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12 January 2026

## CHICHESTER HARBOUR CONSERVANCY

A meeting of the Chichester Harbour Conservancy will be held at **2.00 p.m. on Monday, 26 January 2026**, at **County Hall, Chichester** to consider the agenda set below.

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

### AGENDA

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#### 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. Port Marine Safety Code**

- (i) To receive the PMSC audit report from the Conservancy's Designated Person Monty Smedley (to follow)
- (ii) To consider and approve the Conservancy's annual PMSC report, from the Harbour Master (page 1), the Marine Safety Management System Manual (page 11) and the Marine Safety Plan (page 39).

**4. Part 1 Minutes of the Meeting held on 24 November 2025**

To approve the Part 1 minutes of the meeting held on 24 November 2025 (page 45).

**5. Advisory Committee**

To receive the Part 1 minutes of the Advisory Committee meeting held on 19 January 2026 (to follow).

**6. Chairman's Update**

To note the verbal report from the Chairman

**7. Budget Monitor Report to 30<sup>th</sup> November 2025**

To note the report from the CEO and the Finance Manager (page 53).

**8. Chief Executive Officer's Primer and Dashboard**

To note the reports from CEO (page 59).

**9. Chichester Harbour Draft Delivery Plan 2025-2030**

To note the report from the Director of Conservation (page 62).

**10. Works Licence**

To consider and approve the following reports for Works and Dredging Licences:

- (i) The Pool House, Birdham (page 72)
- (ii) Northey Marina (page 77)
- (iii) Sparkes Marina (page 81)

**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.

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**PART 2 (Confidential Items)**

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

**12. Part 2 Minutes of the Conservancy Meeting held on 25 November 2025**

To approve the Part 2 minutes of the meeting held on 25 November 2025 (page 85).

**13. Advisory Committee**

To receive the Part 2 minutes of the Advisory Committee held on 19 January 2026 (if any, to follow)

**14. Risk Assessment**

To note the updated Risk Assessment by the CEO (page 89).

**15. Finance, Risk and Audit Group Minutes**

The Finance, Risk & Audit Group has met once since the last meeting, on 17 December 2025. 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 98).

**16. Planning Function**

To consider the report from the CEO (page 102).

**17. The Future of Solar Heritage**

To consider the report from the CEO (page 103).

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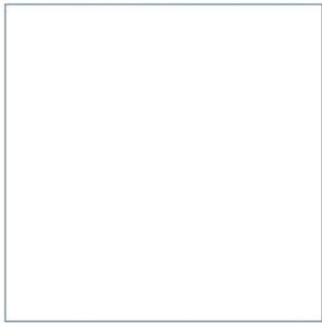
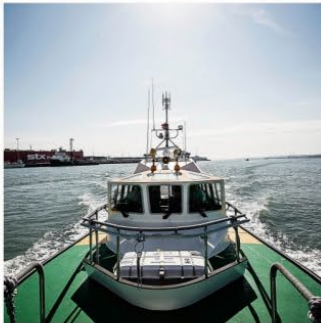
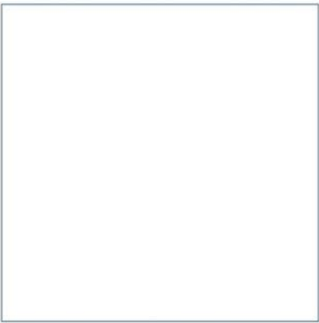
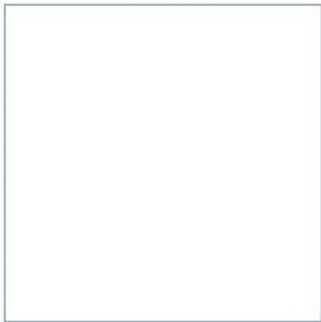
**Conservancy members:** Iain Ballantyne, Jackie Branson, Ann Briggs, Andy Briggs, Gillian Harris, Jeremy Hunt, Donna Johnson, Stephen Johnson, Robert Macdonald, Pieter Montyn (Chairman), Sarah Payne, Roger Price, Lance Quantrill, Simon Radford, Alison Wakelin.

# Chichester Harbour Conservancy

## Ports & Marine Facilities Safety Code

Audit: Chichester Harbour 2025

January 2026



Innovative Thinking - Sustainable Solutions

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# Ports & Marine Facilities Safety Code




Audit: Chichester Harbour 2025

January 2026



# Document Information

Document History and Authorisation		
<b>Title</b>	Ports & Marine Facilities Safety Code	
	Audit: Chichester Harbour 2025	
<b>Commissioned by</b>	Chichester Harbour Conservancy	
<b>Issue date</b>	January 2026	
<b>Document ref</b>	R.5074	
<b>Project no</b>	R/4593/08	
Date	Version	Revision Details
09 January 2026	1	Issued for client review
12 January 2026	2	Issued for client use

Authorised (Designated Person)	Approved (Quality Manager)	Authorised (Project Director)
Monty Smedley	Will Fellows	Gordon Osborn
		

## Suggested Citation

ABPmer, (2026). Ports & Marine Facilities Safety Code, Audit: Chichester Harbour 2025, ABPmer Report No. R.5074. A report produced by ABPmer for Chichester Harbour Conservancy, January 2026.

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# 1 The Ports & Marine Facilities Safety Code

The 'Ports & Marine Facilities Safety Code' (PMSC) commonly referred to as 'the Code' sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses or works in the UK port marine environment including those in marinas, boatyards and other marine facilities. It is authored by the UK Government, supported by the devolved administrations and representatives from across the maritime sector. Whilst the PMSC is not mandatory, these bodies have a strong expectation that all harbour authorities and marine facilities will comply. The Code is applicable both to Statutory Harbour Authorities and to marine facilities which may not have statutory powers; these are collectively referred to throughout the Code as 'Organisations' (DfT, 2025).

In reading this audit report, the Conservancy should note the following extract from the Code:

*"The Code does not contain any new legal obligations but includes, amongst other things, references to the main legal duties which exist and are relevant to many organisations. Although failure to comply with the Code is not an offence, it represents good practice as recognised by industry stakeholders. An organisation may suffer significant reputational damage if it has publicly stated compliance with the Code and subsequently fails to meet its requirements".*

(DfT, 2025)

In order to measure compliance with the Code, the table below sets out the 10 Duty Holder responsibilities, and corresponding cross-references with sections of the Code, which this audit has considered.

No	PMSC Duty Holder Responsibilities		PMSC Section Reference
1	Duty Holder	All organisations must have a Duty Holder which is accountable for compliance with the Code. The Duty Holder, whose members are typically, accountable for compliance with the Code, and their organisation's performance in ensuring safe marine operations.	1.1-1.10
2	Designated Person	All organisations must appoint a suitably qualified individual as their 'Designated Person'. This person provides independent assurance about the operation of the organisation's marine safety management system and must have direct access to the Duty Holder.	2.1-2.4
3	Legislation	The Duty Holder must be aware of and review the organisation's legal powers, duties and responsibilities based on applicable local and national legislation and seek additional powers if necessary to improve marine safety.	3.1-3.18
4	Duties and Powers	Organisations must comply with any statutory duties and responsibilities they have.	4.1-4.46
5	Risk Assessment	Organisations must ensure that risks are formally assessed and are eliminated or reduced to the lowest possible level, so far as is reasonably practicable, in accordance with good practice.	5.1-5.13
6	Marine Safety Management System	Organisations must operate an effective Marine Safety Management System (MSMS) which is based on formal risk assessment.	6.1-6.25
7	Review and Audit	Organisations must review and audit performance against applicable requirements of the Code.	7.1-7.8
8	Competence	Organisations must use people who are appropriately trained, qualified and experienced to manage marine safety.	8.1-8.4
9	Plan	Organisations must publish a marine safety plan showing how the standards in the Code will be met and produce a report assessing performance against that plan at least every 3-years.	9.1-9.7
10	Conservancy Duty	Organisations must ensure their facilities are fit for purpose and have a duty of reasonable care to ensure that any vessel can utilise them safely.	10.1-10.17



## 1.1 About the Harbour Authority

Chichester Harbour Conservancy (CHC) is a Statutory Harbour Authority (SHA) and a Local Lighthouse Authority (LLA) for Aids to Navigation. The Conservancy was established under the 'Chichester Harbour Conservancy Act, 1971'. CHC is also a Competent Harbour Authority with respect to Pilotage. The harbour limits are shown in Figure 1.

Chichester Harbour is one of the Country's most popular leisure harbours with an estimated 25,000 people enjoying its waters for racing, cruising, fishing and Paddlesport each year. The harbour is home to a large recreational fleet with approximately 10,500 leisure vessels using the harbour and its marine facilities. There are 14 sailing clubs, 6 principal marinas, around 5,200 mooring points and 2,000 marina berths and is the largest moorings harbour in Europe. The harbour has a very active dinghy sailing calendar, with many clubs providing year-round racing calendars. The harbour also has a small, but active, commercial fishing fleet. Commercial shipping is very rare and limited to the occasional tug/tow for maintenance work and maintenance dredging of marinas and boatyard berths (CHC, 2025).

The harbour is a focus for small non-powered vessels such as windsurfers, kayakers and Stand-Up-Paddleboarders (SUP). This group of harbour users has seen considerable growth in numbers during recent years, most notably from 2019 onwards. There has also been an increase in people participating in wild swimming which is an all-year-round activity. Since 2015, the harbour has been experiencing an increase in the use of Personal Watercraft (PWC) such as jet skis and jet bikes.

The harbour has numerous designations for the protection of its habitat, including, a Ramsar site, Special Protection Areas, a Special Area of Conservation, Sites of Special Scientific Interest, Sites of Importance for Nature Conservation, Local Wildlife Sites and Natures Reserves. There are 100 kilometres of public footpath with an estimation that around 1.8 million visitors to Chichester Harbour amenity area each year (CHC, 2025).



Figure 1. Harbour Limits

## 2 Purpose and Method

### 2.1 Audit scope

Chichester Harbour Conservancy (CHC) has contracted ABPmer to provide Designated Person services for Chichester Harbour. Part of this service includes the provision of annual auditing to establish if CHC is compliant with the requirements of the PMSC. The scope of the audit includes a review of the Organisation's performance against the standard laid out within the latest edition of the Code. Any aspects that do not comply with, or fully address, the requirements of the Code will be identified, and recommendations for improvement will be made.

### 2.2 Audit definitions and outcomes

#### 2.2.1 Definitions

The following definitions are used in the audit report:

**Non-compliance:** is a failure to adhere to a legal requirement such as an Act, Order or its Regulations. The PMSC requires Organisations to confirm compliance with the requirements of the Code. Therefore, PMSC audits are designed to test the requirements of the Code with any failure to comply identified as a 'non-compliance'.

**Non-conformity:** is an opportunity for the management system to improve through the identification of a requirement that is not met. Non-conformities are not regulatory but relate to the Organisation's own operational instructions which are not met or fully met. Any non-conformities identified through the audit process are identified in bold text in the report.

**Evidence:** Non-compliances and Non-conformities are identified through factual evidence sampled during the audit.

#### 2.2.2 Outcomes

The audit report uses the following outcomes:



**Non-Compliance:** a non-compliance with the requirements of the Code which are a breach of legal obligations or may compromise marine safety, environmental safety or present a significant reputational risk. Recommendations for addressing non-compliances are identified in red.



**Observation:** refers to an improvement opportunity such as an update to information, procedural change, or a non-conformity with the Organisation's operating instructions. Whilst observations are defined as improvement opportunities, addressing them may improve the overall system standard. Recommendations for addressing observations are identified in yellow.



**Satisfactory:** a system component that meets or exceeds the requirements of the Code. Items of best practice are identified in bold.

**Not applicable:** part of the Code that is not relevant to the Organisation being audited.

## 2.3 Audit date and criteria

The audit was carried out onsite at the Harbour Office, Itchenor, on 05 December 2025. The benchmarking standard used in this audit is the latest version of the PMSC and the accompanying 'A Guide to Good Practice (GtGP) on Port and Marine Facilities (MCA, 2025). The Appendix tables to this report contain the test questions and evidence, noting down compliance, non-compliance and observational remarks. The Appendix tables also identify the paragraph numbers from the PMSC (DfT, 2025) and relevant sections of the Guide to Good Practice (MCA, 2025), for cross reference purposes.

## 2.4 Auditors

The following auditors conducted this audit.

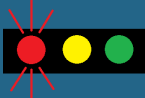


Team Member	Initials	Company, Designation
Harry Aitchison	HJA	ABPmer, Senior Maritime Consultant Internal Auditor: Quality Management Systems (QMS ISO 9001)
Monty Smedley	MJS	ABPmer, Associate Maritime Consultant Designated Person (PMSC): Chichester Harbour Conservancy Lead Auditor for Quality Management Systems (QMS ISO 9001)

## 2.5 Auditees

The following individuals participated in the audit.

Team Member	Initials	Role/Designation
Adrian Karn	AK	Deputy Harbour Master (Health & Safety)
Andy Briggs	AB	Duty Holder Conservancy Board
Jo Cox	JC	Harbour Master
Ludo Munn	LM	Lead Patrol Officer
Matt Briers CBE	MB	Chief Executive Officer
Sam Edden	SE	Harbour Support Officer

### 3 Audit Summary

Number	Ten Key Measures for Port and Marine Safety			
1	Duty Holder	0	1	12
2	Designated Person	0	0	5
3	Legislation	0	0	10
4	Duties and Powers	0	4	39
5	Risk Assessment	0	0	12
6	MSMS	0	3	23
7	Review and Audit	0	0	4
8	Competence	0	2	8
9	Plan	0	0	6
10	Conservancy Duty	0	1	18
<b>Total</b>		<b>0</b>	<b>11</b>	<b>137</b>

The summary presented in the above table identifies that, for the ten key measures required for port and marine safety, Chichester Harbour Conservancy is found to be compliant with the requirements of the PMSC. ABPmer would like to compliment the Authority's staff for their clear focus and professionalism in delivering marine safety. The following points of best practice are noted:

1. The Conservancy commissioned a full legal review of the Chichester Harbour Conservancy Acts and Orders. A Harbour Revision Order (HRO) request was submitted in April 2021 and was made in 2025. Reviewing powers and seeking changes in the form of an HRO is considered an area of best practice.
2. The Conservancy publishes a comprehensive 'Chichester Harbour Information for Mariners' guide which includes harbour safety, fishing in the harbour advice, the tide times, international arrivals/departures, area maps, local notice to mariners, and wildlife awareness for watersports. This publication is considered to be a best practice approach.
3. The Conservancy has an emergency plan, dated November 2024. The plan was last tested on 17 November 2024 as operation 'Coastal Flame'. Evidence of plan test, including multi-agency involvement provided. Multi-agency involvement in a real-world test is considered a best practice approach.
4. A sample of risk assessments was examined; all of the risk assessments were in-date at the time of audit. The risk assessment listing was created through a Hazard Identification (HAZID) exercise with harbour stakeholders. This is considered as a best practice approach.
5. MAIB digest and relevant reports are shared with harbour staff during briefings and through email circulation. Pertinent MAIB investigations are also shared with the wider port community via the Weekly Navigation Bulletins (operated between April to October); this is recognised as a best practice approach.
6. The Conservancy has a 'Compliance and Enforcement Policy', version 2, dated April 2024. The Conservancy has undertaken four prosecutions during the year and issued three Harbour Master's warnings. Use of enforcement powers is recognised as an area of best practice.
7. Proactive management of abandoned vessels reduces the risk of wrecks through actions against owners for non-payment of harbour dues. If a vessel owner fails to pay their harbour dues, the vessel is impounded and either sold through auction or crushed (vessels are always valued first,

before being disposed of). The Conservancy's management of abandoned vessels is considered to be an area of best practice.

The PMSC audit identified 11 observations relating to improvement opportunities for management consideration. The following points are selected comments; the detailed findings being presented in Appendix A. The following are noted:

- The Governance webpage details the Statutory Harbour, members of the Conservancy, and links to meetings, but does not definitively identify the Duty Holder.
- The 2025 HRO has added further powers of Special Direction and has amended the term 'Harbour Master'. The 'Compliance and Enforcement Policy' does not include this information. It is recommended that the Compliance and Enforcement Policy is updated with provisions from the 2025 HRO.
- At the time of audit, the Conservancy is listed as a Competent Harbour Authority (CHA) and it is plausible that a request could be made for the Conservancy to provide a Pilot. There is currently no provision for the Authority to provide a pilotage service, and its assessment has concluded that a Pilotage Service is no longer required. **Auditor's Note:** a removal Order has been commenced.
- The Conservancy does not attend Resilience Forum meetings and is not enrolled onto the Resilience Direct website. The Conservancy should consider establishing a routine line of communication with both Hampshire and West Sussex Council Resilience teams.
- Whilst the Conservancy has identified a set of Organisations (to which the PMSC applies as a marine facility owner and/or operator), the process of putting bridging documents in place is ongoing.
- Reporting processes referencing MGN 564 'Marine Casualty and Marine Incident Reporting' (MCA, 2019), and reporting processes to other organisations, for example, the HSE, MCA or Police, is not recorded in operating procedures.
- Staff conducting competency assessments do not hold assessor qualifications, for example, the Level 3 Certificate in Assessing Vocational Achievement (CAVA) in the workplace. Whilst this is not a requirement, it would be useful for assessing staff to hold formalised qualifications for this purpose.
- The Training Database is a bespoke Microsoft Access database, designed and implemented by a former member of staff. Maintenance of the system is difficult without specific technical skills. The system had errors when loading staff data.
- Cross-harbour cables are not documented in the harbour's Emergency Plan. Information relating to the action that should be taken if a vessel drags its anchor and catches a cable could be added to the harbour Emergency Plan, to include contact details for the asset owner.

## 4 References

Chichester Harbour Conservancy (CHC), 2025. Chichester Harbour National Landscape Management Plan 2025-2030. <https://www.conservancy.co.uk/wp-content/uploads/ch-management-plan-2025-30-phase4-v2-web.pdf>

Department for Transport (DfT), 2025. Ports & Marine Facilities Safety Code, Department for Transport. 15 April 2025.

ISO 9001: Quality Management Systems. International Organization for Standardization.

Maritime and Coastguard Agency (MCA), 2022. MGN 401 (M+F) Amendment 3 Navigation: Vessel Traffic Services (VTS) and Local Port Services (LPS) in the UK. Maritime and Coastguard Agency, 22 March 2022.

Maritime and Coastguard Agency (MCA), 2019. MGN 564 (M+F) Marine Casualty and Marine Incident Reporting. Maritime and Coastguard Agency, 21 March 2019.

Maritime and Coastguard Agency (MCA), 2025. A Guide to Good Practice on Port and Marine Facilities. Maritime and Coastguard Agency, 15 April 2025.

### 4.1 Websites

<https://friendsch.org>

<https://www.conservancy.co.uk/about-chichester-harbour-conservancy/planning>

<https://www.conservancy.co.uk/contact>

<https://www.conservancy.co.uk/notices>

<https://www.conservancy.co.uk/notices/Intm-no-02-of-2025>

<https://www.conservancy.co.uk/on-the-water/commercial-vessel-registration>

<https://www.conservancy.co.uk/on-the-water/harbour-dues-charges>

<https://www.conservancy.co.uk/on-the-water/harbour-dues-charges/harbour-dues-and-charges-current>

<https://www.conservancy.co.uk/on-the-water/harbour-plans>

<https://www.conservancy.co.uk/on-the-water/navigation-safety/towage-guidelines>

<https://www.conservancy.co.uk/on-the-water/navigation-safety/weekend-navigation-bulletin>

<https://www.conservancy.co.uk/on-the-water/water-quality/water-quality-sampling-results>

<https://www.conservancy.co.uk/our-governance>

<https://www.conservancy.co.uk/our-governance/members>

<https://www.conservancy.co.uk/page/byelaws>

<https://www.conservancy.co.uk/speeding-motor-vessels-prosecuted-and-fined>

<https://www.conservancy.co.uk/wp-content/uploads/Information-for-Mariners-2025.pdf>

<https://www.conservancy.co.uk/wp-content/uploads/May-2024-Bar-Survey.pdf>

<https://www.gov.uk/government/publications/chichester-harbour-revision-order>

<https://www.gov.uk/government/publications/port-marine-safety-code-compliant-ports>



## 5 Abbreviations/Acronyms

ALARP	As Low As Reasonably Practicable
AtoN	Aid(s) to Navigation
BPA	British Ports Association
BRM	Bridge Resource Management
CAVA	Certificate in Assessing Vocational Achievement
CBA	Cost Benefit Assessment
CBE	Commander of the Order of the British Empire
CCTV	Close-Circuit Television
CEO	Chief Executive Officer
CHA	Competent Harbour Authority
CHaPRoN	Chichester Harbour Protection and Recovery of Nature
CHC	Chichester Harbour Conservancy
Code	Ports & Marine Facilities Safety Code
CPD	Continuing Professional Development
CPI	Consumer Prices Index
DfT	Department for Transport
DGHAR	Dangerous Goods in Harbour Area Regulations
DP	Designated Person
DRA	Dynamic Risk Assessment
FRA	Formal Risk Assessment
FRAG	Finance, Risk and Audit Group
FSA	Formal Safety Assessment
GIS	Geographic Information System
GLA	General Lighthouse Authority
GtGP	Guide to Good Practice on Port Marine Operations
H&S	Health & Safety
HAZID	Hazard Identification
HDPCA	Harbour, Docks and Piers Clauses Act 1847
HR	Human Resources
HRO	Harbour Revision Order
HSE	Health and Safety Executive
IFCA	Inshore Fisheries and Conservation Authorities
IHO	International Hydrographic Organisation
IMO	International Maritime Organization
ISO	International Organization for Standardization
KPI	Key Performance Indicator
LLA	Local Lighthouse Authority
LNTM	Local Notice to Mariners
LPS	Local Port Service
LRF	Local Resilience Forum
M+F	Merchant Shipping and Fishing Vessels
MAIB	Marine Accident Investigation Branch
MARNIS	Maritime Navigation and Information Services
MCA	Maritime and Coastguard Agency
MGN	Marine Guidance Notes
MPX	Master/Pilot Exchange
MSMS	Marine Safety Management System
MSP	Marine Safety Plan
n/a	Not Applicable

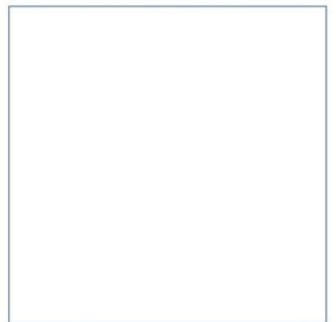
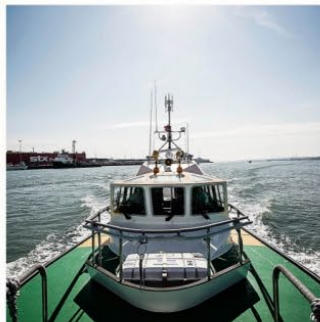
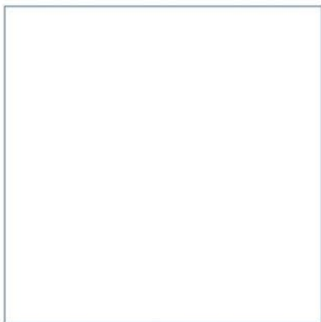
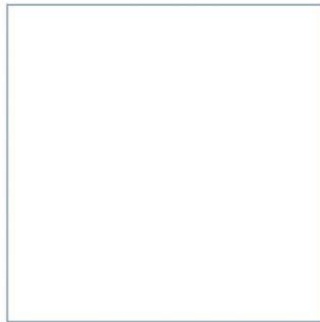


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NEBOSH	National Examination Board in Occupational Safety and Health
NOS	National Occupational Standards
NtoM	Notice to Mariners
OPRC	International Convention on Oil Pollution Preparedness, Response and Co-operation
PEC	Pilotage Exemption Certificates
PMSC	Ports & Marine Facilities Safety Code
PWC	Personal Watercraft
QMS	Quality Management System
QR	Quick Reference
RA	Risk Assessment
RIB	Rigid Inflatable Boat
SHA	Statutory Harbour Authority
SMS	Safety Management System
SOP	Standard Operating Procedure
SOSREP	Secretary of State's Representative for Maritime Salvage and Intervention
SUP	Stand-Up-Paddleboarders
UK	United Kingdom
UKHO	United Kingdom Hydrographic Office
VHF	Very High Frequency
VTs	Vessel Traffic Service

Cardinal points/directions are used unless otherwise stated.  
SI units are used unless otherwise stated.

# Appendix



Innovative Thinking - Sustainable Solutions

# A Detailed Audit Findings

## A.1 Duty Holder

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
1.1	Duty Holder	Has the Organisation appointed a Duty Holder?	<b>Satisfactory</b> – the 'Chichester Harbour Conservancy Marine Safety Management System Manual' (MSMS-M), Section 2.1, identifies that the Duty Holder is comprised of members of the Conservancy Board.		MJS_001	MJS
1.2	Duty Holder Construct	What is the construct used by the Organisation for its Duty Holder?	<b>Satisfactory</b> – in total, there are 15 'Members and Duty Holders'. This is comprised of: <ul style="list-style-type: none"> <li>4 Hampshire County Council</li> <li>4 West Sussex County Council</li> <li>3 Advisory Committee</li> <li>2 Havant Borough Council</li> <li>2 Chichester District Council</li> </ul> The following governance committees and groups are arranged: <ul style="list-style-type: none"> <li>The Finance, Risk and Audit Group (FRAG), meets 4 times a year.</li> <li>Planning Committee meets up to 12 times a year when sufficient case load is received.</li> <li>Advisory Committee meets 4 times a year.</li> <li>The Human Resources (HR) sub-Committee meets 4 times a year.</li> <li>Freedom of the Harbour sub-group meets as required (<i>circa</i> 1/2 per year).</li> </ul>		MJS_001 MJS_020  <a href="https://www.conservancy.co.uk/our-governance/members">https://www.conservancy.co.uk/our-governance/members</a>	MJS
1.3	Duty Holder Published	Has the Organisation published who the Duty Holder is and how they can be contacted?	<b>Satisfactory</b> – the MSMS-M, in Section 2.1, identifies the Duty Holder. There is a 'Contact' page on the website.  <b>Observation</b> – the Governance webpage details the Statutory Harbour, members of the Conservancy, and links to meetings, but does not definitively identify the Duty Holder.	<b>Recommend</b> – for the avoidance of doubt, it would be useful to add a statement to the 'Governance' webpage confirming who the Duty Holder is under the PMSC.	MJS_001  <a href="https://www.conservancy.co.uk/our-governance">https://www.conservancy.co.uk/our-governance</a>  <a href="https://www.conservancy.co.uk/contact">https://www.conservancy.co.uk/contact</a>	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
GtGP 1.2	Duty Holder Published	Has the Duty Holder made a clear published commitment to comply with the standards laid down in the PMSC?	<b>Satisfactory</b> – the Duty Holder has made a clear published commitment to the PMSC in its Marine Safety Plan, Section 1 'Introduction' which states: <i>"As part of its commitment to the PMSC, Chichester Harbour Conservancy has developed this Marine Safety Plan (MSP) to guide and monitor marine safety performance from 2026 to 2028"</i> .		MJS_002	MJS
1.4	Duty Holder Responsibilities	Has the Organisation laid out the responsibilities for the Duty Holder (i.e., in its MSMS)?	<b>Satisfactory</b> – the MSMS-M, Section 2.1, titled 'Duty Holder' lays out the Duty Holder's accountability.		MJS_001	MJS
		Is the Duty Holder aware of the organisation's powers, duties and responsibilities?	<b>Satisfactory</b> – the Duty Holder is aware of the organisation's powers through: <ul style="list-style-type: none"> <li>▪ Induction training on appointment to the Board.</li> <li>▪ Duty Holder Training through the British Ports Association (BPA).</li> <li>▪ Away days, run once a year.</li> <li>▪ <i>Ad hoc</i> visits and specific awareness events run by the Conservancy.</li> </ul>		MJS_015 MJS_016	MJS
		How does the Duty Holder ensure that a suitable MSMS is in place?	<b>Satisfactory</b> – the creation and maintenance of the MSMS is delegated to the Harbour Master and Harbour Team. When an update occurs to the MSMS, this is tabled with the Board. The next scheduled update is the January 2026 Conservancy Meeting.		MJS_001  Anecdotal	MJS
		Has the Duty Holder appointed a suitable Designated Person?	See this audit report, Section 2.1.		n/a	MJS
		How does the Duty Holder ensure that competent people are appointed to manage marine safety?	See this audit report, Section 8.1-8.4.		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont.  1.4	Cont.  Duty Holder Responsibilities	How does the Duty Holder ensure that appropriate resources are made available for discharging their marine safety obligations?	<b>Satisfactory</b> – the Chief Executive (CEO) can approve financial spending in line with delegated limits of authority. Limits are laid out in the Harbour Office Standing Instruction 'Purchasing' which defines spending limits and approvals. Funds are arranged into a Development Fund and a Repairs/Renewables fund. Any spending for capital items is subject to a needs case assessment, a Capital Expenditure plan, and Board Level approval. The last example (anecdotal) was a quay wall collapse in Emsworth.		MJS_017	MJS
		Does the Duty Holder publish a Marine Safety Plan (MSP)?	See this audit report, Section 9.1-9.2		n/a	MJS
		Does the Duty Holder report on the Organisation's compliance with the relevant parts of the Code to the MCA every three years	See this audit report, Section 1.8-1.10		n/a	MJS
1.5-1.7	Duty Holder Awareness	Has the Duty Holder gained an appropriate insighted into the Organisation's marine activities?	See this audit report, Section 1.4.		n/a	MJS
		Has the Duty Holder gained an appropriate insighted into the policies, procedures and MSMS?	<b>Satisfactory</b> – the Harbour Master provides a report to Board meetings on the PMSC, evidence provided from the 31 March 2025 Board Meeting, Part 1 Item 2, 'Annual PMSC Report'. Additionally, the CEO provides a round-up, evidence of Agenda Item 11 'Conservancy Dashboard'. The Director of Conservation provides a brief Conservancy matter, and the Finance Manager presents on the monetary situation, with the Communications Manager reporting on engagement and publicity.		MJS_020	MJS
		If the Organisation has a Board, has a member with relevant maritime experience been appointed as the Designated Person's contact point?	<b>Satisfactory</b> – one Member of the Conservancy (Alison Wakelin) is identified as having relevant maritime experience to be the Duty Holder contact point for the Designated Person. Additionally, one member of the Advisory is also identified (David Foster).		Anecdotal	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 1.5-1.7	Cont. Duty Holder Awareness	Has the Organisation provided the Duty Holder with awareness training relevant to the role (i.e. Duty Holder Training)?	<b>Satisfactory</b> – induction training is provided by CHC officers on first appointment to the Board. At the time of audit, all Duty Holders were recorded as having attended Duty Holder Training. Awareness tours are conducted which includes members of the Board, the last tour was on the 7 July 2025 with the theme 'a deep dive into water quality'. The awareness event was well attended with 30 people going, which included 12 Duty Holders.		MJS_015 MJS_016	MJS
1.8-1.10	Reporting Compliance	Has the Organisation responded to the Code Compliance Self-Certification exercise?	<b>Satisfactory</b> – a letter to the MCA from the Conservancy Chair regarding compliance with the Code was sent on 01 February 2021. Chichester Harbour Conservancy is listed in the DfT webpage showing 'UK port facilities confirming PMSC compliance up to 31 January 2022 which was last updated on 01 February 2022.		MJS_021  <a href="https://www.gov.uk/government/publications/port-marine-safety-code-compliant-ports">https://www.gov.uk/government/publications/port-marine-safety-code-compliant-ports</a>	MJS

## A.2 Designated Person

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.1	Designated Person (DP) Appointment	Has the Organisation appointed a DP?	<b>Satisfactory</b> – ABPmer is contracted to provide Designated Person services. Monty Smedley is the appointed Designated Person. Contact information has been circulated in the Local Notice to Mariners (LNTM), No.2 of 2025.		<a href="https://www.conservancy.co.uk/notices/Intm-no-02-of-2025">https://www.conservancy.co.uk/notices/Intm-no-02-of-2025</a>	MJS
2.2	DP Assurance Reporting	Does the DP provide assurance directly to the Duty Holder?	<b>Satisfactory</b> – the Designated Person reports annually to the Conservancy Board meeting, evidence provided from the 31 March 2025 Board Meeting, Part 1 Item 1, 'PMSC Audit Presentation'.		MJS_020	MJS
2.3	Knowledge and Understanding	Does the DP have a thorough knowledge and understanding of the Code and GtGP?	<b>Satisfactory</b> – the experience and skill set of the Designated Person was reviewed by the Duty Holder on appointment and included in the Curriculum Vita.		MJS_019	MJS
2.4	Independent Assurance	Does the Organisation embody 'independent assurance through auditing and monitoring'?	<b>Satisfactory</b> – the MSMS-M, in Section 2.2, under the heading 'Designated Person' outlines the role. In addition, the role of the Designated Person is identified in Annex C.		MJS_001	MJS
GtGP 2.2	DP Assurance Monitoring	How does the DP Monitor and audit the effective and consistent application of the Marine SMS on port marine / facility operations?	<b>Satisfactory</b> – the Designated Person is required to: <ul style="list-style-type: none"> <li>▪ Annual independent audit of the MSMS.</li> <li>▪ Annual report to Members of the Conservancy as the Duty Holder.</li> <li>▪ Annual report to the Advisory Committee.</li> </ul>		MJS_001	MJS



## A.3 Legislation

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
3.1	Legal Duties	Is the Organisation aware of its legal duties and powers relating to its marine operations?	<b>Satisfactory</b> – the MSMS-M, Section 3, demonstrates the Organisation's understanding of both national and local legislation relevant to the statutory harbours.		MJS_022 MJS_023	MJS
3.2	Legal advice	Does the Organisation have access to marine/maritime legal representation?	<b>Satisfactory</b> – the Organisation contracts expert port and marine legal advice as required, most recently example is a legislation review and Harbour Revision Order (HRO) process.		MJS_018	MJS
3.3-3.6	National Legislation	Is the Organisation aware of its legal duties under National Legislation?	<b>Satisfactory</b> – the MSMS-M, Section 3.2.1 list relevant national legislation as applicable to the Conservancy as a Harbour Authority.		MJS_001	MJS
3.7	Harbours, Docks and Piers Clauses Act 1847 (HDPCA)	Does local legislation reference the HDPCA 1847?	<b>Satisfactory</b> – the MSMS-M, Section 3.2.2 identifies that the HDPCA 1847 is incorporated into Section 4(1) of the Chichester Harbour Conservancy Act 1971.		MJS_001 MJS_022	MJS
3.8-3.9	Local Acts and Orders	Is the Organisation aware of its legal duties under local legislation?	<b>Satisfactory</b> – the MSMS-M, Section 3.2.2 cites the following local act and orders: <ul style="list-style-type: none"> <li>Chichester Harbour Conservancy Act 1971.</li> <li>The Harbour Directions (Designation of Harbour Authorities) Order 2015.</li> <li>The Chichester Harbour Revision Order 2025.</li> </ul>		MJS_001 MJS_022 MJS_023 MJS_024	MJS
		Is the Organisations area of jurisdiction mapped, clear, and sufficient to manage marine safety?	<b>Satisfactory</b> – the MSMS-M, Section 3.3 describes the limits. The MSMS-M, Annex B contains the 1971 Harbour Limits (red line) Map. The Harbour Limits from the Chichester Harbour Conservancy Act 1971, are mapped on the UK Hydrographic Office Chart, 3418. The HRO 2025, Section 11 modifies the harbour limits to include 'the harbour premises' (meaning land adjacent to the wet harbour area) occupied or administered by the Conservancy. This plan is hosted on the harbour's website.		MJS_023 MJS_063  Observation, UKHO Chart 3418  <a href="https://www.conservancy.co.uk/on-the-water/harbour-plans">https://www.conservancy.co.uk/on-the-water/harbour-plans</a>	MJS
3.10-3.12	General and Harbour Directions	Does the Organisation have powers of General Direction or Harbour Direction?	See this audit report, Section 4.19-4.22.		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
3.13-3.14	Reviewing Duties and Powers	Does the Organisation keep under review its legal powers and duties?	<b>Satisfactory</b> – the Conservancy commissioned a full legal review of the Chichester Harbour Conservancy Act 1971. A HRO was submitted in April 2021 and was made in 2025. <b>Reviewing powers and seeking changes in the form of an HRO is considered an area of best practice.</b>		MJS_013 MJS_018  <a href="https://www.gov.uk/government/publications/chichester-harbour-revision-order">https://www.gov.uk/government/publications/chichester-harbour-revision-order</a>	MJS
		Does the Organisation's review include the extent of its jurisdiction?	<b>Satisfactory</b> – the 2025 HRO, via Section 11, includes a modification to the Harbour limits.		MJS_023	MJS
		Is there a process in place for identifying new or changed legislation and incorporating it into the MSMS?	<b>Satisfactory</b> – a legal review of Duties and Powers has been completed.		MJS_013	MJS
3.15-3.18	Revising Statutory powers	If the Organisation has statutory powers, duties and responsibilities, when was the last time these were revised?	<b>Satisfactory</b> – the last HRO came into force on 11 July 2025 and is called 'The Chichester Harbour Revision Order 2025'. It provides the following key elements: <ul style="list-style-type: none"> <li>▪ Powers of General Direction</li> <li>▪ Amended Special Direction powers</li> <li>▪ Modernises terminology around vehicle, vessel, watercraft, (etc).</li> <li>▪ Modernises the terminology around Harbour Master</li> <li>▪ Powers to make certain charges.</li> <li>▪ Extension of the harbour limits to include the harbour premises.</li> </ul>		MJS_023 MJS_024	MJS

## A.4 Duties and Powers

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
4.1-4.2	Duty Of Care	Is the Organisation's Duty of Care for users of the harbour, port or facility stated?	<b>Satisfactory</b> – the Marine Safety Plan, Section 3, titled 'Management of Marine Operations' states that: <i>"The Conservancy acknowledges that it has a legal duty to conserve Chichester Harbour to ensure it is fit for use, and a duty of reasonable care that the harbour remains in a fit condition for a vessel to use it safely"</i> .		MJS_002	MJS
4.3-4.5	Assessment of Vessel Traffic Management using Marine Guidance Note (MGN) 401 (MCA, 2022)	Has a Formal Risk Assessment (FRA) been conducted into the requirement for a Vessel Traffic Service (VTS) or the level of Local Port Service (LPS) need to manage vessel traffic in the port, harbour or at the marine facility?	<b>Satisfactory</b> – vessel traffic management is provided through the following measures: <ul style="list-style-type: none"> <li>01 April to 31 October, 'summer' Local Port Service (LPS). staff available 08:00-17:00 hr, 7 days a week.</li> <li>01 November to 31 March, 'winter' LPS, staff available 09:00-16:30 hr, 5 days a week.</li> <li>Direct communication through Very High Frequency (VHF) Channel 14.</li> <li>Close-Circuit Television (CCTV) coverage of selected areas of the harbour (Emsworth, Itchenor, etc).</li> <li>Harbour Patrol operating during the Summer period with one boat used on weekdays and 2 at weekends.</li> <li>Harbour Patrol available during the Winter period for response to events and notifications.</li> <li>Powers of Special Direction.</li> <li>CHC has produced an FRA for Vessel Traffic Management, which includes reference to MGN 401 (MCA, 2022).</li> </ul> <p>The above measures are recorded as risk controls in the harbour's marine risk assessments. The risk assessments assess the requirement for vessel traffic management.</p>		MJS_027 MJS_064	MJS
4.6	Setting Dues	Process for setting dues.	See this audit report, Section 4.42-4.43.		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
4.7 GtGP 3.8	Marine Licences	Does the Organisation have powers to licence marine works?	<b>Satisfactory</b> – the Conservancy has powers to licence Harbour Works (Section 45) and Dredging (Section 46). The Conservancy's regulations and conditions for the issue and control of works and dredging licences are provided on the Conservancy's website. Ten works licence issued during 2025, all sighted during the Audit.		<a href="https://www.conservancy.co.uk/about-chichester-harbour-conservancy/planning">https://www.conservancy.co.uk/about-chichester-harbour-conservancy/planning</a>	HJA
		Does the Organisation hold any marine licences or marine licence exemption notifications?	<b>Satisfactory</b> – CHC was issued a Marine Licence for the development and extension of the Jetty at Itchenor. The works included: <ul style="list-style-type: none"> <li>▪ Removing the existing pontoon and installing a new pontoon.</li> <li>▪ Installation of five piles into the seabed.</li> <li>▪ Construction of access pontoon, landing section and ramp.</li> </ul> The licence commenced on 15 April 2024 and concluded on 14 April 2025. No other Marine Licences are held by CHC.		MJS_028	HJA
4.8	General Lighthouse Authority (GLA) consent	GLA consent to establish, remove or alter an Aid to Navigation (AtoN)?	See this audit report, Section 10.8.		n/a	MJS
4.9	Open Port Duty	Is the port or harbour subject to Open Port Duty?	<b>Satisfactory</b> – the Chichester Harbour Conservancy Act 1971 includes the provision laid out within the Harbours, Docks, Piers, Clauses Act 1847, Section 33. This is identified in the MSMS-M, Section 4.1 'Open Port Duty'.		MJS_001	MJS
4.10	Harbour Master Appointment	Does the Organisation have powers to appoint a Harbour Master and has this power been exercised?	<b>Satisfactory</b> – Conservancy meeting minutes from 24 April 2023, identify the Board Appointment of the Statutory role of Harbour Master. Additionally, the Harbour Master has been provided with an appointment letter from the Conservancy 'with an appointment as the Harbour Master within the Organisation's jurisdiction'.		MJS_029 MJS_030	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
4.11	Marine Manager or Superintendent	If the Organisation has no statutory powers to appoint a Harbour Master, is there an appointment of a similar role such as Marine Manager or Superintendent?	Not applicable – the Organisation has the power to appoint a Harbour Master.		n/a	MJS
4.12-4.15	Byelaws	Does the Organisation have powers to make Byelaws and has this power been exercised?	<p><b>Satisfactory</b> – under the 1971 Act, Section 83, CHC may make, alter or repeal byelaws. The Conservancy has two sets of Byelaws:</p> <ul style="list-style-type: none"> <li>Chichester Harbour Conservancy, Byelaws for the protection of Pilsey Island Local Nature Reserve, 1985.</li> <li>Chichester Harbour Conservancy, Byelaws relating to vessels entering using or leaving the Harbour and notes for guidance of harbour users, 1996.</li> </ul>		<p>MJS_022 MJS_031</p> <p><a href="https://www.conservancy.co.uk/page/byelaws">https://www.conservancy.co.uk/page/byelaws</a></p>	HJA
4.16-4.17	Special Directions	If the Organisation has Statutory Powers to appoint a Harbour Master, are the Harbour Master's powers of direction shown in the MSMS?	<p><b>Satisfactory</b> – the MSMS-M, Section 4.4 details the Conservancy's powers of Special Directions. This is also detailed within the Compliance and Enforcement Policy, under schedule 1, under the heading 'Special Direction'.</p> <p><b>Observation</b> – the HRO 2025 has added further powers of Special Direction and has amended the term 'Harbour Master'. The 'Compliance and Enforcement Policy' does not include this information.</p>	<p><b>Recommend</b> – update and re-issue of the Compliance and Enforcement Policy to include provisions from the HRO 2025.</p>	<p>MJS_001 MJS_022 MJS_023 MJS_032</p>	MJS
4.18	Special Directions Delegation	Have powers of Special Direction been delegated?	<b>Satisfactory</b> – the MSMS-M, Section 4.4 provides a list of officers with delegated powers.		MJS_001	MJS
4.19-4.20	General Directions	If the Organisation has Statutory Powers, are powers of General Directions available and have these been exercised?	<b>Satisfactory</b> – the HRO 2025, Section 3(1) to 3(4) provides powers of General Direction. At the time of audit, these powers had not been exercised but CHC was working on a draft set of Directions.		MJS_022	MJS
		When were General Directions last reviewed?	Not applicable – the powers of General Direction have not been exercised to date.		n/a	MJS
4.21-4.22	Harbour Directions	If the Organisation is a Harbour Authority, has it applied for Harbour Directions?	<b>Satisfactory</b> – powers of harbour directions were granted on 6 April 2015 by the DfT. These powers have not been exercised.		MJS_025	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
4.23	Dangerous Vessels	If the Organisation is a Harbour Authority, are powers to issue Dangerous Vessels Directions by the Harbour Master included in the MSMS?	<b>Satisfactory</b> – Dangerous Vessel Directions are identified in the 'Compliance and Enforcement' Policy.		MJS_032	MJS
4.24	Secretary of State's Representative for Maritime Salvage and Intervention (SOSREP)	Is the role of the SOSREP recognised by the Organisation?	<b>Satisfactory</b> – the role of the Secretary of State's Representative (SOSREP) is identified the 'Compliance and Enforcement' Policy, under the heading 'Dangerous Vessel Directions'.		MJS_032	MJS
4.25	Pilotage Competent Harbour Authority (CHA)	Has an FRA been conducted into the requirement for Pilotage? Is the Organisation a CHA?	<p><b>Satisfactory</b> – the MSMS-M, Section 4.8 states that: <i>"Chichester Harbour Conservancy is a Competent Harbour Authority (CHA) and has the authority to require pilotage. CHC assesses the risk of the movement of shipping into and out of the harbour. With no large commercial traffic other than dredgers, there are no extant pilotage directions and the movements are judged on an individual basis"</i>.</p> <p><b>Observation</b> – at the time of audit, CHC is a listed CHA and it is plausible that a request could be made for the Conservancy to provide a Pilot. There is currently no provision for the Authority to provide a pilotage service and its assessment has concluded that a Pilotage Service is no longer required. <b>Auditor's Note:</b> a removal Order has been commenced.</p>	<p><b>Recommend</b> – CHC continues to pursue a removal order with the DfT.</p>	MJS_001 MJS_025	MJS
4.26	Pilotage Directions	If the Organisation is a CHA, have Pilotage Directions been issued?	<b>Satisfactory</b> – as pilotage is not assessed to be compulsory, there are no issued Pilotage Directions.		n/a	MJS
GtGP 4.5.13	Pilotage Directions	Are pilotage directions available and regularly reviewed?	<b>Not applicable</b> – no pilotage directions are issued.		n/a	MJS
4.27 GtGP 4.5.19	Authorisation of Pilots	If the Organisation is a CHA, is the process for appointing Pilots detailed in the MSMS?	<b>Not applicable</b> – there are no authorised pilots.		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 4.27 GtGP 4.5.19	Cont. Authorisation of Pilots	Are procedures and records available for authorisation of pilots?	Not applicable – there are no authorised pilots.		n/a	MJS
4.28	Pilot Training	If the Organisation is a CHA, does the CHA implement the International Maritime Organisation (IMO) Resolution A960?	Not applicable – there are no authorised pilots.		n/a	MJS
GtGP 4.5.5	Bridge Resource Management (BRM)	Is BRM principles included in pilot training?	Not applicable – there are no authorised pilots.		n/a	MJS
GtGP 4.5.7	Pilot Assessment	Are pilots subject to regular assessment such as peer review assessment?	Not applicable – there are no authorised pilots.		n/a	MJS
GtGP 10.16.4	Master/Pilot Exchange (MPX)	Is a MPX process and template available and used?	Not applicable – there are no authorised pilots.		n/a	MJS
GtGP 4.5.14	Boarding and Landing	Are there procedures in place for pilot boarding and landing operations?	Not applicable – there are no authorised pilots.		n/a	MJS
GtGP 4.5.25	Rostering and Fatigue Management	Are there procedures in place for rostering of Pilots including fatigue management?	Not applicable – there are no authorised pilots.		n/a	MJS
GtGP 4.6.1	Pocket Guide	Is the Pilots' Pocket Guide and Checklist' made available to pilots?	Not applicable – there are no authorised pilots.		n/a	MJS
4.29	Pilot Exemption certificates (PEC)	If the Organisation is a CHA, is there a clear process for the issuing of PECs?	Not applicable – there are no issued Pilot Exemption Certificates (PECs).		n/a	MJS
4.30	Suspension or revocation of a PEC	If the Organisation is a CHA, does the CHA have formal procedures for suspension or revocation of a PEC?	Not applicable – there are no issued Pilot Exemption Certificates (PECs).		n/a	MJS
GtGP 10.16	Passage Plan	Is there a passage describing how vessels or craft would normally be expected to access the harbour or facility?	Satisfactory – CHC publishes a comprehensive guide which includes harbour safety, fishing in the harbour advice, the tide times, international arrivals/departures, area maps, local notice to mariners, and wildlife awareness for watersports. This publication is considered to be a best practice approach.		<a href="https://www.conservancy.co.uk/wp-content/uploads/Information-for-Mariners-2025.pdf">https://www.conservancy.co.uk/wp-content/uploads/Information-for-Mariners-2025.pdf</a>	MJS



PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
4.31	Towage Procedures	Have procedures for towage been put in place by the Organisation?	<b>Satisfactory</b> – towing for Conservancy staff is addressed in SOP 005 'Towing Operations' which addresses emergency and non-emergency tows. Towage training and competency checks for Authority staff conducting towage is in place.		MJS_005	MJS
4.32	Towage Risk Assessment and Consultation	Have towage procedures been risk assessed?	<b>Satisfactory</b> – towage is included in the marine risk assessments.		MJS_027	MJS
		Are suitable towage guidelines in place via consultation with stakeholders?	<b>Satisfactory</b> – towage guidance is provided annually in Local Notice to Mariners, No.2 of 2025, Section 6, 'towage'. This requires all vessels towing another vessel or structure over 12 m or total length of tow exceeding 20 m to give notice. Unusual or non-routine tows are treated as 'events' and subject to a specific risk assessment. The Conservancy issued 'Chichester Harbour Towage Guidelines', Version 1, September 2024.		MJS_033 <a href="https://www.conservancy.co.uk/on-the-water/navigation-safety/towage-guidelines">https://www.conservancy.co.uk/on-the-water/navigation-safety/towage-guidelines</a>	MJS
GtGP 4.6.6	Towage training	Is training between tug crews and pilots supported?	<b>Not applicable</b> – commercial towage providers do not operate within the harbour.		n/a	MJS
4.33	Non-Routine Towage	Is non-routine towage subject to a specific risk assessment and approval processes?>	<b>Satisfactory</b> – the Chichester Harbour Towage Guidelines state: <i>"If these tows are unusual objects or non-routine towage events the movements should be approved in advance by the Harbour Master"</i> . Local Notice to Mariners, No.2 of 2025, Section 6, 'towage' also covers non-routine towage.		MJS_033	MJS
4.34	Regulation of Tugs and Workboats	Does the Organisation have powers to register, inspect and licence commercially operated craft?	<b>Satisfactory</b> – commercial towage providers do not operate within the harbour. The Conservancy has powers under Section 38 of the Chichester Harbour Conservancy Act 1971 to licence towage.		MJS_022	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 4.34	Cont. Regulation of Tugs and Workboats	Does the Organisation run a licensing/registration scheme (i.e., voluntary or compulsory)?	<p><b>Satisfactory</b> – the following Conservancy craft are coded:</p> <ul style="list-style-type: none"> <li>Barge 'Regnum IV' (at the time of audit was in refit to Workboat 3 specification).</li> <li>The Patrol Catamaran and the passenger craft 'Solar Heritage'. Evidence seen.</li> </ul> <p>The Conservancy does not have the power within its Special Act to licence harbour workboats. The Conservancy does have powers to licence Pleasure Craft (Section 86 of the 1971 Act) and Tugs (Section 38). Chichester Harbour operates a Commercial Vessel Registration scheme, for all workboats and small commercially operated craft, including fishing vessels. Operators are requested to participate. The scheme commenced in 2021.</p> <p><b>Observation</b> – CHC could use its General Direction powers to require vessels to register.</p>	<p><b>Recommend</b> – the use of General Direction powers to require workboats to register should be reviewed.</p>	<p>MJS_022 MJS_034 MJS_035 MJS_036</p> <p><a href="https://www.conservancy.co.uk/on-the-water/commercial-vessel-registration">https://www.conservancy.co.uk/on-the-water/commercial-vessel-registration</a></p>	MJS
4.35	Environmental Duty <ul style="list-style-type: none"> <li>Section 48A of Harbours Act 1964</li> <li>Obligations under Habitats Regulations</li> <li>Environment Act 2021</li> </ul>	Does the Organisation demonstrate that it operates its functions and duties with regards to nature conservation and biodiversity requirements?	<p><b>Satisfactory</b> – the MSMS-M, Section 4.11 that the conservation of nature is a primary function of the Conservancy under the 1971 Act. It goes on to state: <i>"The harbour environment is highly protected reflecting the important habitats and species it supports. CHC carries out all its functions with special regard to the possible environmental impact, protecting from damage and pollution the marine environment and the landscape, heritage, amenity and tourism attractions of Chichester Harbour. CHC carries out all functions with regard to its statutory environmental responsibilities under the Environment Act 2021 and the Natural Environment and Rural Communities Act 2006"</i>. The Conservancy samples water quality monthly during winter and fortnightly during summer, results are presented on the Conservancy's website.</p>		<p>MJS_001 MJS_022</p> <p><a href="https://www.conservancy.co.uk/on-the-water/water-quality/water-quality-sampling-results">https://www.conservancy.co.uk/on-the-water/water-quality/water-quality-sampling-results</a></p>	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
4.37	Emergency Preparedness and Response	Are there clear requirements for declaration of dangerous goods/substances referencing the 'Dangerous Goods in Harbour Area Regulations' (DGHAR)?	<b>Satisfactory</b> – the MSMS-M, Section 4.12 comments on the carriage of dangerous goods in the harbour by vessels. In practice, there is limited scope for vessels carrying dangerous goods to use Chichester Harbour.		MJS_001	MJS
		Does the MSMS include the use of powers to prohibit entry of dangerous goods to the harbour area?	<b>Satisfactory</b> – the MSMS-M, Section 4.12 includes comment on the use of powers to prohibit entry of dangerous goods to the harbour area.		MJS_001	MJS
		Does the Organisation have an emergency Plan?	<b>Satisfactory</b> – the Conservancy has an Emergency Plan updated in November 2024.		MJS_037	MJS
		Is the emergency Plan exercised?	<b>Satisfactory</b> – the MSMS-M, Section 4.12 identifies that emergency exercises are required every two years. The plan was last tested on 17 November 2024 as operation 'Coastal Flame'. Evidence of plan test, including multi-agency involvement provided. <b>Multi-agency involvement in a real-world test is considered a best practice approach.</b>		MJS_038	MJS
4.38	Oil Pollution Response	Does the Organisation have a requirement to produce an 'OPRC Plan' under the requirements of the 'Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998 (OPRC)'.	<b>Satisfactory</b> – the Conservancy has a requirement to hold an Oil Spill Plan under the OPRC Regulations.		MJS_039	MJS
		Is there an OPRC Plan in place for the Organisation, approved by the MCA?	<b>Satisfactory</b> – the Conservancy has an Oil Pollution Response Plan valid until 31 December 2026.		MJS_039	MJS
		Is the OPRC Plan exercised?	<b>Satisfactory</b> – the last Tier 2 Oil Spill Exercise was carried out as a joint exercise with Langstone Harbour as exercise 'Double Trouble' on 26 February 2025.		MJS_040	MJS
4.39	Civil Contingencies Act 2004 Duty	If the Organisation is a Harbour Authority, does the MSMS include reference to its obligations as a Category 2 responder?	<b>Satisfactory</b> – the MSMS-M, Section 4.13 acknowledges Civil Contingences duties.		MJS_001	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
4.40-4.41	Resilience Forums	Does the MSMS include procedures covering regular contact with Category 1 responders via Local Resilience Forum (LRF) or its regional equivalent?	<p><b>Satisfactory</b> – the emergency response plan contains contact details for the West Sussex Civil Emergency Plan and the Hants Coastal, Chemical and Oil Pollution Plan. Additionally, information is available in the emergency plan with contact points for the Havant Borough Council Civil Engineering Team.</p> <p><b>Observation</b> – CHC does not attend Resilience Forum meetings or events and is not enrolled onto the Resilience Direct website.</p>	<b>Recommend</b> – CHC should consider establishing a routine line of communication with both Hampshire and West Sussex Council Resilience teams.	MJS_038	MJS
4.42	Dues	If the Organisation is a Harbour Authority, does it have a 'list of ship, passenger and goods dues?	<b>Satisfactory</b> – harbour dues are published on the Conservancy's website. The Conservancy commenced a Quick Reference (QR) Code payment method in 2024 with signage at slipways and other launch points. The QR code is linked to the Conservancy's website and harbour assist.		<a href="https://www.conservancy.co.uk/on-the-water/harbour-dues-charges">https://www.conservancy.co.uk/on-the-water/harbour-dues-charges</a>	MJS
4.43	Setting Dues	If the Organisation is a Harbour Authority, how is the level of dues set to provide sufficient resource to discharge marine safety obligations?	<b>Satisfactory</b> – increases in dues and charges are set based on Consumer Prices Index (CPI) and are discussed in the Finance, Risk and Audit Committee. The November Board meeting considers proposals for dues and charges.		<a href="https://www.conservancy.co.uk/on-the-water/harbour-dues-charges">https://www.conservancy.co.uk/on-the-water/harbour-dues-charges</a>	MJS
4.44-4.45	CHA Charges	If the Organisation is a CHA, how are 'reasonable charges' set for Pilotage Services?	<b>Not applicable</b> – whilst CHC is a CHA, it does not make Pilotage compulsory.		n/a	MJS
4.46	Other Charges and Tariffs	Has the Organisation set charges for services and the use of facilities with the issue of Terms and Conditions?	<b>Satisfactory</b> – 'other charges' are detailed on the harbour website and includes: beaching vessels, launching/recovery from CHC hards, boathouse and lockers, chains/piles, berthing alongside Itchenor Jetty and Emsworth Jetty and Dell Quay Jetty.		<a href="https://www.conservancy.co.uk/on-the-water/harbour-dues-charges/harbour-dues-and-charges-current">https://www.conservancy.co.uk/on-the-water/harbour-dues-charges/harbour-dues-and-charges-current</a>	MJS
GtGP 4.8	Diving Commercial	Is there a process for regulation and management of commercial diving?	<b>Satisfactory</b> – the Conservancy operates a dive permitting system, this is also documented in SOP 009. Evidence of the last dive permit issued for underwater marine life survey, conducted on 01 September 2025 to 04 September 2025.		MJS_001 MJS_011 MJS_041	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
GtGP 4.8.2	Diving Recreational	Does the organisation control / regulate recreational diving within its jurisdiction?	<b>Satisfactory</b> – the Conservancy does not encourage recreational diving. Local Notice to Mariners, No.2 of 2023, Section 9 'Diving' sections 'b' and 'c' provides safety information.		MJS_003	MJS
GtGP 4.8.3	Mooring & Berthing	Does the Organisation regulate the provision of mooring and berthing services?	<b>Not applicable</b> – CHC does not provide any mooring or berthing services, vessels self-moor, or marina staff provide line handling in their respective facilities.		n/a	MJS
GtGP 4.9.18	Bunkering	Does the Organisation have processes or procedures in place to control bunkering?	<b>Satisfactory</b> – bunkering locations, procedures and spill response is detailed in the Conservancy's Oil Pollution Response Plan. Many of the marinas and some boatyards provide refuelling facilities. These are subject to local Organisation risk assessment processes.		MJS_039	MJS
GtGP 4.9.18	Controlled Works	Does the Organisation have processes or procedures in place to control works (i.e., hot works)?	<b>Satisfactory</b> – a permit to work system is detailed in SOP 07 and is in place for activities considered hazardous and requiring a permit. Evidence of a permit for working at height issued during 2025 for a fisherman to repaint the name on their vessel in Emsworth Channel.		MJS_009 MJS_042	MJS

## A.5 Risk Assessment

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
5.1	Risk Assessment (RAs)	Does the Organisation carry out hazard identification and risk assessment?	<b>Satisfactory</b> – there are 40 Marine Risk Assessments, split into Hazard Categories.		MJS_027	HJA
5.2	Risk Controls	Has the risk of marine operations been assessed and a means of controlling it deployed?	<b>Satisfactory</b> – a sample of risk assessments was examined; all of the risk assessments were in-date at the time of audit. The risk assessment listing as created through a Harbour Identification (HAZID) exercise with harbour stakeholders. <b>This is considered as a best practice approach.</b>		HJA_001 HJA_002 HJA_003 HJA_004	HJA
5.3	Tolerability	Does the Organisation set a tolerability threshold?	<b>Satisfactory</b> – a tolerability threshold is set and shown in the MSMS-M, Annex C.		MJS_001	HJA
5.4-5.6	RA Framework and As Low As Reasonably Practicable (ALARP)	Does the Organisation provide a framework for delivering RAs which includes criteria (i.e., life, environment, port, damage)?	<b>Satisfactory</b> – the MSMS-M, Section 5.0 explains the Risk Assessment process, including the use of four criteria: Life, Environment, harbour operations/utility, and Physical infrastructure.		MJS_001	HJA
		Does the Organisation use the ALARP principle?	<b>Satisfactory</b> – the MSMS-M, Section 5.0 explains that CHC make marine risk assessment evaluation based on risk tolerability and the application of the ALARP principle.		MJS_001	HJA
5.7	RA Competency	How does the Organisation ensure those undertaking RA are competent?	<b>Satisfactory</b> – the Deputy Harbour Master has completed a National Examination Board in Occupational Safety and Health (NEBOSH) Occupational Health and Safety Certificate, in August 2015. All of the marine team has received in-house risk assessment training, evidence provided.		MJS_014	HJA
5.8-5.9	Formal Safety Assessment (FSA)	Has the Organisation included options in its procedures to use a cost/benefit approach?	<b>Satisfactory</b> – the MSMS-M, Section 5.1 titled 'Formal Safety Assessment' explains the five-stage assessment with step 4 as 'Cost Benefit Assessment (CBA)'. It is also stated that: <i>"In practice, most decisions made by marine professionals to implement risk controls will have clear benefit when compared to the cost. Should this not be possible, a CBA approach can be used."</i>		MJS_001	HJA

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
GtGP 5.6	Occupational H&S Risk Assessments	Does the Organisation have in place Occupational risk assessments for task-based activities?	<p><b>Satisfactory</b> – there are 74 risk assessments maintained by CHC in the following categories:</p> <ul style="list-style-type: none"> <li>▪ A: Navigation (6)</li> <li>▪ B: Public on the harbour (15)</li> <li>▪ C: Working on the harbour (7)</li> <li>▪ D: Employee activity on the harbour (12)</li> <li>▪ E: Employee activity ashore (14)</li> <li>▪ F: Single event Risk Assessments (13)</li> <li>▪ G: Fire safety Risk Assessments (7)</li> </ul>		MJS_013	HJA
5.10	RA Sharing	Does the Organisation share its risk assessments with other operators in the area? (i.e., Terminals and other Marine Facilities).	<b>Satisfactory</b> – a comprehensive Hazard Identification Workshop (HAZID) was held in October 2025, involving stakeholders from commercial operators, recreational users, sailing clubs, berth holders, and marine service providers.		MJS_027	HJA
5.11	RA Review	Does the MSMS state the review frequency for RAs?	<b>Satisfactory</b> – the MSMS-M, Section 5.2 states that: <i>"MARNIS Marine Risk Assessments are reviewed annually, following incidents, or in response to new activities, emerging threats, or trend analysis"</i> .		MJS_001	HJA
5.12	RA Stakeholders	Does the Organisation include user groups in RA review?	<b>Satisfactory</b> – the Chichester Harbour Federation representatives are provided with copies of the risk assessments. Members hold meetings in advance of the Advisory Committee meetings. The Advisory Committee meets <i>circa</i> seven days before the main Board Meeting to scrutinise the MSMS and risk assessments. Evidence noted in minutes.		<a href="https://www.conservancy.co.uk/our-governance/members">https://www.conservancy.co.uk/our-governance/members</a>	HJA
5.13	Dynamic Risk Assessment (DRA)	Does the Organisation provide a form of DRA complementary to its FRA processes?	<b>Satisfactory</b> – the MSMS-M, Section 5.3 outlines the use of DRA. The use of DRA is covered in seasonal patrol officer training, managing people training and inductions by the Hampshire Police Marine Unit. Evidenced through patrol officer training slides.		Training Slides Observational	HJA



## A.6 Marine Safety Management System

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
6.1	MSMS Introduction	Does the organisation have a MSMS?	<p><b>Satisfactory</b> – the 'Chichester Harbour Conservancy Marine Safety Management System Manual' (MSMS-M), version 1.0 was issued in January 2026. The Conservancy uses a set of Standard Operating Procedures (SOP) for its operations. The SOPs provide detail to the MSMS-M.</p> <p><b>Auditor's Note:</b> the PMSC Audit was conducted with the draft version of the MSMS-M.</p>		<p>MJS_001 MJS_003 MJS_004 MJS_005 MJS_006 MJS_007 MJS_008 MJS_009 MJS_010 MJS_011 MJS_012</p>	MJS
6.2	MSMS Policy	Are policies in place approved by the Duty Holder?	<p><b>Satisfactory</b> – the following policies are in place:</p> <ul style="list-style-type: none"> <li>Marine Safety Management Policy.</li> <li>Training Policy.</li> <li>Compliance and Enforcement Policy.</li> <li>Data Protection Policy.</li> <li>Complaints Policy.</li> </ul>		<p>MJS_032 MJS_044 MJS_045 MJS_046</p>	MJS
6.3	MSMS Demonstrating Best Practice	Can the Organisation demonstrate review of: <ul style="list-style-type: none"> <li>MAIB Reports &amp; Digests</li> <li>Sector/industry alerts</li> <li>MCA Health Checks</li> </ul>	<p><b>Satisfactory</b> – MAIB digest and relevant reports are shared with harbour staff during briefings and through email circulation. A distribution box is located outside of the staff welfare room containing recent safety publications. Pertinent MAIB investigations are also shared with the wider port community via the Weekly Navigation Bulletins (operated between April to October); <b>this is recognised as an area of best practice.</b> The Designated Person quarterly brief is circulated to Harbour Board members.</p>		MJS_047	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
6.4-6.5	MSMS Operational Procedures	Does the MSMS include standard operating procedures (SOPs) or similar?	<p><b>Satisfactory</b> – CHC uses a set of Harbour SOPs split into subject topic areas. The SOPs in place are:</p> <ul style="list-style-type: none"> <li>01: Navigation and mooring management</li> <li>02: Vessel operations</li> <li>03: Vessel maintenance</li> <li>04: Patrol operations</li> <li>05: Towing</li> <li>06: Emsworth Operations</li> <li>07: Permit to Work System</li> <li>08: Wrecks and abandoned vessels</li> <li>09: Diving operations with permit</li> <li>10: Lifejackets use and maintenance</li> </ul>		<p>MJS_003 MJS_004 MJS_005 MJS_006 MJS_007 MJS_008 MJS_009 MJS_010 MJS_011 MJS_012</p>	MJS
6.6	MSMS Implementation	Does the MSMS: ▪ Confirm roles and responsibilities?	<b>Satisfactory</b> – the MSMS-M, Annex A provides an organogram. Key roles are identified in the MSMS-M, Section 2.3 titled 'Officers and Stakeholders of the Conservancy'.		MJS_001	MJS
		Does the MSMS: ▪ Outline procedures for marine safety?	See this audit report, Section 6.4-6.5 for SOPs.		n/a	MJS
		Does the MSMS: ▪ Measure performance against targets (the organisation must have a database or system to record incidents, including near misses)?	See this audit report, Section 7.4-7.6 for KPIs and Section 6.19-6.20 for incident reporting.		n/a	MJS
		Does the MSMS: ▪ Detail how adjoining/interfacing Organisations are interacted with (i.e., a bridging document)?	<p><b>Satisfactory</b> – CHC has identified 39 list adjoining/interfacing Organisations. A separate list is held and evidenced during the audit. The MSMS-M, Section 6.4 provides a summary of the Organisations by type and the documents identified as 'bridging documents'.</p> <p><b>Observation</b> – whilst CHC has identified a set of Organisations, the process of putting bridging documents in place is not complete.</p>	<b>Recommend</b> – progress bridging documents with Organisations as identified in the Organisation List.	<p>MJS_001 MJS_048</p>	MJS
		Does the MSMS: ▪ Reference relevant emergency response plans?	<b>Satisfactory</b> – the MSMS-M, Section 4.12 identifies Chichester Harbour's Emergency Plan.		MJS_001	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 6.6	Cont. MSMS Implementation	Does the MSMS: ▪ Include a provision for internal audits?	<b>Satisfactory</b> – the MSMS-M, Section 7.0 covers the review and audit process.		MJS_001	MJS
6.7	MSMS Statement	Is a statement about the standard of the Organisation's performance against its MSMS included in the Annual Report?	<b>Satisfactory</b> – a statement about the standard of the Organisation's PMSC performance is included in the Designated Person's report to the Duty Holder, evidence of the minutes of the meeting held on Monday 31 March 2025.		MJS_020	MJS
6.8	MSMS Accountability	Does the MSMS assign responsibility for Conservancy Duties?	<b>Satisfactory</b> – the MSMS-M, Annex A, identifies the staff structure. Section 2.1 under the heading 'Officers and Stakeholders of the Conservancy' states that: <i>"The day-to-day execution of Chichester Harbour Conservancy's marine safety policies and procedures is the responsibility of its officers and stakeholders"</i> .		MJS_001	MJS
6.9	MSMS Accountability CEO	Does the MSMS define CEO accountability and responsibilities?	<b>Satisfactory</b> – the MSMS-M, Section 2.3, under the title 'Officers and Stakeholders of the Conservancy' identifies the Chief Executive (CEO) role. Responsibilities are assigned in job descriptions, evidence seen.		MJS_001 MJS_049	MJS
6.10-6.11	MSMS Accountability Harbour Master	Does the MSMS define Harbour Master responsibilities?	<b>Satisfactory</b> – the MSMS-M, Section 2.3, under the title 'Officers and Stakeholders of the Conservancy' identifies the Harbour Master role and Deputy Harbour Master. Job descriptions for the Harbour Master and Deputy Harbour Master provided as evidence of assigned responsibility.		MJS_001 MJS_050 MJS_051	MJS
6.12	MSMS Accountability Officers	Does the MSMS define the appointment of Officers and their delegated powers, duties and responsibilities?	<b>Satisfactory</b> – the MSMS-M, Section 2.3, under the title 'Officers and Stakeholders of the Conservancy' identifies the Conservancy Employees and Harbour Users.		MJS_001	MJS
6.13	Reporting to the Duty Holder	Does an officer with delegated responsibilities for safety attend Duty Holder meetings?	<b>Satisfactory</b> – the Harbour Master provides a report to Board meetings on the PMSC, evidence provided from the 31 March 2025 Board Meeting, Part 1 Item 2, 'Annual PMSC Report'. Additionally, the CEO provides a round-up, evidence of Agenda Item 11 'Conservancy Dashboard'.		MJS_020	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
6.14-6.15	Stakeholder Engagement & Consultation	Does the Organisation hold regular stakeholder engagement (i.e., forums).	<p><b>Satisfactory</b> – consultation is detailed in the MSMS-M, Section 6.3. Consultation is carried out primarily through the Advisory Committee (which is a statutory requirement). Advisory attendee Organisations include:</p> <ul style="list-style-type: none"> <li>▪ Royal Yachting Association.</li> <li>▪ Chichester Harbour Federation.</li> <li>▪ Sussex IFCA.</li> <li>▪ Professional Boatman's Association.</li> <li>▪ Natural England.</li> <li>▪ Environment Agency.</li> <li>▪ Chichester District Association of Local Councils.</li> <li>▪ British Marine.</li> <li>▪ Residents of the Borough of Havant.</li> <li>▪ Apuldram Fishing and Boat Club.</li> <li>▪ Naturalists.</li> <li>▪ Wildfowlers.</li> <li>▪ Friends of Chichester harbour.</li> <li>▪ Recreational and Sports Anglers.</li> <li>▪ Farming in protected landscapes.</li> <li>▪ Harbour Business Association.</li> </ul> <p>Chichester Harbour Federation consults with its membership and provides input to the Advisory Committee. The Advisory Committee meets one week before each Conservancy meeting to consider the Conservancy agenda and papers. CHC is represented at the following meetings by Conservancy staff:</p> <ul style="list-style-type: none"> <li>▪ Marina manager's meeting</li> <li>▪ Sailing clubs and lifeboat meetings</li> <li>▪ Chichester Harbour Protection and Recovery of Nature (CHaPRoN) partnership.</li> <li>▪ Individual meetings with Boatyard Owners and Operators.</li> </ul>		<p>MJS_001 MJS_052 MJS_053</p> <p><a href="https://www.conservancy.co.uk/our-governance/members">https://www.conservancy.co.uk/our-governance/members</a></p> <p><a href="https://friendsch.org">https://friendsch.org</a></p>	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
6.16	Stakeholder Engagement & Consultation	Are other marine facilities situated within the Organisations jurisdiction (if an SHA)?	<b>Satisfactory</b> – CHC has identified 39 list adjoining/interfaces Organisations. A separate list is held and evidenced during the audit.		MJS_001 MJS_048	MJS
		Does the Organisation engage with marine facilities to understand their MSMS?	<b>Satisfactory</b> – evidence of engagement on PMSC with marinas and boatyards. Meeting minutes from Marina Manager Meeting, April 2024 and October 2025 evidenced.		MJS_052 MJS_053	MJS
6.17	Stakeholder Engagement & Consultation	Does the Organisation declare compliance on behalf of another Organisation?	<b>Not applicable</b> – CHC does not declare compliance on behalf of any other Organisation.		n/a	MJS
6.18	Stakeholder Engagement & Consultation	If the Organisation is not an SHA and located outside of another SHA, has a risk-based decision process been using to decide if additional powers are required?	<b>Not applicable</b> – CHC is an SHA.		n/a	MJS
6.19-6.20	Incident reporting	Does the MSMS address incident reporting (i.e., SOPs, reporting guidance)?	<b>Satisfactory</b> – the MSMS-M, Section 6.5 and 6.6 details CHC's approach to incident investigation and reporting. All accidents and incident reports are recorded in MARNIS. The total number of incidents for the period 01 January 2025 to 08 December 2025 was 215 reports, 5 of which remained open at the time of the Audit. Incidents are normally closed in 1-2 weeks. Incident investigation is listed on the skills matrix, Harbour Master and Assistant Harbour Master having attended 'Marine Accident/Incident Investigation training'.		MJS_001 MJS_054 MJS_055	HJA
6.21-6.22	Incident Investigation	Does the MSMS define incident investigation procedures (i.e., to determine safety recommendations or for prosecution)?	<b>Satisfactory</b> – the MSMS-M, Section 6.5 details CHC's approach to incident investigation. All accidents and incident reports are recorded on MARNIS database and are then progressed for review and investigation by the Harbour Master, Deputy Harbour Master or Assistant Harbour Master.		MJS_001	HJA

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
GtGP 6.9.10	Incident Investigation Sharing	Are lessons from investigations published and shared within the organisation with a view to preventing a recurrence?	<b>Satisfactory</b> – information is supplied to parties involved in incidents. Lessons from incidents are routinely highlighted on social media pages for the harbour. Additionally past incidents are carried forward for inclusion in the Patrol staff annual training. The weekly navigation bulletin to stakeholders regularly includes information to mariners and the NtoM is also available on the Conservancy's website. Summary statistics are reported to the Conservancy Board via the Harbour Master's report.		<a href="https://www.conservancy.co.uk/on-the-water/navigation-safety/weekend-navigation-bulletin">https://www.conservancy.co.uk/on-the-water/navigation-safety/weekend-navigation-bulletin</a>  <a href="https://www.conservancy.co.uk/notices">https://www.conservancy.co.uk/notices</a>	HJA
6.23	Statutory Incident Reporting	Are procedures in place to for statutory reporting?	<b>Satisfactory</b> – the MSMS-M, Sections 6.6 states that: "All reportable incidents, as defined by the Merchant Shipping (Accident Reporting and Investigation) Regulations 2012, are notified to the MAIB at the earliest opportunity". The Marine Safety Plan also identifies an objective that reportable incidents are made in 24 hours.  <b>Observation</b> – reporting processes referencing MGN 564 (MCA, 2019) 'Marine Casualty and Marine Incident Reporting', and reporting processes to other organisations, for example, the HSE, MCA or Police is not recorded in operating procedures.	<b>Recommend</b> – consider adding an SOP for incident reporting or include further guidance on the commissions process on how and when to report certain scenarios to the appropriate statutory authority, for example, through the use of a flow diagram.	MJS_001	HJA
		When was the last MAIB report?	<b>Satisfactory</b> – the last MAIB reportable incident was in 2020 and involved a RIB capsize (outside of harbour limits, in the harbour approaches). There have been no MAIB reportable incidents in 2025.		Anecdotal	HJA
6.24	Enforcement Resources	Are adequate resources available for the effective enforcement of policy and procedure?	See this audit report, Section 1.4.		n/a	HJA

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
6.25	Enforcement Policy	Is there clear policy on enforcement and prosecution?	<p><b>Satisfactory</b> – the Conservancy has a 'Compliance and Enforcement Policy', version 2, dated April 2024. This is published on the Conservancy's website. The MSMS-M, Section 6.7 provides an overview of the Conservancy's approach to enforcement. This is further detailed in the Conservancy's Compliance and Enforcement Policy. The Conservancy has undertaken four prosecutions during the year and issued 3 Harbour Master warnings. <b>Use of enforcement powers is recognised as an area of best practice.</b> The Conservancy also makes use of a written warning system, if an offence is observed, a written warning can be issued to dissuade further offending. SOP 04 identifies the patrol officers enforcement levels and mitigations involved (body worn cameras). The details of each interaction with boat owners/users are logged and tagged in Harbour assist so a record of all previous offenses and a history of interactions can be recalled.</p> <p><b>Observation</b> – unlike other policies there is no sign-off process for the issuing of the 'Compliance and Enforcement Policy'.</p>	<p><b>Recommend</b> – the approval and issue of policy should be reviewed to ensure it is consistent.</p>	<p>HJA_005 MJS_032</p> <p><a href="https://www.conservancy.co.uk/speeding-motor-vessels-prosecuted-and-fined">https://www.conservancy.co.uk/speeding-motor-vessels-prosecuted-and-fined</a></p>	HJA

## A.7 Review and Audit

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
7.1- 7.3	Review and Audit	Does the Organisation have a regular and systematic process for review and audit?	<b>Satisfactory</b> – the MSMS-M, Section 7.1 and 7.2 describes the review and audit process at CHC. This includes an annual review of the MSMS by the Designated Person.		MJS_001	HJA
		Does the Duty Holder and the Designated Person have clearly defined roles in the review and audit process?	<b>Satisfactory</b> – the MSMS-M, Section 7.2 defines the role of both the Designated Person and Duty Holder in the review and audit process.		MJS_001	HJA
7.4-7.6	MSMS review	Does the MSMS incorporate a regular and systematic review of its performance?	<b>Satisfactory</b> – the MSMS-M, Section 7.1 and 7.2 describes the review and audit process at CHC.		MJS_001	HJA
		Is the performance of the MSMS assessed against internal Key Performance Indicators (KPI)?	<b>Satisfactory</b> – the MSMS-M, Section 7.2 states that: <i>"This audit [the PMSC audit] benchmarks performance against internal Key Performance Indicators (KPIs) and recognised industry best practice. Findings and recommendations are compiled in a formal Annual Audit Report, which is presented to both the Advisory Committee and the Conservancy".</i>		MJS_001	HJA
		Does the Designated Person (DP) present findings from audits to the Duty Holder?	See this audit report, Section 2.2.		n/a	HJA
7.7-7.8	Cyclic review	Is there a cyclic (plan/do/check/act) process?	See this audit report, Section 7.1-7.3.		n/a	HJA



## A.8 Competence

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
8.1-8.2	Competence (Trained, Qualified, Experienced)	Are National Occupational Standards (NOS) used in recruiting and training?	<b>Satisfactory</b> – NOS standards are used for recruiting the Harbour Master and Deputy Harbour Master. Job description evidenced.		MJS_050 MJS_051	HJA
		Is there a methodology for assessing personnel against the set standards?	<b>Satisfactory</b> – competency assessments are carried out by more experienced staff, with sign-off recorded in CHC's records.  <b>Observation</b> – staff conducting competency assessments do not hold assessor qualifications, for example, the Level 3 Certificate in Assessing Vocational Achievement (CAVA) in the workplace.	<b>Recommend</b> – assessing staff have training and certification for assessing competence.	MJS_056	HJA
		Are existing staff reviewed to ensure they meet the standards set?	<b>Satisfactory</b> – competency assessments are carried out and sign-off recorded in CHC records. Example of towage endorsements evidenced.		MJS_061	HJA
GtGP 8.10		Is a Marine Training Matrix available that describes all of the organisation's marine personnel and what their training, experience and qualification requirements are (including any refresher training)?	<b>Satisfactory</b> – a matrix is in place and used to define roles held in the staff training and qualifications in a Training Database.		MJS_057	HJA
8.3	Assessing competence	How does the Organisation assess the fitness and competence of persons it has appointed?	<b>Satisfactory</b> – in the MSMS-M, Section 8.1 outlines the process regarding competence standards. Training is managed against job roles through the use of a bespoke database which identifies role, staff member, training/qualification achieved date, expiry date (if relevant) and experience signoffs. The auditor conducted spot checks of certification against training records.		MJS_001 MJS_058 MJS_059 MJS_060 MJS_061	HJA
8.4	Policy	Is there a policy on revalidation or maintenance of qualifications in place?	<b>Satisfactory</b> – a policy is in place which commits CHC to training, including the revalidation and maintenance of qualifications.		MJS_044	HJA

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 8.4	Cont. Policy	How is Continuing Professional Development (CPD) achieved?	<b>Satisfactory</b> – in the MSMS-M, Section 8.4, states that: <i>"The Conservancy encourages continuing professional development (CPD). Staff are supported in attending relevant courses, workshops, and industry forums to stay current with best practice and regulatory changes."</i>		MJS_001	HJA
GtGP 8.10	Records	Are training records maintained and reviewed (course completion certification, on job training etc.)?	<p><b>Satisfactory</b> – staff training and qualifications are recorded in a Training Database, which is maintained by the Harbour Master and Lead Harbour Technician. Spot checks conducted during the audit.</p> <p><b>Observation</b> – the Training Database is a bespoke Microsoft Access database, designed and implemented by a former member of staff. Maintenance of the system is difficult without specific technical skills. The system had errors when loading staff data.</p>	<p><b>Recommend</b> – the Training Database is reviewed to maintain and support the current system or consider if there is a better solution for the long-term maintenance of records.</p>	MJS_057 MJS_058	HJA

## A.9 Plan

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
9.1-9.2	Publication of a Marine Safety Plan (MSP)	Has the Organisation published a MSP?	<b>Satisfactory</b> – CHC has a Marine Safety Plan (in draft at the time of audit).  <b>Auditor's note:</b> at the time of audit, the plan was in draft, awaiting Conservancy Board approval scheduled for review at the January 2026 meeting.		MJS_002	MJS
		Does the MSP commit the Organisation to regulating marine operations?	<b>Satisfactory</b> – the Marine Safety Plan, in Section 3, titled 'Management of Marine Operations', states: <i>"This Marine Safety Plan commits the Conservancy to managing and regulating marine operations in accordance with its statutory powers and responsibilities"</i>		MJS_002	MJS
		Does the MSP commit to regulate vessels and include near miss reporting?	<b>Satisfactory</b> – the Marine Safety Plan, in Section 3, titled 'Management of Marine Operations', commits to investigating incidents and near misses.		MJS_002	MJS
		Does the MSP explain how commercial pressures will be managed without undermining the safe provision of services?	<b>Satisfactory</b> – the Marine Safety Plan, in Section 3, titled 'Management of Marine Operations', commits to managing commercial pressures without undermining the safe provision of services		MJS_002	MJS
9.4-9.5	MSP Review	Is the MSP reviewed and is this review published?	<b>Not applicable</b> – this is the first issue of the MSP and therefore it has not been through a three-year cycle and review.		n/a	MJS
		Is the output of auditing and monitoring included in the MSP review?	<b>Satisfactory</b> – the Marine Safety Plan, Objective 2b, requires the MSMS audit to be reported annually to the Duty Holder.		MJS_002	MJS
9.6-9.7	MSP Timing	Is the MSP in date and within its three-year period?	<b>Satisfactory</b> – has previously been published annually as Annex E of the MSMS and Safety Plan. Now changing to a stand-alone MSP.		MJS_001	MJS
		Has the Organisation responded to the Code Compliance Self-Certification exercise?	See this audit report, Section 1.9-1.11.		n/a	MJS

## A.10 Conservancy Duty

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
10.1	Conservancy Introduction	Is there a 'good repair and fit for purpose' statement?	<b>Satisfactory</b> – the MSMS-M, Section 10.1 states: <i>"The Conservancy ensures that all marine facilities under its control are maintained in good repair and are fit for purpose"</i> .		MJS_001	HJA
10.2	Harbour Authority Conservancy Duty	Is there Harbour Authority recognition of the 'duty to conserve' and/or 'reasonable care' statement?	<b>Satisfactory</b> – the Marine Safety Plan, Section 3, titled 'Management of Marine Operations' states that: <i>"The Conservancy acknowledges that it has a legal duty to conserve Chichester Harbour to ensure it is fit for use, and a duty of reasonable care that the harbour remains in a fit condition for a vessel to use it safely"</i> .		MJS_002	HJA
		Is survey conducted to International Hydrographic Organisation (IHO) standards?	<b>Satisfactory</b> – the MSMS-M, Section 10.2 states that: <i>"Conducting hydrographic surveys in accordance with IHO SP44 standards and good practice guidance"</i> .		MJS_001	HJA
		Is there a survey programme?	<b>Satisfactory</b> – evidence of annual hydrographic survey was provided, covering an annual Harbour entrance and East Head. Approximately 5% of the harbour area is surveyed annually, most of the harbour being drying intertidal.		<a href="https://www.conservancy.co.uk/wp-content/uploads/May-2024-Bar-Survey.pdf">https://www.conservancy.co.uk/wp-content/uploads/May-2024-Bar-Survey.pdf</a>	HJA
		Is there a risk-based approach for survey and placing navigation aids?	<b>Satisfactory</b> – surveys are conducted generally in reaction to communication on areas becoming shallower with the acceptance of the entrance. The Itchenor reach was surveyed a few years ago and the Emsworth channel due to reports of users running aground. The Navigational Aids are seen to be in the best locations throughout the harbour. There are a number of Withies in the harbour which are being upgraded to navigable marks.		Anecdotal	HJA
		Are hydrographic records kept?	<b>Satisfactory</b> – past Hydrographic Surveys are retained in the Harbour office and survey comparisons have been provided showing change in depths over time.		Sighted	HJA

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
10.3, 10.5	Warnings and publication	Is survey information published and warning issued?	<b>Satisfactory</b> – the survey was communicated to mariners via the Conservancy's website, evidence of the Chichester Bar Survey May 2025 as seen.		<a href="https://www.conservancy.co.uk/wp-content/uploads/May-2024-Bar-Survey.pdf">https://www.conservancy.co.uk/wp-content/uploads/May-2024-Bar-Survey.pdf</a>	HJA
10.4	UKHO Update	Is the United Kingdom Hydrographic Office (UKHO) updated with new survey information?	<b>Satisfactory</b> – the latest UK Hydrographic Office Chart, 3418 was sighted during audit. CHC has a bilateral agreement with UKHO, dated 22 November 2011.		MJS_062	HJA
10.6	Aids to Navigation (AtoN).	Is the Organisation an LLA or within an LLA jurisdiction?	<b>Satisfactory</b> – the Authority is an LLA as an SHA for the same jurisdiction.		n/a	HJA
GtGP 10.15	Aids to Navigation (AtoN).	Are there procedures in place to support the maintenance and provision of aids to navigation?	<b>Satisfactory</b> – the SOP 01 'Navigation and Mooring Maintenance' sets out the process for inspection and maintenance of AtoN assets. The Harbour patrol completes a light check monthly.		HJA_006	HJA
10.7	AtoN Inspection	Is the Organisation inspected by the GLA?	<b>Satisfactory</b> – the Conservancy maintains 102 AtoN within the harbour (split into light, structure and top mark). To allow management and repair, a planned maintenance system for scheduling AtoN inspections at regular intervals is used. The history of all repairs and maintenance to each AtoN is logged. SOP 02 identifies Conservancy processes. The Last inspection was conducted on the 12 November 2025, 10 observations were identified.		HJA_006 HJA_008	HJA
10.8	AtoN Consent	Has the Organisation applied to the relevant GLA for consent to establish, remove or alter an AtoN?	<b>Satisfactory</b> – CHC has requested a change in status for some navigation marks, email correspondence to request provided as evidence showing engagement with Trinity House in its role as the GLA.		HJA_007	HJA

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
10.9	AtoN Returns	Does the Organisation make returns to the GLA?	<p><b>Satisfactory</b> – regular returns and correspondence with Trinity House were noted, the three-yearly AtoN availability statistics were sampled. These identify that:</p> <ul style="list-style-type: none"> <li>Cat 2: target availability = 100.0%, CHC achieved 100% availability.</li> <li>Cat 3: target availability = 97.00%, CHC achieved 99.80%.</li> </ul> <p>Both Cat 2 and 3 AtoN exceeded the availability targets.</p>		HJA_009	HJA
10.10-10.12	Wrecks and Abandoned Vessels Policy	Does the Organisation have a policy or process for wreck removal?	<p><b>Satisfactory</b> – a documented procedure for the removal of wrecks provided in SOP 08. Proactive management by CHC means that wreck removal has not been required in recent times. Dealing with non-payment of harbour dues, and any abandoned vessels reduces the risk of wrecks. If a vessel owner fails to pay their harbour dues, the vessel is impounded and either sold through auction or crushed (vessels are always valued first, before being disposed of). Early prevention through actions on non-payment of harbour dues is key to keeping abandoned vessels and subsequent wrecks under control. <b>The Conservancy's management of abandoned vessels is considered to be an area of best practice.</b></p>		HJA_010	HJA
10.13	Dangerous Vessels Directions	Are powers from the Dangerous Vessels Act 1985 recognised?	See this audit report, Section 4.21.		n/a	HJA
10.14-10.15	Wrecks and Abandoned Vessels Additional Powers	Are there any discretionary powers granted to the Organisation, in addition to those available through national legislation?	<b>Satisfactory</b> – the Conservancy has powers to remove wrecks under its 1974 Act with powers shown in Section 43 of the Act.		MJS_022	HJA
10.16	SOSREP	Is the role of the SOSREP recognised by the Organisation?	See this audit report, Section 4.22.		n/a	HJA
10.17	Legal advice	Does the Organisation have access to marine/maritime legal representation?	See this audit report, Section 3.2.		n/a	HJA

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
GtGP 10.19	Event Planning	Is there a process in place for event planning?	<b>Satisfactory</b> – club races are covered under the federation code of conduct for Sailing clubs. Big charity events such as swimming events go through a risk assessment process, evidence sighted. An event risk assessed agreement sent to organiser. Email evidence shown to auditor.		Observational	HJA
GtGP 10.23	Moorings	Does the Organisation licence, manage or support the provision of moorings?	<b>Satisfactory</b> – CHC Licences moorings and maintain moorings 4,000, these are mapped in Geographic Information System (GIS) layers. CHC moorings are monitored weekly by Harbour Patrol teams, a yearly check is carried out by Moorings Officers to make sure there is no illegal moorings. The Harbour Patrol regularly checking areas to monitor how long vessels are moored.		Observational	HJA
GtGP 10.27	Subsea obstructions	Does the Organisation have any subsea pipelines or cables within its jurisdiction, if so, are these recognised in the MSMS with controls to minimise damage identified?	<b>Satisfactory</b> – there are several subsea cables and obstructions within the harbour area, all of which are identified on the Admiralty Chart and do not present a concern to navigation due to their location.  <b>Observation</b> – cross-harbour cables are not documented in the Emergency Plan.	<b>Recommend</b> – information relating to the action that should be taken if a vessel drags its anchor and catches a cable could be added to the harbour Emergency Plan.	MJS_037	HJA

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**CHICHESTER HARBOUR CONSERVANCY****26 JANUARY 2026****PORTS & MARINE FACILITIES SAFETY CODE – ANNUAL REPORT****TO APPROVE REVISED MARINE SAFETY MANAGEMENT SYSTEM MANUAL  
AND SAFETY PLAN****1.0 BACKGROUND**

- 1.1 The Port Marine Safety Code was published in March 2000, and revised in 2009, 2012 and November 2016. It is issued by the Department for Transport (DfT) with the Maritime and Coastguard Agency (MCA) responsible for overseeing its implementation. The Code establishes an agreed national standard for port marine safety and a measure by which harbour authorities can be held accountable for their legal powers and duties to run their harbours safely.
- 1.2 In 2025, the Department for Transport revised and reissued the Code under a new title — the Ports and Marine Facilities Safety Code (PMSC) — to reflect its expanded scope and evolving best practices. The updated Code now explicitly includes marine facilities such as terminals, pontoons, and berths, and places greater emphasis on dynamic risk management, board-level accountability and performance monitoring.
- 1.3 Chichester Harbour Conservancy's PMSC compliance document, the Marine Safety Management System Manual & Safety Plan (MSMS & SP) have both been redrafted to fully align with the revised code.
- 1.4 The MSMS details how duties and powers in relation to marine operations in Chichester Harbour are discharged in accordance with a marine safety management system including the implementation of formal risk assessments and the continuous review of operational procedures.
- 1.5 This annual report is an assessment of Chichester Harbour Conservancy's performance against the MSMS & SP. It reviews the incidents recorded in 2025 within Chichester Harbour and details actions taken in support of the MSMS.

**2.0 ACCOUNTABILITY FOR MARINE SAFETY****2.1 Accountability and Responsibility – The Duty Holder and Designated Person**

The Duty Holder and the Designated Person have defined and complementary responsibilities under the PMSC to ensure the effective

governance, implementation, and continuous improvement of the Marine Safety Management System (MSMS).

- a. Duty Holder. Members of the Conservancy Board are collectively and severally the "Duty Holder." They are responsible for ensuring that the MSMS is fit for purpose, properly resourced, and effectively implemented across all port and marine facilities under the Conservancy's jurisdiction. Accountability for compliance with the code cannot be assigned or delegated on the grounds that members do not have particular skills.
- b. Designated Person. Monty Smedley of ABPmer is the 'Designated Person' responsible for giving the Conservancy independent assurance that the safety management system is working effectively.
- c. Officers of the Conservancy. The job descriptions of the Officers reflect their responsibilities for implementing the PMSC.

### **3.0 KEY MEASURES OF COMPLIANCE**

- 3.1 Existing Powers. Chichester Harbour Conservancy remains fully cognisant of its statutory responsibilities under the Chichester Harbour Conservancy Act 1971, as well as wider harbour legislation, national guidance, and associated regulations. In 2020, Ashfords LLP conducted a formal review of the Conservancy's powers, resulting in an application to the Marine Management Organisation for a Harbour Revision Order. This Order was granted on 17 June 2025 and came into force on 11 July 2025, conferring powers of General Directions and modernising elements of the Act to ensure it remains fit for purpose.
- 3.2 Risk Assessments In 2025, the Conservancy transitioned to the MARNIS system for risk and incident management. This digital platform enables real-time tracking, analysis, and reporting of marine hazards, incidents, and control measures. It supports dynamic risk assessment and continuous improvement across all harbour operations.
- 3.3 2025 saw prolonged periods of good weather. This led to a more even spread of harbour activity across a longer time period.
- 3.4 The overall number of incidents during 2025 season was 213. This was a decrease of 20 from the previous year and represents what was a largely safe season, free of major incidents.
- 3.5 MARNIS, now categorises incidents into 4 main categories. For 2025 the breakdown was; Crisis Management (24), Environment Protection (6), Nautical Safety (180), Port Efficiency (3)
- 3.6 A quarter of the total figure is made up of vessel breakdowns. In total there were 53 vessel breakdowns during the season. A full breakdown of the incidents attended is at Annex A.

- 3.7 The Patrol team did not attend incidents where the vessel in distress was involved in racing. Generally, the safety cover provided by each sailing club is comprehensive and fit for purpose.
- 3.8 Vessels aground numbers decreased to 15. This continues the decreasing trend from 24 in 2022.
- 3.9 2025 saw a general reduction in instances of anti-social behaviour around the harbour, with 5 reported incidents across the full season. Unfortunately, this was countered by an increase in the number of thefts from vessels, with 10 incidents. Close links with local police and the Hampshire Marine Unit saw the arrest of 1 suspect.
- 3.10 Thirty-Two Byelaw Warning Tickets, were issued in 2025. This is 10 fewer than in 2024. The tickets remain an effective way to engage with harbour users, without escalating to a formal caution and are a useful aid in educating harbour users about the wider effects, and consequences, of their actions.
- 3.11 Five Harbour Masters final warning letters were issued. These followed investigation for prosecution, but where prosecution was ruled out.
- 3.12 Three prosecutions for byelaw breaches were put forward during 2025. One of these cases has been heard with a guilty verdict. The remaining 2 are pending.
- 3.13 Two cases of pollution were reported in 2025. This included a multi agency incident at Chichester Marina involving a fire onboard a motor vessel, resulting in the vessel sinking.
- 3.14 The Patrol team attended 4 medical incidents during the year. All patrol officers are fully first aid trained and patrol craft carry extensive first aid kits and defibrillators. In one incident, the patrol team responded to reports of a cardiac arrest on Bosham Hoe, utilising the defibrillator and conducting CPR until emergency services arrived.
- 3.15 There was an increase in patrol presence during the 2025 season, with a greater number of hours afloat engaging with and assisting harbour users. The Conservancy continues to produce a range of safety information leaflets for harbour users and weekend navigation bulletins are issued throughout the season.
- 3.16 H&SAW for Conservancy Employees. There were 8 minor incidents ashore during 2023. None of these required to be notified under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). All incidents are investigated and working practices reassessed.
- 3.17 Marine Safety Management System. 2025 saw a full review of the MSMS to reflect the revised PMSC. A comprehensive Marine Safety Management Manual and Safety Plan have been produced to fully meet the requirements of the revised code. These are supported by a range of documents, policies

and procedures including a full set of Standard Operating Procedures (SOPs) for marine operations.

- 3.18 Consultation on all harbour policy and budgetary matters has been conducted through the Advisory Committee during the year.
- 3.19 Competence Standards. All members of harbour staff are fulfilling their job descriptions to a satisfactory standard or better.
- 3.20 Prior to the start of the season, newly appointed, returning, and full-time staff all attended a comprehensive week of training. Harbour knowledge, administration, towage training, scenario based first aid training, man overboard and rescue techniques, were attended by seasonal patrol staff. The training week is important to ensure confident and skilled staff and to fulfil PMSC compliance regarding the appointment of "competent, adequately trained, qualified and experienced" officers.
- 3.21 Incident Investigation. All incidents were reviewed and investigations were carried out where the cause was unclear or in dispute.
- 3.22 Statutory Reporting. There were no incidents within Chichester Harbour that required reporting to the Marine Accident and Investigation Branch (MAIB) during 2025.
- 3.23 Monitoring Performance and Auditing. The revised safety plan includes Twenty-Nine key performance indicators which are used to are used to measure performance against all areas of the MSMS.
- 3.24 Records of incidents and accidents have been maintained.
- 3.25 An audit of the safety management system was undertaken by ABPmer 5 December 2025. This report is being presented to the Conservancy at their 26 January 2026 meeting.
- 3.26 Publication of Plans and Reports. The Conservancy's Marine Safety Management System Manual & Safety Plan is reprinted annually and placed on the website. This report constitutes the Duty Holder's assessment of the Marine Safety Management System & Safety Plan and is a public document.
- 3.27 Monitoring Compliance. The Maritime and Coastguard Agency (MCA) currently monitor compliance with the PMSC by seeking a statement of compliance from the Duty Holder of each harbour every three years. The next statement of Compliance is due to be made before 31 March 2026.

## **4.0 GENERAL DUTIES AND POWERS**

### Conservancy Duties

- 4.1 Hydrography. The Chichester Bar and approach channel and the channel from Black Point to Sandhead, were surveyed in May 2025. Details of shoaling were promulgated in the Local Notice to Mariners and surveys made available on the Conservancy's website.
- 4.2 A dredge of Chichester Bar and approaches was undertaken by Coastal Partners in September/ October 2025. The dredged material was utilised for shingle recharge of Eastoke Beach.
- 4.3 Admiralty Charts. Bathymetric surveys and the Local Notice to Mariners were passed to the Hydrographic Office. The latest edition of chart 3418 Langstone and Chichester Harbours (Edition No.12) was released by the UKHO on 13 April 2023.
- 4.4 Prevailing Conditions. The Conservancy has continued to provide access to weather forecasts on its website and notice boards, with real time weather information available through Chimet and Cambermet. This service was enhanced during 2025, with the addition of EMSMET.
- 4.5 Aids to Navigation. Trinity House, the General Lighthouse Authority, conducted an audit of the records of the availability of the local aids to navigation on 30 June 2025. Everything was found to be in good order.
- 4.6 An inspection of local aids to navigation was conducted on 12 November 2025 by an Officer of Trinity House and were found to be in good and efficient order.
- 4.7 Anchorages. The use of anchorages continues to be kept under close review. Snowhill and East Head Spit buoys remain appropriately sited for current levels of activity at East Head. Two unlighted starboard floating withies along the chart datum contour within the East Head anchorage to give a visual indication of the shallow areas continue to serve a useful purpose.
- 4.8 Wrecks. There were no wrecks in the harbour in 2025 affecting navigational safety.
- 4.9 Works and Dredging Licenses. Eight Works Licenses were approved and one Dredging Licences issued in 2025.
- 4.10 Environmental Duty. Chichester Harbour's Port Waste Management Plan (PWMP) is endorsed by the MCA and is valid until 02 May 2024. The last inspection was conducted by the MCA on 8 January 2024.

## Civil Contingency Duty & Emergency Plans

- 4.11 CHC's Emergency Plan was reviewed December 2025.
- 4.12 The Conservancy's Fire Plan is unchanged since the review in 2019 and remains fit for purpose. The Harbour Office Fire Risk Assessment was reviewed December 2024. Any new staff have received induction training regarding fire protocols and the fire alarm system has been tested weekly throughout the period.

## **5.0 SPECIFIC DUTIES AND POWERS**

- 5.1 Byelaws. Chichester Harbour's Byelaws continue to be effective. Work is ongoing to develop a set of General Directions.
- 5.2 Special Directions. Are available to regulate vessels.
- 5.3 Harbour Directions. Are available to regulate vessels, although some craft fall outside of their scope
- 5.4 Port Passage Plans. Nautical almanacs are reviewed and revised annually. The Harbour News and website provided additional guidance.
- 5.5 Prevention of Pollution. Issue 5 of the Conservancy's Oil Spill Response Plan was approved by the MCA in December 2021 and is valid until December 2026. There were no significant oil spill incidents during the 2025 season.
- 5.6 Vessel Traffic Service. The Conservancy continues to provide information on request at peak times, while the office is manned, or vessels are patrolling.
- 5.7 Pilotage. Following risk assessment, it continues to be judged that the historical and current mix of vessels does not require pilotage. An assessment is made of the movement of large vessels and the criteria to be satisfied before their operations are approved.
- 5.8 Ship Towage. The Conservancy's fleet of vessels were appropriate to our needs in 2025. Requirements for large or unusual tows were detailed in LNTM 2/2025, with further towage guidance on the conservancy website.
- 5.9 Local Lighthouse Authority. On the 3-yearly rolling assessment of the availability of aids to navigation set by the General Lighthouse Authority the Conservancy's performance was:

Category 2 100.00%

Category 3 99.96%

- 5.10 Licensing of Passenger Vessels and Masters of Passenger Vessels. Nine vessels were issued licenses under the Conservancy's passenger boat licensing scheme in 2025.
- 5.11 Moorings. Mooring let rates have seen a decline throughout the year. This trend is representative of an overall decline in marina and mooring occupancy across the UK.
- 5.12 As well as several private mooring maintenance contracts across the harbour, Conservancy moorings continue to be maintained in accordance with the maintenance schedule.

## **6.0 RECOMMENDATIONS**

### **6.1. Approval of the Marine Safety Management Manual and Safety Plan**

The Conservancy has completed a comprehensive review and modernisation of its Marine Safety Management Manual and associated Safety Plan. This work ensures full alignment with the Ports & Marine Facilities Safety Code, current legislation, recognised good practice, and the operational realities of managing a complex, multi-use harbour.

The revised Manual and Safety Plan provide:

- A clear, coherent framework for the safe management of navigation and marine operations within Chichester Harbour
- Updated risk assessments and controls reflecting contemporary harbour activity, vessel trends and emerging risks
- Strengthened procedures, roles and accountabilities to support a proactive safety culture
- Improved clarity and usability for staff, volunteers and stakeholders
- A robust foundation for ongoing compliance, continuous improvement and transparent public assurance

### **It is recommended that the Board:**

1. **Approve the updated Marine Safety Management Manual and Safety Plan** as the Conservancy's formal framework for the safe management of marine operations.
2. **Formally confirm the Conservancy's compliance with the Maritime and Coastguard Agency's Ports & Marine Facilities Safety Code (PMSC) compliance exercise**, recognising that the updated Manual and Safety Plan meet the standards required under the Code.

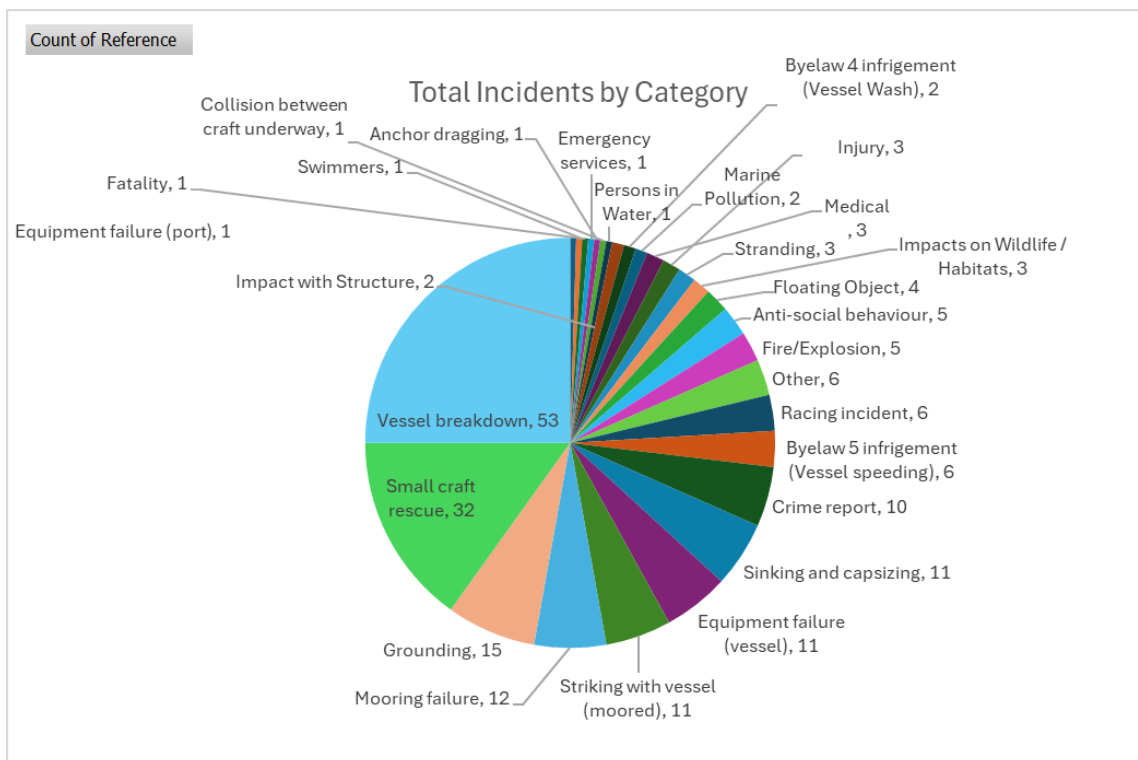
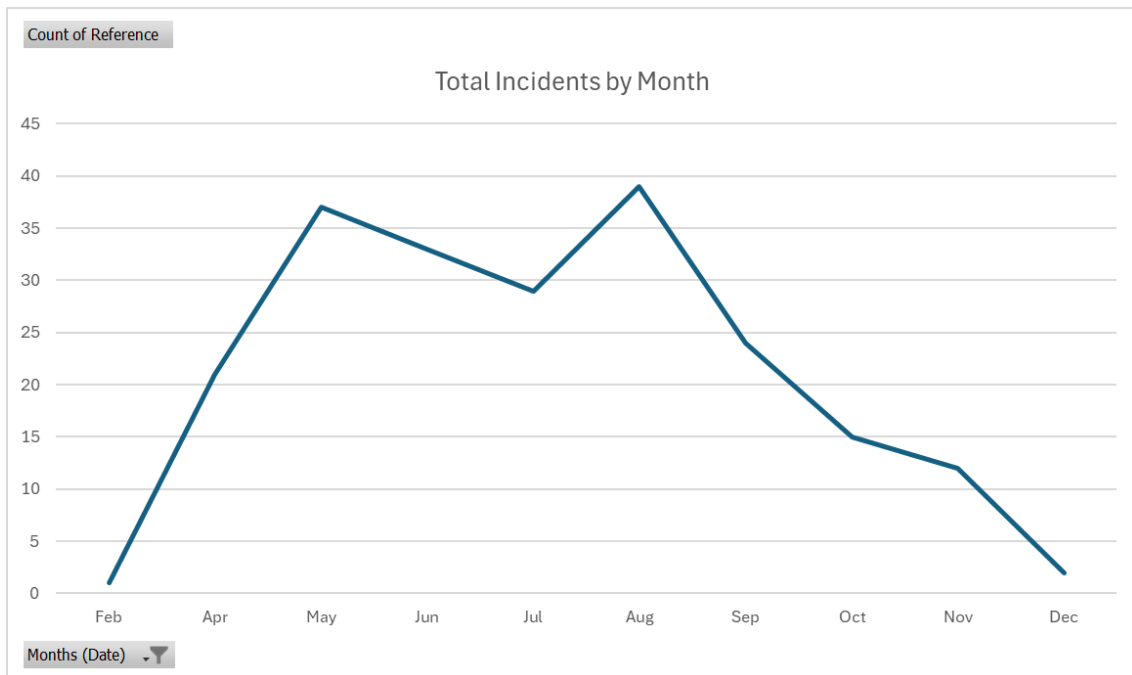
Approval of these documents will reaffirm the Board's oversight responsibilities under the Ports & Marine Facilities Safety Code and demonstrate the Conservancy's ongoing commitment to safe, responsible and well-governed harbour operations.

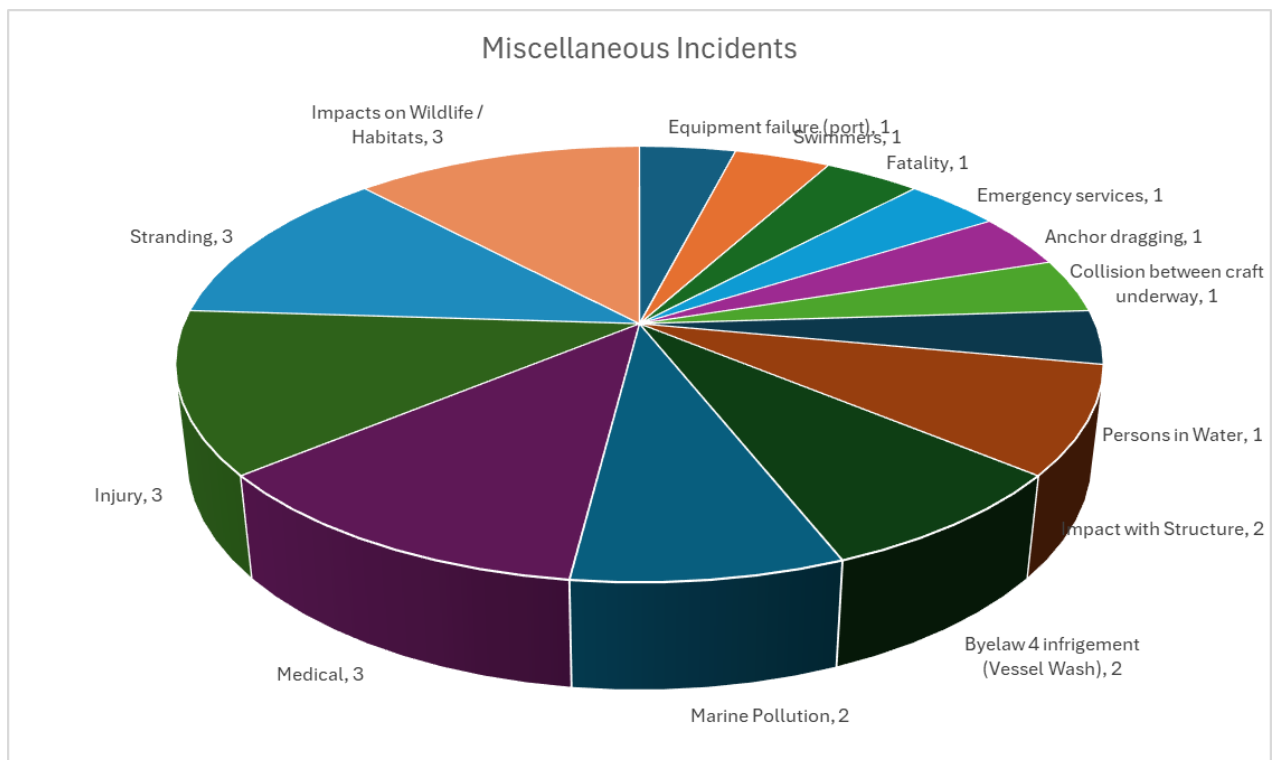
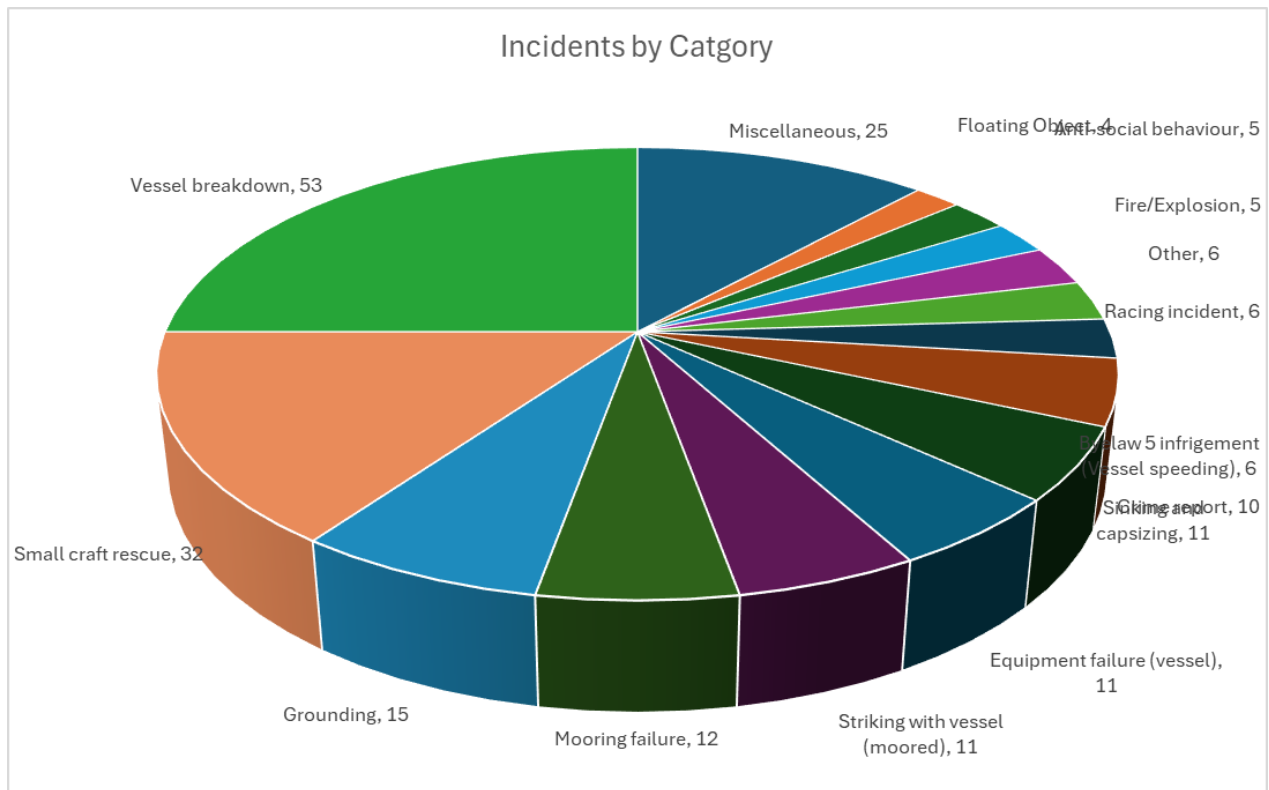
**Captain Jo Cox**

**Harbour Master**



## Annex A: Incident summary 2025







CHICHESTER  
HARBOUR  
CONSERVANCY

# **PORTS AND MARINE FACILITIES SAFETY CODE**

## **MARINE SAFETY MANAGEMENT SYSTEM MANUAL**

Version: 1.0

Issue Date: January 2026

Date	Reviewed by	Notes	Version
Nov 2025	J. Cox	Draft for revised code	Draft 0.1
Jan 2026	J. Cox	First Issue	Version 1.0

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### 1.0 Introduction

Chichester Harbour Conservancy is a Trust Port established by the Chichester Harbour Conservancy Act 1971 and is the Statutory Harbour Authority (SHA) for Chichester Harbour. Additionally, Chichester Harbour Conservancy is also the Local Lighthouse Authority (LLA) for Aids to Navigation within the same limits.

The Port Marine Safety Code was published in March 2000, and revised in 2009, 2012 and November 2016. It is issued by the Department for Transport (DfT) with the Maritime and Coastguard Agency (MCA) responsible for overseeing its implementation. The Code establishes an agreed national standard for port marine safety and a measure by which harbour authorities can be held accountable for their legal powers and duties to run their harbours safely.

In 2025, the Department for Transport revised and reissued the Code under a new title — the Ports and Marine Facilities Safety Code (PMSC) — to reflect its expanded scope and evolving best practices. The updated Code now explicitly includes marine facilities such as terminals, pontoons, and berths, and places greater emphasis on dynamic risk management, board-level accountability, and performance monitoring.

Chichester Harbour Conservancy is fully committed to complying with the PMSC and to undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public, and the environment.

This Manual outlines the Conservancy's Marine Safety Management System (MSMS) and demonstrates how it meets the requirements of the updated Code, including the development of a Marine Safety Plan, the implementation of formal risk assessments, and the continuous review of operational procedures.

### 2. Accountability for Marine Safety

The Duty Holder and the Designated Person have defined and complementary responsibilities under the PMSC to ensure the effective governance, implementation, and continuous improvement of the Marine Safety Management System (MSMS).

#### 2.1 The Duty Holder

The PMSC requires each harbour authority to accept and demonstrate accountability for the discharge of its statutory duties and powers to a defined national standard. At Chichester Harbour Conservancy, the Members of the Conservancy Board are collectively and severally the “Duty Holder.” They are responsible for ensuring that the MSMS is fit for purpose, properly resourced, and effectively implemented across all port and marine facilities under the Conservancy’s jurisdiction.

Accountability for compliance with the Code cannot be delegated or disclaimed on the basis of individual expertise. All Members are expected to understand their responsibilities, receive appropriate training, and actively engage in the oversight of marine safety. The current list of Members can be found on the [Members and meetings - Chichester Harbour Conservancy](#). Section of the CHC website. As Duty Holder, the Members of the Conservancy Board are:

- aware of the organisation’s powers, duties and responsibilities relating to marine safety through attendance at Duty Holder training and harbour awareness events;
- ensure that a suitable MSMS, which employs formal safety assessment techniques, is in place;
- approve appointment of a suitable Designated Person;
- oversee senior executive appointments to Chichester Harbour Conservancy;
- ensure that appropriate resources are made available for discharging marine safety obligations by approving budgets;
- ensure that the management of marine safety continuously improves by approving the publication of Chichester Harbour Conservancy’s Marine Safety Plan; and
- report on the Chichester Harbour Conservancy’s compliance with the relevant parts of the Code to the MCA when invited to make the Compliance Declaration.

#### 2.2 The Designated Person

The Designated Person (DP) provides independent assurance to the Duty Holder that the MSMS is operating effectively and in full alignment with the PMSC. The DP must have sufficient independence, competence, and access to the Duty Holder to carry out this role credibly and without conflict of interest.

Chichester Harbour Conservancy has appointed Mr. Monty Smedley of ABPmer Ltd as its Designated Person. He is responsible for conducting an annual independent audit of the Conservancy’s compliance with the Code, and for reporting findings and recommendations directly to the Duty Holder.

#### 2.3 Officers and Stakeholders of the Conservancy

The day-to-day execution of Chichester Harbour Conservancy’s marine safety policies and procedures is the responsibility of its officers and stakeholders.

Annex A contains the Organisational Chart for Chichester Harbour Conservancy.



These roles are defined as follows:

- Chief Executive

The Chief Executive provides strategic leadership and is responsible for ensuring that the Conservancy's policies, including marine safety, are implemented effectively across all departments. This role ensures that the Marine Safety Management System (MSMS) is properly resourced and integrated into the wider governance framework.

- Harbour Master

The Harbour Master is the principal operational authority for marine safety and navigation. The Harbour Master exercises statutory powers and local byelaws, including powers to regulate vessel movements, enforce directions, respond to emergencies, and investigate incidents. The Harbour Master is responsible for overseeing the safe conduct of navigation, managing operational risks, and ensuring compliance with all relevant legislation and guidance.

- Deputy Harbour Master (Health and Safety)

The Deputy Harbour Master (Health and Safety) supports the Harbour Master and leads on the development, implementation, and review of risk assessments across all marine operations and facilities. This role is responsible for ensuring that all hazards are identified, assessed, and controlled in accordance with the Ports and Marine Facilities Safety Code (PMSC). The Deputy Harbour Master also oversees the Conservancy's health and safety procedures, incident investigations, and continuous improvement initiatives related to operational safety.

- Conservancy Employees

Conservancy staff, including Patrol Officers, administrative personnel, and technical support team are responsible for implementing specific elements of the MSMS. Their duties include monitoring harbour activities, issuing safety notices, maintaining infrastructure, and supporting emergency response. All employees receive regular training and are expected to uphold the Conservancy's safety culture.

- Harbour Users

Harbour users including commercial operators, recreational boaters, berth holders, and club members play a vital role in maintaining a safe marine environment. While not employees, they are considered operational stakeholders under the PMSC. Users are expected to comply with published safety guidance, report hazards or incidents, and participate in consultation processes through the Advisory Committee and other forums.

The organisational structure and reporting lines for these roles are illustrated in Annex A. All parties contribute to a shared commitment to marine safety, environmental protection, and continuous improvement.

### 3.0 Legislation

#### 3.1 Review of Legislative Powers

Chichester Harbour Conservancy remains fully cognisant of its statutory responsibilities under the Chichester Harbour Conservancy Act 1971, as well as wider harbour legislation, national guidance, and associated regulations. In 2020, Ashfords LLP conducted a formal review of the Conservancy's powers, resulting in an application to the Marine Management Organisation for a Harbour Revision Order. This Order was granted on 17 June 2025 and came into force on 11 July 2025, conferring powers of General Directions and modernising elements of the Act to ensure it remains fit for purpose.

The Conservancy continues to monitor legislative developments and undertakes periodic reviews to ensure its powers remain aligned with the evolving scope of the Ports and Marine Facilities Safety Code (PMSC), including its applicability to marine facilities.

#### 3.2 Key Statutes

The key statutes governing the Conservancy as the SHA are:

##### 3.2.1 National Legislation

(A) Harbour, Docks and Piers Clauses Act 1847

(B) Harbours Act 1964

(C) Docks and Harbours Act 1966

(D) Health and Safety at Work etc. Act 1974

(E) Dangerous Vessels Act 1985

(F) Pilotage Act 1987

(G) Merchant Shipping Act 1995

(H) Railways and Transport Safety Act 2003

(I) Civil Contingencies Act 2004

(J) Marine Navigation Act 2013

##### 3.2.2 Local Acts and Orders

(A) Chichester Harbour Conservancy Act 1971

<https://www.legislation.gov.uk/ukla/1971/70/contents/enacted>

(B) The Harbour Directions (Designation of Harbour Authorities) Order 2015

<https://www.legislation.gov.uk/uksi/2015/573/schedule/paragraph/2/made>

(C) Chichester Harbour Revision Order 2025

<https://www.legislation.gov.uk/uksi/2025/705/contents/made>

### 3.2.3 Inclusion of the Harbours, Docks and Piers Clauses Act 1847

The Harbour, Docks and Piers Clauses Act 1847 is incorporated into the Chichester Harbour Conservancy Act 1971, via Section 4(1). The incorporation of the whole 1847 Act has specific exclusions of certain numbered clauses.

### 3.3 Limits of Jurisdiction

The limits within which the Conservancy shall exercise jurisdiction as harbour authority are defined in the 1971 Act, Section 82, and as modified by the HRO 2025, Section 11. The harbour limits comprise the area lying within the outer edge of the line coloured red on the attached plan (See Plan [Annex B](#)).

### 3.4 Health and Safety Procedures

Health and Safety at Work (H&SAW) procedures for Conservancy employees are set out in HR toolkit. These include a statement of safety commitment and detailed procedures for the safe conduct of significant activities performed by Conservancy staff. Procedures are reviewed regularly and updated to reflect changes in legislation, operational practice, and lessons learned from incident investigations.

### 4.0 Duties and Powers

#### 4.1 Open Port Duty

Chichester Harbour Conservancy maintains an Open Port for the safe and lawful navigation of vessels, as required by the Chichester Harbour Conservancy Act 1971 and Section 33 of the Harbours, Docks and Piers Clauses Act 1847. This duty excludes hovercraft and hydrofoil vessels under provision 4(g) of the 1971 Act.

#### 4.2 Statement of LPS Provision

Following formal risk assessment, Chichester Harbour Conservancy has determined that a Local Port Service (LPS) is appropriate to support safe navigation for leisure craft, small fishing vessels, small passenger vessels, and licensed work boats, while safeguarding the harbour's environmental sensitivities.

#### 4.3 Byelaws

Under Section 83 of the 1971 act, the Conservancy may make, alter or repeal byelaws for a very wide range of purposes to regulate conduct within the harbour. These are reviewed periodically to ensure they remain effective and proportionate. The Conservancy has two sets of Byelaws:

- Chichester Harbour Conservancy, Byelaws for the protection of Pilsey Island Local Nature Reserve, 1985.
- Chichester Harbour Conservancy, Byelaws relating to vessels entering using or leaving the Harbour and notes for guidance of harbour users, 1996. [Cited as The Chichester Harbour Byelaws, 1973.]

#### 4.4 Special Directions

The Harbour Master (and authorised officers) may issue a Special Direction in respect of a vessel anywhere in the harbour. The definition of 'Harbour Master' [HRO, 2025, Section 2] reads:

*"harbour master" means any person appointed as such by the Conservancy, and includes the duly authorised deputies and assistants of the harbour master and any other person authorised by the Conservancy to act, either generally or for a specific purpose, in the capacity of harbour master.*

The powers to issue Special Direction are laid out in the HRO, 2025, Section 6 (1) to Section 6(4). This issue of a Special Direction is further detailed in the Standard Operating Procedure 12.

The following are authorised to issue Special Directions:

- Harbour Master;
- Deputy Harbour Master;
- Assistant Harbour Master.

#### 4.5 General Directions

Under the Chichester Harbour Revision Order 2025, the Conservancy has the power to issue General Directions for the ease, convenience or safety of navigation; the safety of persons; the protection of

property, flora or fauna; the ease, convenience or safety of harbour operations ashore. These are developed in consultation with stakeholders and published for transparency. The procedure for giving, amending or revoking General Directions is listed in Section 4 of the Harbour Revision Order 2025, with instructions for publishing General Directions listed in Section 5.

### 4.6 Harbour Directions

Where applicable, Harbour Directions may be issued under the Harbour Directions (Pilotage and Navigation) Regulations, subject to appropriate consultation and publication.

### 4.7 Dangerous Vessel Directions

The Harbour Master may direct or detain vessels deemed to pose a risk to safety, the environment, or other harbour users, in accordance with statutory powers. These requirements are listed in the 'Compliance and Enforcement' Policy.

### 4.8 Pilotage

Chichester Harbour Conservancy is a Competent Harbour Authority (CHA) and has the authority to require pilotage. CHC assesses the risk of the movement of shipping into and out of the harbour. With no large commercial traffic other than dredgers, there are no extant pilotage directions and the movements are judged on an individual basis. An application has been made to the Department for Transport for the removal of the CHA designation.

### 4.9 Towage

Towage operations are subject to Chichester Harbour Towage Guidelines. [Towage Guidelines - Chichester Harbour Conservancy](#). All vessels towing a vessel or structure, over 12m in length, or the total length of the tow exceeds 20m are to provide a towage plan to the Harbour Master before committing to enter the harbour or departing moorings.

### 4.10 Licencing of passenger vessels

Vessels and masters of commercial passenger vessels operating only in the Harbour are licensed as follows:

- a. 12 passengers or more - both vessels and master are licensed by the MCA.
- b. Fewer than 12 passengers - Chichester Harbour Conservancy Boat and Boatman's licence may be issued in accordance with the guidelines of the Solent & Southern Harbour Masters Association licences for boats and boatmen.

### 4.11 Environmental Duty

The conservation of nature is a primary function of the Conservancy under the 1971 Act. The harbour environment is highly protected reflecting the important habitats and species it supports. CHC carries out all its functions with special regard to the possible environmental impact, protecting from damage and pollution the marine environment and the landscape, heritage, amenity and tourism attractions of Chichester Harbour. CHC carries out all functions with regard to its statutory environmental responsibilities under the Environment Act 2021 and the Natural Environment and Rural Communities Act 2006. The Conservancy has a duty to conserve and enhance biodiversity and to protect the designated status of the harbour as an NL, SSSI, SAC, and SPA.

All marine operations are assessed for environmental impact, and the Conservancy works closely with statutory agencies and stakeholders to ensure compliance and promote sustainable use of the harbour.

### 4.12 Emergency Preparedness and Response

The Chichester Harbour Emergency Plan (revised 2024) outlines immediate actions for harbour staff and emergency services. It is shared with local authorities and emergency responders. Joint exercises are held at least every 2 years.

CHC has an MCA approved Oil Spill Contingency plan. The document is regularly reviewed with the following exercise and test schedule:

- Two notification exercises per year;
- Two Tier 1 mobilisation exercises per year;
- One table-top exercise per year; and
- One Tier 2 Incident Management Exercise (IME) ever three years.

The Harbour Master has the power to prohibit the entry into a port of any vessel carrying dangerous goods, if the condition of those goods, or their packaging, or the vessel carrying them is such as to create a risk to health and safety, and to control similarly the entry on to dock estates of dangerous substances brought from inland. These powers are contained in the Dangerous Goods in Harbour Areas Regulations (DGHar) 2016. In practice, there is limited scope for vessels carrying dangerous goods to use Chichester Harbour.

### 4.13 Civil Contingencies Duties

Chichester Harbour Conservancy is not a “Relevant Harbour Authority,” within the meaning of Part 2 of the Civil Contingencies Act 2004, it is however a category 2 responder and will cooperate and share information with category 1 responders, contributing to Local Resilience Forums as required

### 4.14 Collecting Dues

The Conservancy funds its statutory duties through the collection of Harbour Dues, which are published annually on its website.



### 5.0 Risk Assessment

Chichester Harbour Conservancy maintains a robust and proactive approach to marine risk management, fully aligned with the Ports and Marine Facilities Safety Code (PMSC). All powers, policies, plans, and procedures are underpinned by formal hazard and risk assessments, implemented through the Marine Safety Management System (MSMS).

The objective of Formal Risk Assessment (FRA) is to describe hazards in the harbour, understand the risk and identify controls. Risk is measured against four criteria:

- Life;
- Environment;
- Harbour operations/Harbour utility (reputation, business interruption, etc); and
- Physical infrastructure (vessels, mooring, quay, jetty, etc).

The outcome of each marine risk assessment has a two-part test:

- Is the risk tolerable?
- Is the risk reduced to a point considered to be “As Low As Reasonably Practicable” (ALARP)?

The preferred hierarchy of control is:

- Eliminate risks – avoid hazardous procedures or substitute safer alternatives
- Combat risks – implement protective measures to prevent harm
- Minimise risks – apply safe systems of work and operational controls

In 2025, the Conservancy transitioned to the MARNIS system for risk and incident management. This digital platform enables real-time tracking, analysis, and reporting of marine hazards, incidents, and control measures. It supports dynamic risk assessment and continuous improvement across all harbour operations. The tolerability position and risk matrix descriptors are shown in Annex C.

### 5.1 Formal Safety Assessment

The International Maritime Organization (IMO) Formal Safety Assessment (FSA) approach is a five-step process:

1. Identification of hazards;
2. Assessment of risks;
3. Risk control options;
4. Cost benefit assessment (if required); and
5. Recommendations for decision-making.

Step 4 uses Cost Benefit Assessment (CBA) to determine if a risk control is justifiable. In practice, most decisions made by marine professionals to implement risk controls will have clear benefit when compared to the cost. Should this not be possible, a CBA approach can be used.

### 5.2 Reviewing Risk Assessments

A comprehensive Hazard Identification Workshop (HAZID) was held in October 2025, involving stakeholders from commercial operators, recreational users, sailing clubs, berth holders, and marine service providers.

This collaborative process ensured that the Conservancy's risk register reflects the full diversity of harbour activities and incorporates stakeholder insight into hazard prioritisation and control strategies. Risk control measures including Standard Operating Procedures (SOPs), General Directions, Notices to Mariners, and operational guidance.

MARNIS Marine Risk Assessments are reviewed annually, following incidents, or in response to new activities, emerging threats, or trend analysis.

Reviews ensure that controls remain effective and risks are managed to a point considered to be ALARP.

### 5.3 Dynamic Risk Assessment

Harbour staff are trained to apply dynamic risk assessment during live operations, particularly when conditions change or unforeseen hazards arise. This enables real-time decision-making and immediate control measures to maintain safety. Examples include:

- Sudden changes in weather or visibility
- Unexpected vessel movements or breakdowns
- Emergency response situations
- Dynamic assessments are recorded where feasible and used to inform future reviews and updates to the risk register.



### 6.0 Marine Safety Management System

Chichester Harbour Conservancy is a safety-conscious and publicly accountable authority, committed to undertaking and regulating marine operations in a manner that safeguards the harbour, its users, the public, and the environment. In accordance with the updated Ports and Marine Facilities Safety Code (PMSC), the Conservancy maintains a comprehensive and integrated Marine Safety Management System (MSMS).

The MSMS is designed to ensure that marine operations are conducted safely, risks are effectively managed, and statutory duties are fulfilled. It incorporates governance, operational procedures, risk assessment, incident reporting, and stakeholder engagement. The system is implemented through the following key documents and resources:

- Chichester Harbour Management Plan 2025-2030
- Standard Operating Procedures (SOPs)
- Health & Safety at Work Policy and Risk Assessments
- Chichester Harbour Conservancy Byelaws (1996) and General Directions
- Information for Mariners and Conservancy website
- Chichester Harbour Emergency Plan
- Oil Spill Pollution Plan
- Admiralty Chart 3418
- Notices to Mariners
- MAIB reports and Safety Digests
- Training matrix and records for marine personnel
- Planned maintenance system
- Bridging documents/ MOUs with marine facilities
- MARNIS Risk and Incident Management System (introduced in 2025)

The MSMS is reviewed annually and updated in response to operational changes, incident investigations, stakeholder feedback, and changes in legislation or national guidance.

#### 6.1 Strategic Framework

The overarching plans and policies of the Conservancy are contained in the Chichester Harbour Management Plan, which sets out the strategic objectives and statutory responsibilities of the organisation. These documents support the discharge of duties placed on the Conservancy by the Chichester Harbour Conservancy Act 1971, subsequent legislation, and government guidance, including the PMSC.

#### 6.2 Public-Facing Policies

To support transparency and good governance, the Conservancy maintains the following public-facing policies:

- [Compliance and Enforcement Policy](#)
- [Data Protection Policy](#)
- [Complaints Policy](#)

These policies are published on the Conservancy's website and are reviewed regularly to ensure they remain current, accessible, and aligned with best practice.

### 6.3 Consultation and Stakeholder Engagement

Chichester Harbour Conservancy recognises that effective consultation is essential to maintaining a safe and well-managed harbour. In line with the PMSC, the Conservancy engages regularly with stakeholders to evaluate risks, review incidents, and improve operational safety.

Engagement includes:

- Quarterly meetings of the Chichester Harbour Advisory Committee, a statutory body established under the Chichester Harbour Conservancy Act 1971. The Committee comprises representatives from harbour users, sailing clubs, commercial operators, and environmental groups.
- Biannual marina managers meetings.
- Targeted workshops and forums, such as the HAZID workshop held in October 2025, which brought together a broad spectrum of stakeholders to review and update the Conservancy's risk assessments.
- Publication of incident summaries, MAIB reports and Notices to Mariners via the Conservancy's website.
- Working with all marine facilities within the SHA to raise awareness of PMSC requirements and develop bridging documents with the facilities.

### 6.4 Adjoining and Interfacing Organisations

Chichester Harbour Conservancy has a range of Organisations located within, and adjacent to its harbour jurisdiction. These are broadly split into:

- Multiple Mooring Holders (17 Mooring Organisations);
- Sailing Clubs (12 Clubs);
- Marinas (7 Marinas); and
- Others (3, including Langstone Harbour Board).

Chichester Harbour Conservancy is committed to engaging with Organisations on marine safety, security and efficiency of marine operations. This engagement may take the form of a:

- Service Level Agreement (SLA);
- Memorandum of Understanding (MOU); or
- A formal Harbour Access Agreement (HAA).

All of the above are considered to match the Code's expectation on 'Bridging Documents'.

### 6.5 Incident Investigation

Chichester Harbour Conservancy investigates all marine incidents promptly and thoroughly to identify root causes, prevent recurrence, and assess any breaches of statutory duties. Investigations are led by the Harbour Master or a delegated deputy and follow procedures aligned with the Ports and Marine Facilities Safety Code (PMSC).

The Conservancy uses the MARNIS system to record and manage all harbour incidents. Staff can access the database both afloat and ashore, enabling real-time reporting, tracking, and analysis. In

addition, an incident reporting form is available on the Conservancy's website for use by harbour users, ensuring transparency and encouraging stakeholder participation in safety management.

Investigations aim to:

- Determine the cause of the incident and recommend corrective actions; and
- Assess whether an offence has occurred and whether enforcement action is appropriate.

Where necessary, external expertise may be engaged to ensure independence and rigour. The Duty Holder and Board are assured that investigations meet the standards required under the PMSC and support continuous improvement of the Marine Safety Management System (MSMS).

### 6.6 Reporting and Follow-Up

Findings and lessons learned are documented in the Harbour Master's report, along with any corrective actions taken. Where appropriate, detailed reports are submitted to the Conservancy, the Marine Accident Investigation Branch (MAIB), and other relevant authorities using the most expedient method available. All reportable incidents, as defined by the Merchant Shipping (Accident Reporting and Investigation) Regulations 2012, are notified to the MAIB at the earliest opportunity. The Conservancy's procedures ensure timely and accurate reporting in accordance with statutory requirements and the PMSC.

### 6.7 Enforcement

Chichester Harbour Conservancy is committed to fair, proportionate, and transparent enforcement in support of its statutory duties and marine safety responsibilities. Enforcement action is taken in accordance with the Conservancy's Enforcement Policy, which reflects national guidance.

The Conservancy will:

- Promote compliance through education, engagement, and clear communication of rules and expectations.
- Investigate suspected breaches of legislation or harbour regulations in a timely and impartial manner.
- Take enforcement action where necessary to protect safety, the environment, or the integrity of the harbour.

Enforcement options include verbal or written warnings, formal cautions, Harbour Master's Directions, and prosecution. The chosen response will be proportionate to the nature and severity of the breach, the risk posed, and the conduct of the individual or organisation involved. Where an offence is suspected, the Conservancy will consider the early application of a PACE caution and may liaise with external agencies such as the Maritime and Coastguard Agency (MCA) or Police where appropriate. All enforcement decisions are documented and subject to internal review. The Conservancy will publish anonymised summaries of enforcement actions where appropriate to promote transparency and deter future non-compliance.

### 7.0 Review and Audit

#### 7.1 Monitoring Performance and Auditing

Chichester Harbour Conservancy maintains a regular and systematic process to monitor, review, and audit the performance of its Marine Safety Management System (MSMS). This ensures statutory compliance, operational effectiveness, and continuous improvement in line with the Ports and Marine Facilities Safety Code (PMSC). Performance is assessed through:

- Independent annual audits
- Routine inspections and safety checks
- Analysis of incidents, near misses, and trends via the MARNIS system
- Testing and exercises of emergency procedures

All plans, procedures, and documents are reviewed to ensure they remain current and fit for purpose. Reviews may be triggered by:

- The regular audit cycle
- A marine incident or accident
- An MAIB report or Code self-compliance statement
- Operational changes or emerging risks

#### 7.2 Defined role of the Duty Holder and Designated Person

The Designated Person conducts an annual audit of the Marine Safety Management System (MSMS) to assess compliance with the Ports and Marine Facilities Safety Code (PMSC). This audit benchmarks performance against internal Key Performance Indicators (KPIs) and recognised industry best practice. Findings and recommendations are compiled in a formal Annual Audit Report, which is presented to both the Advisory Committee and the Conservancy in its role as Duty Holder. This process ensures independent scrutiny, promotes transparency, and supports the Duty Holder who is ultimately accountable for maintaining a safe, effective, and continuously improving safety management system.

#### 7.3 Compliance Declaration

Chichester Harbour Conservancy will submit a formal declaration to the Maritime and Coastguard Agency (MCA) every three years, as required by the PMSC compliance programme. The next declaration will be submitted in the first quarter of 2026.

If internal audits identify compliance issues that cannot be resolved internally, the Conservancy will consult its Designated Person and the MCA to confirm compliance and agree appropriate actions. The Conservancy will cooperate fully with the MCA should a Health-Check (verification) visit be required.

### 8.0 Competence

Chichester Harbour Conservancy is committed to ensuring that all personnel involved in the management and delivery of marine services are competent, qualified, and trained to appropriate national standards. This is essential to maintaining a safe and effective Marine Safety Management System (MSMS) and fulfilling the Conservancy's statutory duties.

#### 8.1 Competency Standards

All staff with responsibilities for marine and navigational safety are recruited, trained, and developed in line with national occupational standards or equivalent frameworks. The Conservancy maintains a structured training strategy that includes:

- Structured recruitment against job role criteria.
- Defined competency requirements for each safety-critical role.
- Assessment of qualifications, certification, and relevant experience.
- Ongoing review of staff performance against these standards.
- Support for personnel working toward formal qualifications or certificates of competency.

The Conservancy maintains a role-specific training matrix that identifies mandatory qualifications and competencies for each position. All employees appointed to roles with responsibility for the safety of navigation or delegated powers of the Harbour Master receive appropriate training and assessment relevant to their duties.

Competence is assessed annually through performance reviews, during which job descriptions, responsibilities, and training needs are evaluated. Training requirements arising from these reviews are actioned promptly, and refresher training is provided at regular intervals.

#### 8.2 Assessment and Verification

The Conservancy applies a consistent and transparent methodology to assess the fitness and competence of all personnel in safety-critical roles. This includes:

- Regular performance reviews and skills assessments
- Verification of professional qualifications and experience
- Monitoring of operational effectiveness and decision-making under pressure

Where gaps are identified, targeted training or mentoring is provided to ensure individuals are fully effective in their roles.

#### 8.3 Seasonal Patrol Officer Training

Each year, the Conservancy delivers a comprehensive one-week in-house training programme for its seasonal patrol officers. This programme ensures that officers are fully prepared to operate safely and effectively within the harbour environment. The training includes:

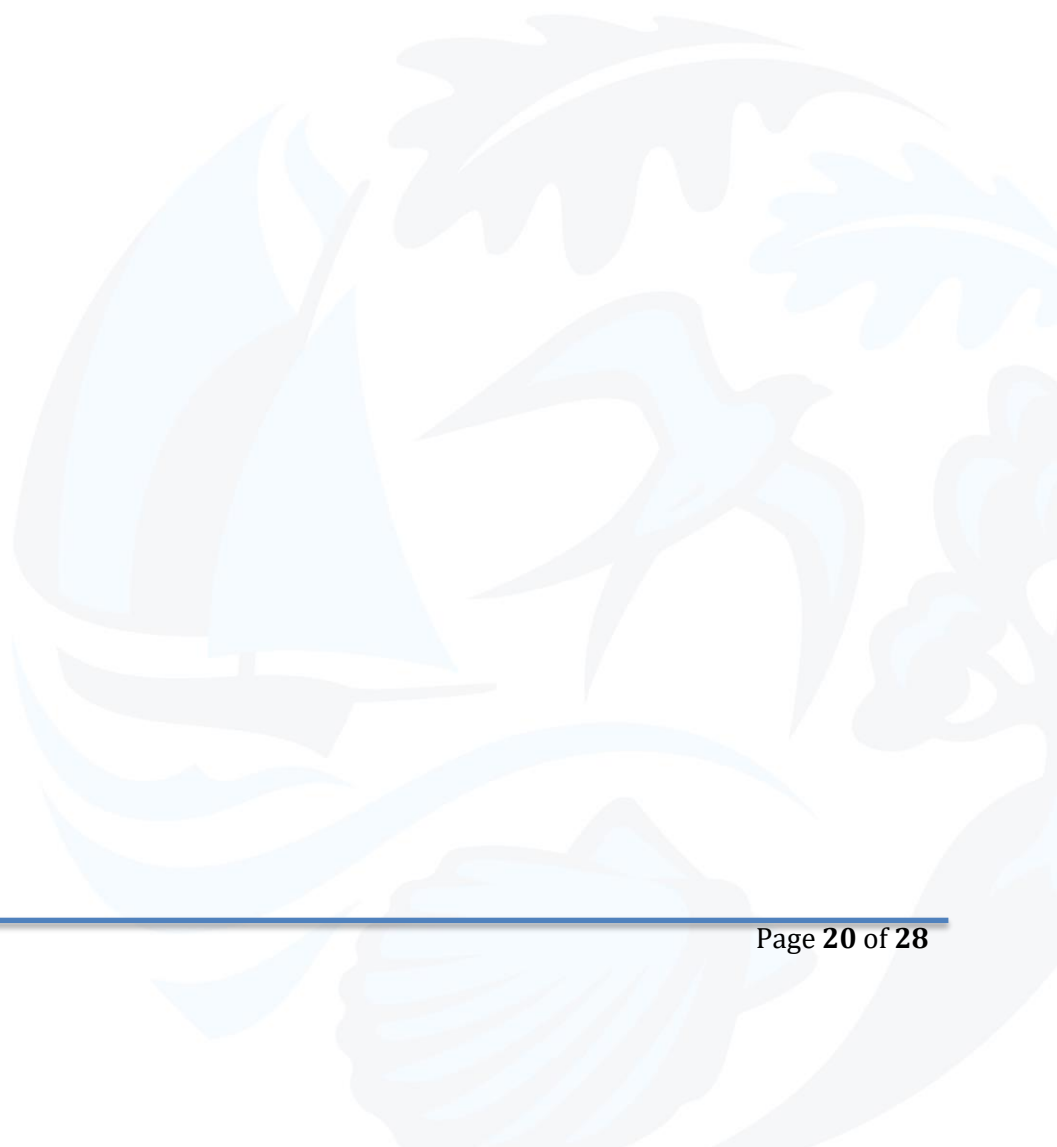
- Boat handling and towage
- Emergency preparedness and response
- Incident reporting and operational procedures
- Practical, scenario-based first aid
- Enforcement and engagement with harbour users

Training outcomes are documented and reviewed annually to maintain consistency, incorporate lessons learned, and ensure alignment with national standards and operational needs.

### 8.4 Continuing Professional Development

The Conservancy encourages continuing professional development (CPD). Staff are supported in attending relevant courses, workshops, and industry forums to stay current with best practice and regulatory changes.

Competence records are maintained for all relevant personnel and reviewed as part of the annual MSMS audit.





### 9.0 Plan

#### 9.1 Marine Safety Plan

Chichester Harbour Conservancy publishes a Marine Safety Plan to demonstrate its commitment to marine safety and to ensure transparency and stakeholder involvement. The plan outlines how the Conservancy will meet the requirements of the Ports and Marine Facilities Safety Code (PMSC) and is reviewed and approved by the Conservancy and Advisory Committee.

The plan includes:

- A commitment to regulate marine operations in a way that safeguards the harbour, its users, the public, and the environment.
- Reference to commercial activities, enforcement, and the efficient provision of marine services.
- A clear statement on how commercial pressures are managed without compromising safety or statutory duties.
- Integration with other marine safety policies, including enforcement, training, and navigational safety.

The plan is published on the Conservancy's website and is available to all harbour users and stakeholders.

The plan incorporates:

- Strategic safety objectives.
- Key performance indicators (KPIs).
- Links to supporting policies and procedures.
- A summary of risk management priorities and planned improvements.

#### 9.2 Review Cycle

The Marine Safety Plan and associated performance assessment are reviewed and published at least every three years, in line with the PMSC compliance cycle. This review period is aligned with the Conservancy's self-assessment and compliance declaration to the Maritime and Coastguard Agency (MCA).

### 10.0 Conservancy Duty

Chichester Harbour Conservancy exercises its statutory duty to conserve and maintain the harbour in a condition that is safe, navigable, and fit for purpose. This includes the maintenance of marine infrastructure, hydrographic surveying, management of aids to navigation, and the removal of hazards such as wrecks and abandoned vessels.

#### 10.1 Maintenance of Marine Facilities

The Conservancy ensures that all marine facilities under its control are maintained in good repair and are fit for purpose. Regular inspections and maintenance support safe vessel operations, reduce long-term costs, and preserve asset value. Maintenance priorities are informed by risk assessment and operational need.

#### 10.2 Conserving the Harbour

The Conservancy has a legal duty to conserve the harbour and exercise reasonable care to ensure it is safe for vessel use. This includes:

- Conducting hydrographic surveys in accordance with IHO SP44 standards and good practice guidance
- Identifying and marking the best navigable channels
- Installing and maintaining aids to navigation in optimal positions for all conditions
- Monitoring seabed changes and adjusting navigation marks as required
- Maintaining hydrographic and hydrological records
- Publishing hydrographic information in a timely manner
- Providing returns and updates to the General Lighthouse Authority (GLA) as required

Where a declared depth is advertised, the Conservancy ensures that approaches to that area are maintained under normal conditions or issues warnings if the depth cannot be guaranteed.

#### 10.3 Admiralty Charts and User Information

Hydrographic data is shared with the UK Hydrographic Office (UKHO) to support updates to Admiralty charts and publications. Users are kept informed of harbour conditions through Local Notices to Mariners, website updates, and direct communications.

#### 10.4 Aids to Navigation (AtoN)

Chichester Harbour Conservancy acts as the Local Lighthouse Authority for its area and maintains a comprehensive system of aids to navigation in consultation with Trinity House (as the General Lighthouse Authority), based on formal risk assessment and operational need.

- Aids are maintained in accordance with GLA availability criteria, assessed on a three-year rolling basis
- The following availability targets apply (Chichester Harbour has no Category 1 AtoN):
  - Category 2 Aids – 99% availability
  - Category 3 Aids – 97% availability
- Characteristics of aids to navigation comply with IALA Guidelines and Recommendations



- Changes to buoys, beacons, or lights are made only with Trinity House consent
- Returns and updates are submitted to the Trinity House as required
- Trinity House conducts annual inspections and may issue directions regarding the provision and positioning of aids to navigation

These standards ensure that navigation marks are reliable, optimally positioned, and suitable for all conditions, supporting safe passage through the harbour.

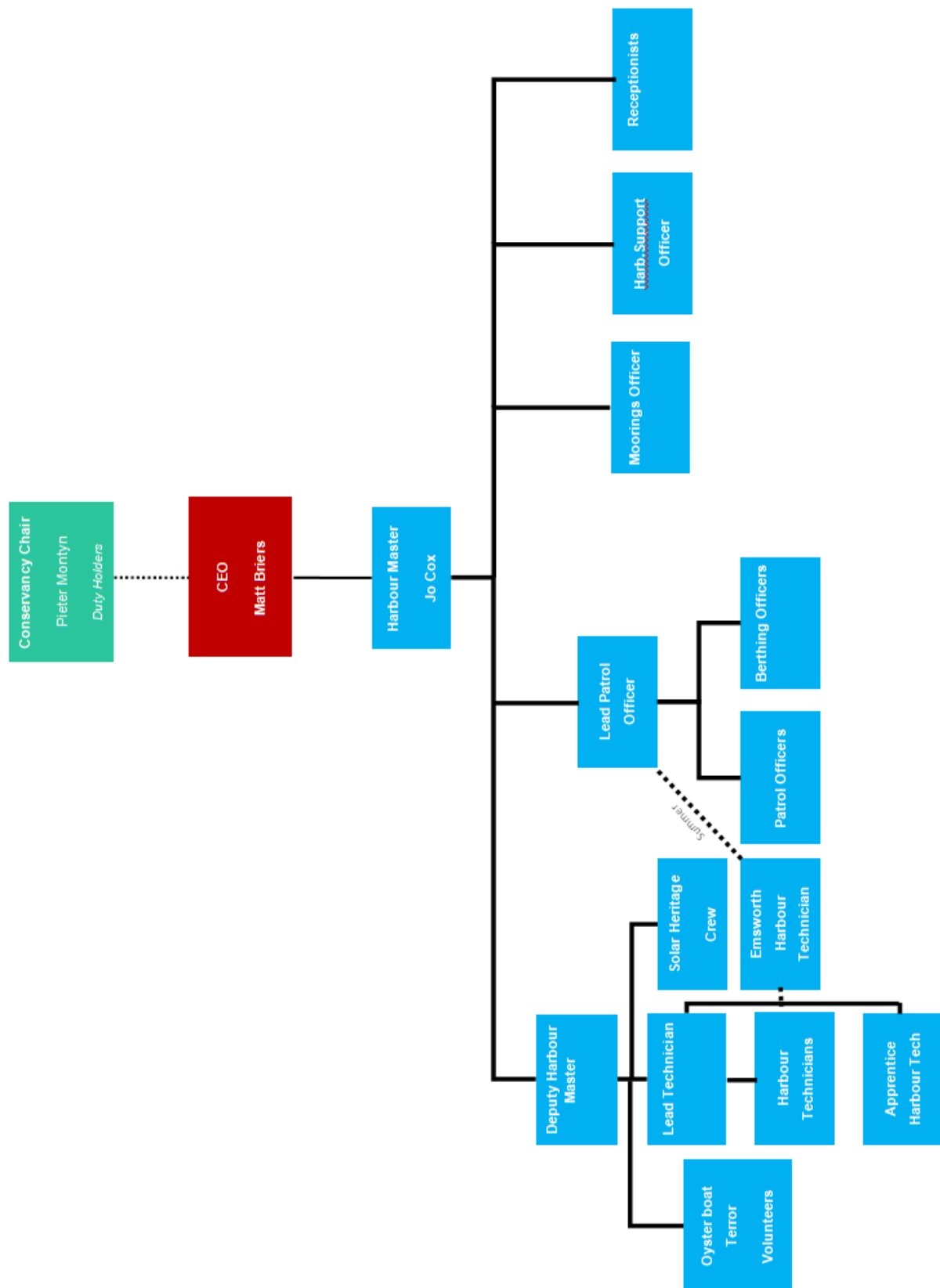
### 10.5 Wrecks and Abandoned Vessels

The Conservancy exercises its powers under Section 252 of the Merchant Shipping Act 1995 and the Harbour, Docks and Piers Clauses Act 1847 to manage wrecks and unserviceable vessels:

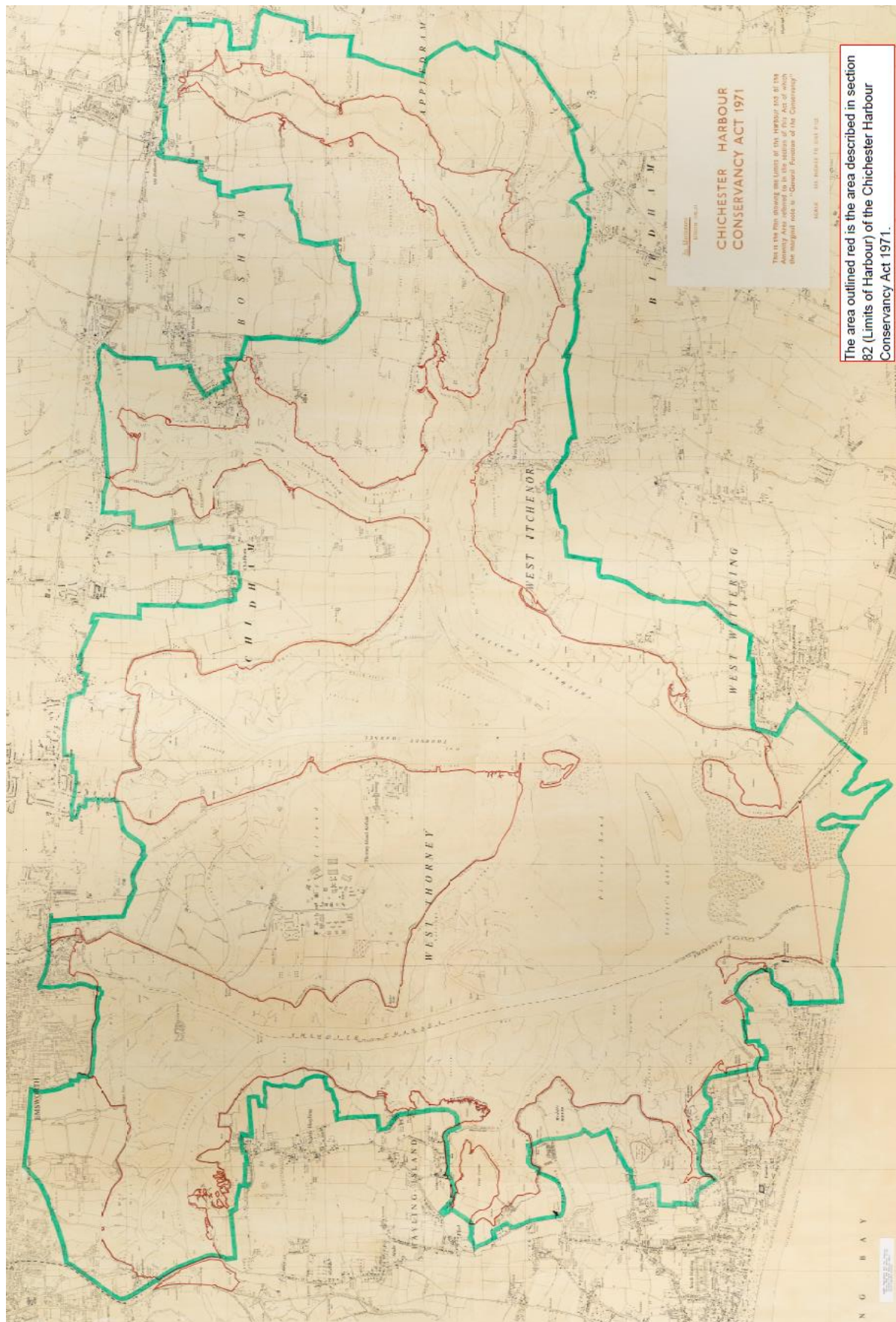
- Wrecks that pose a danger to navigation are assessed and, if necessary, marked, removed, or destroyed
- The Harbour Master may direct the removal of vessels that present a grave and imminent danger to safety
- Costs associated with removal may be recovered from the vessel owner
- All actions are taken with due regard to environmental protection and public safety

Where discretionary powers exist, they are exercised in the public interest, particularly where there is a threat to life. Legal advice is sought when necessary to confirm the scope and application of these powers.

Annex A – Organisational Structure (Marine)



Annex B – Harbour Limits



## Annex C – Risk Matrix

**Table 1 People Tolerance**

Consequence	Major (One or more fatalities)					
	Serious (Multiple major injuries)					
	Moderate (Multiple slight or single major injury)					
	Minor (Single slight injury)					
	No Injury					
		1 in 50 years	1 in 25 years	1 in 10 years	1 in 5 years	Yearly or more frequent
		Frequency				

**Table 2 Property Tolerance**

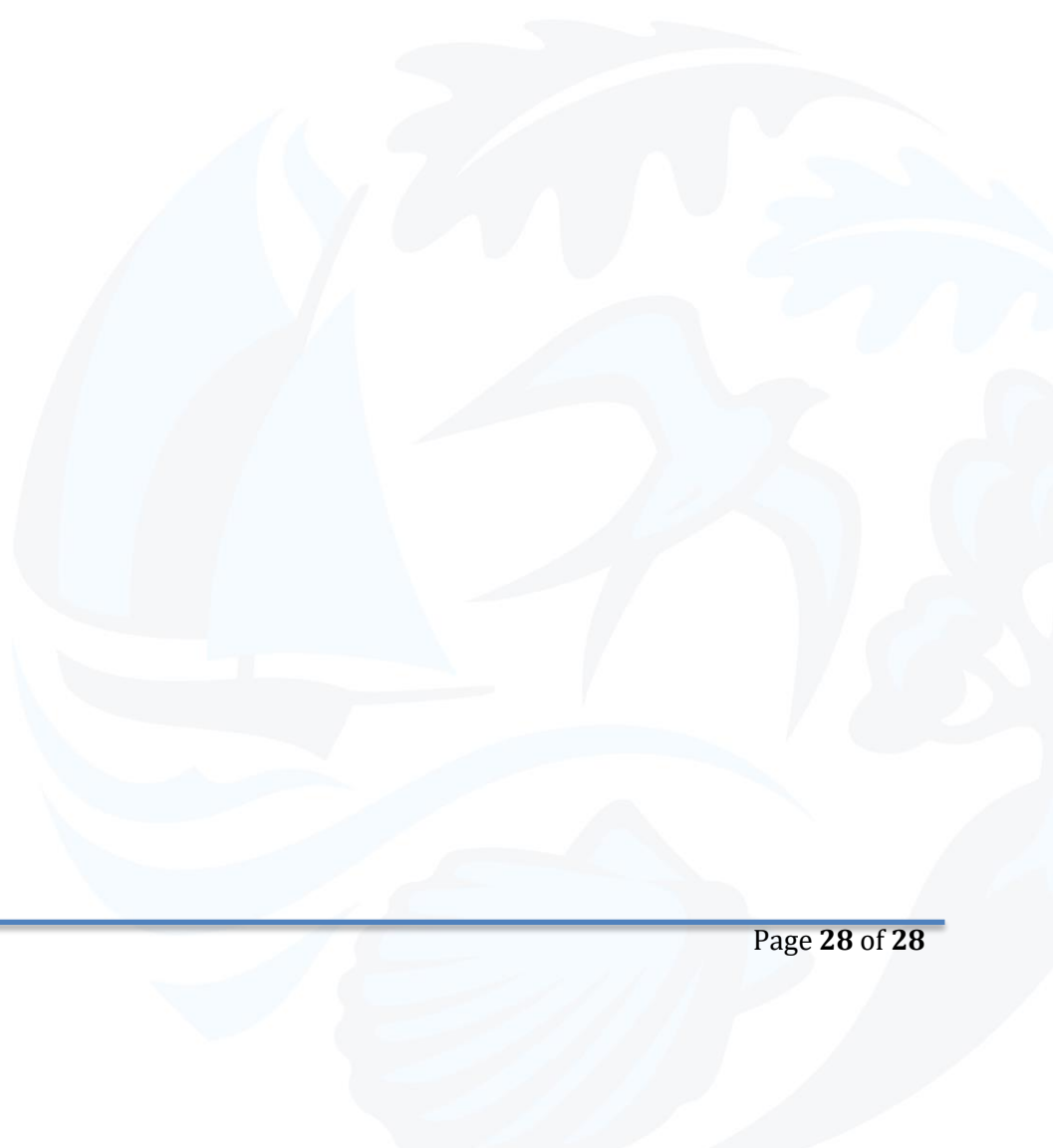
Consequence	Major (> £1m)					
	Serious (£100,000 - £1m)					
	Moderate (£10,000-100,000)					
	Minor (£0 - 10,000)					
	None					
		1 in 50 years	1 in 25 years	1 in 10 years	1 in 5 years	Yearly or more frequent
		Frequency				

**Table 3 Environment Tolerance**

Consequence	Tier 3					
	Tier 2					
	Tier 1					
	T1 no clean-up					
	None					
		1 in 50 years	1 in 25 years	1 in 10 years	1 in 5 years	Yearly or more frequent
		Frequency				

**Table 4 Port reputation/amenity loss Tolerance**

Consequence	Major (> £2m)					
	Serious (£20,000 - £2m)					
	Moderate (£2,000-20,000)					
	Minor (£0 - 2,000)					
	None					
		1 in 50 years	1 in 25 years	1 in 10 years	1 in 5 years	Yearly or more frequent
		Frequency				





CHICHESTER  
HARBOUR  
CONSERVANCY

# **PORTS AND MARINE FACILITIES SAFETY CODE**

## **MARINE SAFETY PLAN**

**2026-2028**

Version: 1.0

Issue Date: January 2026



Date	Reviewed by	Notes	Version
Nov 2025	J. Cox	Draft for review	Draft 0.1
Jan 2026	J. Cox	First edition approved for issue by the Duty Holder	Version 1.0



### 1. Introduction

The Ports and Marine Facilities Safety Code (PMSC)<sup>1</sup> sets the national standard for marine safety in UK ports and harbours. It provides a framework by which harbour authorities are held accountable for the legal powers and duties they exercise to ensure safe navigation and marine operations. The Code is supported by 'A guide to good practice on port and marine facilities'<sup>2</sup>.

Chichester Harbour Conservancy is the Statutory Harbour Authority for Chichester Harbour, established under the Chichester Harbour Conservancy Act 1971. The Conservancy is comprised of representatives from West Sussex County Council, Hampshire County Council, Chichester District Council, and Havant Borough Council, alongside independent members and a statutory Advisory Committee. The Conservancy is committed to administering the harbour in accordance with its founding legislation and the principles of good governance and marine safety.

The Members of the Conservancy Board are collectively and severally the 'Duty Holder'.

As part of its commitment to the PMSC, Chichester Harbour Conservancy has developed this Marine Safety Plan (MSP) to guide and monitor marine safety performance from 2026 to 2028. This plan serves as a tool to reinforce the Conservancy's legal responsibilities and operational standards, ensuring that marine activities within the harbour are managed safely, transparently, and in accordance with statutory powers. The aims of this MSP are to:

- Provide a clear framework for marine safety governance and oversight.
- Support the delivery and continuous improvement of the Marine Safety Management System (MSMS).
- Establish measurable objectives and performance indicators for key safety functions.
- Promote accountability through regular review, audit, and public reporting.
- Strengthen stakeholder confidence in the Conservancy's approach to marine safety.

### 2. Marine Safety Framework

The Conservancy's statutory duties are discharged through a hierarchy of policies, procedures, codes of conduct, and operational guidance that support the MSMS. These include:

- Marine Safety Management Manual
- [Navigation and Safety Guides](#)
- [Compliance and Enforcement Policy](#)
- Training Policy
- [Chichester Harbour National Landscape Management Plan \(2025-2030\)](#)
- [Port Waste Management Plan](#)
- Emergency Preparedness and Response Plans
- [Towage Guidelines](#)
- Guidance including; [Wildlife Aware Watersports](#), [Paddlesports](#), [Personal Watercraft](#)
- [Local Notices to Mariners](#)

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<sup>1</sup> <https://www.gov.uk/government/publications/port-marine-safety-code>

<sup>2</sup> <https://www.gov.uk/government/publications/a-guide-to-good-practice-on-port-marine-operations>

These documents are reviewed periodically and updated to reflect changes in legislation, operational risk, and stakeholder feedback.

### 3. Management of Marine Operations

This Marine Safety Plan commits the Conservancy to managing and regulating marine operations in accordance with its statutory powers and responsibilities. The Conservancy acknowledges that it has a legal duty to conserve Chichester Harbour to ensure it is fit for use, and a duty of reasonable care that the harbour remains in a fit condition for a vessel to use it safely.

The Conservancy aims to deliver its services efficiently, effectively, and objectively, ensuring the safety of all harbour users and the protection of the harbour's natural environment. Key commitments include:

- Facilitating the safe movement of vessels.
- Keep a vigilant watch for any changes in the harbour and maintain hydrographic data with updates passed to the UK Hydrographic Office.
- As the Local Lighthouse Authority, maintaining aids to navigation and move or renew these as appropriate, in consultation with General Lighthouse Authority.
- Regulating activities through byelaws, directions, and enforcement policies.
- Investigating incidents and near misses, and complying with mandatory reporting obligations.
- Allocating resources to support patrol operations, training, and stakeholder engagement.
- Manage commercial pressures without undermining the safe provision of services.
- Conduct annual audits and periodic reviews of the MSMS.

The Conservancy promotes a positive safety culture and encourages all harbour users to report hazards, incidents, and near misses. All reported events are logged, investigated, and used to inform ongoing improvements in marine safety. Risk assessments are reviewed regularly and updated in response to operational changes, emerging risks, or lessons learned from incidents. In line with the PMSC, the Conservancy is committed to ensuring that all marine risks are tolerable and reduced to a level that is 'As Low As Reasonably Practicable' (ALARP).

### 4. Plan Period

This Marine Safety Plan covers the period from 01 January 2026 to 31 December 2028. It is reported on annually and updated as necessary.

### 5. Marine Safety Plan Objectives

Category	Objective	Target / Measure
<b>Duty Holder</b>	1a. Ensure Duty Holders are trained and aware of responsibilities	100% trained; induction and harbour tour completed
	1b. Measure delivery of the objectives and overall MSP performance	Objectives reported on annually
<b>Designated Person</b>	2a. Maintain independent Designated Person	Contract in place
	2b. Audit MSMS and report to Board	Annual

Category	Objective	Target / Measure
<b>Legislation</b>	3a. Review statutory powers for PMSC compliance	Every 3 years
<b>Duties &amp; Powers</b>	4a. Maintain lawful access under Open Port Duty	Harbour open; exclusions per 1971 Act
	4b. Appoint qualified Harbour Master	Appointment confirmed; delegation documented
	4c. Enforce Byelaws and Directions	Byelaws reviewed every 3 years; Directions issued and logged
	4d. Develop General Directions	Ongoing
	4e. Ensure safe towage operations	Guidance reviewed annually
	4f. License passenger vessels and masters	Applications processed in 28 days; annual compliance checks completed
	4g. Discharge environmental responsibilities	Management Plan published; stakeholder engagement documented
	4h. Maintain MCA-approved Port Waste Plan	MCA approval maintained; reviewed every 3 years
<b>Risk Assessment</b>	5a. Maintain marine risk assessments	100% in-date; annual review
	5b. Investigate and close incidents	Minor: 1 week; Major: 1 month
	5c. Notify MAIB of reportable incidents	100% within 24 hours
<b>MSMS</b>	6a. Audit MSMS and submit MCA declaration	Annual PMSC Audit; 3 year compliance declaration
	6b. Maintain Marine Standing Instructions	In place for all areas; reviewed annually
<b>Review &amp; Audit</b>	7a. Report operational KPIs to Board	Quarterly
	7b. Maintain and test emergency plans	Reviewed annually; exercises logged
<b>Competence</b>	8a. Employ trained, qualified, and experienced staff	100% training; only SQEP employed; job roles reviewed annually
	8b. Train seasonal patrol officers	100% completion
<b>Plan</b>	9a. Publish Marine Safety Plan	Published 3 yearly

Category	Objective	Target / Measure
	9b. Review of previous plan	Published a plan review every 3 years
<b>Conservancy Duty</b>	10a. Maintain marine facilities	Planned maintenance system operational; inspections logged
	10b. Annual Survey of Chichester Bar	Annual survey; data published
	10c. Maintain aids to navigation and mark channels	Cat 2 ≥99%; Cat 3 ≥97%; Trinity House approval
	10d. Share hydrographic data and updates	Data to UKHO; Notices and website updates issued
	10e. Manage abandoned vessels and wrecks	Risks assessed; actions taken; legal advice as needed

## Chichester Harbour Conservancy

### Conservancy

Minutes of the meeting held on 24 November 2025 at 2.00 p.m. at County Hall, Chichester.

**Present –** Pieter Montyn (Chairman)

Iain Ballantyne	Jackie Branson	Andy Briggs	Ann Briggs
Gillian Harris	Jeremy Hunt	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

57. Apologies for absence were received from Sarah Payne.

#### Declarations of Interests

58. 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 (WSCC). Jeremy Hunt declared that he is the Cabinet Member for Finance and Property for WSCC and the Chairman of the West Sussex Pension Fund Committee.
59. Gillian Harris and Ann Briggs both declared that they sit on the Langstone Harbour Board.

### Part 1 Minutes – 7 July 2025

60. **Resolved** – That the minutes of the meeting of the Conservancy held on 7 July 2025 be approved as a correct record and that they be signed by the Chairman.

### Advisory meeting 17 November 2025

61. The Chairman of the Advisory Committee raised the following points from the committee meeting:
- Majority of members supported the 2026-27 budget however there were concerns about the non-payment of the deficit contribution by

Hampshire County Council (HCC) and how that might affect future finances.

- Members were concerned about the financial prospects set out for 2027-28 and 2028-29.
- The committee was pleased with the management plan.
- The committee supported the oyster reef licence and use of eco moorings for the project.

62. Other points of note from the Advisory Committee discussions would be raised at the relevant item during the meeting.

### **Chairman's Update**

63. The Chairman gave a verbal update on recent happenings that included:
- Harbour Action Summit meeting with key partners where ideas that would benefit coastal areas were put forward.
  - Debrief of the High Sherriff at the Harbour Office in September. A positive article has been published about the visit.
  - Positive feedback about the Harbour Patrol team received from harbour users.
  - New Jetty at Itchenor has concluded a successful first season and has been received well locally.
  - The Management Plan (for review at Agenda Item ??) has been an enormous task and the Director of Conservation was commended for his work.
  - The Farming in Protected Landscapes (FiPL) have met formally three times this financial year and have approved several items for the project.

### **Appointment to Committees and Working Groups**

64. The Conservancy noted the appointment of Simon Radford as Chairman and David Foster as Vice Chairman of the Advisory Committee for 2025-26. (Alison Wakelin, Robert Macdonald and Simon Radford continue in their term as Advisory Committee representatives on the Conservancy for 2023-26.)
65. The Conservancy approved the appointment of Warren Scott as the representative of the Professional Boatsman Association on the Advisory Committee.
66. The Conservancy noted the appointment of Ivan Western and Jonathan Raper to the Planning Committee.

### **Budget Monitor Report on 31<sup>st</sup> August 2025**

67. The Finance Manager (FM) presented her report with figures accurate to the end of August 2025 which were noted by the Conservancy. Due to better

enforcement and collection efforts, harbour dues were ahead of profile however annual mooring occupancy was down from 83% to 78%. Under the Conservation budget, an underspend continues due to the Operations Manager vacancy.

68. Members asked about alternative sediment options for the BuDS trial, however as nothing suitable was identified, a re-bid for the project will need to take place next year.

### **Revised Revenue Budget 2025-26**

69. The Finance Manager presented the report and drew attention to the proviso which clarified the uncertainty of the budget given that Hampshire County Council (HCC) have not yet made their deficit contribution for the current year. The report formalises the variances which includes reduced income from the harbour which is offset with the savings from the vacant post on the conservation team.
70. **Resolved – That the Conservancy be recommended** to approve the:
- a) Proposed variations to income and expenditure budgets.
  - b) Level of budgeted deficit contribution to remain at the level within the 2025-26 approved budget (£230,400 per County Council).

### **2026-27 Proposed Revenue Budget**

71. The FM presented the proposed 2026-27 revenue budget to members, outlining the key assumptions included in the report. The reduction to the repair and renewals contribution was due to capital grant funding used to replace the minibus but as this was a one-off opportunity the reduction is not sustainable long term.
72. It was explained that most charges have been increased by 3.8%, in line with inflation. Visitor fees for the new jetty have increased by 10%, however when compared with other local offerings this continues to be good value.
73. The report listed some areas of risk, including the uncertain financial environment that the Conservancy should be aware of. Efficiencies and opportunities for savings were also set out in the report to highlight those efforts.
74. A discussion around the funding challenge with HCC took place. Councillors from HCC had varying views on where the council was with resolving the deficit payment and proposed MoU. Members recognised that this continues to be a challenge for the organisation.
75. A member commended the reduction to the budgeted deficit contribution to be sought from the county councils, which was collectively noted by the Conservancy. It was highlighted that this had largely been achieved by a reduction in the employer pension contribution. The reduction was

welcomed but it was noted it had not been due to efficiencies within the organisation.

76. **Resolved – That the Conservancy approves** the draft budget for 2026-27 including in particular:

- a) Income variations – Paragraphs 19-22
- b) Expenditure variations – Paragraphs 23-26
- c) Proposed charges – Paragraphs 29-32
- d) Deficit contribution of £437,100 to be sought from Hampshire and West Sussex County Councils (£218,550 per council). This represents 71% of the total (c.£617,000) requestable under the '71 Act.

### **Revenue Budget Prospects 2027-28 and 2028-29**

77. The Finance Manager presented her report which was a light touch look ahead and included some known variations. The loss of car park income moving forward was significant and there is an assumption that mooring uptake will drop further to 75%.
78. The CEO explained that this was a working document and will be refined going forward as required. He also reminded the group that the unitary authorities will need to take over from the councils/boroughs set out in the CHC Act. A member asked if there was a way to capitalise salaries from the impressive list of grants/contributions. It was confirmed that this was already done where possible. The report was noted by the Conservancy.

### **External Audit Report 2024-25**

79. The Deputy Treasurer (DT) presented the report on the results of the external audit conducted for 2024-25. Following a recommendation by the Auditor, it was confirmed that a review of this annual report has been added as a standing agenda item by the Conservancy. The DT highlighted key points set out in her report, which included specific areas raised by the external auditors. Members discussed the independence of the internal audit function and the work undertaken by external audit.
80. The DT also highlighted the good work that has been done by CHC in the past 18 months. This included the work involved in the transition from the financial precept model to a deficit recovery approach. Despite the additional complexity and workload involved, the auditors raised no concerns.
81. **Resolved – That the Conservancy confirms** that the External Auditor Report 2024-25 has been reviewed and that specific consideration has been given to:
- Acknowledge that AGAR Form 3 includes a misstatement relating to grant income received in 2024/25 and note the External Auditor's



request for a resolution amendment to be reflected in next year's statement.

- Considering the three additional matters raised by the External Auditors, namely:
  - Drawing the Conservancy's attention to the Internal Audit Report.
  - The need for clearer evidence of the Conservancy's consideration of the previous year's External Audit Report.
  - The requirement for formal evidence that the Conservancy has considered the independence of the Internal Auditor.

### **Chief Executive Officer's Primer and Dashboard**

82. The CEO presented his one-page primer and dashboard which was noted by the Conservancy. He shared an update that the Executive Officer would be reducing and changing her work routine. While she would be stepping down from a large portion of the role, she would continue to support the governance arrangements of the organisation. The Executive Officer was thanked for her work and contributions especially to leases and licences. The CEO is investigating options to cover the work with CHC property portfolio.
83. The CEO confirmed that Kate Bull from Natural England has been appointed as the new Operations Manager and would be starting in January 2026 to support the DoC and Conservation Team.
84. Running the new jetty has been more work than originally anticipated, and adjustments have been made to the Harbour Office space to ensure that people with specialist knowledge can support the reception area when questions arise.
85. A member raised the Langstone boardwalk as an area of concern and suggested that reputational damage to CHC was likely given the vocal opposition to the project and ongoing delays. The suggestion was made that it should be added to the Dashboard. The CEO reconfirmed that the project was being managed by HCC Highways Authority and not CHC. Members asked that more be communicated to the local community when the project was done as there was misinformation being shared and a real need to strengthen community relations.

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

86. The Director of Conservation (DoC) gave a slide presentation to the group and explained that the Conservancy had prepared all the management plans for the County Councils since the Countryside Rights of Way Act was enacted as CHC were best placed as the experts of Chichester Harbour. More than a year ago, the DoC confirmed with the Councils that CHC would draft the next 5-year plan. Along with stakeholder feedback, the plan being presented was also subject to a public consultation. The final version has also been scrutinised by the Task and Finish Group appointed by the Conservancy.

87. In the plan, the special qualities of Chichester Harbour have been strengthened, and four main policies have been set out which will help improve future reviews of the plan. Following feedback from the Advisory Committee, amateur fishing and wildfowling have been added to the leisure and recreational activities. Following Conservancy approval, the plan will be adopted by the councils. The DoC thanked the Task and Finish Group for their valuable work on the project. Members praised and thanked the DoC for his work in drafting the new plan.
88. **Resolved – That the Conservancy approve:**
- The disbanding of the Task and Finish Group.
  - The Chichester Harbour National Landscape Management Plan 2025-2030 Incorporating the Amenity Area and Harbour.

### **Port Marine Safety Code**

89. The Harbour Master (HM) presented her report which was noted by the Conservancy. Incidents listed in the report, including the fire at Chichester Marina and the quick multi-agency response were discussed. Broken down vessels and groundings continue to be a portion of the patrol workload.
90. The new Ports and Marine Facilities Safety Code (PMSC) was issued in April 2025. The Conservancy will receive an update in January 2026 which will include new processes and policy changes.
91. As external quotes for the Harbour Revision Order work were too costly, changes will be drafted in-house. While this will occur with less speed, the current bylaws continue to be sufficient.
92. The new jetty at Itchenor was well received. Options for the toilets and showers refurbishment which include building extension or floating unit options have been investigated and are currently with Chichester District Council for consideration.
93. Members asked about the effectiveness of fines in enforcement actions. The HM confirmed that changes to the website have improved how incidents are reported to CHC.

### **Removal of Competent Harbour Authority Designation**

94. The HM presented her report which sets out the rationale behind the proposed change in designation. If a pilot were ever needed in the harbour, the HM would request support from Portsmouth, as the closest port with qualified personnel.
95. **Resolved – That the Conservancy agrees to endorse** a submission to the Department for Transport for removal of the Competent Harbour Authority designation.

## **Works Licence**

### **(i) Ella Nore Spit**

96. The DoC gave details on the history of the site and the particulars of the application. The source of the shingle has been confirmed as Langstone Harbour. The Advisory Committee expressed reservations on the long-term success of the recharge however it will be for the landowner to monitor.
97. **Resolved – That the Conservancy approve** the Ella Nore Spit works licence.

### **(ii) Oyster Reef**

98. The DoC presented the report and reminded members that this was first presented to the Conservancy in July 2025. Following further discussions with the sailing clubs at Bosham and Itchenor, work was done to alter the location of the reef which will better align with club racing in that area of the harbour.
99. **Resolved – That the Conservancy approve** the oyster reef works licence.

*(Jeremy Hunt left the meeting.)*

## **Exclusion of Press and Public**

100. **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 7 July 2025**

The minutes were approved as a correct record.

### **Part 2 Minutes of the Advisory Committee held on 17 November 2025**

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

## **Chichester Harbour Trust**

An urgent item was added to the agenda. The Director of Conservation updated the Conservancy who agreed to offer a contribution to the Trust to purchase a plot of land in the harbour.

## **Medium-Term Financial Plan**

The Finance Manager presented the plan which was noted by the Conservancy.

## **Chief Executive Officer's Update**

The CEO presented few updates as much had already been covered under the Part 1 agenda item.

## **Risk Assessment**

The CEO presented the updated Risk Assessment which was noted by the Conservancy. Many areas of risk had already been discussed under the Dashboard (agenda item ??) in Part 1.

## **Finance, Risk & Audit Group**

Members noted the minutes of the Finance, Risk & Audit Group meeting held on 5 November 2025.

## **Itchenor Jetty Extension**

The Harbour Master presented a report on the proposal for an extension to the Itchenor jetty.

## **Langstone Sailing Club Harbour Dues**

A decision on the report presented by the Harbour Master was deferred.

## **Leases and Licences**

The Conservancy agreed to renew the Tern Rafts at Thorney Island licence with the MOD for 2025. A report on the Wildfowlers was noted by the Conservancy.

*The meeting ended at 4.18pm*

Chairman

## **Chichester Harbour Conservancy**

### **Budget Monitor Report To 30<sup>th</sup> November 2025**

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

#### **1. Introduction**

- 1.1 This report sets out the Conservancy's budget position for the period to 30<sup>th</sup> November 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 November 2025. Details of the key issues within the Harbour budget are set out below.

##### Income

- 2.2 Annual Harbour Dues collection continues to exceed profile, with a projected positive variation of £7,000 at year-end.
- 2.3 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 £7,000.

##### Expenditure

- 2.4 There are no significant variations to expenditure budgets or year-end projections at this time.

##### Transfers to/from Reserves

- 2.5 No anticipated variations.

#### **3. Conservation Budget**

- 3.1 Appendix 3 sets out the budget monitor to the end of November 2025. There are currently no significant variations to income, expenditure or transfers to reserves.

#### **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 £933,200.
- 4.2 The total grant from Friends of Chichester Harbour is to be confirmed in due course. £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.

- 4.3 £65,100 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 £23,200 received in year. To date, expenditure on the project totals £50,400.
- 4.6 Bird Aware Solent has awarded £22,700 towards educational projects and installation of marker buoys at East Head.
- 4.7 West Wittering Estate has been approached to support the annual costs of Salterns Way with a one-off grant of £5,000.
- 4.8 Lockheed Martin has awarded £10,000 to support Educational (£7,000) and operation of Solar Heritage (£3,000)
- 4.9 A small amount of the EA grant, awarded in 2024-25 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 8 months ended 30 November 2025

Account	Combined Budget			Harbour Budget	Conservation Budget
	Approved Budget	Year End Projection	Variance	Year End Projection	Year End Projection
<b>Income</b>					
DEFRA Grant	173,100	173,100	0	0.00	173,100
Other Income	263,100	263,100	0	153,500	109,600
Harbour Dues	525,000	532,000	7,000	532,000	0
Moorings Income - Annual	900,000	900,000	0	900,000	0
Moorings Income - Visitor	50,000	43,000	(7,000)	43,000	0
Lease / Licence income	232,100	232,100	0	189,300	42,800
<b>Total Income</b>	<b>2,143,300</b>	<b>2,143,300</b>	<b>0</b>	<b>1,817,800</b>	<b>325,500</b>
<b>Expenditure</b>					
Staffing Costs	1,396,900	1,396,900	0	811,300	585,600
Maintenance	86,900	86,900	0	65,500	21,400
Premises Costs	387,900	387,900	0	352,400	35,500
Transportation	104,600	104,600	0	78,800	25,800
Equipment	165,500	165,500	0	148,700	16,800
Office Supplies	75,900	75,900	0	62,900	13,000
Professional Services	188,100	188,100	0	147,100	41,000
Conservation Projects	29,600	29,600	0	0	29,600
County Council Charges	32,500	32,500	0	23,400	9,100
<b>Total Expenditure</b>	<b>2,467,900</b>	<b>2,467,900</b>	<b>0</b>	<b>1,690,100</b>	<b>777,800</b>
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>(324,600)</b>	<b>(324,600)</b>	<b>0</b>	<b>127,700</b>	<b>(452,300)</b>
<b>Transfers to/from Reserves</b>					
Budgeted transfers to Reserves	136,200	136,200	0	124,400	11,800
<b>Total Transfers to/from Reserves</b>	<b>136,200</b>	<b>136,200</b>	<b>0</b>	<b>124,400</b>	<b>11,800</b>
<b>Surplus / (Deficit)</b>	<b>(460,800)</b>	<b>(460,800)</b>	<b>0</b>	<b>3,300</b>	<b>(464,100)</b>

**Budget Monitor - Harbour**

Chichester Harbour Conservancy  
For the 8 months ended 30 November 2025

**Appendix 2**

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Variance	Comments
<div> <div>+ Additional Income</div> <div>- Reduced Income</div> </div>							
<b>Income</b>							
Other Income	153,500	59,610	59,107	(503)	153,500		
Harbour Dues	525,000	501,710	507,041	5,331	532,000	7,000	
Moorings Income - Annual	900,000	894,350	893,735	(615)	900,000		
Moorings Income - Visitor	50,000	47,410	40,860	(6,550)	43,000	(7,000)	
Lease / Licence income	189,300	84,540	83,539	(1,001)	189,300		
<b>Total Income</b>	<b>1,817,800</b>	<b>1,587,620</b>	<b>1,584,282</b>	<b>(3,338)</b>	<b>1,817,800</b>	<b>0</b>	
<div> <div>- Additional Expenditure</div> <div>+ Reduced Expenditure</div> </div>							
<b>Expenditure</b>							
Staffing Costs	811,300	563,530	567,346	(3,816)	811,300		
Maintenance	65,500	40,130	39,231	899	65,500		
Premises Costs	352,400	284,862	284,939	(77)	352,400		
Transportation	78,800	57,200	55,869	1,331	78,800		
Equipment	148,700	47,890	45,132	2,758	148,700		
Office Supplies	62,900	31,140	28,051	3,089	62,900		
Professional Services	147,100	64,070	67,333	(3,263)	147,100		
County Council Charges	23,400	11,700	10,555	1,145	23,400		
<b>Total Expenditure</b>	<b>1,690,100</b>	<b>1,100,522</b>	<b>1,098,456</b>	<b>2,066</b>	<b>1,690,100</b>	<b>0</b>	
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>127,700</b>	<b>487,098</b>	<b>485,826</b>	<b>(1,272)</b>	<b>127,700</b>	<b>0</b>	
<b>Transfers to/from Reserves</b>							
Budgeted transfers to Reserves	124,400	0	0	0	124,400		
<b>Total Transfers to/from Reserves</b>	<b>124,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>124,400</b>		
<b>Surplus / (Deficit)</b>	<b>3,300</b>	<b>487,098</b>	<b>485,826</b>	<b>(1,272)</b>	<b>3,300</b>	<b>0</b>	



# **Budget Monitor - Conservation**

## **Appendix 3**

Chichester Harbour Conservancy  
For the 8 months ended 30 November 2025

Account	Conservation Budget	Conservation Profile	Conservation Actual	Conservation Variance	Year End Projection	Projection Comments Variance
<div> <div>+ Additional Income</div> <div>- Reduced Income</div> </div>						
<b>Income</b>						
DEFRA Grant	173,100	130,048	130,048	(0)	173,100	
Other Income	109,600	83,946	83,971	25	109,600	
Lease / Licence income	42,800	25,900	26,687	787	42,800	
<b>Total Income</b>	<b>325,500</b>	<b>239,894</b>	<b>240,706</b>	<b>812</b>	<b>325,500</b>	<b>0</b>
<div> <div>- Additional Expenditure</div> <div>+ Reduced Expenditure</div> </div>						
<b>Expenditure</b>						
Staffing Costs	585,600	396,328	398,365	(2,037)	585,600	
Maintenance	21,400	14,320	12,463	1,857	21,400	
Premises Costs	35,500	10,394	9,228	1,166	35,500	
Transportation	25,800	12,460	10,595	1,865	25,800	
Equipment	16,800	11,280	11,865	(585)	16,800	
Office Supplies	13,000	8,680	7,626	1,054	13,000	
Professional Services	41,000	26,780	26,749	31	41,000	
Conservation Projects	29,600	18,656	17,497	1,160	29,600	
County Council Charges	9,100	4,550	4,524	26	9,100	
<b>Total Expenditure</b>	<b>777,800</b>	<b>503,448</b>	<b>498,912</b>	<b>4,536</b>	<b>777,800</b>	<b>0</b>
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>(452,300)</b>	<b>(263,554)</b>	<b>(258,205)</b>	<b>5,349</b>	<b>(452,300)</b>	<b>0</b>
<b>Transfers to/from Reserves</b>						
Budgeted transfers to Reserves	11,800	0	0	0	11,800	
<b>Total Transfers to/from Reserves</b>	<b>11,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,800</b>	
<b>Surplus / (Deficit)</b>	<b>(464,100)</b>	<b>(263,554)</b>	<b>(258,205)</b>	<b>5,349</b>	<b>(464,100)</b>	<b>0</b>
Less Harbour Surplus	3,300				3,300	
<b>Deficit to be funded by the County Councils</b>	<b>(460,800)</b>				<b>(460,800)</b>	

## Grants and Contributions

## Appendix 4

For the 8 months ended 30 November 2025

Grants / Income	2025-26					Total Grants Awarded / Income Expected (Brought Forward and Received in Year)
	Brought Forward	Received to Date	Total Brought Forward / Received	Expenditure to Date	Year End Projection	
Friends (tbc)	4,000.00	0.00	4,000.00	0.00	0.00	25,000.00
FiPL	29,046.81	113,101.11	142,147.92	65,084.90	0.00	216,121.00
DEFRA Access for All	0.00	65,168.00	65,168.00	18,637.00	0.00	86,890.00
DEFRA Capital Funding	0.00	92,565.00	92,565.00	48,785.00	0.00	123,420.00
Solent Seascape Project *	89,011.07	23,204.00	112,215.07	50,430.95	0.00	431,100.00
Bird Aware Solent	0.00	22,692.00	22,692.00	0.00	0.00	22,692.00
West Wittering Estate (tbc)	0.00	0.00	0.00	0.00	0.00	5,000.00
Corporate Sponsorship (Education)	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00
Corporate Sponsorship (Solar Heritage)	0.00	3,000.00	3,000.00	0.00	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
<b>Total</b>	<b>132,016.32</b>	<b>326,730.11</b>	<b>448,787.99</b>	<b>182,937.85</b>	<b>0.00</b>	<b>933,181.44</b>

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

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

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

## Conservancy

### CEO Primer

#### Environment/Access

- Plans/Delivery
  - 5-year Plan approved and awaiting adoption.
  - Planning application for Fishbourne Footpath at Apuldram Meadow now validated.
  - Progress on Langstone remains stalled due live power cable.
  - CHC working with Blue Marine Foundation for a pilot Biodiversity Certification scheme as part of Solent Seascape Project.
    - Pilot within the restoration area of Chichester channel including the oyster restoration zone, the West Itchenor BUDS trial site and the Itchenor seagrass bed.
  - Harbour Oysters Ltd will be installing oyster cages (Feb/Mar) at Itchenor Jetty, Emsworth Visitor Pontoon and Emsworth Sailing Club.
  - BMF will shortly (Mar) be commencing the first phase of the oyster restoration project in the Chichester Channel.
  - The Technical Study for the footpath at Chalkdock Marsh has commenced.
- Funding
  - National Lottery Heritage Fund bid for CHaPRoN projects to be submitted Feb 25.
- Planning discussion piece in Part 2.

#### Harbour

- Shower/toilets.
  - Floating Unit and Harbour Office extension discounted.
  - Focus now on re-vamping existing facilities. Discussions ongoing local contractors for quotes.
- Jetty extension.
  - MMO consultation closed in early Jan 26 and are reviewing the responses received.
- Harbour Revision Order has been laid.
  - Work now underway in-house to produce full set of directions given high quoted legal costs (c.£15k).
- PMSC audit undertaken on 5 Dec 25.
  - Audit findings to be present to Board by DP Monty Smedley.
- PMSC
  - Work complete on full revision of CHC Marine Safety Management System.
  - Marine Safety Management Manual and Plan provided to Board for approval.
- Jetty Electrics
  - EV charging installation complete. Domestic to be installed in coming weeks.

#### HR

- Pre-Christmas elevated staff illness levels enduring.
- Planning Officer retired. Gapped Operations Manager filled 12 Jan 26.
- SMT re-write and update all Job Descriptions to better balance pressure across organisation
  - 75% complete.

#### Finance

- HCC still not paid IY sum.
- Discussions ongoing WSCC/HCC reference statutory deficit contribution payment.
- EOY surplus of c.£28k (due gapping of NL Ops Mgr) paid to WSCC.

**Matt Briers CBE**  
CEO

Risks

Descriptor	Mar 25	Jun 25	Nov 25	Jan 26	Trend
Reputation					➡
Compliance					➡
Finance					➡
Governance					➡
Authority					➡
Personnel					➡

Conservation Area

Descriptor	Mar 25	Jun 25	Nov 25	Jan 26	Trend
Prep of MP & DP 25-30					➡
Climate Change					↘
FiPL Farming					➡
Access & Footpaths					➡
Education & Inform.					➡
Nature Recovery					➡
Planning & Enforcemt					➡
Dept. Capacity					↘
Grant Funding					➡
<ul style="list-style-type: none"><li>Management Plan awaiting adoption by LPAs. Delivery Plan shared with CHC Members.</li><li>Work on the Climate Change Adaptation Plan to start in 2026 by Ops Manager.</li><li>FiPL has been extended until 2029.</li><li>Access. The rollout of the KCIIECP is underway due to open February 2026. Langstone footbridge delayed, HCC leading.</li><li>Education Service continues to serve schools across Hants and West Sussex. Solar Heritage out of service.</li><li>Nature Recovery. Apuldram Meadow drop-in attended by 90 people. 5 ha of saltmarsh. Working on Conservation Covenant for SSP.</li><li>Planning. Ongoing enforcement matters at TW, YH and SH. Salterns Lock unresolved.</li><li>Dept capacity improved with Ops Manager.</li><li>DoC and NRN working on bid to the Heritage Fund to kickstart the CHaPRoN nature recovery programme.</li></ul>					

Safety

Descriptor	Mar 25	Jun 25	Nov 25	Jan 26	Trend
WF Incidents	2	2	4	0	➡
RIDDOR	0	0	0	0	➡
H Incidents	1	58	146	15	➡
Harbour incidents include all types of vessel and person related incidents in the harbour, not just safety related					

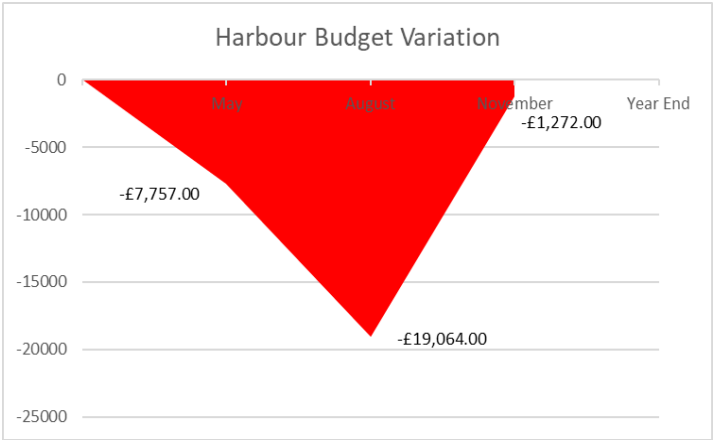
Harbour Area

Descriptor	Mar 25	Jun 25	Nov 25	Jan 26	Trend
TMoB					➡
Itch Jetty					➡
Itch Carpark					➡
Harbour RO					➡
Enforcement					➡
SQEP					➡
Maintenance					➡
Dept Capacity					➡
<ul style="list-style-type: none"><li>Itchenor Jetty installation. Electric vessel charging installation complete. Domestic charging install in progress. Quotation process underway for toilets and showers.</li><li>Car park delivering good reliability and returns. Car park lease expiring July 2027.</li><li>HRO laid June 2025, work ongoing to prepare GD's</li><li>2025 - 1 successful prosecution, 3 prosecution cases pending.</li><li>Regnum IV currently in refit.</li><li>HSO recruited and reception team restructured</li><li>SH investigation complete</li></ul>					

Forward Programme

Date	Activity/Deliverable
22 Jan	Job Description Workshop
15 Feb	Distribute Harbour Life & Info. for Mariners
16 Mar	Seasonal Patrol & Berthing Os Training Week

CHC Dashboard (v11)



Strategy

**Our Vision for 2050**

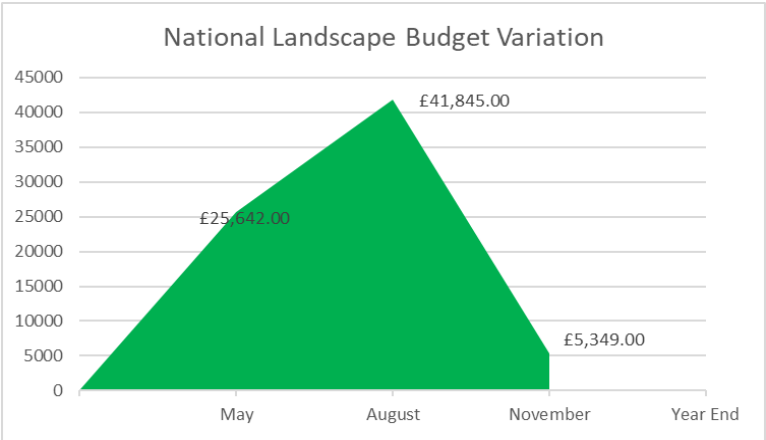
**Chichester Harbour Conservancy (CHC) is viewed internationally as an exemplar of active and effective conservation, whilst delivering safe and efficient port management. Habitat decline has been reversed with biodiversity and the natural beauty of the harbour protected, all achieved through its leadership, 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*

Finance

Agenda Item 8



Comms/HR Area

Descriptor	Mar 25	Jun 25	Nov 25	Jan 26	Trend
Press & PR					➡
Social Media					➡
Web Content & Traffic					➡
Literature & Newsletters					➡
Events & Talks					➡
NL Rebrand					➡
Gapping					➡
Absence					➡
Dept Capacity					➡
<ul style="list-style-type: none"><li>20206 Editions of Harbour Life and Information for Mariners publications created. Distribution commences from Feb as part of harbour dues mailings.</li><li>Recruitment of 2026 Seasonal Patrol and Berthing Officer team underway.</li><li>New Harbour Discovery Tourist Map created to be launched at tourism event in March.</li><li>Campaign to promote moorings availability planned for Feb.</li><li>Promotional campaign for Solar Heritage on hold until vessel recovered to service.</li></ul>					

Forward Programme (Process)

Date	Descriptor	Date	Descriptor	Date	Descriptor
19 Jan	Advisory Committee	18 Mar	FRAG	18 May	HR Sub Committee
26 Jan	Conservancy	7 Apr	Planning Committee	1 Jun	Planning Committee
2 Feb	Planning Committee	13 Apr	Advisory Committee	10 Jun	FRAG
9 Feb	HR Sub Committee	20 Apr	Conservancy	22 Jun	Advisory Committee & Conservancy
2 Mar	Planning Committee	11 May	Planning Committee	3 Jul	Planning Committee

Finance/ Leases Area

Descriptor	Mar 25	Jun 25	Nov 25	Jan 26	Trend
Harbour Budget					➡
NL Core Budget					➡
NL Grants					➡
Leases/ Licences					➡
Dept Capacity					➡
<ul style="list-style-type: none"><li>Harbour unfavourable variance of £1,272 as at the end of November.</li><li>Conservation core budget favourable variance of £5,349 as at the end of November.</li><li>Anticipated additional grants of £933,181</li><li>Ongoing work on deficit recovery and grant administration has required additional effort from the Finance Manager.</li><li>Lack of access to Land Registry and ownership details (via GIS) continues.</li><li>Resignation of the XO removes capacity, technical and organisational knowledge</li><li>Department leads to oversee lease/licence issues until replacement resource to oversee area.</li></ul>					

## **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

**DP** – Delivery Plan

**FiPL** – Farming in Protected Landscapes

**KCIIIECP** – King Charles III England Coast Path

**MP** – Management Plan

**NRN** – Nature Recovery Manager

**SH** – Sandhead, West Wittering

**TW** – Tournerbury 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 Waterwater 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

26 JANUARY 2026

CHICHESTER HARBOUR DRAFT DELIVERY PLAN 2025-2030

Foreword

- The Countryside and Rights of Way (CRoW) Act of 2000 placed a duty on Local Authorities to prepare a Management Plan for the protected landscape at intervals of 5 years. The latest Management Plan for the 2025-2030 period was approved at the Conservancy meeting of 24 November 2024 and has since been passed to the four Local Authorities for adoption. It has been published on the Conservancy’s website.
- The Equalities Impact Assessment and Habitat Regulations Assessment are complete and published on the Conservancy’s website. The Strategic Environment Assessment is nearing completion.
- The final document to be prepared is the Delivery Plan. This document outlines the actions will be taken to deliver the Policy Aims in the Management Plan. The Delivery Plan is to be reviewed on an annual basis and is a requirement of the Defra funding. The rest of this paper summarises the actions of the Delivery Plan.
- This paper is for information only.

1.0 Policy Aim 1: Improvement of the Harbour

1.1 Sustainable Wastewater Management

**Storm overflow incidents in Chichester Harbour need to significantly reduce and eventually be eliminated. They should not be a feature of a modern protected landscape.**

The lead partner for Policy Aim 1.1 is Southern Water, with the Environment Agency and Ofwat as the regulatory bodies. Southern Water is tackling storm overflows through a £1.5 billion Clean Rivers and Seas Plan, focusing on infrastructure upgrades like building storage tanks, sealing groundwater leaks, and implementing nature-based solutions, Sustainable Drainage Systems (SuDS) like rain gardens and water butts, plus finding and disconnecting misconnected pipes, to reduce excess rainwater entering their sewer systems.

1.1.1	Southern Water to report on progress at the biannual Harbour Summit, hosted and chaired by Chichester Harbour Conservancy.
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1.2 Responsible Maritime Practices

**Black water discharges from vessels in Chichester Harbour will be vigorously discouraged until such time as they are prohibited. All wash-down facilities for boat maintenance will need to be fully contained in the coming years to better prevent any antifouling waste from entering the harbour.**

The lead partner for Policy Aim 1.2 is Chichester Harbour Conservancy. Secondary partners are the sailing and boating community, marinas, boatyards, the Chichester Harbour Federation and the Chichester Harbour Friends.

Blackwater discharge refers to the release of untreated or partially treated sewage (toilet waste, faeces, urine) from vessels, containing harmful bacteria, viruses, nutrients, and chemicals, posing significant health risks and polluting ecosystems by causing algal blooms, depleting oxygen, and harming marine life.

Antifouling for vessels involves applying special protective coatings, usually paint, to the submerged hull to prevent marine organisms like barnacles, algae, and weeds from attaching, which improves fuel efficiency, increases speed, reduces drag and prevents hull damage.

Antifouling paints impact marine environments by releasing toxic biocides that poison marine life, disrupt food chains, and accumulate in sediments, harming organisms even at low levels. While effective, these paints, often contain microplastics, pose risks through leaching and improper disposal, leading to habitat damage and the spread of invasive species. Less harmful alternatives like, silicone-based coatings, are available instead. With 10,500 vessels in Chichester Harbour, the cumulative impact of antifouling is significant.

1.2.1	Chichester Harbour Conservancy will encourage the sailing and boating community to refrain from any black water discharges in the harbour due to the environmental impacts.
1.2.2	Chichester Harbour Conservancy will seek to prohibit black water discharges so that the activity becomes illegal.
1.2.3	Pump-out facilities will continue to be provided at Itchenor, Chichester Marina, Thornham Marina, Emsworth Yacht Harbour, Northney Marina, Hayling Yacht Company and Sparkes Marina.
1.2.4	Chichester Harbour Conservancy will assess the wash down facilities to see whether improvements can be made to prevent antifouling waste from entering the harbour.

### 1.3 Nitrates & Heavy Metals

**The application of fertiliser in the Chichester Harbour catchment causes high levels of nitrates in the harbour waters, which results in excessive opportunistic levels of macroalgal weed. The presence of heavy metals in the harbour is also a by-product of outdated farming practices. Efforts to reduce run-off from farmland will be accelerated.**

Policy Aim 1.3 will be delivered in partnership. Chichester Harbour Conservancy is limited by the boundary of its jurisdiction, which does not extend to the catchment. The Environment Agency would have an interest in a new nutrient management scheme; however, resource implications will need to be taken into account. The Farm Cluster Groups that have been supported by the Farming in Protected Landscapes programme are supportive of regenerative farming, however their remit is largely limited to their own members. The National Farmers Union accept the link between farming and macroalgal weed. The NFU is a membership body representing farmers.

1.3.1	To monitor and map macroalgae weed coverage at regular intervals. This work is undertaken by the Environment Agency.
1.3.2	To better understand source apportionment. A PhD student is exploring this action.
1.3.3	To minimise the application of fertiliser, plant winter cover crops, create strong buffer zones between the cultivated land and water courses and to use technology to avoid the double spraying of crops. All relevant partners to encourage best practice farming.
1.3.4	To continue to focus on projects delivering improvements in water quality and explore options which aim to further reduce nitrates in the Chichester Harbour waters. The Farming in Protected Landscapes programme to seek new projects in this regard.
1.3.5	To investigate whether a catchment-wide nutrient management scheme could be an effective long-term tool to improve water quality.

### 1.4 Plastics & Forever Chemicals

**Many of the chemicals used in plastic products are 'forever chemicals' that resist degradation and can remain in the environment for centuries, posing risks to health and ecosystems. Examples include plastic bottles, straws,**

**cutlery, polystyrene and wear from tyre particles. Work will continue to reduce plastic pollution and minimise the presence of forever chemicals.**

Policy Aim 1.4 will be delivered in partnership. Chichester Harbour Conservancy can raise awareness of the issue, however a wider societal shift away from plastics would be required to eliminate the matter altogether. In the meantime, Harbour Watch volunteers patrol to shoreline to collect and safely dispose of marine litter. The sailing clubs are working to reduce their use of plastic. Plastic nurdles can be found on the shoreline, a byproduct of plastic production, and there is no solution at present to waste from degrading tyre particles washing off the roads and into the harbour.

1.4.1	To promote awareness and lifestyle changes to reduce household contaminants entering the harbour waterways.
1.4.2	To continue to work towards eliminating single-use plastics in Chichester Harbour, with a preference to reduce, reuse, and recycle.
1.4.3	To undertake an organised annual programme of voluntary beach cleans by the Harbour Watchers to collect and safely dispose of marine litter.

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

### **2.1 Chichester Harbour will continue to be a safe harbour that complies with the Ports and Marine Facilities Safety Code (PMSC), in the spirit of continual improvement and the pursuit of best practice. The moratorium on new moorings will be maintained.**

The lead partner for Policy Aim 2.1 is Chichester Harbour Conservancy. These actions relate to the regular work of this Harbour Authority.

2.1.1	To nominate Conservancy Members to act as the 'Duty Holder' responsible for setting a standard for the safe management of the harbour in accordance with the Ports and Marine Facilities Safety Code.
2.1.2	To nominate a suitably qualified 'Designated Person' responsible for providing independent assurance to the 'Duty Holder' that the Marine Safety Management System is working.
2.1.3	To annually review existing powers derived from local and national legislation, seeking additional powers if required in order to promote safe navigation.
2.1.4	To review and confirm compliance with duties and powers.
2.1.5	To complete and maintain risk assessments on all harbour operations and implement control measures.
2.1.6	To operate an effective Marine Safety Management System, developed after consultation, based on risk assessment, and detailing the approach to incident investigation.
2.1.7	To annually monitor, review and seek a Designated Person audit of the Marine Safety Management System.
2.1.8	To prepare and publish an annual Safety Plan.
2.1.9	To achieve full compliance with General Lighthouse Authority requirements.
2.1.10	To recruit competent staff, trained to industry standards with ongoing performance management.
2.1.11	To maintain staff job descriptions, allocating responsibility for the delivery of the Ports and Marine Facilities Safety Code.
2.1.12	To maintain Harbour Office Standing Instructions for safe delivery of Chichester Harbour Conservancy's work programme.
2.1.13	To maintain a log of incidents and accidents on the Harbour and maintain a regime to review hazards and control measures.
2.1.14	To maintain Health & Safety at Work orders for the safe conduct of all activities performed by employees of Chichester Harbour Conservancy.
2.1.15	To update Admiralty Chart 3418 – Langstone and Chichester Harbours by informing UK Hydrographic Office of all known changes to the hydrography of the Harbour and aids to navigation.



2.1.16	To maintain a fit-for-purpose fleet of vessels.
2.1.17	To issue seasonal Weekend Navigation Bulletins highlighting pinch points.
2.1.18	To publicise Chichester Harbour Conservancy's Harmony leaflet and reinforce messages in other publications, talks and communications with yachtsmen.
2.1.19	To assess impacts of developments on safe navigation through Works Licences.
2.1.20	To take advantage of technological advancements to improve the Marine Safety Management System.

## 2.2 Sailing Clubs & Sailing Centres

**Sailing clubs and sailing centres are recognised as key stakeholders that advise on navigational matters and further the long-term environmental interests around Chichester Harbour. They are represented on Chichester Harbour Conservancy by the Chichester Harbour Federation. Positive working relationships with sailing clubs and sailing centres are to be maintained.**

The lead partner for Policy Aim 2.2 is Chichester Harbour Conservancy. These actions relate to the regular work of the Harbour Authority.

2.2.1	To ensure Chichester Harbour has a modern and well-maintained system of navigation aids based on risk assessment and complying with The International Association of Marine Aids to Navigation and Lighthouse Authorities system of buoyage (Region A).
2.2.2	To maintain channel marker posts and buoys.
2.2.3	To undertake regular bathymetric surveys of key areas such as Chichester Bar and Sandhead.
2.2.4	To seek to maintain a Charted depth of 1.5m below Chart Datum on Chichester Bar.
2.2.5	To regulate works and dredging below mean high water springs by Works Licences to maintain safety of navigation, the environment and landscape of the harbour.
2.2.6	To support and sponsor, where appropriate, proposals for sustainable dredging in the harbour to maintain safety of navigation and the amenity value, in accordance with the Habitats Regulations and Water Framework Directive.
2.2.7	To maintain the Maintenance Dredging Baseline document.
2.2.8	To maintain hards, pontoons and jetties owned by Chichester Harbour Conservancy in safe and workable conditions.
2.2.9	To regulate and set conditions for the number, location, size and standard for moorings in order to maintain safe navigation.
2.2.10	To discourage the increase in marina berths unless compensated for by wasting existing moorings.
2.2.11	To claw back deep-water mooring sites in key positions, when the licensee seeks to transfer or surrender them, and to exercise this policy with a presumption in favour of Chichester Harbour Conservancy.
2.2.12	To regulate all moorings and to maintain a fleet of suitable vessels to fulfil moorings and control of navigation roles.
2.2.13	To provide facilities for yachtsmen which do not contribute to congestion and are sympathetic to the environment.
2.2.14	To provide harbour users with information on weather conditions and forecasts.
2.2.15	To allocate designated anchorage areas and monitor their safe use.

## 2.3 Other Harbour Users

**Chichester Harbour attracts short-term visitors, for sailing and boating, paddle sports, using personal watercraft and swimming. Chichester Harbour will have modern and welcoming marine facilities.**

The lead partner for Policy Aim 2.3 is Chichester Harbour Conservancy. The marinas are secondary partners. These actions all relate to the regular work of the Harbour Authority.

2.3.1	To seek to improve the visitor welcome at Chichester Harbour with modern facilities.
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## 2.4 Marine-Related Businesses

**Marinas, boatyards and other marine-related businesses will continue to be protected for their cultural heritage and economic value, notwithstanding the need to meet modern standards, whilst retaining the overall maritime use.**

The lead partner for Policy Aim 2.4 will be the Local Authorities. Chichester Harbour Conservancy recognizes that marinas need to modernize and stay relevant as markets change. However, the overall the marine use of these sites is to be retained.

2.4.1	Local Authorities to recognize the value of marine-related businesses with Local Plan policies.
2.4.2	Marinas, boatyards, and other maritime industries to retain marine focus as a key principle when considering plans for modernization.
2.4.3	To introduce a visitor giving scheme to support wider conservation ambitions.

## 3.0 Policy Aim 3: Leisure & Recreation

### 3.1 Health & Wellbeing

**Chichester Harbour will be promoted as an enjoyable place where people can benefit from the mental and physical wellbeing opportunities afforded by spending time in a National Landscape.**

The lead partner for Policy Aim 3.1 will be Chichester Harbour Conservancy, supported by the Local Authorities.

3.1.1	The health benefits of spending time outdoors at Chichester Harbour will be promoted.
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### 3.2 Sailing & Boating

**Chichester Harbour will continue to be the ideal place where to learn to sail. Those that participate can find opportunities for peaceful relaxation, a sense of freedom, physical exercise and the pursuit of sporting excellence.**

The lead partner for Policy Aim 3.2 will be Chichester Harbour Conservancy. Key partners will be the sailing clubs and Chichester Harbour Federation.

3.2.1	To provide opportunities for people to learn to safely sail and boat in Chichester Harbour.
3.2.2	To be a centre of excellence for sporting events on the water, including the annual Chichester Harbour Race Week, as organised by the Chichester Harbour Federation.
3.2.3	To maintain up-to-date byelaws and Harbour Directions for the management and regulation of all types of vessels in order to ensure the safe and peaceful use of the Harbour.
3.2.4	To maintain a patrol presence on the Harbour to enforce byelaws, give directions and to offer advice and assistance to mariners.
3.2.5	To continue to increase maritime awareness and knowledge among Harbour users.
3.2.6	To maintain and exercise a Harbour Emergency Plan liaising and co-ordinating, as appropriate, with other emergency services and local authorities.
3.2.7	To maintain and enforce the 8-knot speed limit.
3.2.8	To continue to licence commercial vessels and masters operating within the Harbour carrying fewer than 12 passengers.
3.2.9	To continue to operate the Solar Heritage catamaran, a year-round passenger vessel, and plan for her long-term replacement.

### 3.3 Activities

**For the benefit of walkers, the King Charles III England Coast Path, and the wider Public Rights of Way network, will be maintained with clear directional signage, interpretation panels and benches. Support for the Salterns Way**

**cycle route between the City of Chichester and West Wittering, will continue, with the possibility of new cycle routes to be explored. Other leisure and recreational activities are also available to experience in the National Landscape.**

Policy Aim 3.3 will be delivered in partnership. Chichester Harbour Conservancy will lead with some access work. The County Councils are the Highways Authorities and Natural England have led with the King Charles III England Coast Path.

3.3.1	Chichester Harbour Conservancy will support the Local Authorities and Natural England with the rollout of the King Charles III England Coast Path in 2026 and beyond.
3.3.2	Partners to focus on access for all, removing physical barriers wherever possible, whilst promoting the countryside of Chichester Harbour National Landscape to underrepresented groups.
3.3.3	Chichester Harbour Conservancy will continue to manage the memorial benches around the water's edge.
3.3.4	Chichester Harbour Conservancy will continue to advocate the Salterns Way cycle route and work towards additional cycle routes where possible.
3.3.5	Partners will continue to encourage cyclists not to cycle on footpaths.
3.3.6	Other activities that take place in Chichester Harbour, such as model boating, fishing and bird watching, will continue.
3.3.7	Chichester Harbour Conservancy will seek improve the accessibility along the permissive path south between Dell Quay and Salterns Copse.
3.3.8	Chichester Harbour Conservancy will continue with the Solar Heritage day for Rangers.
3.3.9	Chichester Harbour Conservancy will maintain the four bird hides.

### **3.4 Education & Information**

**People of all ages will be engaged and inspired with educational opportunities at Chichester Harbour National Landscape, with a focus on schools and academic institutions throughout Hampshire and West Sussex. Information publications and specialist training sessions will also help raise awareness, for instance around recreational disturbance.**

The lead partner for Policy Aim 3.4 will be Chichester Harbour Conservancy. These actions relate to the regular work of the Education Service.

3.4.1	To recruit competent education staff, trained to industry standards with ongoing performance management.
3.4.2	To maintain job descriptions.
3.4.3	To operate the Chichester Harbour Education Centre as a destination for young people to learn about the protected landscape and engage in field trips.
3.4.4	To deliver curriculum-linked programmes for schools and colleges, to include field trips, outreach in schools.
3.4.5	To plan for a new and accessible footpath along Dell Quay Road.
3.4.6	To create new KS2 field trip programmes and outreach sessions on climate change and its impact on coastal environments and wildlife.
3.4.7	To focus teaching on the importance of nature recovery.
3.4.8	To deliver a conservation careers event for those aged 16-18 and attend local school careers events.
3.4.9	To respond to new government guidance for schools on school visits and access to nature.
3.4.10	To install larger raised ponds, renewed bug hotels and educational resources at Beaky's Wildlife Area for KS1 and pre-schooler.
3.4.11	To create refresh the education interpretation boards.
3.4.12	To continue with Get Afloat!, Junior Conservancy, Harbour Schools, Outreach sessions, Photography Workshops, Chichester Harbour Champions, and the provision of school travel grants where required.

3.4.13	To deliver the Bird Aware Solent project to 8 schools, with focus on wetland birds and coastal disturbance.
3.4.14	To attend eco fairs and local community events.
3.4.15	To continue Harbour Tots sessions and family summer holiday events.
3.4.16	To support partners to access Chichester Harbour: Chichester Home Start, The Apuldrum Centre, Pallant House Gallery, alternative provision organisations and local uniformed groups.
3.4.17	To raise awareness of the names of the flora and fauna of Chichester Harbour, in light of the trend that young people are struggling to identify common species.
3.4.18	To refresh the interpretation panels and information boards.

## 4.0 Policy Aim 4: Conservation of Nature

### 4.1 Nature Recovery

**Saltmarsh, seagrass and wildflower meadows are to be created, conserved, and enhanced, complemented by new shingle recharges, new Tern rafts, and new sites for high tide roosts. The flora and fauna that contribute to the natural beauty will be protected for its intrinsic value.**

The lead partner for Policy Aim 4.1 will be Chichester Harbour Conservancy. A range of conservation bodies and statutory partners will support the ambitions for nature recovery.

4.1.1	To recruit competent nature recovery staff, trained to industry standards with ongoing performance management.
4.1.2	To maintain staff job descriptions.
4.1.3	To create five new hectares of saltmarsh at Apuldrum Meadow, Fishbourne.
4.1.4	To investigate the possibility of rolling back the coastal footpath behind Chalkdock Marsh to help secure long-term access along Footpath 1, West Itchenor.
4.1.5	To carry out a study to understand the options to re-align the footpath at Horse Pond and create saltmarsh habitat, West Itchenor.
4.1.6	To support the Environment Agency with Project Marker, Thorney Island.
4.1.7	To support ABP with the West Chidham saltmarsh creation scheme.
4.1.8	To support Coastal Partners with Habitat Compensation and Restoration Programme sites within Chichester Harbour.
4.1.9	To develop further options for the beneficial use of dredged sediment (BUDS) to support saltmarsh recovery.
4.1.10	To deliver a trial to reduce fragmentation of existing saltmarsh and retain sediment.
4.1.11	To review and develop management practices to protect existing seagrass beds within the harbour.
4.1.12	To continue the monitoring of the seagrass beds within Chichester Harbour and consider active restoration opportunities and viability.
4.1.13	To continue to support the Solent Seascape Project deliverables within Chichester Harbour, including the Chichester Channel oyster restoration zone, biodiversity certification scheme, monitoring and survey work and the Seascape Recovery Plan.
4.1.14	To continue to monitor the West Itchenor BUDs trial site.
4.1.15	To extend the shingle recharge on Stakes Island.
4.1.16	To complete development work for a new/enhanced bird island site within the Emsworth channel.
4.1.17	To maintain the tern rafts and install two additional platforms.
4.1.18	To support Southern Water with the Snowhill Marsh habitat enhancement project in West Wittering.
4.1.19	To support Harbour Oysters with the installation of oyster cages at eight sites within the harbour.
4.1.20	To support the Three Harbours Partnership, scaling up nature recovery across the catchments of the 3 harbours – Chichester, Langstone and Pagham.
4.1.21	To support Project Portunus with dives within the harbour to increase knowledge of the sub-tidal habitat.

4.1.22	To produce a short film to showcase the coastal wildlife/habitats within Chichester Harbour and promote awareness of our nature recovery work.
4.1.23	To create new volunteer opportunities as Marine Champions.
4.1.24	To continue to support agricultural projects within the Chichester Harbour catchments that deliver improvements in water quality, exploring further options to reduce nitrates entering the waterways.
4.1.25	To apply to become a competent authority for Biodiversity Net Gain.
4.1.26	To support delivery of the Local Nature Recovery Strategies within the Amenity Area.
4.1.27	To continue to engage with landowners regarding potential rollback opportunities.
4.1.28	To continue to work closely with Sussex IFCA regarding their byelaws and promoting them to harbour users.
4.1.29	To improve recreational management of the area around East Head by water-based users to increase protection of coastal habitat.
4.1.30	To continue to work with Bird Aware Solent to reduce recreational disturbance of bird populations within the harbour.
4.1.31	To extend bird ringing within the harbour and associated bird monitoring and tracking.
4.1.32	To introduce monitoring of bat usage of shoreline and intertidal habitats.
4.1.33	To continue on-going monitoring of seal populations, Wetland Bird Survey counts, breeding shore birds and breeding seabirds.
4.1.34	To promote the Solent Seals Code of Conduct.
4.1.35	To improve habitat connectivity across the National Landscape and wider connecting areas and enhance wildlife corridors.
4.1.36	To plant an average of 1,000 trees per year until 2030.
4.1.37	To increase the number of hedgerows in the Amenity Area.
4.1.38	To raise public awareness of the importance of habitats using a range of communication techniques.
4.1.39	To promote the Bait Digging Code of Conduct.
4.1.40	To support Sussex IFCA with fish surveys.
4.1.41	To raise awareness of the marine litter caused by Chinese lanterns, balloons and fireworks.
4.1.42	To report instances of fly-tipping to the Local Authorities and support any prosecutions.
4.1.43	To survey the orchids within the Amenity Area as an indicator of the state of nature.
4.1.44	To survey the water voles at Fishbourne Meadows.
4.1.45	To manage sites owned by Chichester Harbour Conservancy or under a management agreement with a partner organization.
4.1.46	To manage invasive species, such as Japanese knotweed.
4.1.47	To install bird boxes and bat boxes where there are opportunities.
4.1.48	To undertake a bat movement survey between Chichester Harbour and the Strategic Wildlife Corridors to help inform future decision making around planning.

## 4.2 Climate Change

**Through nature-based solutions, Chichester Harbour National Landscape will be prepared for an increase in the frequencies of stormy weather conditions, rising sea levels and warmer temperatures.**

Policy Aim 4.2 will be delivered in partnership. Defra has requested that all National Landscapes prepare a climate change adaptation plan by 2028, which Chichester Harbour Conservancy can take the lead on.

4.2.1	To raise awareness of the likely impacts of climate change and the implications.
4.2.2	Chichester Harbour Conservancy will prepare and publish a Climate Change Adaptation Plan for Chichester Harbour.
4.2.3	Chichester Harbour Conservancy will aim to be a net-zero organization by 2035.
4.2.4	To remove fallen sea defences where there are no dwellings at risk of flooding before 2075, instead seeking nature-based solutions.

#### 4.3 A Legacy of Conservation

**As natural processes unfold, they can reveal new historical finds, which further add to the interest and value of the National Landscape. Many local people take action for the benefit of the environment, whether volunteering on practical conservation projects or crowd funding new land acquisitions. The historic environment, volunteering opportunities and philanthropic support will continue to be valued as intrinsically important to the future of Chichester Harbour.**

Policy Aim 4.3 will be delivered in partnership. Chichester Harbour Conservancy will support volunteering with the Chichester Harbour Friends. Chichester Harbour Trust will continue to acquire sites for their long-term protection. The Chichester Harbour Heritage Partnership will focus on the historic environment.

4.3.1	To deliver a year-round programme of Conservation Work Parties.
4.3.2	To support Chichester Harbour Trust with the acquisition of new sites.
4.3.3	To host the Chichester Harbour Heritage Partnership.
4.3.4	To use natural environment photographs taken by volunteer photographers to help promote wider conservation objectives.

#### 4.4 A Naturally Beautiful Landscape

**As is the purpose of the designation, the natural beauty of Chichester Harbour National Landscape will be conserved and enhanced. This will be achieved through landscape-scale projects and nature friendly farming practices, with excellence in planning and placemaking practices.**

Policy Aim 4.4 will be delivered in partnership. Chichester Harbour Conservancy will give planning advice to the Local Authorities and operate the Farming in Protected Landscapes programme. Statutory bodies will work to conserve and enhance Chichester Harbour National Landscape.

4.4.1	The Local Planning Authorities, Natural England, the Environment Agency, Historic England and Chichester Harbour Conservancy will continue to offer a pre-application advice service with the view to encouraging high quality applications from the outset.
4.4.2	The Local Planning Authorities, Natural England, the Environment Agency, Historic England and Chichester Harbour Conservancy will respond to local and national planning consultations.
4.4.3	Chichester Harbour Conservancy will respond to every planning application inside the Amenity Area using the Planning Principles as guidance for formulating responses.
4.4.4	Chichester Harbour Conservancy will respond to planning applications outside of the Amenity Area where there will be an impact on the character and setting of the National Landscape designation.
4.4.5	Chichester Harbour Conservancy will monitor the accordance rate between recommendations made to the Local Planning Authorities and the determinations made.
4.4.6	Chichester Harbour Conservancy will attend and give evidence at hearings, appeals and public enquiries as required.
4.4.7	Alleged breaches of planning permission control will be reported to the relevant Local Planning Authority.
4.4.8	The Joint Chichester Harbour Supplementary Planning Document will be reviewed and updated.
4.4.9	To support Chichester District Council with the rewilding of the Strategic Wildlife Corridors north of Chichester Harbour.
4.4.10	To continue to deliver the Farming in Protected Landscapes programme for 2026-2029.
4.4.11	To build relationships with farmers in and around the protected landscape.
4.4.12	To work with farm clusters on nature recovery projects and wildlife corridors.

4.4.13	To communicate the successes of the Farming in Protected Landscapes programme.
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## **5.0 Recommendations**

- 5.1 The list of actions presented in this paper are in draft form to give Members some oversight of the work streams that will be underway in 2026 and beyond.
- 5.2 This paper is for information only.

**DR RICHARD AUSTIN**  
**Director of Conservation**

## CHICHESTER HARBOUR CONSERVANCY

**26 JANUARY 2026**

## APPLICATION FOR WORKS LICENCE

**SITE ADDRESS: The Pool House, Lock Lane, Birdham, PO20 7BB**

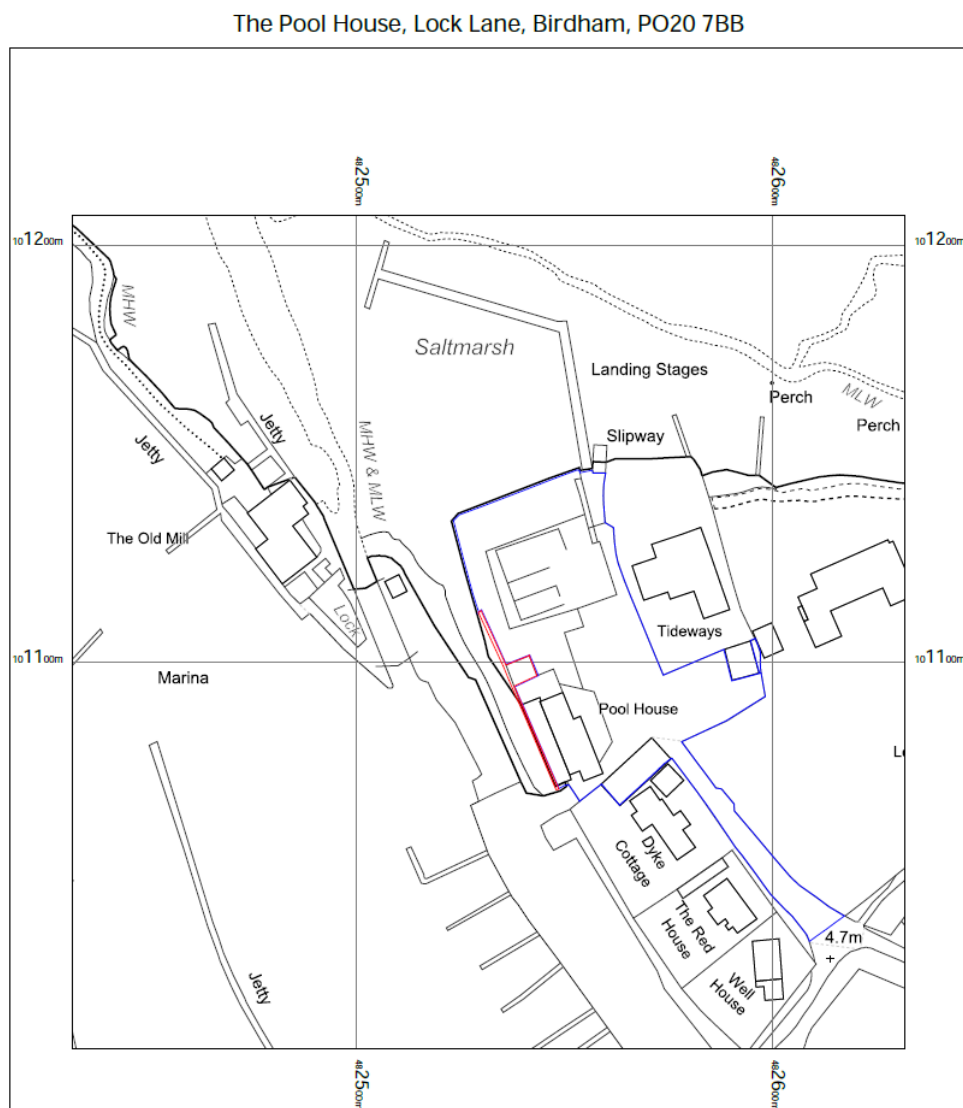
PROPOSED DEVELOPMENT: **Replacement of timer retaining sea wall**

## 1.0 Introduction

- 1.1 The Pool House is a residential building in the countryside set back in the Chichester Harbour Amenity Area behind Birdham Pool Marina alongside other residential properties at the end of Lock Lane. The proposed development is to modify the existing retaining sea wall which has been in place for decades, and has been penetrated by the tide, causing the area behind existing wall and beneath the house to become eroded by the tide.

## 1.2

**Figure 1: Site Location Plan**





**CHICHESTER HARBOUR CONSERVANCY**

**26 JANUARY 2026**

**APPLICATION FOR A DREDGING LICENCE**

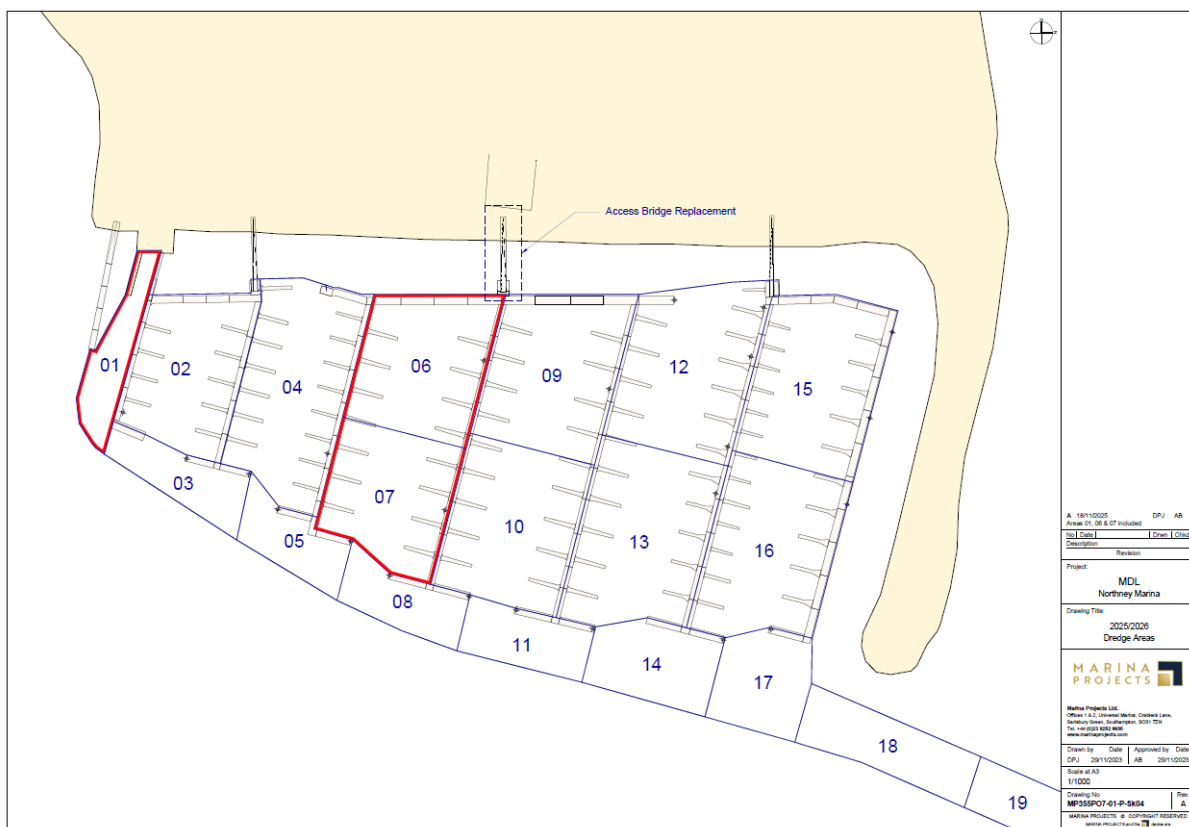
**TO APPROVE**

**Address:** Marina Developments Ltd, Northney Marina, Hayling Island

**Proposed Development:** Maintenance dredge of Northney Marina

**1.0 Background**

- 1.1 This is an application for a Winter maintenance works at Northney Marina which will include maintenance dredging and associated pile removals and reinstallations and the replacement of 1No. access bridge. Dredging will occur in the hoist dock/ fuel berth and in the bay between D and E pontoons. Shown as areas, 1, 6 and 7 on the plan below.



- 1.2 The marina dredge will be carried out using a backhoe dredger from a spud leg barge, loading into a self-propelled split hopper barge.
- 1.3 To facilitate access for the dredging plant pontoon fingers and up to 8 piles will be disconnected/removed prior to the dredging. Walcon Marine Ltd will remove up to 8 piles using Walcon Wizard or/and Walcon Warrior.

- 1.4 Dates for the dredging are to be finalised due to weather and the wider programme but the estimated commencement date is 2nd March 2026 with pontoon, pile and bridge works to commence from 2nd February 2026. Dredging is expected to take approximately 2 weeks to complete.
- 1.5 A maximum 3,500 cubic metres will be dredged in the zones identified on the plan below, to maintain design depths. The material will be deposited at the Nab Tower disposal site in accordance with the Marine Licence.
- 1.5 Piling and Dredging at Northney and Disposal to the Nab Tower will be completed under MMO Marine Licence L/2024/00437/1.

## **2.0 Harbour Master's Recommendation**

- 2.1 This is a routine maintenance dredge required to maintain good access for the vessels using Northney Marina and is within the usual parameters described in the Chichester Harbour, Dredging Protocol Baseline Document. It is recommended that the Conservancy approves the maintenance dredge of areas 1, 6 and 7 at Northney Marina to excavate and dispose of a maximum of 3,500m<sup>3</sup> to be disposed of at the Nab Tower disposal site. Subject to the terms of the Dredge Licence.

**Jo Cox**

**Harbour Master**

**CHICHESTER HARBOUR CONSERVANCY ACT 1971**  
**SECTION 46**  
**DREDGING LICENCE**

To: Marina Developments Ltd The Yacht Club, 1 Channel Way, Southampton, Hampshire, SO14 3QF
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In accordance with Section 46 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out the dredging of a maximum of 3,500 cubic metres of silt/mud from areas 1, 6 and 7 within **Northney Marina**, and deposit it at the Nab Tower disposal site, as set out in your application dated 18 November 2025, subject to the following conditions:

- (1) The dredging to be carried out in accordance with the details set out in the application, approved by the Conservancy, a copy of which is attached to and forms part of this Licence.
- (2) The method of dredge is to be as follows: backhoe dredger loading into self-propelled split-hopper barges.
- (3) The hopper barges are to call Southampton VTS giving their position and destination to the following points: Chichester Bar outbound; Nab Tower Spoil Ground on arrival; Chichester Bar inbound.
- (4) The hopper barges are to be fitted with a GPS plotter system that can record the vessel's position, time and date, and electronic copies of this information are to be lodged with the Harbour Master within seven days of a completed journey to the disposal site.
- (5) In the event that bad weather prevents laden barges making passage to the spoil grounds, the hopper barges are to remain in Northney Marina and are not to anchor anywhere in the harbour when laden, except in emergency.
- (6) When closed the split-hopper doors are to form a tight seal, and before any dredging starts the unladen barges are to be made available for inspection by the Harbour Master. The barges are to be made available for inspection at any time thereafter during the dredging operations.
- (7) If surveys or evidence show short dumping, the Conservancy reserves the right to require the Licensee to remove the dumped spoil at his own expense. If it can be shown to the satisfaction of the Harbour Master that dumping has caused demonstrable harm to the Oyster Fishery, the Conservancy reserves the right to require the Licensee to pay compensation to the affected interests.
- (8) The material to be dredged should be mud or silt only. No chalk or other bedrock is to be removed.
- (9) The dredging is to be carried out in a safe and secure manner so as not to cause any danger or obstruction to the property of the Conservancy or that of any other persons and should take place at such times as to cause the least inconvenience to harbour users.

- (10) The total volume of material to be dredged must not exceed 3,500m<sup>3</sup>.
- (11) In the event that any archaeology is found during the dredging and disposal, English Heritage must be informed immediately.
- (12) The Licensee is to indemnify the Conservancy fully and effectually 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.
- (13) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents etc, which may be required under any other Act or from any owner or occupier of land or premises affected by the works, including but not exclusive to planning permission and MMO licences, copies of which, as appropriate, should be submitted to the harbour office prior to works commencing.
- (14) The Licensee shall give the Harbour Master at least forty-eight hours' notice of the date and time of commencement of the dredging and shall inform the Harbour Master immediately in the event that there are any problems at any stage whether as to the dredging carriage or dumping of spoil or any other matters which may affect the Licensee's ability to comply with the terms of the Licence.
- (15) The Conservancy may revoke this Licence if it appears to the Conservancy that the holder of the Licence is in breach of any condition included in it.
- (16) The terms of this Licence are binding on any contractors or agents of the licensee and the Licensee shall if appointing any such contractor or agent first inform the Conservancy and confirm that any such contractual or agency arrangement is subject to the terms hereof.
- (17) The Licensee shall arrange for the contractors to meet with the Harbour Master a minimum of two weeks before the dredge to:
  - (i) confirm licensing of vessels and qualifications of masters;
  - (ii) approve vessel movements into and within the harbour, vessel conditions, moorings and safe methods of work, and to confirm details for Notice to Mariners.
- (18) This Licence expires 31 March 2026

Dated 26 January 2026



Captain Jo Cox  
Harbour Master



**Figure 2: Existing retaining sea wall and position in old dock below property**



## **2.0 Proposed Works**

- 2.1 The current seawall will be removed and replaced, using timber sleepers inserted into RSJs with concrete set landward of the existing sea wall line. This will be in keeping with the neighbouring properties and will ensure adequate flood protection in line with predicted sea-level and climate change scenarios.

The proposed seawall is 43.4 m long and 0.3 m wide. It will be realigned landward of the existing seawall. The total footprint of the proposed seawall is 13.2 m<sup>2</sup>, all of which will be positioned landward of the existing seawall footprint, resulting in the creation of 24.77 m<sup>2</sup> of intertidal habitat. As shown on the Site Survey Plan Figure 4.

- 2.2 The proposed replacement retaining wall will be 1.92m high and 3.0m AOD to match the height of the neighbouring parapet brick wall as shown in Figure 3 and sit underneath the balcony area of the Pool House. The wall will retain the existing land and prevent it from being undermined by the tide.

**Figure 3: Parapet Wall and Balcony**



**Figure 4: Site survey plan**



- 2.3 A risk assessment of safe working procedures to protect personnel, the public and the environment has been prepared.
- 2.4 To prevent damage to the intertidal area all, work with machinery will take place from the landward side of the boundary above the mean high-water mark (MHWM).
- 2.5 Works will only take place between tides to prevent silt pollution or oil contaminants from entering the sea. A fuel spill kit and an agreed re-fueling area will be identified away from the shoreline.

### **3.0 Comment**

- 3.1 This project will see the current dilapidated seawall move further landward. As such there will be no increased impact on the Chichester Harbour SSSI.
- 3.2 In addition to a CHC works licence, the works will require full CDC planning consent and a full Marine Licence from the Marine Management Organisation. All applications have been made, and the works licence will require all permissions to be in place before any works are undertaken.

### **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: Mr Nick Garrett, The Chummary Ltd, Kintyre House, Fareham, PO16 7BB

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out replacement of retaining timer seawall at The Pool House, Lock Lane, Birdham, PO20 7BB:

- (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 works 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 Conservancy may revoke this Licence if it appears to the Conservancy that the holder of the Licence is in breach of any condition included in it.
- (viii) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents, permits, licences or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works.
- (ix) The Licensee shall give the 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 2026.

Dated 26 January 2026.

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



# CHICHESTER HARBOUR CONSERVANCY

26 JANUARY 2026

## APPLICATION FOR A DREDGING LICENCE

TO APPROVE

**Address:** Marina Developments Ltd, Sparkes Marina, Hayling Island, PO11 9SR

**Proposed Development:** Maintenance dredge of Sparkes Marina and approach.

### 1.0 Background

- 1.1 This is an application for a small scale maintenance dredge covering the dry stack launch bay and approach plus within areas the final section entrance channel into the berthing area. These are areas 15 and 16 on the dredge plan. The work will be undertaken at Sparkes Marina, which is located at the south-eastern end of Hayling Island.



- 1.2 To facilitate access for the dredging plant pontoon walkways in the east bay will be disconnected and stored within the marina prior to the dredging. These will be reinstalled on completion of the works. Dates for the dredging are to be finalised due to weather and the wider MDL winter programme but the estimated commencement date is 16th March 2026 with pontoon works to commence from 9th March 2026. Dredging is expected to take approximately 1 week to complete. Sparkes may be moved ahead of Northney to aid programme and site preparations where necessary.
- 1.3 The dredge will be carried out using a backhoe dredger from a spud leg barge, loading into a self-propelled split hopper barge. The applicant proposes that the excavated material will be deposited at the Nab Spoil Grounds.
- 1.4 A maximum of 2,000 cubic metres will be dredged to maintain design depths.
- 1.5 MDL currently have an MMO Licence L/2024/00117/1 and Environment Agency Permit EPR-YB3553KK, covering the dredging activities.

## **2.0 Harbour Master's Recommendation**

- 2.1 This is a routine maintenance dredge required to maintain good access for the vessels using Sparkes Marina and is within the usual parameters described in the Chichester Harbour, Dredging Protocol Baseline Document. It is recommended that the Conservancy approves the maintenance dredge of areas 15 and 16 at Sparkes Marina to excavate and dispose of a maximum of 2,000m<sup>3</sup> to be disposed of at the Nab Tower disposal site. Subject to the terms of the Dredge Licence.

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

**CHICHESTER HARBOUR CONSERVANCY ACT 1971**  
**SECTION 46**  
**DREDGING LICENCE**

To:	Marina Developments Ltd The Yacht Club, 1 Channel Way, Southampton, Hampshire, SO14 3QF
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In accordance with Section 46 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out the dredging of a maximum of 2,000 cubic metres of silt/mud within the approach to and within **Sparkes Marina**, and deposit it at the Nab Tower disposal site, as set out in your application dated 3 December 2025, subject to the following conditions:

- (1) The dredging to be carried out in accordance with the details set out in the application, approved by the Conservancy, a copy of which is attached to and forms part of this Licence.
- (2) The method of dredge is to be as follows: backhoe dredger loading into self-propelled split-hopper barges.
- (3) The hopper barges are to call Southampton VTS giving their position and destination to the following points: Chichester Bar outbound; Nab Tower Spoil Ground on arrival; Chichester Bar inbound.
- (4) The hopper barges are to be fitted with a GPS plotter system that can record the vessel's position, time and date, and electronic copies of this information are to be lodged with the Harbour Master within seven days of a completed journey to the disposal site.
- (5) In the event that bad weather prevents laden barges making passage to the spoil grounds, the hopper barges are to remain in Sparkes Marina and are not to anchor anywhere in the harbour when laden, except in emergency.
- (6) When closed the split-hopper doors are to form a tight seal, and before any dredging starts the unladen barges are to be made available for inspection by the Harbour Master. The barges are to be made available for inspection at any time thereafter during the dredging operations.
- (7) If surveys or evidence show short dumping, the Conservancy reserves the right to require the Licensee to remove the dumped spoil at his own expense. If it can be shown to the satisfaction of the Harbour Master that dumping has caused demonstrable harm to the Oyster Fishery, the Conservancy reserves the right to require the Licensee to pay compensation to the affected interests.
- (8) The material to be dredged should be mud or silt only. No chalk or other bedrock is to be removed.
- (9) The dredging is to be carried out in a safe and secure manner so as not to cause any danger or obstruction to the property of the Conservancy or that of any other persons and should take place at such times as to cause the least inconvenience to harbour users.
- (10) All dredged material is to be disposed of at the Nab Tower disposal site, in accordance with the conditions of this Licence. No dumping is permitted in the harbour. The timing of each disposal is to be recorded.

- (11) The total volume of material to be dredged must not exceed 2,000m<sup>3</sup>.
- (12) In the event that any archaeology is found during the dredging and disposal, English Heritage must be informed immediately.
- (13) The Licensee is to indemnify the Conservancy fully and effectually 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.
- (14) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents etc, which may be required under any other Act or from any owner or occupier of land or premises affected by the works, including but not exclusive to planning permission and MMO licences, copies of which, as appropriate, should be submitted to the harbour office prior to works commencing.
- (15) The Licensee shall give the Harbour Master at least forty-eight hours' notice of the date and time of commencement of the dredging and shall inform the Harbour Master immediately in the event that there are any problems at any stage whether as to the dredging carriage or dumping of spoil or any other matters which may affect the Licensee's ability to comply with the terms of the Licence.
- (16) The Conservancy may revoke this Licence if it appears to the Conservancy that the holder of the Licence is in breach of any condition included in it.
- (17) The terms of this Licence are binding on any contractors or agents of the licensee and the Licensee shall if appointing any such contractor or agent first inform the Conservancy and confirm that any such contractual or agency arrangement is subject to the terms hereof.
- (18) The Licensee shall arrange for the contractors to meet with the Harbour Master a minimum of two weeks before the dredge to:
  - (i) confirm licensing of vessels and qualifications of masters;
  - (ii) approve vessel movements into and within the harbour, vessel conditions, moorings and safe methods of work, and to confirm details for Notice to Mariners.
- (19) This Licence expires 31 March 2026

Dated 26 January 2026



Captain Jo Cox  
Harbour Master