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27 October 2023

CHICHESTER HARBOUR CONSERVANCY

A meeting of the Chichester Harbour Conservancy will be held at **2.00 p.m. on Monday, 13 November 2023, at County Hall, Chichester** to consider the agenda set below.

Matt Briers CBE
CEO

AGENDA

PART 1

1. Apologies for Absence

2. 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).

3. Part 1 Minutes of the Meeting held on 7 July 2023

To approve the Part 1 minutes of the meeting held on 7 July 2023 (page 1).

4. Advisory Committee

To receive the Part 1 minutes of the Advisory Committee meeting held on 6 November 2023 (to follow).

5. Chairman's Update

To note the verbal report from the Chairman.

6. Appointment to Committees and Working Groups

- To note the appointments of Chairman and Vice Chairman of the Advisory Committee for 2023/2024.
- To note the Advisory Committees nominated representatives to the Conservancy.
- To nominate 3 members of the Conservancy to the Planning Committee.

7. Chief Executive Officer's Report

To note the report from the CEO (page 10).

8. 2024/2025 Revenue Budget

To consider and approve the report from the CEO and Finance Manager (page 14).

9. Revenue Budget Prospects 2025-27

To consider and note the report from the CEO and Finance Manager (page 30)

- 10. Budget Monitor**
To note the report from the CEO and the Finance Manager (page 34) .
- 11. Harbour Master’s Report and Port Marine Safety Update**
To note the report from the Harbour Master (page 40).
- 12. AONB Manager’s Report**
To note the report from the AONB Manager (page 43).
- 13. Langstone Sea Wall**
To note the report from the CEO and AONB Manager (page 38).
- 14. Chichester Harbour Investment and Adaptation Plan**
To note the report from the AONB Manager (page 49).
- 15. Planning Committee**
To note the report from the AONB Manager (page 51). Members wishing to raise matters of strategic importance or policy arising from these meetings of the Planning Committee may do so under this item.
- 16. HR Sub Committee**
To note the report from the CEO, following the meeting of the HR Sub-Committee on 3 October 2023 (page 54).
- 17. Safeguarding Update**
To note the update of the CEO and Education Manager (page 55).
- 18. Works Licence**
To approve the report from the Harbour Master on an application for a Work’s Licence:
(i) Bosham Quay Repairs (page 58)
- 19. Exclusion of Press and Public**
To consider the exclusion of the press and public from the remainder of the meeting on the grounds that the publicity would prejudice public interest by reason of the confidential nature of the business to be discussed.

PART 2 (Confidential Items)

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

- 20. Part 2 Minutes of the Conservancy Meeting held on 7 July 2023**
To approve the Part 2 minutes of the meeting held on 7 July 2023 (page 63).
- 21. Advisory Committee**
To note the Part 2 minutes of the Advisory Committee held on 6 November 2023 (if any, to follow)
- 22. Finance, Risk and Audit Group Minutes**
The Finance, Risk & Audit Group has met once since the last meeting, on 3 October 2023. 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 65).

23. Risk Assessment

To note the updated Risk Assessment by the CEO (page 73).

24. Itchenor Car Park

To consider the report from the Harbour Master (page 81).

25. Harbour Master's Report

To note the report from the Harbour Master (page 82).

26. Chief Executive Officer's Report

To note the report from the CEO (page 84).

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

Chichester Harbour Conservancy

Conservancy Committee

Minutes of the meeting held on Friday 7 July 2023 at 2.00 p.m. at County Hall, Chichester.

Present – Ann Briggs (Chairman)

Iain Ballantyne	Jackie Branson	Lulu Bowerman	Jeremy Hunt
Donna Johnson	Stephen Johnson	Robert Macdonald	Pieter Montyn
Roger Price	Lance Quantrill	Simon Radford	Alison Wakelin

Officers Present –

Richard Austin (AONB Manager)	Matt Briers (CEO)	Jo Cox (Harbour Master)
Pasha Delahunty (Executive Officer)	Fiona Morris (Deputy Treasurer)	

Part 1 Minutes

1. Election of Chairman for 2023/24

- Ann Briggs was nominated by Pieter Montyn and seconded by Jeremy Hunt.
- All those present voted in favour of the appointment and Ann Briggs was duly elected as Chairman to July 2024.

2. Election of Vice-Chairman for 2023/24

- Pieter Montyn was nominated by Sarah Payne and seconded by Donna Johnson.
- All those present voted in favour of the appointment and Pieter Montyn was duly elected as Vice-Chairman to July 2024.

3. Apologies for Absence

- Apologies for absence were received from Andy Briggs and Sarah Payne.

4. Conservancy Representatives

- The Conservancy noted the appointments from Havant Borough Council, Chichester District Council, Hampshire County Council and West Sussex County Council.

5. Declarations of Interests

- The following members declared personal interests in items affecting the use of the harbour as harbour users: David Foster, Marcus Lawson, Robert Macdonald, Simon Radford, Lulu Bowerman and Iain Ballantyne.

8. Jeremy Hunt declared an interest as Cabinet Member for West Sussex County Council.

6. Minutes

9. **Resolved** – That, subject to the correction of the heading to minutes 165 to 'Gillian' instead of 'Gilliam', the minutes of the meeting of the Conservancy Committee held on 24 April 2023 be approved as a correct record and that they be signed by the Chairman.
10. The Executive Officer highlighted the following corrections to figures set out at minute 226 of the Conservancy Committee meeting held on 26 June 2023:
 - £206,700 should be £205,700.
 - £173 should be £173,400.
 - £32,00 should be £32,300.
11. **Resolved** – That, subject to the corrections set out above, the minutes of the meeting of the Conservancy Committee held on 26 June 2023 be approved as a correct record and that they be signed by the Chairman.

7. Chairman's Update

9. The Chairman welcomed new members Stephen Johnson and Iain Ballantyne and Harbour Master Jo Cox to their first Conservancy meeting.
10. The Chairman noted the success of the Chairman's Reception and shared details of recent meetings she has attended in her capacity with the Conservancy.

8. Minutes of the Advisory Committee held on 26 June 2023

14. 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.

9. Appointment of Committees and Working Groups

15. The Conservancy noted the three vacancies on the Planning Committee. Iain Ballantyne was appointed to the Planning Committee with the remaining vacancies to be discussed at the November round of meetings.
16. Mark Inkster and Tim Dapling have stepped down from the Finance, Risk & Audit Group. It was agreed that Alison Wakelin, put forward from the Advisory Committee, and Andy Briggs would be appointed to fill these vacancies.
17. Membership for the Human Resources Sub-Committee and Freedom of the Harbour Sub-Group remained the same and was noted by the Conservancy.

10. Appointment of Representatives to Outside Bodies 2023/24

18. The appointments to outside bodies were set out on the agenda. It was noted that Jackie Branson continues to be a representative on the Thorney Island Conservation Group. Donna Johnson volunteered to represent the Conservancy on West Sussex Climate Change Board. FiPI was incorrectly listed on the agenda as a local action group when it is a Local Assessment Panel.

11. Timetable of Meetings for 2024

19. The Advisory Committee raised concerns that the committee meetings were not regular and properly spaced throughout the year. The proposed meeting dates were reviews and a revised document was circulated to the Conservancy prior to the meeting. Conflicts for members of the Finance, Risk and Audit Group (FRAG) were noted as was the proximity of the April 2024 meetings to the local government elections.
20. **Resolved** – The Conservancy agreed to the proposed meeting dates for 2024 with changes to the autumn dates for FRAG to be determined by the group.

12. Member Record of Attendance for 2022/23

21. The Conservancy noted the report on member attendance for 2022/23. Two corrections were noted by the Advisory Committee as David Foster was in attendance on 7 November 2022 and that Marcus Lawson was in attendance on 17 April 2023.

13. Budget Monitor

22. The Budget Monitor report was presented by the Deputy Treasurer who informed the Committee that the bank reconciliation is complete to 30 May 2023 and is available for review upon request as suggested in the report. The report has been reviewed by the FRAG and discussed at the Advisory Committee.
23. Under the Harbour budget, the Deputy Treasurer noted an error at Appendix 1 where the Net Zero year-end projection was not included in the total figures. That comes in per budget with a surplus of £94,600.
24. The Deputy Treasurer highlighted a concern relating to the collection of harbour dues as at the end of May there was a variation of £51,000 from where it would normally be expected. FRAG discussed this in details and it was confirmed that while reminders have been sent, the poor weather at the start of the season may be factor as could other economic considerations. Budget expectations were increased over the last few years but further monitoring of this development will be needed in the coming months.
25. The Deputy Treasurer confirmed that the majority of the shortfall was from unpaid invoices. The collection of dues by the patrol team was fairly

consistent but there are currently approximately 1000 unpaid invoices for vessels listed on the system. The Harbour Master confirmed that what we are finding aligns with other harbours.

26. **Action Point** – the Deputy Treasurer was directly to look and compare the figures with the last pre-Covid year and report back to the Committee at the next meeting.
27. The Conservancy noted the report.
28. Under the AONB budget and overall, £4000 overspend is showing due software development costs for the planning database. There is no anticipated variation to the income at this point.
29. The group was reminded that the AONB Manager has been active in obtaining grants which are listed under appendix 3. More funding streams may be identified as they present.

14. Chief Executive Officer's Report

30. The CEO presented his report to members highlighting that while 4 minor safety incidents were noted, there had been numerous personnel changes listed in his report. Ludo Munn has now stepped up to take on the Lead Patrol officer role.

Salterns Lock –

32. The CEO has contacted two companies for survey quotes. While a like for like replacement might in in excess of £1million as the inner lock gates are sound with a concrete barrier in place there is no risk to life and other options for repair can be explored. When the last quote is received, the CEO will bring in stakeholders to discuss how funds can be raised for the initial survey an eventually costs for repairs. The group was reminded that it is not clear who owns the south side of the canal.
33. AS the engineers appeared to be receptive to the idea of filling in the end of the lock as a fix, Members asked if there were any eco projects that could be linked to the canal to help cover the costs.
34. The Chairman was concerned about the costs for the Conservancy. Members also asked whether there might be a need to restore the lock to use in the future although the group agreed that part of the canal had not been travelable for some time. The CEO expressed that it would be challenging for the CHC not to incur some costs from the project.

Itchenor Car Park –

35. The Itchenor Car park is overburdened especially on race days. The Itchenor Sailing Club (ISC) had initially wanted an extension to the space for their sole use however the CEO has suggested a compromise where ISC would have priority for race days.

36. The CEO and Harbour Master have met with the West Wittering Estate to discuss their new parking management system. The CEO will be meeting with the landowner in the next week to discuss lease implications for the extension. The CEO also confirmed that electric charging stations could be installed under a separate agreement where we sublet the space for that purpose.

Internal Processes –

37. The CEO shared that gaps in staffing have put pressure on the team. He has also identified a shortfall in capacity particularly in the AONB area where a proactive solution is required.

Strategy –

38. In his report, the CEO set out that he is actively seeking the commitment of both the Advisory and Conservancy to agree to participate in a strategy formulation workshop.
39. **Resolved** – That, the Conservancy and Advisory Committees agree to participate in a strategy formulation workshop on a date to be agreed.

Statutory Consultee Status –

40. The CEO wrote to Gillian Keegan. She is visiting the Harbour Office on 21 July and this will be discussed.

Visit of Leader of Havant Borough Council -

41. The Leader and CEO of Havant Borough Council visited the Harbour Office at the end of June. The Langstone harbour matters dominated the discussion and the CEO has since written to the House of Lords and House of Commons in response to a letter written by the Leader and copied to the same.
42. The CEO further shared that he is examining the usage of the Eames Farm site as value for money is not being achieved. The Communications teams has been instructed to promote the venue as a meeting space.

14. Harbour Master's Report

43. The Harbour Master presented her report to the group. The following points were highlighted:

Harbour Update -

- The recruitment of new Patrol Officers is currently underway. No increase in budget is expected but additional officers will help with ongoing issues in the harbour.
- After initial delays, all the mooring work has now been completed.
- Paddle sport activities seem to be quiet in the harbour with post-Covid changes and cost-of-living suggested as possible reasons.

- Race season has started and there are some safety concerns for safety. The Harbour Master is meeting with ISC next week to discuss the emerging trends and issues poor conditions during junior race week.
 - The upcoming RNLi open day will be a good place for CHC to engage with the public.
44. The Harbour Master reported that the Emsworth jetty continues to be a problem. The small gate is being fitted next week and as it has been confirmed the main gate does not need planning permission, it is hoped that will be installed before the solar boat is moved in August. While still waiting on the permitted development certificate from Havant Borough Council, Members ask that these changes be communicated locally as the gates are contentious. The CEO confirmed that he was comfortable to defend the position if needed as the list of issues relating to the jetty are very concerning.

Reported Incidents –

45. The statistics set out in the Report are now a month old with several updates since. The Harbour Master reported to the group that there have been 6 more towage incidents. A school incident which included a head injury and broken nose was reported. The Harbour Master is following up with the local sailing club to ensure procedures are in place. She is also keeping an eye on foiling works.

Bathymetric Survey –

46. The navigational marks identified from the survey data earlier in the year have now been moved.
47. As raised at the Advisory Committee, the Chichester Harbour Federation has offered to fund defibrillators for the patrol teams to carry while out on the water. Members agreed that this was an excellent idea and thanked the Federation.
48. The Chairman asked the Harbour Master why it appears that boats are permitted to dispose of their waste in the harbour where the waste of caravaners is highly regulated. The Harbour Master suggested that there was an EU directive on these issues and the infrastructure and awareness were first needed followed by a change to the bylaws. Chichester Harbour could be the first to make this important change.
49. Members also questioned the scrubbing piles and antifouling products that kill marine life. Scandinavian countries are progressive in this area and while there are scrub out areas around the harbour the cost of lifting boats is prohibitive. Further investment in infrastructure might also be needed in this area.

15. AONB Manager's Report

50. The AONB Manager introduced his report to the group and highlighted the following:

Farming and Protecting Landscapes (FiPL) Local Assessment Panel (LAP) –

51. **Resolved – That, the Conservancy approve** the wider membership for the Farming in Protected Landscapes Local Assessment Panel 2023/24 set out in the report.
52. A Member noted that the correct name was 'Maybush Copse Friends'. Jackie Branson was confirmed as a Deputy for the LAP.

Bird Flu -

53. The AONB Manager expressed disappointment as there has been an outbreak of bird flu on the tern rafts. There is no vaccine for bird flu and details to how widespread it is are unknown. A flyer to raise awareness about bird flu locally is being produced. It was suggested this was shared with the Langstone harbour environment officer.

Footpath 3059: Feasibility Study Report -

54. The report is now published on the CHaPRoN website and has been shared with Fishbourne Parish Council. The AONB Manager will be meeting with Southern Water to discuss the options and their involvement.

Annual Review 2022/23 –

55. The Annual Review will be circulated later this month. While it will be shared electronically Members asked if a small number of copies could be printed for libraries and local authorities. Th.
56. Can small number printed for libraries, local authorities and schools. The suggestion was that a sponsor might be willing to pay for the printing costs.
57. **Action Point** – The AONB Manager will discuss printing options with the CEO.

Chichester Harbour Management Plan 2024/25 –

58. Work will start in August on the 1-year plan with the 5-year plan to follow. The intertidal workshop held this morning will help to inform the plan. **Re-branding of AONBs as National Landscapes -**

59. Details and examples of the new logos for National Landscapes were set out in the report. The Advisory Committee suggested that the land was not as well represented in the Chichester logo and the AONB has since received a revised logo. Members agreed that the beauty of the harbour is linked to both the land and sea.

60th Anniversary of Chichester Harbour AONB -

60. The anniversary of the Chichester Harbour AONB is in early February 2024. The Senior Leadership Team will discuss how best to mark the occasion.

17. Planning Committee

61. The AONB Manager presented his report to the group highlighting recent news that the 1 km cycle route between Shipton Green and West Wittering had received planning permission. The previous quote for the work was £100,000 and the hope is that funding can be secured in the next 3 years for the project. The AONB Manager will seek the approval of the Secretary of State as some of the route is on common land.
62. Chidham & Hambrook public inquiry was adjourned but will close after the final 3 days at the end of July. The CHC ecologist and planner both represented the Conservancy well. The general pressures on development around the AONB do not cease and until there is national level support for a buffer zone the area will always be a target for development. CHC is contested a 150-house development in Birdham however due to the risk of costs, Rule 6 will not be sought. Members discussed the risk of cost, and probability and possibility of success. The Conservancy has to be seen to be protecting their interest in the public forum.
63. Members discussed the need to get changes on a policy level which would negate the need to fight on a piecemeal basis. Without a 5-year plan on land supply there is a threat of speculative development. The AONB Manager confirmed that the Conservancy would continue to monitor future developments and raise objections when required.

18. Works and Dredging Licences

64. The Conservancy noted the works licence was approved by the Chairmen under the urgent action protocol and is shared with the Conservancy for information only. A correction on the heading of page 37 from Drury to Surrey was noted.

19. Exclusion of Press and Public

65. **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 24 April 2023

The minutes were approved as a correct record.

Part 2 Minutes of the Advisory Committee held on 26 June 2023

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

Finance, Risk & Audit Group

Members noted the minutes of the Finance, Risk & Audit Group meeting held on 14 June 2023.

Risk Assessment

The CEO considered the risk register report and changes to the process and format proposed.

Unlicensed Houseboats

The CEO provided the Committee with an updated report in which options for next steps were set out and discussed.

Eames Farm

The AONB Manager updated the Committee on the Eames Farm meeting venue.

Meeting closed at 3.44pm

Chairman

CHICHESTER HARBOUR CONSERVANCY

13 Nov 23

CEO ROUND-UP

1.0 Safety

1.1 There were 3 minor incidents¹ in the period, none requiring reporting under HSE RIDDOR procedures.²

2.0 People

2.1 The new communications team have settled well into their roles and are making a manifest difference in getting the Conservancy's message out across on a range of issues. This has been confirmed by positive reports by harbour stakeholders.

2.2 Leavers in the period:

- Apprentice Ranger (end of apprenticeship period).
- Harbour Technician (left to take up engineering apprenticeship opportunity).
- Lead Harbour Technician (returning to Royal Fleet Auxiliary).
- Seasonal Receptionist and three Seasonal Patrol Officers (end of seasonal contacts).

2.3 New joiners:

- Two Solar Heritage skippers (Aug).
- Harbour Technician (Sep).
- Lead Technician (Oct).

Note: The portfolio of technical work is in good order and the Harbour Master alert to reduction in experience in this key area.

2.4 In process of recruiting:

- Part-time Receptionist (to replace seasonal receptionist).
- A new post of AONB Business Manager (full time).
- A new post of Executive Assistant (full time).

Note: the requirement for the new posts was endorsed by the HR Sub-Committee and affordability confirmed by the FRAG.

3.0 HR Processes

3.1 A new 'Review Meeting' based performance management system has been introduced, replacing the previous annual appraisal process.³ This more relevant and meaningful approach is a more appropriate process to the Conservancy with initial staff reaction positive. Under the new system, managers will hold a

¹ 2 x workshop/1 x dog bite during rescue.

² Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (2013).

³ Based on that used by Specasvers and the John Lewis Partnership.

structured review meeting with each of their team members three times a year in September, December and April and keep a record of the meeting on HR system (HRToolkit).

4.0 Salterns Lock

4.1 Following cost estimates for survey from 2 organisations, stakeholders were gathered to seek collective funding for the survey work only. A full and thorough investigation into the history and likely liability was conducted by the Conservancy and presented at the meeting. This concluded a very high probability of ownership of the critical land to the south of the lock. However, it was not absolute. Consequently, stakeholders were unprepared to commit to survey funding.

4.2 A further piece of evidence emerged in the meeting. The CEO has written to WSCC for their opinion of this document and he awaits response. Subsequent conversations with the Clerk to the Conservancy has confirmed this is being considered.

4.3 Next Steps: Wait for the response of WSCC.

5.0 Langstone

5.1 See separate paper.

6.0 CHaPRoN

6.1 CHaPRoN focus areas have been streamlined to better target the habitats and ecosystems most in need of protection and restoration within Chichester Harbour. These align with the Solent Seascape Project:

- Coastal Resilience and Saltmarsh restoration.
- Seagrass Restoration.
- Marine Birds.
- Water Quality, including Native Oysters.

6.2 The CHaPRoN Manager has worked with the four focus areas to move CHaPRoN to a programmatic approach. With outline deliverables extending to 2050 and detailed targets within a five-year timeframe. The new approach facilitates better understanding of risk and identification of barriers and shortfalls.

6.3 The current assessment of CHaPRoN is RED due to a lack of funding to progress the programme. All partners are working hard to identify funding opportunities, but without this the programme will remain stalled.

6.4 The CHaPRoN website has been moved on to the CHC website, under the heading of Nature Recovery. This will maximise traffic to the site and ensure the public see the CHaPRoN work as part of CHC's core business.

General

8.0 Risk

8.1 As stated at the last Board, a new more rigorous Risk Register has been completed. This was a considerable effort but brings together individual risk elements under a smaller number of risks using the cause, event, consequence methodology.⁴ It also shows past and planned mitigations deployed by nominated risk managers and provide a clear indication of trend, enabling focus on deteriorating risks.

8.2 The new Risk Register was presented to the FRAG and strongly endorsed. It is planned to conduct periodic risk reviews to ensure it remains current and relevant.

9.0 Processes

9.1 The HR Sub Committee have decided that in future only decisions made will be recorded instead of protracted minutes. This will save considerable work whilst retaining an appropriate archive.

9.2 The CEO requests the Board adopt the same procedure and mandate this approach across all boards and committees in the Conservancy.

RECOMMENDATION: That the Conservancy Agree to move to a decision only minutes process across the organisation with the exception of the Board.

9.3 As previously trialled, work is in early-stage development to produce a Conservancy Dashboard that seeks to RAG assess the key aspects of Conservancy business. The aim is to engender increased engagement at the Board through discussion, challenge and response against the indicators. This would negate the requirement for update papers, though if a decision is required by the Board or a subject is particularly novel or contentious, a supporting paper would, of course, be provided.

9.4 This is considerable work and pre-decisional with the CEO's intent to deliver the Dashboard in parallel to existing processes to enable a Board decision.

RECOMMENDATION: That the Conservancy support pre-decisional work to produce a Conservancy Dashboard to then be trialled in parallel to existing Board processes.

10.0 Strategy

10.1 The CEO has drafted a strategy to 2050 and would wish that to be tested/amended by the Board prior to adoption.

RECOMMENDATION: That the Board Agree to participate in a strategy formulation workshop prior to Christmas, date tbc.

⁴ To frame articulation of the risk.

11.0 Communications

11.1 As stated, the new communications team have settled well into their roles and delivered a step-change in output. Recent focus on improving nature literacy and understanding of Chichester Harbour habitats amongst the wider population has reached over 50,000 people on social media channels, with regular articles in local press and a newly re-established e-newsletter.

11.2 Harbour Life Magazine will move from a quarterly to an annual magazine publication in 2024. The judgement is that the move to seasonal publication a few years ago generated too much work for little return. Copies will be sent to all moorings and harbour dues customers along with the 2024 Information for Mariners and additional new advice leaflets for Power Driven Vessels and Paddlesports.

11.3 National Association of AONBs will launch rebranding as 'National Landscapes' on 22nd November 2023. CHC communications on rebranding will include local press release, social media and website news updates.

12.0 Member Training

12.1 Member Training for new members was successfully completed on 12 Jul and 12 Oct.

Matt Briers CBE
CEO

Chichester Harbour Conservancy

13th November 2023

Revenue Budget 2024-25

Introduction and Assumptions

1. This report sets out budget proposals for 2024-25 using the current business model and premises. It does not make allowances for any variations which may arise due to intended works to the Harbour Office and Itchenor Jetty.
2. This budget has been prepared using the current CPI figure of 6.8% (July 2023).
3. The NJC pay award for 2023-24 has not yet been agreed, however the proposed £1,925 has been included, with an anticipated 5% increase to salaries for 2024-25
4. The budget has been prepared on the assumption that the precept contributions from Hampshire County Council and West Sussex County Councils will increase by CPI of 6.8%.
5. The actual level of take-up of Conservancy moorings to date for 2023-24 has been used to calculate projected income for 2024-25. Take-up has remained around 85% overall, see para 13.

Budget 2024-25

6. The proposed budget for 2024-25 is shown in Appendix 1 and summarised below.

	2023-24	2024-25	Variation
Total Income	£2,473,900	£ 2,545,700	£ 71,800
<i>Including Council Contributions</i>	£ 440,800	£ 470,800	£ 30,000
Expenditure	£2,274,300	£ 2,345,600	-£ 71,300
Transfers to Reserves	£ 105,000	£ 127,000	-£ 22,000
Surplus	£ 94,600	£ 73,100	-£ 21,500

7. A detailed analysis of the total budget by the Harbour and AONB functions of the Conservancy is shown in Appendix 1.
8. Variations over £5,000 between the 2023-24 approved budget and the

proposed budget for 2024-25 are detailed below.

9. **Income**

- 9.1 **Other Income (Additional £24,500)** This increase is predominantly due to increased investment income following the rise in the Bank of England base rate. Investments are currently achieving a return of around 4.2% (June 2023).
- 9.2 **Precept (Additional £30,000)** This increase represents a 6.8% CPI increase to the previous year precept figure of £440,800.
- 9.3 **Harbour Dues (Reduction of £29,900)** During 2023-24 there has been a reduction in vessel numbers, particularly in the smaller categories, following a surge in smaller, predominantly paddle craft, around the time of the covid pandemic. See para 16 for further detail.
- 9.4 **Moorings Income (Additional £38,500)** Despite reduced vessel numbers, moorings remain well let with waiting lists in place. This budgeted increase is calculated using current mooring take up and increasing charges by CPI.
- 9.5 **Harbour Rent (Additional £8,700)** This increase represents CPI increases to leases where appropriate and an increase to the income generated from Bosham boat park and Itchenor car park.

10 **Expenditure**

- 10.1 **Staffing Costs (Additional £89,600)** This budget line includes two additional posts, Executive Assistant and AONB Officer to provide much needed support across the organisation. An assumed pay increase of £1,925 per grade for 2023-24 plus a pay award of 5% for 2024-25 is also included. Negotiations for the 2023-24 pay award have not yet concluded and discussions for 2024-25 have not yet commenced so this is an estimated figure only.
- 10.2 **Premises Costs (Additional £8,000)** This increase is largely due to CPI increases to a number of property rental and regulating lease agreements. These increases are offset by a reduction to the budgeted spend on electricity following a recent exercise to address historic over charges by the supplier.
- 10.3 **Professional Services (Reduction of £6,200)** There are a number of variations within this overall reduction. Increases to HR, Insurance and Conference fees are offset by reductions to the Website and Bank Charges budgets. The Website budget had been increased for 2023-24 to allow for development costs and is reduced back to usual levels for 2024-25.
- 10.4 **Carbon Net Zero (Reduction of £30,000)** This budget line has been removed until an appropriate strategy is developed.
- 10.5 **Transfers to Reserves (Additional £22,000)** An additional transfer of £20,000 to the Repairs and Renewals fund is proposed, see para 11.1. An additional £2,000 is proposed to be added to the Dell Quay Maintenance

reserve to ensure adequate funds are available should the shortest estimated lifespan of the quay prove accurate.

Repairs and Renewals Fund

- 11 The schedule of future commitments and the projected cash flow on the fund are shown in appendices 2 and 3 respectively.
- 11.1 The proposed contribution to the fund for 2024-25 is £102,300; an increase of £20,000 to the budgeted contribution for 2023-24. Following a review of the Repairs and Renewals fund it is evident that replacement values in some cases have increased above inflation. Additional contributions are required to ensure adequate funds are available for asset replacement as required.

Proposed Charges for 2024-25

Mooring Site Licences

- 12 Appendix 4 sets out the proposed charges for site licences. Take up of Conservancy leased sites remains around 85%. The cost of sites has increased by CPI, plus a £1 increase to the admin fee, resulting in an average increase of 6.6% across the categories.

Conservancy Maintained Moorings

- 13 Appendix 5 sets out the proposed charges for maintained moorings. Mooring charges have been increased by CPI. Take up of Conservancy moorings remains around 85% overall. The more desirable moorings are 94% let with waiting lists in many categories, the vacancies are on the smaller, less desirable moorings (C3s and C4s) Take up figures include temporary hirers and so some categories exceed 100% let.

Private on Private Licences

- 14 Licences for private moorings on private sites are issued annually. The charge increases to £20.

Harbour Dues

- 15 Appendix 6 sets out the proposed charges for harbour dues. Current figures indicate that nearly 11,100 vessels have paid harbour dues in the current year, a reduction of around 1,600 on the previous year.
- 15.1 Analysis of vessel numbers over the past 5 years confirms that the number of smaller craft in the harbour increased considerably around the time of the pandemic. Whilst these vessel numbers have reduced, they still remain higher than pre-covid figures.
- 15.2 A new tariff has been introduced for paddle craft up to 4 metres. This tariff is set at the up to 3 metre rate, effectively discounting the charge for paddle craft between 3 and 4 metres. The aim of this tariff is to incentivise low impact recreational use of the harbour.

- 15.3 In conjunction with this new tariff it is intended to introduce QR codes around the harbour to enable paddle craft to pay harbour dues online at the various launch sites. Combined with a communication plan, it is expected that the level of dues, both casual and annual will increase noticeably on previous years.

Car Park Charges

- 16 Car park charges were last increased in 2023-24. Prices will be reviewed as part of the wider proposals for Itchenor car park.

AONB & Environmental Management

- 17 The budget is based on total income of £783,500 including assumed grant income from DEFRA of £173,100. The actual sum awarded by DEFRA is likely to be communicated in early 2024.
- 18 Proposed expenditure (excluding grant funded staff and projects) totals £771,700, resulting in a budget deficit of £5,600, to be funded from the Harbour Surplus of £78,700.
- 19 £11,100 is available for environment projects. This excludes projects funded by one-off or ring fenced grants. A breakdown of which is available at appendix 7.

Precept

- 20 The majority of the cost of environmental activities is met by a precept on Hampshire and West Sussex County Councils. The precept budgeted for 2024-25 is £470,800, representing a 6.8% increase on the previous year.

Balances and Reserves

- 21 Balances along with projected income and expenditure are detailed in appendix 8.

Development Fund

- 22 The Development Fund is held to accumulate funds to meet the cost of future capital developments, including:
- Dredging requirements
 - Improvement of harbour services
 - Acquisition of land and property to improve or protect facilities, including purchases made on an opportunistic basis.

It also represents the Conservancy's general fund and is the place from which any extraordinary items of expenditure that could not otherwise be met from the budget would be funded.

- 23 As a general rule a *de minimis* of £15,000 will apply, below which items will be met from the revenue budget rather than the Development Fund

- 24 Any surplus from the harbour budget is added to the Development Fund.
- 25 The Development Fund balance was £2,718,767 at 31 March 2023.
- 26 The balance of the Earmarked reserves was £2,228,201 at 31 March 2023.

Recommendations

The Conservancy is recommended to consider and approve the draft budget for 2024-25, including in particular the

- changes in expenditure and income (paragraphs 9 and 10)
- position on the Repairs and Renewals Fund (paragraph 11)
- proposals for harbour income (paragraphs 12 to 15)
- environmental budget (paragraphs 17 and 18)
- proposed precept on Hampshire County Council and West Sussex County Council (paragraph 20)

Mel Belderson
Finance Manager

Matt Briers
CEO

Proposed Budget 2024-25

Chichester Harbour Conservancy

Appendix 1

2022-23	Account	Approved Budget 2023-24	Proposed Budget 2024-25	Budget Variation + Additional Income - Reduced Income
Income				
Grants and Donations				
173,075	8101 DEFRA Grant	173,100	173,100	0
173,075	Total Grants and Donations	173,100	173,100	0
Other Income				
404	8185 Administration Fee Income	600	600	0
1,590	8187 Utility Contributions	1,900	1,700	(200)
11,050	8193 External Income (Inc. Harbour News, Fuel Rebate)	10,000	10,000	0
34,394	8194 Education Income	33,900	34,600	700
208	8201 Rural Payments Income	1,000	500	(500)
0	8333 Admin & Consultancy	700	700	0
16	8350 Sale of Books/Publications	2,000	2,000	0
14,490	8400 Rechargeable materials	15,000	15,000	0
28,004	8482 Solar Heritage Income	38,200	38,000	(200)
12,282	8485 Westlands	13,000	14,200	1,200
1,851	8486 Showers / Replacement Plaques/ Race Week	3,100	2,100	(1,000)
3,024	8487 Penalty Payments	1,000	3,000	2,000
11,861	8488 Hard Charges	12,700	12,700	0
97,827	8491 Rechargeable Works	81,600	81,600	0
1,200	8492 Works Licences	2,300	2,300	0
775	8493 Vessel Licensing	300	800	500
600	8620 Recovery of Legal Fees	1,000	1,000	0
12,367	8780 Interest Received	12,300	34,300	22,000
233,601	Total Other Income	230,600	255,100	24,500
County Council Precept				
419,800	8340 Precept	440,800	470,800	30,000
419,800	Total County Council Precept	440,800	470,800	30,000
Harbour Dues				
453,363	8474 Dues- Annual	505,600	475,700	(29,900)
12,636	8475 Dues-Casual	15,000	15,000	0
465,999	Total Harbour Dues	520,600	490,700	(29,900)
Moorings Income				
610,989	8477 Moorings- Annual	664,300	692,600	28,300
19,754	8478 Conservancy - Daily	23,500	20,000	(3,500)
11,898	8480 Chains	13,000	13,000	0
175,126	8483 Private-Site Rent	181,900	193,300	11,400
29,678	8484 Private - Land	30,000	32,300	2,300
847,446	Total Moorings Income	912,700	951,200	38,500
Harbour Rent/ Boat Park/ Car Park				
49,551	8490 Boat Park Income	49,100	51,600	2,500
44,543	8494 Annual Car Park Income	46,000	50,600	4,600
1,505	8771 Room booking Income	3,800	3,600	(200)
99,466	8772 Rental Income	97,200	99,000	1,800
195,065	Total Harbour Rent/ Boat Park/ Car Park	196,100	204,800	8,700
2,334,985	Total Income	2,473,900	2,545,700	71,800

Harbour Budget 2024-25	Variation	AONB Budget 2024-25	Variation
Grants and Donations			
0	0	173,100	0
0	0	173,100	0
Other Income			
600	0	0	0
0	0	1,700	(200)
10,000	0	0	0
0	0	34,600	700
0	0	500	(500)
100	0	600	0
0	0	2,000	0
15,000	0	0	0
0	0	38,000	(200)
14,000	1,000	200	200
2,100	(1,000)	0	0
3,000	2,000	0	0
12,700	0	0	0
81,600	0	0	0
2,300	0	0	0
800	500	0	0
1,000	0	0	0
22,500	14,500	11,800	7,500
165,700	17,000	89,400	7,500
County Council Precept			
0	0	470,800	30,000
0	0	470,800	30,000
Harbour Dues			
475,700	(29,900)	0	0
15,000	0	0	0
490,700	(29,900)	0	0
Moorings Income			
692,600	28,300	0	0
20,000	(3,500)	0	0
13,000	0	0	0
193,300	11,400	0	0
32,300	2,300	0	0
951,200	38,500	0	0
Harbour Rent/ Boat Park/ Car Park			
51,600	2,500	0	0
44,000	4,000	6,600	600
0	0	3,600	(200)
64,600	1,800	34,400	0
160,200	8,300	44,600	400
1,767,800	33,900	777,900	37,900

2022-23	Account	Approved Budget 2023-24	Proposed Budget 2024-25	Budget Variation + Reduced Expenditure - Additional Expenditure
Expenditure				
Staffing Costs				
42,168	3026 Pay - Seasonal Staff	68,800	92,800	(24,000)
4,386	3050 Pay - Scheme Of Fin Recognition	5,800	6,400	(600)
850,036	3056 Pay - Harbour Staff	874,600	934,100	(59,500)
1,352	3225 NI - Seasonal Staff	1,200	1,400	(200)
78,392	3249 NI - Harbour Staff	87,800	93,700	(5,900)
184,408	3448 Pension - Harbour Staff	182,300	184,900	(2,600)
5,991	3921 Early retirement costs	7,200	6,600	600
1,069	3930 Staff Recruitment Costs	1,700	1,500	200
13,480	3950 Training and conferences	20,900	16,300	4,600
2,080	3060 Volunteer Expenses	0	2,200	(2,200)
1,183,361	Total Staffing Costs	1,250,300	1,339,900	(89,600)
Maintenance				
15,768	4000 Building Maintenance	17,500	17,500	0
0	4011 Service Funded Improvements	3,700	0	3,700
(5)	4050 Vessel Disposal	3,200	3,200	0
4,049	4051 Quays and Jetties	4,800	4,800	0
3,796	4052 Hards	1,100	4,000	(2,900)
4,350	4053 Bar Survey	5,500	5,000	500
382	4054 Water Quality Testing	2,900	1,000	1,900
1,031	4200 Consumable Cleaning Materials	1,600	1,600	0
15,111	4210 Cleaning Contracts	14,600	16,300	(1,700)
12,333	4212 Bin Emptying	13,100	13,300	(200)
4,649	4214 Data Management	1,500	3,000	(1,500)
5,549	6631 Itchenor Toilets	5,700	6,900	(1,200)
67,012	Total Maintenance	75,200	76,600	(1,400)
Premises Costs				
(16,893)	4100 Electricity	24,500	13,100	11,400
1,229	4102 Gas	1,900	1,600	300
262,514	4114 Regulating Leases	270,600	284,100	(13,500)
36,477	4115 Rent - Land	35,500	38,600	(3,100)
10,506	4130 Rates	19,700	18,900	800
2,891	4140 Water & Sewerage	1,700	2,900	(1,200)
6,477	4300 Buildings & Contents Insurance	4,100	6,800	(2,700)
6,027	6202 Eames Farm Contribution	5,500	5,500	0
309,228	Total Premises Costs	363,500	371,500	(8,000)
Transportation				
5,845	4512 Vehicle Fuel	8,700	6,700	2,000
8,233	4521 Vehicle Repairs	7,900	8,000	(100)
1,305	4531 Road Fund Licence	1,600	1,800	(200)
19,377	4532 Vessel Fuel	19,400	20,000	(600)
43,375	4533 Vessels Repair & Maintenance	41,000	41,000	0
18,264	4534 Vessels Insurance	20,700	23,300	(2,600)
2,773	4810 Vehicle Mileage	1,800	2,100	(300)
7,538	4900 Motor Insurance	6,000	8,700	(2,700)
106,710	Total Transportation	107,100	111,600	(4,500)

Harbour Budget 2024-25	Variation	AONB Budget 2024-25	Variation
Staffing Costs			
50,800	(20,000)	42,000	(4,000)
4,000	(600)	2,400	0
515,300	(23,500)	418,800	(36,000)
1,400	(200)	0	0
51,700	(3,800)	42,000	(2,100)
102,000	(5,000)	82,900	2,400
4,700	500	1,900	100
500	0	1,000	200
12,600	0	3,700	4,600
0	0	2,200	(2,200)
743,000	(52,600)	596,900	(37,000)
Maintenance			
11,300	0	6,200	0
0	3,200	0	500
3,200	0	0	0
4,800	0	0	0
4,000	(2,900)	0	0
5,000	500	0	0
1,000	1,900	0	0
1,000	0	600	0
7,900	1,000	8,400	(2,700)
9,300	1,000	4,000	(1,200)
2,000	(900)	1,000	(600)
5,500	(1,200)	1,400	0
55,000	2,600	21,600	(4,000)
Premises Costs			
9,000	10,900	4,100	500
600	0	1,000	300
284,100	(13,500)	0	0
26,600	(1,100)	12,000	(2,000)
11,400	(500)	7,500	1,300
2,000	(700)	900	(500)
5,100	(1,900)	1,700	(800)
0	0	5,500	0
338,800	(6,800)	32,700	(1,200)
Transportation			
3,900	0	2,800	2,000
5,000	(1,200)	3,000	1,100
600	0	1,200	(200)
20,000	(600)	0	0
30,300	0	10,700	0
17,600	(2,000)	5,700	(600)
300	100	1,800	(400)
6,600	(3,000)	2,100	300
84,300	(6,700)	27,300	2,200

2022-23	Account	Approved Budget 2023-24	Proposed Budget 2024-25	Budget Variation + Reduced Expenditure - Additional Expenditure
Expenditure				
Equipment				
2,556	5010 Office Equipment Purchase	1,800	3,000	(1,200)
2,156	5012 Office Equipment Rental	5,100	3,000	2,100
585	5048 Fire Fighting Equipment	1,200	900	300
6,062	5070 Workshop Tools	11,000	7,000	4,000
2,741	5081 Small Equipment and Craft	4,100	3,700	400
17,819	5082 Navigation Marks	17,000	18,000	(1,000)
79,283	5083 Moorings Maintenance	80,200	82,200	(2,000)
900	5084 Radio - Licences	1,200	1,000	200
457	5820 IT Equipment Lease	1,800	0	1,800
38,338	5822 IT and Software Support	31,900	41,000	(9,100)
6,343	5821 IT Equipment Purchase	4,300	4,300	0
157,240	Total Equipment	159,600	164,100	(4,500)
Office Supplies				
5,113	5301 PPE	5,900	5,700	200
4,091	5300 Clothing & Uniform	5,000	5,000	0
1,376	5401 Printing	3,600	3,600	0
7,183	5402 Harbour News	13,600	13,600	0
792	5403 Other Printing Supplies	1,700	1,100	600
2,416	5423 Other Stationery	2,200	2,800	(600)
3,611	5424 Plaques for Vessels	3,600	3,800	(200)
0	5477 Books & Journals	800	500	300
13,276	5802 Phone Equipment-Rental	16,100	15,600	500
0	5806 Call Charges	1,700	0	1,700
9,957	5840 Postage	9,600	10,500	(900)
5,184	6350 Advertising & Publicity	5,400	6,100	(700)
53,000	Total Office Supplies	69,200	68,300	900
Professional Services				
2,927	5600 Website	12,000	5,000	7,000
11,956	5601 Consultants Fees	14,500	13,800	700
2,400	5602 External Audit Fees	3,100	2,900	200
33,904	5603 Bank Charges	40,200	35,500	4,700
9,239	5647 General Legal Expenses	8,200	8,200	0
1,788	5900 Conservancy Expenses	3,400	2,700	700
805	5922 Travel Costs	1,000	1,200	(200)
1,909	5901 Members allowance	2,500	2,100	400
3,356	5930 Subsistence / HO Consumables	5,500	4,000	1,500
5,252	5941 Conference Fees	3,900	6,100	(2,200)
4,364	5950 Oil Spill Response	6,300	4,800	1,500
11,030	6020 General Subscriptions	11,500	12,100	(600)
1,170	6100 Service Contingency	10,900	10,900	0
1,981	6300 Employers Insurance	3,000	2,700	300
18,368	6301 Combined Insurance	17,400	19,200	(1,800)
12,388	6362 Commission	14,000	14,000	0
7,446	7182 HR	4,300	11,300	(7,000)
12,000	5620 Public Relations	14,300	13,300	1,000
142,283	Total Professional Services	176,000	169,800	6,200

Harbour Budget 2024-25	Variation	AONB Budget 2024-25	Variation
Equipment			
1,500	(400)	1,500	(800)
1,900	2,500	1,100	(400)
600	300	300	0
7,000	4,000	0	0
3,000	400	700	0
18,000	(1,000)	0	0
82,200	(2,000)	0	0
1,000	200	0	0
0	1,100	0	700
30,000	(7,100)	11,000	(2,000)
3,000	0	1,300	0
148,200	(2,000)	15,900	(2,500)
Office Supplies			
4,500	400	1,200	(200)
3,000	400	2,000	(400)
3,100	0	500	0
13,600	0	0	0
1,000	600	100	0
2,100	(200)	700	(400)
3,800	(200)	0	0
200	0	300	300
11,000	500	4,600	0
0	1,000	0	700
10,000	(1,200)	500	300
3,000	(700)	3,100	0
55,300	600	13,000	300
Professional Services			
4,200	5,000	800	2,000
8,000	1,200	5,800	(500)
1,900	100	1,000	100
35,000	1,100	500	3,600
5,500	0	2,700	0
2,000	700	700	0
500	0	700	(200)
1,500	100	600	300
2,200	0	1,800	1,500
2,100	0	4,000	(2,200)
4,800	1,500	0	0
6,700	(600)	5,400	0
8,200	0	2,700	0
1,900	0	800	300
12,600	0	6,600	(1,800)
14,000	0	0	0
8,200	(5,000)	3,100	(2,000)
8,800	1,000	4,500	0
128,100	5,100	41,700	1,100

2022-23	Account	Approved Budget 2023-24	Proposed Budget 2024-25	Budget Variation + Reduced Expenditure - Additional Expenditure
Expenditure				
37,984	AONB Projects	9,500	11,100	(1,600)
23,204	County Council Charges	25,600	26,400	(800)
0	Business Plan Expenditure	8,300	6,300	2,000
0	Carbon Net Zero	30,000	0	30,000
2,080,022	Total Expenditure	2,274,300	2,345,600	(71,300)

Harbour Budget 2024-25	Variation	AONB Budget 2024-25	Variation
0	0	0	0
0	0	11,100	(1,600)
17,900	0	8,500	(800)
3,300	2,000	3,000	0
0	30,000	0	0
1,573,900	(27,800)	771,700	(43,500)

2022-23	Account	Approved Budget 2023-24	Proposed Budget 2024-25	Budget Variation + Reduced Expenditure - Additional Expenditure
Transfers to Reserves				
Transfers to Reserves				
1,339	6201 Eames Farm Contingency	1,600	1,600	0
5,100	6203 Contribution to IT Fund	5,100	5,100	0
4,000	6205 Minibus Contribution	4,400	4,400	0
0	6302 Contribution to Insurance Reserve	0	0	0
1,500	6980 Contribution to CHIMET	1,600	1,600	0
(17,783)	6369 Environment Transfer from Year End Reserve	0	0	0
111,000	6555 Transfer to Repairs and Renewals Reserve	82,300	102,300	(20,000)
10,000	6570 Transfer to Dell Quay Maintenance Reserve	10,000	12,000	(2,000)
0	Revenue Balance Transfer	0	0	0
115,156	Total Transfers to Reserves	105,000	127,000	(22,000)
115,156	Total Transfers to Reserves	105,000	127,000	(22,000)
139,808	Surplus	94,600	73,100	(21,500)

Harbour Budget 2024-25	Variation	AONB Budget 2024-25	Variation
Transfers to Reserves			
0	0	1,600	0
3,800	0	1,300	0
0	0	4,400	0
0	0	0	0
1,600	0	0	0
0	0	0	0
97,800	(20,000)	4,500	0
12,000	(2,000)	0	0
0	0	0	0
115,200	(22,000)	11,800	0
115,200	(22,000)	11,800	0
78,700	(15,900)	(5,600)	(5,600)

Summary

2022-23	Account	Approved Budget 2023-24	Proposed Budget 2024-25	Budget Variation
2,334,985	Total Income	2,473,900	2,545,700	71,800
	Less			
2,080,022	Total Expenditure	2,274,300	2,345,600	(71,300)
	Less			
115,156	Total Transfers to Reserves	105,000	127,000	(22,000)
	Equals			
139,808	Surplus (To Development Fund)	94,600	73,100	(21,500)

Harbour Budget	Variation	AONB Budget	Variation
1,767,800	33,900	777,900	37,900
1,573,900	(27,800)	771,700	(43,500)
115,200	(22,000)	11,800	0
78,700	(15,900)	(5,600)	(5,600)

Repairs and Renewals Fund

Replacement Programme

Year	Assets to be Replaced	Life in years	Cost Prices	Net Cost after deducting trade in value if appropriate
2023-24	RIB 2 - Refurbishment	5	23,200	23,200
	Emsworth Floating Pontoon-Piles	30	35,400	35,400
	Dell Quay Pontoon	15	65,400	65,400
	Solar Boat Batteries	7	9,900	9,900
2024-25	Itchenor Jetty Piles	30	52,500	52,500
	Itchenor Jetty Pontoon	15	181,400	181,400
	Itchenor Pontoon	15	146,000	146,000
	Van 1	10	38,300	34,300
	Van 2	10	40,000	34,000
2025-26	Misc Piles	50	88,200	88,200
2026-27	Cheetah Catamaran	20	115,000	72,900
	RIB 1 Replacement	5	151,800	141,800
	Emsworth Jetty Piles	30	34,000	34,000
2027-28	Emsworth Floating Pontoon - Pontoon	15	62,400	62,400
2028-29	RIB 2 Replacement	5	105,300	95,300
	Outboards	6	16,500	11,800
	Landrover	15	40,100	36,200

Repairs and Renewals Fund

Year	Opening Balance	Contribution	Interest	Purchases	Closing Balance	Assets to be Replaced
2023 - 24	901,644	92,300	36,995	133,912	897,027	Rib 2 Refurb, Ems Floating Pontoon - Piles, Dell Quay pontoons (HLF), SB Batteries,
2024 - 25	897,027	102,300	15,712	448,223	566,815	Itchenor Jetty - Piles, Itchenor Jetty - Pontoon, Itchenor Pontoon - Pontoon, VAN 2 (HV12 FLG), VAN 1 (HV09 EOT),
2025 - 26	566,815	102,300	12,453	88,168	593,399	MISC Piles,
2026 - 27	593,399	102,300	11,288	248,736	458,251	Cheetah Catamaran, Rib 1 Replace, Emsworth Jetty - Piles,
2027 - 28	458,251	103,528	10,390	62,438	509,730	EMS Floating Pontoon - Pontoon,
2028 - 29	509,730	104,770	10,644	143,244	481,899	Rib 2 Replace, Outboards, Landrover,
2029 - 30	481,899	106,027	11,028	53,429	545,525	Itchenor Pontoon - Piles,
2030 - 31	545,525	107,299	12,363	58,891	606,296	EMS, SB Batteries,
2031 - 32	606,296	108,587	9,881	410,465	314,299	Rib 1 Refurb, West Pole,
2032 - 33	314,299	109,890	8,013	0	432,201	
2033 - 34	432,201	111,209	10,302	26,150	527,560	Rib 2 Refurb,
2034 - 35	527,560	112,543	11,324	123,949	527,478	Outboards, VAN 2 (HV12 FLG), VAN 1 (HV09 EOT), JCB,
2035 - 36	527,478	113,894	12,682	0	654,054	
2036 - 37	654,054	115,261	14,289	106,391	677,213	Rib 1 Replace,
2037 - 38	677,213	116,644	14,338	149,584	658,611	Emsworth Jetty - Pontoon, SB Batteries,
2038 - 39	658,611	118,043	13,857	158,136	632,375	Rib 2 Replace, Dell Quay pontoons (HLF),
2039 - 40	632,375	119,460	10,772	391,432	371,174	Itchenor Jetty - Pontoon, Itchenor Pontoon - Pontoon,
2040 - 41	371,174	120,893	8,729	58,757	442,039	Bar Beacon, Outboards,
2041 - 42	442,039	122,344	10,611	28,427	546,567	Rib 1 Refurb,
2042 - 43	546,567	123,812	9,614	330,900	349,092	EMS Floating Pontoon - Pontoon,
2043 - 44	349,092	125,298	8,146	72,707	409,829	Rib 2 Refurb, Landrover,
2044 - 45	409,829	126,802	9,242	94,681	451,192	VAN 2 (HV12 FLG), SB Batteries, VAN 1 (HV09 EOT),
2045 - 46	451,192	128,323	10,558	57,619	532,454	EMS,
2046 - 47	532,454	129,863	10,500	227,014	445,803	Cheetah Catamaran, Rib 1 Replace, Outboards,
2047 - 48	445,803	131,421	11,100	0	588,324	
2048 - 49	588,324	132,999	13,232	90,094	644,461	Rib 2 Replace,
2049 - 50	644,461	134,595	14,178	116,783	676,450	Itchenor Jetty - Piles, JCB,
2050 - 51	676,450	136,210	16,157	0	828,817	

Chichester Harbour Conservancy

Appendix 4

Site licence Charges

Licences

For Information Only

Class & Category	Weighting	CHC sites	CHC moorings	Less: sites on CHC freehold	Sites on leased land	2023-24 Current Charge £	Gross weighting	Weighted Lease cost £	2024-25 cost per site £	Plus 10.0% overhead charge £	Plus admin fee £ 20.00	Total cost of licence (ex VAT) £	% change from current charge	Total CHC sites	Take-up at Aug 2022	2024-25 Budgeted Income
A1 Premium	1,100	0	10	0	10	707.84	11,000	6,689	668.86	66.89	20.00	755.74	6.8%	10	10 100.0%	7,557
A2	790	8	34	5	34	513.72	26,860	16,332	480.36	48.04	20.00	548.40	6.8%	42	42 100.0%	23,033
A2 Premium	870	5	96	0	101	563.81	87,870	53,430	529.01	52.90	20.00	601.91	6.8%	101	104 103.0%	62,598
A2R	700	7	1	0	8	457.36	5,600	3,405	425.64	42.56	20.00	488.20	6.7%	8	7 87.5%	3,417
A2R Premium	770	1	0	0	1	501.19	770	468	468.20	46.82	20.00	535.02	6.8%	1	1 100.0%	535
A3	620	21	22	15	32	407.26	19,840	12,064	376.99	37.70	20.00	434.69	6.7%	43	38 88.4%	16,518
A3 Premium	680	112	188	0	300	444.83	204,000	124,043	413.48	41.35	20.00	474.82	6.7%	300	300 100.0%	142,447
A4 Premium	570	23	55	0	78	375.95	44,460	27,034	346.59	34.66	20.00	401.25	6.7%	78	71 91.0%	28,489
B2	510	1	0	0	1	338.37	510	310	310.11	31.01	20.00	361.12	6.7%	1	1 100.0%	361
B2R	430	1	0	0	1	288.28	430	261	261.46	26.15	20.00	307.61	6.7%	1	1 100.0%	308
B3	340	119	20	37	109	231.92	37,060	22,534	206.74	20.67	20.00	247.41	6.7%	139	123 88.5%	30,432
B3 Premium	370	6	20	25	1	250.70	370	225	224.98	22.50	20.00	267.48	6.7%	26	25 96.2%	6,687
B4	250	30	0	0	30	175.56	7,500	4,560	152.01	15.20	20.00	187.21	6.6%	30	30 100.0%	5,616
B4 Premium	275	26	49	26	49	191.21	13,475	8,194	167.21	16.72	20.00	203.94	6.7%	75	67 89.3%	13,664
C2	220	29	1	13	17	156.77	3,740	2,274	133.77	13.38	20.00	167.15	6.6%	30	30 100.0%	5,014
C3	160	428	113	164	377	119.20	60,320	36,678	97.29	9.73	20.00	127.02	6.6%	541	404 74.7%	51,315
C3 Premium	180	1	4	5	0	131.72	0	0	109.45	10.94	20.00	140.39	6.6%	5	5 100.0%	702
C4	130	45	7	46	5	100.41	650	395	79.05	7.90	20.00	106.95	6.5%	52	37 71.2%	3,957
C4 Premium	140	18	0	14	4	106.67	560	341	85.13	8.51	20.00	113.64	6.5%	18	18 100.0%	2,046
D1 Premium	210	0	0	0	0	150.51	0	0	127.69	12.77	20.00	160.46	6.6%	0	0 0.0%	0
D2	150	1	0	1	0	112.93	0	0	91.21	9.12	20.00	120.33	6.5%	1	1 100.0%	120
D2 Premium	165	3	0	2	1	122.33	165	100	100.33	10.03	20.00	130.36	6.6%	3	1 33.3%	130
D3	120	50	0	23	27	94.15	3,240	1,970	72.97	7.30	20.00	100.26	6.5%	50	45 90.0%	4,512
D3 Premium	130	3	0	3	0	100.41	0	0	79.05	7.90	20.00	106.95	6.5%	3	3 100.0%	321
D4	100	179	0	53	126	81.62	12,600	7,661	60.81	6.08	20.00	86.89	6.4%	179	120 67.0%	10,426
D4 Premium	110	39	0	15	24	87.88	2,640	1,605	66.89	6.69	20.00	93.57	6.5%	39	29 74.4%	2,714
MUD	100	7	0	0	7	81.62	700	426	60.81	6.08	20.00	86.89	6.4%	7	7 100.0%	608
Total		1,163	620	447	1,343		544,360	331,000						1,783	1,520 85.2%	423,528

Deduct sites with mooring charges

230,200

Mooring Site Rental budget

193,300

Chichester Harbour Conservancy

Conservancy Maintained Moorings Charges

Moorings

Conservancy moorings, excluding mud berths & Conservancy vessels' berths.

Class & Category	Weighting	Cons Maintained Moorings	2023-24				2024-25				% increase from current charge	Take-up At Aug-23		Budgeted Income 2024-25	
			Site Licence Charges (from Appendix 4)	Moorings Charges	Total Charges	Budgeted Income 2023-24	Site Licence Charges (from Appendix 4)	Moorings Charges 6.8%	Total Charges	£		£	£		£
A1 Premium X	160	0	£ 707.84	£ 1761.39	£ 2469.23	£ 0	£ 755.74	£ 1881.16	£ 2,636.90	6.8%	0	0%	£ 0		
A1 Premium	145	10	707.84	1596.25	2304.10	23,041	755.74	1704.80	2,460.54	6.8%	10	100%	24,605		
A2 X	110	9	513.72	1165.27	1678.98	13,432	548.40	1244.51	1,792.90	6.8%	9	100%	16,136		
A2	100	26	513.72	1059.33	1573.05	36,180	548.40	1131.37	1,679.77	6.8%	25	96%	41,994		
A2 Premium X	115	31	563.81	1266.25	1830.07	53,072	601.91	1352.36	1,954.27	6.8%	31	100%	60,582		
A2 Premium	100	65	563.81	1101.09	1664.90	121,538	601.91	1175.96	1,777.87	6.8%	68	105%	120,895		
A3	80	22	407.26	847.23	1254.48	23,835	434.69	904.84	1,339.53	6.8%	17	77%	22,772		
A3 Premium	80	188	444.83	880.62	1325.45	250,511	474.82	940.50	1,415.33	6.8%	188	100%	266,082		
A4 Premium	65	55	375.95	715.68	1091.62	60,039	401.25	764.34	1,165.59	6.8%	48	87%	55,949		
B3	50	20	231.92	529.89	761.81	13,713	247.41	565.93	813.34	6.8%	16	80%	13,013		
B3 Premium	50	20	250.70	550.61	801.31	13,622	267.48	588.05	855.53	6.8%	19	95%	16,255		
B4 Premium	45	49	191.21	495.46	686.67	30,900	203.94	529.16	733.09	6.8%	41	84%	30,057		
C2	35	1	156.77	370.89	527.66	528	167.15	396.11	563.26	6.7%	1	100%	563		
C3	30	113	119.20	318.09	437.29	20,552	127.02	339.72	466.74	6.7%	44	39%	20,537		
C3 Premium	30	4	131.72	330.63	462.35	1,849	140.39	353.11	493.51	6.7%	4	100%	1,974		
C4	25	7	100.41	264.81	365.22	1,461	106.95	282.82	389.77	6.7%	3	43%	1,169		
Total		620				664,300							524	85%	692,600

Conservancy Moorings - Daily and Weekly

23,500

20,000

Conservancy Moorings - Chains

13,000

13,000

TOTAL CONSERVANCY MOORINGS BUDGET

700,800

725,600

Chichester Harbour Conservancy

Harbour Dues

LOA Category (metres) (Up to and including)	Number of Vessels (Aug 23)		Annual Charge for 2023-24	Proposed Charge for 2024-25	Change	Budgeted Income for 2023-24	Budgeted Income for 2024-25	% + / -
			(ex VAT)	(ex VAT)				
Up to 3M (T/T Parent)	1254	11.32%	£7.37	£7.88	£0.50	£9,424.61	£9,876.46	6.80%
Up to 3M	491	4.43%	£14.75	£15.75	£1.00	£34,910.88	£7,734.20	6.80%
Up to 3M D	174	1.57%	£3.69	£3.94	£0.25	£619.46	£685.21	6.80%
Up to 4M (T/T Parent)	106	0.96%	£11.26	£12.02	£10.35	£247.70	£1,274.62	6.80%
Up to 4M	1356	12.24%	£22.52	£24.05	£1.53	£60,529.11	£32,611.14	6.80%
Up to 4M D	112	1.01%	£5.63	£6.01	£0.38	£619.25	£673.39	6.80%
Up to 4M Paddlecraft	2137	19.30%	<i>New Tariff</i>	£15.75	-	£620.25	£33,661.88	<i>New Tariff</i>
Up to 5M	1423	12.85%	£31.33	£33.46	£2.13	£52,730.20	£47,615.84	6.80%
Up to 5M D	90	0.81%	£7.83	£8.37	£0.53	£728.45	£752.89	6.80%
Up to 6M	783	7.07%	£41.42	£44.23	£2.82	£37,192.62	£34,634.86	6.80%
Up to 6M D	14	0.13%	£10.35	£11.06	£0.70	£196.73	£154.82	6.80%
Up to 7M	714	6.45%	£52.77	£56.35	£3.59	£37,411.48	£40,237.23	6.80%
Up to 7M D	15	0.14%	£13.19	£14.09	£0.90	£197.87	£211.33	6.80%
Up to 8M	578	5.22%	£65.40	£69.85	£4.45	£45,387.07	£40,371.21	6.80%
Up to 8M D	2	0.02%	£16.35	£17.46	£1.11	£32.70	£34.92	6.80%
Up to 9M	552	4.98%	£79.30	£84.69	£5.39	£44,643.19	£46,747.37	6.80%
Up to 10M	475	4.29%	£94.47	£100.90	£6.42	£50,165.94	£47,926.90	6.80%
Up to 11M	387	3.49%	£110.92	£118.46	£7.54	£44,699.56	£45,843.78	6.80%
Up to 12M	201	1.82%	£128.64	£137.39	£8.75	£28,558.72	£27,615.51	6.80%
Up to 12M D	2	0.02%	£32.16	£34.35	£2.19	£64.32	£68.70	6.80%
Up to 13M	100	0.90%	£147.63	£157.67	£10.04	£15,206.10	£15,767.10	6.80%
Up to 14M	55	0.50%	£167.89	£179.31	£11.42	£9,402.09	£9,862.12	6.80%
Up to 15M	17	0.15%	£189.43	£202.31	£12.88	£4,735.75	£3,439.29	6.80%
Up to 16M	9	0.08%	£212.24	£226.67	£14.43	£2,971.35	£2,040.04	6.80%
Up to 17M	9	0.08%	£236.32	£252.39	£16.07	£1,890.57	£2,271.52	6.80%
Up to 18M	6	0.05%	£250.86	£267.92	£17.06	£1,756.01	£1,607.51	6.80%
Up to 19M	1	0.01%	£265.40	£283.44	£18.05	£265.40	£283.44	6.80%
Up to 20M	3	0.03%	£279.93	£298.97	£19.04	£839.80	£896.91	6.80%
20M	4	0.04%	£294.47	£314.50	£20.02	£883.42	£1,257.98	6.80%
20M + D	4	0.04%	£220.86	£235.88	£15.02	£662.58	£943.51	6.80%
Total Vessels	11074					£487,593.18	£457,101.67	6.80%

Plus Hayling Island Sailing Club Vessels Based on previous year - 932 vessels

£18,600.00

£14,680.80

Visitor Dues

£15,000

Total**£490,701.67**

Grants / Income	Anticipated Grant	Staffing Costs (Not include within Appendix 1)	Notes
Friends	30,000.00	0.00	Projects to be discussed and agreed with Friends
Farming in Protected Landscapes	258,350.00	57,600.00	Figure confirmed from DEFRA
Solent Seascape Project	85,300.00	66,600.00	Estimate as SSP financial year runs from September - October
Total	373,650.00	124,200.00	

The AONB is funded by DEFRA and precept contributions from West Sussex County Council and Hampshire County Council. These contributions are received each year, contributing to 'business as usual' expenses and as such it is appropriate to include them within the main budget.

The AONB also seeks one-off funding for discreet projects as opportunities arise. The Friends of Chichester Harbour contribute to projects annually however this is not a fixed sum and is agreed each year with the AONB Manager.

The FiPL programme is funded through DEFRA with 2024-25 being the final year of confirmed funding. Staffing costs of £57,600 are met from this confirmed grant (not included within figure in Appendix 1)

The Solent Seascape Project is scheduled to run to September 2027. Staffing costs of £66,600 are met from this confirmed grant. (Not included within figure in Appendix 1)

Reserves and Balances 2024-25

Reserve	Opening Bal 2023-24	Contributions 2023-24	Expenditure 2023-24	Interest 2023-24	Closing Bal 2023-24	Contributions 2024-25	Expenditure 2024-25	Interest 2024-25	Closing Bal 2024-25
Repairs and Renewals Fund	901,644	92,300	- 133,900	36,122	896,166	102,300	- 453,800	19,063	563,729
Self Insurance Fund	106,437	-		4,470	110,907	-		3,882	114,789
East Head Defence Fund	18,764	-		788	19,552	-		684	20,236
Chidham Bund Fund	381,832	-		16,037	397,869	-		13,925	411,794
Revenue Balances	227,430			9,552	236,982			8,294	245,276
Development Fund	2,718,767	94,600		118,161	2,931,529	73,100		105,162	3,109,791
Minibus Reserve	28,116	4,400		1,366	33,882	4,400		1,340	39,622
Computer Update Reserve	38,957	5,100		1,850	45,907	5,100		1,785	52,793
Harbour Infrastructure Reserve	35,081	-		1,473	36,554	-		1,279	37,834
Footpath Reserve	53,173	-		2,233	55,406	-		1,939	57,345
CHIMET	1,304	1,600		122	3,026	1,600		162	4,788
Eames Farm Contingency Fund	10,277	1,600		499	12,376	1,600		489	14,465
Terror Expense Reserve	6,650	-		279	6,929	-		243	7,172
Strategic Environmental Reserve	64,432	-	- 20,000	1,866	46,298	-	- 10,000	1,270	37,569
HO/Jetty/Anchovy Fund	75,472	-		3,170	78,642	-		2,752	81,394
Dell Quay Maintenance Reserve	71,705	12,000		3,516	87,220	12,000		3,473	102,693
AONB Reserve (Project balances)	206,927	-	- 206,927	-	-	-	-	-	-
	4,946,968				4,999,247				4,901,291

Chichester Harbour Conservancy

13th November 2023

Revenue Budget Prospects 2025-26 and 2026-27

Introduction

1. This report provides a summary budget for 2025-26 and 2026-27 in order to inform future planning. It does not make allowances for any variations which may arise due to proposed works to the Harbour Office and Itchenor Jetty. Appendix 1 summarises the draft budgets for 2025-26 and 2026-27.
- 1.1 The budgets for the two years are shown at outturn prices, and are based on the following assumptions:
 - Anticipated CPI rates for 2025-26 and 2026-27 of 3.4% and 1.1% respectively (*As per Bank of England Monetary Policy Report – May 2023*)
 - Prices will increase by the relevant CPI figure, except where specific circumstances require different treatment;
 - Increases in the cost of leases whose rents are due for review during the two years;
 - A CPI increase to public sector pay in each year;
 - CPI increase in the precept contributions from Hampshire and West Sussex County Councils;
 - The take up of Conservancy moorings will remain at the August 2023 level of 85%.
2. Total variations over £10,000 between 2024-25 and 2026-27 budgets are detailed below.
3. **Income**
- 3.1 **Harbour Dues (Increase of £22,300)** This increase reflects the proposed CPI price increase across both years. This figure assumes that the distribution of the vessels within the harbour remains similar. Vessel numbers have decreased over the past year, following a surge around the time of the pandemic. Additional vessel numbers following the introduction of the paddle craft tariff, combined with the introduction of casual online payments have not been budgeted for and will be monitored closely.
- 3.2 **Moorings Income (Increase of £41,100)** again this reflects the proposed CPI price increase across both years and assumes take up will remain around 85%.

3.3 **County Council Precept (Increase of £21,400)** This increase reflects the anticipated CPI increase for the two years. It also highlights the AONB's dependence on this funding. Should the precept not increase in line with inflation the AONB budget will need to consider additional savings or investigate other revenue streams.

4. **Expenditure**

4.1 **Staffing Costs (Increase of £79,700)** This increase assumes a CPI pay increase to all staff each year over the two year period and takes account of planned progression of staff through the NJC spinal column points (within their grade). 2026-27 has a smaller increase, despite a slightly higher CPI rate, as existing staff will have reached the top spinal column point for their grade.

4.2 This projection includes the two new proposed staff roles, AONB Officer and Executive Assistant.

Proposed Charges for 2025-2027

Site Licences

5. Site licence charges have increased by CPI each year within these budgets.

Conservancy Moorings

6. Mooring charges have been increased by CPI each year.

Harbour Dues

7. Harbour dues have been increased by CPI each year and assume the proposed amendments in the 2024-25 charges are accepted.

Other Charges

8. Increases have been made on an ad-hoc basis to these charges in recent years. These charges will be reviewed once the Harbour Office and Jetty project progresses.

9. Car park charges have been reviewed against other local offers. They will be further reviewed following any development works to improve the Itchenor car park.

AONB & Environmental Management

AONB Budget

10. Based on the assumptions used, the project budget remains at £11,100 for 2025-26 and 2026-27. This figure only takes account of confirmed funding and does not include any potential one-off sources of funding, which will be

required to carry out any significant projects. It is anticipated that the introduction of the AONB Officer role would provide adequate resource to seek additional grant funding.

11. The AONB Budget includes non-project costs including staff, management and running costs, the Dell Quay education service, and the Solar Heritage. The cost of the AONB budget will be met by DEFRA funding, precept and other income.
12. A budget deficit of £5,200 in 2025-26 and £4,900 in 2026-27 is projected, to be met by the Harbour surplus in each year.

Precept

13. The cost of environmental activities is supported by a precept on Hampshire County Council and West Sussex County Council. The precept budgeted for 2025-27 increases by CPI rising to £486,800 in 2025-26 and £492,200 in 2026-27. Being aware of the increasing pressure on the County Councils to make savings these figures will need to be carefully considered by members in due course.

Summary

14. This is a very light touch exercise to establish high-level trends over the coming years. The summary budget confirms that the proposed staff structure and existing operations are sustainable for the immediate future, assuming no significant reduction to income. However the management of the AONB is likely to require support from the Harbour operation to operate effectively.

Recommendations

15. The Conservancy is recommended to consider and note the draft budget prospects for 2025-26 and 2026-27

Mel Belderson
Finance Manager

Matt Briers
CEO

Budget Prospects 2025-26 and 2026-27

	Proposed Budget 2024-25	Draft Budget 2025-26	Variation	Draft Budget 2026-27	Variation	Total Variation
Income						
Harbour Dues	490,700	507,400	16,700	513,000	5,600	22,300
Moorings Income	951,200	982,000	30,800	992,300	10,300	41,100
Harbour Rent / Boat Park / Car Park	204,800	210,100	5,300	211,800	1,700	7,000
Grants and Donations	173,100	179,000	5,900	181,000	2,000	7,900
County Council Precept	470,800	486,800	16,000	492,200	5,400	21,400
Other Income	255,100	261,300	6,200	263,300	2,000	8,200
Total Income	2,545,700	2,626,600	80,900	2,653,600	27,000	107,900
Expenditure						
Staffing Costs	1,339,900	1,395,800	(55,900)	1,419,600	(23,800)	(79,700)
Maintenance	76,600	76,800	(200)	76,800	0	(200)
Premises Costs	371,500	371,900	(400)	371,900	0	(400)
Transportation	111,600	112,000	(400)	112,100	(100)	(500)
Equipment	164,100	164,100	0	164,100	0	0
Office Supplies	68,300	68,400	(100)	68,400	0	(100)
Professional Services	169,800	169,800	0	169,800	0	0
AONB Projects	11,100	11,100	0	11,100	0	0
County Council Charges	26,400	26,400	0	26,400	0	0
Business Plan	6,300	6,300	0	6,300	0	0
Total Expenditure	2,345,600	2,402,600	(57,000)	2,426,500	(23,900)	(80,900)
Transfers to Reserves						
Eames Farm Contingency	1,600	1,600	0	1,600	0	0
Contribution to IT Fund	5,100	5,100	0	5,100	0	0
Minibus Contribution	4,400	4,400	0	4,400	0	0
Contribution to Insurance Reserve	0	0	0	0	0	0
Contribution to CHIMET	1,600	1,600	0	1,600	0	0
Transfer to Repairs and Renewals Reserve	102,300	102,300	0	102,300	0	0
Transfer to Dell Quay Maintenance Reserve	12,000	12,000	0	12,000	0	0
Total Transfers to Reserves	127,000	127,000	0	127,000	0	0
Overall Surplus	73,100	97,000	23,900	100,100	3,100	27,000
<i>Comprising:</i>						
<i>AONB Deficit</i>	<i>(5,600)</i>	<i>(5,200)</i>	<i>400</i>	<i>(4,900)</i>	<i>300</i>	<i>700</i>
<i>Harbour Surplus</i>	<i>78,700</i>	<i>102,200</i>	<i>23,500</i>	<i>105,000</i>	<i>2,800</i>	<i>26,300</i>

CHICHESTER HARBOUR CONSERVANCY

Budget Monitor Report To 31st August 2023 Report by the Finance Manager and CEO

1. Introduction

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

2. Harbour Budget

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

Income

- 2.2 The Harbour Dues budget is currently projecting a £35,000 shortfall in income. This will need to be closely monitored to establish whether a year-end variance is likely.

Expenditure

- 2.3 The Staffing Costs budget is currently expected to underspend, due to temporary vacancies; however the Harbour staff structure is evolving which may lead to further projection changes later in the financial year.
- 2.4 A £30,000 Net Zero budget was introduced in 2023-24 however to date, there has been no expenditure. It is judged unlikely that this budget will be utilised this year.

Transfers to/from Reserves

- 2.5 Following a recent revaluation exercise, it is proposed that the contribution to the Repairs and Renewals fund is increased by £10,000 in 2023-24. An additional £20,000 is included within the proposed budget for 2024-25.
- 2.6 It is proposed that the contribution to the Dell Quay Maintenance Reserve is increased by £2,000 (also included within the proposed 2024-25 budget) to

ensure the estimated project costs are available by 2032 –the shortest estimated lifespan of the quay extension.

Surplus

- 2.7 As a result of these variations the surplus is expected to increase by £24,100 to £118,700

3. AONB Budget

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

Income

- 3.2 There are currently no anticipated variations to income.

Expenditure

- 3.3 The Staffing Costs budget is currently underspent, due to temporary vacancies. The staff structure has evolved since the budget was set. Currently a year-end underspend of £23,600 is anticipated.
- 3.4 The Premises Costs budget is currently projecting a £2,500 underspend. This underspend relates to electricity supply, after an issue of over estimation by the supplier was discovered and resolved at the end of the last financial year.
- 3.5 The Equipment budget is projecting an overspend due to software development costs to replace the outdated unsupported planning database.
- 3.6 Professional support for the Chidham planning Inquiry (c£48k) has now been charged to the Professional Services budget, accounting for both the current overspend and projected year-end variation. The transfer from reserves in para 3.8 offsets a large proportion of these costs.
- 3.7 Based on current expenditure the AONB Project budget is expected to overspend by around £4,000.

Transfers to/from Reserves

- 3.8 The unrestricted element of the AONB Reserve has been brought into the AONB budget to offset the majority (£33,500) of the professional fees relating to the Chidham Inquiry. This fund represents underspending from 2021-22 which had been ringfenced for this purpose and carried forward until needed.

Surplus

- 3.9 As a result of these variations a surplus of £11,600 is currently projected.

4.0 AONB Grants

- 4.1 Appendix 3 details grants and other 'one-off' sources of income which have been awarded for specific purposes.
- 4.2 It is anticipated that the Friends of Chichester Harbour will award a grant of £30,000, with £10,000 allocated to the Education Centre. Other agreed projects include a contribution towards replacement solar panels for Solar Heritage plus the purchase of a defibrillator.
- 4.3 £48,200 has been spent under the FiPL programme in the current financial year, including staff salaries. £126,400 of FiLP grant has been claimed and received.
- 4.4 The first installment of the Solent Seascape funds from Blue Marine has been brought forward from the last financial year, with an additional £45,400 received in year. To date expenditure on the project totals £114,600.
- 4.5 Solent Seascape match funding from East Head Impact has been brought forward from the last financial year.

Mel Belderson
Finance Manager

Matt Briers
CEO

Budget Monitor - Harbour
Appendix 1

 Chichester Harbour Conservancy
 For the 5 months ending 31st August 2023

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Variance	Comments
				- Additional Income + Reduced Income			
Income							
Other Income	148,700.00	76,976.00	70,965.09	(6,010.91)	148,700.00		
Harbour Dues	520,600.00	478,202.00	444,150.54	(34,051.46)	485,600.00	(35,000.00)	Annual Dues
Moorings Income	912,700.00	893,388.00	890,981.74	(2,406.26)	912,700.00		
Harbour Rent/ Boat Park/ Car Park	151,900.00	62,298.00	77,150.93	14,852.93	151,900.00		
Total Income	1,733,900.00	1,510,864.00	1,483,248.30	(27,615.70)	1,698,900.00	(35,000.00)	
				- Additional Expenditure + Reduced Expenditure			
Expenditure							
Staffing Costs	690,400.00	292,805.00	259,410.28	33,394.72	651,300.00	39,100.00	Underspend resulting from temporarily vacant posts.
Maintenance	57,600.00	31,448.00	32,454.37	(1,006.37)	57,600.00		
Premises Costs	332,000.00	190,026.00	183,335.75	6,690.25	332,000.00		
Transportation	77,600.00	43,700.00	35,071.61	8,628.39	77,600.00		
Equipment	146,200.00	35,895.00	42,830.27	(6,935.27)	146,200.00		
Office Supplies	55,900.00	24,765.00	22,025.13	2,739.87	55,900.00		
Professional Services	136,500.00	38,527.00	35,228.13	3,298.87	136,500.00		
County Council Charges	17,900.00	0.00	0.00	0.00	17,900.00		
Business Plan Expenditure	2,000.00	835.00	0.00	835.00	0.00	2,000.00	
Net Zero	30,000.00	12,500.00	0.00	12,500.00	0.00	30,000.00	Awaiting strategy
Total Expenditure	1,546,100.00	670,501.00	610,355.54	60,145.46	1,475,000.00	71,100.00	
Transfers to/from Reserves							
Contribution to IT Fund	3,800.00	0.00	0.00	0.00	3,800.00		
Contribution to CHIMET	1,600.00	0.00	0.00	0.00	1,600.00		
Transfer to Dell Quay Maintenance Reserve	10,000.00	0.00	0.00	0.00	12,000.00	(2,000.00)	
Transfer to Repairs and Renewals Fund	77,800.00	0.00	0.00	0.00	87,800.00	(10,000.00)	
Total Transfers to/from Reserves	93,200.00	0.00	0.00	0.00	105,200.00	(12,000.00)	
Surplus							
(Income - Expenditure - Transfers to/from Reserves)	94,600.00	840,363.00	872,892.76	32,529.76	118,700.00	24,100.00	

Budget Monitor - AONB
Appendix 2

 Chichester Harbour Conservancy
 For the 5 months ending 31st August 2023

Account	AONB Budget	AONB Profile	AONB Actual	AONB Variance	Year End Projection	Projection Variance	Comments
Income				- Additional Income + Reduced Income			
DEFRA Grant	173,100.00	0.00	0.00	0.00	173,100.00		
Other Income	81,900.00	38,753.00	40,875.51	2,122.51	81,900.00		
County Council Precept	440,800.00	440,800.00	440,800.00	0.00	440,800.00		
Harbour Rent/ Boat Park/ Car Park	44,200.00	10,865.00	6,865.04	(3,999.96)	44,200.00		
Total Income	740,000.00	490,418.00	488,540.55	(1,877.45)	740,000.00	0.00	
Expenditure				- Additional Expenditure + Reduced Expenditure			
Staffing Costs	559,900.00	233,302.00	215,335.57	17,966.43	536,300.00	23,600.00	
Maintenance	17,600.00	8,155.00	10,231.91	(2,076.91)	17,600.00		
Premises Costs	31,500.00	12,849.00	7,745.90	5,103.10	29,000.00	2,500.00	
Transportation	29,500.00	19,115.00	14,376.02	4,738.98	29,500.00		
Equipment	13,400.00	5,609.00	10,065.63	(4,456.63)	17,400.00	(4,000.00)	Software development costs to replace unsupported planning database.
Office Supplies	13,300.00	5,565.00	3,772.46	1,792.54	13,300.00		
Professional Services	45,800.00	20,480.00	60,664.45	(40,184.45)	85,800.00	(40,000.00)	Chidham inquiry fees
AONB Projects	9,500.00	3,970.00	10,203.07	(6,233.07)	13,500.00	(4,000.00)	
County Council Charges	7,700.00	0.00	0.00	0.00	7,700.00		
Total Expenditure	728,200.00	309,045.00	332,395.01	(23,350.01)	750,100.00	(21,900.00)	
Transfers to/from Reserves							
Eames Farm Contingency	1,600.00	0.00	0.00	0.00	1,600.00		
Contribution to IT Fund	1,300.00	0.00	0.00	0.00	1,300.00		
Minibus Contribution	4,400.00	0.00	0.00	0.00	4,400.00		
Transfer to Repairs and Renewals Fund	4,500.00	0.00	0.00	0.00	4,500.00		
Transfer from Reserves - Previous Year Underspend	0.00	0.00	(33,512.38)	33,512.38	(33,500.00)	33,500.00	Underspend brought forward from 2022-23 to fund Chidham inquiry.
Total Transfers to/from Reserves	11,800.00	0.00	(33,512.38)	33,512.38	(21,700.00)	33,500.00	
Surplus (Income - Expenditure - Transfers to/from Reserves)	0.00	181,373.00	189,657.92	8,284.92	11,600.00	11,600.00	To be directed towards AONB Projects or carried forward to 2024-25

AONB Grants

Appendix 3

Grants / Income	2023-24		Year End Projection
	Received / brought forward to Date	Expenditure to Date	
Friends	1,457.64	6,495.56	0.00
FiPL	126,372.96	48,233.60	0.00
Environment Agency - Feasibility Study	20,000.00	16,981.00	0.00
Solent Seascape Project - Blue Marine	193,506.35	114,617.09	0.00
Solent Seascape Project - EHI match funding	5,317.00	0.00	0.00
Total	346,653.95	186,327.25	0.00

Total Grants / Income Expected (2023-24)
30,000.00
216,100.00
20,000.00
219,744.00
5,317.00
491,161.00

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

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

CHICHESTER HARBOUR CONSERVANCY

13th November 2023

HARBOUR MASTERS UPDATE

TO NOTE

1.0 Harbour Update

- 1.1 After a year that has seen personnel changes across the harbour team, it is hoped we are now reaching a more stable time. The last staff changes were on the technical side. Sam Perrin an experienced marine engineer has been appointed as Lead Technician, replacing James Wallace who is returned to sea with the Royal Fleet Auxiliary. Sean Lord an ex submariner with extensive and wide ranging engineering skills has joined the team as harbour technician replacing Tom Hammond.
- 1.2 Ludo Munn is excelling in his role as lead patrol officer, keeping the seasonal patrol team well motivated, whilst developing plans for next season.
- 1.3 Due to the change of technical team, the decision was taken to commence this years mooring maintenance work early. This enabled James to complete much of the work prior to his departure. Whilst still plenty to do, this will ensure that all tasks are attainable during the winter season, whilst the new team familiarise themselves with their roles.
- 1.4 Following a significant number of incidents of vandalism, theft and antisocial behaviour, including 7 police reportable incidents, permanent gates were fitted to the Emsworth jetty in July. Following concerns and complaints from residents regarding the fitting of the gates, the CEO and HM met with representatives from the Emsworth Residents Forum and the sailing clubs. Since their fitting there have been no further, police reportable incidents. It has been positive to see an increase in the number and range of craft using the jetty and it is hoped that mooring let rates in Emsworth will increase as a result.
- 1.5 A meeting of Marina Mangers was held in early October. It was really useful to get the conservancy and marina staff together to talk through issues including; PMSC, HRO, harbour dues, environmental issues and joint working.
- 1.6 There has been good engagement with Sussex IFCA following a meeting to discuss concerns surrounding illegal fishing and byelaw infringements within the harbour. There is now regular interaction between the conservancy and IFCA teams, and several joint patrols have been undertaken.

2.0 Reported Incidents

2.1 Since 1 July, 54 incidents have been recorded:

Fatalities = 2	1 Langstone bridge - suicide 1 East Head – heart attack
Vessels Adrift = 7	2 mooring strop failure 3 canoe/kayak/tender/small craft 1 Failure of deck fitting

	1 dragged anchor
Vessels Aground = 4	2 Mechanical failure 2 nav error
Collisions/ near miss = 3	2 reports of collisions with navigation aids 1 collision between vessels
Towage = 22	11 mechanical failures (sail) 8 mechanical failures (motor) 1 due to weather 1 fouled propeller 1 dismasted
Complaints = 1	Tender set adrift
Taking on water/ sunk = 3	
Theft = 1	Theft of shackles
Miscellaneous = 11	<u>Some Examples</u> Fishing nets and gear Dog overboard Propeller wraps Unfurled sails

3.0 Bathymetric Survey

3.1 Additional bathymetric survey of a section of the Emsworth channel was undertaken following reports of shoaling on the western side of the channel. The survey did not show any areas of concern, with the survey data matching current chart data well.

4.0 Harbour Revision Order

4.1 The HRO continues to be delayed due to lack of Parliamentary time.

4.2 Work is progressing on areas for which general directions may be sought. These will be brought to the Conservancy for consideration, but initial areas of focus are:

- Speed limit reductions in certain areas of the harbour for navigational safety and protection of sensitive habitat areas from wash
- Prohibited anchoring areas for the protection of sea grasses
- Prohibition of black water discharges from vessels using the harbour

5.0 Small Craft Safety in Itchenor Reach

5.1 Significant concerns have been raised in relation to the safety of sailing dinghies transiting to and from Itchenor sailing club. Their concerns particularly single out juniors and youths, who might be at risk transiting the jetty in adverse tidal and wind conditions.

5.2 Whilst the Conservancy does not believe this to be the case, a review will be conducted to confirm whether any restrictions are required around the jetty to reduce these perceived risks to ALARP.

6.0 Solar Heritage

6.1 Solar heritage has been out of service since early October due to reliability issues caused by the solar panels and batteries reaching the end of their life span. Replacement is currently underway.

- 6.2 The Emsworth season was very successful and next season the time in Emsworth will be extended. This will alleviate some of the car parking issues in Itchenor and make the vessel more accessible to a greater number of users.
- 6.3 Plans are been developed to increase the vessel use and maximise potential revenue.

7.0 Casual harbour dues and visitors mooring fees

- 7.1 There are a significant number of craft, particularly kayaks and paddleboards that do not currently pay harbour dues. These non-payments are generally for 1 of 3 reasons; persons unaware that dues are payable; no easy way in which to make payment; a deliberate decision to evade payment.
- 7.2 For several years the conservancy team have been investigating solutions to enable payments to be made in a simpler way. To date no solution has been found, with the current harbour database provider unable to offer a simple system.
- 7.3 For the past few years a company have worked extensively with Cowes harbour to develop a QR code based system for the collection of visitors dues. This has now been up and running for several years with great success. The company are now looking to roll the system out to other harbours.
- 7.4 It is intended to have the system up and running for Chichester harbour in advance of the 2024 season. The system would provide quick and easy payment options at all key launch sites and visitor moorings around the harbour.
- 7.5 The roll out of the quick payment system will also be launched at the same time as a capped harbour dues rate for paddle craft under 4m. It is expected that a combination of the 2 measures will see a significant increase in paddle sport dues.

8.0 Prosecutions and Enforcement

- 8.1 There have been 42 written warnings for speeding or care and caution issued during the season.
- 8.2 73 vessels were served notice for non payment of harbour dues, of which 24 vessels were subsequently impounded or owners subject to legal action. The total amount of harbour dues being sought through these processes is circa 11k.
- 8.3 There are currently 3 prosecution cases progressing. Summons have been served in all 3 cases and we are awaiting court dates.
- 8.4 Details of conservancy costs have been submitted for each case and will be claimed for.

Jo Cox

Harbour Master

CHICHESTER HARBOUR CONSERVANCY**13 NOVEMBER 2023****AONB MANAGER'S REPORT****TO NOTE****1.0 News from Defra**

- 1.1 The Secretary of State for the Environment, the Rt. Hon Thérèse Coffey MP, visited Chichester Harbour on 2 August 2023 to see the BUDs trial in Itchenor. The visit was arranged by the Environment Agency, and was attended by Cllr Montyn and Robert Macdonald.
- 1.2 On 14 August 2023, the SoS hosted a virtual meeting with the AONBs when she confirmed that there were no plans to make AONBs Statutory Consultees. Instead, Defra is working to strengthen the legislative framework of the AONB Management Plans.
- 1.3 On 23 August the national Farming Protected Landscape's Team visited Chichester Harbour. The Conservancy's Officers explained about the progress made with the programme. There was a chance to meet two of the farmers that had successfully applied for funds, as well as a short trip on Solar Heritage, accompanied by Cllr Montyn, the Chairman of the FiPL Local Assessment Panel. The FiPL settlement for 2024/25 is £200,000.
- 1.4 On 5 October the Conservancy was awarded an additional £53,908 for Access for All projects (details below).
- 1.5 It is understood that the Defra consultation response to the Landscapes Review is currently with the Minister awaiting publication. These are the recommendations that the Department are going take forward.

2.0**State of Nature Report 2023****2.1**

The State of Nature report is the most comprehensive survey covering the UK, its Crown Dependencies and Overseas Territories. It is compiled by several conservation organisations. The 2023 Report was published on 27 September 2023. Since 1970, when monitoring began, the abundance of species studied declined on average by 19 per cent. The UK now has less than half of its biodiversity remaining because of human activity. The evidence from the last 50 years, presented in the State of Nature report, shows that intensive farming and the continuing effects of climate change are the two biggest drivers of nature loss. At sea, unsustainable fishing

and climate change are the major contributing factors. The UK is currently classified as one of the world's most nature-depleted countries.

3.0 Footpaths Round-up

- 3.1 On 18 August the Conservancy hosted an online Q&A with Fishbourne Parish Council and Apuldram Parish on the future of Apuldram Meadow and Footpath 3059. Members will recall the sea wall has failed at this location and the coastal footpath is currently closed. The author of the Feasibility Study from Royal Haskoning DHV was present to help answer questions. Following that session, a follow-up meeting with a working group Fishbourne Parish Council took place on 19 October 2023, with a site visit planned for 17 November 2023.
- 3.2 Resurfacing works are planned on Footpath 555 between Mill Lane and Fishbourne Meadows, and for Sheepwash Lane in West Wittering, which is part of the Salterns Way.

4.0 External Funding

- 4.1 Following a call for projects, Bird Aware Solent have agreed to fund £42,000 for boardwalks between Fishbourne Meadows and Apuldram Meadow, and £9,000 for a new educational outreach programme. However, the funding is allocated for 2025/26, so whilst this is good news, these projects will not commence for 18 months as of time of writing.
- 4.2 A bid was developed and submitted to the Species Survival Fund for £700,000 for a habitat creation project. However, it was not selected to progress with the reason given that the Fund was heavily oversubscribed.
- 4.3 Potential bids to the Species Recovery Programme and the Landscape Recovery Fund collapsed due to a lack of staff capacity to collate the information required for the bids within the time frames for applying.
- 4.4 The Conservancy has secured £53,908 from Defra's Access for All fund, the highest value grant that was available. It is intended to spend the funds on resurfacing works to the Salterns Way, as well as a Public Right of Way, a Safety Gate, and a bicycle stand at the Harbour Office. For Solar Heritage, the funds will pay for two new batteries, two new motors, and a new wheelchair lift.
- 4.5 The Friends of Chichester Harbour have once again kindly supported the Conservancy with funding. The Executive Committee approved £22,700 for new solar panels and a defibrillator for Solar Heritage, footpath improvements, and educational work. A further £7,300 is still to be

agreed with a preference for a nature conservation project. The Executive Committee also supported the regeneration of Marina Farm, Thorney Island, with a grant of £5,000 to the Chichester Harbour Trust.

5.0 Chichester Harbour Management Plans

- 5.1 Work on the one-year extension of the Chichester Harbour Management Plan (2019-2024) is on-hold pending imminent revisions to the status of the Management Plan (see 1.2). It is increasingly looking like the one-year review will entail a light touch modification of the existing Plan, rather than any wholesale changes. The extended Plan will now be presented to the Board on 29 January 2024.
- 5.2 Work on the main new Management Plan for 2025/30 will commence in early 2024, with a Chichester Harbour Users Survey, which was last undertaken in 2018.

6.0 Re-branding AONBs as National Landscapes

- 6.1 Chichester Harbour AONB will be rebranded as Chichester Harbour National Landscape from 22 November 2023. This move was initiated by the National Association of AONBs, rather than Defra.
- 6.2 The rebranding will impact on the Conservancy's social media accounts, the interpretation panels, information boards, publications, and personnel. The National Association of AONBs are awarding very small grants to help AONB Units with these changes.
- 6.3 Chichester Harbour will remain an AONB in legislation for the immediate future. The rebranding is external facing to help elevate the national importance of these landscapes.

Richard Austin
AONB Manager

CHICHESTER HARBOUR CONSERVANCY

13 NOVEMBER 2023

LANGSTONE SEA WALL

<u>TO NOTE</u>

1.0 Introduction

- 1.1 Footpath 108/56/2 includes a stretch between Langstone Mill and Wade Lane. Around 30m of brickwork sea defence collapsed into the Harbour in March 2022. Ordinarily, the authorities would have undertaken remedial work and replaced the sea wall during the following months. However, the SSSI Condition Review, published in February 2021, cited hard sea defences as a reason for the decline of saltmarsh (58% lost since 1946), resulting in an overall assessment of ‘unfavourable declining’ condition. Where like-for-like replacements may have gone relatively unchallenged in years gone-by, the report directed that Chichester Harbour needs to function like a natural estuary again, if its overall condition is to improve, which means prioritising nature-based solutions all around the SSSI.
- 1.2 Later in 2022, the authorities convened a Working Group comprising of the Conservancy, Coastal Partners, and Hampshire County Council, with Natural England and the Environment Agency acting in a supporting role. The Group meets on a quarterly basis.
- 1.3 Meanwhile, there was a growing sense of public discontentment in some quarters. Concerns were initially raised about the future of the footpath by Wade Lane. When the issue of coastal squeeze was explained, the focus then expanded to include the future of the sea wall protecting Langstone Mill Pond, and thereby future of the Pond itself.
- 1.4 It is an interesting case study of recreational access, nature conservation, differing levels of environmental designation, the inherent values placed on the location, the interpretation of information, facts and beliefs, the use of social media, and the challenges of rolling back a coastal footpath.

2.0 Developments since July 2023

- 2.1 To try and help find a way forward, the Conservancy commissioned ‘An Assessment of the Sea Wall between Langstone Mill Pond and Wade Lane’. Royal Haskoning DHV were appointed to prepare a Technical Report. This was researched over the summer with the final Report sent to the Conservancy on 23 October 2023. The Report will be published on the Coastal Partners website. A copy has been sent to Alan Mak MP.
- 2.2 Meanwhile on 27 August 2023 a protest sit-in took place on-site between 11am and 3pm, followed by a public meeting that on 28 September 2023, which was attended by the CEO and Chairman. Comparisons were made with the site at Southmoor and concerns about storm overflows from Budds Farm were also raised.
- 2.3 A member of the public has been undertaking ad-hoc and unauthorised repairs to the sea wall between the Mill and Wade Lane. The individual has been briefed by Coastal Partners and has agreed to cease this work.

3.0 Technical Report - Findings

- 3.1 The Report starts off by setting-out the background to the site, and then moves on to a condition assessment of the current sea defences. After a consideration of the site

history and cultural heritage, it considers coastal erosion and sea level rise, land use, and habitats.

- 3.2 The Report is clear that the Mill Pond, under the best-case scenario, will merge with the Harbour by 2060, due to sea level rise. It cannot be 'saved'. Therefore, it is vital that awareness levels are raised that the Mill Pond will eventually succumb to climate change. Some local people have raised concerns about the wildlife that currently use the Pond. However, just as humans need to adapt, the wildlife will too – and has been successfully doing so for centuries.
- 3.3 When discussing sea level rise with local people, there is a sense that if the status quo can be maintained until 2060, then that would be their preferred option. The issues with this are the consenting process and the costs.
- 3.4 Several options were identified in the Report:

Option	Opportunities	Constraints	PV Cost (Present Day / Whole Life)
Do Nothing	<ul style="list-style-type: none"> • No capital cost • No planning and consent requirements • Allows the coast to retreat supporting intertidal habitat creation in future 	<ul style="list-style-type: none"> • No control over timing of breach / failure of defences. • No control over location(s) of breach / failure. • No control over inland consequences (flooding) of breach / failure. • No control over foreshore consequence of breach / failure (i.e. spill of material including blockwork armouring). • Eventual loss of footpath. 	No cost in terms of interventions
Maintain	<ul style="list-style-type: none"> • No adverse effects on inland receptors (other than through ongoing sea-level rise) • Maintains existing footpath. 	<ul style="list-style-type: none"> • Unlikely to attain Natural England support due to its stance on works within SSSI. • Repeated damage returning to present day situation in relatively short timescale (5-10 years). • May require planning and consent applications. • Lose ability to sustain standard of service due to sea-level rise, increased overtopping and storm damage expected. • Continued loss of intertidal habitat. 	£144k / £863k
Improve			
Option 1 – Replace the masonry structures with a concrete seawall	<ul style="list-style-type: none"> • No adverse effects on inland receptors (ongoing sea-level rise managed through improved defences). • Maintains existing footpath. 	<ul style="list-style-type: none"> • Unlikely to attain Natural England support in light of its stance on works within SSSI. • Will require planning and consent applications. • High carbon footprint. • Continued loss of intertidal habitat. 	£4.3m / £5.2m
Option 2 – Masonry wall with upstand wall			£386k / £1.2k

Option 3 – Embankment and realignment of path			£711k / £932k
Managed Realignment			
Breach with boardwalk	<ul style="list-style-type: none"> • Likely to attain Natural England support due to its stance on works within SSSI. • Increase sediment supply by connecting stream with sea. • Control over timing of breaching • Control over location(s) of breaching • From 2050 to 2075: natural salt marsh formation. However, preparation of the site could speed up this process. • Maintains footpath via new diversion. • Board walks are adaptable and can be removed and reused easier than a bridge. • An earth bund could preserve the freshwater habitat over a longer period. • Freshwater habitat loss could be compensated locally through the creation of a new mill pond. 	<ul style="list-style-type: none"> • Requires diversion of existing footpath. • Requires control over foreshore consequences of breaching (removal of waste and formation of external creek). • Requires planning and consent applications. • Transitional habitat (which form initially after a breach) is not appreciated in the local setting. • A bridge would form a permanent structure that would require maintenance of sections B and D of the seawall. • The earth bund is only effective until salt water intrudes persistently through overtopping (predicted to be from 2050 onwards). • There is a high initial cost to the creation of the new freshwater pond, which would also require the rerouting of chalk stream. Landownership of Langstone Meadows unclear. 	£117k-£140k / NA
Breach with bridge			£111k-£132k / NA
Saltmarsh enhancement			£54k-£64k / NA
Earth bund			£33k-£40k / NA
Rerouting footpath			£38k-£86k / NA
Creating new freshwater habitat			£1m / NA
Future breach management			£16k-£32k / NA

3.5 Aside from the Do Nothing option, all inventions will require significant financial investment. Furthermore, the range are likely to be curtailed by the consenting process, which will narrow down the possibilities. Finally, it is worth noting that the actual habitat gains are likely to be made in many years to come, rather than immediately. This is because the area has been starved of sediment for generations and consequently the height of the foreshore is low, and it will take decades for the Harbour to adjust once the natural processes have been allowed to resume.

3.6 The Working Group will host a Drop-In session on this project at the Civic Centre, Havant Borough Council, on 12 December 2023, from 12 noon until 7pm. The author of the Report, the consultant from Royal Haskoning DHV, will be present.

3.7 The Conservancy now needs to discuss the findings with the Working Group and the local community. Therefore, there are no recommendations at this stage.

4.0 Recommendations

4.1 None.

Matt Briers CBE
CEO

Richard Austin
AONB Manager

CHICHESTER HARBOUR CONSERVANCY**13 NOVEMBER 2023****CHICHESTER HARBOUR INVESTMENT AND ADAPTATION PLAN****TO NOTE****1.0 Introduction**

- 1.1 Coastal Partners are currently developing a scope, refining costs and drafting a programme for a proposed Chichester Harbour Investment and Adaptation Plan (CHIAP). They are in the process of obtaining approvals from both Chichester District Council and Havant Borough Council before submitting a business case to unlock Flood Defence Grant in Aid funding from the Environment Agency to deliver the proposed CHIAP. Subject to approvals, work on the plan is expected to commence from April 2024.
- 1.2 The CHIAP will help guide the future management of Chichester Harbour's coastline and waters, addressing people, property and environmental challenges in one place. Working together with regulators, stakeholders, landowners and the community, this plan will set out adaptation options and pathways for key focus areas within the Harbour, defined by triggers for action.
- 1.3 The Chichester Harbour environment is currently in 'unfavourable, declining' condition, as evidenced by the 2021 condition review by Natural England. This is due to several pressures, including harm caused by historic coastal defences, causing coastal squeeze of intertidal saltmarsh habitat. The proposed, holistic CHIAP will aim to identify opportunities for coastal habitat creation and improvement that can help reduce this pressure and contribute towards a recovering environment.
- 1.4 The CHIAP will be developed in line with the National Flood and Coastal Erosion Risk Management (FCERM) Strategy for England, focusing on resilience and adaptation. FCERM requires an iterative and dynamic approach that can be reviewed over time in response to changing risks. Flooding and coastal change requires an adaptive approach that allows local decision makers to identify the best combination of resilience actions and triggers for these actions. The CHIAP will provide the mechanism for this.
- 1.5 The CHIAP will also consider 'stacking of benefits' and blended funding opportunities to deliver improvements on the ground as well as providing an opportunity to review and update Shoreline Management Plan policies within the Harbour. Communities and stakeholders will be at the heart of decision making through Coastal Panels involved at all stages of the Plan. A key output will be a delivery plan of short-term projects for resilient places for people and nature, which will be managed by a clearly defined delivery management group to progress, monitor, review and adjust the plan over time.

2.0 Objectives

- 2.1 The draft primary and secondary objectives are set out below. The dates are unknown as of time of writing, hence the omissions.

2.2 Draft Primary Objectives of the Plan:

- FCERM: By [date to be specified], help communities and stakeholders who live work and play within Chichester Harbour, plan and adapt to flooding and coastal change for a range of future climate scenarios, using adaptive pathways.
- ENVIRONMENT: By [date to be specified], identify projects, actions and approaches to help improve the Harbour SSSI condition; improve water quality; restore and enhance protected habitats and species, heritage and natural landscapes; enable nature recovery and incorporate nature-based flood and coastal defence solutions.

2.3 Draft Secondary Objectives of the Plan:

- By [date to be specified], owners of flood and coastal defences will understand the impacts defences have on the harbour and take responsibility for achieving flood and coastal resilience.
- By [date to be specified], we will work with farmers and landowners to help them understand their risk, opportunities, adapt their businesses and practices to be resilient to flooding and coastal change.
- By [date to be specified], review and where appropriate, change shoreline management policies to better reflect adaptive approaches to managing coastal change within Chichester Harbour.
- By [date to be specified], increase education and awareness of coastal change within the Harbour and its potential impacts to local ecosystems, communities, recreation and infrastructure.
- By [date to be specified], actively involve the community and wider stakeholders throughout the development of the adaptation plan, by undertaking appropriate and timely engagement, to achieve community support.
- By [date to be specified], deliver a plan that integrates wider HBC & CDC place making, access and amenity initiatives and promotes community wellbeing, through collaborative working (i.e., King Charles Coastal Path).

3.0 Final Comments

3.1 Coastal Partners are planning to work with stakeholders over the coming months to confirm the primary and secondary objectives for the plan and finalise the scope, prior to submission of the business case for funding. They aim to submit the business case to Environment Agency Assurance for approval in January 2024. Once funding is secured, the plan is expected to take up to three years to develop (up to April 2027), followed by final approvals.

3.2 It is acknowledged that there are several sites around the harbour, where there are issues with failing defences now and uncertainty over the correct course of action to take in the absence of a holistic harbour plan. Because of this, individual feasibility studies may still be required, alongside the development of this holistic plan. The development of CHIAP will not delay these, and once delivered, it will provide flexible adaptation pathways to guide future management decisions, identify triggers for action and a short-term package of resilience projects for both people and nature, directly developed by the community, landowners, stakeholders and regulators.

Richard Austin
AONB Manager

CHICHESTER HARBOUR CONSERVANCY

13 NOVEMBER 2023

PLANNING COMMITTEE

TO NOTE

1.0 Introduction

- 1.1 The Conservancy's Planning Committee was convened on 18 July 2023 and 16 October 2023. The next meeting is scheduled for 13 November 2023.
- 1.2 Between 1 July 2023 and 20 October 2023, the Conservancy responded to 108 planning applications. From those, the Conservancy registered Objections to 17 applications, for reasons including: overdevelopment of the site; major development adjacent to the AONB; adverse visual impact on the AONB landscape; a new dwelling outside of any defined settlement boundary; no justification provided for the felling of a tree; and a failure to conserve and enhance the natural beauty of the AONB.
- 1.3 The Planning Committee will review its Terms of Reference at its meeting of 13 November 2023, as it is required to do so on an annual basis. Any agreed changes will be presented to the Board meeting of 29 January 2024 for adoption.

2.0 Continuing Development Pressure – Urbanisation

- 2.1 The Chidham Public Inquiry references are APP/L3815/W/22/3295004 and APP/L3815/W/22/3295000 and the proposed development will entail 200 dwellings. The Conservancy objected to these developments in the strongest possible terms, by supporting the Local Planning Authority (LPA) as a Rule 6 party. These will be developments will be directly on the boundary of the AONB, will detrimentally impact on long-distance views, and they are within a proposed Wildlife Corridor. The Planning Inspector ruled in favour of both developments.
- 2.2 The regeneration of the G&R Harris site reference is APP/L3815/W/23/3318548 and entailed 103 dwellings in Southbourne. The Conservancy objected to this development as it is close to the boundary of the AONB and would result in the coalescence of settlements. After an Appeal for Non-Determination, the Planning Inspector ruled in favour of the development.
- 2.3 The Appeal into the Non-Determination of 300 dwellings in Bosham concluded on 10 October 2023, with the outcome expected in the spring of 2024. The Conservancy objected to this development as it will be directly on the boundary of the AONB and will detrimentally impact on long-distance views.

- 2.4 The Appeal into the Non-Determination of 150 dwellings east of Birdham Road concluded on 21 September. It is not known when the outcome will be. The Conservancy objected to this development as it will be directly on the boundary of the AONB. Concerns were raised about wastewater provision and flood risk.
- 2.5 In May this year, Havant Borough Council published the feedback from the 2022 Local Plan consultation on its website. This showed that the themes of the natural environment, infrastructure and climate change ranked the highest in respondent's feedback. There are several discussions currently taking place on the Plan's timescales. Meanwhile, the latest estimate for the adoption of the emerging Chichester Local Plan is late 2024, possibly 2025. Until these Plans are adopted, the landscape will continue to be subject to speculative applications.

3.0 Tournerbury Woods – A Wedding and Events Venue in the SSSI, SPA and AONB

- 3.1 The Conservancy objected to the development proposals at Tournerbury Woods for over a decade, since amongst other reasons, one of the Values of the Conservancy is to "safeguard the quiet and undeveloped nature of Chichester Harbour" (Chichester Harbour Management Plan, p9). On 31 August planning permission was granted for APP/23/00076 to regularise the wedding and events business and permit access via a new farm and woodland track to the west of Tournerbury Farm. This is different to the current access route through Tournerbury Farm.
- 3.2 Between 11 October 2023 and 17 October 2023 the developer submitted 7 (seven) Freedom of Information requests to Chichester Harbour Conservancy. No reasons were given for these requests.

4.0 Birdham Pool Marina - Houseboat

- 4.1 Birdham Pool Marina, one of the oldest marinas in the country, is owned by Aquavista. On 12 September 2023 the Conservancy was notified that a new 70ft houseboat was berthed in the Marina.
- 4.2 Bird Pool Marina is outside the Limits of the Harbour and is therefore does not require a Houseboat Licence from the Conservancy.
- 4.3 Upon initial inspection, the LPA was on the opinion that planning permission was not required. The reasons given, as of 4 October 2023, were:
- The vessel is designed as a boat for the purposes of leisure and navigation and therefore does not incur a material change of use or a build operation under Section 55 of the Town and Country Planning Act 1990.
 - For the avoidance of doubt, it has been clarified that effluent is not currently discharging and will not be discharged under any circumstances into the Marina.
 - There is no enforceable breach of planning control and so the casefile has been closed.
- 4.4 The AONB Manager promptly challenged the LPA to review this matter on the basis that:

- a) it is houseboat without a *bone fide* use for navigation, i.e. the use is not for leisure and navigation, it is a floating dwelling with the intension that it will be permanently based in the Marina;
- b) the precedent it will set, since there will potentially be limited / no control on the number of houseboats brought into the Marina, which will change the character, setting, and landscape, and other such locations;
- c) the view on wastewater is entirely inadequate, and inconsistent with on-site reports – if wastewater is going directly into the Marina it will have a detrimental impact on the SSSI; and
- d) The LPA seemed to take a firmer approach when attempts to introduce houseboats at this location by the previous owner were made in 2018.

4.5 As of time of writing, the AONB Manager is waiting for the second opinion from the LPA.

5.0 Havant Planners – Site Visits from Solar Heritage

5.1 On 8 September Planners from Havant Borough Council took part on a trip aboard Solar Heritage, so see some sites from the water. They were briefed by the AONB Manager on the multiple pressures the environment is under.

5.2 A trip on Solar Heritage has also been discussed with Chichester District Council, although a date has not yet been agreed.

6.0 Recommendations

6.1 None.

Richard Austin
AONB Manager

CHICHESTER HARBOUR CONSERVANCY

13 NOVEMBER 2023

HUMAN RESOURCES SUMMARY & UPDATE

REPORT BY THE CEO

Staff Update

- 1.1 An increase in staff illness days reported during the summer months was partly due to a prolonged illness of one staff member who has since returned to work.
- 1.2 Three resignations were reported in August.
- 1.3 The Communications Manager will be undertaking an audit of staff records, some which are stored on HR Toolkit and others that are kept in hard copy. Retention requirements will be confirmed with HR Dept.

New Appraisals Process

- 2.1 A new appraisal process which involves moving away from formal yearly performance management meetings in favour of three annual meetings with line managers was presented to the committee.
- 3.2 The HR Sub-Committee **recommends** the change in appraisal process to the Conservancy.

Accidents and Incidents

- 3.1 There were two minor workshop accidents noted during the reporting period and one dog bite incident. All have been dealt with as needed with no further actions required

CEO 100-Day Report

- 4.1 The CEO's 100-Day report was presented and discussed by the HR Sub-Committee. The Sub-Committee **recommends** that the Executive Officer should record only decisions and actions in the minutes.

Workforce Change: Uplift AONB Officer and Executive Assistant

- 5.1 The HR Sub-Committee **recommends** to support the CEO's intent to recruit 2 additional personnel subject to the confirmation of affordability by the Finance, Risk & Audit Group. No timeline for the process were set.

Recommendations

- (1) That the new appraisals process be change to 3 annual meetings.
- (2) That only the decisions and actions of the HR Sub-Committee be recorded in the minutes.
- (3) That the Conservancy supports the CEO's intent to recruit 2 additional personnel.

Matt Briers CBE
CEO

CHICHESTER HARBOUR CONSERVANCY

13 NOVEMBER 2023

SAFEGUARDING

<u>TO NOTE</u>

1.0 Introduction

- 1.1 All organisations that work with or come into contact with children and vulnerable adults should have safeguarding policies and procedures to ensure that every person, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has a right to equal protection from harm.
- 1.2 Setting up and following good safeguarding policies and procedures means children and vulnerable adults are safe from those who might pose a risk. This includes voluntary and community organisations, faith groups, private sector providers, as well as schools, hospitals, and sports clubs.
- 1.3 The Conservancy has operated an Education Service at Dell Quay since 1999, and it is estimated that since then over 150,000 children have visited Chichester Harbour on school trips. This paper is to inform the Board about our approach to safeguarding. It is for information only and all Board members should be aware of our work in this regard.
- 1.4 The Conservancy's Safeguarding Officers are Jane Latawski (Education Manager) and Matt Briers CBE (CEO). The paper outlines our approach to duty of care, and our key aims as an organisation, in this regard. The paper also details our recruitment and training procedures.
- 1.5 The accepted definition of children and vulnerable adults are:

'A child is defined as a person under the age of 18 (The Children Act 1989). A vulnerable adult is a person over 18 who is or may need community care services by reason of mental or other disability or illness.'

2.0 Duty of Care

- 2.1 All organisations which make provision for young people and vulnerable adults must ensure that:
 - the welfare of the young person or vulnerable adult is paramount.
 - safeguarding of young people and vulnerable adults is everyone's responsibility, and we all have a role to play.
 - all young people and vulnerable adults have a right to be heard and treated fairly.

- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- all staff have a responsibility to report concerns to the appropriate officers.

3.0 Safeguarding and Child Protection Policy

3.1 The Policy Aims are:

- Chichester Harbour Conservancy has a duty of care to safeguard all young people and vulnerable adults involved in any aspect of its work from harm. All staff must adhere to our Safeguarding and Child Protection Policy.
- The aim of the Conservancy's Safeguarding and Child Protection Policy is to promote good practice by:
 - providing children and young people with appropriate safety and protection.
 - allowing all staff to make informed responses to specific child protection issues.
 - ensuring that activities and sessions are carefully planned to be appropriate for the children and young people who visit.
 - ensuring that staff who have close or unsupervised contact with young people should receive an Enhanced DBS check.
 - ensuring that all staff working with children or young people are adequately trained, supervised, and understand and follow the Conservancy's Policy.

4.0 Recruitment Processes

4.1 Education Manager, Education Officers, and Team Teacher recruitment:

- Completion of an application form with information required about an applicant's past and a self-disclosure about any criminal record.
- Evidence of identity (birth certificate, passport or driving licence with photo).
- Taking up two references, confirmed through telephone contact.
- An interview preferably by two people, to include HR manager.
- An enhanced DBS (Disclosure and Barring Service) check.
- Safeguarding, and Health and Safety policies induction.

4.2 Education Volunteer recruitment:

- Completion of an application form.
- An interview with the Education Manager.
- A follow up meeting with induction checklist and volunteer agreement form to sign.
- Taking up two references, confirmed through telephone contact.
- Safeguarding and Health and Safety policies induction

5.0 Training and Monitoring

5.1 Education Centre Team (staff and volunteers):

- Annual training meeting to review procedures and group work to consider safeguarding scenarios that may occur during school and community visits.

Visiting speaker and colleagues sharing good practice, for example Clare Dobbs, Service Manager, Hampshire Outdoors, Hampshire County Council and Education volunteer Jenny Brown who delivers NSPCC 'Speak Out and Stay Safe' workshops.

- Education Manager or Education Officer available after school visits and community events so staff and volunteers can 'check in' with any concerns or incidents arising from the visit.
- Education Manager and Education Officers regularly work alongside Harbour Teachers and volunteers, observing staff practice and behaviour.

6.0 Visitors – Supervision and Responsibility

6.1 All our engagement (school visits, field trips, workshops and attending events) requires a duty of care from our staff, however the accompanying adults from the education organisation are responsible for the safety and well-being of the young people in their charge.

6.2 The government advisory body, the OEAP (Outdoor Education Advisory Panel), who provides clear and detailed guidance on visits outside the classroom, clearly defines that staff accompanying young people are responsible for their safety and wellbeing.

7.0 Work Experience Students

7.1 These 5-day work experience placements are not supervised by a member of staff from the school. The Conservancy hosts two work experience placements per year. These are supervised by the Education Manager. Conservancy staff supervise the student for each day of the placement.

7.2 Conservancy staff receive a 'Work Experience Guidance' document with advice and clear guidance. The students attend a pre-visit with the Education Officer to explain health and safety and give details of the placement. Students give details of emergency contacts for their parents and school's work experience co-ordinator.

8.0 Recommendations

8.1 None.

Matt Briers CBE
CEO

Jane Latawski
Education Manager

CHICHESTER HARBOUR CONSERVANCY

23 NOVEMBER 2023

APPLICATION FOR WORKS LICENCE

SITE ADDRESS: Bosham Quay Repair

**PROPOSED DEVELOPMENT: a) Concrete rendering of the Quay, 18m x 0.30m.
b) Removal of four timber piles.**

TO APPROVE

1.0 Introduction

1.1 Bosham Quay is owned by the Manor of Bosham & the Hundred Ltd. It is in the village of Bosham, on the Bosham Channel.

1.2 Satellite image and site photo.





- 1.3 The owner wishes to undertake maintenance of the Quay. This will entail concrete rendering repair of lost fascia at the lower southwest corner of Bosham Quay due to tidal erosion. The lost fascia repair area being approximately 18 metres in length and 30cm in height and depth.
- 1.4 The owner also wishes to salvage four 1ft by 1ft oak posts 5 metres in length currently set in the harbour mud. The timber piles are located 50 metres into the harbour from shoreline at the south end of the Thorney Island North-South runway, Thorney Channel. These are remnants of a now derelict MoD structure. Onward transportation to Bosham Quay to be recycled and installed as replacement Quay piles.

2.0 Extent of Works

- 2.1 The owner is non-committal when the works will take place.
- 2.2 Concrete Rendering:
- For the concrete rendering, the application states that the material will use fibre reinforced pumped early set concrete with the addition of an anti-washout additive.
 - Pressure wash area of damage before removal of loose material and protruding old concrete to facilitate affixing of shuttering.
 - A protective mat next being laid alongside the shuttering on the mud so as to capture any spillage from the concrete pour which will be removed before return of tide.
 - The concrete shuttering to be removed after about 72hrs.
 - The works will use a volumetric concrete mixer dispensing into small mobile concrete pump and a skip for wash out for the plant.
 - The applicant states there will be a negligible amount of disturbance to the mud within the Quay.

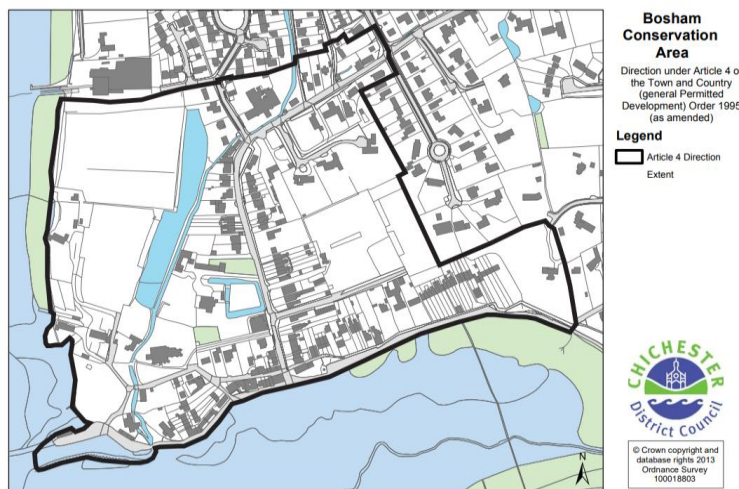
2.3 Salvage of timber piles:



- The four piles will be extracted from the mud by either lorry mounted MoD winch or by a tirfor securely attached on shore.
- On the south side of Thorney Island there will be four holes in the mud which will be collapsed after extraction and filled and smoothed by the tide thereafter.

3.0 Comment

- 3.1 The Conservancy staff have no reservations about this project. However, the onus is on the landowner to ensure that sufficient permissions and consents are in place for the project to take place.



- The applicant needs either an MMO licence or written agreement from them that the works are di minimis.
- The site is in Bosham Conservation Area, therefore planning permission is likely required from Chichester District Council.
- If the Local Planning Authority resolve that planning permission is not required, then the applicant will still need SSSI Consent since the timber piles are in the SSSI, and the Quay is on the boundary.

3.2 The granting of the Works Licence, as usual, will be on the basis that all other consents and licenses are attained.

3.3 In the absence of a work schedule, it is recommended that the works are only authorised between 1 April and 30 September, so as not to affect the period of overwintering birds. It is advised to allow 2 years for this Works Licence so as to allow sufficient time for the permissions and consents to be obtained, should they not be forthcoming by next season.

4.0 Recommendation

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

Author:

Jo Cox
Harbour Master

CHICHESTER HARBOUR CONSERVANCY ACT 1971

SECTION 45

WORKS LICENCE

To: Ashley Hatton, Estate Manager, The Manor of Bosham & the Hundred Ltd, The Quay, Bosham. PO18 8HR.

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out works comprising concrete rendering of Bosham Quay, 18m x 0.30m, and the removal of four timber piles, from the Thorney Channel.

- (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 Harbour Master and the site is to be left in a clean and tidy condition.
- (vii) The Harbour Master may revoke this Licence if it appears to that the holder of the Licence is in breach of any condition included in it.
- (viii) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents, permits, licences or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works.
- (ix) The Licensee shall give the Harbour Master at least forty-eight hours' notice of the date and time of commencement of the works.
- (x) This Licence expires on 30 September 2025.

Dated 23 November 2023.

Captain Jo Cox
Harbour Master