



For enquiries relating to this agenda contact Pasha Delahunty: pasha.delahunty@conservancy.co.uk

12 April 2024

CHICHESTER HARBOUR CONSERVANCY

A meeting of the Chichester Harbour Conservancy will be held at **2.00 p.m. on Monday, 29 April 2024**, at **Eames Farm, Thorney Island, PO10 8DE** to consider the agenda set below.

Matt Briers CBE
CEO

AGENDA

PART 1

1. Apologies for Absence

2. Declaration of Interests

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

3. Port Marine Safety Code

- (i) To note the Conservancy's annual PMSC report, from the Harbour Master (page 1).
- (ii) To receive the PMSC audit report from the Conservancy's Designated Person Monty Smedley (page 11)

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

To approve the Part 1 minutes of the meeting held on 29 January 2024 (page 50).

5. Advisory Committee

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

6. Exclusion of Press and Public

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

PART 2 (Confidential Items)

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

- 7. Part 2 Minutes of the Conservancy Meeting held on 29 January 2024**
To approve the Part 2 minutes of the meeting held on 29 January 2024 (page 58).
- 8. Advisory Committee**
To receive the Part 2 minutes of the Advisory Committee held on 22 April 2024 (if any, to follow)
- 9. Conservancy Dashboard**
To note the updated report from the CEO (page 61).
- 10. Chief Executive Officer's Update**
For decision, following the CEO's update (page 63).
- 11. Risk Assessment**
To note the updated Risk Assessment by the CEO (page 64).
- 12. Finance, Risk and Audit Group Minutes**
The Finance, Risk & Audit Group has met once since the last meeting, on 25 March 2024. Members wishing to raise matters of strategic importance or policy arising from the meeting of the Finance, Risk and Audit Group may do so under this item (page 72).
- 13. Leases and Licences**
To approve the terms of the following agreement:
 - **Thorney Island MOD (North & South) Moorings** (Page 75)
- 14. Manor of Bosham**
For decision, following the report from the Harbour Master (page 77).

PART 1

- 15. Chairman's Update**
To note the verbal report from the Chairman
- 16. Chief Executive Officer's Round-Up**
For decision, following the report from the CEO (page 80).
- 17. Chichester Harbour Management Plan 2024/25**
For decision, following the report from the Director of Chichester Harbour National Landscape (page 88).

18. Farming in Protected Landscapes End of Year Report

To note the report from the Director of Chichester Harbour National Landscape (page 97).

19. Budget Monitor February 2024

To note the report from the CEO and the Finance Manager (page 100).

20. HR Sub Committee Summary

To note the report from the CEO and Communications Manager (page 106).

21. Planning Committee Summary

To note the report from the Director of Chichester Harbour National Landscape (page 109). Members wishing to raise matters of strategic importance or policy arising from these meetings of the Planning Committee may do so under this item.

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

29 APRIL 2024

PORT MARINE SAFETY CODE – ANNUAL REPORT

TO NOTE

1.0 BACKGROUND

- 1.1 The Port Marine Safety Code (PMSC) (amended November 2016) guides the structure of Chichester Harbour Conservancy's safety reports.
- 1.2 Chichester Harbour Conservancy's PMSC compliance document, the Marine Safety Management System & Safety Plan, details how duties and powers in relation to marine operations in Chichester Harbour are discharged in accordance with a marine safety management system based upon formal risk assessment. The Conservancy's Marine Safety Management System & Safety Plan (MSMS & SP) is available to view on the Conservancy's website.
- 1.3 This annual report is an assessment of Chichester Harbour Conservancy's performance against the MSMS & SP. It reviews the incidents recorded in 2023 within Chichester Harbour and details actions taken in support of the marine safety management system. It also highlights the report of Monty Smedley of ABPmer, who audited and examined the Conservancy's compliance with the PMSC in December 2023.

2.0 ACCOUNTABILITY FOR MARINE SAFETY

- 2.1 Accountability and Responsibility – The Duty Holder and Designated Person
 - a. Duty Holder. Members of the Conservancy are collectively the 'Duty Holder' for Chichester Harbour accountable for the discharge of its duties and powers. 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. The powers available to the Conservancy, under the Chichester Harbour Conservancy Act 1971 and other legislation enabled by

it were subject to a review by Ashfords LLP. In light of the review, commissioned by the Conservancy, an application was made 18 December 2020 to the Marine Management Organisation to give the Conservancy the powers of General Direction and to fine-tune other areas of Act to ensure it remains fit for purpose.

- 3.2 Risk Assessments for harbour operations have been reviewed in light of incidents in the harbour during 2023, re-assessment of control measures and wider changes.
- 3.3 The 2023 season was heavily impacted by weather, with higher than average rainfall and strong winds affecting much of the peak season.
- 3.4 Generally, activity in the Harbour appeared quieter than the previous three years although there were certainly days of very high activity. The most notable change in harbour use was a decrease in the number of paddleboards and kayaks using the harbour. This is a nationwide trend, with figures returning to pre-covid levels.
- 3.5 The overall number of incidents during 2023 was 186, a decrease of 52 from the previous year. A large proportion of the total figure is made up of towage. Of the 40 tows undertaken by the patrol team, 35 of these were due to mechanical failure, a proportion more than 87% and continuing the trend of the last seven years. A full breakdown of the incidents attended is at Annex A.
- 3.6 There were 7 reports of collision or near misses between moving vessels (a decrease from 14 in 2022) and 4 reports dealt with vessels in allisions with moored vessels or navigation aids.
- 3.7 The Patrol team did not attended 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 19 from 24 in 2022. Just under half of these were on the Winner Bank. The bank is well charted and marked, with clear guidance provided in almanacs. This area will continue to be monitored in the coming season to ensure that current measures remain effective and identify any further mitigations.
- 3.9 Early 2023 saw a spate of antisocial behaviour incidents focused on the Emsowrth Jetty area. The installation of a permanent access control gate in early June saw a significant reduction in such incidents.
- 3.10 Forty-two Byelaw Warning Tickets, were issued, 10 fewer than in 2022. Of these warnings, 29 were issued solely for exceeding the harbour speed limit and 13 warnings were for both excessive speed and navigating without care and caution. 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 Four prosecutions for byelaw breaches were put forward during 2023. Three of these were for speed and wash, with the 4th for obstructing a navigational channel with fishing gear. A guilty verdict was found in all 4 cases, with fines and costs payable.
- 3.12 Three cases of pollution were reported in 2023. In one case, in Emsworth Yacht Harbour, Tier One resources were deployed by the marina due to a slick of light fuel oil entering the marina from a storm drain. The source of the slick was confirmed as land based by the Environment Agency. In another report, a small amount of oil was found reported at Dolphin Quay. CHC Responded to site to see a small speed boat sunk on its mooring and a small amount of Petrol onboard. A small section of Sorbant boom around the vessel was deployed from the CHC Tier 1 kit, and the owner righted the vessel and recovered. The final incident involved reports of a large slick of oil in the Emsworth Channel. Patrol attended, what appeared to be a slick of oil, was found to be flat calm water with sun reflecting. After a full check, the patrol team were stood down.
- 3.13 The Patrol team attended 4 incidents of 3rd party injury during the year. Two were for head injuries from contact with booms, one a dislocated shoulder and the most serious were multiple injuries sustained when a catamaran sailor was catapulted from a trapeze, when their vessel pitchpoled. This incident involved a multi-agency response, with patrol providing first aid for severe leg lacerations and broken ribs.
- 3.14 One of the first incidents of the season occurred during the ISC schools week event. The fleet were caught out by stronger than anticipated winds, which resulted in multiple, simultaneous capsizes. One competitor suffered a facial injury requiring hospitalisation and surgery. The club did not initially report this incident to CHC. This, is despite meetings with ISC in 2022 where the club confirmed that they will communicate all collisions and incidents involving a third party and any incident involving the loss of a vessel, or where someone is taken to hospital to receive treatment. This information is vital for us assessing risk and the safe management of the harbour. This requirement for reporting is already contained within the Chichester Federation Code of Conduct (Point 12) and forms part of the Conservancy's compliance with the PMSC.
- 3.15 Following a campaign in 2022 to raise awareness of the risks associated with swimming in the harbour, there were no incidents of the patrol team attending swimmers in difficulty during the 2023 season.
- 3.16 Three man-overboard incidents were recorded. The first report came through as a vessel out of control in the Itchenor Reach, which was colliding with moored vessels. The helm had fallen overboard with the vessel proceeding out of control. The person was recovered from the water, suffering from shock and a minor head wound. A passing vessel managed to gain control of the craft. Two further incidents were recorded where Patrol Staff attended persons in the water from sailing dingies. There were no reports of persons overboard from tenders in 2023.

- 3.17 On 28 October patrol responded to a MAYDAY call was raised by Hayling Island Sailing Club. The incident was managed by the coastguard, with 2 RNLI ILB's, Hayling rescue and the Coastguard helicopter tasked to assist the HISC rescue boats. The incident involved an RYA regional training group training event. There were 4 fleets of vessels sailing, Optimists, Toppers, RS Fevas and 29ers. Many of the dinghies capsized and were caught in a wind over tide situation on Chichester Bar. Approximately 12 dinghies were washed out through the harbour entrance. All were recovered together with their crews and no serious injuries were sustained. HISC and the RYA conducted a full investigation into the incident. The harbour master met with the RYA to fully understand the incident and any lessons learnt.
- 3.18 Many of the harbour information booklets have been reviewed and revised for the 2024 season. These include a complete update of paddlesport safety and speed and wash. It is proposed to continue to issue safety campaigns through weekend navigation bulletins, and the well-received series of collision regulation articles. The patrol team will also be handing out safety campaign postcards and leaflets to all harbour users they engage with. We will continue to broadcast the safety messages through education and advice to mariners throughout the year.
- 3.19 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.
- 3.20 Marine Safety Management System. The policies and objectives of the Conservancy's Management Plan provide overarching direction for PMSC compliance. Policies and actions in 'Safety on the Water' (P4) and 'Facilitating Navigation' (p5) of the Management Plan 2019-24 specifically address the requirement of the PMSC.
- 3.21 The Marine Safety Management System and Safety Plan publication details the components of the system.
- 3.22 The guide to the execution of plans and policies are contained in the Conservancy's Harbour Office Standing Instructions (HOSIs).
- 3.23 Consultation on all harbour policy and budgetary matters has been conducted through the Advisory Committee during the year.
- 3.24 Competence Standards. All members of harbour staff are fulfilling their job descriptions to a satisfactory standard or better.
- 3.25 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.

- 3.26 During 2023, 2 x Harbour Master PMSC & NOS, 2 x Oil Spill Level 2, 3 x Advance Power Boat CoC, 3 x Advanced Powerboat course, 1 x Sea Survival, and 6 x First Aid training courses took place.
- 3.27 Incident Investigation. All incidents were reviewed, and investigations were carried out where the cause was unclear or in dispute.
- 3.28 Statutory Reporting. There were no incidents within Chichester Harbour that required reporting to the Marine Accident and Investigation Branch (MAIB) during 2023.
- 3.29 Monitoring Performance and Auditing. Twenty-two key performance indicators are used to measure performance in, Policy 4 – Safety on the Water in the Management Plan 2019-24. All are being met effectively.
- 3.30 Records of incidents and accidents have been maintained, and the calendar of safety topics has been reviewed in year.
- 3.31 Safety inspections of equipment were carried out by Zurich Engineering in year and no defects affecting safety were identified.
- 3.32 An audit of the safety management system was undertaken by ABPmer 12 December 2023. This report is being presented to the Conservancy at their 29 April 2024 meeting. No non-compliant items were identified and observations are being acted upon.
- 3.33 Enforcement. Three prosecutions have been put forward for the breach of Byelaws 4 and 5, Speed of Vessels and Care and Caution. One prosecution was put forward for breach of Byelaw 7; vessel used for fishing. All cases have now been heard with guilty verdicts returned in each case. All received fines and were ordered to pay conservancy and legal costs. Forty-two Byelaw Infringement warnings were issued for speeding or creating excessive wash.
- 3.34 Publication of Plans and Reports. The Conservancy's Marine Safety Management System & 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.
- 3.35 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. This was completed in 2021 and due next in 2024.

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 2023. Details of shoaling were promulgated in the Local Notice to Mariners and surveys made available on the Conservancy's website.
- 4.2 The 2024 annual surveys are scheduled for late April. The survey data will be used to ascertain any dredging requirements.
- 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.
- 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 27 June 2023. Everything was found to be in good order.
- 4.6 An inspection of local aids to navigation was conducted on 22 November 2023 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 2023 affecting navigational safety.
- 4.9 Works and Dredging Licenses. Three Works Licenses were approved and 3 Dredging Licences issued in 2023.
- 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 revised December 2023.

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 2023. 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, but national difficulties in modifying them at times have led us to apply for the powers of General Direction, to give greater ability to respond to new issues.

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 2023 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 Towing. The Conservancy's fleet of vessels were appropriate to our needs in 2023. Requirements for large or unusual tows were detailed in LNTM 2/2023.

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. 12 vessels were issued licenses under the Conservancy's passenger boat licensing scheme in 2022.
- 5.11 Moorings. Mooring let continues to be high, driven by increased demand over the last three years, particularly for deep water moorings. Conservancy maintained moorings reached a peak of 93% let during 2023, with waiting lists of 5 years or more being held in the premium deep water mooring categories.
- 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 RECOMMENDATION

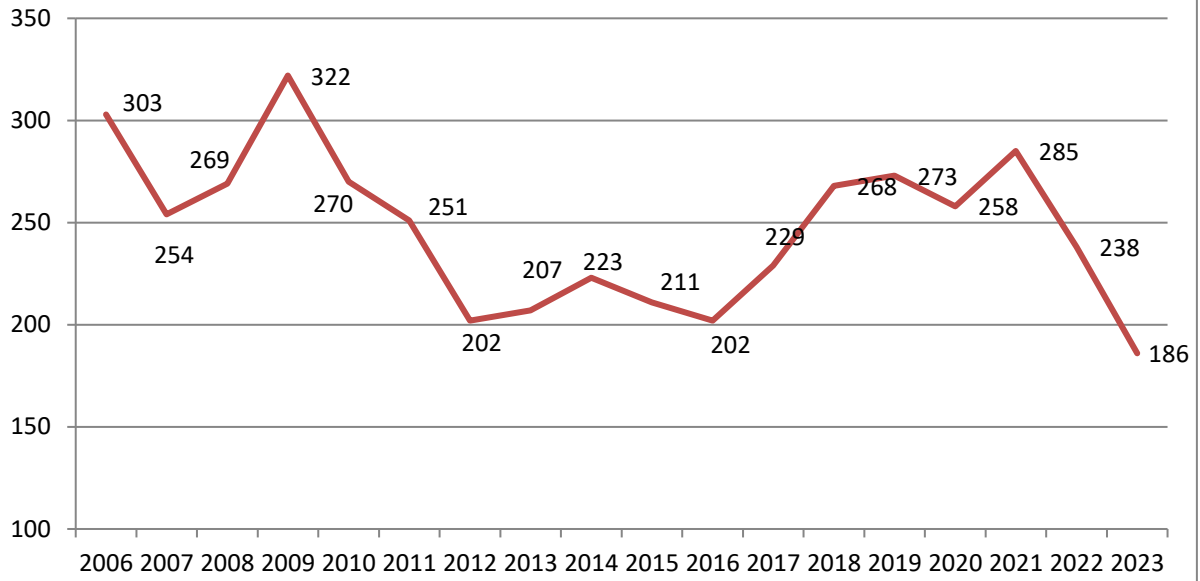
- 6.1. The Conservancy's Safety Plan (PMSC compliance document) provides a useful framework and audit trail for the safe management of Chichester Harbour. In this assessment of performance against the Marine Safety Management System & Safety Plan it is judged that it has been a satisfactory year and that the Conservancy has discharged its duty to undertake and regulate marine operations in a way that safeguards the harbour, its users, the public and the environment.
- 6.2 It is recommended that this report is endorsed by the Duty Holders.

Captain Jo Cox
Harbour Master

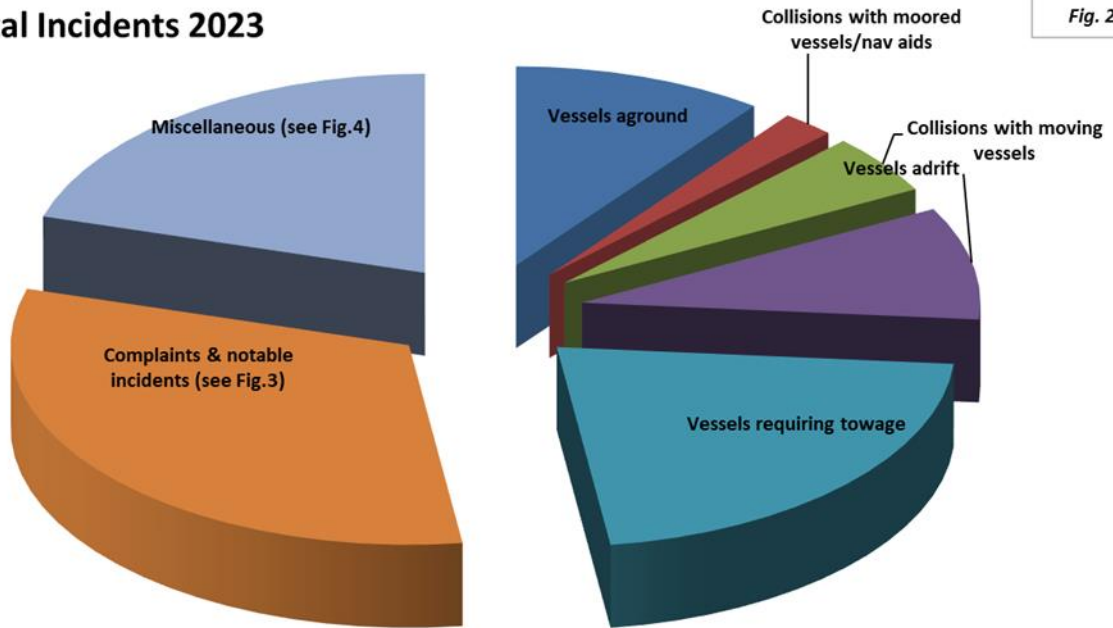
Annex A: Incident summary 2023

INCIDENT SUMMARY 2023													
upto 31 December 2023													
	2023	2022	2021	2020	2019	2018	Complaints and other notable incidents					2018	
Vessels aground													
Sail	11	18	18	14	11	11	3rd party injuries	4	9	6	11	6	6
Motor	8	6	14	4	11	7	Pollution	3	4	6	1	4	4
Total	19	24	32	18	22	18	Byelaw infringements - wash	13	3	3	1	2	1
Cause							Byelaw infringements - speeding + prosecutions	29	3	5	4	16	26
Navigation error	15	20	22	12	19	14	Byelaw infringements - other	1	1	8	5	2	3
Mechanical failure	4	4	10	6	3	4	Taking on water / sunk on mooring	7	15	20	15	11	10
Dragged anchor	0	0	0	0	0	0	Dinghy rescue - independent	2	12	4	10	16	5
Collisions with moored vessels or navigation aids							Racing complaints	0	0	2	0	1	2
Sail	3	2	2	5	7	8	Dinghy rescue - club racing	0	0	2	1	3	0
Motor	1	0	1	4	8	6	Totals	59	47	56	48	61	57
Total	4	2	3	9	15	14	Miscellaneous & others						
							Total	38	60	77	88	103	119
Collisions / near miss with moving vessels													
Sail & Sail	4	12	11	3	4	1							
Sail & Motor	0	1	4	1	2	1							
Motor & Motor	5	1	6	1	0	0							
Total	9	14	21	5	6	2							
Vessels adrift													
Sail & Motor	17	44	26	36	28	17							
Cause													
Mooring failure	1	20	10	19	19	12	Highlighted events & trends						
Mooring strop failure	5	8	6	3	5	2	Fatalities	2	0	0	0	0	2
Deck failure/Drugged anchor	1	9	2	2	4	3	Racing collisions / near miss	1	4	0	0	0	0
Tender/Kayak/Canoe/ Small Craft	10	7	8	12			Man overboard / tenders	0	3	2	4	4	2
Vessels requiring tow							Swimmer rescue	0	6				
Sail	23	24	45	29	18	18	Alcohol related	0	0	0	1	0	1
Motor	17	23	25	25	20	23	Poor seamanship	0	0	0	1	2	1
Total	40	47	70	54	38	41	Rude/abusive behaviour	3	0	2	2	7	4
Cause													
Mechanical Failure	35	39	57	41	33	34							
Out of fuel	1	1	7	4	4	4							
Fouled prop	2	3	3	1	1	1							
Taking on water	0	0	0	2	0	0							
Weather	1	3	1	4	0	0							
Disasted	1	1	2	2	0	2							
Notes													
Speed infringement tickets issued	42	52	47	46	51	67							

Total Incidents Trend



Total Incidents 2023



Chichester Harbour Conservancy

Port Marine Safety Code

Audit: Chichester Harbour 2023

February 2024

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Port Marine Safety Code

Audit: Chichester Harbour 2023




February 2024



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Monty Smedley	Capt. Trevor Auld	Gordon Osborn
		 pp

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Author

M.J. Smedley

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ABPmer

Quayside Suite, Medina Chambers, Town Quay, Southampton, Hampshire SO14 2AQ
T: +44 (0) 2380 711844 W: <http://www.abpmer.co.uk/>

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1 The Port Marine Safety Code

The Port Marine Safety Code ('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. It is authored by the UK Government, supported by the devolved administrations and representatives from across the maritime sector and, whilst the Code is not mandatory, these bodies have a strong expectation that all harbour authorities will comply. The Code is applicable both to Statutory Harbour Authorities and to other marine facilities, which may not have statutory powers; these are collectively referred to throughout the Code as 'organisations' (DfT, 2016).

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 already exist. Failure to comply is not an offence in itself. However, the Code represents good practice as recognised by a wide range of industry stakeholders and a failure to adhere to good practice may be indicative of a harbour authority being in breach of certain legal duties. Moreover, the organisation may suffer reputational damage if it has publicly committed to the Code's standards and then fails to meet them."

(DfT, 2016)

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	Formally identify and designate the Duty Holder, whose members are individually and collectively accountable for compliance with the Code and their performance in ensuring safe marine operations in the harbour and its approaches.	1.6-1.8, 1.10, 1.16-1.17
2	Designated Person	A 'Designated Person' must be appointed to provide independent assurance about the operation of the marine safety management system. The designated person must have direct access to the Duty Holder.	1.11-1.12
3	Legislation	The Duty Holder must review and be aware of their existing powers based on local and national legislation; seeking additional powers if required in order to promote safe navigation.	2.3-2.6, 4.3-4.5
4	Duties and Powers	Comply with the duties and powers under existing legislation as appropriate.	1.3-1.5, 1.9, 1.13-1.15, 3.1-3.14, 4.2, 4.6-4.20, 4.25-4.32
5	Risk Assessment	Ensure all marine risks are formally assessed and are eliminated or as low as reasonably practicable in accordance with good practice.	2.7-2.11
6	Marine Safety Management System	Operate an effective marine safety management system which has been developed after consultation, is based on formal risk assessment, and refers to an appropriate approach to incident investigation.	2.12-2.17, 2.19-2.23, 2.25, 2.29
7	Review and Audit	Monitor, review and audit the risk assessment and marine safety management system on a regular basis – the independent designated person has a key role in providing assurance for the Duty Holder.	2.2, 2.24, 2.30-2.32
8	Competence	Use competent people (i.e. trained, qualified and experienced) in positions of responsibility for managing marine and navigation safety.	2.18
9	Plan	Publish a safety plan showing how the standard in the Code will be met and a report assessing the performance against the plan at least every 3 years.	2.26-2.28
10	Aids to Navigation	Comply with directions from the General Lighthouse Authorities and supply information and returns as required.	4.21-4.24

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', and incorporates many sections from the 'Harbours, Docks and Piers Clauses Act, 1847'. CHC is also a Competent Harbour Authority with respect to Pilotage. See Figure 1 for limits.

Chichester Harbour is home to a large recreational fleet with approximately 12,000 leisure vessels using the harbour and its marine facilities. There are 14 sailing clubs, six principal marinas, around 5,000 mooring points and 2,000 marina berths. Chichester Harbour has a very active dinghy sailing calendar, with many clubs based within the harbour providing year-round racing calendars. The harbour also has a small, but active, commercial fishing fleet. Commercial shipping activity is very rare and limited to the occasional tug/tow for marine maintenance work and maintenance dredging of marina and boatyard berths, entrances and approaches.

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. The harbour has also experienced an increase in the use of Personal Watercraft (PWC) such as jet skis, jet bikes and other water jet pump craft.

The harbour area is approximately 30 km² and its surrounding area is a National Landscape (the new title replacing the Area of Outstanding Natural Beauty). 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 57 miles of public footpath and a further seven miles of permissive routes. It is estimated that around 1.3 million people visit Chichester Harbour National Landscape each year (CHC, 2024).



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 the Harbour Authority is compliant with the requirements of the Port Marine Safety Code (PMSC). The scope of the audit includes a review of Harbour Authority 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

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 Port Marine Safety Code requires organisations to confirm compliance with the requirements of the Code. Therefore, Port Marine Safety Code 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 port or harbour'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.

2.2.1 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 local 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 on-site at the Harbour Office, Itchenor, on 12 December 2023. The latest version of the PMSC, and the accompanying Guide to Good Practice (GtGP), has been used as the benchmarking standard. The Appendix tables to this report contain the test questions and evidence, noting down compliance, non-compliance and observational remarks. The audit tables also identify the paragraph numbers from the Code (DfT, 2016) and relevant sections of the Guide to Good Practice (DfT, 2018), for cross reference purposes.

2.4 Auditors

The following auditors conducted this audit.




Team Member	Initials	Company, Designation
Monty Smedley	MJS	ABPmer, Principal 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)
Jo Cox	JC	Harbour Master
Matt Briers CBE	MB	Chief Executive Officer
Pasha Delahunty	PD	Executive Officer
Ross Jones	RJ	Moorings Officer
Sam Perrin	SP	Lead Harbour Technician

3 Audit Summary

Number	Key Measures Ten-point 'health check'			
1	Duty Holder	0	1	5
2	Designated Person	0	1	2
3	Legislation	0	0	6
4	Duties and Powers	0	5	44
5	Risk Assessment	0	2	6
6	MSMS	0	2	11
7	Review and Audit	0	0	4
8	Competence	0	1	3
9	Plan	0	0	3
10	Aids to Navigation	0	0	2
Total		0	12	86

The summary presented in the above table identifies that, for the ten-point health-check, Chichester Harbour Conservancy is found to be compliant with the requirements of the Port Marine Safety Code. ABPmer would like to compliment the Conservancy's staff for their delivery of the Code's requirements in a professional manner. The following five points of best practice are noted:

1. 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 an area of best practice.
2. The 'Chichester Harbour Management Plan Annual Review 2022-2023' (CHC, 2023) contains 'a landscape for leisure and recreation' with information about the role of the harbour authority, incidents, enforcement, monitoring, licensing and consenting. The annual review documents KPIs. The annual statement information is considered an area of best practice for its level of detail and focus.
3. Harbour Office Standing Instructions (HOSI) HOA17 identifies Offence Reporting, including the powers and responsibilities of officers of Chichester Harbour Conservancy. On 02 January 2024, an Emsworth fisherman appeared at Portsmouth Magistrates course regarding a breach of Byelaw 7 with a successful prosecution. Two further cases are due to be heard in 2024 (subject to court time). During 2022, a total of 42 written warnings were issued. Use of enforcement powers is recognised as an area of best practice.
4. A legal review of Duties and Powers has been completed. A draft Harbour Revision Order (HRO) is awaiting the parliamentary process. Reviewing powers and seeking changes in the form of an HRO is considered an area of best practice.
5. The Conservancy publishes a number of leaflets and advice for harbour users, including: Paddlesport and SUP safety, essential safety leaflet; collision regulations guidance; sailing and powerboating guidance; tender safety advice; and the recent collaborative document 'Code of Conduct for Sailing'. Publication of information for the harbour user community is considered as a best practice area.

The PMSC audit identified 12 observations relating to improvement opportunities for management consideration. The following details the findings, with the full audit output presented in Appendix A:

- All Board Members, as Duty Holders, are required to attend Duty Holder training. Five of the Duty Holders have not attended training.
- The marine risk assessment for 'Tenders/Kayaks/Paddleboards' had a high-risk outcome in the 'people' category from immersion into the water. This was not considered to be an accurate reflection of kayakers and paddleboards, who may anticipate falling into the water and may be wearing appropriate clothing and equipment to allow this. Those using tenders do not usually expect to fall into the water. Recommend the splitting of tender and paddlecraft capsizes in this risk assessment.
- During the audit, the scoring method for marine risk assessments was discussed. It was not clear if those conducting assessments were using the matrix grid as it was intended to be used. In-house training should be conducted for those undertaking assessments to ensure scoring is consistently applied.
- A spot check on incident record completeness was undertaken, out of ten records checked, two were not completed fully.
- There is no KPI for incident entry, investigation and closure. At the time of audit, 123 incidents were not fully closed. It is suggested that a KPI is introduced to encourage and track the timely completion and closure of incidents.
- A practical test of the emergency plan was planned for 2023, however this was not possible due to scheduling difficulties. Whilst patrol officers have attended a number of emergency situations during the season, the testing of the emergency plan should be scheduled and carried out. The last (live) test of the plan was conducted in 2017.
- The Railway and Transport Safety Act (RATSA) 2003 should be included into relevant HOSIs.
- CHC has a duty to provide Pilotage. It is possible that a larger craft may request a pilotage for which the Conservancy would need to respond. Retaining CHA status could be advantageous and presents a risk that this duty cannot be performed. It is recommended that a risk-based review of Pilotage is conducted, to concluded if the CHC should retain this duty.
- The GtGP in Section 10 states that: "Procedures for towage in ports, harbours and at terminals need to be developed, managed and regularly reviewed by harbour authorities". The publication of towage guidelines is not currently part of the Code but is referenced in the Code's guidance. It would be beneficial for the Conservancy to develop towage guidance for routine and non-routine towage operations.

4 References

Chichester Harbour Conservancy (CHC), 2024. About Chichester Harbour [webpage – accessed 16 February 2024]. <https://www.conservancy.co.uk/about-chichester-harbour>

Chichester Harbour Conservancy (CHC), 2023. Chichester Harbour Management Plan Annual Review: 2022-2023.

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Department for Transport (DfT), 2018. A Guide to Good Practice on Port Marine Operations Prepared in conjunction with the Port Marine Safety Code 2016, Department for Transport (DfT), February 2018.

International Hydrographic Office (IHO), 2020. International Hydrographic Organization Standards for Hydrographic Surveys SP44 Edition 6.0.0. International Hydrographic Organization, 2020

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

4.1 Websites

<https://friendsch.org>

<https://www.conservancy.co.uk/notices/Intm-no-02-of-2024>

<https://www.conservancy.co.uk/notices/Intm-no-7-2023>

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

<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/page/byelaws>

<https://www.conservancy.co.uk/page/committees-and-meetings>

<https://www.conservancy.co.uk/the-conservancy>

<https://www.conservancy.co.uk/the-conservancy/managing-land-water/members>

5 Abbreviations/Acronyms

AONB	Area of Outstanding Natural Beauty
AtoN	Aid(s) to Navigation
CBE	Commander of the British Empire
CCTV	Closed Circuit Television
CEO	Chief Executive Officer
CERS	Consolidated European Reporting System
CHA	Competent Harbour Authority
CHaPRoN	Chichester Harbour Protection and Recovery of Nature
CHC	Chichester Harbour Conservancy
Code	The Port Marine Safety Code
DfT	Department for Transport
DRA	Dynamic Risk Assessment
FRA	Formal Risk Assessment
FRAG	Finance, Risk and Audit Group
GLA	General Lighthouse Authorities
GtGP	Guide to Good Practice on Port Marine Operations
HDPCA	Harbour, Docks and Piers Clauses Act
HOA	Harbour Operation and Administration
HOSIs	Harbour Office Standing Instructions
HR	Human Resource
HRO	Harbour Revision Order
HS	Health and Safety (Risk Assessment set)
IALA	International Association of Marine Aids to Navigation and Lighthouse Authorities
IFCA	Inshore Fisheries and Conservation Authorities
IHO	International Hydrographic Organization
IMO	International Maritime Organisation
ISO	International Organization for Standardization.
KPI	Key Performance Indicator
LLA	Local Lighthouse Authority
LNTM	Local Notice to Mariners
LPS	Local Port Service
MAIB	Marine Accident Investigation Branch
MCA	Maritime and Coastguard Agency
MSMS	Marine Safety Management System
MSMS&SP	Marine Safety Management System & Safety Plan
n/a	Not Applicable
NEBOSH	National Examination Board in Occupational Safety and Health
NERC	Natural Environment Research Council
OPRC	Oil Pollution Preparedness Response and Cooperation
PEC	Pilotage Exemption Certificates
PMSC	Port Marine Safety Code
PWC	Personal Watercraft
QMS	Quality Management System
QR	Quick Response Code (Machine readable barcode image)
RATSA	Railway and Transport Safety Act
RIB	rigid inflatable boat
RPI	Retail Price Index
SAC	Special Areas of Conservation
SHA	Statutory Harbour Authority

SOLAS	Safety of Life at Sea
SOP	Standing Operating Procedure
SOSREP	Secretary of State's Representative
SP	Safety Plan
SPA	Special Protection Area
SUP	Stand-Up-Paddleboarders
UK	United Kingdom
UKHO	United Kingdom Hydrographic Office
VHF	Very High Frequency
VTSS	Vessel Traffic Services

Cardinal points/directions are used unless otherwise stated.

SI units are used unless otherwise stated.

Appendix

A Detailed Audit Findings

A.1 PMSC Section 1 – Accountability for Marine Safety

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
1.3-1.5	Duties and Powers	Is the Organisation's Duty of Care for users of the harbour, port of facility stated?	Satisfactory – the Chichester Harbour Conservancy 'Marine Safety Management System & Safety Plan' (MSMS&SP), Issue 22, 01 January 2023, in Section 1.2 identifies: <i>"Chichester Harbour Conservancy is committed to complying with the PMSC and undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public and the environment in fulfilment of the Common Law Duty of Care"</i> .		MJS_001	MJS
		Are local Acts and Orders identified?	Satisfactory – the MSMS&SP in Section 1.1 cites the Special Act: <i>"Chichester Harbour Conservancy is a Trust Port established by the Chichester Harbour Conservancy Act 1971"</i> .		MJS_001 MJS_002	MJS
		Is the Harbour, Docks and Piers Clauses Act (HDPCA) 1847 incorporated into local Acts and Orders?	Satisfactory – the Harbour, Docks and Piers Clauses Act 1847 (HDPCA 1847) is incorporated into Section 4(1) of the Chichester Harbour Conservancy Act 1971. In addition, the MSMS&SP references the HDPCA 1847 in Sections 3.11 'Open Port Duty' and Section 5.2 'Special Directions'.		MJS_001 MJS_002	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
1.6 – 1.7	The Duty Holder	Has the organisation appointed and confirmed who the Duty Holder is?	<p>Satisfactory – the second page of the MSMS&SP identifies the 15 'Members & Duty Holders'. This is comprised of:</p> <ul style="list-style-type: none"> ▪ 4 Hampshire County Council ▪ 4 West Sussex County Council ▪ 3 Advisory Committee ▪ 2 Haven Borough Council ▪ 2 Chichester District Council <p>The following committees and groups are arranged:</p> <ul style="list-style-type: none"> ▪ The Finance, Risk and Audit Group (FRAG). ▪ The Human Resource (HR) Sub-Committee. ▪ Planning Committee. ▪ Advisory Committee. 		<p>MJS_001</p> <p>https://www.conservancy.co.uk/the-conservancy/managing-land-water/members</p>	MJS
1.8	The Duty Holder	Are the Duty Holder's responsibilities for compliance with Code defined?	<p>Satisfactory – the MSMS&SP, in Section 2.1, bullet point 'a', identifies the role and accountability of the Duty Holder as Members Board for Chichester Harbour Conservancy.</p>		MJS_001	MJS
1.10	The Duty Holder	Does the Duty Holder (Harbour Board members) have a clear understanding of the port's marine activities and MSMS?	<p>Satisfactory – the Harbour Master provides a report to Board meetings on the PMSC, evidence provided from the 29 January 2024 Board Meeting, Item 8 'Report from the Harbour Master', on PMSC updates. Additionally, the CEO provides a round-up, evidence of Agenda Item 7 from the 29 January 2024 Board Meeting provided.</p>		<p>MJS_004</p> <p>MJS_005</p>	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 1.10	Cont. The Duty Holder	Has the Duty Holder (Harbour Board members) been provided with a clear brief or training on their role under the requirements of the Code?	<p>Satisfactory – induction training is provided by CHC officers on first appointment to the Board. At the time of audit, ten 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 20 September 2023.</p> <p>Observation – all Board Members, as Duty Holders, are required to attend Duty Holder training. At the time of audit, five of the Duty Holders had not attended training.</p>	<p>Recommend – the Conservancy promotes attendance at Duty Holder training for all members of the Board.</p>	MJS_005	MJS
1.11-1.12	The Designated Person	Has the Harbour Authority appointed an individual as the Designated Person?	<p>Satisfactory – 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 2024.</p>		https://www.conservancy.co.uk/notices/Intm-no-02-of-2024	MJS
		Is the Designated Person's role explained in the MSMS?	<p>Satisfactory – the MSMS&SP, Section 2.1, bullet point 'b', identifies the role of the Designated Person. In addition, the role of the Designated Person is identified in Annex C, 'Organisation', dated 2021.</p> <p>Observation – the MSMS&SP, Annex C, identifies the senior Deputy Harbour Master and Director and Harbour Master roles.</p>	<p>Recommend – the MSMS&SP, Annex C Organisational chart should be updated to match the current staff structure.</p>	MJS_001	MJS
1.13	Chief Executive [or equivalent]]	Have executive and operational responsibilities for marine safety been clearly assigned?	<p>Satisfactory – the MSMS&SP, Section 2.1, bullet point 'c' states: <i>"The responsibility for executing the plans and policies of the Conservancy rests with its officers. The delegation of responsibility is contained in detailed Job Descriptions for all harbour staff"</i>. This includes roles with marine safety responsibilities including the Chief Executive Officer (CEO) and the Harbour Master. These roles have individual appointees, a change made in 2023.</p>		MJS_001	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 1.13	Cont. Chief Executive [or equivalent]]	How is marine safety funded within the organisation?	Satisfactory – the CEO can approve financial spending in line with the delegated limits of authority. 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.		https://www.conservancy.co.uk/page/committees-and-meetings	MJS
1.9, 1.14 – 1.15	Harbour Master	Have executive and operational responsibilities for marine safety been clearly assigned?	Satisfactory – the MSMS&SP, Section 2.1, bullet point 'c' identified that the organisations chain of command is laid out in Annex C. Job descriptions for the CEO, Harbour Master, Lead Harbour Technician provided as evidence of assigned responsibility.		MJS_001 MJS_044 MJS_045 MJS_046	MJS
		Does an officer with responsibilities for marine safety attend Board meetings?	Satisfactory – the CEO and Harbour Master attend Board Meetings. Evidence from Chichester Harbour Conservancy Meeting dated 29 January 2024 Board meeting provided. The Area of Outstanding Natural Beauty (AONB) Manager, Finance Manager and the Executive Officer also attend Board Meetings.		MJS_004 MJS_005 MJS_006	MJS
1.16 – 1.17	The Organisation's Officers	Does the MSMS provide details of the organisation's Officers and their responsibilities for marine safety?	Satisfactory – the MSMS&SP, Section 2.1, bullet point 'c', states that: <i>'The responsibility for executing the plans and policies of the Conservancy rests with its officers.</i> Roles are shown in Annex C 'Organisation' and include the staff structure at the Conservancy.		MJS_001	MJS

A.2 PMSC Section 2 – Key Measures Needed to Secure Marine Safety

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.2	Further guidance	Does the organisation review any of the following: <ul style="list-style-type: none"> MAIB digest / reports MCA health check trends 	Satisfactory – 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 an area of best practice. The Harbour Master briefs the Harbour Board on the MCA's Health-Check Trends, the last update was provided following the MCA's publication of the Health Check Trends report 2019/2020.		MJS_010	MJS
2.3 – 2.6	Review existing powers	Does the Harbour Authority have an understanding of local legislation?	Satisfactory – the first section of the MSMS&SP states that: ' <i>Chichester Harbour Conservancy is a Trust Port established by the Chichester Harbour Conservancy Act 1971</i> '.		MJS_001	MJS
		Are local Acts and Harbour Orders referenced in MSMS?	Satisfactory – the harbour act is available as a download from the Conservancy's Website. The MSMS&SP references the Act extensively.		https://www.conservancy.co.uk/the-conservancy	MJS
		Have the Harbour Authority's existing powers been reviewed?	Satisfactory – the Conservancy commissioned a full legal review of the Chichester Harbour Conservancy Act 1971. A Harbour Revision Order has been prepared, submitted and is awaiting parliamentary time for issue. The HRO seeks to modernise legislative powers, duties and responsibilities.		MJS_013	MJS
		Is the organisation's jurisdiction mapped and clear?	Satisfactory – the Harbour Limits from the Chichester Harbour Conservancy Act 1971, are mapped on the UK Hydrographic Office Chart, 3418.		Observation, UKHO Chart 3418	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.7 – 2.11	Use of Formal Risk Assessment (FRA)	Have risks associated with marine operations been assessed and a means of controlling them deployed?	<p>Satisfactory – there are 72 risk assessments maintained by CHC in the following categories:</p> <ul style="list-style-type: none"> ▪ A: Navigation (6) ▪ B: Public on the harbour (14) ▪ C: Working on the harbour (7) ▪ D: Employee activity on the harbour (11) ▪ E: Employee activity ashore (14) ▪ F: Single event Risk Assessments (13) ▪ G: Fire safety Risk Assessments (7) <p>Observation – the marine risk assessment for ‘Tenders/Kayaks/Paddleboards’ had a high risk outcome in the ‘people’ category from immersion into the water. This was not considered to be an accurate reflection of kayakers and paddleboards, who may anticipate falling into the water and may be wearing appropriate clothing and equipment to allow this. Those using tenders do not usually expect to fall into the water.</p>	<p>Recommend – the marine risk assessment for ‘Tenders/Kayaks/Paddleboards’ should be split into two separate assessments. Once covering tenders, the other covering Paddlesport (kayak/SUPs, etc). This would allow a more accurate assessment to be performed.</p>	MJS_014 MJS_047 MJS_048	MJS
		Have risks associated with marine operations been assessed and a means of controlling them deployed?	<p>Satisfactory – a sample of risk assessments was examined; all of the risk assessments were in-date at the time of audit. The risk assessment listing is considered to cover the typical marine related activities occurring within the harbour.</p> <p>Observation – during the audit, the scoring method for marine risk assessments was discussed. It was not clear if those conducting assessments were using the matrix grid as it was intended to be used.</p>	<p>Recommend – those undertaking marine risk assessment creation and reviews should use review the matrix score outcome and description information as part of in-house training.</p>	MJS_014 MJS_047 MJS_048 MJS_065	MJS
		How does the organisation ensure those undertaking marine risk assessment are competent in the role?	<p>Satisfactory – the Deputy Harbour Master has completed a National Examination Board in Occupational Safety and Health (NEBOSH) Occupational Health and Safety Certificate, in August 2015.</p>		MJS_015	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 2.7 – 2.11	Cont. Use of formal Risk Assessment	Are stakeholders included in marine risk review/assessments?	Satisfactory – evidence was presented that the Chichester Harbour Federation representatives are provided with copies of the risk assessments, as an Annex to the MSMS&SP, in the 30 January 2023 meeting. 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.		MJS_063	MJS
		Does the MSMS prescribe the review frequency for risk assessments?	Satisfactory – this is documented in the MSMS&SP, Annex F 'Calendar of Safety Topics'. The MSMS&SP identifies January for review of Sections A and B, and April for Sections C and D. A footnote explains that all shore-based Risk Assessments; Employee Activity Ashore, Single Events, and Fire Safety, are reviewed on an annual basis outside of this schedule. To assist scheduling, Harbour Assist (Software) is used to schedule risk assessment review		MJS_001	MJS
		Is a system of Dynamic Risk Assessment (DRA) used?	Satisfactory – 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	MJS
2.12-2.14	Implement a MSMS	Is there an MSMS? Does this incorporate policies and procedures? The MSMS must incorporate a regular and systematic review of its performance.	Satisfactory – the Chichester Harbour Conservancy 'Port Marine Safety Code' Marine Safety Management System & Safety Plan', Issue 22, published on the 01 January 2023 is the latest version. The MSMS&SP, Section 3.8.4, details the review process for the system. An annual external audit provides assurance that the system is functioning to the expectation of the Code. The Conservancy uses a set of Harbour Office Standing Instructions (HOSI) split into subject topic areas. The HOSIs form the Standard Operating Procedures (SOPs) for the Harbour Authority.		MJS_001 MJS_017 MJS_018	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.15	MSMS standards and Key Performance Indicators (KPIs)	Does the MSMS detail KPIs and/or make a statement about performance in the organisation's annual report?	Satisfactory – the 'Chichester Harbour Management Plan Annual Review 2022-2023' (CHC, 2023) contains 'a landscape for leisure and recreation' with information about the role of the harbour authority, incidents, enforcement, monitoring, licensing and consenting. The annual review documents KPIs. The annual statement information is considered an area of best practice for its level of detail and focus.		MJS_016	MJS
2.16	MSMS assigning responsibility	Does the MSMS explicitly assign responsibility for appropriate safety/conservancy matters?	Satisfactory – Annex C of the MSMS&SP identifies the staff structure. Section 2.1 c, of the MSMS&SP states that: ' <i>The responsibility for executing the plans and policies of the Conservancy rests with its officers. The delegation of responsibility is contained in detailed Job Descriptions for all harbour staff.</i> '		MJS_001	MJS
2.17	MSMS Consultation	Are forum/consultation meetings held?	Satisfactory – consultation is detailed within the MSMS&SP, Section 3.4 (plus, 3.4.1 and 3.4.2). Consultation is carried out primarily through the Advisory Committee (which is a statutory requirement). Attendee Organisations include: <ul style="list-style-type: none"> ▪ Chichester harbour federation. ▪ Friends of Chichester harbour. ▪ Sussex IFCA. ▪ Naturalists. ▪ Wildfowlers. ▪ Recreational and Sports Anglers. ▪ Environment Agency. ▪ Natural England. ▪ Chichester District Association of Local Councils. ▪ Havant Resident Association. ▪ Farming in protected landscapes. ▪ Harbour Business Association. ▪ Royal Yachting Association. 		MJS_001 https://www.conservancy.co.uk/the-conservancy/managing-land-water/members https://friendsh.org	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 2.17	Cont. MSMS Consultation	Cont. Are forum/consultation meetings held?	Cont. 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: <ul style="list-style-type: none"> ▪ Chichester harbour federation (Sailing) ▪ Friends of Chichester harbour ▪ Marina manager's meeting ▪ Sailing clubs and lifeboat meetings ▪ Chichester Harbour Protection and Recovery of Nature (CHaPRoN) partnership. ▪ Individual meetings with Boatyard Owners and Operators. 		MJS_001 https://www.conservancy.co.uk/the-conservancy/managing-land-water/members https://friendsh.org	MJS
2.18	Competence standards	Are personnel qualified and trained for their marine safety role?	Satisfactory – in the MSMS&SP, Section 3.5 states: <i>'Staff training and qualifications are recorded in a Training Matrix. This matrix records all qualifications gained and training received by individual staff members. The matrix highlights job roles where certain qualifications are compulsory and automatically flags up when items of qualifications or training are due for re-validation.</i> HOSI HOA01 also identifies training and experience requirements for vessel Coxswains. 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 sign-offs. The auditor conducted spot checks of certification against training records.		MJS_001 MJS_054 MJS_055 MJS_056 MJS_057 MJS_058	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 2.18	Cont. Competence standards	Is there a policy on revalidation or maintenance of qualifications in place?	Satisfactory – the MSMS&SP, Section 3.5.1, identifies that: “ <i>Staff training and qualifications are recorded in a Training Database. This database records all qualifications gained and training received by individual staff members. The database highlights job roles where certain qualifications are compulsory and automatically flags up when items of qualifications or training are due for re-validation</i> ”. This forms the Conservancy’s policy on training and revalidation.		MJS_001	MJS
		Is there a list of the organisation’s staff, training received, qualifications held and/or experience required for their role?	Satisfactory – 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. Observation – the qualification for Rangers using CHC marine craft were checked with gaps in certification found for Day Coxswain.	Recommend – Ranger qualifications are verified with certification held on file.	MJS_057 MJS_058	MJS
2.19 – 2.22	Incident reporting and investigation	Does the MSMS identify the organisation’s instruction regarding: <ul style="list-style-type: none"> ▪ reporting ▪ recording of incidents ▪ investigation ▪ enforcement (if relevant). 	Satisfactory – the MSMS&SP, Section 3.6 details the Conservancy’s approach to incident investigation. All accidents and incident reports are recorded on the Conservancy’s in-house database. The total number of incidents for the period 01 January 2023 to 12 December 2023 was 163. Incident investigation is listed on the skills matrix, Deputy Harbour Master has attended ‘Marine Accident/Incident Investigation training’. Observation – a spot check on incident record completeness was undertaken, out of ten records checked, two were not completed fully. Observation – there is no KPI for incident entry, investigation and closure. At the time of audit, 123 incidents were not fully closed.	Recommend – all incident records are checked for completeness and data entry. Recommend – KPIs are set to encourage and track the timely completion and closure of incidents.	MJS_001 MJS_039 MJS_050	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
GtGP 13.2	Incidents involving Death or Crime	Are procedures in place for incidents involving death or crime?	Satisfactory – emergency procedures and anecdotal evidence (from Conservancy staff) identified the actions taken in the event of death or crime. HOSI HOA17 details the process required if CHA staff suspect that a mariner is operating under the influence of alcohol or drugs. This references Byelaw 21 (giving powers relating to recreational users).		MJS_028	MJS
GtGP 13.9	Incident publication	Does the Harbour Authority disseminate information from accident investigations?	Satisfactory – information is supplied to parties involved in incidents. During 2023, meetings were held with local yacht clubs regarding dinghy sailing through moorings.		Anecdotal	MJS
2.23	Incident statutory reporting	Are procedures for reporting incidents to the MAIB in place?	Satisfactory – in the MSMS&SP, Section 3.7 identifies the Merchant Shipping (Accident Reporting and Investigation) Regulations 2012, and the Merchant Shipping (Accident Reporting and Investigation) (Amendment) Regulations 2012 are followed, with notification provided to the MAIB. The last MAIB reportable incident was in 2020 and involved a RIB capsized (outside of harbour limits, in the harbour approaches). There have been no MAIB reportable incidents in 2023.		MJS_001	MJS
2.24	Monitoring performance and auditing	Has the MSMS been subject to audit (internal and/or external)?	Satisfactory – the MSMS&SP is subject to annual audit by the Designated Person.		n/a	MJS
2.25	Enforcement	Are local officers aware of enforcement powers and responsibilities?	Satisfactory – HOSI HOA17 identifies Offence Reporting, including the powers and responsibilities of officers of Chichester Harbour Conservancy. On 02 January 2024, an Emsworth fisherman appeared at Portsmouth Magistrates court regarding a breach of Byelaw 7 with a successful prosecution. Two further cases are due to be heard in 2024 (subject to court time). Use of enforcement powers is recognised as an area of best practice. 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. During 2023, a total of 42 written warnings were issued.		MJS_005 MJS_019	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 2.25	Cont. Enforcement	Is there a policy on enforcement and prosecution in place?	Satisfactory – the Conservancy has a 'Compliance and Enforcement Policy' which is also published on the Conservancy's website.		MJS_019	MJS
2.26	Publication of plans and reports	Does the organisation commit itself to developing policies and procedures to satisfy the requirements of the Code?	Satisfactory – this requirement is met through the combination of the following: <ul style="list-style-type: none"> ▪ Publication of the MSMS&SP, with Annex E providing the Safety Plan for 2023. ▪ Chichester Harbour Annual Review, providing the topic 'a landscape for leisure and recreation' (CHC, 2023). ▪ Chichester Harbour Management Plan (CHC, 2019). 		MJS_001 MJS_016	MJS
2.27	Plan assessment	Is an assessment of the organisation's performance against the plan published?	Satisfactory – this requirement is met through the publication of the MSMS&SP which provides the Safety Plan (Annex E) plus the reporting against the plan in the Chichester Harbour Annual Review, providing a statement 'on the water' (CHC, 2023).		MJS_001 MJS_016	MJS
2.28	Safety plan for marine operations	Is a 'Safety Plan for Marine Operations' published (every three years).	Satisfactory – published annually as Annex E of the MSMS&SP.		MJS_001	MJS
2.29	Consensus	Has the Harbour Board maintained consensus with harbour users and service providers about safe navigation?	Satisfactory – see response to Audit Report Section 2.17.		n/a	MJS
2.30 – 2.32	Monitoring compliance	Has the Harbour Authority confirmed compliance with the PMSC for the port to the MCA within the last three years?	Satisfactory – 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_020	MJS
GtGP 2.2.3 (also, Code Executive Summary)	Monitoring compliance	Has the Harbour Authority confirmed that all organisations within its jurisdiction comply with the requirements of the Code?	Satisfactory – this topic has been raised with marina managers through consultation meetings. Evidence of 03 October 2023 meeting, agenda Item 3.1. Also, through individual meetings with Boatyard operators.		MJS_049	MJS

A.3 PMSC Section 3 – General Duties and Powers

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
3.1 – 3.4	Safe and Efficient Port Operations	Does the Duty Holder have regard to efficiency, economy and safety of operation in respect to the services and facilities provided?	Satisfactory – the Conservancy puts forwards plans and proposals to enhance marine safety and improve efficiency. A recent example is the plan to extend and lengthen the Itchenor jetty/pontoons to provide walk-ashore berthing and reduce small craft (tender) use. The project aims to reduce the need for tender use, especially in the hours of darkness, by providing overnight berthing.		MJS_021	MJS
3.5	Open port duty	Is the port or harbour subject to Open Port Duty?	Satisfactory – 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&SP, Section 3.11 'Open Port Duty'.		MJS_001	MJS
3.6 – 3.6	Conservancy duty	How does the harbour authority conserve the harbour?: <ul style="list-style-type: none"> ▪ Survey as regularly as necessary ▪ Place navigation marks in optimum positions ▪ Keep 'vigilant watch' for any sea bed changes ▪ Keep hydrographic records ▪ Ensure hydrographic information is published ▪ Update UKHO with chart information. 	Satisfactory – the Management Plan covers Conservancy Policy and statement of intent. Evidence of annual hydrographic survey was provided, covering the Bar and harbour entrance, surveyed on 21 March 2023. The survey was communicated to mariners via Local Notice to Mariners, Number 07 of 2023, with a full download of the survey made available. Approximately 5% of the harbour area is surveyed annually, most of the harbour being drying intertidal. The MSMS&SP, Section 4.1 states that: "Hydrographic surveys will be undertaken with reference to the Hydrographic Code of Practice (International Hydrographic Organization publication SP44, IHO standards of survey)" (IHO, 2020).		MJS_001 MJS_022 https://www.conservancy.co.uk/notices/Intm-no-7-2023	MJS
3.7	Updates provided to UKHO	Does the organisation have an Agreement with UKHO, and/or do they provide survey information to UKHO?	Satisfactory – the latest UK Hydrographic Office Chart, 3418 was sighted during audit. CHC has a bilateral agreement with UKHO, dated 22 November 2011.		MJS_023	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
GtGP 1.9.11, and 7.8	Licensing, Regulating Harbour Works and Dredging?	Does the harbour authority have the power to licence works?	Satisfactory – 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 contained in HOSI HOA19. Works licence issued on 23 November 2023 at Bosham Quay evidenced. And a dredging application and consent for Northney, issued 27 November 2023.		MJS_024 MJS_025 MJS_037	MJS
3.8	Environmental duty	Does the Organisation understand its obligations: <ul style="list-style-type: none"> ▪ Nature conservation Section 48A of Harbours Act 1964 ▪ Obligations for SPA, SACs under Habitat Regs. ▪ Compliance with Section 40 of the Natural Environment and Rural Communities Act (NERC) 2006 [E & W] ▪ Environment Act, 2021 	Satisfactory – the MSMS&SP, Section 4.2 states that: <i>"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. It is cognisant of the Natural Environment and Rural Communities Act 2006 and its duty under Section 40 to conserve biodiversity"</i> .		MJS_001 Chichester Harbour Conservancy Act 1971	MJS
3.9	Civil Contingency Duty and Emergency Planning	Does the MSMS include reference to the Harbour Authority's obligations as a Category 2 responder?	Satisfactory – the MSMS&SP, Section 4.3 acknowledges Civil Contingences duties.		MJS_001	MJS
GtGP 6.2.4, 6.5	Emergency Planning / Pollution control	Does the MSMS include emergency planning and oil pollution response?	Satisfactory – the MSMS&SP, Section 4.3.1 acknowledges emergency plans. The Conservancy has an Emergency Plan updated in December 2023, an Oil Pollution Response Plan valid until 30 December 2026 and a Waste Management Plan updated in January 2021 (renewal due 15 July 2024).		MJS_026 MJS_027 MJS_041 MJS_042 MJS_043	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
Cont. GtGP 6.2.4, 6.5	Cont. Emergency Planning / Pollution control	Does the port/harbour carry out emergency plan exercises?	Satisfactory – the last Oil Spill Exercise was carried out on 15 December 2023. The OPRC Annual Return form for 2022 was also evidenced, this noted one incident (17/02/22 Oil Slick at Emsworth). The Conservancy last tested the emergency plan in 2017; a tabletop review of the emergency plan was carried out in December 2022. Observation – a practical test of the emergency plan was planned for 2023, however this was not possible due to scheduling difficulties. The Conservancy has however, responded to a number of genuine smaller scale emergency situations in 2023.	Recommend – the Conservancy conducts an emergency plan exercise.	MJS_025 MJS_040 MJS_041	MJS
3.10 – 3.11	Harbour Authority Powers and review	Has the Harbour Authority reviewed its powers?	Satisfactory – a legal review of Duties and Powers has been completed.		MJS_013	MJS
3.12 – 3.14	Revising Duties and Powers	Evidence of Harbour Revision Orders, or Harbour Closure.	Satisfactory – a legal review of Duties and Powers has been completed. A draft Harbour Revision Order (HRO) is awaiting the parliamentary process. Reviewing powers and seeking changes in the form of an HRO is considered an area of best practice.		MJS_013	MJS

A.4 PMSC Section 4 – Specific Duties and Powers

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.2	Appointment of Harbour Master	Is there a Harbour Master appointment for the port?	<p>Satisfactory – Conservancy meeting minutes from 24 April 2023, identify the Board Appointment of the Statutory role of Harbour Master.</p> <p>Observation – the Statutory role of Harbour Master and Deputies to the Harbour Master should be appointed directly by the Harbour Authority confirming the use of all powers granted via the Authority’s local legislation.</p>	<p>Recommend – the appointment of the Harbour Master and Deputies via a formalised appointment process, for example, in an appointment letter issued by the Board.</p>	MJS_011	MJS
4.3 – 4.5	Byelaws	Does the organisation have powers to make Byelaws, are these published?	<p>Satisfactory – the Conservancy has two sets of Byelaws:</p> <ul style="list-style-type: none"> 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. 		MJS_028 https://www.conservancy.co.uk/page/byelaws	MJS
		Date of last byelaw review?	<p>Satisfactory – a recently completed legal review of Duties and Powers has considered the Byelaws. The date of last Byelaw publication was 1985 and 1996 respectively.</p>		https://www.conservancy.co.uk/page/byelaws	
4.6 – 4.7	Special Directions	Are the Harbour Master’s powers of Direction shown in the MSMS, how is delegation identified?	<p>Satisfactory – the MSMS&SP, Section 5.2 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>		MJS_001 MJS_019	MJS
4.8	General Directions	Are the powers of General Directions available to the Harbour?	<p>Satisfactory – powers of General Direction are not available to the Conservancy. However, Section 89 of the 1971 Act provides powers similar to General Directions that may be used in an emergency. Powers are being sought via the HRO to make General Directions.</p>		MJS_013 Chichester Harbour Conservancy Act 1971	MJS
		When were General Directions last reviewed?	n/a		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.9	Harbour Directions	Are Harbour Directions used and published?	Satisfactory – powers of harbour directions were granted on 6 April 2015 by the DfT. These powers have not been exercised.		n/a	MJS
4.10 GtGP 6.4	Dangerous Vessels	Does the MSMS (or other plan) make provision for giving directions to dangerous vessels?	Satisfactory – Dangerous Vessel Directions are identified in the 'Compliance and Enforcement' Policy.		MJS_019	MJS
Cont. 4.10 GtGP 6.4	Cont. Dangerous Vessels	Is the role of the SOSREP acknowledged?	Satisfactory – the role of the Secretary of State's Representative (SOSREP) is identified in the 'Compliance and Enforcement' Policy, under the heading 'Dangerous Vessel Directions'.		MJS_019	MJS
GtGP 6.2	Dangerous goods / substances	Are there clear requirements for declaration of dangerous goods/substances?	Satisfactory – vessels carrying dangerous goods are subject to a specific risk assessment by the Harbour Authority. Cargo vessels do not routinely use the harbour.		Anecdotal	MJS
GtGP 8.4	Vessel Traffic Management	Is vessel traffic managed within the port area, how is this achieved?	Satisfactory – Chichester Harbour Conservancy operates a Local Port Service, comprised of: <ul style="list-style-type: none"> ▪ Emsworth Office, operated 01 April to 31 October (Thursday to Monday inclusive). ▪ From Itchenor, daily watch on VHF Channel 14, during the period 08:30 to 17:00 hrs (weekends and holidays excepted November to April or Easter if earlier). ▪ Out of hours emergency contact from the on-call Duty Harbour Master. ▪ Closed Circuit Television (CCTV) operated from the Itchenor office. ▪ The Conservancy runs a seasonal harbour patrol service 01 April to 31 October. ▪ Mobile Patrol Office. 		See Appendix B of this Audit Report	MJS
		Is vessel traffic monitoring information passed to the MCA by the quickest means?	Not applicable – commercial vessels do not use the harbour (other than small tugs/tows and dredging vessels). There is no requirement to complete the Consolidated European Reporting System (CERS).		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
Cont. GtGP 8.4	Cont. Vessel Traffic Management	Has the need for VTS/LPS been reviewed recently?	Satisfactory – Risk Assessments A1a to A1e (Navigation Assessment, Section A) considered the requirements of navigation. Components of a Local Port Service is concluded to be necessary.		MJS_014	MJS
GtGP 13.2.2	Drink and drugs	Do staff know what to do if they suspect that a mariner (master, pilot, seaman) has committed an offence whilst on duty?	Satisfactory – Byelaw 21 (giving powers relating to recreational users) is part of Patrol Officer training and more applicable to operations within Chichester Harbour. Observation – the Railway and Transport Safety Act (RATSA) 2003 should be included into relevant HOSIs.	Recommend – updating HOSIs to include a reference to the RATSA 2003 requirements, for example, this could be added to HOA 04 'Harbour Patrols'.	MJS_028	MJS
4.11 GtGP 9.0	Pilotage	Is the port a CHA?	Satisfactory – the MSMS&SP in Section 5.7 states that: "Chichester Harbour Conservancy is a Competent Harbour Authority (CHA), and has the authority to require pilotage". Chichester is listed as a CHA by the DfT.		MJS_001	MJS
		Has the requirement for pilotage been reviewed?	Satisfactory – the MSMS&SP in Section 5.7 states that: '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.' HOSI HOA13 documents the need for Pilotage. Risk Assessment C1 'Vessels over 20 metres LOA' provides an assessed basis to support this statement which includes factors of limited harbour depth, no commercial wharves, large expanse of shallow intertidal making commercial shipping activity unlikely. Observation – CHC has a duty to provide Pilotage. It is possible that a larger craft may request a pilotage for which the Conservancy would need to respond. Retaining CHA status could be advantageous and presents a risk that this duty cannot be performed.	Recommend – a risk-based review of Pilotage, to concluded if the CHC should retain this duty.	MJS_001 MJS_035 MJS_064	MJS
4.12 GtGP 9.4	Pilotage Directions	Are Pilotage Directions issued?	Satisfactory – as pilotage is not assessed to be compulsory, there are no issued Pilotage Directions.		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
Cont. 4.12 GtGP 9.4	Cont. Pilotage Directions	Were stakeholders consulted during the drafting phase of the most recent Pilotage Direction?	Not applicable – no pilotage directions are issued.		n/a	MJS
4.13 GtGP 9.4	Authorisation of pilots	Is the process for appointing Pilots referenced in the MSMS?	Not applicable – there are no authorised pilots.		n/a	MJS
4.14 GtGP 9.4.31	Pilot Training	Does the CHA implement the international regulations on the training and certification and operational procedures for pilots contained within International Maritime Organisation (IMO) Resolution A960?	Not applicable – there are no authorised pilots.		n/a	MJS
GtGP 9.5.43	Pilotage	Does the authority operate an effective Pilot Fatigue Management System?	Not applicable – there are no authorised pilots.		n/a	MJS
4.15 – 4.16 GtGP 9.5	Pilot Exemption Certificates	Is a clear process for the issuing of PECs published?	Not applicable – there are no issued Pilot Exemption Certificates (PECs).		n/a	MJS
		Are the requirements equivalent to those for an authorised pilot?	Not applicable – there are no issued Pilot Exemption Certificates (PECs).		n/a	MJS
GtGP 8.7.15 – 8.8.10	Port Passage Plan	Is there a published passage plan?	Satisfactory – the MSMS&SP, Section 5.4 states: <i>'There is no standing requirement for any vessel in Chichester Harbour to file a port passage plan, notwithstanding the requirements of SOLAS. Vessels with large or unusual tows are required to consult with the harbour master. Vessels of 18 m or more in length overall, vessels not under command, restricted in their ability to manoeuvre, or towing a vessel or structure over 12 m in length, or the tow exceeds 20 m are required to give notice of their movements to 'Chichester Harbour Radio'. Special directions and port passage guidance is issued when the situation requires, e.g. movement of dredgers and other large vessels.'</i>		MJS_001	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
GtGP 8.10	Recreational navigation	Are recreational users of the harbour considered?	Satisfactory – the Conservancy publishes a number of leaflets and advice for harbour users, including: Paddlesport and SUP safety, essential safety leaflet; collision regulations guidance; sailing and powerboating guidance; tender safety advice; and the recent collaborative document 'Code of Conduct for Sailing'. This is considered an area of best practice.		MJS_029 MJS_030 https://www.conservancy.co.uk/on-the-water	MJS
4.17 – 4.20	Collecting Dues	Are dues clearly defined?	Satisfactory – harbour dues are published on the Conservancy's website. Increased in dues and charges are set based on Retail Price Index (RPI) increases. The November Board meeting considers proposals for dues and charges. The Conservancy will be commencing a new QR Code payment method in 2024 with signage at slipways and other launch points. The QR code will also link to safety information.		https://www.conservancy.co.uk/on-the-water/harbour-dues-charges	MJS
4.21-4.23	Aids to Navigation	Are defects and rectification of defects recorded?	Satisfactory – the Conservancy maintains 169 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. HOSI HOA 007 identifies Conservancy processes.		MJS_031 MJS_032 MJS_033 MJS_036	MJS
4.24	GLA returns	Are returns made to the GLA?	Satisfactory – regular returns and correspondence with the GLA were noted during audit, the three-yearly AtoN availability statistics were sampled. These identify that: <ul style="list-style-type: none"> ▪ Cat 2: target availability = 99.0%, CHC achieved 100% availability. ▪ Cat 3: target availability = 97%, CHC achieved 100%. Both Cat 2 and 3 AtoN exceeded the availability targets. Trinity House conducted an inspect of AtoN in June 2023.		MJS_032 MJS_033	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.25-4.32	Wrecks, Abandoned or unseaworthy vessels	Does the MSMS refer to powers for dealing with wrecks?	Satisfactory – the Conservancy has powers to remove wrecks (Section 43) which are further strengthened by powers contained within the Merchant Shipping Act, 1995. A documented procedure for the removal of wrecks provided in HOSI HOA24. Proactive management of abandoned vessels reduces the risk of wrecks. Early prevention through actions on non-payment of harbour dues is key to keeping abandoned vessels and subsequent wrecks under control.		MJS_002 MJS_034	MJS
GtGP 9.4.17 -9.4.21	Pilot Launches	Do pilot boats meet statutory requirements and appropriate Codes?	Satisfactory – the Conservancy is a CHA, however no Pilotage operations are conducted. A formal risk assessment is maintained in HOSI HOA13 and Risk Assessment C1 'Vessels over 20 metres LOA'.		MJS_035 MJS_064	MJS
GtGP - 10	Towage Operations	Does the organisation produce towage guidelines?	Satisfactory – towage guidance is provided annually in Local Notice to Mariners, No.2 of 2024, 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. Towing for Conservancy staff is addressed in HOSI 'HOA06 Towing' which addresses emergency and non-emergency tows. Towage training and competency checks for Authority staff conducting towage is in place. Observation – the GtGP in Section 10 states that: <i>"Procedures for towage in ports, harbours and at terminals need to be developed, managed and regularly reviewed by harbour authorities"</i> . The publication of towage guidelines is not currently part of the Code but is referenced in the Code's guidance. It would be beneficial for the Conservancy to develop towage guidance for routine and non-routine towage operations.	Recommend – the Conservancy should consider the publication of specifically tailored towage guidelines for the harbour community.	MJS_038 MJS_066	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
Cont. GtGP - 10	Cont. Towage Operations	Is there a process for approving towage providers?	Not applicable – commercial towage providers do not operate within the harbour.		n/a	MJS
		Are non-routine tows pre-approved / managed by the organisation?	Satisfactory – non-routine tows are covered in the MSMS&SP, Section 5.8 which states: <i>'Masters of vessels undertaking large or unusual tows are required to consult the harbour master.'</i> In addition, Risk Assessment D4 refers. Local Notice to Mariners, No.2 of 2024, Section 6, 'towage' also covers non-routine towage.		MJS_001	MJS
GtGP 1.9.11	Licensing Harbour Tugs?	Does the harbour authority have the power to licence tugs?	Satisfactory – 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_002	MJS
GtGP - 10.4	Diving Operations (commercial)	Is there a process for managing commercial diving?	Satisfactory – the Conservancy operates a dive permitting system, this is also documented in Risk Assessment C4. Evidence of the last dive permit issued for a dive on a potential archaeological shipwreck, 14/15 June 2023.		MJS_001 MJS_051 MJS_052	MJS
GtGP - 10.4	Diving Operations (recreational)	Is there a process for managing recreational diving?	Satisfactory – the Conservancy does not encourage recreational diving. Local Notice to Mariners, No.2 of 2024, Section 9 'Diving' sections 'b' and 'c' provides safety information.		https://www.conservancy.co.uk/notices/intm-no-02-of-2024	MJS
GtGP - 6.7.3	Hot Work Permits	Is there a process for managing Hot Works?	Satisfactory – a permit to work system is in place that details those activities considered hazardous and requiring a permit. Exemptions are listed in HOSI HS06 and related to Conservancy facilities. Evidence of a permit for welding, issued on 20 July 2023 provided.		MJS_061 MJS_062	MJS
GtGP – 6.7.3	Bunkering	Is there a process for managing Bunkering?	Satisfactory – 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. Assessment 'C7 Bunkering' is in place and lists control measures.		MJS_053	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
GtGP – 11.3, 11.4	Regulation of Port Craft, Pilot Launches and Workboats	Does the Authority have a procedure for regulating port craft?	Satisfactory – the following Conservancy craft are coded: Barge ' <i>Regnum</i> ', the Patrol Catamaran and the passenger craft ' <i>Sola Heritage</i> '. Evidence seen. 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 registration scheme, for all workboats and small commercially operated craft, including fishing vessels. Operators are requested to participate. The scheme commenced in 2021.		MJS_067 MJS_068 MJS_069 MJS_070 https://www.conservancy.co.uk/on-the-water/commercial-vessel-registration	MJS

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Chichester Harbour Conservancy

Conservancy Committee

Minutes of the meeting held on 29 January 2024 at 2.00 p.m. at County Hall, Chichester.

Present – Ann Briggs (Chairman)

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

Officers Present –

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

In Attendance Peter Oliver, Edmund Neville, Geoffrey Hartridge, Ashley Hatton, Penny Plant

Part 1 Minutes

1. Apologies for Absence

133. Apologies were received and accepted from Robert Macdonald.

2. Declarations of Interests

134. Harbour users: Simon Radford, Lulu Bowerman, Alison Wakelin, Iain Ballantyne and Jo Cox.

135. Jeremy Hunt is a Cabinet Member for West Sussex County Council. Lance Quantrill declared that while he works for M Group Services which is associated with Milestone Infrastructure, has no beneficial interest.

(The order of the agenda was changed.)

3. Langstone Coastal Path

136. The AONB Manager presented his report on the progress made since the last meeting. A handout of images and maps was circulated to Members to supplement the visuals already included in the report. The AONB Manager explained the working group of partners last met on 5 January 2024 and agreed that the 'do nothing' option was not viable. The boardwalk and footbridge options were most preferred by Natural England and the Environment Agency. The footbridge boardwalk option would require the landowner's consent which would delay the project. A bridge would allow some adaptation of the coast has been lined to some professional maintenance of the sea wall of the mill pond. These two points have been linked in the statement of common ground. The preserving of the mill pond

to 2050 (or until such time as it regularly overtops) alongside replacing the sea wall at Wade Lane and maintaining the coastal footpath on the current route can be realistically implemented in 2024 subject to the necessary consents.

137. The AONB Manager set out the recommendations in his report and clarified that at point 4.1c, the terminology be broadened to 'seeks required consents'.

Deputation by Dr. Edmund Neville -

138. Dr. Neville stated that he was not aware of the paper or outcome of recent recommendations prior to the meeting. The following is a summary of points raised during the deputation:

- Accept that Langstone Mill Pond will become part of Chichester Harbour at some point in the future.
- The Conservancy has a responsibility to protect species in the Mill Pond.
- The deterioration of the saltmarsh is due to sewage problems and increased housing.
- Coastal squeeze is irrelevant to Langstone sea wall.
- Want to see the habitat slowly evolve with rising sea levels.
- The Royal Haskoning report encourages catastrophic collapse.
- A bridge would need two anchor points so the sea wall would need to be preserved.
- Published comments from local MP Alan Mak which indicate that Natural England would support 'appropriate works' was read out.
- The Mill Pond is an important area and there was much interest in what would be recommended to preserve the sea wall.

139. Dr. Neville was thanked for his comments.

140. Remedial work was clarified for Members as meaning that Coastal Partners (CP) would want to assess what professional work is needed. This would be patch and repair when needed and the height of the wall would not be raised at present. This part of the project would be led and funded by CP who are best placed to taken on this project. As the consenting body, CHC would be part of granting the works licence.

141. It was confirmed that the life expectancy for the bridge would be 25-30 years. A structural report will take account of expected sea level rise. Long term thinking is needed and these plans would look after the mill pond and allow for habitat creation in the saltmarsh.

142. Members highlighted the success of the Thornham bridge and the AONB Manager agreed that the experience of that project would help with Langstone. It was confirmed that the bridge would stand on its own and would there not need sea walls as anchor points.

143. **Resolved - That the Conservancy accepts** the intrinsic value of the coastal path along the existing public right of way for the foreseeable future.

144. **Resolved - That the Conservancy endorses** Coastal Partners to maintain the sea wall protecting the Mill Pond, subject to a Works Licence application.
145. **Resolved - That the Conservancy agrees** to seek the required consents 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 possible at this site at present.
146. The Langstone Coastal Path will remain a standing item until such time as it is complete.

4. Annual Education Report

147. The Education Manager, Jane Latawski, gave a verbal presentation to the Committee highlighting the achievement and statistics from the 2022-2023 academic year. The split between primary and secondary school visitors has evened out and while there was a marginal drop in educational sessions delivered, this is attributed to daily visitor limits set to best accommodate staffing and space requirements. There has also been an increase in cancellations which is in part due to high transport costs. Most visitors come from Hampshire and West Sussex.
148. In response to a question posed by the Advisory Committee, it was confirmed that private schools make up 13% of total visitors to the centre. As there is a minimum visit fee and private school groups tend to be smaller, there is an increased cost of c£2.60 per person.
149. The Friends of Chichester Harbour (FoCH) were thanked for donating travel grants which helped 2,500 pupils visit the harbour last year. A grant of £6,000 from Bird Aware Solent has been awarded to the education service for 2025. If increases in future visitors is sought, additional resources would be needed.
150. Following Member questions, the Education Manager confirmed that capacity for visits is limited by tide times and classroom space. Each child visitor was counted as an individual engagement in the report statistics. Members thanked the education team for their hard work.

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

151. A correction at point 82 to remove 'Langstone Residents Association has committee £60,000'.
152. **Resolved** – That, subject to the correction above the minutes of the meeting of the Conservancy Committee held on 13 November 2023 be approved as a correct record and that they be signed by the Chairman.

6. Minutes of the Advisory Committee held on 22 January 2024

153. 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.

7. Chairman's Update

154. The Chairman shared that while there has been strong focus on the Langstone Coastal Path in recent months, she has also represented the Conservancy at the National Landscapes launch and attended a lunch for volunteers.

8. Chief Executive Officer's Round-Up

155. The CEO presented his report (copy appended to the signed minutes) in which he highlighted minor incidents, the staff survey results and ongoing recruitments efforts. The Langstone sea wall situation appears to be on track to closure and has been a drain on time and resources.

Salterns Lock -

156. The CEO met with stakeholders of Salterns Lock. While West Sussex County Council (WSCC) have not confirmed responsibility for the disputed side of the lock, two of the four stakeholders have indicated they will contribute towards a survey. The CEO will need to have the quotes refreshed.

Strategy Meeting -

157. The Conservancy Strategy meeting held on 3 January 2024 resulted in a rich discussion. The CEO intends to host a further session open to Advisory and Conservancy Members.
158. **Resolved** – That the Conservancy agree to a further Member's strategy session to ensure all have chance to contribute to its formation.

9. Port Marine Safety Code

159. The Harbour Master presented their report (copy appended to the signed minutes) which was noted by the Conservancy. The external audit was conducted in December and will be presented to Duty Holders at the April 2024 meeting. The bulk of incidents are on towage due to mechanical incidents and failures and the Conservancy continues to work with other bodies in the harbour to raise awareness on breakdown coverage options.

(Donna Johnson left the meeting)

160. The Harbour Master's report confirmed that a bathymetric survey is scheduled for March 2024. The Harbour Revision order continues to be delayed waiting for parliamentary time. Each month of delay incurs costs but decision appears to be imminent. A summary of recent prosecutions was set out in the report and the harbour team were commended for their work in this area.

161. The Harbour Master confirmed that ABPMer continue to be used for her first year in post but options would be investigated for the next review period. The southern harbours masters meet regularly and Chichester uses Littlehampton as a model for peer review of processes.

10. Chichester Harbour Management Plan 2024/25

162. The AONB Manager presented their report (copy appended to the signed minutes) and confirmed that while the Advisory Committee notes some confusion between the use of 'AONB' and 'National Landscapes' within the plan, there is a need to keep both. The list of principal partners will be reviewed to ensure that only relevant stakeholders are listed in the plan. The long-term Conservancy strategy in development will need to be nested in the next Management Plan.
163. **Action Point** – The emergence of bird flu and the national education award should be added to the plan.
164. **Resolved** – That the Conservancy discuss the plan and suggest possible changes if needed (noted above at point 163).
165. **Resolved** – That the Conservancy agree, subject to the changes set out in point 163, for the AONB Manager to pass the Management Plan 202 2024/25 to the four local authorities for adoption as soon as possible thereafter.
166. The AONB Manager intends for the next Management Plan to be a reorganization of the current version and will bring the draft framework to the April 2024 Conservancy meeting.

11. Budget Monitor November 2023

167. 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.

(Jeremy Hunt joined the meeting)

12. Planning Update

168. The AONB manager introduced a report on the Planning Committee's activities (copy appended to the signed minutes) and highlighted that the despite the cancelation of the January meeting, the work of the committee was on track compared to previous years.
169. Alison Wakelin has stepped down from the committee and was thanked for her contributions.
170. **Resolved** – That the changes to the Terms of Reference for the Planning Committee is not approved pending a review of the Code of Conduct.
171. **Action Point** – Review the Code of Conduct to incorporate the changes proposed for the Terms of Reference for the Planning Committee to apply to all Conservancy members.

13. Works Licences

172. The Committee considered the reports (copies appended to the signed minutes), which were introduced by the Harbour Master. The Committee supported the proposed licences.

(i) Northney Marina

173. It was confirmed that the dredge materials are taken to the most economic area however other dredging in the harbour could provide material for sea grass replenishment.

174. **Resolved** – That the dredging licence for the Northney Marina be approved, subject to standard conditions and such other conditions as are appropriate to the method and site.

(ii) Sparkes Marina

175. **Resolved** – That the dredging licence for Sparkes Marina be approved, subject to standard conditions and such other conditions as are appropriate to the method and site.

(iii) Eastoke Point to Hayling Island Sailing Club

176. **Resolved** – That the works licence for the Eastoke Point to Hayling Islands Sailing Club be approved, subject to standard conditions and such other conditions as are appropriate to the method and site.

(iv) Langstone Bridge survey (circulated under separate cover)

177. The proposed survey works are essential to the bridge. Members for Havant Borough Council declared a non perfunctory interest in the project.

178. **Resolved** – That the works licence for the Langstone Bridge survey be approved, subject to standard conditions and such other conditions as are appropriate to the method and site.

14. Exclusion of Press and Public

179. **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

15. Part 2 Minutes of the Conservancy held on 13 November 2023

The minutes were approved as a correct record.

16. Part 2 Minutes of the Advisory Committee held on 22 January 2024

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

17. Finance, Risk and Audit Group Minutes

The minutes of the Finance, Risk and Audit Group meeting held on 11 November 2023.

18. Risk Assessment

The Committee noted the risk assessment from the CEO.

19. Chief Executive Officer's Update

The Committee considered the report from the Harbour Master.

20. Leases and Licences

The Committee considered and supported heads of terms for Bosham Boat Park, Dell Quay Sailing Club, Birdham Harbour Estates and Fishbourne Meadows.

21. Manor of Bosham - Mudlands

The Committee considered the report from the Harbour Master on the proposed transfer of private moorings in the Bosham area at the request of The Manor of Bosham.

The meeting ended at 4.43 p.m.

Chairman

CHICHESTER HARBOUR CONSERVANCY

29 APRIL 2024

CEO ROUND-UP

FOR DECISION

1.0 Strategy

- 1.1 Two strategy formulation sessions were held (3 Jan and 7 Mar24), maximising engagement across both the Conservancy and the Advisory Committee. Amendments were iteratively made throughout this process.
- 1.2 Following the second meeting, the strategy has again been reviewed by the Senior Management Team (SMT). The language of Ends, Ways and Means has been softened with tweaks made to syntax and iambic pentameter. The only substantive addition following the second session was a new paragraph 2a, added as it was felt there was a requirement for a broader behavioural-cultural statement to head the 'How we intend getting there' (the ways) section (see Appendix I).
- 1.3 The strategy, like all strategies is not perfect, nor is it fixed. It will be important to review at least annually to ensure relevance in an inevitably changing environment. It will, though, be enormously useful in providing a single galvanizing and unifying purpose to which all at CHC can march.
- 1.4 **Next Steps** - Subject to Conservancy approval, the strategy will be passed to the Communications Team to combine with Chichester Harbour Conservancy (CHC) values, photographs and a forward statement by the Chairman. This 'glossy' version will then be briefed to all personnel, loaded to the website and included in the next Harbour Life.

2.0 Recommendation

- 2.1 That the Conservancy approve the draft strategy (v2.30).

3.0 Itchenor Car Park

- 3.1 Following grading of the car park, the Automatic Number Plate Recognition (ANPR) system went live at the start of Apr 24. A 'soft start' implementation enabled customers to get used to the system whilst shaking down the system. The latter have been minor and enforcement action processes will be enacted from mid-Apr.
- 3.2 The majority of feedback on the new system has been positive, citing ease of payment as the primary benefit.

4.0 Lockheed Martin Engagement

- 4.1 The Communications Director of Lockheed Martin (LM) Havant visited the Harbour Office on 26 March 2024 for a full programme that included a brief with SMT and visits to the BUDS trial and Education Centre. This followed on from CEO engagement with the CEO of LM UK and the Group Managing Director (Havant).
- 4.2 The visit went well and LM subsequently committed to £7k of in-year support to the Education Centre, this despite fact that the budget for this year is already committed (annual Corporate Social Responsibility budget set in October). LM are also keen to enable volunteer support and perhaps also technical survey support of the harbour.
- 4.3 A draft engagement matrix is currently with LM for endorsement (see Appendix II). This details a 'Chichester Harbour Champion Project' focussed on support to local high premium schools as well as other engagement activity.
- 4.4 The CEO judges that this initial level of support is in part driven by LM's budget cycle but also represents a limited commitment whilst they judge our credibility and fit. If we can meet their expectations, the likelihood of an increased allocation next fiscal year is judged as high.

5.0 Itchenor Jetty

- 5.1 We continue to wait for the imminent determination by the Marine Management Organisation.

6.0 Member Training

- 6.1 The next member training is planned for 7 June 2024.

Matt Briers CBE
CEO

Chichester Harbour Conservancy – Strategy to 2050

(V2.30)

1. Our Vision for 2050

- a. Chichester Harbour Conservancy (CHC) is viewed internationally as an exemplar of active and effective conservation of the National Landscape (NL), 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.

2. How we intend getting there

- a. By being a self-critical learning organisation that strives for excellence through a desire to improve.
- b. By making conservation the prime focus of the organisation, whilst delivering a safe harbour for all users with enhanced and modernised facilities.
- c. By discharging CHC's authority fairly through a proactive approach to enforcement of its powers and duties under the 1971 Act.
- d. By having a contented, informed and empowered workforce within a trusting environment where decisions are delegated down by default.
- e. Working with other NLs (and National Parks) to lobby and secure national and local policies that better protect and conserve the NL.
- f. By making CHaPRoN (on a rigorous programmatic footing) the conservation Main Effort within the Chichester Harbour Management Plan.
- g. To leverage CHC's convening power working closely with government agencies, charities (including The Friends of Chichester Harbour, The Chichester Harbour Trust and The Chichester Harbour Federation) and benefactors for the benefit of the NL.
- h. To deliver educational training in support of the National Curriculum that increases public awareness, including the disadvantaged young, as to the value of the NL and the threats to its well-being.
- i. To have a coherent and effective communications strategy that clearly articulates the importance of the NL as a natural and leisure resource and engages all people with the aims and decisions of CHC.
- j. To achieve Net Zero by 2035.
- k. To have a formal survey regime in the NL that enables close monitoring of the state of the environment.

- l. To provide a well-maintained network of cycle and foot paths, that attract users from across the diverse local community and further afield.
- m. To have greater influence on planning applications in and around the NL. This should include achieving Statutory Consultee status for planning applications in the short term (5 years), perhaps leading to Local Planning Authority status by 2050.
- i. To be an active participant in the Chichester Harbour Investment and Adaptation Plan.
- n. To be expert, astute and agile at identifying and securing investments and grants
- o. To have a rigorous risk-based approach to business management that enable agile and focussed interventions that maximise return and deliver value for money (VfM).
- p. To form international partnerships with like-challenged organisations to share ideas and develop co-operation.
- q. To secure improved, sustainable work premises by 2030.

3. How we will resource this

- a. By having a successful and sustained track record of securing grants.
- b. By creating a culture where people want to come to work and give of their best, with these efforts rewarded and celebrated. It is also a place where streamlined processes enable the workforce to deliver more by working smarter not harder.
- c. By maximising potential of the workforce through empowerment, delegation and trust, with our Human potential aligned to the aims and aspirations of CHC.
- d. Through provision of excellent facilities and services, ensuring Chichester Harbour remains an attractive area to all users (land and sea), yielding an appropriate surplus for prioritised investment.
- e. Through longstanding and beneficial support from local and national industry/companies through their Corporate Social Responsibility (CSR) programmes.
- f. By being a wise, transparent and VfM spender of money.
- g. To safeguard existing sources of revenue while continually seeking new revenue streams.
- h. To adopt a 'whole enterprise' approach to setting annual budgets that meet CHC's priorities whilst balancing the requirement for increased reserves.
- i. Fund shift to Net Zero emissions for the Harbour Office and Education Centre by 2035.
- j. To seek out international collaborative partners based on skill set and competence.

Serial	Area	Activity	When	Cost	Benefits	Comment
E1	Education	<p>Chichester Harbour Champion Project sponsored by Lockheed Martin.</p> <ul style="list-style-type: none"> Four Havant state schools with high pupil premium offered fully funded visit (free of charge and transport costs) <p>Depending on school sizes, 240 or 270 young people to visit and appreciate the NL wildlife and coastal ecosystems, will include Nature Recovery messages – Education Team to work with SSP colleagues.</p>	<ul style="list-style-type: none"> Oct/Nov 24 	<p>£6,000</p> <p>To include: transport, field trip cost and free pre-visit outreach session. This cost is based on 3 x 2 form entry schools and 1 x 3 form entry school.</p>	<ul style="list-style-type: none"> Provide educational and experiential Harbour visits to schools that would otherwise be unable to afford such activity. Help young people access nature and coastal environments. To encourage respect for the natural environment and understand the importance of conserving coastal landscapes for wildlife and people. To support curriculum learning in Geography and Science. To support wellbeing, personal growth and resilience To invest in young people and the future custodians of Chichester Harbour NL 	<p>This offer would be for one year group and up to 3 classes per school. The majority of primary schools in the Leigh Park area of Havant are 2 form entry (2 classes per year group), with one 3 form entry school.</p> <p>We would also offer a pre-visit outreach session (60 - 90mins) for each school to prepare the pupils for their visit, which would enhance learning/experience.</p>
E1A		<ul style="list-style-type: none"> Travel Grant of £500 for 2 local state schools with high pupil premium to offset their costs. This would 	<ul style="list-style-type: none"> Apr 24 – Mar 25 	<p>£1,000</p>	<ul style="list-style-type: none"> Access to Harbour visit with CHC Education Team. Supporting schools with high pupil premium to manage the high cost of transport. 	

		support (depending on group size) between 240 -360 young people.				
V1	Volunteers	<ul style="list-style-type: none"> • Beach Clean opportunity for 30 employees of LM x 3 sessions. • Includes talk on migratory birds 	<ul style="list-style-type: none"> • Provisional dates: 12 Jul 24 16 Aug 24 13 Sep 24 	Nil to LM	<ul style="list-style-type: none"> • Post summer holiday season, Thorney Island badly littered with rubbish requiring removal. • Prepare sites prior to arrival of wintering birds. • Increased awareness of the litter challenge. • Increased knowledge of migratory Birds • LM team building. 	<p>Location selected for proximity to public and Conservancy toilets.</p> <p>Low tide requirement.</p>
V2		<ul style="list-style-type: none"> • Coppicing in Salterns Copse for 25 employees of LM x 3 sessions 	<ul style="list-style-type: none"> • Provisional dates: 1 Nov 24 8 Nov 24 6 Dec 24 	Nil to LM	<ul style="list-style-type: none"> • Ensure wood sustainably managed. • Learn ancient woodland management technique. • Increased opportunity for species to thrive. • Create material for other hedge laying schemes around the harbour. • LM team building. 	<p>Location selected for proximity to public and Conservancy toilets.</p>
N1	Nature	<ul style="list-style-type: none"> • Monitoring of Pacific Oyster numbers and macro algae coverage in pre-determined sectors of the harbour. 	<ul style="list-style-type: none"> • Annual oyster survey. 	Use of LM drone	<ul style="list-style-type: none"> • Enables monitoring of invasive species. 	<p>Technical scoping conversations necessary.</p>

			<ul style="list-style-type: none"> • Monthly macro algae survey between Apr- Aug. 		<ul style="list-style-type: none"> • Monitoring of regular site/area of and will improve our knowledge of macro algae coverage. • Excessive Macro algae indicator of poor water quality (especially Dissolved Nitrates (DIN)). • Monitoring in the Reaches will enable an assessment of efforts to reduce DIN levels. 	
N2		<ul style="list-style-type: none"> • Monitoring of coastal change/topographic surveys at Ella Nore spit and stakes island recharge. 	<ul style="list-style-type: none"> • Annual survey between Apr – Aug 	Use of LM drone	<ul style="list-style-type: none"> • Monitoring change will inform recharge and realignment/sea defence works of this threatened site. 	Use of camera and level/LiDAR
N3		<ul style="list-style-type: none"> • Hi-resolution Seal photo surveys. 	<ul style="list-style-type: none"> • 2 visits in mid and late summer 24 	Use of LM drone	<ul style="list-style-type: none"> • Accurate assessment of numbers. • Accurate individual recognition and to enable pattern of life monitoring. • General health assessment. • Topographic mapping of haul-outs. • Enable further research by Portsmouth university. 	Use of camera and level/LiDAR

C1	Comms	<ul style="list-style-type: none"> • Presentation by CHC to LM employees at Havant Site. 	<ul style="list-style-type: none"> • DTBC by LM. 	Nil – See comments	<ul style="list-style-type: none"> • Explain the role, function and challenges facing CHC and the harbour. • Raise awareness about the harbour. • Highlight LM volunteering opportunities. • Pitch for long-term, mutually beneficial relationship. 	Over company-provided sandwich lunch
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Mini-Comms Campaign

C2	Audience	Strategy	Implementation
	<ul style="list-style-type: none"> • General public, local residents, defence industry, environmental organisations 	<p>Use of multiple channels – CHC socials, LM socials, CHC and LM web, local media and press. Possible article in industry and/or education-specific press.</p> <p>Key messages TBD:</p> <ul style="list-style-type: none"> • Support for schools and promoting access/education to harbour amongst deprived communities (it is a recognised issue that poorer communities have less access to nature). • Underlining social responsibility of LM and need for all players to work together towards nature recovery in and around the harbour. • Standard nature recovery messages for CH. 	<ul style="list-style-type: none"> • Social media posts for each of 3 Champion Project visits, plus each of volunteering days. • Local radio interview with teacher from one of Champion School on day of visit (subject to school/teacher agreement). • Press release and shared blog/web article after the Champion Project visits. Ideally gather data about how many of the children have accessed Chichester Harbour prior to visit. • Reach out to contacts at BBC Solent. • Press release/web article after volunteering days.

CHICHESTER HARBOUR CONSERVANCY

29 APRIL 2024

CHICHESTER HARBOUR MANAGEMENT PLAN 2025-30 SCOPING REPORT

FOR DECISION

1.0 Introduction

- 1.1 The one-year extension and light touch review of the Management Plan 2019-24 was completed as anticipated, with copies submitted to the four local authorities and Defra on 13 February 2024. Alongside the new Plan for 2024-25, local authorities have been asked to extend the Memorandum of Agreement to support its delivery. Producing a Management Plan is a legal obligation for the local authorities under the CRoW Act (2000) as protected landscapes are of national importance.
- 1.2 At time of writing, WSCC and HBC have agreed to the extension of the MoA. Although this was a light touch review, CDC decided to take the Plan to Cabinet and Council on 16 April 2024, as this was the process they followed in 2019. HCC have said they will provide a formal response as soon as they can.
- 1.3 The rest of this paper will provide Members with an update on the methodology behind the new 5-year Plan, 2025-30. This new Plan will sit within the emerging long-term strategy for Chichester Harbour Conservancy.

2.0 Guidance for the Preparation of Management Plans

- 2.1 Natural England have been working on updating and reissuing the Management Plan Guidance for Protected Landscapes in England. The aim is to produce and deliver a consistent suite of statutory Protected Landscapes Management Plans across England. The document is in draft form, and spans 182 pages. A few quotations from the document have been extracted.

“The Management Plan is the single most important policy document for a protected landscape. It is a Plan for the geographic area of the designation and therefore not for a single authority or body” (p7).

“It is more critical than ever to improve collaboration in the face of the nature and climate emergencies” (p30).

- 2.2 The Guidance document highlights the unique circumstances of Chichester Harbour Conservancy and also notes that the Section 84 duty of the CRoW Act applies to CHC (to give advice to LPAs in connection with development matters).
- 2.3 According to the Guidance, it is important to establish a ‘Steering Group’ to help oversee the production of the new Plan. It says this should involve, “Officers and Members of the Board, forming a sub-group to pilot the process. The Steering Group should be relatively small.” In years gone-by, the Steering

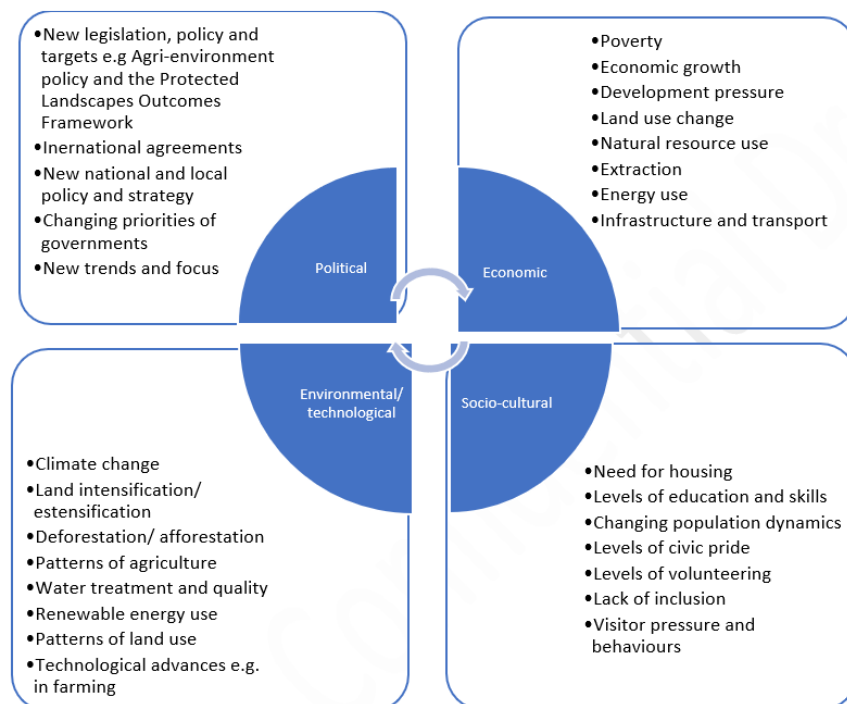
Group comprised of Officers from the four local authorities and Natural England, rather than Members. There will be further details in Section 4 of this report on the formulation of a new Steering Group.

2.4 The next section of the Guidance covers market research, stakeholder engagement, consultation etc, with some tips and approaches for making the most of this aspect. Aligned to this, is the importance of the evidence base used for the Management Plan. Historically, each AONB Partnership has commissioned a State of the AONB Report to provide this background information. Although this was last completed at Chichester Harbour in 2018, the 2021 SSSI Condition Review will have superseded it for many ecological matters. The Landscape Character Assessment, as revised in 2019, remains relevant to the evidence base. Meanwhile the Chichester Harbour Users Survey is currently underway.

2.5 The Guidance provides an example framework for content and structure (p71).

Plan section	Plan aspect
Introduction	Contents
	Foreword / Chairman's introduction
	Introduction and Map
Plan evidence	Special Qualities
	Monitoring and condition
	Drivers for change
Plan ambition	Vision statement
	Outcomes and targets
Plan strategy	Outcome-led chapters, potentially grouped by themes
Management principles	Usually known as policies
Delivery summary	Delivery plan
Background information	Plan background and context
	Processes
	Appendices

2.6 Examples drivers for change (p62):



- 2.7 The following list is a set of key principles by which Protected Landscapes partnerships, committees and joint committees can most effectively deliver the Protected Landscapes Management Plans (p149). These are the principles the Members of the Conservancy should embrace as governors for Chichester Harbour National Landscape.

Management Plan Focussed

Delivery is focussed on the stated outcomes and strategy in the Management Plan and all processes, procedures and activity facilitate the joint delivery of the Plan.

Accountability

Partnerships, committees and boards are fully transparent and accountable with wide communication.

Forward-Facing, Positive and Co-operative

Partnership working is positive, co-operative, and outward-looking, seeking all opportunities to collaborate to deliver Plan outcomes.

Inclusive and Diverse

Protected Landscapes management bodies reflect and account for diversity in our society – welcoming young voices, people from cities and beyond, bringing together stakeholders of all kinds to ensure Boards are well informed about a wide range of interests and specialist expertise. Every effort should be made to achieve diversity of social background, gender, age, ethnicity and (dis)ability.

Strategic and Focused on Implementation

Protected Landscapes should be agile, focused on driving the ambitious delivery of Management Plans, and not overly burdened by procedures and processes.

Innovative and Enterprising

Protected Landscapes deliver Plans innovatively, being creative with core funding, leveraging other sources of income at scale, including through charitable routes.

Inspirational and Ambitious

Protected Landscape representatives should be inspirational leaders in their fields, able to advocate and champion action to deliver ambition.

Self-Critical and Adaptive

Protected Landscapes strive for improvement, learning from each other and partners and working with designated landscapes elsewhere in the United Kingdom and Europe.

Knowledgeable and Experienced

Professional staff and have the right expertise to deliver the ambition and programme established in the Plan. Committee and Board representatives are selected for their passion, skills, and experience reflective of the main areas of the Management Plan.

Structured to Deliver

All forums, from Board level to working groups are structured in such a way as to enable a strong focus on delivering the outcomes of the Management Plan.

Influencing the Conditions to Support Delivery

Protected Landscape representatives to use their collective influence to shape the agendas of local, regional, and national organisations to optimise delivery, for example advocating for the appropriate targeting of fundamental delivery mechanisms.

3.0 Targets and Outcomes Framework

3.1 On 31 January 2024, Defra published the Targets and Outcomes Framework for Protected Landscapes. These are the national objectives that link to 3 goals within the Environment Improvement Plan (2023) and apply to all protected landscapes.

Goal 1: Thriving plants and wildlife.

Goal 7: Mitigating and adapting to climate change.

Goal 10: Enhancing beauty, heritage and engagement with the natural environment.

3.2 Thriving plants and wildlife.

Target 1

Restore or create more than 250,000 hectares of a range of wildlife-rich habitats within Protected Landscapes, outside protected sites by 2042 (from a 2022 baseline).

Target 2

Bring 80% of SSSIs within Protected Landscapes into favourable condition by 2042.

Target 3

For 60% of SSSIs within Protected Landscapes assessed as having 'actions on track' to achieve favourable condition by 31 January 2028.

Target 4

Continuing favourable management of all existing priority habitat already in favourable condition outside of SSSIs (from a 2022 baseline) and increasing to include all newly restored or created habitat through agri-environment schemes by 2042.

Target 5

Ensuring at least 65% to 80% of land managers adopt nature friendly farming on at least 10% to 15% of their land by 2030.

3.3 Mitigating and adapting to climate change targets.

Target 6

Reduce net greenhouse gas emissions in Protected Landscapes to net zero by 2050 relative to 1990 levels.

Target 7

Restore approximately 130,000 hectares of peat in Protected Landscapes by 2050.

Target 8

Increase tree canopy and woodland cover (combined) by 3% of total land area in Protected Landscapes by 2050 (from 2022 baseline).

- 3.4 Enhancing beauty, heritage and engagement with the natural environment targets.

Target 9

Improve and promote accessibility to and engagement with Protected Landscapes for all using existing metrics in our Access for All programme.

Target 10

Decrease the number of nationally designated heritage assets at risk in Protected Landscapes

- 3.5 These targets are to be embedded in all the emerging National Landscape Management Plans.
- 3.6 Whilst Target 10 is directed at all Protected Landscapes, National Landscapes (AONBs) do not yet have a purpose (or funding) around the historic environment.
- 3.7 Actions to improve water quality should be planned and delivered at catchment level. As such Defra have not set targets for the ecological status of water within Protected Landscapes. Instead, they require Protected Landscape management plans to support the priorities and actions identified in relevant water catchments to improve the water system.
- 3.8 Similarly, Defra say it is not possible to set a single target for the wide range of activity needed to help these landscapes adapt to the impacts of climate change. As published in the Third National Adaptation Programme, Defra require all Protected Landscapes to have climate change adaptation plans produced, embedded in, or linked with, their statutory management plans by 2028. This will be a requirement for all future management plans.

4.0 Management Plan Steering Group

- 4.1 The Guidance recommends a small Steering Group is convened to guide the preparation of the Management Plan. Whereas this was previously constituted by Officers from the local authorities and Natural England, the updated Guidance suggests that Board members should be involved instead.
- 4.2 The Steering Group would be more accurately described as a Task and Finish Group.

5.0 Officer Comments

- 5.1 Chichester Harbour Conservancy is well-placed to prepare the next iteration of the Chichester Harbour Management Plan. However, the bar for successful implementation has been raised.

“Nature recovery and climate change are the most significant, long-term issues for Protected Landscapes” (p131).

5.2 There are four distinct areas that CHC should consider developing the new Plan around:

- **Policy 1 Access.** To incorporate the work of the Harbour Authority and any means by which people get to and enjoy Chichester Harbour.
- **Policy 2 Climate Change.** To lead with the development of a Climate Change Adaptation Plan and work towards net zero across the whole of Chichester Harbour.
- **Policy 3 Landscape.** To manage development in such a way so that it does not compromise the nationally important designation.
- **Policy 4 Nature Recovery.** To focus on the work on CHaPRoN and the required improvements to the SSSI.

5.3 Members will appreciate that the current Plan has 15 policies and 19 Planning Principles. It is envisaged these will either be refined and incorporated into these 4 new policies. Some previous commitments may be deprioritised.

5.4 The raft of major development applications that were approved around the National Landscape in 2023-24 exposed the lack of weight applied to the CHC Planning Principles, therefore, a new approach is required. The Task and Finish Group should also reconsider the Special Qualities of Chichester Harbour National Landscape.

5.5 Timescale

April – Formation of Task and Finish Group.

May – Task and Finish Group convened.

July – Task and Finish Group review 1st draft of the Plan.

August – Public Consultation (6 weeks).

September – Task and Finish Group review feedback.

5.6 Discussion with relevant local authority officers will continue during the development of the Plan.

5.7 When the Task and Finish Group are satisfied that the Plan is ready for consideration by the wider Advisory Committee and Board it will be circulated to those Members (Oct/Nov 2024 or Jan 2025, depending on progress).

5.8 Once the Management Plan has been agreed by the Board, it will be submitted to the local authorities for adoption.

6.0 Recommendations

6.1 Chichester Harbour Conservancy seek confirmation from the four local authorities to prepare the next Management Plan on their behalf.

6.2 Chichester Harbour Conservancy appoints a Task and Finish Group to oversee preparation of the Management Plan comprising:

- One member from each local authority.
- One member from the Advisory Committee from those appointed to the Board.
- The Natural England representative.

The draft Terms of Reference is an Appendix to this paper.

6.3 Officer verbal update progress reports are provided to the Board during the preparation of the Plan.

Richard Austin
Director of Chichester Harbour National Landscape

**CHICHESTER HARBOUR CONSERVANCY
CHICHESTER HARBOUR NATIONAL LANDSCAPE
MANAGEMENT PLAN 2025-2030
TASK AND FINISH GROUP
DRAFT CONSTITUTION AND TERMS OF REFERENCE**

The Management Plan Task and Finish Group acts on behalf of Chichester Harbour Conservancy, Local Authorities and Natural England in considering the development and delivery of the statutory 5-year National Landscape Management Plan.

Objectives

The Task and Finish Group are:

- To analyse the current Management Plan and identify any gaps in data and evidence, plans for engagement and areas that could be included, removed, refined or improved.
- To prepare, approve and publish the consultation draft of the next Management Plan.
- To review the responses to the consultation draft and make any further changes as necessary.
- To agree how best to keep Members and relevant partners updated throughout the review period.
- To agree a Plan to recommend to the Conservancy for publication.

Frequency of Meetings

Meetings will be held as and when required, whether in-person or by MS Teams.

Membership

Chichester Harbour Conservancy – on behalf of the local authorities, to lead with all aspects of the preparation of the Management Plan, assisted by a Task and Finish Group comprising members from:

- 1 x Hampshire County Council
- 1 x West Sussex County Council
- 1 x Chichester District Council
- 1 x Havant Borough Council
- 1 x Advisory Committee Member from those appointed to the Board
- 1 x Natural England

The Group shall appoint its own Chairman.

Term of Appointment

Until 31 March 2025 or such time as the new Management Plan is adopted.

Roles and Responsibilities

- The role of the Group is to ensure that the National Landscape Management Plan is prepared in an expedient, efficient and timely manner.
- The Group is to have regard to Section 21 of the Chichester Harbour Conservancy Act of 1971, which states:

It shall be the function of the Conservancy subject to the provisions of this Act, to take such steps from time to time, to maintain and improve the Harbour:

- a) for the use of pleasure craft and such other vessels as may seek to use the same.
- b) 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.

In the fulfilment of the function with which they are charged, the Conservancy shall have regard to the desirability of conserving the natural beauty and amenity of the countryside and of avoiding interference with fisheries.

- The Group is to have regard for other strategies that will impact on the Management Plan.
- The Group must act in an objective, fair, impartial and open-minded way, and in the best interests of the Conservancy and National Landscape when preparing the next Management Plan.

Conflicts of Interest

- All attendees must declare at the start of the meeting any pecuniary, personal or prejudicial interest they may have in relation to the agenda.
- Anyone 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 or vote on that matter.

11-04-2024

CHICHESTER HARBOUR CONSERVANCY

29 APRIL 2024

FARMING IN PROTECTED LANDSCAPES END OF YEAR 3 REPORT

FOR INFORMATION

1.0 Introduction

- 1.1 Chichester Harbour Conservancy (CHC) is taking part in the Farming in Protected Landscapes (FiPL) grant programme. The 4-year programme started in July 2021 and is scheduled to operate until 31 March 2025.
- 1.2 The Chairman, Cllr Briggs, and the Vice Chairman, Cllr Montyn, represent CHC on the Local Assessment Panel (LAP), the decision-making body for the grant applications. The other Panel members are drawn from the farming community, Natural England, and other conservationists.
- 1.3 If any Members have any questions on this paper, ideally please contact Richard Austin in advance of the meeting as the FiPL Officers will not be present.

2.0 Year 3 in Summary

2.1 Year 3 Projects

Project	Location	Grant	Match Funding	Description
GPS Guidance	Itchenor	£1,923.35	£4,477.50	Reto fitting GPS to older tractors
GPS Fertilizer spreader	Bosham	£10,271.25	£12,553.75	Purchase of GPS controlled fertilizer for more accurate nitrate placement.
No Till Drill	Chichester	£12,054.00	£13,946.00	Purchase of a no drill for cover crop planting.
Wildlife Report	Thorney Island	£1,813.00	£-	Wildlife report and survey of site, as a prerequisite to future application.
Website and Engagement Rewilding	Thorney Island	£9,860.87	£195.69	Website upgrade and facility upgrade.
Year 2 of grey partridge restoration	Thorney Island	£30,000.00	£75,239.00	Removal of old building and returning the site to a nature habitat.
Natural Capital Report	Manhood Peninsula	£25,975.80	£-	Creation of grey partridge habitat, farm surveys and facilitation.

GPS Fertilizer spreader	Itchenor	£4,999.00	£-	Natural capital report for the farm, baselining the business activity.
Low Disturbance Subsoiler	Hayling Island	£10,000.00	£8,000.00	Purchase of GPS controlled fertilizer for more accurate nitrate placement.
GPS Fertilizer spreader	Birdham	£14,400.00	£12,550.00	Purchase of a subsoiler to enable minimum till drilling across the farm.
Electric Fencing	Siddlesham	£10,800.00	£10,800.00	Purchase of GPS controlled fertilizer for more accurate nitrate placement.
Pond Management	Thorney Island	£1,504.83	£375.21	Purchase of electric fencing equipment to allow of emergency grazing due to winter flooding.
Community Gardening	Chidham	£1,200.00	£-	A management plan for the pond based on a previous survey for future works to the pond.
Volunteer Tools	Thorney Island	£4,194.33	£367.33	Tools for volunteers and outdoor sink.
Grey Partridge Mix Seeds	Itchenor	£9,016.36	£461.96	New tools for the volunteer tasks and benches.
Nectar Mix Seeds	Manhood Peninsula	£7,720.00	£-	Purchase of additional seeds for new members to create habitat areas and increase the number of plots across the peninsula.
Total		£158,557.11	£139,426.11	

3.0 FiPL in 2024/25

3.1 The current funding for projects for Year 4 of FiPL is £200,785.80. The FiPL LAP has so far allocated £52,066, for pond management work (£18,894) and for the farm cluster group (£33,172).

3.2 There is also interest from potential applicants seeking funding for bore holes, a reservoir, a spray washdown area, funding for a newly created cluster, and survey work.

4.0 The Historic Building Restoration Grant

4.1 CHC is in the process of securing funding for a project under this new programme, which is being rolled-out with the assistance of FiPL Officers and the LAP. Phase 1, the Expression of Interest stage, is complete.

- **Itchenor Park Farm** for the restoration of North Barn (£197,000 ring fenced to date, from Defra). This will be confirmed once the Phase 2

Application has been approved. Phase 2 will be based on actual contractor's quotes received from the tender stage, which is currently underway. The deadline for Phase 2 applications is 31 May 2024. CHC is aiming to submit the application by end of April. 8 to 10% of the value of the grant will be made available for advice and Guidance to fund additional staff time required to oversee and administer the finances of the project.

- 4.2 With the additional external funding, the intention is that the Farming Technical Support Officer will increase her hours by 1 day per week to focus on this project (she currently works 2 days per week on FiPL).

5.0 Recommendations

- 5.1 None.

Richard Austin
Director of Chichester Harbour National Landscape

CHICHESTER HARBOUR CONSERVANCY

29 APRIL 2024

BUDGET MONITOR REPORT TO 29 FEBRUARY 2024

TO NOTE

1.0 Introduction

- 1.1 This report sets out the Conservancy’s budget position for the period to 29th February, 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 29th February and is available for review upon request.

2.0 Harbour Budget

- 2.1 Appendix 1 sets out the budget monitor to the end of February 2024. Details of the key variances, or those over £5,000, are set out below.

Income

- 2.2 The Patrol team have been plaque checking and impounding non-paying vessels. This contributes £10,000 to the projected positive year end variation to 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 £32,700. This variation 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 is based on calculated expenditure for the remainder of the financial year.

- 2.5 The anticipated overspend of £5,200 on Transportation is due to repairs required to the barge, combined with an increase in the market cost of vessel insurance.
- 2.6 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

- 2.7 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.
- 2.8 It is proposed to increase the contribution to the Dell Quay Maintenance Reserve by £2,000 to ensure the estimated project costs are available by 2032 –the shortest estimated lifespan of the Quay extension.

Surplus

- 2.9 These variations result in an anticipated surplus of £82,500 a reduction of £12,100. This surplus will be called on to balance the AONB deficit.

3.0 AONB Budget

- 3.1 Appendix 2 sets out the budget monitor to the end of February 2024. Details of the key variances, or those over £5,000, are set out below.

Income

- 3.2 'Other Income' is currently behind profile due to reduced income from Solar Heritage trips. Trips have been cancelled due to poor weather and issues with the vessel. No further trips are likely to take place this financial year. This deficit is partially offset by increased Education 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 is based on calculated expenditure for the remainder of the financial year.
- 3.4 The Equipment budget is expected to overspend by £5,000. This is largely due to software development costs to replace the outdated, unsupported planning database.
- 3.5 The projected overspend on the Professional Services budget relates to both the Chidham planning Inquiry (c£53k) and the technical report for Langstone (c£20k), The transfer from reserves in para 3.7 offsets a large proportion of the planning inquiry costs.
- 3.6 Based on current expenditure the AONB project budget is expected to overspend by around £13,000.

Transfers to/from Reserves

- 3.7 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 / Deficit

- 3.8 As a result of these variations, a deficit of £29,600 is currently projected. This deficit is to be met by the surplus on the Harbour operation.
- 3.9 The total projected surplus across the two budgets is £52,900 (£82,500 Harbour Surplus less £29,600 AONB deficit).

4.0 AONB Grants

- 4.1 Appendix 3 details grants and other 'one-off' sources of income which have been awarded for specific purposes. Total grant funding of £553,900 is anticipated for this financial year.
- 4.2 The anticipated grant from Friends of Chichester Harbour is £29,800. £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, replacement batteries for the Solar Heritage, the Emsworth Jetty gate and car park improvements.
- 4.5 £125,400 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 £183,300.
- 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.
- 4.8 The National Landscape Association contributed £3,000 towards rebranding costs following the renaming of AONBs to National Landscapes.

Mel Belderson
Finance Manager

Matt Briers
CEO

Budget Monitor - Harbour
Appendix 1

Chichester Harbour Conservancy

For the 11 months ending 29th February 2024

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Variance	Comments
				- Additional Income			
				+ Reduced Income			
Income							
Other Income	148,700.00	138,007.00	142,869.86	4,862.86	159,500.00	10,800.00	Penalty Payments. Rechargeable Works
Harbour Dues	520,600.00	515,642.00	487,779.42	(27,862.58)	487,900.00	(32,700.00)	Annual and casual dues
Moorings Income	912,700.00	912,351.00	904,359.67	(7,991.33)	912,700.00		
Harbour Rent/ Boat Park/ Car Park	151,900.00	93,800.00	100,710.86	6,910.86	151,900.00		
Total Income	1,733,900.00	1,659,800.00	1,635,719.81	(24,080.19)	1,712,000.00	(21,900.00)	
				- Additional Expenditure			
				+ Reduced Expenditure			
Expenditure							
Staffing Costs	690,400.00	633,409.00	626,069.86	7,339.14	685,900.00	4,500.00	Based on calculated expenditure to the end of the financial year.
Maintenance	57,600.00	53,948.00	61,047.94	(7,099.94)	62,200.00	(4,600.00)	Quays, Jetties, Vessel Disposal
Premises Costs	332,000.00	330,190.00	328,796.57	1,393.43	331,200.00	800.00	Electricity
Transportation	77,600.00	73,568.00	77,865.38	(4,297.38)	82,800.00	(5,200.00)	Works to Barge. Vessel Insurance.
Equipment	146,200.00	134,126.00	110,063.06	24,062.94	150,800.00	(4,600.00)	Moorings maintenance supplies to be purchased in March
Office Supplies	55,900.00	52,910.00	46,709.03	6,200.97	57,900.00	(2,000.00)	
Professional Services	136,500.00	110,907.00	94,385.53	16,521.47	135,600.00	900.00	
County Council Charges	17,900.00	17,900.00	17,054.80	845.20	17,900.00		
Business Plan Expenditure	2,000.00	1,835.00	0.00	1,835.00	0.00	2,000.00	
Net Zero	30,000.00	27,500.00	0.00	27,500.00	0.00	30,000.00	Awaiting strategy
Total Expenditure	1,546,100.00	1,436,293.00	1,361,992.17	74,300.83	1,524,300.00	21,800.00	
Transfers to/from Reserves							
Contribution to IT Fund	3,800.00	0.00	0.00	0.00	3,800.00		
Contribution to CHIMET	1,600.00	0.00	0.00	0.00	1,600.00		
Transfer to Dell Quay Maintenance Reserve	10,000.00	0.00	0.00	0.00	12,000.00	(2,000.00)	
Transfer to Repairs and Renewals Fund	77,800.00	0.00	0.00	0.00	87,800.00	(10,000.00)	
Total Transfers to/from Reserves	93,200.00	0.00	0.00	0.00	105,200.00	(12,000.00)	
Surplus							
(Income - Expenditure - Transfers to/from Reserves)	94,600.00	223,507.00	273,727.64	50,220.64	82,500.00	(12,100.00)	

Budget Monitor - AONB
Appendix 2

 Chichester Harbour Conservancy
 For the 11 months ending 29th February 2024

Account	AONB Budget	AONB Profile	AONB Actual	AONB Variance	Year End Projection	Projection Variance	Comments
				- Additional Income + Reduced Income			
Income							
DEFRA Grant	173,100.00	130,000.00	129,831.14	(168.86)	173,100.00		
Other Income	81,900.00	71,986.00	64,384.00	(7,602.00)	75,900.00	(6,000.00)	Cancellation of Solar Heritage Trips
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	27,480.00	28,393.13	913.13	44,500.00	300.00	
Total Income	740,000.00	670,266.00	663,408.27	(6,857.73)	734,300.00	(5,700.00)	
				- Additional Expenditure + Reduced Expenditure			
Expenditure							
Staffing Costs	559,900.00	514,010.00	478,403.75	35,606.25	526,100.00	33,800.00	Based on calculated expenditure to the end of the financial year.
Maintenance	17,600.00	16,261.00	19,348.74	(3,087.74)	21,700.00	(4,100.00)	
Premises Costs	31,500.00	24,572.00	22,376.86	2,195.14	28,800.00	2,700.00	Rates. Electricity
Transportation	29,500.00	25,969.00	30,357.32	(4,388.32)	33,500.00	(4,000.00)	Solar Heritage Maintenance
Equipment	13,400.00	12,307.00	16,272.07	(3,965.07)	18,400.00	(5,000.00)	Software development costs to replace unsupported planning database.
Office Supplies	13,300.00	12,220.00	8,284.72	3,935.28	14,500.00	(1,200.00)	
Professional Services	45,800.00	37,380.00	105,982.53	(68,602.53)	112,400.00	(66,600.00)	Chidham inquiry fees. Langstone Technical Report
AONB Projects	9,500.00	8,718.00	18,247.00	(9,529.00)	22,500.00	(13,000.00)	Budget used for required maintenance by rangers £10,000, Production of annual review and management plan £3,500, Nature Conservation £4,000, Info and Interpretation £1,800
County Council Charges	7,700.00	7,700.00	7,309.20	390.80	7,700.00		
Total Expenditure	728,200.00	659,137.00	706,582.19	(47,445.19)	785,600.00	(57,400.00)	
Transfers to/from Reserves							
Eames Farm Contingency	1,600.00	0.00	0.00	0.00	1,600.00		
Contribution to IT Fund	1,300.00	0.00	0.00	0.00	1,300.00		
Minibus Contribution	4,400.00	0.00	0.00	0.00	4,400.00		
Transfer to Repairs and Renewals Fund	4,500.00	0.00	0.00	0.00	4,500.00		
Transfer from Reserves - Previous Year Underspend	0.00	0.00	(33,512.38)	33,512.38	(33,500.00)	33,500.00	Underspend brought forward from 2022-23 to fund Chidham inquiry.
Total Transfers to/from Reserves	11,800.00	0.00	(33,512.38)	33,512.38	(21,700.00)	33,500.00	
Surplus (Income - Expenditure - Transfers to/from Reserves)	0.00	11,129.00	(9,661.54)	(20,790.54)	(29,600.00)	(29,600.00)	

AONB Grants

Appendix 3

For the 11 months ending 29th February 2024

Grants / Income	2023-24		Year End Projection	Total Grants / Income Expected (2023-24)
	Received / brought forward to Date	Expenditure to Date		
Friends	1,457.64	18,218.66	0.00	29,800.00
West Wittering PC - Sheepwash Lane	6,000.00	6,000.00	0.00	6,000.00
DEFRA - Access for All	53,908.45	40,178.00	0.00	53,908.45
FiPL	188,050.76	125,394.30	0.00	216,100.00
Environment Agency - Feasibility Study	20,000.00	20,000.00	0.00	20,000.00
Solent Seascape Project - Blue Marine	193,506.35	183,331.48	0.00	195,773.00
Solent Seascape Project - EHI match funding	29,288.00	0.00	0.00	29,288.00
National Landscapes - Rebranding	3,000.00	3,000.00	0.00	3,000.00
Total	495,211.20	396,122.44	0.00	553,869.45

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 APRIL 2024

HR SUB COMMITTEE SUMMARY

TO NOTE

1.0 Employee Update

1.1 **Leavers** – PT Education Officer, PT Receptionist and Ranger resigned. In addition, a Solar Heritage skipper sadly passed away in the period.

1.2 **Joiners** – PT receptionist (Jan), Solar Heritage skipper (Feb), Education Officer (Apr), Harbour Apprentice appointed (Jun) and 11 Seasonal Patrol Officers are returning to duty (Mar).

1.3 **Recruiting -**

- Open recruitment of Solar Heritage skippers is ongoing.
- Recruitment ongoing for the National Landscapes Operations Manager. (subsequently appointed and started 8 Apr)
- Executive Assistant placed on hold pending wider financial discussions.
- Recruitment ongoing for a seasonal Hard Assistant which would replace the seasonal receptionist over the weekends.

Incidents & Accidents -

1.4 Five accidents/incidents were reported in Jan and Feb 24 (now 7). All were minor with no further steps required.

2.0 Employee Engagement Survey 2023

2.1 CHC Employee Survey for 2023 was conducted online. Responses were collected between 19 Dec23 - 9 Jan24.

2.2 Survey managed inhouse delivering a cost saving of approximately £1,000 compared to 2020 survey administered by HR Dept. It was the first-time an online survey used with responses anonymous.

2.3 **Survey Format -**

- Each survey had 32 questions and opportunity to provide free text comments. Questions and formats were based on last employee survey carried out in 2020.
- Two survey variants were used so results collected from permanent employees could be compared with results from seasonal/ casual employees:
 - Survey P – Sent to permanent full-time and part-time employees – response rate 28/29 employees.

- Survey F – Sent to flexible/ seasonal employees – response rate 19/23 employees.
- 2.4 Two thirds' of 2023 questions were same as 2020 survey questions (although reworded) and remaining 3rd were new or updated with more focus on diversity, equality and inclusion.
- 2.5 Questions based on 4 main categories:
- General questions – employees experiences of doing their job/ line management.
 - Organisational questions – how CHC is run and managed.
 - Communications questions – effectiveness of internal comms and CHC culture.
 - Relationship questions – perception of CHC as an employer and as an organisation.

3.0 Survey Results

- 3.1 Overall results from both permanent and Flexible/ Seasonal employees were extremely positive and demonstrated overall very high levels of engagement and satisfaction amongst both groups of employees.
- 3.2 Amongst *Permanent employees* over 90% of responders either strongly agreed or agreed that they “enjoyed their job” and “understood how their job helps to deliver the functions of CHC.” Other key responses were:
- 100% of responders either strongly agreed or agreed that they had “confidence in the CEO and SMT”
 - Over 80% of responders either strongly agreed or agreed that, “someone has talked to me about my progress”, “I am encouraged to speak up and raise any concerns” and “I feel respected and valued by colleagues.”
- 3.3 Amongst *flexible/seasonal employees* 100% of responders either strongly agreed or agreed that they “Enjoyed their job” and “understood how their job helps to deliver the functions of CHC.” Other key responses were:
- 80% of responders either strongly agreed or agreed they felt “optimistic about the future of the organisation” and had “confidence in the CEO and SMT”
 - Approx. 80% either strongly agreed or agreed they felt they were “encouraged to speak up and raise concerns” and that “all employees were treated fairly and equally”.
- 3.4 Although most employees were positive in their answers, there were some questions where some respondents answered less positively identifying areas for improvement.

- 3.5 Amongst *permanent employees*, questions that received some negative responses included: "someone has talked to me about my progress" and "I have received recognition for doing good work in the last month." These indicate some opportunity for improvement in line manager communication. There was also less positive comment on the "level of IT support."
- 4.6 Amongst *flexible/ seasonal employees'* questions, that identified for improvement included: 'Communication from line manager' and 'opportunities to make suggestions.' These responses imply a requirement to improve internal communications for some employees.

5.0 Follow on Actions

- 5.1 **Monthly 'All staff' meetings** already in place and vindicated. These are held to brief all employees on current activity and as a forum for Q&A.
- 5.2 **Introduction of Comments/ Suggestions boxes** – one at harbour office and one at Education centre. These boxes provide employees with an additional (anonymous) way of sharing their views, giving feedback or raising concerns. They can be used if employee feels unable to speak directly to their manager or member of SMT or does not wish to. Feedback discussed at weekly SMT meeting and shared via monthly 'All teams' meeting.
- 5.3 **Working Group of Employees** representing each team and set up to create an Employee Engagement Action Plan. Group will discuss survey results and propose actions to enhance employee engagement and satisfaction across CHC. This will ensure learning from the survey is used constructively and employee ownership of improvements supported by the SMT.
- 5.4 **Line Manager Training** - Survey results indicated gaps in line manager communication skills. Two Line Manager skills training half day workshops planned for Jun 24. Workshops will cover skills development including effective delegation, team motivation, communication and providing and receiving constructive feedback.

6.0 Conclusion

- 6.1 A useful exercise delivering broadly positive results whilst highlighting opportunity for improvement.

Matt Briers
CEO

Nicky Simmons
Communications Manager

CHICHESTER HARBOUR CONSERVANCY

29 APRIL 2024

PLANNING COMMITTEE

FOR INFORMATION

1.0 Introduction

- 1.1 Chichester Harbour Conservancy's Planning Committee was last convened on 26 February 2024. The next scheduled meeting is 22 April 2024.
- 1.2 Between 6 January 2024 and 26 March 2024, Chichester Harbour Conservancy (CHC) responded to 85 planning applications. From those, CHC registered Objections to 13 applications, for reasons including: adverse visual impact on the AONB; overdevelopment of the site; disproportionate increase in silhouette/excessive height/bulk; insufficient justification/evidence; disproportionate size of windows; inaccurate/outdated reports (including arboricultural/bat survey reports).
- 1.3 Between 1 April 2023 and 26 March 2024, CHC responded to 347 planning applications. The total figure for 2022/23 was 332 planning applications.

2.0 Major Applications in 2023/24

- 2.1 The following major applications on the boundary of the AONB were permitted in 2023/24:
 - Southbourne, G&R Harris, 103 dwellings
 - Nutbourne, Land East of Broad Road, 132 dwellings
 - Chidham, Land West of Drift Lane, 68 dwellings.
 - Bosham, Highgrove Farm, 300 dwellings
 - Birdham, Land of Main Road, 150 dwellings
- 2.2 The total sum is up to 753 new dwellings. CHC Objected to all these developments.
- 2.3 With the case of Highgrove Farm, the Inspector concluded:

"Looking from the site towards the south into the landscape forming part of the AONB, views are limited to the middle distance by existing vegetation and a number of existing dwellings. Irrespective of the AONB's designation, there is little to indicate that this part of the local landscape displays the scenic beauty for which the AONB was designated."
- 2.4 There is an interesting judgement because the Inspector has seemingly introduced new criteria, that the strength of the AONB designation does not consistently apply to Chichester Harbour AONB in its entirety within the

designated boundary. This appears to conflict with the wording in the National Planning Policy Framework.

- 2.5 In 2019, CHC resolved to seek Statutory Consultee status for planning matters, to try and prevent the urbanisation of the boundary of the AONB. Whilst such a change was recommended in the Landscapes Review, this ambition was repeatedly rebutted by Defra. A change of status is not expected in 2024.
- 2.6 Perhaps more pertinently, the lapsed Local Plans Chichester and Havant have left sites exposed to 'planning by-appeal'. Further applications for major developments may be pursued until such time as the Local Plans are adopted.
- 2.7 CHC will consult on the special qualities of Chichester Harbour National Landscape in the summer of 2024. The 10 special qualities have not changed since 2005, and are therefore due for a review.

3.0 Recommendations

- 3.1 None.

Richard Austin
Director of Chichester Harbour National Landscape