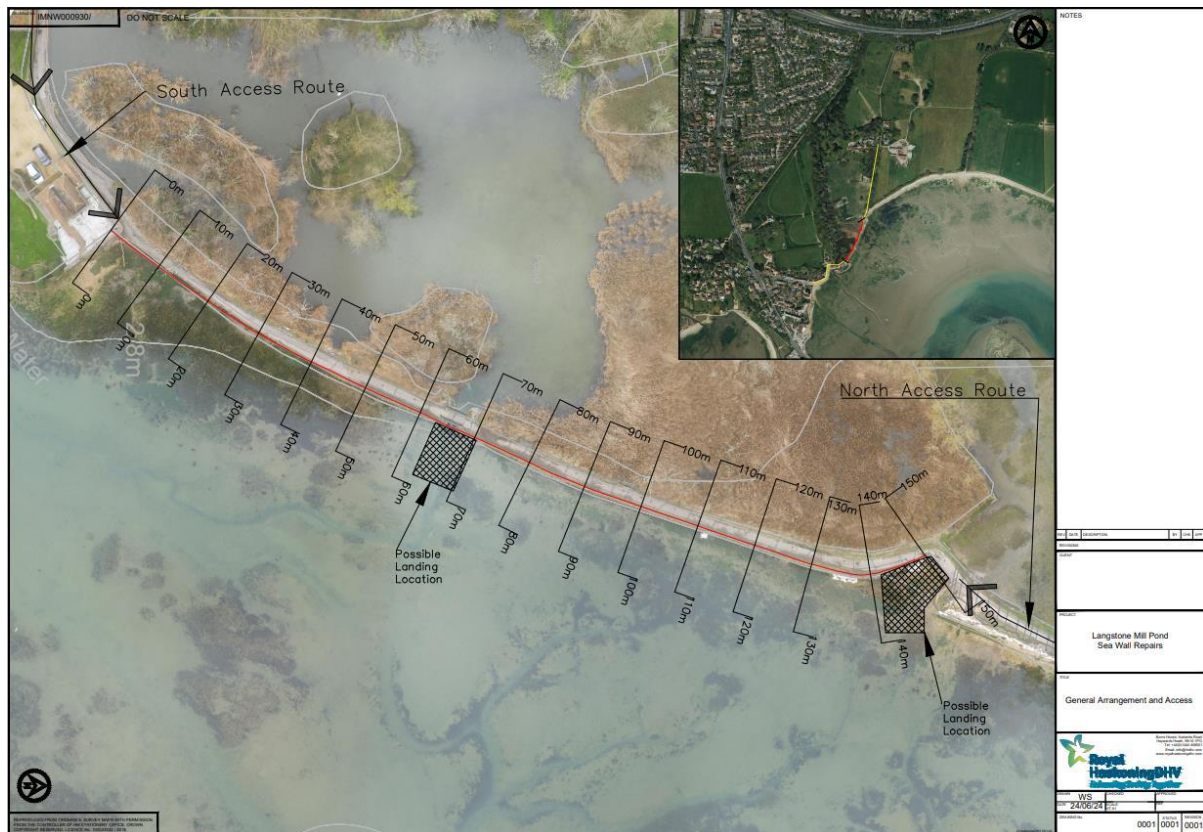




**Figure 3. Ad-hoc unauthorised repairs.**



**Figure 4. An example of the pointing work required.**



**Figure 5. Langstone Mill Pond repair works, access routes and potential landing locations for the small floating modular pontoon barge.**



**Figure 6. Example of small floating modular barge.**

### **3.0 Extent of Works**

3.1 The Mill Pond Wall is approximately 147m, of which 59.18m require attention. The works have been categorised into Tiers 1-4, with 1 being a failure and 4 required for maintenance.

#### **3.2 Tier 1 Repairs (4.18m)**

Loss of footing / foundation: where there has been washout of the existing wall footings, a series of embedded steel permanent sacrificial formworks will be installed. This will provide protection of cast in-situ concrete or concrete sandbags from washing out during the curing phase. Long-term this will provide additional protection to the foundations from scour.

The structure of the foundations will be reinstated using rapid set cast in-situ concrete mixed on-site or Soluform prefilled underwater concrete sandbags placed behind the permanent formwork to create a level base to build from. Foundation reinstatement will match the existing finished level and will be a minimum of 200mm in depth below existing beach levels or down to existing hard materials, whichever is the smaller. Excavation of any beach material that has washed into the void will be done prior to concrete placement.

Loss of brickwork: re-build in new brickwork with a concave mortar finish, with the brickwork to match existing structure: selection of a suitable engineering grade brick to match the existing colour and style as close as possible, and courses will be reinstated to the same joint size and bond. The fill will be bonded into the existing brickwork to prevent future failure. Protection of completed masonry from high ambient temperatures will be considered to prevent improper curing of the mortar, particularly as works are conducted in the summer months. Mortar will be detailed to provide a rapid set in the tidal zone.

Loss of fill from behind the wall: backfill will be reinstated using lean mix concrete as the wall progresses. This will be compacted into all crevices to fully stabilise the structure. Any voiding above the reinstated brickwork facing will be accessed from above. Manual excavation of the verges will be undertaken until the base of the void is reached. Void to be filled with concrete to 300mm below footpath and topped off with compacted well-graded aggregate up to footpath formation. The footpath will then be reinstated to match existing.

Additional cracking and loss of pointing beyond hole: joints will be raked out and filled with mortar and a concave finish, and cracks to be chased out and filled with mortar to prevent ingress of water and short-term degradation.

### 3.2 Tier 2 Repairs (11.3m)

Small voids: will be packed with either a dry mix concrete or mortar and the surface filled with a suitably cut brick to fill the surface void.

Full depth mortar loss: rake out any loose mortar and fill with a gun-applied mortar to full depth (minimum depth 25mm from wall surface), repacked, and finished with a concave finish.

### 3.3 Tiers 3 and 4 Repairs (36.7m and 7m)

Full depth mortar loss: rake out any loose mortar and fill with a gun-applied mortar to full depth (minimum depth 25mm from wall surface), repacked, and finished with a concave finish.

Partial depth mortar loss: rake out to solid and fill with a gun-applied mortar to full depth (minimum depth 25mm from wall surface), repacked, and finished with a concave finish.

## 4.0 **Method Statement**

4.1 The works will use a 5 tonne excavator, a 3 tonne dumper, a small generator and selection of hand tools. The works will be carried out either from the landward side within the existing footprint of the seawall or on the foreshore. All repair works on the foreshore will take place on foot using hand tools only and will remain within 5m of the seawall. There will be no plant or tracking on the foreshore, all plant will remain on the landward side.

4.2 A small compound may be located next to the slipway at the end of Langstone High Street to store plant and equipment. The south access route will mainly be used for the repair works. Access will be via Langstone High Street. Materials and plant will be transported via lorry to the compound and/or slipway location at the end of Langstone High Street. A small floating modular pontoon barge will be used to transport materials and plant at high tide from the slipway to and from the works location. Parking is available on Langstone High Street for the construction workers and access to the works area will be via the footpath on top of the seawall. If the north access route is used, access will be via Wade Lane.

- 4.3 Standard working practices include the use of biodegradable fuel and hydraulic oil. Spill kits will be kept on site in the event of a spillage. All refuelling will take place within the compound / car park area away from any watercourse.
- 4.4 Biosecurity protocols will be followed as standard to avoid the introduction of pathogens and invasive non-native species into the site or between sites. These include:
- Best practise guidelines (Natural England Marine Biosecurity Planning guidance) will be followed to minimise the introduction / spread of invasive non-native species.
  - The 'Clean, Check and Dry' approach will be implemented on site for equipment, hand tools and workers' personal protective equipment.
- 4.5 The Langstone Mill Pond repair works are expected to take six weeks in duration. The works are scheduled between June and September 2025 (outside of the overwintering bird season). The exact date of the works are not yet known, but will be dependent on budget and procurement timeframes at Havant Borough Council. The works will take place during daylight hours Monday to Friday between 6am and 10pm with occasional weekend working. The floating pontoon barge deliveries will take place over the high tide period and the repair works will take place over the low tide period.

## **5.0 CHC Officer Comments**

- 5.1 Chichester Harbour Conservancy is a conservation body. The needs of Chichester Harbour SSSI/SAC/Ramsar outweigh the importance of Langstone Mill Pond, because the Harbour is nationally and internationally important, and the Mill Pond is of countywide importance. This means that the protection and expansion of the remaining saltmarsh intertidal habitat takes precedence.
- 5.2 The Work Group agreed a way forward as clarified with the Statement of Common Ground. All the Authorities invested considerable time to reach outcome.
- 5.3 An MMO licence is not required for this work, as it is considered di minimis. Coastal Partners have applied for SSSI Consent from Natural England, and have submitted a Habitat Regulations Assessment. Planning permission is not required.
- 5.4 With funding secured for the repairs for the Mill Pond sea wall, it is disappointing that a lobby group still wish to rebuild the entire brick sea wall at the expense of Chichester Harbour Conservancy's saltmarsh. Members may wish link the Works License to the fulfilment of the Statement of Common Ground.
- 5.5 It is recommended that an extended Works License is issued to cover any other minor repairs needed in the next decade.



## **6.0 Recommendation**

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

Author:

**Richard Austin**

National Landscape Director

## CHICHESTER HARBOUR CONSERVANCY ACT 1971

### SECTION 45

#### WORKS LICENSE

To: C/o Zoe Palmers, Coastal Partners, Havant Borough Council, Public Service Plaza,  
Civic Centre Road, Havant PO9 2AX

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out works comprising maintenance and general repair of the Langstone Mill Pond Wall:

- (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 Chichester Harbour Conservancy, a copy of which is attached to and forms part of this License. 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 License application submitted to Chichester Harbour Conservancy.
- (v) The Licensee is to fully and effectually indemnify Chichester Harbour Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this License.
- (vi) The works are to be completed to the satisfaction of Chichester Harbour Conservancy and the site is to be left in a clean and tidy condition.
- (vii) Chichester Harbour Conservancy may revoke this License if it appears that the holder of the License is in breach of any condition included in it.
- (viii) The issue of this License does not absolve the Licensee from obtaining such authorisations, consents, permits, licenses or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works.
- (ix) The Licensee shall give Chichester Harbour Conservancy at least forty-eight hours' notice of the date and time of commencement of the works.
- (x) This License expires on 30 September 2035.

Dated 7 July 2025.

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

## **CHICHESTER HARBOUR CONSERVANCY**

**7 JULY 2025**

### **APPLICATION FOR WORKS LICENCE**

SITE ADDRESS: Various Locations within Chichester Harbour (x8)

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

#### **1.0 Introduction**

- 1.1 Native oysters (*Ostrea edulis*) were once abundant in local waters and elsewhere around the UK, but over the last 100 years, they have been nearly wiped out due to several pressures including overfishing, pollution and disease. Oysters, including native oysters, are filter-feeding organisms that act as "ecosystem engineers" by creating complex, structural habitat that other marine organisms (including those of commercial interest, such as crabs and fish) use as shelter, foraging grounds and breeding grounds. As well as supporting biodiversity and fisheries, they also provide a wide range of other ecosystem services. Of particular relevance to Chichester Harbour are oysters' ability to filter water of particulate matter, pollutants and excess nutrients thereby improving its quality and helping to prevent harmful algal blooms. They also help to stabilise sediments which can help prevent coastal erosion.
- 1.2 The proposed project seeks to install "baskets" of native oysters on existing infrastructure around Chichester Harbour, in otherwise unused space, e.g., underneath pontoons and jetties. It is hoped that the oyster baskets will act as broodstock, producing millions of "spat" during the summer months that will then settle in the harbour and grow, helping to support regional rehabilitation of native oysters in the wild. As such, the instalment of these oyster baskets is also in alignment with, and will help support, the Solent Seascape Project (SSP), of which Chichester Harbour Conservancy's CHaPRoN (Chichester Harbour Protection and Recovery of Nature), is a core partner.
- 1.3 Eight sites have been identified around Chichester Harbour as places in which to install the oyster baskets, and site owner agreement is already in place for each. These sites include a mixture of privately owned and commercial pontoons, jetties and quays.
- 1.4 All sites lie within or close to the boundaries of Chichester Harbour Site of Special Scientific Interest (SSSI), the Chichester and Langstone Harbour Special Protection Area (SPA), the Ramsar Site, and the Solent Maritime Special Area for Conservation (SAC). The main water body of Chichester Harbour is of national and international importance.
- 1.5 An initial trial for the oyster cages, is already underway within Emsworth Yacht Harbour. The cages were installed in February 2025 by the licensee and are now being monitored.

## **2.0 Method Statement**

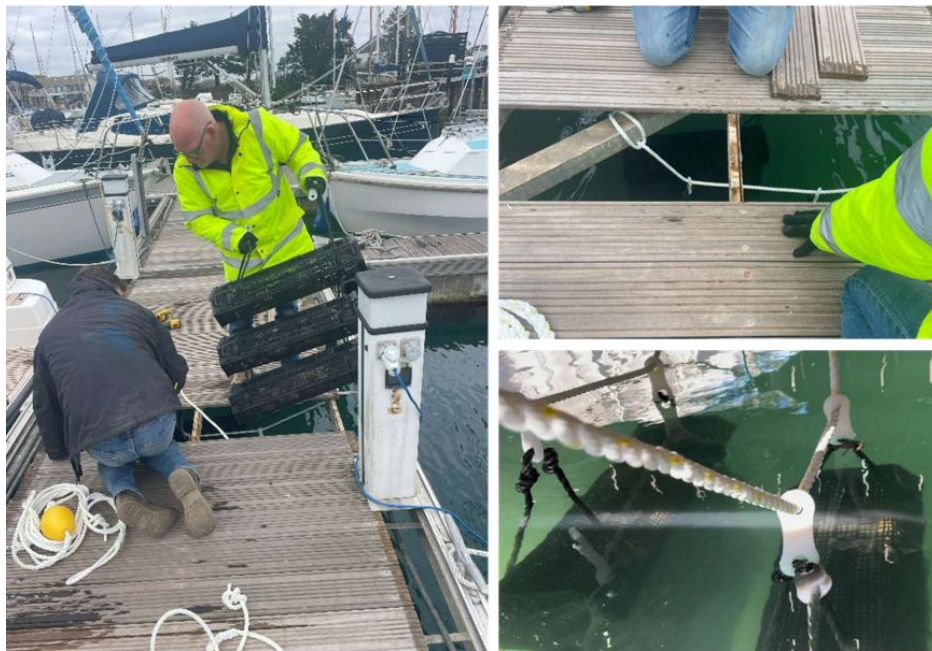
- 2.1 The number of baskets to be installed at each of the sites will be determined by the funds available and appetite of the site owner and other key stakeholders. The volume will not exceed the space available directly below the pontoons/jetties, taking into account tidal heights, or hinder any proximal marine traffic operations. The number of baskets at each site is likely to change over time. For example, more baskets may be added if further funds become available.
- 2.2 Baskets are stacked, generally in groups of three, but fewer in shallower waters or at sites subjected to stronger currents to reduce the tidal burden on the structure.
- 2.3 The baskets will be secured to the existing infrastructure (jetties, pontoons, quays) using ropes; the exact set up at each site will be adjusted to work with the existing hardware to ensure a robust connection beneath the waterline. At sites which experience strong tidal flow exposure, additional straps shall also be used to secure the baskets. Some baskets are fitted with a small length of chain, secured with cable ties, to add weight. Additional chain can be added to the bottom of the baskets to provide extra weight if required. All baskets will be installed manually.
- 2.3 Since all installations will utilise existing infrastructure (and will be suspended above the seabed in the water column), no mud will need to be moved or disturbed during installation, throughout the life of the project, during maintenance or during decommissioning.
- 2.4 On some floating pontoons, it may be necessary to temporarily remove some planking to access the sub-structure on to which the baskets are secured; this shall be carried out with guidance from the owners/managers of the infrastructure and timed to minimise disruption to core operations. A risk assessment shall be carried out ahead of all operations and communicated with those on site.
- 2.5 The baskets currently intended to be used are made of high-grade plastics. They are designed and made for commercial fishery use. Other basket designs may be considered as the project evolves to reduce the use of plastic.
- 2.6 On site, each basket will be filled with the required number of oysters and manually lifted into place and secured. The oysters will be live, native oysters (*Ostrea edulis*), sourced from a sustainable, conservation-focused fishery, where they are farmed using restorative aquaculture methods.
- 2.7 Each oyster will go through a rigorous biosecurity process. This process will be carried out at the University of Portsmouth's Institute of Marine Sciences, under the guidance of experts at the Blue Marine Foundation. A fisheries licence shall be obtained from CEFAS / IFCA for each site in advance of any oysters being moved into location.

- 2.8 Routine care and maintenance will be required to monitor the baskets and the oysters contained within them. This will involve inspecting and cleaning the installation, as well as ensuring the baskets are still secured. This should take place 2-3 times per year. The licensee will be responsible for ensuring an on-going maintenance plan is in place for the baskets at each site.

### 3.0 Photos

- 3.1 Photos from the oyster baskets installed at Emsworth Yacht Harbour to aid understanding of the proposed project.

*Note: These photos serve to demonstrate the general format, size and handleability of installations. In the future, baskets may differ slightly in design to allow for improvements in durability, sustainability, ease of handling, and to better cater to specific site conditions.*



**Figure 1. Deployment of baskets at the EYH site (Feb 2025) by removing selected planking from walkways.**



**Figure 2. Lifting the baskets for inspection and routine care and maintenance (May 2025).**

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

- 4.1 Chichester Harbour Conservancy is a conservation body whose nature recovery programme CHaPRoN seeks to restore Chichester Harbour SSSI to favourable condition, increase biodiversity, protect and restore fragile coastal ecosystems and connect people and communities with nature. This project supports the nature recovery aims of CHaPRoN and, through its accessibility, also offers educational opportunities for schoolchildren and the public (pending agreement with site owners). As evidenced by the media interest around the Emsworth Yacht Harbour oyster basket installations, the project also provides a way of connecting people and communities with nature.
- 4.2 The project utilises otherwise unused space, such as underneath jetties and pontoons. The baskets will not pose any risk to navigation or restrict usage by harbour users of the infrastructure to which they are attached.
- 4.3 A fisheries license is required from CEFAS / IFCA for each site in advance of any oysters being moved into location. SSSI consent is required from Natural England for the project, along with all landowner agreement upon which the infrastructure is installed. The project will only proceed once all relevant licences and consents are in place.
- 4.4 It is recommended that a Works License is issued up until December 2030, to allow for the phased installation of the baskets and on-going monitoring and maintenance.
- 4.5 It is recommended that all baskets are removed at the end of the licence period or earlier if the licensee's business ceases.

## **5.0 Recommendation**

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

Author:

**Lily Whittaker**

Nature Recovery Projects Officer

**Richard Austin**

National Landscape Director

## **CHICHESTER HARBOUR CONSERVANCY ACT 1971**

### **SECTION 45**

#### **WORKS LICENSE**

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

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out works comprising of the installation of "baskets" of native oysters on existing pontoons and infrastructure, at eight locations within Chichester Harbour:

- (i) The works shall at all times be carried out in a safe and secure manner and so as not to cause danger or obstruction to Harbour users.
- (ii) The works shall not damage the mudland.
- (iii) The works are to be carried out in accordance with the plans and particulars of the works as submitted to and approved by Chichester Harbour Conservancy, a copy of which is attached to and forms part of this License.
- (iv) The Licensee is to fully and effectually indemnify Chichester Harbour Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this License.
- (v) The works are to be completed to the satisfaction of Chichester Harbour Conservancy. The Licensee shall ensure that the attached baskets do not impede usage of the infrastructure by Harbour users.
- (vi) The Licensee shall be responsible for ensuring that an on-going maintenance plan for the 'baskets' is delivered and maintained at each location.
- (vii) Chichester Harbour Conservancy may revoke this License if it appears that the holder of the License is in breach of any condition included in it.
- (viii) The issue of this License does not absolve the Licensee from obtaining such authorisations, consents, permits, licenses or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works.
- (ix) The Licensee shall give Chichester Harbour Conservancy at least forty-eight hours' notice of the date and time of commencement of the works.
- (x) The 'baskets' shall be removed from all sites when the License expires or earlier if the Licensee ceases business before the expiry date.
- (xi) This License expires on 31 December 2030.

Dated 7 July 2025.

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



**7 JULY 2025****APPLICATION FOR WORKS LICENSE**

**SITE ADDRESS: Chichester Channel - Chalkdock to Roman Transit stretch of the channel**

**PROPOSED DEVELOPMENT: European Native Oyster (*Ostrea edulis*) Reef Restoration – cultch laying and native oyster laying**

**1.0 Introduction**

- 1.1 Marine habitats in the Solent are heavily degraded. Multiple pressures on native oyster populations and habitat have caused an almost complete collapse, with a 95 per cent loss in native oyster (*Ostrea edulis*) populations. This trend has been mirrored within Chichester Harbour, with the oyster fishery closed since 2018.
- 1.2 A key result of oyster population decline is loss of marine ecosystem structure and functions, which provide ecosystem services. Oyster functions provide a wide range of services. As active filter-feeders, oysters remove suspended particulate matter from the water column, vastly improving water quality and clarity, depositing the material to the seabed. Oysters also form a keystone habitat that supports feeding and nursery grounds for a myriad of other marine life.
- 1.3 Natural England's Condition Review of Chichester Harbour sites: intertidal, subtidal and bird features (NERR090) of 2021, downgraded Chichester Harbour Site of Special Scientific Interest (SSSI) to unfavourable declining condition. Due to the extremely sparse data available on sub-littoral sediment within Chichester Harbour, where native oyster typically inhabit, it was not possible for NE to determine a condition for this feature within the SSSI. However, the report does indicate support for the re-establishment of the native oyster and suitable management practices of the sub-littoral sediment to aid recovery.
- 1.4 In 2021, the Chichester Harbour Protection and Recovery of Nature (CHaPRoN) partnership, led by Chichester Harbour Conservancy (CHC), was established to restore Chichester Harbour SSSI to favourable condition. Core partners within the partnership include CHC, Environment Agency, Natural England, Coastal Partners, Havant Borough Council, RSPB, Sussex IFCA and Southern Water. Part of this initiative includes the restoration of self-sustaining levels of native oysters to increase biodiversity and for the ecosystem services they provide.
- 1.5 In 2022, CHC and CHaPRoN became a key partner in the Solent Seascape Project, a multi-partner project with a long term vision to protect and restore nature across the Solent. It's the first project of its kind in the UK to initiate seascape-scale restoration. As part of this project, the Blue Marine Foundation are leading on restoration of the native oyster. The organisation has previously undertaken native oyster restoration in Langstone Harbour and the River Hamble.
- 1.6 The site within Chichester Harbour will be a further native oyster active restoration site within the Solent. It lies within Chichester Harbour Site of Special

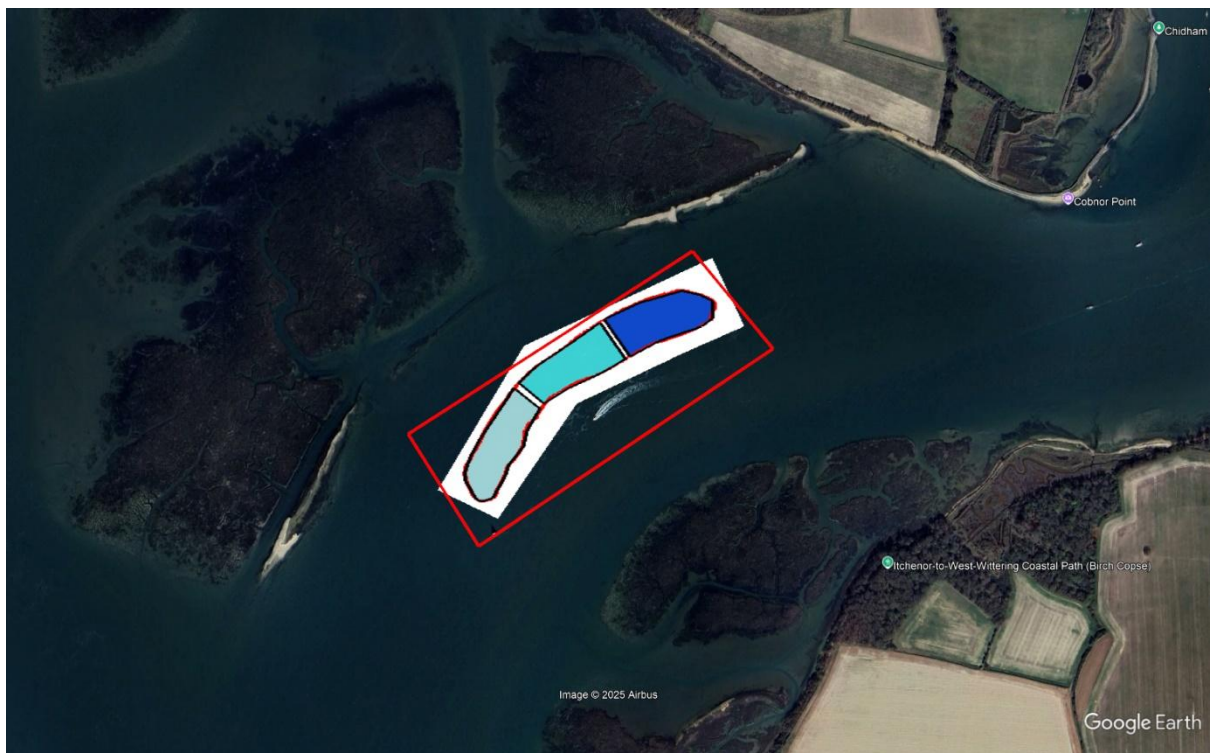
Scientific Interest (SSSI), the Chichester and Langstone Harbour Special Protection Area (SPA), the Ramsar Site, and the Solent Maritime Special Area for Conservation (SAC). The main water body of Chichester Harbour is of national and international importance.

- 1.7 The aim of the project within Chichester Harbour is to initially improve the condition of the seabed in an area that is known to have historically supported populations of the European Native Oyster. Then lay a number of oysters (*Ostrea Edulis*) to enable the species to regenerate and develop a self-sustaining population. The reef location will be within areas closed to commercial fishing activity, creating sanctuary sites that can develop and re-connect with adjacent habitats.

## 2.0 Site Images



**Figure 1. Location of active restoration site in Chichester Channel (A) and the control site in Emsworth Channel (B)**



**Figure 2. Active restoration site in Chichester Channel, showing the 3 proposed phases of the cultch laying (blue areas) and the proposed future bathymetric survey area (white area).**

### **3.0 Method Statement**

- 3.1 The works will be undertaken within the Chichester Channel, in the area of the main navigation channel between Chalkdock and Roman Transit markers (taken from charts).
- 3.2 The area within the Emsworth Channel will be used as a control site for comparison where no works will take place.
- 3.3 The areas highlighted with a red outline in Figure 1. above have been surveyed using multibeam sonar and provide the basis for the planned deployment. The works carried out within the Chichester channel will be carried out within the deeper section of the channel to further reduce causing any risk to navigation. The working depth will be at least 4m+ below Chart Datum. The areas outlined in red will also be the total monitoring area for each site.
- 3.4 The blue shaded areas shown in Figure 2 above, show the three proposed phases for the works within the Chichester channel over the duration of the 5 year license. Each area is between 1-1.25ha. The white area shows the likely future survey area for bathymetric surveys.
- 3.5 Up to 3645 metres cubed (m<sup>3</sup>) of cultch (molluscan shell, including, but not limited to, oyster, cockle, blue mussel, or scallop shell) and/or local gravels (shingle 30-60mm gravel size), will be deposited over the Chichester Channel site area over the five-year period.
- 3.6 The cultch will be deposited in a layer on the seabed to enhance the existing sediment, currently unsuitable for sustained native oyster larval recruitment, and create suitable habitat to enable native oysters to form self-sustaining populations. The deposited cultch will create relief and provide fresh settlement material to increase larval recruitment success.
- 3.7 The total volume of cultch deposited will be calculated to provide a mean relief of 0.2m from the seabed across the site area, the relief will be no higher than 0.5m from the seabed at any point across the area.
- 3.8 Cultch material will be deployed from an appropriate vessel including but not limited to hopper, split-hopper or flat-top barge. The methods of cultch deposition include via the opening of a split barge hull and/or via an excavator from a spud-barge. The material will be deposited by dredging contractors over several days - depending on logistics.
- 3.9 A bathymetric survey will be conducted prior to deposition of material to provide the baseline, immediately after the deposition of cultch, a further bathymetric survey will be completed to establish the relief and extent of the deposited material within the licence area through creation of residual plots. The results of the bathymetric survey will show any areas of relief greater than 0.5m, which, if present, will be redistributed using suitable equipment, including a plough and/or an excavator. The final bathymetric survey will ensure cultch relief does not exceed 0.5m prior to demobilisation of equipment and vessels from the site.
- 3.10 Once cultch deposition has ceased, a short period of time will be allowed for several tidal cycles to take place and for the material to settle, the area will then be ready to receive live oysters.

- 3.11 The oysters will be sourced from UK donor sites, in accordance with Fish Health Inspectorate regulations, and then deployed from small vessels. Deployment of oysters will be dependent on oyster availability but ideally will occur either prior to the spawning period or in winter months to reduce the impacts of stress on the native oysters during the transport and biosecurity process. Oysters will be deployed using bushels, released at a calculated rate to achieve the target oyster density.
- 3.12 Both the cultch and any oysters translocated from outside of the Solent body of water will be processed according to the required biosecurity measures following the "European Guidelines on Biosecurity In Native Oyster Restoration".
- 3.13 Within six-months of deployment, surveys will be conducted to estimate the overall oyster density on the reef. Further on-going monitoring will include seabed elevation (reef area), the benthic (seabed) community and associated fish assemblages. Both the Chichester channel reef site and the Emsworth channel control site will be surveyed to quantify any ecological changes resulting from restoration activity.

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

- 4.1 Chichester Harbour Conservancy is a conservation body. The CHaPRoN partnership was established to restore the Chichester Harbour SSSI to favourable condition. The active restoration of native oysters supports the overall ambition to restore nature and increase biodiversity within the harbour.
- 4.2 As a core partner in the Solent Seascape Project, CHC are actively supporting partners to deliver their project responsibilities within Chichester Harbour.
- 4.3 Landowner consent and SSSI consent from Natural England has been secured for this project. A Marine Licence from the MMO is also required and an application will be submitted by Blue Marine Foundation shortly. A Habitat Regulations Assessment has been carried out and will be submitted as part of the marine license application process. Planning permission is not required.
- 4.4 It is recommended that the works take place during October or March to minimise disturbance to over-wintering birds and carried out during a mid to low tide.
- 4.5 It is recommended that an extended Works Licence is issued up until 31 December 2031, aligning with the Marine License application, to enable the phased approach for the reef restoration and the on-going monitoring of the project.

#### **5.0 Recommendation**

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

Author:

**Sarah Chatfield**  
CHaPRoN Manager

**Richard Austin**  
National Landscape Director

## CHICHESTER HARBOUR CONSERVANCY ACT 1971

### SECTION 45 - WORKS LICENSE

To: C/o Louise MacCallum, Blue Marine Foundation, South Building, Somerset House, Strand, London, WC2R 1LA

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out works comprising of cultch laying and native oyster laying in respect of the Oyster Reef restoration project within the Chichester Channel:

- (i) The works shall be carried out in a safe and secure manner, and shall not cause danger or obstruction to Harbour users.
- (ii) The works shall not cause permanent damage to the sub-tidal seabed and adjacent inter-tidal habitats.
- (iii) The works are to be carried out in accordance with the plans, surveys and methodology as submitted to and approved by Chichester Harbour Conservancy, a copy of which is attached to and forms part of this License. The works should ideally take place during the month of October or March and must be completed by 1 April.
- (iv) The works are to be completed to the satisfaction of Chichester Harbour Conservancy. The resultant oyster reef shall not impede navigation. If the reef causes a navigational hazard, action must be taken to remove this hazard.
- (iv) The Licensee is to fully and effectually indemnify Chichester Harbour Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this License.
- (v) Chichester Harbour Conservancy may revoke this License if it appears that the holder of the License is in breach of any condition included in it.
- (vi) The issue of this License does not absolve the Licensee from obtaining such authorisations, consents, permits, licenses or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works. Copies of all consents must be provided to CHC before commencement of works.
- (vii) The Licensee shall give Chichester Harbour Conservancy a minimum of 2 weeks' notice of the date and time of commencement of the works. The Licensee shall also arrange for the contractors to meet with the Harbour Master a minimum of two weeks before works commence to:
  - (a) confirm licensing of vessels and qualifications of masters;
  - (b) approve vessel movements into and within the harbour, vessel conditions, moorings and safe methods of work, and to confirm details for Notice to Mariners.
- (viii) All bathymetry surveys before and after the works, including residuals must be provided to Chichester Harbour Conservancy within a timely manner.
- (ix) This License expires on 31 December 2031.

Dated 7 July 2025.

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

## CHICHESTER HARBOUR CONSERVANCY

7 JULY 2025

### APPLICATION FOR WORKS LICENCE

SITE ADDRESS: **Grain Store, Dell Quay, Chichester, PO20 7EE**

PROPOSED DEVELOPMENT: **Scaffolding erection and dismantle on the foreshore, Dell Quay.**

#### 1.0 Introduction

- 1.1 The application is to use scaffolding on the foreshore at Dell Quay. The purpose of the scaffolding is to enable the repointing of the Northern elevation of the Grain Store.

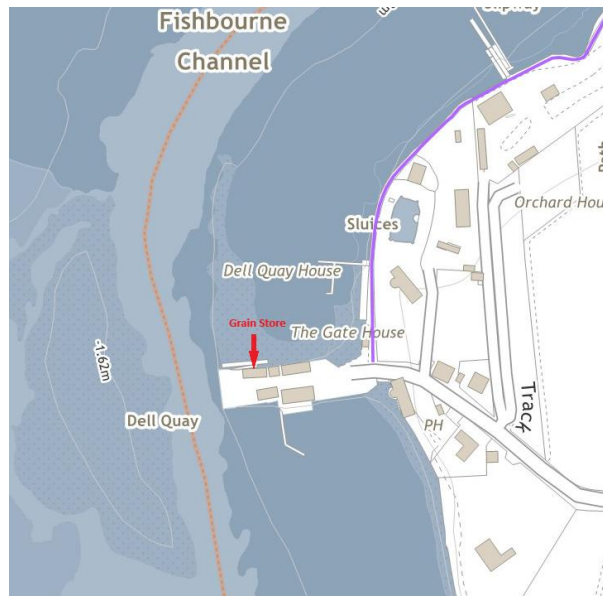


Figure 1. Location Map Dell Quay



Figure 2. Grain Store – Northern Elevation



- 1.2 The Grain store is owned by CHC and leased to Dell Quay sailing club on a repairing lease. The building condition is deteriorating, with remedial works required to re-point the brick work and prevent further delay.
- 1.3 Scaffold will be required for the works. In the case of the Northern Elevation (seaward side) access for re-pointing will require the scaffold to rest on the foreshore, between the jetty and wall.

## **2.0 Timing of Works**

- 2.1 Timing of works currently unknown due to funding. No works will be permitted during the period 1<sup>st</sup> October to 31<sup>st</sup> March.

## **3.0 Comment**

- 3.1 This Works Licence application is only for the erection and dismantling of the scaffolding. CHC permission for the re-pointing is not required.

## **4.0 Recommendation**

- 4.1 Propose approve subject to standard conditions and effective method statement.

**Captain Jo Cox**

Harbour Master



## CHICHESTER HARBOUR CONSERVANCY ACT 1971

### SECTION 45

#### WORKS LICENCE

To: Dell Quay Sailing Club, Dell Quay, Chichester, PO20 7EE

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, Dell Quay

- (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 2026.

*Dated 7 July 2025.*

**Richard Austin**  
**National Landscape Director**