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15 January 2024

## CHICHESTER HARBOUR CONSERVANCY

A meeting of the Chichester Harbour Conservancy will be held at **2.00 p.m. on Monday, 29 January 2024, 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. Annual Education Report**

To note the verbal report from the Education Manager

**4. Part 1 Minutes of the Meeting held on 13 November 2023**

To approve the Part 1 minutes of the meeting held on 13 November 2023 (page 1).

**5. Advisory Committee**

To receive the Part 1 minutes of the Advisory Committee meeting held on 22 January 2024 (to follow).

**6. Chairman's Update**

To note the verbal report from the Chairman

**7. Chief Executive Officer's Round-Up**

For decision, following the report from the CEO (page 6).

**8. Port Marine Safety Code**

To note the PMSC report, from the Harbour Master (page 8).

- 9. Chichester Harbour Management Plan 2024/25**  
For decision, following the report from the AONB Manager (page 10).
  - 10. Langstone Coastal Path**  
For decision, following the report from the AONB Manager & CEO (page 12).
  - 11. Budget Monitor November 2023**  
To note the report from the CEO and the Finance Manager (page 16).
  - 12. Planning Committee**  
For decision, following the report from the AONB Manager (page 22). Members wishing to raise matters of strategic importance or policy arising from these meetings of the Planning Committee may do so under this item.
  - 13. Works Licence**  
For decision, following the reports from the Harbour Master on applications for Work's Licences:
    - (i) Northney Marina (page 29)
    - (ii) Sparkes Marina (page 33)
    - (iii) Eastoke Point to Hayling Island Sailing Club (page 37)
  - 14. Exclusion of Press and Public**  
To consider the exclusion of the press and public from the remainder of the meeting on the grounds that the publicity would prejudice public interest by reason of the confidential nature of the business to be discussed.
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## **PART 2 (Confidential Items)**

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

- 15. Part 2 Minutes of the Conservancy Meeting held on 13 November 2023**  
To approve the Part 2 minutes of the meeting held on 13 November 2023 (page 40).
- 16. Advisory Committee**  
To receive the Part 2 minutes of the Advisory Committee held on 22 January 2024 (if any, to follow)
- 17. Finance, Risk and Audit Group Minutes**  
The Finance, Risk & Audit Group has met once since the last meeting, on 11 December 2023. Members wishing to raise matters of strategic importance or policy arising from the meeting of the Finance, Risk and Audit Group may do so under this item (page 42).

**18. Risk Assessment**

To note the updated Risk Assessment by the CEO (page 47).

**19. Chief Executive Officer's Update**

For decision, following the CEO's update (page 55).

**20. Leases and Licences**

To approve the terms of the following agreements:

- (i) **Bosham Boat Park Licence** (Page 59)
- (ii) **Dell Quay Sailing Club Lease** (page 60)
- (iii) **Birdham Harbour Estates Licence** (page 65)
- (iv) **Fishbourne Meadows Farming Business Tenancy** (Page 66)

**21. Manor of Bosham - Mudlands**

For decision, following the report from the Harbour Master (page 68).

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

## **Chichester Harbour Conservancy**

### **Conservancy Committee**

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

**Present –** Ann Briggs (Chairman)

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

### **Officers Present –**

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

**In Attendance –** John Galyer, Edmund Neville, Peter Oliver, Gillian Harris, Penny Plant, Jonathan Raper

### **Part 1 Minutes**

#### **1. Apologies for Absence**

75. Andy Briggs and Nicky Simmons were welcomed to their first meeting. Apologies were received from Donna Johnson.

#### **2. Declarations of Interests**

76. Harbour users: David Foster, Marcus Lawson, Robert Macdonald, Simon Radford, Lulu Bowerman, Iain Ballantyne and Jo Cox.

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

*(The order of the agenda was changed.)*

#### **13. Langstone Sea Wall**

78. The AONB Manager presented his report which gave details on the background of the Langstone Sea Wall which led to commissioning the technical report. He confirmed that no public consultation was needed as the report sets out technical options by an independent expert.

79. There is a working group involved with this project and a public drop-in session has been scheduled for 12 December. The plan is to listen to feedback, continue to deliberate with a view to find common ground and firm up our position in the new year.

#### Deputation by Dr. Edmund Neville -

80. The following is a summary of points raised about the technical report during the deputations.

- The public was not consulted.
- Excludes the consequences of the recommended strategy and ignore independent marine recommendations.

- Fails to consider the merits of preserving the dam.
- The site is important to nature conservation.
- The collapse of the wall (managed or not) would be catastrophic.
- There would be a biodiversity loss.
- No contour maps are presented in the report to show the elevations before and after the collapse.
- Suggest that salt marsh development at the site would be low quality.
- Many of the proposed options do not align with the CHC responsibilities.
- Failure to mention the Budds Farm issues.
- Managed realignment would likely cut off the mill driveway.
- Accept inevitable rise in sea levels.
- Accept that tide occasionally prevents access via the footpath.
- Accept that the pond is in a transition to saline.

81. Dr. Neville was thanked for his comments.

82. Despite suggestions from a residents' association letter circulated prior to the meeting, Havant Borough Council and Hampshire County Council have each agreed to fund £30,000 and not the entire c£400,000 repair costs. The AONB Manager was unaware of a further £100,000 contribution from Defra as suggested by a member of the public. Langstone Residents Association has committed £60,000. Members agreed that funding was crucial.

83. The Advisory Committee discussed if a compromise could be identified and Havant Borough Council continues to investigate options. The Chairman concurred that we all want to do the best for the millpond, residents and nature.

84. **Action Point** - The group agreed to wait for the results of the public drop-in session and to bring it back to Committee at the January meeting.

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

85. **Resolved** – That, the minutes of the meeting of the Conservancy Committee held on 7 July 2023 be approved as a correct record and that they be signed by the Chairman.

### **4. Minutes of the Advisory Committee held on 26 June 2023**

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

### **5. Chairman's Update**

87. The Chairman briefed the group that much of her time since the last meeting has been spent dealing with the Langstone. She will be attending the National Landscapes rebrand and AGM at the end of November.

### **6. Appointment of Committees and Working Groups**

88. Alison Wakelin has been appointed as Chairman and Robert Macdonald as Vice-Chairman of the Advisory Committee

89. Alison Wakelin, Robert Macdonald and Simon Radford will continue as representatives of the Advisory Committee.

90. Alison Wakelin has stepped down from the Planning Committee. There were no volunteers for the three vacancies.

91. **Resolved** – Robert Macdonald will continue his role with the Finance, Risk and Audit Group (FRAG).

## **7. Chief Executive Officer's Report**

92. The CEO presented his report (copy appended to the signed minutes) in which he recommends a move to decision only minutes across the organisation with the exception of the Conservancy. The Advisory Committee did not support this recommendation as the Act provides that it can set its own processes but agree that minutes could be streamlined.
93. Members discussed the value of having meaningful minutes that provide adequate context to the decision making process. The principle of reducing paperwork was generally accepted.
94. **Resolved** – That the Conservancy agreed to lessen the volume of details included in the minutes.
95. **Resolved** – That the Conservancy supports the pre-decisional work to produce a Conservancy Dashboard that will be trialled in parallel to the existing board processes.
96. The Advisory Committee would be included in the strategy discussion via their 3 representatives on the Conservancy however it was suggested that a further environmental representative be added to the discussion. The strategy would be shared with the Advisory Committee after the initial workshop.
97. **Resolved** – That the Conservancy agreed to participate in a strategy formulation workshop at a date to be agreed before the end of January 2024.
98. The CEO explained how recruitment of an Executive Assistant would ease his administrative burden enabling him to concentrate on the up and out strategic function. The new post would also take on some of the HR responsibilities currently tasked to the Communications Manager.

## **12. AONB Manager Report**

99. The AONB Manager presented their report (copy appended to the signed minutes) which was noted by the Conservancy.
100. The AONB Manager confirmed that the £4,000 overspend on software in the AONB budget was for the new planning database from which the planning reports are produced.
101. The biggest boundary for success of CHaPRoN is funding which CHC hope to secure this from the private sector in the future. The new AONB Officer role would assist the AONB Manager with bids for project funding.

## **14. Chichester Harbour Investment and Adaptation Plan**

102. The AONB Manager presented the report which was noted by the Conservancy. While the process will take years, Members were encouraged to take part in partnership engagement.

## **15. Planning Update**

103. The AONB Manager presented the update and confirmed that Terms of Reference for the Committee will be presented at the next meeting of the Conservancy.

104. The urbanisation around the harbour was a focus of discussion and the fringe outside of the AONB is where most of the development is occurring.

105. The AONB Manager advised that a second houseboat has since arrived at Birdham Pool Marina.

## **8. 2024/2025 Revenue Budget**

106. The Conservancy considered a report by the CEO and Finance Manager (copy appended to the signed minutes), which sets out the current position.

107. Since the time of writing, the NJC pay award set out in the report has been agreed.

108. The Finance Manager confirmed to the Committee that as the raised invoices are essentially drafts, there is no need to change the bad debt provisions. Unpaid invoices are noted each year.

109. Members expressed concerns that the 6.8% increase in the precept was high given that CPI is projected to fall. Also, it was recognised that both County Councils are facing difficult funding decisions. It was noted that inflation has been hard to predict in recent years. This item was debated at length by the FRAG. The precept is for environmental matters only.

110. **Resolved** – That the Conservancy agree to approve the draft budget for 2024-25.

*(Ann Briggs and Richard Austin left the meeting. Pieter Montyn took over as Chairman.)*

## **9. 2025-27 Revenue Budget Prospects**

111. The Conservancy considered a report by the CEO and Finance Manager (copy - appended to the signed minutes), which takes into account the anticipated CPI for the next two years.

112. The prospect of new revenue streams was raised and it was suggested this could be identified in the Conservancy strategy. The report was noted.

## **10. 2023/24 Budget Monitor**

113. The Conservancy reviewed and noted the report by the CEO and Finance Manager (copy appended to the signed minutes), which sets out the current position.

## **11. Harbour Master's Report**

114. The Harbour Master presented their report which was noted by the Conservancy.

## **16. HR Sub-Committee**

115. The Conservancy noted the report by the CEO (copy appended to the signed minutes).

116. **Resolved** – That the Conservancy agree that the appraisals process be changed to three annual meetings.

117. **Resolved** – That the Conservancy agree to support the CEO's intent to recruit 2 additional personnel.

118. The third recommendation set out in the report has already been resolved at point 94.

## **17. Safeguarding Update**

119. The CEO presented the report which was noted by the Conservancy (copy appended to the signed minutes). The CEO believes that safeguarding should be reviewed annually by the HR Sub-Committee.

## **18. Works Licence**

120. The Committee considered a report on a works licence application for repairs to Bosham Quay (copy appended to the signed minutes).

121. **Resolved** – That the works licence be approved, subject to standard conditions and such other conditions as are appropriate to the method and site.

## **122. Exclusion of Press and Public**

123. **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.

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## **Part 2 (Confidential Items) Summary**

### **20. Part 2 Minutes of the Conservancy held on 7 July 2023**

124. The minutes were approved as a correct record.

### **21. Part 2 Minutes of the Advisory Committee held on 7 July 2023**

125. 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.

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

126. The minutes of the Finance, Risk and Audit Group meeting held on 3 October 2023.

### **23. Risk Assessment**

127. The Committee noted the risk assessment from the CEO.

### **24. Itchenor Car Park**

128. The Committee considered the report from the Harbour Master.

### **25. Harbour Master's Report**

129. The Committee noted the Harbour Master's report.

### **25. Chief Executive Officer's Report**

130. The Committee noted the CEO's report.

*The meeting ended at 4.25 p.m.*

Chairman



**CHICHESTER HARBOUR CONSERVANCY**

**29 JANUARY 2024**

**CEO'S ROUND-UP**

**FOR DECISION**

**1.0 Safety**

1.1 There were 4 minor incidents since the last meeting of the Conservancy. None requiring reporting under HSE RIDDOR procedures.

**2.0 Staff Survey**

2.1 Employee Surveys for 2023 were conducted between 19 December 2023 - 9 January 2024. Overall, both surveys produced very positive employee satisfaction feedback.

2.2 Results will be analysed in detail by the Senior Management Team in January and a summary shared with employees and the HR Sub-Committee.

**3.0 Recruitment**

3.1 In process of recruiting:

- NL Operations Manager (full time) – currently advertising.
- Executive Assistant – candidate selected.
- Harbour Apprentice – currently advertising.

**4.0 Salterns Lock**

4.1 The CEO confirmed (12 Jan) that WSCC intend formally responding to the Conservancy week commencing 15 January.

**5.0 Langstone Sea Wall**

5.1 See separate paper (Agenda item 10).

**6.0 Strategy**

6.1 A CEO-led strategy session was held on 3 January 2024 involving 9 members and 5 officers. Sound progress was made and an amended version, including comments made at the session, was forwarded for further written remarks. These have now been collated and were minor in nature.

6.2 Agreement on the Strategy is pressing as the National Landscapes (NL) Manager will shortly commence formulation of the next 5-year plan which will be presented to the Board in the summer.

6.3 **Next Steps** - To hold a further strategy session, enabling those members unable to attend the first meeting to comment on the revised and honed version. Following that the CEO will seek formal endorsement of the Board.

**Recommendation**

6.4 **That the Conservancy agree to a further Members' strategy session to ensure all have chance to contribute to its formulation. Following this it will be presented to the Board for formal acceptance.**

**7.0 Government's Final Response to the Landscapes Review**

7.1 The above response to circulated to Members on 29 November 2023.

**8.0 Harbour User Survey**

8.1 Members are advised that the next Chichester Harbour User Survey will commence in Feb 24. The last time the survey took place was in 2018 and there were 1,076 respondents. The data will be used to inform the next Management Plan.

**9.0 Member Training**

9.1 PMSC Duty Holder training for is planned 26 Jan.

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

## CHICHESTER HARBOUR CONSERVANCY

**29 JANUARY 2024**

### PORT MARINE SAFETY CODE UPDATE

**TO NOTE**

#### **1.0 PMSC AUDIT**

1.1 The annual PMSC audit was conducted by Monty Smedley (Designated Person) on 12 December 2023. The audit report has yet to be received, so will be reported on at April board meeting along with the PMSC annual report.

#### **2.0 Reported Incidents**

2.1 A total of 165 incidents were recorded in the harbour between 1<sup>st</sup> January and 31<sup>st</sup> December 2023.

2.2 A breakdown of these incidents is as follows:

Fatalities = 2	1 Langstone bridge - suicide 1 East Head – heart attack
Vessels Adrift = 21	4 strop failure 13 canoe/kayak/tender/small craft 1 mooring failure 1 Failure of deck fitting 2 dragged anchor
Vessels Aground = 19	4 Mechanical failure 15 nav error
Collisions/ near miss = 11	4 reports of collisions with navigation aids 7 collision between vessels
Towage = 40	19 mechanical failures (sail) 16 mechanical failures (motor) 1 due to weather 1 out of fuel 2 fouled propeller 1 dismasted
Taking on water/ sunk = 7	4 underway 3 on moorings
Complaints = 1	
Theft = 4	2 confirmed 2 potential
Miscellaneous/ other	<u>Some Examples</u> Dislocated shoulder Fishing nets and gear Dog overboard Unfurled sails

### **3.0 Bathymetric Survey**

3.1 No bathymetric surveys undertaken during reporting period. Annual surveys planned for March.

### **4.0 Harbour Revision Order**

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

### **5.0 Prosecutions and Enforcement**

5.1 On 2 January, Mr James Cook, an Emsworth based fisherman appeared in Portsmouth magistrates court charged with breaching byelaw 7 – net fishing in the harbour in such a way as to become an obstruction or danger to navigation. Mr Cook pled guilty and was fined £750 plus all CHC and solicitor costs.

5.2 Two cases for speed and wash related offences are due to be heard at Crawley magistrates court in February.

5.3 A fourth case related to dangerous wash is pending issue of court summons.

**Jo Cox**

**Harbour Master**

## **CHICHESTER HARBOUR CONSERVANCY**

**29 JANUARY 2024**

### **CHICHESTER HARBOUR MANAGEMENT PLAN 2024/25**

<b>FOR DECISION</b>
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#### **1.0 Introduction**

- 1.1 The preparation of the Chichester Harbour Management Plan is a statutory requirement of the local authorities under the Countryside and Rights of Way Act of 2000. Since then, Chichester Harbour Conservancy has been appointed by the four local authorities to prepare this document on their behalf, as the principal guardian of Chichester Harbour.
- 1.2 The current Management Plan, 2019-24, will expire on 31 March 2024. In 2022, the Conservancy resolved, after an offer from Defra, to extend the Management Plan by 12 months subject to a light touch review. This update does not require a public consultation and there has been limited involvement from local authorities and Natural England since it is essentially a continuation.
- 1.3 As soon as work on the one-year Plan is complete, work on the new five-year Management Plan, 2025-30, will commence. Not to detract from the one-year Plan, however the new five-year Plan is the main document that is on the horizon.

#### **2.0 Chichester Harbour Management Plan 2024/25**

- 2.1 The main changes introduced as part of the light-touch review are as follows.
  - The subtitle has changed from Strategy to Programme.
  - The design of the document has been simplified. A fresh suite of photographs will be used in the Plan for 2025-30.
  - The one-year Plan will not be printed. It will be available to download as a PDF.
  - Some branding has been updated from Area of Outstanding Natural Beauty (AONB) to National Landscape. Since national planning policy has not yet been updated to reflect the new branding, the Planning Principles retain the landscape designation as AONB.
  - The Foreword and Welcome notes have been replaced by a single Preface.
  - The title of Policy 7 has changed from Catchment Sensitive Farming to Farming and Land Management. All other policy titles have stayed the same, as have the order of the policies.
  - The description of the special qualities has been reproduced from the 2014-2019 Plan, rather than the summarised version in the 2019-2024 Plan.
  - The Statutory Advisory Committee page better reflects the actual wording of the 1971 Chichester Harbour Conservancy Act.
  - The Lists of Principal Partners, which were on the individual policies in the 2019-2024 Plan, are now merged to avoid duplication.

- The Actions have been refined to reflect the 12-month period of the one-year Plan.
- Policy wording has been sharpened up in places, particularly taking account of the SSSI Condition Review of 2021.
- Policy 6 on Water Quality has been completely rewritten.
- The 19 Planning Principles have largely stayed the same. The work in reviewing the Planning Principles during 2022/23 will be factored-in to the new 5-year Plan.
- At the request of the Designated Person, Map B now shows the navigation channels.

### **3.0 Chichester Harbour Management Plan 2025/30**

- 3.1 With the completion of the one-year extension, work will commence on the new wider five-year Management Plan.
- 3.2 It is expected that the consultation draft of this document will be presented to the Conservancy Board on 5 July 2024, ahead of an 8-week consultation period over the summer.

### **4.0 For Decision**

- 4.1 It is recommended that Chichester Harbour Conservancy:
- a) Discusses and suggests any changes to the Management Plan 2024/25 so that the AONB Manager that can swiftly implement.
  - b) Agrees, subject to those changes, for the AONB Manager to pass the Management Plan 2024/25 to the four local authorities for adoption as soon as possible thereafter.

**Richard Austin**  
**AONB Manager**

**CHICHESTER HARBOUR CONSERVANCY**

**29 JANUARY 2024**

**LANGSTONE COASTAL PATH**

**FOR DECISION**

**1.0 Introduction**

- 1.1 The coastal path at Langstone features a failed section of seawall between the Mill Pond and Wade Lane. There are some local concerns about the state of the remaining sea wall along the Mill Pond, and the footpath directly adjacent to Langstone Mill.
- 1.2 With regards to the last point, Hampshire County Council (HCC) undertook remedial work in December 2023 (pictured).
- 1.3 On the afternoon of 12 December (12 noon to 7pm), a dedicated public drop-in session took place at the Civic Centre, Havant, to consider the Technical Report from Royal Haskoning DHV and possible options for remedial work.



Figure 1. HCC repairs.

**2.0 Feedback from the Drop-In Session**

- 2.1 The session was attended by officers from the Conservancy, Royal Haskoning DHV, Coastal Partners, Natural England, the Environment Agency, and Hampshire County Council.
- 2.2 The Conservancy commissioned Royal Haskoning DHV to prepare a series of visuals to assist with the drop-in session, specifically with regards to the fallen section of sea wall.



Figure 2. Present day view of sea wall.



Figures 3 and 4. Left – view of the existing path. Right – the 'do nothing' scenario.



Figure 5. Visualisation of a footbridge.



Figure 6. Visualisation of a footbridge facing north.





Figure 7. Visualisation of a boardwalk.



Figure 8. Visualisation of a replacement brick wall.

- 2.3 The drop-in session was attended by 71 members of the public. Of those 35 people submitted written feedback, with the majority reporting that they found the session useful.
- 2.4 Although the session was not a vote, 17 respondents shared written feedback on their preference as to the way forward, with 12 in favour of a bridge or boardwalk, and 6 in support of a brick wall. Comments varied from an understanding of sea level rise and the need for coastal communities to adapt, through to asking for the brick wall to be rebuilt.

### **3.0 Next Steps**

- 3.1 On 5 January 2024, the Leader of Havant Borough Council convened a meeting with the working group discuss the way forward and to identify common ground between the partners.
- 3.2 An Officer from Coastal Partners outlined some options for the stretch between the Mill Pond and Wade Lane. Accepting that 'do nothing' was unviable, the

Officer from Natural England responded to the options thus: permanent brick wall (least preference), then temporary concrete blocks, then temporary geo-bags, then a footbridge, or a boardwalk (either, most preference). The feedback from Natural England was also consistent with the Officer from the Environment Agency.

- 3.3 A consensus was reached. The partners agreed, for the period 2024 to 2050:
- To support works to preserve the sea wall protecting the Mill Pond until 2050. These maintenance works will be project managed by Coastal Partners. There was an acceptance that it is inevitable that as and when the sea wall fails, the Mill Pond will ultimately merge with the Harbour.
  - To maintain the coastal footpath along its current route, rather than realign it, until such time as it is no longer coherent due to sea level rise.
  - To seek a nature-based solution to the stretch between the Mill Pond and Wade Lane, with a preference for a footbridge along the existing right of way. The Conservancy will project manage this option.
- 3.4 The meeting represented significant progress, which was the culmination of the Technical Report from Royal Haskoning DHV, the drop-in session, and several meetings of the Working Group, chaired by Cllr Bowerman.
- 3.5 The AONB Manager is currently seeking a design specification, cost estimate, project delivery timescale for the footbridge. There is an assumption that due to the level of public interest this aspect of the works will require planning permission.
- 3.6 There was recognition of the need for on-site interpretation panels to explain the project and that post-2050, the coastal footpath will need to rollback.

#### **4.0 For Decision**

- 4.1 It is recommended that Chichester Harbour Conservancy:
- a) Accepts the intrinsic value of the coastal path along the existing public right of way for the foreseeable future.
  - b) Endorses Coastal Partners to maintain the sea wall protecting the Mill Pond, subject to a Works Licence application.
  - c) Seeks planning permission for the installation of a wooden footbridge for the section where the sea wall has failed, thus adapting with a nature-based solution insofar as is possible at this site at present.
- 4.2 It is recommended that this capital project is a standing item for the Conservancy Board until such time as it is complete.

**Richard Austin**  
**AONB Manager**

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

**CHICHESTER HARBOUR CONSERVANCY**

**29 JANUARY 2024**

**BUDGET MONITOR to 30 NOVEMBER 2023**

**TO NOTE**

**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 2023-24 agreed budget.
- 1.2 The budget monitor considers the budgets of the Harbour operation and AONB operation as separate entities.
- 1.3 Budget profiles have been reviewed, taking account of known income and expenditure to ensure they represent a realistic expectation of future performance.
- 1.4 Projections take account of known variations and are based on the prudence concept.
- 1.5 The bank reconciliation is complete to 30<sup>th</sup> November 2023 and is available for review upon request.

**2. Harbour Budget**

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

Income

- 2.2 The Patrol team have been plaque checking and impounding non-paying vessels payments. This contributes £10,000 to the projected positive year end variation on the 'Other Income' budget. The remaining variation is due to additional maintenance contracts taken on by the Workshop team.
- 2.3 Annual Harbour dues have been behind profile since the beginning of the financial year. It is currently anticipated that there will be a year-end shortfall of £30,000. This is due to a surge in the number of annual dues holders, predominantly smaller vessels, over the 'covid' period which were included in budgeted figures but have not renewed for the current year. Despite this, total vessel numbers for the year are around 10% higher than pre-covid levels.

Expenditure

- 2.4 The Staffing Costs budget is currently underspent, due to temporary vacancies. The staff structure has evolved since the budget was set. The projected year end variation takes into account the agreed NJC pay award (to be paid to employees in December) and allows for the Executive Assistant to be in post from the 1<sup>st</sup> February.

- 2.5 The Maintenance budget projects a year-end overspend of £4,600 due to increased maintenance works and vessel disposal costs.
- 2.6 The Premises costs budget is expected to underspend by £6,000 after an issue of over estimation by the supplier was discovered and resolved at the end of the last financial year.
- 2.7 The anticipated overspend of £6,000 on Transportation is due to repairs required to the barge, combined with an increase in the market cost of vessel insurance.
- 2.8 A Net Zero budget line was introduced for this year. There has not been any expenditure to date, awaiting strategy development.

#### Transfers to/from Reserves

- 2.9 Following a revaluation exercise it is proposed to increase the contribution to the Repairs and Renewals fund by £10,000. An additional £20,000 is included within the budget for 2024-25.
- 2.10 It is proposed to increase the contribution to the Dell Quay Maintenance Reserve by £2,000 (also included within the 2024-25 budget) to ensure the estimated project costs are available by 2032 –the shortest estimated lifespan of the Quay extension.

#### Surplus

- 2.11 These variations result in an anticipated surplus of £110,400, an increase of £15,800.

### **3. AONB Budget**

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

#### Income

- 3.2 There are currently no anticipated variations to income.

#### Expenditure

- 3.3 The Staffing Costs budget is currently underspent, due to temporary vacancies. As with the Harbour team the AONB staff structure has evolved since the budget was set. The projected year end variation takes into account the agreed NJC pay award (to be paid to employees in December) and allows for the Executive Assistant to be in post from the 1<sup>st</sup> February.
- 3.4 The Premises Costs budget is currently underspent and projects a £4,000 underspend at year-end. The majority of this underspend relates to electricity costs, after an issue of over estimation by the supplier was discovered and resolved at the end of the last financial year.
- 3.5 The Transportation budget projects a year-end overspend of £3,000, due to annual maintenance works to the Solar Heritage.

- 3.6 The Equipment budget is overspent against profile. This is due to software development costs to replace the outdated unsupported planning database.
- 3.7 The projected overspend on the Professional Services budget relates to both the Chidham planning Inquiry (c£53k) and the technical report for Langstone (c£18k), The transfer from reserves in para 3.9 offsets a large proportion of the planning inquiry costs.
- 3.8 Based on current expenditure the AONB project budget is expected to overspend by around £12,000.

#### Transfers to/from Reserves

- 3.9 The unrestricted element of the AONB reserve has been brought into the AONB budget to offset the majority of the professional fees relating to the Chidham Inquiry. This fund represents underspending from 2021-22 which had been ringfenced for this purpose and carried forward until needed.

#### Surplus

- 3.10 As a result of these variations, a deficit of £10,600 is currently projected.

#### **4.0 AONB Grants**

- 4.1 Appendix 3 details grants and other 'one-off' sources of income which have been awarded for specific purposes.
- 4.2 The anticipated grant from Friends of Chichester Harbour is £30,000. £10,000 is allocated to the Education Centre. Other agreed projects include a contribution towards replacement solar panels for Solar Heritage plus the purchase of a defibrillator.
- 4.3 West Wittering Parish Council have contributed £6,000 towards necessary repairs to Sheepwash lane.
- 4.4 DEFRA's access for all funding has been allocated towards the remainder of the costs of the Sheepwash Lane repairs, plus replacement batteries for the Solar Heritage.
- 4.5 £62,600 has been spent under the FiPL programme, including staff salaries. To date £188,100 has been claimed and received.
- 4.6 The first installment of the Solent Seascape funds from Blue Marine has been brought forward from the last financial year, with an additional £45,400 received in year. To date expenditure on the project totals £159,900.
- 4.7 Solent Seascape match funding from East Head Impact has been brought forward from the last financial year with an additional £24,000 received in year.

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

**Matt Briers**  
**CEO**

**Budget Monitor - Harbour**

Appendix 1

Chichester Harbour Conservancy  
For the 8 months ending 30th November 2023

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Variance	Comments
				- Additional Income			
				+ Reduced Income			
<b>Income</b>							
Other Income	148,700.00	105,963.00	106,216.49	253.49	162,100.00	13,400.00	Penalty Payments. Rechargeable Works
Harbour Dues	520,600.00	515,590.00	485,741.27	(29,848.73)	490,600.00	(30,000.00)	Annual Dues
Moorings Income	912,700.00	904,003.00	902,857.39	(1,145.61)	912,700.00		
Harbour Rent/ Boat Park/ Car Park	151,900.00	85,100.00	87,925.78	2,825.78	153,900.00	2,000.00	
<b>Total Income</b>	<b>1,733,900.00</b>	<b>1,610,656.00</b>	<b>1,582,740.93</b>	<b>(27,915.07)</b>	<b>1,719,300.00</b>	<b>(14,600.00)</b>	
<b>Expenditure</b>							
				- Additional Expenditure			
				+ Reduced Expenditure			
Staffing Costs	690,400.00	468,819.00	439,525.22	29,293.78	673,400.00	17,000.00	Underspend resulting from temporarily vacant posts. Assumes EA in post from 1st February.
Maintenance	57,600.00	42,998.00	44,519.94	(1,521.94)	62,200.00	(4,600.00)	Quays, Jetties, Vessel Disposal
Premises Costs	332,000.00	290,966.00	293,096.84	(2,130.84)	326,000.00	6,000.00	Electricity
Transportation	77,600.00	58,572.00	66,460.54	(7,888.54)	83,600.00	(6,000.00)	Works to Barge. Vessel Insurance.
Equipment	146,200.00	93,688.00	71,560.02	22,127.98	148,200.00	(2,000.00)	
Office Supplies	55,900.00	37,044.00	31,983.65	5,060.35	55,900.00		
Professional Services	136,500.00	68,890.00	59,060.93	9,829.07	136,500.00		
County Council Charges	17,900.00	0.00	0.00	0.00	17,900.00		
Business Plan Expenditure	2,000.00	1,336.00	0.00	1,336.00	0.00	2,000.00	
Net Zero	30,000.00	20,000.00	0.00	20,000.00	0.00	30,000.00	Awaiting strategy
<b>Total Expenditure</b>	<b>1,546,100.00</b>	<b>1,082,313.00</b>	<b>1,006,207.14</b>	<b>76,105.86</b>	<b>1,503,700.00</b>	<b>42,400.00</b>	
<b>Transfers to/from Reserves</b>							
Contribution to IT Fund	3,800.00	0.00	0.00	0.00	3,800.00		
Contribution to CHIMET	1,600.00	0.00	0.00	0.00	1,600.00		
Transfer to Dell Quay Maintenance Reserve	10,000.00	0.00	0.00	0.00	12,000.00	(2,000.00)	
Transfer to Repairs and Renewals Fund	77,800.00	0.00	0.00	0.00	87,800.00	(10,000.00)	
<b>Total Transfers to/from Reserves</b>	<b>93,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,200.00</b>	<b>(12,000.00)</b>	
<b>Surplus</b>	<b>94,600.00</b>	<b>528,343.00</b>	<b>576,533.79</b>	<b>48,190.79</b>	<b>110,400.00</b>	<b>15,800.00</b>	(Income - Expenditure - Transfers to/from Reserves)

**Budget Monitor - AONB**
**Appendix 2**

 Chichester Harbour Conservancy  
 For the 8 months ending 30th November 2023

Account	AONB Budget	AONB Profile	AONB Actual	AONB Variance	Year End Projection	Projection Variance	Comments
				- Additional Income			
				+ Reduced Income			
<b>Income</b>							
DEFRA Grant	173,100.00	129,825.00	129,831.14	6.14	173,100.00		
Other Income	81,900.00	60,266.00	59,804.38	(461.62)	81,900.00		
County Council Precept	440,800.00	440,800.00	440,800.00	0.00	440,800.00		
Harbour Rent/ Boat Park/ Car Park	44,200.00	26,540.00	27,484.25	944.25	44,200.00		
<b>Total Income</b>	<b>740,000.00</b>	<b>657,431.00</b>	<b>657,919.77</b>	<b>488.77</b>	<b>740,000.00</b>	<b>0.00</b>	
				- Additional Expenditure			
				+ Reduced Expenditure			
<b>Expenditure</b>							
Staffing Costs	559,900.00	377,568.00	336,821.00	40,747.00	531,700.00	28,200.00	Assumes EA in post from 1st February
Maintenance	17,600.00	12,208.00	14,022.32	(1,814.32)	20,800.00	(3,200.00)	
Premises Costs	31,500.00	17,911.00	13,979.06	3,931.94	27,500.00	4,000.00	Rates. Electricity
Transportation	29,500.00	22,544.00	24,340.90	(1,796.90)	32,500.00	(3,000.00)	Solar Heritage Maintenance
Equipment	13,400.00	8,972.00	13,465.57	(4,493.57)	16,500.00	(3,100.00)	Software development costs to replace unsupported planning database.
Office Supplies	13,300.00	8,904.00	6,010.47	2,893.53	13,300.00		
Professional Services	45,800.00	29,488.00	91,966.05	(62,478.05)	100,800.00	(55,000.00)	Chidham inquiry fees. Langstone Technical Report
AONB Projects	9,500.00	6,352.00	18,367.79	(12,015.79)	21,500.00	(12,000.00)	
County Council Charges	7,700.00	0.00	0.00	0.00	7,700.00		
<b>Total Expenditure</b>	<b>728,200.00</b>	<b>483,947.00</b>	<b>518,973.16</b>	<b>(35,026.16)</b>	<b>772,300.00</b>	<b>(44,100.00)</b>	
<b>Transfers to/from Reserves</b>							
Eames Farm Contingency	1,600.00	0.00	0.00	0.00	1,600.00		
Contribution to IT Fund	1,300.00	0.00	0.00	0.00	1,300.00		
Minibus Contribution	4,400.00	0.00	0.00	0.00	4,400.00		
Transfer to Repairs and Renewals Fund	4,500.00	0.00	0.00	0.00	4,500.00		
Transfer from Reserves - Previous Year Underspend	0.00	0.00	(33,512.38)	33,512.38	(33,500.00)	33,500.00	Underspend brought forward from 2022-23 to fund Chidham inquiry.
<b>Total Transfers to/from Reserves</b>	<b>11,800.00</b>	<b>0.00</b>	<b>(33,512.38)</b>	<b>33,512.38</b>	<b>(21,700.00)</b>	<b>33,500.00</b>	
<b>Surplus</b>							
(Income - Expenditure - Transfers to/from Reserves)	<b>0.00</b>	<b>173,484.00</b>	<b>172,458.99</b>	<b>(1,025.01)</b>	<b>(10,600.00)</b>	<b>(10,600.00)</b>	

**AONB Grants**

**Appendix 3**

For the 8 months ending 30th November 2023

<b>Grants / Income</b>	<b>2023-24</b>		<b>Year End Projection</b>	<b>Total Grants / Income Expected (2023-24)</b>
	<b>Received / brought forward to Date</b>	<b>Expenditure to Date</b>		
Friends	1,457.64	6,985.56	0.00	30,000.00
West Wittering PC - Sheepwash Lane	6,000.00	6,000.00	0.00	6,000.00
DEFRA - Access for All	0.00	17,911.00	0.00	53,908.45
FiPL	188,050.76	62,624.60	0.00	216,100.00
Environment Agency - Feasibility Study	20,000.00	16,981.00	0.00	20,000.00
Solent Seascape Project - Blue Marine	193,506.35	159,885.49	0.00	195,773.00
Solent Seascape Project - EHI match funding	29,288.00	0.00	0.00	29,288.00
<b>Total</b>	<b>438,302.75</b>	<b>270,387.65</b>	<b>0.00</b>	<b>551,069.45</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 to the AONB for specific purposes and must be spent in accordance with individual project criteria



**CHICHESTER HARBOUR CONSERVANCY**

**29 JANUARY 2024**

**PLANNING COMMITTEE**

**FOR DECISION**

**1.0 Introduction**

- 1.1 The Conservancy's Planning Committee was convened on 13 November 2023 and 11 December 2023. The meeting of 22 January 2024 has been cancelled. The next meeting is 26 February 2024.
- 1.2 Between 21 October 2023 and 5 January 2024, the Conservancy responded to 63 planning applications. From those, the Conservancy registered Objections to 9 applications, for reasons including: adverse visual impact to the setting of the Chichester Harbour National Landscape; incongruous design; excessive scale and mass; overdevelopment of the plot, not being sub-ordinate to the original dwelling; proposed works considered to be detrimental to the character and appearance of the street scene; lack of justification for removal of a protected tree; and excessive loss of tree cover
- 1.3 Since 1 April 2023, the Conservancy has so far responded to 260 planning applications.

**2.0 Annual Review of Terms of Reference**

- 2.1 The Planning Committee reviewed its Terms of Reference at its meeting of 13 November 2023 and approved this addition:
  - *If Member wishes to make a deputation to a Local Planning Authority over any given case, regardless of their views they must at the outset declare they are a Member of Chichester Harbour Conservancy. Furthermore, it must be clear in the deputation whether the Member is in support of, or does not support, the position of the Conservancy over any given planning application.*
- 2.2 This addition is intended to provide clear guidance to Members as to the expectations of the Conservancy in the context of declaring an interest.
- 2.3 This change should also be reflected in the Code of Conduct for all Members, and not just the Terms of Reference for those on the Planning Committee.

**3.0 Recommendations**

- 3.1 That the Conservancy approves the changes to the Terms of Reference for the Planning Committee.

3.2 That the next review of the Code of Conduct for all Members introduces similar text.

**Richard Austin**  
**AONB Manager**

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

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

**Objectives**

On behalf of the Conservancy:

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

**Frequency of Meetings**

- Meetings will be held approximately every six weeks. The Chairman may call additional meetings of the Planning Committee at any time.

**Membership**

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

Quorum: Four.

**Term of Appointment of Members**

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

**Appointment of Chairman and Vice-Chairman**

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

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

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

## Roles

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

## Responsibilities

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

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

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

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

### **Conflicts of Interest**

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

### **Meetings in Public**

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

### **Deputations to the Conservancy's Planning Committee**

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

## **Consulted Delegated Decisions**

Consulted Delegated Decisions take place for applications of strategic importance that are submitted for consultation with a deadline in between the regular meetings of the Planning Committee and where Chichester Harbour Conservancy's staff are unable to attain a deferment of the deadline from the Local Planning Authority. Strategic importance means: a) affecting a large area; or b) affecting a large number of people; or c) is deemed to have atypical features or specific impact on the AONB.

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

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

## **Fully Delegated Decisions**

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

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

## **Site Visits**

The purposes of site visits are:

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

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

- A request by a Member, in writing, to the Chairman and Executive Officer outlining the reasons for their request.
- The Principal Planning Officer requires one in the interests of supplementing the decision making.

- The Planning Committee resolves for a site visit following a deferral of a decision (if within the deadline for responding to the LPA).

#### Conduct of Site Visits:

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

#### Version History

- 1.0 Approved by CHC on 1 July 2014.
- 2.0 Revisions to Consulted Delegated Decisions approved by CHC on 17 October 2016.
- 3.0 Multiple revisions proposed by Members in 2018. The original document with tracked changes is available from CHC.
- 4.0 Approved by CHC on 28 January 2019.
- 5.0 Added to the sections on Membership, Roles, Responsibilities, and Conflicts of Interest. Created new sections on Deputations and Site Visits. 14 November 2022.
- 6.0 Added a bullet point on deputations to a Local Planning Authority. Adjusted the title of Deputations to the Conservancy's Planning Committee. 3 November 2023.

**CHICHESTER HARBOUR CONSERVANCY**

**29 JANUARY 2024**

**APPLICATION FOR A DREDGING LICENCE**

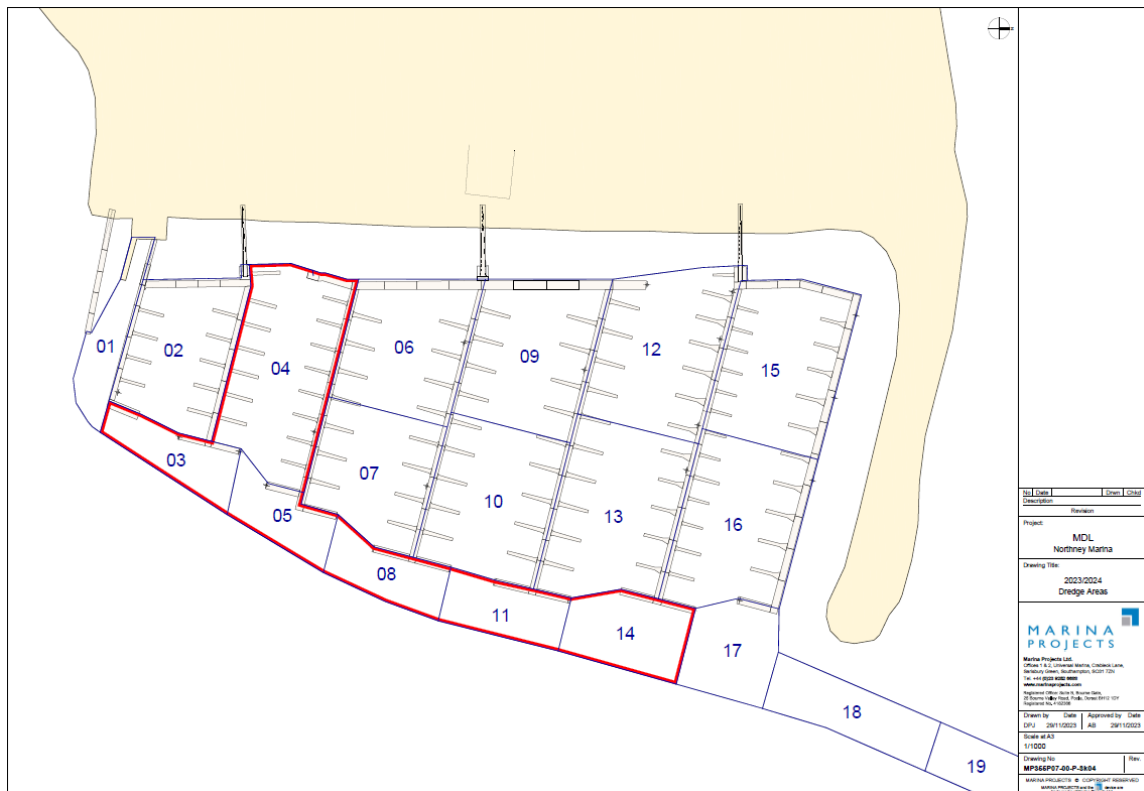
**TO APPROVE**

**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 maintenance dredge of areas 3, 4, 5, 8, 11 and 14 at Northney Marina, which is located at the northern end of Hayling Island. It is proposed that the dredge will take place between February and March 2024 and take 2 -3 weeks to complete.
- 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 The applicant is working with Earth Change to reuse the dredged material within Chichester Harbour if the beneficial site can receive the material during the works programme. If this is not feasible then the dredged material will be taken to the Nab Tower disposal site.
- 1.3 Approximately 4,000 cubic metres will be dredged in the zones identified on the plan below, to maintain design depths. The material to be dredged will be mud or silt only. No chalk or other bedrock is to be removed.





- 1.4 In order for the dredger and barge to access the marina some piles and pontoon fingers will be removed and replaced on completion of the dredge.
- 1.5 MDL currently have an MMO Licence L/2014/00368/2 valid until 20 December 2024, covering these activities.

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

- 2.1 It is recommended that the Conservancy approves the maintenance dredge of Northney Marina to excavate and dispose of a maximum of 4,500m<sup>3</sup> of sediment. It is preferred that the sediment is disposed of beneficially within the harbour but if this is not possible for it to be disposed of at the Nab Tower Spoil Grounds. Subject to the terms of the Works 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 4,500 cubic metres of silt/mud from areas 3, 4, 5, 8, 11, and 14 within **Northney Marina**, and deposit it at the West Itchenor Beneficial Disposal Site if the necessary consents are in place, otherwise to the Nab Tower disposal site, as set out in your application dated 27 November 2023, 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) Before deposits are made at West Itchenor MMO licensing must be in place and sediment tested by Cefas or other approved body to confirm suitability and results provided to the Harbour Master.
- (4) If destined to the Nab Tower 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.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) The material to be dredged should be mud or silt only. No chalk or other bedrock is to be removed.

- (10) 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.
- (11) The total volume of material to be dredged must not exceed 4,500m<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 2024

Dated 29 January 2024

Captain Jo Cox  
Harbour Master

**CHICHESTER HARBOUR CONSERVANCY**

**29 JANUARY 2024**

**APPLICATION FOR A DREDGING LICENCE**

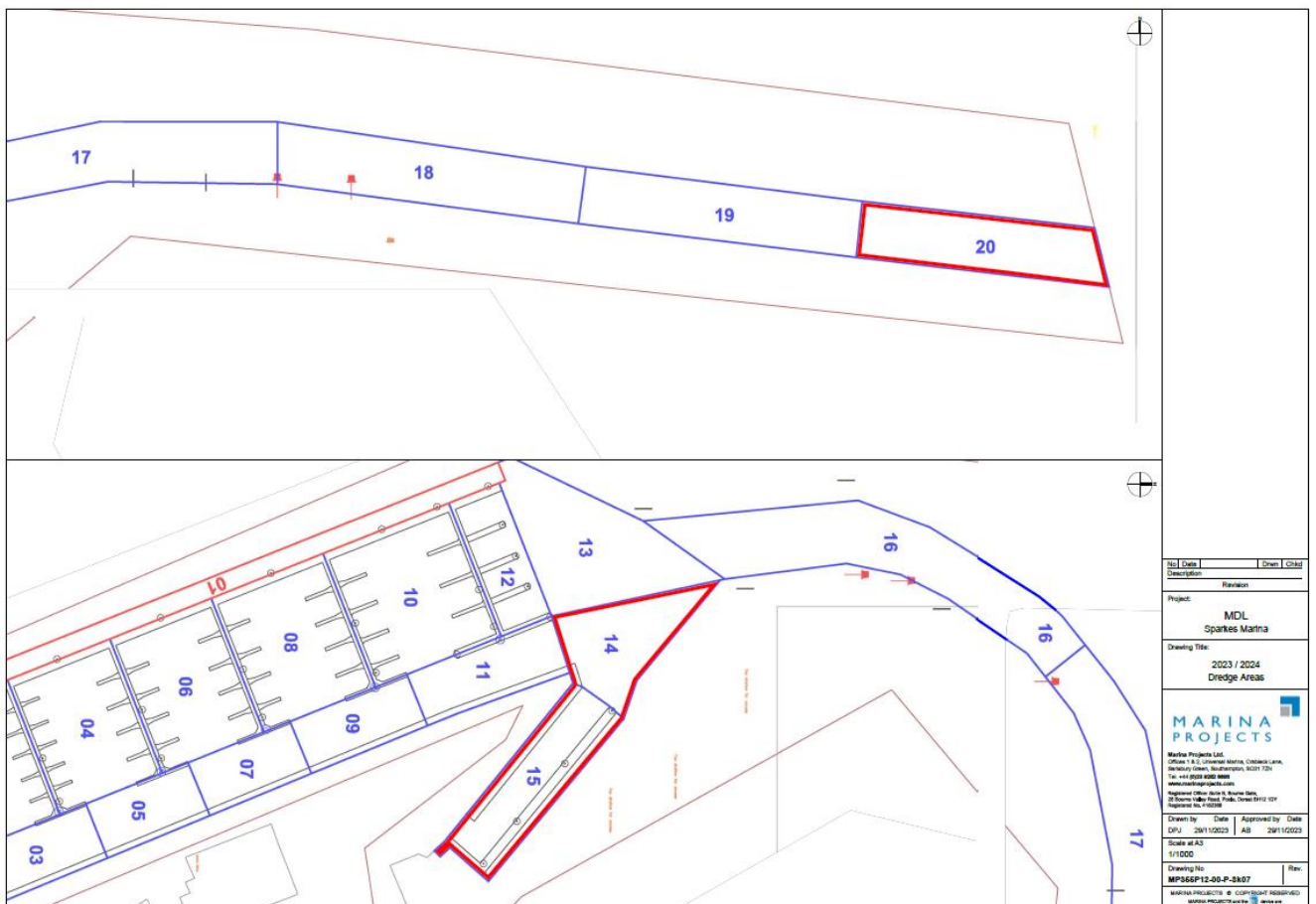
**TO APPROVE**

**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 within areas 14, 15 and 20 (see below plan) at Sparkes Marina, which is located at the south-eastern end of Hayling Island. It is proposed that the dredge will commence 11 March 2024 and be completed in less than one week, subject to weather.



1.2 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.

- 1.3 A maximum of 1,500 cubic metres will be dredged to maintain design depths. The material to be dredged will be mud or silt only. No chalk or other bedrock is to be removed.
- 1.5 MDL currently have an MMO Licence L/2014/00144/5 valid until 30 April 2024, 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 area 20 of the approach channel and areas 14 and 15 at Sparkes Marina to excavate and dispose of a maximum of 1,500m<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 1,500 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 27 November 2023, 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 1,500m<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 2024

Dated 29 January 2024

Captain Jo Cox  
Harbour Master

**CHICHESTER HARBOUR CONSERVANCY**

**29 JANUARY 2024**

**APPLICATION FOR A WORKS LICENCE**

**FOR APPROVAL**

Address: **Eastoke Point to Hayling Island Sailing Club**

Proposed Development: **Beach Management**

**1.0 Background**

- 1.1 Coastal Partners beach management activity includes the recycling of shingle material from accreting areas to erosion areas from beach areas, within Chichester Harbour to maintain flood/coastal defence standard of protection along the Eastoke frontage.
- 1.2 CP's 5-year works licence to recycle beach material expires 27 January 2024.
- 1.3 This application seeks to renew their works licence for recycling material from the Ness at Eastoke Point, where accreting material impinges on the navigable channel. It also includes flexibility to include the beach at Hayling Island Sailing Club (HISC), where there has been significant accretion in recent years causing the club a number of well documented difficulties.
- 1.4 The works will not be excluded from the overwintering bird season providing consent is received from Natural England through an extant Construction Environment Management Plan, or otherwise, and any mitigations complied with.
- 1.5 Recycling of material from HISC's beach frontage will be limited to a total of 25,000m<sup>3</sup>, during the term of the licence. It will also be subject to establishing an agreed monitoring programme to determine the effect on the sand spit to the west of HISC known locally as Seagull Island.
- 1.6 Planning permission is in place for this work (APP/17/00342).

**2.0 Recommendation**

- 2.1 It is recommended that Conservancy approve recycling of beach material from the Ness for the 5-year period. Also, to approve the recycling of up to 25,000m<sup>3</sup> from HISC's beach frontage, during the term of the licence, subject to the conditions detailed to the Works Licence.

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



# CHICHESTER HARBOUR CONSERVANCY ACT 1971

## SECTION 45 WORKS LICENCE

To: Casey Mayne Coastal Partners Havant Borough Council Public Services Plaza, Havant PO9 2AX
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In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out works comprising annual recycling of beach material from areas of accretion at the Ness, near Eastoke Point, for the period of this licence. Also, to recycle up to 25,000m<sup>3</sup> of beach material from below Mean High Water on the beach adjacent to Hayling Island Sailing Club, during the term of this licence; in accordance with your application dated 5 December 2023, subject to the following conditions:

- (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 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.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) If work is undertaken during the period October to April, it will be subject to Natural England consent and compliance with any mitigations required by them, whether managed through an extant Construction Environment Management Plan, or separately.
- (viii) The applicant must effectively monitor the sand spit known locally as Seagull Island to determine any changes in area and volume, which may be attributable to recycling works at Hayling Island Sailing Club. The monitoring programme must be agreed in advance with the Harbour Master.

- (ix) No more than 12,500m<sup>3</sup> of material should be removed from the beach at HISC in the first recycling exercise and removal of the balance will be subject to no significant adverse effects to Seagull Island being identified during the monitoring programme.
- (x) The applicant must risk assess recycling operations including transit routes and put in place suitable mitigations to ensure that risks to the public are as low as reasonably practicable.
- (xi) The Licensee shall give the Harbour Master at least forty-eight hours' notice of the date and time of commencement of the works.
- (xii) This Licence expires on 28 January 2029.

Dated the 29 January 2024

**Captain Jo Cox**  
Harbour Master