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17 June 2024

CHICHESTER HARBOUR CONSERVANCY

The **Annual Meeting of Chichester Harbour Conservancy** will be held at **10.00 a.m.** on **Monday, 8 July 2024** at Eames Farm, Thorney Island.

AGENDA

PART 1

1. Election of Chairman for 2024/25

The following nomination has been received:

Pieter Montyn – nominated by Ann Briggs
seconded by Jeremy Hunt

2. Election of Vice-Chairman for 2024/25

The following nomination has been received:

Jackie Branson – nominated by Ann Briggs
seconded by Roger Price

Robert Macdonald - nominated by Alison Wakelin
seconded by Simon Radford

3. Apologies for Absence

4. Conservancy Representatives

To note that the following have been appointed by the constituent local authorities as members of the Conservancy for the three-year term beginning 1 July 2023.

Hampshire County Council

Ann Briggs
Lance Quantrill
Roger Price
Jackie Branson

Chichester District Council

Iain Ballantyne
Stephen Johnson

Advisory Committee

Robert Macdonald
Alison Wakelin
Simon Radford

West Sussex County Council

Donna Johnson
Sarah Payne
Jeremy Hunt
Pieter Montyn

Havant Borough Council

Gillian Harris
Andrew Briggs

5. Declaration of Interests

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

6. Exclusion of Press and Public

To consider the exclusion of the press and public from the remainder of the meeting on the grounds that the publicity would prejudice public interest by reason of the confidential nature of the business to be discussed.

PART 2 (Confidential Items)

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

7. Part 2 Minutes of the Conservancy Meeting held on 29 April 2024

To approve the Part 2 minutes of the meeting held on 29 April 2024 (page 1).

8. Advisory Committee

To receive the Part 2 minutes of the Advisory Committee held on 24 June 2024 (if any, to follow)

9. Conservancy Dashboard (Chief Executive Officer's Update)

To note the updated report from the CEO (to follow).

10. Risk Assessment

To note the updated Risk Assessment by the CEO (page 5).

11. CHC and the Councils

To approve the recommendations set out by the CEO (page 13).

12. Finance, Risk and Audit Group Minutes

The Finance, Risk & Audit Group has met once since the last meeting, on 12 June 2024. Members wishing to raise matters of strategic importance or policy arising from the meeting of the Finance, Risk and Audit Group may do so under this item (page 36).

13. Leases and Licences

To approve the terms of the following agreement:

(a) Unit #1, Itchenor Park Farm – Harbour Master (page 40)

(b) Northshore (Sunchalk Ltd) – CEO (page 41)

(c) Haines Boatyard – CEO (page 46)

RETURN TO PART 1

14. Part 1 Minutes of the meeting of the Conservancy held on 29 April 2024 (page 47) and 24 June 2024 (to follow).

15. Advisory Committee

To receive the Part 1 minutes of the Advisory Committee meeting held on 26 June 2023 (to follow).

16. Chairman's Update

To note the verbal report from the Chairman.

17. Port Marine Safety Code

To note the PMSC report, from the Harbour Master (page 52).

18. Budget Monitor May 2024

To note the report from the CEO and the Finance Manager (page 54)

19. Results of the Harbour Users Survey 2024

To note the verbal report from the Direction of Chichester Harbour National Landscape.

20. Appointment of Committees and Working Groups

To consider a report by the CEO regarding membership of the Conservancy's Committees and Groups for the forthcoming year (page 59).

21. Appointment of Representatives to Outside Bodies 2024/25

To appoint a member of the Conservancy to serve on each of the following bodies (the members proposed, based on appointments for 2023/24 are shown in brackets):

- | | |
|--|---|
| (a) The Standing Conference on Problems Associated with the Coastline (SCOPAC) | (Jackie Branson) |
| (b) Solent Forum | (Jackie Branson) |
| (c) Thorney Island Conservation Group | (Heather Baker)
(Jackie Branson) |
| (d) FiPL Local Assessment Panel | (Ann Briggs)
(Pieter Montyn) |
| (e) West Sussex Climate Change Board | (Donna Johnson) |

22. Timetable of Meetings for 2024

To approve the dates proposed for Conservancy meetings during 2025 (page 61).

23. Members Record of Attendance for 2023/24

To note the report from the CEO (page 62).

24. Works Licence

For decision, following the reports from the Harbour Master on applications for Work's Licences:

- (i) Itchenor Jetty Renewal and Extension (page 64)

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

Chichester Harbour Conservancy

Conservancy

Minutes of the meeting held on 29 April 2024 at 2.00 p.m. at Eames Farm, Thorney Island.

Present – Ann Briggs (Chairman)

Iain Ballantyne	Jackie Branson	Andy Briggs	Lulu Bowerman
Jeremy Hunt	Donna Johnson	Stephen Johnson	Pieter Montyn
Sarah Payne	Roger Price	Lance Quantrill	Simon Radford
Alison Wakelin			

Officers Present –

Richard Austin (Director of Chichester Harbour National Landscape)	Matt Briers (CEO)	Jo Cox (Harbour Master)
Pasha Delahunty (Executive Officer)	Fiona Morris (Deputy Treasurer)	

In Attendance – Jonathan Raper

Part 1 Minutes

1. Apologies for Absence

204. Monty Smedley was welcomed to the meeting. Apologies were received and accepted from Iain Ballantyne, Sarah Payne, Lulu Bowerman and Lance Quantrill.

2. Declarations of Interests

205. Harbour users: Simon Radford, Robert Macdonald, Alison Wakelin, Iain Ballantyne and Jo Cox. Jeremy Hunt is a Cabinet Member for Finance for West Sussex County Council.

3. Port Marine Safety Code

206. The Harbour Master introduced the annual PMSC report (copy appended to the signed minutes) which was noted by the Conservancy.

207. **Resolved** – That the Conservancy agree that the harbour complies with the Port Marine Safety Code for 2023, considering the audit results from the Designated Person.

208. Monty Smedley, Designated Person, ABPmer, gave a presentation on the audit he had undertaken on the Conservancy which evaluates the effectiveness of its marine safety management system. He confirmed that he had found the Conservancy to be fully compliant with all aspects of the Port Marine Safety Code for 2023. The new PMSC (Port Marine and Facilities Safety Code) is waiting for ministerial sign-off but is expected in the coming months. Once issued, Mr Smedley will undertake a gap analysis before the new declaration of compliance is required.

209. Mr Smedley confirmed that the Conservancy compared favourably to other ports in their outcomes. The Harbour Master reported that a new system of reporting and tracking incidents has been implemented following the audit. The incident statistics will continue to be reported to the Conservancy under the PMSC update at each meeting.
210. Towage guidance for Conservancy staff is in place but it was recommended that directions for wider harbour users be issued. A member asked if more could be done to stop people going aground however there is no Government training requirements and navigational aids are in place.
211. Mr Smedley confirmed that while there was no requirement for duty holders to re-train, a 3-year cycle of recertification was suggested. Staff were commended for their work and Mr Smedley was thanked for his presentation before leaving the meeting.

4. Part 1 Minutes of the Meeting held on 29 January 2024

212. Jeremy Hunt should be listed as Cabinet Minister for Finance at West Sussex County Council.
213. **Resolved** – That subject to the correction noted above at point 212, the Part 1 minutes of the Conservancy meeting held on 29 January 2024 be approved as a correct record and that they be signed by the Chairman.

5. Minutes of the Advisory Committee held on 22 April 2024

214. 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.

6. Exclusion of Press and Public

215. **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) Public Summary

7. Part 2 Minutes of the Conservancy held on 29 January 2024

The minutes were approved as a correct record.

8. Part 2 Minutes of the Advisory Committee held on 22 April 2024

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.

9. Dashboard

The Conservancy received and noted the updated Dashboard document from the CEO.

10. Chief Executive Officer's Update

The Conservancy considered the report from the CEO and concurred with the CEO's intentions relating to Saltern's Lock.

11. Risk Assessment

The Conservancy noted the risk assessment from the CEO.

12. Finance, Risk and Audit Group Minutes

The Conservancy noted the minutes of the Finance, Risk and Audit Group meeting held on 25 March 2024.

13. Leases and Licences

The Conservancy approved the Thorney Island MOD (North & South) Mooring licence.

14. Manor of Bosham

The Conservancy considered a report on the Manor of Bosham by the Harbour Master.

Supplementary Agenda Addition:

Freedom of the Harbour Nomination

The Conservancy approved an application for the Freedom of the Harbour to John Nelson.

Return to Part 1

15. Chairman's Update

249. The Chairman gave a verbal update to the Members. During the last period she attended the opening of Marina Farm and continues the work of Farming in Protected Landscapes.

250. The new Chairman of the Chichester Harbour Trust has taken on the role. Thanks was bestowed on John Nelson, the outgoing Chairman for all that he had contributed to Chichester Harbour.

16. Chief Executive Officer's Round-Up

251. An updated version of the CHC Strategy (version 3.0) was circulated to the group in hard copy. The CEO summarised the changes and explained that the final version would go to the Communications team to ready for publication and distribution. The strategy is a living document and would be reviewed on an annual basis unless something urgent occurred.

252. **Action Point** – The CEO was requested to add detail to point k (achieving Net Zero by 2035) and to add ‘volunteers’ to the strategy.
253. **Resolved** – That, subject to the clarifications set out at point 252, the Conservancy approve CHC Strategy 3.0.
254. It was recommended that the CEO might wish to consider approaching BAE Systems for CSR funding.
255. The CEO confirmed that the MMO has approved the Itchenor Jetty and that an application for a certificate of Lawful Development has been filed with the Local Authority.

17. Chichester Harbour Management Plan 2025-2030

256. The Director of NL presented his report (copy appended to the signed minutes) on the scope and aims of the next 5-year Chichester Harbour Management Plan. There will be four main areas of focus in the next plan and Defra guidance is for members to be more involved in the development process of the plan.
257. **Resolved** – That the Conservancy approve:
- Confirming with the four local authorities to prepare the next Management Plan on their behalf.
 - The appointment of a Task and Finish Group to oversee preparation of the Management Plan.
 - That verbal update progress reports be provided to the Board during the preparation of the Plan.

18. Farming in Protected Landscapes

258. The Director of NL presented the report (copy appended to the signed minutes), which was noted by the Conservancy. Pieter Montyn and Ann Briggs were thanked for their support with the project. The Farming Technical Support officer was praised for her work to secure a Historic Building Restoration Grant.

19. Budget Monitor February 2024

259. As the Finance Manager was absent, the Deputy Treasurer presented the report (copy appended to the signed minutes), which sets out the current position. The report was noted by the Conservancy.

20. HR Sub-Committee Update

260. The CEO presented the report on the work of the HR Sub-Committee (copy appended to the signed minutes), which was noted by the Conservancy.

21. Planning Update

261. The Director of NL presented the report (copy appended to the signed minutes), which was noted by the Conservancy. A key issue raised was the major development applications which have been approved adjacent to the AONB. Since the time of writing the report, a further 14 dwellings have been approved outside of the settlement boundary of Birdham which again highlight the importance of an approved local plan.
262. Members suggested that there is a case to write to the Chief of the Planning Inspectorate.
263. **Action Point** – The Director of NL was directed to write to the Planning Inspectorate to share the concerns of CHC with the volume of new dwellings that have been permitted by PINS since August 2023.

The meeting ended at 4.22 p.m.

Chairman

CHICHESTER HARBOUR CONSERVANCY

8 July 2024

PORT MARINE SAFETY CODE UPDATE

TO NOTE

1.0 Reported Incidents

1.1 A total of 74 incidents have been reported between 1st April and 13th June 2024.

1.2 A breakdown of these incidents is as follows:

Man overboard = 2	2 from tenders
Vessels Adrift = 12	7 strop failure 2 canoe/kayak/tender/small craft 2 Failure of deck fitting 1 dragged anchor
Vessels Aground = 6	2 Mechanical failure 4 nav error
Collisions/ near miss = 3	3 collision between vessels
Towage = 15	8 mechanical failures (sail) 4 mechanical failures (motor) 1 due to weather 1 out of fuel 1 fouled propeller
Taking on water/ sunk = 3	3 on moorings
Complaints = 3	
Theft = 2	1 confirmed 1 potential
Miscellaneous/ other	<u>Some Examples</u> Wildlife disturbance Unfurled sails Byelaw infringement Illegally moored vessel

2.0 Bathymetric Survey

2.1 Annual bathymetric survey of the harbour approach and main channel undertaken in May.

2.2 Additional survey of Itchenor Reach undertaken.

3.0 Harbour Revision Order

3.1 The HRO continues to be delayed due to election.

4.0 Prosecutions and Enforcement

4.1 1 case of excessive speed is awaiting summons to be served.

4.2 2 further cases are under investigation

Jo Cox

Harbour Master

CHICHESTER HARBOUR CONSERVANCY

Budget Monitor Report To 31 May 2024

Report by the Finance Manager and CEO

1. Introduction

- 1.1 This report sets out the Conservancy's budget position for the period to 31st May comparing actual income and expenditure against the 2024-25 agreed budget.
- 1.2 Due to the wider ongoing work concerning the budget and financial arrangements, this monitor provides an update on the current position but does not include year-end variances which will be reported in due course.
- 1.3 All income and expenditure is processed through the Common Fund, however the budget monitor considers the budgets of the Harbour and AONB (NL) operations separately to enable the review of these specific areas of operational responsibility as separate entities to enable scrutiny.

2. Harbour Budget

- 2.1 Appendix 1 sets out the budget monitor to the end of May 2024. Details of the key issues within the Harbour budget are set out below.

Income

- 2.2 Other Income is currently slightly behind profile and is likely to result in an unfavourable year-end variation due to the cessation of the contract with The Manor of Bosham.
- 2.3 Harbour Dues and Moorings Income are currently slightly behind profile, there are no known year-end variations at present.
- 2.4 Harbour Rent / Boat Park / Car Park is likely to show a positive year end variation due to increased income from two agreements.

Expenditure

- 2.5 There are variations between the actual staffing structure and that within the budget, accounting for the current profiled underspend. Once the staffing structure for the remainder of the year has been reviewed and agreed projections for the year-end position can be made.

Transfers to/from Reserves

- 2.6 The current deficit position on the revised Renewals and Repairs Fund requires an additional contribution of £10,800.

3. AONB Budget

- 3.1 Appendix 2 sets out the budget monitor to the end of May 2024. Details of the key issues within the AONB budget are set out below.

Income

- 3.2 DEFRA have confirmed a one-off increase to the core revenue grant of £36,700.
- 3.3 County Council contributions have been received as per the budget.

Expenditure

- 3.4 There are variations between the actual staffing structure and that within the budget, accounting for the current profiled underspend. Once the staffing structure for the remainder of the year has been reviewed and agreed projections for the year-end position can be made.
- 3.5 The additional revenue grant (para 3.2) allows a corresponding increase to the AONB Project budget.

Transfers to/from Reserves

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

4.0 AONB Grants

- 4.1 Appendix 3 details grants and other 'one-off' sources of income which have been awarded for specific purposes. The confirmed grants total is £1,250,400.
- 4.2 The anticipated grant from Friends of Chichester Harbour is to be confirmed in due course.
- 4.3 £9,600 has been spent to administer the FiPL programme.
- 4.4 DEFRA have awarded £53,300 Access for All Funding, plus additional core capital funding of £36,700.
- 4.5 Solent Seascape funds from Blue Marine have been brought forward from the last financial year, with an additional £83,600 anticipated in year. Expenditure on the project in 2024-25 currently totals £7,100.
- 4.6 Solent Seascape match funding from East Head Impact has been brought forward from the last financial year with an additional £24,400 anticipated in year.
- 4.7 The Environment Agency has awarded funding for two projects; £268,300 towards a further BuDs trial and £120,000 towards re-alignment and saltmarsh creation.

Mel Belderson
Finance Manager

Matt Briers
CEO

Budget Monitor - Harbour
Appendix 1

Chichester Harbour Conservancy

For the 2 months ending 31st May 2024

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Comments
				+ Additional Income - Reduced Income		
Income						
Other Income	165,700	37,230	34,088	(3,142)	165,700	
Harbour Dues	490,700	376,270	371,816	(4,454)	490,700	
Moorings Income	951,200	883,730	880,701	(3,029)	951,200	
Harbour Rent/ Boat Park/ Car Park	160,200	41,770	46,300	4,530	160,200	
Total Income	1,767,800	1,339,000	1,332,905	(6,095)	1,767,800	0
				- Additional Expenditure + Reduced Expenditure		
Expenditure						
Staffing Costs	743,000	119,790	109,665	10,125	743,000	
Maintenance	55,000	6,720	5,104	1,616	55,000	
Premises Costs	338,800	88,440	85,707	2,733	338,800	
Transportation	84,300	5,190	2,980	2,210	84,300	
Equipment	148,200	8,540	6,038	2,502	148,200	
Office Supplies	55,300	8,700	4,953	3,747	55,300	
Professional Services	131,400	13,510	13,148	362	131,400	
County Council Charges	17,900	0	0	0	17,900	
Total Expenditure	1,573,900	250,890	227,595	23,295	1,573,900	0
Transfers to/from Reserves						
Budgeted transfers to Reserves	115,200	0	0	0	126,000	(10,800) Revised R&R fund position
Total Transfers to/from Reserves	115,200	0	0	0	126,000	(10,800)
Surplus (Income - Expenditure - Transfers to/from Reserves)	78,700	1,088,110	1,105,310	17,200	67,900	(10,800)

Budget Monitor - AONB
Appendix 2

Chichester Harbour Conservancy
For the 2 months ending 31st May 2024

Account	AONB Budget	AONB Profile	AONB Actual	AONB Variance <i>+ Additional Income</i> <i>- Reduced Income</i>	Year End Projection	Projection Variance	Comments
Income							
DEFRA Grant	173,100	0	0	0	209,789	36,689	Confirmed increase in core revenue grant
Other Income	89,400	10,044	10,200	156	89,400		
County Council Contributions	470,800	470,800	470,800	0	470,800		
Harbour Rent/ Boat Park/ Car Park	44,600	606	2,271	1,665	44,600		
Total Income	777,900	481,450	483,271	1,821	814,589	36,689	
Expenditure				<i>- Additional Expenditure</i> <i>+ Reduced Expenditure</i>			
Staffing Costs	596,900	99,492	80,727	18,765	596,900		
Maintenance	21,600	4,768	1,899	2,869	21,600		
Premises Costs	32,700	5,499	4,922	577	32,700		
Transportation	27,300	7,734	5,356	2,378	27,300		
Equipment	15,900	2,664	388	2,276	15,900		
Office Supplies	13,000	2,174	1,644	530	13,000		
Professional Services	44,700	4,856	1,327	3,529	44,700		
AONB Projects	11,100	1,854	1,256	598	47,789	(36,689)	Additional expenditure as result of increase to DEFRA core grant
County Council Charges	8,500	0	0	0	8,500		
Total Expenditure	771,700	129,041	97,520	31,521	808,389	(36,689)	
Transfers to/from Reserves							
Budgeted transfers to Reserves	11,800	0	0	0	11,800		
Total Transfers to/from Reserves	11,800	0	0	0	11,800	0	
Surplus (Income - Expenditure - Transfers to/from Reserves)	(5,600)	352,409	385,752	33,343	(5,600)	(0)	

AONB Grants

Appendix 3

For the 2 months ending 31st May 2024

	2024-25					
Grants / Income	Brought Forward	Received to Date	Total Brought Forward / Received	Expenditure to Date	Year End Projection	Total Grants / Income Expected (Brought Forward and Received in Year)
Friends	0.00	0.00	0.00	0.00	0.00	TBC
FiPL	0.00	0.00	0.00	9,594.00	0.00	258,351.00
Historic Building Restoration Grant (FiPL)	0.00	0.00	0.00	0.00	0.00	302,400.00
DEFRA Access for All	0.00	0.00	0.00	0.00	0.00	53,298.45
DEFRA Capital Funding	0.00	0.00	0.00	0.00	0.00	36,688.83
Solent Seascape Project - Blue Marine*	74,104.49	0.00	74,104.49	7,142.00	0.00	157,693.49
Solent Seascape Project - EHI match funding*	29,288.00	0.00	29,288.00	0.00	0.00	53,715.00
Environment Agency - BuDs	0.00	0.00	0.00	0.00	0.00	268,275.00
Environment Agency - Saltmarsh Creation	0.00	0.00	0.00	0.00	0.00	120,000.00
Total	103,392.49	0.00	103,392.49	16,736.00	0.00	1,250,421.77

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

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

* Project financial year runs October 2023 to September 2024 therefore expected income is an estimate only

CHICHESTER HARBOUR CONSERVANCY

8 JULY 2024

APPOINTMENT OF COMMITTEES AND WORKING GROUPS

REPORT BY THE CEO

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

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

2. Planning Committee

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

2.2 The membership of the Planning Committee is twelve, representing a balance of interests within the Conservancy and Advisory Committee. At least two thirds must be Members of the Conservancy. Following the departure of Alison Wakelin, there are currently **three Conservancy vacancies**. The current membership for 2024/25 is as follows:

Iain Ballantyne	Conservancy
Heather Baker	Advisory Committee
Jackie Branson	Conservancy
Jane Dodsworth	Advisory Committee
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.

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 2024/25:

Andy Briggs	Conservancy
Ann Briggs	Conservancy
Jeremy Hunt	Conservancy
Robert Macdonald	Conservancy (Chairman)
Pieter Montyn	Conservancy
Simon Radford	Advisory Committee
Alison Wakelin	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.

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 2024/25:

Jackie Branson	Conservancy
Ann Briggs	Conservancy
Pieter Montyn	Conservancy
Roger Price	Conservancy (Chairman)
Alison Wakelin	Conservancy

5.0 Freedom of the Harbour Sub-Group

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

5.1. The membership of the Freedom of the Harbour Sub-Group is five and is as follows for 2024/25:

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

6.0 Recommendation

The Conservancy is invited to appoint members to each for the period until the 2025 Annual Meeting or until proposals are made following review, if earlier.

MATT BRIERS CBE
CEO

CHICHESTER HARBOUR CONSERVANCY

PROPOSED 2025 DATES OF MEETINGS

STATUTORY ADVISORY COMMITTEE (not open to the public)

Monday,	20 January	14.00
Monday,	24 March	14.00
Monday,	23 June	13.30
Monday,	3 November	14.00

CONSERVANCY BOARD

Monday,	27 January	14.00
Monday,	31 March	14.00 (held in Winchester)
Monday,	23 June	16.30 (to approve accounts)
Friday,	4 July	14.00
Monday	10 November	14.00

ANNUAL JOINT MEETING OF THE CONSERVANCY AND ADVISORY COMMITTEE

Friday,	4 July	09.30 (– not open to the public)
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PLANNING COMMITTEE

(all meetings planned at Eames Farm unless otherwise noted)

Monday,	3 February	10.00
Monday,	24 March	11.00 @County Hall
Monday,	12 May	10.00
Monday,	16 June	10.00
Monday,	14 July	10.00
Monday,	8 September	10.00
Monday,	20 October	10.00
Monday,	1 December	10.00

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

(all meetings planned at Eames Farm)

Wednesday,	12 March	10.00
Wednesday,	11 June	10.00
Wednesday,	15 October	10.00
Wednesday,	17 December	10.00

HR SUB-COMMITTEE - not open to the public

Monday,	10 February	10.00
Monday,	19 May	10.00
Monday,	15 September	10.00
Monday,	24 December	10.00

CHICHESTER HARBOUR CONSERVANCY
MEMBERS RECORD OF ATTENDANCE 2023/24 – TO NOTE

Conservancy Board	26 June 2023	AJM 7 July 2023	7 July 2023	13 Nov 2023	29 Jan 2024	29 Apr 2024
Alison Wakelin	✓	✓	✓	✓	✓	✓
Andy Briggs	-	✓	✗	✓	✓	✓
Ann Briggs	✓	✓	✓	✓	✓	✓
Donna Johnson	✗	✓	✓	✗	✓	✓
Iain Ballantyne	-	✓	✓	✓	✓	✗
Jackie Branson	✗	✓	✓	✓	✓	✓
Jeremy Hunt	✗	*	✓	✓	✓	✓
Lance Quantrill	✓	✓	✓	✓	✓	✗
Lulu Bowerman	✗	✗	✓	✓	✓	✗
Pieter Montyn	✓	✓	✓	✓	✓	✓
Robert Macdonald	✓	✓	✓	✓	✗	✓
Roger Price	✓	✓	✓	✓	✓	✓
Sarah Payne	✓	✗	✗	✓	✓	✗
Simon Radford	✓	✓	✓	✓	✓	✓
Stephen Johnson	-	✓	✓	✓	✓	✓

Advisory Committee	26 June 2023	AJM 7 July 2023	6 Nov 2023	22 Jan 2024	22 Apr 2024
Alison Wakelin	✓	✓	✓	✓	✓
David Foster	✓	✓	✓	✓	✓
Grant McLaughlin	✗	✗	✗	✗	✗
Heather Baker	✗	✗	✗	✓	✗
Jackie Mellan	✓	✗	✗	✓	✓
Jane Dodsworth	✓	✗	✗	✓	✓
John Goodspeed	✓	✗	✓	✓	✓
Kate Bull	✓	✗	✗	✓	✗
Marcus Lawson	✓	✓	✓	✓	✓
Nicolette Pike	✓	✓	✓	✓	✓
Rachel Hodgson	✓	✓	✓	✓	✓
Richard Harmer	✗	✗	✗	✗	✗
Robert Macdonald	✓	✓	✓	✓	✓
Robert Pearson	✗	✗	✓	✓	✗
Simon Radford	✓	✓	✓	✓	✗
Steven Borland	✗	✗	✓	✓	✗
Vacant (RYA)	-	-	-	-	-

Planning Committee	18 July 2023	4 Sept 2023	16 Oct 2023	13 Nov 2023	11 Dec 2023	22 Jan 2024	26 Feb 2024	22 Apr 2024	20 May 2024	17 June 2024
Iain Ballantyne	✗	Cancelled	✓	✓	✓	Cancelled	✓	✓	✓	Cancelled
Heather Baker	✓		✓	✓	✓		✓	✗	✓	
Jackie Branson	✓		✗	✓	✓		✓	✓	✗	
Jane Dodsworth	✓		✓	✓	✓		✗	✓	✓	
John Goodspeed	✓		✓	✓	✓		✓	✓	✗	
Jackie Branson	✓		✓	✓	✓		✓	✓	✓	
Pieter Montyn	✗		✓	✗	✗		✓	✗	✓	
Sarah Payne	✓		✗	✓	✓		✓	✓	✓	
Nicolette Pike	✓		✓	✓	✓		✓	✓	✓	
Lance Quantrill	✓		✓	✗	✓		✓	✓	✓	
Alison Wakelin	✗		✓	-	-		-	-	-	

Finance, Risk and Audit Group	2 Oct 2023	11 Dec 2023	25 Mar 2024	12 June 2024
Ann Briggs	x	✓	✓	✓
Andy Briggs	x	✓	✓	✓
Jeremy Hunt	✓	✓	x	x
Pieter Montyn	✓	✓	✓	✓
Robert Macdonald	✓	✓	✓	✓
Simon Radford	✓	✓	✓	✓
Alison Wakelin	✓	✓	✓	✓

HR Sub-Committee	2 Oct 2023	4 Dec 2023	11 Mar 2024	3 June 2024
Jackie Branson	✓	✓	✓	✓
Ann Briggs	x	✓	✓	✓
Pieter Montyn	✓	✓	✓	x
Robert Macdonald	✓	✓	✓	✓
Roger Price	✓	✓	✓	✓
Alison Wakelin	-	✓	x	✓

Note: the occasional attendance of deputies is not included.

Matt Briers
Chief Executive Officer

CHICHESTER HARBOUR CONSERVANCY

8 July 2024

APPLICATION FOR WORKS LICENCE

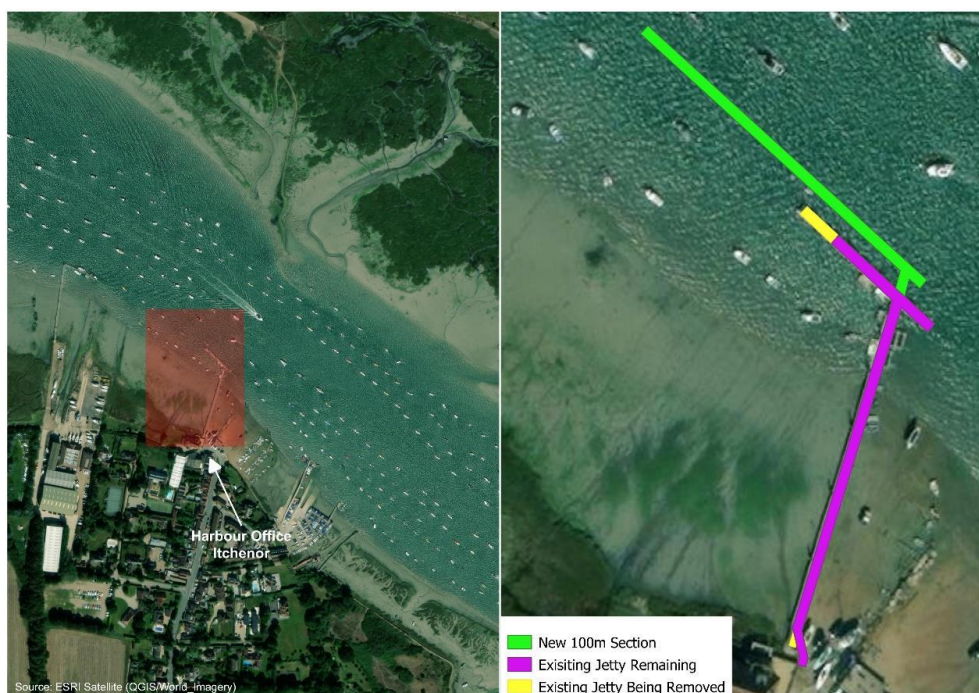
SITE ADDRESS: Itchenor Hard, PO20 7AW.

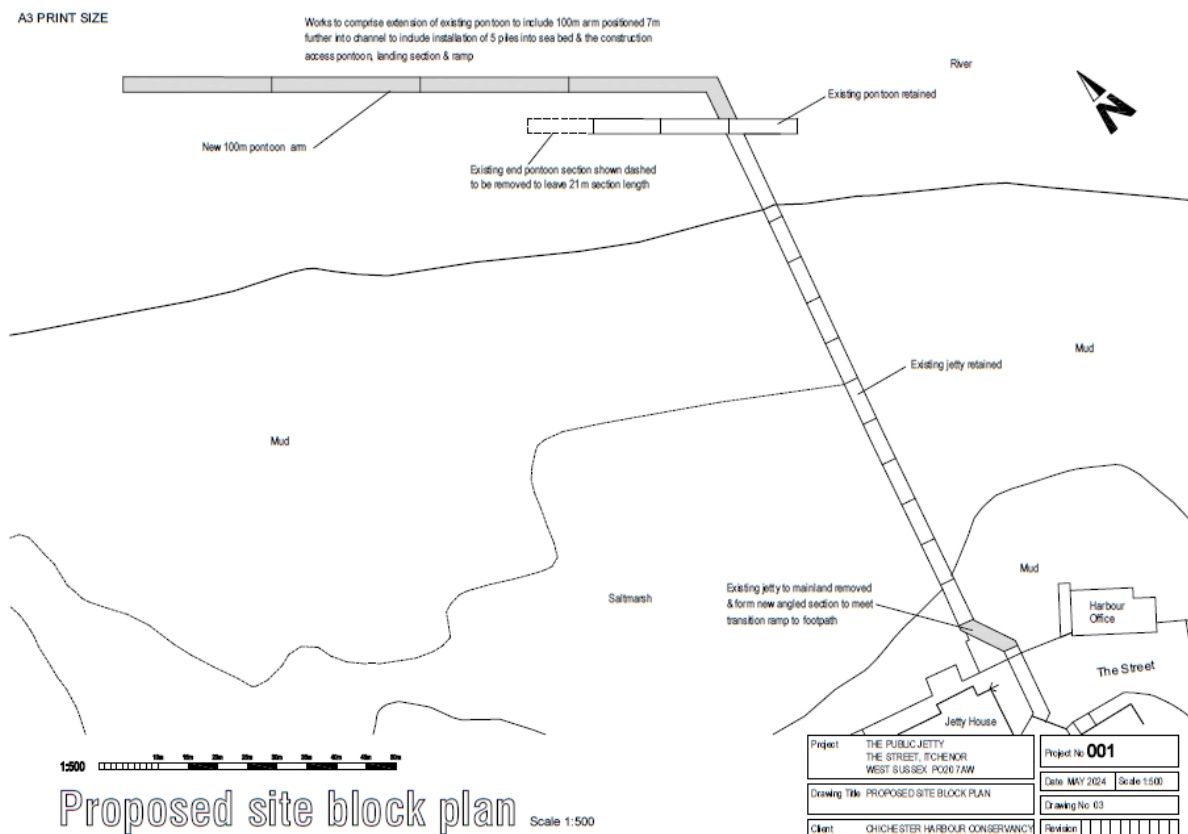
PROPOSED DEVELOPMENT: Replacement and extension of Itchenor Jetty.

TO APPROVE

1.0 Introduction

- 1.1 The current jetty at Itchenor is a single, shore accessed jetty, that extends approximately 115 metres from Mean High Water and terminates in a 'T-Head' jetty comprised of a 46m length of floating pontoon, situated approximately along the 1 metre depth contour. The jetty provides 'touch and go' access for vessels, an operational berth for the Itchenor Ferry, berthing for Harbour Master craft and some local marine business vessel berths. Over the winter months, the Selsey fishing fleet take shelter and use Itchenor as a base for their operations. Waste facilities, fresh water supply and waste pump-out are also available.
- 1.2 It is proposed to develop the jetty by adding a further 100m arm, seven metres further out into the channel, to provide increased 'touch and go' berthing, walk-ashore visitor berthing, and improved foot-ferry access.
- 1.3 Satellite image of proposed development





- 1.3 A public consultation process was undertaken by CHC in April/May 2022.
- 1.4 A Navigational Risk Assessment was undertaken by ABPmer on behalf of CHC in January 2022.
- 1.5 An MMO licence for the works has been granted following a full assessment of the project and further public consultation. A copy of the licence providing full details of the project is annexed to this application.
- 1.6 The MMO licence for the works is valid from 15 April 2024 to 14 April 2025. A licence condition prohibits piling operations between 31 October and 25 March.

2.0 Extent of Works

- 2.1 It is proposed that works will be undertaken in September/October 24
- 2.2 The work has 3 main phases:
 - Removing the existing pontoon and installing a new pontoon.
 - Installation of five piles into the seabed
 - Construction of access pontoon, landing section and ramp
- 2.3 The following plant and equipment will be used to complete the works:
 - 2x spud leg barges
 - Vibro hammer
 - Work boat
 - Mobile crane for inshore access pontoon sections

- Digger for construction of access ramp
- 2.4 The works will involve the installation of 5 new piles and removal of 1 pile. Vibro piling will be used as standard, with percussive piling only be used if needed to drive a pile to its design depth.

3.0 Comment

- 3.1 This proposal has already been developed and discussed at length by the Conservancy Board. In granting their licence, the MMO were satisfied with that the navigational impact was marginal, and that the environmental impact would be mitigated.
- 3.2 As a matter of protocol, CHC is currently applying for a Certificate of Lawful Development (CLD) from Chichester District Council. A decision is expected in July 2024.

4.0 Recommendation

- 4.1 To approve subject to securing the CLD.

Author:

Jo Cox
Harbour Master

CHICHESTER HARBOUR CONSERVANCY ACT 1971

SECTION 45

WORKS LICENCE

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

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out works comprising replacement and extension of the Itchenor Jetty.

- (i) The works shall at all times be maintained in a safe, secure and serviceable condition so as not to cause danger or obstruction to Harbour users.
- (ii) The works shall be completed in accordance with the MMO licence.
- (iii) The works 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 31 October.
- (iv) The works are to be strictly as detailed in the Works Licence application submitted to the Conservancy.
- (v) The works are to be completed to the satisfaction of the Chief Executive Officer and the site is to be left in a clean and tidy condition.
- (vi) The Chief Executive Officer may revoke this Licence if it appears to that the holder of the Licence is in breach of any condition included in it.
- (vii) 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.
- (viii) The Licensee shall give the Chief Executive Officer at least forty-eight hours' notice of the date and time of commencement of the works.
- (ix) This Licence expires on 30 September 2025.

Dated 8 July 2024.

Matt Briers CBE
Chief Executive Officer