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6 April 2026

CHICHESTER HARBOUR CONSERVANCY

A meeting of the Chichester Harbour Conservancy will be held at **2.00 p.m. on Monday, 20 April 2026**, 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 26 January 2026

To approve the Part 1 minutes of the meeting held on 26 January 2026 (page 1).

4. Advisory Committee

To receive the Part 1 minutes of the Advisory Committee meeting held on 13 April 2026 (to follow).

5. Chairman's Update

To note the verbal report from the Chairman

6. Budget Monitor Report to 28th February 2026

To note the report from the CEO and the Finance Manager (page 6).

7. Chief Executive Officer's Primer and Dashboard

To note the reports from CEO (page 13).

8. Port Marine Safety Code

To note the report from the Harbour Master (page 16).

9. Strategy Review

To conduct a review of the Chichester Harbour Conservancy Strategy which can be accessed on the CHC website via: [CHC-Vision-2026.pdf](#)

10. Works Licence

To note the following Works and Dredging Licences which were decided under Urgent Matters Procedures:

- (i) Itchenor Sailing Club (page 19)
- (ii) Wilsons of Hayling Ltd (page 22)

11. Exclusion of Press and Public

To consider the exclusion of the press and public for 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)

12. Part 2 Minutes of the Conservancy Meeting held on 26 January 2026

To approve the Part 2 minutes of the meeting held on 26 January 2026 (page 26).

13. Advisory Committee

To receive the Part 2 minutes of the Advisory Committee held on 13 April 2026 (if any, to follow)

14. Risk Assessment

To note the updated Risk Assessment by the CEO (page 29).

15. Finance, Risk and Audit Group Minutes

The Finance, Risk & Audit Group has met once since the last meeting, on 18 March 2026. Members wishing to raise matters of strategic importance or policy arising from the meeting of the Finance, Risk and Audit Group may do so under this item (page 38).

16. Councils Update

To receive an update from the CEO (page 41).

17. Planning Service

To consider the report from the Director of Conservation (page 45).

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

Chichester Harbour Conservancy**Conservancy**

Minutes of the meeting held on 26 January 2026 at 2.00 p.m. at County Hall, Chichester.

Present – Pieter Montyn (Chairman)

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

Officers Present –

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

Observers were welcomed to the meeting.

Part 1 Minutes**Apologies for Absence**

121. Apologies for absence were received from Jeremy Hunt and Sarah Payne.

Declarations of Interests

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

Ports and Marine Facilities Safety Code (PMSC)**(i) PMSC Audit Report**

123. Monty Smedley, Designated Person, ABPmer, was introduced and gave a presentation on the audit he had undertaken on the Conservancy which evaluates the effectiveness of its marine safety management system. He explained that the Code (PMSC) had recently been updated and highlighted what had changed. Mr Smedley confirmed that he found the Conservancy to be fully compliant with the requirement of the Code. He went on to present the findings in his report which included opportunities for improvements and areas in which the organisation excelled.

124. Most things reported in the yellow category have been resolved. An application to the Department for Transport has been made to remove the Competent Harbour Authority status for Chichester Harbour as pilotage is not needed. Mr Smedley confirmed that there were more observations when compared to previous years as there were more areas in the new code.

- (ii) **Resolved** – That the Conservancy have considered the audit results from the Designated Person and agree that the harbour complies with the Ports and Marine Facilities Safety Code for 2025.

Conservancy's Annual PMSC Report

125. The HM introduced the annual PMSC report (copy appended to the signed minutes) which was noted by the Committee. A full review of the PMSC manual and plan which have been presented for alongside the annual report and once reviewed by the Duty Holder, a compliance declaration can be made to the MCA. The new format of the reports will align with the KPIs of the new safety plan.
126. The HM confirmed that the harbour continues to be safe. No significant incidents to note within the statistics presented in the report. A downward trend is observed in vessel grounding. Two medical incidents were noted as was the fire and explosion in Chichester Marina which led to a multiagency response but was contained within the marina. Trinity House audits have been completed with a physical inspection done in November 2025.
127. **Resolved** – That the Conservancy approve the updated Marine Safety Management Manual and Safety Plan as the Conservancy's formal framework for the safety management of marine operations.
128. **Resolved** – That the Conservancy formally confirm the Conservancy's compliance with the Maritime and Coastguard Agency's Ports and Marine Facilities Safety Code compliance exercise, recognising that the updated Manual and Safety Plan meet the standards required under the code.

Part 1 Minutes – 24 November 2025

129. **Resolved** – That the minutes of the meeting of the Conservancy held on 24 November 2025 be approved as a correct record and that they be signed by the Chairman.

Advisory meeting 19 January 2026

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

Chairman's Update

131. The Chairman gave a verbal update on recent happenings that included:
- Defra have launched a governance review which will be carried out by the University of Gloucestershire.
 - Announcement that Farming in Protected Landscapes (FiPL) will be funded for 3 more years. While the amount of funding is not yet known, the project which has been well received by the farming community, will continue.

- The Management Plan has been adopted by CDC but an MoU with WSCC and HCC is needed before it can be formalised at county level.
- Harbour Life and Information for Mariners are with the printers and expected to be ready in mid-February. The CHC communications team is reporting 195,000 views on social media and recruitment for harbour patrol and volunteer rangers is ongoing.

Budget Monitor Report on 30th November 2025

132. The Finance Manager presented her report with figures accurate to the end of November 2025 which was noted by the Committee. As the budget had been revised at the last meeting, there was nothing significant to note. An increase in collection of annual harbour due was offset by a decrease in the annual moorings of the same amount. The more grants have been secured since the report was compiled.
133. Members asked about the loss of income on the new jetty due to fishing boats. As this is the first year of use for the jetty, the low season demands were not yet known. It was confirmed that fisherman have always come into Chichester Harbour over winter but now come to the jetty. They are charged to use the jetty, but part of the agreement for the Sea Food Funding was that those charges do not increase for the first 3 years.
134. The FM confirmed that she is not expecting a year end variation to the staffing budget.

Chief Executive Officer's Primer and Dashboard

135. The CEO presented his one-page primer and dashboard which was noted by the Committee. The following points were highlighted:
- There were no further updates on when the draft MoU with the County Councils could be expected.
 - Complete review of job descriptions has been conducted by SMT which will put the organisation in a better place for the future.
 - On planning matters, the appeal at Tournurbury Woods appeal has been cancelled. No further updates for Yacht Haven as MMO were investigating the breach. CHC will be investigating the building of sea defences at a property in West Wittering.
 - Work on the Langstone boardwalk has stalled since the discovery of the live power cable. HCC is leading on the project, and it is understood the Highways Department need to liaise with the electricity company. The Advisory Committee expressed that they would like this project to be resolved as a matter of urgency.

136. **Action Point** – The CEO agreed to speak with Cllr Bowerman for an update on the project.

Chichester Harbour National Landscape Management Plan 2025-2030

137. The Director of Conservation (DoC) presented his report which was noted by the Committee. He confirmed that the delivery plan is a requirement for Defra funding and that it continues to be a work-in-progress document. The DoC explained that his aspiration would be that a future version of the plan would assign organisations to each area and would include costings and a traffic light system. This would then be cross referenced with the activities of the harbour and the budget and be reported on annually.
138. The DoC shared that because of feedback from the Advisory Committee (AC), changes to the focus of fishing as a recreational activity in the harbour will be revised in the plan. Blackwater discharges and the use of antifoul were also raised as concerns by the AC. The Conservancy discussed the discharging of blackwater into the harbour which is not illegal. The suggestion was that a push to change this policy at a government level was most appropriate that seeking a change via a Harbour Revision Order. The CEO has suggested a blackwater ban within 12 nautical miles with the Harbour Summit group. Members noted that the RYA are against the use of holding tanks and the group do not actively discourage the use of antifoul either.
139. Members asked about rollback opportunities that are being discussed with landowners around the harbour. The issue of insurance increases for coastal properties was raised as an ancillary concern however the DoC confirmed that habitat creation sites were only explored in areas without housing. He reminded Members that ambitions need to be high and if nothing is done, flooding will be accelerated. Updates to the plan will be presented in 2027.
140. **Action Point** – The DoC agreed to add Dark Skies and dog walking into the Management Plan.

Works Licences

141. The Committee considered the reports, which were introduced by the HM.
- (i) The Pool House, Birdham**
142. **Resolved** – That the Conservancy approve the proposed works licence at The Pool House, Birdham.
- (ii) Northney Marina**
143. **Resolved** – That the Conservancy be approve the proposed dredging licence Northney Marina.

(iii) Sparkes Marina

144. **Resolved** – That the Conservancy to approve the proposed dredging licence for Sparkes Marina.
145. It was confirmed that materials from this project were not suitable for BuDS as the timing does not correspond.

Exclusion of Press and Public

146. **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 November 2025

The minutes were approved as a correct record.

Part 2 Minutes of the Advisory Committee held on 19 January 2026

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 and Audit Group Minutes

The Conservancy noted the minutes of the Finance, Risk and Audit Group meeting held on 17 December 2025.

Planning Function

The CEO presented a report on the Planning Function of CHC which was noted by the Committee.

The Future of Solar Heritage

The CEO presented a report into the and findings from the investigation into the failed batteries of the vessel. The Committee recommended that the Conservancy approve the recommendations set out in the report.

The meeting ended at 3.42pm

Chairman

Chichester Harbour Conservancy

Budget Monitor Report To 28th February 2026

Report by the Finance Manager – To Note

1. Introduction

- 1.1 This report sets out the Conservancy's budget position for the period to 28th February comparing actual income and expenditure to the 2025-26 revised budget.
- 1.2 All income and expenditure is processed through the common fund of the Conservancy, however the budget monitor considers the budgets of the Harbour operation and Conservation operation as separate entities to support understanding.
- 1.3 Appendix 1 provides a summary of the combined year end position.

2. Harbour Budget

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

Income

- 2.2 Other Income has a projected year end variation of £11,700 (reduction). This is due to the extended period the barge has been unavailable following refit, resulting in some rechargeable works unable to complete within the financial year.
- 2.3 Harbour Dues collection, both annual and visitor, continues to exceed profile, with a projected positive variation of £7,300 at year-end.
- 2.4 Annual Moorings income has a year end variation of £6,600 (reduction) as a result of an adverse variation to the private site rental income.
- 2.5 Visitor moorings income has reduced as a result of the return of the fishing vessels to the Itchenor jetty. The projected year-end outturn has been reduced by £8,600.
- 2.6 Lease / Licence income has a positive year- end variation of £8,500. This is due to a number of factors, in particular rent reviews including provision for insurance rent plus a positive variation to income generated by the Itchenor car park.

Expenditure

- 2.7 The adverse variation to the Staffing Costs budget is largely as a result of the increasing cost of casual staff – both in terms of number of hours required and associated NI and Pension costs. However, this is offset by increased Harbour Due collection of £7300 (para 2.3 above).
- 2.8 The Maintenance budget projects a year-end underspend of £10,300, due to savings in relation to survey requirements and maintenance of the Hard.
- 2.9 The Equipment overspend and variation is due to the requirement to replace an outboard engine, not provided for within the Renewals & Repairs fund, plus replacement oilskins for Patrol.

- 2.10 Legal fees, relating to two key issues, account for the overspend to the professional services budget.
- 2.11 Projected savings to County Council Charges relate to a change to the billing of the SLA with West Sussex County Council, aligning charges to the financial year.

Transfers to/from Reserves

- 2.12 No anticipated variations.

3. Conservation Budget

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

Income

- 3.2 Other Income variation (reduction) due to loss of Solar Heritage income whilst out of service.
- 3.3 Lease/Licence positive variation, as with the Harbour budget, due to rent reviews and Itchenor car park income.

Expenditure

- 3.4 Positive variation to Staffing Costs budget largely due to external grant funding, primarily Friends and Lockheed Martin, used to fund casual teacher costs at the Education Centre.
- 3.5 The favourable variation to the Premises Costs budget is due to external grant funding, used to pay licence fees relating to the Salterns Way.
- 3.6 The positive variation on the Transportation budget relates to both Solar Heritage and vehicle repairs. The labour element of the Solar Heritage annual maintenance will be credited by the yard as part compensation for damage caused to Solar Heritage and associated loss of earnings. The vehicle repair budget has not been required in full due to the replacement of Conservation vehicles.
- 3.7 Professional Services projected overspend of £8,800 is due to legal expenses, as also identified within the Harbour budget (para 2.10).
- 3.8 Projected savings to County Council Charges relate to a change to the billing of the SLA with West Sussex County Council, aligning charges to the financial year.

Transfers to/from Reserves

- 3.9 No anticipated variations

4.0 Grants and Contributions

- 4.1 Appendix 4 details grants and other 'one-off' sources of income which have been awarded for specific purposes. The anticipated grants total is £669,000.
- 4.2 The total grant from Friends of Chichester Harbour is £28,500. £4,000 of funding for interpretation panels has been brought forward from 2024-25 and a further £12,000 has been awarded in year to support the Education Centre. £12,500 has been awarded to support the Harbour Oyster project.

- 4.3 £137,400 has been spent from the FiPL programme to date. This includes both grants awarded and the associated administrative costs.
- 4.4 DEFRA have awarded £86,900 Access for All Funding, plus additional core capital funding of £123,400.
- 4.5 Solent Seascape funds have been brought forward from the last financial year, with an additional £79,300 received in year. To date, expenditure on the project totals £68,600.
- 4.6 Bird Aware Solent has awarded £22,700 towards educational projects and installation of marker buoys at East Head. £4,700 has been spent on education, the remaining £18,000 will be carried forward to 2026-27.
- 4.7 Lockheed Martin has awarded £10,000 to support Educational (£7,000) and operation of Solar Heritage (£3,000). Both grants have been fully allocated.
- 4.8 A small amount of the EA grant, awarded in 2024-25 to fund monitoring and licensing work relating to saltmarsh restoration, was brought forward to fund final expenditure incurred in 2025-26.

Mel Belderson
Finance Manager

Budget Monitor - Combined Summary Year End Projection

Appendix 1

Chichester Harbour Conservancy
For the 11 months ended 28 February 2026

Account	Combined Budget			Harbour Budget	Conservation Budget
	Approved Budget	Year End Projection	Variance	Year End Projection	Year End Projection
Income					
DEFRA Grant	173,100	173,100	0	0.00	173,100
Other Income	263,100	246,900	(16,200)	141,800	105,100
Harbour Dues	525,000	532,300	7,300	532,300	0
Moorings Income - Annual	900,000	893,400	(6,600)	893,400	0
Moorings Income - Visitor	50,000	41,400	(8,600)	41,400	0
Lease / Licence income	232,100	244,000	11,900	197,800	46,200
Total Income	2,143,300	2,131,100	(12,200)	1,806,700	324,400
Expenditure					
Staffing Costs	1,397,000	1,392,600	4,400	830,300	562,300
Maintenance	86,900	76,600	10,300	55,200	21,400
Premises Costs	377,000	368,400	8,600	341,400	27,000
Transportation	101,600	94,500	7,100	77,000	17,500
Equipment	165,500	171,900	(6,400)	155,100	16,800
Office Supplies	75,900	77,000	(1,100)	63,300	13,700
Professional Services	201,900	227,200	(25,300)	173,500	53,700
Conservation Projects	29,600	31,600	(2,000)	0	31,600
County Council Charges	32,500	15,200	17,300	10,600	4,600
Total Expenditure	2,467,900	2,455,000	12,900	1,706,400	748,600
Surplus / (Deficit) prior to transfers to/from Reserves	(324,600)	(323,900)	700	100,300	(424,200)
Transfers to/from Reserves					
Budgeted transfers to Reserves	136,200	136,200	0	124,400	11,800
Total Transfers to/from Reserves	136,200	136,200	0	124,400	11,800
Surplus / (Deficit)	(460,800)	(460,100)	700	(24,100)	(436,000)

Budget Monitor - Harbour
Appendix 2

 Chichester Harbour Conservancy
 For the 11 months ended 28 February 2026

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Variance	Comments
				+ Additional Income - Reduced Income			
Income							
Other Income	153,500	89,120	72,318	(16,802)	141,800	(11,700)	Rechargeable works delayed to 26-27
Harbour Dues	525,000	503,210	509,392	6,182	532,300	7,300	Both visitor and annual
Moorings Income - Annual	900,000	900,000	893,317	(6,683)	893,400	(6,600)	
Moorings Income - Visitor	50,000	49,260	41,278	(7,982)	41,400	(8,600)	
Lease / Licence income	189,300	163,700	172,538	8,838	197,800	8,500	Rent reviews / Insurance Rent / Car Park
Total Income	1,817,800	1,705,290	1,688,844	(16,446)	1,806,700	(11,100)	
				- Additional Expenditure + Reduced Expenditure			
Expenditure							
Staffing Costs	811,400	743,810	758,324	(14,514)	830,300	(18,900)	Casual staff, including NI and Pension offsetting XO saving
Maintenance	65,500	56,200	46,109	10,091	55,200	10,300	Bar survey / Hards
Premises Costs	344,200	342,494	337,908	4,586	341,400	2,800	
Transportation	77,000	70,560	65,395	5,165	77,000		
Equipment	148,700	136,400	127,177	9,223	155,100	(6,400)	Small vessel outboard (not within R&R) / Fire Safety system
Office Supplies	62,900	51,670	53,306	(1,636)	63,300	(400)	
Professional Services	157,000	117,540	135,005	(17,465)	173,500	(16,500)	Legal fees
County Council Charges	23,400	23,400	10,555	12,845	10,600	12,800	Re-aligning SLA to financial year
Total Expenditure	1,690,100	1,542,074	1,533,780	8,294	1,706,400	(16,300)	
Surplus / (Deficit) prior to transfers to/from Reserves	127,700	163,216	155,064	(8,152)	100,300	(27,400)	
Transfers to/from Reserves							
Budgeted transfers to Reserves	124,400	0	0	0	124,400		
Total Transfers to/from Reserves	124,400	0	0	0	124,400		
Surplus / (Deficit)	3,300	163,216	155,064	(8,152)	(24,100)	(27,400)	

Budget Monitor - Conservation
Appendix 3

 Chichester Harbour Conservancy
 For the 11 months ended 28 February 2026

Account	Conservation Budget	Conservation Profile	Conservation Actual	Conservation Variance	Year End Projection	Projection Variance	Comments
				+ Additional Income			
				- Reduced Income			
Income							
DEFRA Grant	173,100	130,100	130,075	(25)	173,100		
Other Income	109,600	90,934	85,859	(5,075)	105,100	(4,500)	Solar Heritage
Lease / Licence income	42,800	39,030	43,130	4,100	46,200	3,400	Rent Reviews / Car Park
Total Income	325,500	260,064	259,064	(1,000)	324,400	(1,100)	
				- Additional Expenditure			
				+ Reduced Expenditure			
Expenditure							
Staffing Costs	585,600	535,687	495,851	39,836	562,300	23,300	External grants funding staff time, particularly Education team. XO saving.
Maintenance	21,400	19,630	17,683	1,947	21,400		
Premises Costs	32,800	26,238	20,626	5,612	27,000	5,800	Licence payment made by external grant
Transportation	24,600	16,570	10,617	5,953	17,500	7,100	Solar Heritage Maintenance / Vehicle Repairs
Equipment	16,800	15,440	16,765	(1,325)	16,800		
Office Supplies	13,000	11,930	14,161	(2,231)	13,700	(700)	
Professional Services	44,900	42,710	53,329	(10,619)	53,700	(8,800)	
Conservation Projects	29,600	27,107	28,260	(1,153)	31,600	(2,000)	
County Council Charges	9,100	9,100	4,524	4,576	4,600	4,500	Re-aligning SLA to financial year
Total Expenditure	777,800	704,412	661,816	42,596	748,600	29,200	
Surplus / (Deficit) prior to transfers to/from Reserves	(452,300)	(444,348)	(402,751)	41,597	(424,200)	28,100	
Transfers to/from Reserves							
Budgeted transfers to Reserves	11,800	0	0	0	11,800		
Total Transfers to/from Reserves	11,800	0	0	0	11,800		
Surplus / (Deficit)	(464,100)	(444,348)	(402,751)	41,597	(436,000)	28,100	
Less Harbour Surplus	3,300				(24,100)		
Deficit to be funded by the County Councils	(460,800)				(460,100)		

Grants and Contributions

Appendix 4

For the 11 months ended 28 February 2026

Grants / Income	2025-26					Total Grants Awarded / Income Expected (Brought Forward and Received in Year)
	Brought Forward	Received to Date	Total Brought Forward / Received	Expenditure to Date	Expected Carry forward	
Friends	4,000.00	0.00	4,000.00	22,746.00	4,000.00	28,500.00
FiPL	29,046.81	184,911.61	213,958.42	137,362.21	0.00	216,121.00
DEFRA Access for All	0.00	86,890.00	86,890.00	49,707.00	0.00	86,890.00
DEFRA Capital Funding	0.00	92,565.00	92,565.00	100,850.00	0.00	123,420.00
Solent Seascape Project *	89,011.07	79,328.00	168,339.07	68,584.55	92,000.00	168,339.07
Bird Aware Solent	0.00	22,692.00	22,692.00	4,684.00	18,008.00	22,692.00
Corporate Sponsorship (Education)	0.00	10,000.00	10,000.00	8,550.00	0.00	10,000.00
Corporate Sponsorship (Solar Heritage)	0.00	3,000.00	3,000.00	3,000.00	0.00	3,000.00
EA (Brought forward from 2024-25) **	9,958.44	0.00	9,958.44	9,958.44	0.00	9,958.44
Total	132,016.32	479,386.61	611,402.93	405,442.20	114,008.00	668,920.51

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

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

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

2 Apr 26

Conservancy

CEO Primer

Strategy

- Was approved in Apr 24.
- Due Fit for Purpose review (in agenda).

Environment/Access

- Plans/Delivery
 - 5-year Plan approved and awaiting adoption.
 - Fishbourne Footpath at Apuldram Meadow approval ongoing.
 - Further questions received from CDC and responded to.
 - Progress on Langstone remains stalled due live power cable.
 - HCC again prompted to resolve.
 - Harbour Oysters Ltd have installed oyster cages at Itchenor Jetty, Emsworth Visitor Pontoon and Emsworth Sailing Club.
 - BMF will be commencing the first phase of the oyster restoration project in the Chichester Channel on 13 Apr tbc
 - Temporary marker buoys to be laid in advance – permanent buoys once received from manufacturer.
 - The Technical Study for the footpath at Chalkdock Marsh ongoing.
- Funding
 - Development of National Lottery Heritage Fund bid for CHaPRoN projects ongoing.
 - CWA will cease shooting on CHC managed land by 18 May 26.
 - WF remains a lawful activity and shooting will continue elsewhere in the harbour with appropriate landowner consent.
- Planning paper at Part 2.

Harbour

- Shower/toilets.
- Upgrade of existing facilities due to complete W2 Apr.
- Jetty extension.
 - MMO approval received.
 - Work ongoing with Crown Estate.
- Jetty Electrification.
 - Electric vessel charging in place, domestic charging available W2 Apr.

HR

- SMT re-write and update of all Job Descriptions complete.
- 14 Seasonal Patrol Staff recruited - training complete
- 12 returning staff.

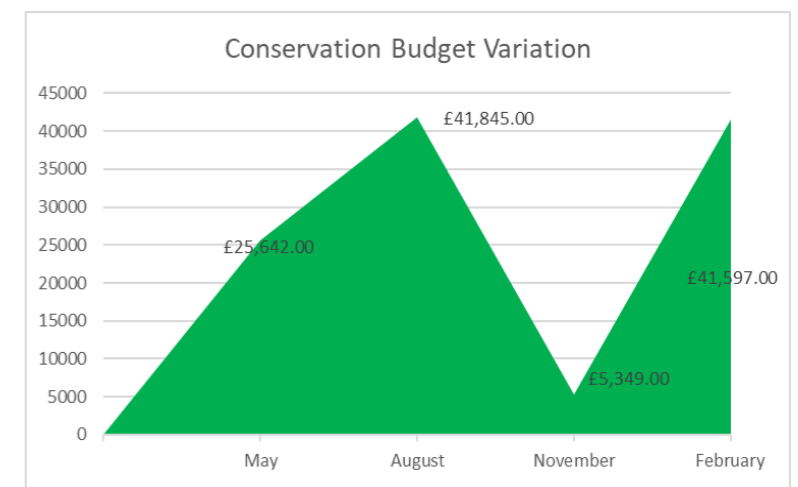
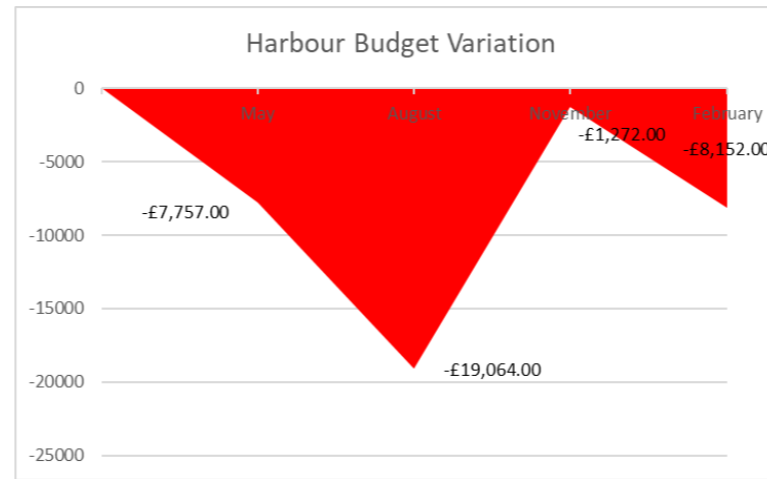
Finance

- HCC still not paid FY25/26 deficit contribution.
- Discussions ongoing WSCC/HCC reference statutory payments.
 - Letter to Councils at Part 2.
 - CEO to give update.

Matt Briers CBE
CEO

CHC Dashboard (v12)

Finance



PART 1

Risks

Descriptor	Jun 25	Nov 25	Jan 26	Mar 26	Trend
Reputation	Yellow	Yellow	Yellow	Yellow	→
Compliance	Yellow	Yellow	Yellow	Yellow	→
Finance	Orange	Orange	Orange	Orange	→
Governance	Orange	Orange	Yellow	Yellow	→
Authority	Yellow	Yellow	Yellow	Yellow	→
Personnel	Yellow	Yellow	Yellow	Yellow	→

Safety

Descriptor	Jun 25	Nov 25	Jan 26	Mar 26	Trend
WF Incidents	2	4	0	2	→
RIDDOR	0	0	0	0	→
H Incidents	58	146	15	27	→

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

Conservation Area

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

Harbour Area

Descriptor	Jun 25	Nov 25	Jan 26	Mar 26	Trend
TMoB	Green	Green	Green	Green	→
Itch Jetty	Yellow	Yellow	Yellow	Yellow	→
Itch Carpark	Green	Green	Green	Green	→
Harbour RO	Green	Green	Green	Green	→
Enforceme nt	Green	Green	Green	Green	→
SQEP	Green	Green	Green	Green	→
Maintenan ce	Yellow	Yellow	Yellow	Yellow	↘
Dept Capacity	Yellow	Green	Green	Green	→

Strategy

Our Vision for 2050

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

Fit for purpose:

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

Comms/HR Area

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

- Explore Chichester Harbour Tourist Map launched and well received at Tourism event.
- Replacement of visitor interpretation boards commenced with creation of a new design template. Boards around the harbour will be replaced in phases during 2026/7.
- New signage created to support Harbour Dues Collection.
- Comprehensive review of all organisational roles and employee job descriptions completed. This ensured that roles are better aligned to CHC objectives and workload is shared more equitably across the organization
- Gapping due to L&L post

Finance/ Leases Area

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

- Harbour unfavourable variance of £8,152 as at the end of February.
- Conservation core budget favourable variance of £41,597 as at the end of February.
- Anticipated additional grants of £668,921 by YE.
- Ongoing work on deficit recovery and grant administration has required additional effort from the Finance Manager.
- Lack of access to Land Registry and ownership details (via GIS) continues.
- Gapping of L&L post impacting SMT.
- Department leads to oversee lease/licence issues until replacement resource to oversee area.

Forward Programme

Date	Activity/Deliverable
Apr 26	CHC Audit
24 Apr 26	Team Building Day
21 May 26	Chichester Harbour Action Summit

Forward Programme (Process)

Date	Descriptor	Date	Descriptor	Date	Descriptor
13 Apr	Advisory Committee	22 Jun	Conservancy & Advisory Committee	7 Sep	Planning Committee
20 Apr	Conservancy	3 Jul	Conservancy	16 Sep	FRAG
18 May	HR Sub Committee	6 Jul	Planning Committee	28 Sep	HR Sub Committee
10 Jun	FRAG	3 Aug	Planning Committee	23 Nov	Conservancy

- Management Plan adopted by CDC. HBC stalled due to Local Plan, WSCC/HCC for other reasons.
- Work on the Climate Change Adaptation Plan to start in 2026 by Ops Manager.
- FiPL has been extended until 2029.
- Access. KCIIECP now open. Langstone footbridge still delayed (HCC leading).
- Education Service fully booked for summer. Solar Heritage back in use.
- Nature Recovery. Apuldrum Meadow project awaiting planning permission. Oyster reef due to be laid in April.
- Planning. Ongoing enforcement matters at TW and YH. Salterns Lock unresolved. Planning Committee on hold due to limited capacity. 0.5FTE Planning Officer retired.
- Secured £147k from Bird Aware Solent to resurface footpath between Dell Quay and Salterns Copse.
- DoC and NRPM working on bid to the Heritage Fund's Landscape Connections programme, worth an initial £250k.

Acronyms

Safety

WF – Workforce

RIDDOR – Reporting of Incidents, Diseases and Dangerous Occurrences Regulations

H – Harbour

Conservation

AA – Amenity Area

CHaPRoN – Chichester Harbour Protection & Recovery of Nature

DoC – Director of Conservation

FiPL – Farming in Protected Landscapes

KCIIIIECP – King Charles III England Coast Path

NRPM – Nature Recovery Partnership Manager

TW – Tournery Woods, Hayling Island

YH – Yacht Haven, Hayling Island

Harbour Area

Itch – Itchenor

HRO – Harbour Revision Order

Ems – Emsworth

SQEP – Suitably Qualified and Experienced Personnel

HSO – Harbour Support Officer

GD – General Direction

Comms

PR – Public Relations

WQ – Water Quality

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

Policy Aim 1: Improvement of the Harbour

1.1 Sustainable Water Management

1.2 Responsible Maritime Practices

1.3 Nitrates & Heavy Metals

1.4 Plastics & Forever Chemicals

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

2.1 A Safe Harbour

2.2 Sailing Clubs & Sailing Centres

2.3 Other Harbour Users

2.4 Marine-Related Businesses

Policy Aim 3: Leisure & Recreation

3.1 Health & Wellbeing

3.2 Sailing & Boating

3.3 Activities

3.4 Education & Information

Policy Aim 4: Conservation of Nature

4.1 Nature Recovery

4.2 Climate Change

4.3 A Legacy of Conservation

4.4 A Naturally Beautiful Landscape

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

CHICHESTER HARBOUR CONSERVANCY

CONSERVANCY BOARD

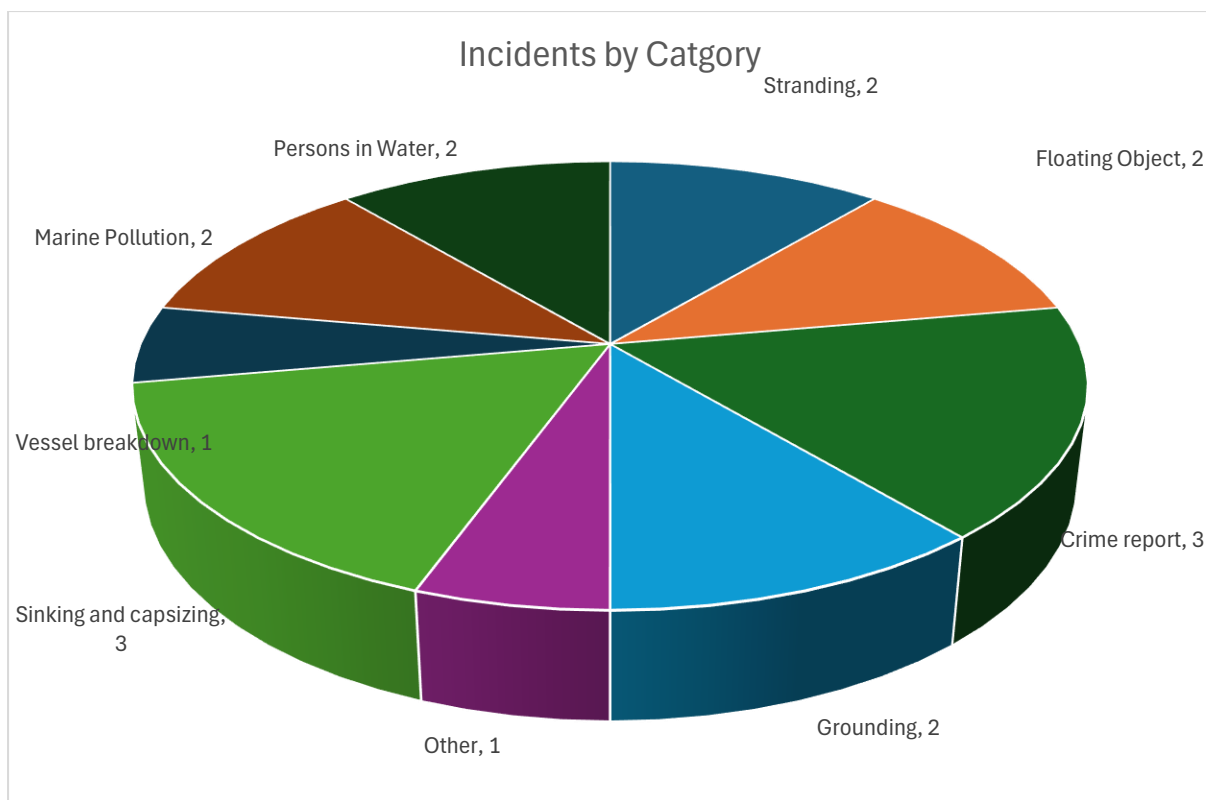
20 April 2026

HARBOUR MASTER UPDATE

TO NOTE

1 *Reported incidents*

1.1 A total of 18 incidents were reported between the 1st January and 2nd April 2026. A breakdown of these incidents are:



1.2 *Notable incidents:*

1.2.1 Marine Pollution – One trawler net and one minor diesel spill

1.2.2 Other – Potential people or drug smuggling

2.0 *Prosecutions and Enforcement*

None for 2026 season to date

Awaiting 1 trial and 1 court case for previous seasons

3.0 Ports and Marine Facilities Safety Code

3.1 CHC has completed their compliance declaration to the MCA in line with the revised PMSC.

3.2 Work is ongoing with sailing clubs, marinas and other marine facilities to raise awareness of requirements of the code and requirements for compliance.

4.0 General Directions

4.1 Work is ongoing to prepare a full set of general directions. These will be presented to the board ahead of consultation. Conservancy byelaws remain fit for purpose.

5.0 Itchenor Jetty Update

5.1 The second season of the new Itchenor Jetty is now well underway, with 8 confirmed rally bookings and a good uptake of early season visitors.

5.2 Provision of electric to the jetty has continued to be a significant frustration, with delays in delivering the additional supply capacity from the sub station to the jetty head. The electric vessel charging is now fully commissioned and the domestics will be completed in the w/c 13th April.

5.3 The toilets and showers are undergoing a full refurbishment. This is expected to complete w/c 13th April. Though still limited in number, the revised facilities will be of a high standard that complement the new jetty.

5.4 MMO approval for a 25m extension to the jetty has been received. Work is ongoing with Crown Estates to secure a change to the lease to enable installation of the extension.

6.0 Patrol Update

6.1 The 2026 season is now well underway. There was an overwhelming response to the advert for seasonal patrol staff, with a total of 71 applicants for 3 roles.

6.2 The patrol training week was undertaken between 16th and 20th March. The week built on the success of the week undertaken in the 2025 season, combining both theory and practical elements.

7.0 Barge update

7.1 Due to delays in the tendering and refit process, the barge returned to service in February.

7.2 Favourable weather has enabled good progress on the mooring work backlog, with prioritisation been given to contract work. All such work is now completed.

8.0 Solar Heritage

8.1 All revised processes, procedures and training conducted. Return to service delayed due to defective cooling fan forcing cancellation of trips over Easter period.

9.0 Patrol Vessel Tender

9.1 A tender process was undertaken for a replacement for RIB 2 in January. Four tender submissions were received from three different suppliers.

9.2 Following a full evaluation, the contract has been awarded to Arksen marine.

Jo Cox

Harbour Master

CHICHESTER HARBOUR CONSERVANCY

13 FEBRUARY 2026

APPLICATION FOR WORKS LICENSE – APPROVED UNDER URGENT MATTERS

SITE ADDRESS: Itchenor Sailing Club, Itchenor, Chichester, West Sussex, PO20 7AG.

PROPOSED DEVELOPMENT: (1) Replenishment of gravel at end of slipway (20 tonnes); and (2) Repair of access track.

1.0 Introduction

- 1.1 Itchenor Sailing Club (ISC) was established in 1927 and lies entirely within the village of Itchenor in West Sussex.
- 1.2 ISC would like to replenish the gravel at the end of the slipway and repair the access track to the west of the Sailing Club as indicated below.
- 1.3 The foreshore is leased to ISC by Chichester Harbour Conservancy.



2.0 Site Images





3.0 Method Statement

- 3.1 To repair the track running from the Hard (the shingle adjacent to the Harbour Office) to ISC, following damage caused by a delivery lorry. ISC intend to use a marine based self-binding gravel to stabilise the track and prevent spreading onto the adjacent salt marsh and mud.
- 3.2 To replenish the gravel to the sides of the main ISC slipway to protect it from erosion and make it safe for dinghy launching at low tide. The 20 tonnes of gravel for the slipway will be stockpiled at the top of the Tempest slipway (next to the ISC Jubilee Room, as indicated).
- 3.3 The dumper truck and digger will need to access via the foreshore, which is also the area being repaired.
- 3.4 The duration of works is 2 to 3 days.

4.0 CHC Officer Comments

- 4.1 ISC has requested a fast-track decision on this Works Licence application because they would like to undertake the works in March 2026.
- 4.2 The Officers have no concerns about the scope of the works, however the timing is an issue due to the presence of overwintering birds. It is therefore recommended that the works do not commence until 23 March 2026 by which time the majority of overwintering birds will have left the harbour.
- 4.3 ISC state that planning permission is not required. Although it is unlikely MMO consent would be needed for small scale works of this nature, the granting of the Works Licence would be subject to ISC getting that confirmation and any other permissions needed.

5.0 Recommendation

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

Author:

Kate Bull
Operations Manager

Richard Austin
Director of Conservation

CHICHESTER HARBOUR CONSERVANCY ACT 1971

SECTION 45 - WORKS LICENCE

To: C/o Roger Heath, Vice Commodore, Itchenor Sailing Club, Itchenor, Chichester, West Sussex, PO20 7AG.

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to (1) replenish the gravel at end of slipway (20 tonnes), and (2) repair the access track at Itchenor Sailing Club.

- (i) The works shall be carried out in a safe and secure manner, and shall not cause danger or obstruction to harbour users.
- (ii) The works shall not cause permanent damage to the sub-tidal seabed and adjacent inter-tidal habitats.
- (iii) The works are to be carried out in accordance with the plans, surveys and methodology as submitted to and approved by Chichester Harbour Conservancy, a copy of which is attached to and forms part of this License.
- (iv) The works are to be completed to the satisfaction of Chichester Harbour Conservancy.
- (v) The Licensee is to fully and effectually indemnify Chichester Harbour Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this License.
- (vi) Chichester Harbour Conservancy may revoke this License if it appears that the holder of the License is in breach of any condition included in it.
- (vii) The issue of this License does not absolve the Licensee from obtaining such authorisations, consents, permits, licenses or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works. Copies of all consents must be provided to CHC before commencement of works.
- (viii) The Licensee shall give Chichester Harbour Conservancy a minimum of 2 weeks notice of the date and time of commencement of the works.
- (ix) The works are only permitted to take place between 23 March 2026 and 30 September 2026.
- (x) This License expires on 30 September 2026.

Dated 13 February 2026.

Captain Jo Cox
Harbour Master

CHICHESTER HARBOUR CONSERVANCY

13 March 2026

APPLICATION FOR WORKS LICENSE - APPROVED UNDER URGENT MATTERS

**SITE ADDRESS: Wilsons of Hayling Ltd, Marine Walk, Hayling Island
PO11 9PG.**

PROPOSED DEVELOPMENT: Extension to existing pontoons at Wilsons Boatyard to include 1) removal of 13 swing moorings and 16 sinkers with ground chains; 2) installation of four piles; and 3) laying of 160m of new pontoon deck units.

1.0 Introduction

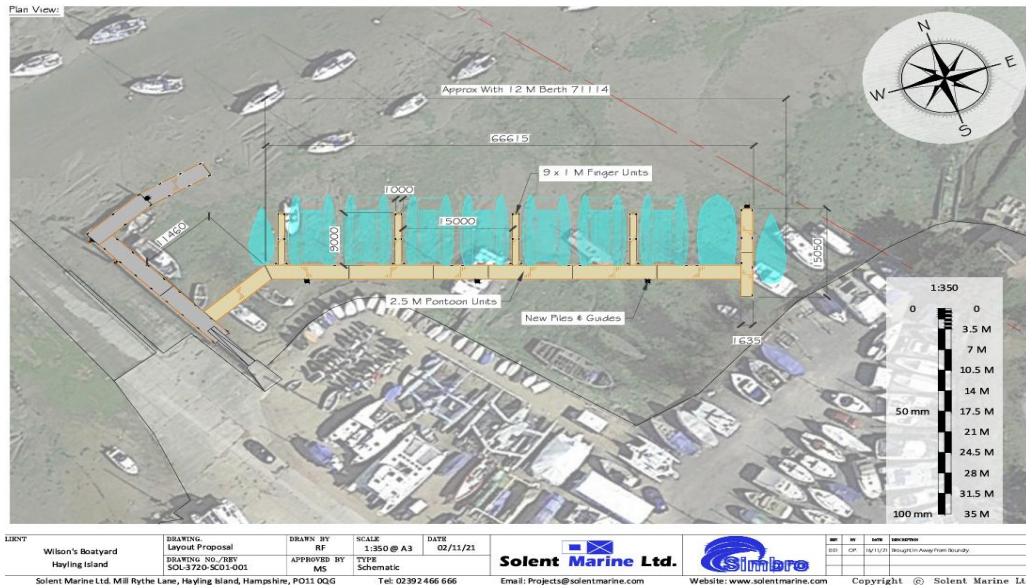
- 1.1 Wilsons of Hayling Ltd is a boatyard on the south eastern side of Hayling Island, fronting onto the sheltered Mengham Rythe. The boatyard offers sheltered tidal moorings, slipping, craning, scrubbing piles, lay-up berths, storage and brokerage.

- 1.2 Wilsons would like to install a new pontoon with float cages to be attached to the eastern side of the existing pontoon. The new floating pontoon will extend for approximately 160m, comprising 2.5 pontoon units, with 9m x 1m finger units extending in a northerly direction from the new pontoon frame. Four new piled posts will be required to support the pontoon. The extension will provide 10 berths, which will be a direct replacement for 10 existing berths, and an area of swinging mud moorings which will be relinquished. There will be no removal of mud materials. New pontoon sections will be floating. The decks are in prefabricated lengths, will be supported by float cages, and all of which will be delivered to site by road.

- 1.3 Wilsons own the foreshore where the pontoon extension will be situated.

2.0 Site Images





3.0 Method Statement

- 3.1 Mooring blocks (swing moorings, sinkers and ground chains) will be removed by a barge with a hydraulic lifting arm during incoming tides. The blocks will be placed on the barge, floated to shore and craned off to land. Old chains will be scrapped. No sediment will be excavated prior to block removal.
- 3.2 Four piles will be driven into the seabed at high tides by a percussion piling rig (using soft-start procedures) mounted on a barge that will be towed out and floated into position. The piles will be driven to a depth of 10-12m. Piling works will take place over 2 days between 01 April 2026 and 30 September 2026 between 0930 and 1430 on each day.
- 3.3 The pontoon deck units (made from galvanised steel frames with a hardwood slat surface and case aluminium deck cleats), will be fabricated in lengths. Each section will be 2.5m wide, 11.5 m long and 0.9m high. Sealed float blocks will be located at the end of each dock. The new deck will be delivered to site by road in sections and will be floated into position.
- 3.4 The duration of works is approximately 4 weeks commencing 01 April 2026 – 26 April 2026.

4.0 CHC Officer Comments

- 4.1 Wilsons of Hayling has requested a fast-track decision on this Works Licence application because they would like to undertake the works in April 2026.
- 4.2 Planning permission (APP/22/00822) and a MMO marine licence (L/2026/00042/1) have both already been granted for the works.
- 4.3 The Officers have no concerns about the scope of the works given the level of assessment that has already taken place during the planning permission and Marine licence application processes. In terms of timings, all works should be

undertaken between 01 April and 30 September 2026 in order to avoid the over-wintering bird period.

5.0 Recommendation

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

Author:

Kate Bull
Operations Manager

Richard Austin
Director of Conservation

CHICHESTER HARBOUR CONSERVANCY ACT 1971

SECTION 45 - WORKS LICENCE

To: C/o Mr D Wilson, Wilsons of Hayling, Marine Walk, Hayling Island PO11 9PG

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to (1) remove 13 swing moorings and 16 sinkers with ground chains; (2) install 4 piles; and (3) lay 160m of new pontoon deck units at Wilsons of Hayling boatyard.

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

Dated 13 March 2026.

Captain Jo Cox
Harbour Master