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11 November 2024

## CHICHESTER HARBOUR CONSERVANCY

A meeting of the Chichester Harbour Conservancy will be held at **2.00 p.m. on Monday, 25 November 2024**, at **Eames Farm, Thorney Island, PO10 8DE** to consider the agenda set below.

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

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### AGENDA

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#### PART 1

**1. Apologies for Absence**

**2. Declaration of Interests**

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

**3. 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.

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#### PART 2 (Confidential Items)

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

**4. Part 2 Minutes of the Conservancy Meeting held on 8 July 2024**

To approve the Part 2 minutes of the meeting held on 8 July 2024 (page 1).

**5. Advisory Committee**

To receive the Part 2 minutes of the Advisory Committee held on 18 November 2024 (if any, to follow)

**6. Conservancy Dashboard & Chief Executive Officer's Update**

To note the updated report from the CEO (page 5).

**7. Risk Assessment**

To note the updated Risk Assessment by the CEO (page 7).

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

The Finance, Risk & Audit Group has met once since the last meeting, on 6 November 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 15).

**9. Leases and Licences**

To approve the terms of the following agreement:

- (i) Itchenor Park Farm, Unit #1 (page 22)
- (ii) MOD (North & South) Thorney Island (page 23)

**10. Itchenor Jetty**

To receive a report from the Harbour Master (page 25).

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**PART 1**

**11. Part 1 Minutes of the Meeting held on 8 July 2024**

To approve the Part 1 minutes of the meeting held on 8 July 2024 (page 30).

**12. Advisory Committee**

To receive the Part 1 minutes of the Advisory Committee meeting held on 18 November 2024 (to follow).

**13. Chairman's Update**

To note the verbal report from the Chairman

**14. Appointment to Committees and Working Groups**

- To note the appointments of Chairman and Vice Chairman of the Advisory Committee for 2024/2025.
- To note the Advisory Committees nominated representatives to the Conservancy.
- To nominate 3 members of the Conservancy to the Planning Committee.

**15. 2024-25 Revised Revenue Budget**

To note the report from the CEO and the Finance Manager (page 35).

**16. Budget Monitor Report to 30<sup>th</sup> September 20**

To note the report from the CEO and the Finance Manager (page 40).

**17. 2025-26 Proposed Revenue Budget**

To consider and approve the report from the CEO and Finance Manager (page 47).

**18. Revenue Budget Prospects 2026-27 and 2027-28**

To consider and note the report from the CEO and Finance Manager (page 61)

**19. Port Marine Safety Code**

To note the report from the Harbour Master (page 65).

**20. 5-Year Management Plan Update**

To note the verbal report from the Director of National Landscape.

**21. Works Licence**

To approve/note the following reports for Works and Dredging Licences:

- (i) Sparkes Marina (page 68)
- (ii) 71 Eastoke Avenue (page 72)
- (iii) Mermaid Cottage (page 76)

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

**Chichester Harbour Conservancy****Conservancy**

Minutes of the meeting held on 8 July 2024 at 10.00 a.m. at Eames Farm, Thorney Island.

**Present –** Pieter Montyn (Chairman)

Iain Ballantyne	Jackie Branson	Ann Briggs	Andy Briggs
Gillian Harris	Donna Johnson	Stephen Johnson	Robert Macdonald
Sarah Payne	Roger Price	Lance Quantrill	Simon Radford
David Foster (Dep.)			

**Officers Present –**

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

**Part 1 Minutes**

1. The outgoing Chairman Ann Briggs addressed the members. She reflected on her time with the Conservancy and highlighted the need to continue to protect the harbour regardless of the politics. She thanked Richard Austin for guiding her in her role.
2. Members and the CEO thanked Ann Briggs for her hard work on behalf of the Conservancy.

**Election of Chairman for 2024/25**

3. Pieter Montyn was nominated by Ann Briggs and seconded by Jeremy Hunt.
4. All those present voted in favour of the appointment and Pieter Montyn was duly elected as Chairman to July 2025.

**Election of Vice-Chairman for 2024/25**

5. Jackie Branson was nominated by Ann Briggs and seconded by Roger Price. Robert Macdonald was nominated by Alison Wakelin and seconded by Simon Radford. The Chairman asked the Executive Officer to conduct a vote by ballot.
6. The Chairman asked that a vote be conducted by ballot. The votes were counted by the Executive Officer and the Chairman announced that Jackie Branson was duly elected as Vice-Chairman to July 2025.

## **Apologies for Absence**

7. Apologies for absence were received from Jeremy Hunt and Alison Wakelin. David Foster, as the deputy Advisory Committee representative, was welcomed to the meeting.

## **Conservancy Representatives**

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

## **Declarations of Interests**

9. Harbour users: Simon Radford, Robert Macdonald, Iain Ballantyne, David Foster, Gillian Harris and Jo Cox.

## **Exclusion of Press and Public**

10. **Resolved** – That, in accordance with the Public Access Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the remainder of the meeting on the grounds that the publicity would prejudice public interest by reason of the confidential nature of the business to be discussed.

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

### **Part 2 Minutes of the Conservancy held on 29 April 2024**

The minutes were approved as a correct record.

### **Part 2 Minutes of the Advisory Committee held on 24 June 2024**

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

### **Conservancy Dashboard (Chief Executive Officer's Update)**

The CEO presented the updated Dashboard to the Conservancy.

### **Risk Assessment**

The Risk Assessment was already covered under the Conservancy Dashboard.

### **CHC and the Councils**

The CEO gave details on the background of the situation and explained next steps in clarifying the CHC arrangements with the Councils.

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

Members noted the minutes of the Finance, Risk & Audit Group meeting held on 12 June 2024.

## **Leases and Licences**

The CEO presented for review the leases at Unit #1, Itchenor Park Farm, Northshore (Sunchalk Ltd) and Haines Boatyard. A Supplementary agenda item was added for the review of the regulating leases with the Crown Estate.

### **Return to Part 1**

#### **Part 1 Minutes – 29 April 2024 and 24 June 2024**

42. **Resolved** – That the minutes of the meetings of the Conservancy Committee held on 29 April 2024 and 24 June 2024 be approved as a correct record and that they be signed by the Chairman.

#### **Advisory meeting 26 June 2024**

43. 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.

#### **Chairman's update**

44. The newly appointed Chairman shared that he is keen to engage where he can on issues that concern the harbour. He will be meeting with the CEO and the new Chairman of the Chichester Harbour Trust. He continues to engage with Southern Water on matters that affect the area.

#### **Port Marine Safety Code**

45. The Harbour Master presented her report with figures accurate to the end of June 2024. She updated that a sunken keel boat has been quickly salvaged and that there has been an increase in thefts around the harbour in recent days. Bulletins have gone out to harbour users and the police are optimistic that progress will be made as there is good CCTV footage.
46. There are no updates on the Harbour Revision Order which is waiting to be tabled in Parliament. There are two cases pending against jet skis users. The PMSC report was noted by the Conservancy

#### **Budget Monitor May 2024**

47. The Finance Manager introduced the report which was noted by the Committee. Figures are to the end of May 2024 and the budget which is being compared was set before the recent work with the Councils. No projections have been made as changes are inevitable when the budget is recast.

48. The service agreement with the Manor of Bosham has been replaced with a maintenance contract. Boat Park price increases and lease changes are not included in the report.
49. Under the AONB grants, the total figure is £1.2 million which is encouraging but resource requirements to manage these grants should not be underestimated. The Director of NL thanked the Finance Manager for additional work needed with the increase in grants.

#### **Results of the Harbour Users Survey 2024**

50. The Director of NL presented the results of the Harbour Users Survey to the Members highlighting some of the key points. The survey was last conducted in 2018 and while fewer responses were received in total, most responders were male with boating and footpath users near equal. Member suggested that future survey is more widely circulated and that the management plan should also be distributed to a broader audience. Members also discussed the need for more electric charging points for visitors to the harbour. The Director of NL was thanked for his presentation.

*(Donna Johnson left the meeting)*

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

51. The Conservancy noted the three vacancies on the Planning Committee. A correction to Freedom of the Harbour Sub-Group membership was made with Robert Macdonald replacing Alison Wakelin. A correction to the Finance, Risk and Audit Group was made with Jackie Branson as Vice Chairman of the Conservancy replacing Ann Briggs.

#### **Appointment of Representatives to Outside Bodies 2024/25**

52. The appointments to outside bodies were set out on the agenda and noted by the Conservancy.

#### **Timetable of Meetings for 2025**

53. **Resolved** – The Conservancy agreed to the proposed meeting dates for 2025.

#### **Member Record of Attendance for 2023/24**

54. The Conservancy noted the report on member attendance for 2022/23. Alison Wakelin was not present at the January 2024 Advisory Committee meeting.

#### **Works Licence**

##### ***(i) Itchenor Jetty Renewal and Extension***

55. The Harbour Master confirmed that while CHC continues to wait for lawful development certificate from Chichester District Council, Natural England have highlighted some areas of consideration which will be discussed with

the contractor when the tender is awarded. The Crown lease has already been discussed under Part 2.

56. **Resolved** – That the works licence for the Itchenor Jetty Renewal and Extension be approved, subject to standard conditions and such other conditions as are appropriate to the method and site.

**(ii) Sparkes Marina**

57. The application from Sparkes Marina was recently received and therefore not listed on the agenda. The Harbour Master explained that corrosion protection paint is needed on the sheet piling and the MMO licence obtained requires the work to be conducted between September 2024 and January 2025.

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

*The meeting ended at 4.34pm.*

Chairman



**Chichester Harbour Conservancy**

**25<sup>th</sup> November 2024**

**2024-25 Revised Revenue Budget**

**Introduction**

1. This report sets out the **revised budget** for the current financial year **2024-25**.
2. This revised budget has two objectives. Firstly, to incorporate all known variations to income and expenditure which have arisen since the approval of the current budget. Secondly, to ensure the overall budget is aligned to the deficit recovery model set out within the 1971 Chichester Harbour Conservancy Act.

**Revised Budget 2024-25**

3. The revised budget is summarised below.

	<b>Approved Budget 2024-25</b>	<b>Revised Budget 2024-25</b>	<b>Variation</b>
<b>Total Income</b> <i>Including County Council Precept</i>	£2,545,700 £470,800	£2,105,100 £0	-£440,600 -£470,800
<b>Expenditure</b>	£2,345,600	£2,439,700	-£94,100
<b>Transfers to Reserves</b>	£127,000	£136,200	-£9,200
<b>Surplus/ (Deficit)</b>	<b>£73,100</b>	<b>-£470,800</b>	<b>-£543,900</b>
<b>Deficit Contribution</b> <i>Hampshire County Council</i> <i>West Sussex County Council</i>		<b>£470,800</b> £235,400 £235,400	<b>£470,800</b> £235,400 £235,400

4. A detailed summary of the budget can be found at Appendix 1.
5. Analysis by function can be found at Appendix 2.

**Income Variations in excess of £5,000**

6. Moorings Income – Reduction of £25,500. This revised figure takes into account the anticipated income using the current (83% - August 2024) mooring let rate.
7. Lease / Licence Income – Increase of £33,500. This variation is as a result of increased income to two agreements including the car park in Itchenor following the new ANPR parking arrangements.
8. Core Grants – Increase of £36,700. This increase represents a one-off increase to the core revenue grant from DEFRA. A corresponding increase to the National Landscapes projects budget can be seen in paragraph 15.

9. County Council Precept – Removed. Following discussions with both County Councils, the previous income line, referred to as income or precept from the County Councils, has been removed and will be replaced with a budgeted deficit contribution.
10. Other Income – Reduction of £14,500. This reduction reflects the termination of one service contract (rechargeable works). This is partially offset by an anticipated increase to investment income a larger portion of which is attributed to the revenue budget to ensure deficit contributions from both County Councils do not exceed the level of the precept as set in the 2024-25 agreed budget.

### **Expenditure Variations in Excess of £5,000**

11. Staffing Costs – Increase of £10,600. This relatively small increase is as a result of a number of changes to the staffing structure, including the introduction of a Harbour Apprentice role from June 2024.
12. Maintenance – Increase of £9,700. This increase relates to additional bathymetric survey requirements to maintain safe navigation. Also included is an uplift to the water quality testing budget, better representing the cost of the regular water testing throughout the year.
13. Premises Costs – Increase of £10,100. Following a rent review one property has a significant increase in lease costs. Also there are additional lease costs relating to the Saltern's way multiuse path due to new agreements and lease renewals.
14. Professional Services – Increase of £21,000. This increase has two significant elements, the first being an increased expenditure on external legal fees, relating to advice around the 1971 Act. Also included is an increase to commission charges which relates to additional income identified in paragraph 7.
15. National Landscape Projects – Increase of £36,700. Following an increase to the core grant from DEFRA, the National Landscape Project budget increases by the same value.
16. County Council Charges – Increase of £5,000. Following a review of prices and service levels by WSCC the annual charges for payroll, audit, clerk, and treasurer services, as per the SLA extension from October 2024, have increased by £5,000.

### **Transfers to Reserves Variation in excess of £5,000**

17. Renewals and Repairs Fund – Increase of £9,200. Following a review of assets and maintenance requirements, it is necessary to increase the annual transfer to the Renewals and Repairs fund to ensure appropriate funding levels for all known replacements and anticipated maintenance requirements for business critical assets.

### **Summary**

18. The overall impact of the variations mentioned within this report result in a significant increase to expenditure, in excess of additional income achieved.
19. Expenditure has increased by £103,300 (including transfers to reserves). The majority of this has been mitigated by removing the budgeted surplus, originally identified from the 2024-25 agreed budget.

20. Despite this significant increase in costs it has been possible to absorb and contain these in order to maintain the County Councils deficit contribution at the level of the previously sought precept.

### **Recommendations**

21. The Conservancy approve the:

- a) Proposed variations to income and expenditure budgets
- b) Proposed variation to transfers to reserves
- c) Removal of references to precept contributions, replaced by references to deficit contributions
- d) Level of budgeted deficit contribution to be equal to the previously agreed level of the precept (£470,800 shared equally between Hampshire and West Sussex County Councils)

**Mel Belderson**

Finance Manager

**Matt Briers CBE**

CEO

## Revised budget 2024-25

	Approved Budget 2024-25	Revised Budget 2024-25	Variation
<b>Income</b>			
Harbour Dues	490,700	490,700	0
Moorings Income	951,200	925,700	(25,500)
Lease / Licence income	204,800	238,300	33,500
Core Grants	173,100	209,800	36,700
County Council Precept	470,800	0	(470,800)
Other Income	255,100	240,600	(14,500)
<b>Total Income</b>	<b>2,545,700</b>	<b>2,105,100</b>	<b>(440,600)</b>
<b>Expenditure</b>			
Staffing Costs	1,339,900	1,350,500	(10,600)
Maintenance	76,600	86,300	(9,700)
Premises Costs	371,500	381,600	(10,100)
Transportation	111,600	112,900	(1,300)
Equipment	164,100	163,800	300
Office Supplies	68,300	68,300	0
Professional Services	176,100	197,100	(21,000)
National Landscape Projects	11,100	47,800	(36,700)
County Council Charges	26,400	31,400	(5,000)
<b>Total Expenditure</b>	<b>2,345,600</b>	<b>2,439,700</b>	<b>(94,100)</b>
<b>Transfers to Reserves</b>			
Transfers to Renewals and Repairs	123,800	134,600	(10,800)
Transfers to General Fund	3,200	1,600	1,600
<b>Total Transfers to Reserves</b>	<b>127,000</b>	<b>136,200</b>	<b>(9,200)</b>
<b>Overall Surplus / Deficit</b>	<b>73,100</b>	<b>(470,800)</b>	<b>(543,900)</b>
<i>Comprising:</i>			
<i>AONB Deficit</i>	<i>(5,600)</i>	<i>(484,400)</i>	<i>(478,800)</i>
<i>Harbour Surplus</i>	<i>78,700</i>	<i>13,600</i>	<i>(65,100)</i>

## Revised budget by Function 2024-25

	Approved Budget 2024-25			Revised Budget 2024-25			Variation (Approved to Proposed)		
	Approved Budget 2024-25	Harbour 2024-25	National Landscape 2024-25	Revised Budget 2024-25	Harbour 2024-25	National Landscape 2024-25	Variation 2024-25	Harbour 2024-25	National Landscape 2024-25
<b>Income</b>									
Harbour Dues	490,700	490,700	0	490,700	490,700	0	0	0	0
Moorings Income	951,200	951,200	0	925,700	925,700	0	(25,500)	(25,500)	0
Lease / Licence income	204,800	160,200	44,600	238,300	193,700	44,600	33,500	33,500	0
Core Grants	173,100	0	173,100	209,800	0	209,800	36,700	0	36,700
County Council Precept	470,800	0	470,800	0	0	0	(470,800)	0	(470,800)
Other Income	255,100	165,700	89,400	240,600	151,200	89,400	(14,500)	(14,500)	0
<b>Total Income</b>	<b>2,545,700</b>	<b>1,767,800</b>	<b>777,900</b>	<b>2,105,100</b>	<b>1,761,300</b>	<b>343,800</b>	<b>(440,600)</b>	<b>(6,500)</b>	<b>(434,100)</b>
<b>Expenditure</b>									
Staffing Costs	1,339,900	743,000	596,900	1,350,500	754,900	595,600	(10,600)	(11,900)	1,300
Maintenance	76,600	55,000	21,600	86,300	64,700	21,600	(9,700)	(9,700)	0
Premises Costs	371,500	338,800	32,700	381,600	345,800	35,800	(10,100)	(7,000)	(3,100)
Transportation	111,600	84,300	27,300	112,900	77,500	35,400	(1,300)	6,800	(8,100)
Equipment	164,100	148,200	15,900	163,800	147,900	15,900	300	300	0
Office Supplies	68,300	55,300	13,000	68,300	55,300	13,000	0	0	0
Professional Services	176,100	131,400	44,700	197,100	154,800	42,300	(21,000)	(23,400)	2,400
National Landscape Projects	11,100	0	11,100	47,800	0	47,800	(36,700)	0	(36,700)
County Council Charges	26,400	17,900	8,500	31,400	22,400	9,000	(5,000)	(4,500)	(500)
<b>Total Expenditure</b>	<b>2,345,600</b>	<b>1,573,900</b>	<b>771,700</b>	<b>2,439,700</b>	<b>1,623,300</b>	<b>816,400</b>	<b>(94,100)</b>	<b>(49,400)</b>	<b>(44,700)</b>
<b>Transfers to Reserves</b>									
Transfers to Renewals and Repairs	123,800	113,600	10,200	134,600	124,400	10,200	(10,800)	(10,800)	0
Transfers to General Fund	3,200	1,600	1,600	1,600	0	1,600	1,600	1,600	0
<b>Total Transfers to Reserves</b>	<b>127,000</b>	<b>115,200</b>	<b>11,800</b>	<b>136,200</b>	<b>124,400</b>	<b>11,800</b>	<b>(9,200)</b>	<b>(9,200)</b>	<b>0</b>
<b>Overall Surplus / Deficit</b>	<b>73,100</b>	<b>78,700</b>	<b>(5,600)</b>	<b>(470,800)</b>	<b>13,600</b>	<b>(484,400)</b>	<b>(543,900)</b>	<b>(65,100)</b>	<b>(478,800)</b>
<b>Deficit to be funded by County Councils</b>	-			<b>470,800</b>			<b>(470,800)</b>		
<i>Hampshire County Council</i>	-			235,400			(235,400)		
<i>West Sussex County Council</i>	-			235,400			(235,400)		

## **CHICHESTER HARBOUR CONSERVANCY**

### **Budget Monitor Report To 30<sup>th</sup> September 2024**

#### **Report by the Finance Manager and CEO**

#### **1.0 Introduction**

- 1.1 This report sets out the Conservancy's budget position for the period to 30<sup>th</sup> September comparing actual income and expenditure against the **2024-25 revised budget<sup>1</sup>**.
- 1.2 All income and expenditure is processed through the Common Fund, however the budget monitor considers the budgets of the Harbour and National Landscape (NL) operations separately to enable greater fidelity and enhanced scrutiny.
- 1.3 Appendix 1 sets out the combined budget summary.

#### **2.0 Harbour Budget**

- 2.1 Appendix 2 sets out the Harbour Budget monitor to the end of September 2024. Details of the key issues within the Harbour budget are set out below.

#### Income

- 2.2 Harbour Dues income is slightly behind profile. Visitor income collected through QR codes is behind profile as received a month in arrears. It is anticipated that there will be a small surge in harbour dues income in October as 'annual harbour dues' reduce to half price for the final 6 months of the year.
- 2.3 Moorings Income is again marginally behind profile. It is anticipated that income from temporary hirers over the winter period will bring income back up to the budgeted level.

#### Expenditure

- 2.4 The positive variation on the staffing costs budget line is as a direct result of the delayed NJC pay award. Negotiations are underway at a national level, however, there remains no agreement between unions and employers at this time. Once the pay award has been settled, it is anticipated that this variation will largely disappear with the expectation that an award will be backdated to 1<sup>st</sup> April 2024.
- 2.5 The positive variation on the equipment budget is due delays to some routine work while the barge was out of action for repair. Works to the Itchenor Jetty have also taken priority, delaying some routine harbour maintenance works until later in the financial year.

#### Transfers to/from Reserves

- 2.6 There are no anticipated variations.
- 2.7 Therefore, the Harbour Budget is currently projecting a £13,600 surplus, as per the revised budget.

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<sup>1</sup> As required by the 1971 Act

### **3.0 National Landscape (NL) Budget**

3.1 Appendix 3 sets out the NL Budget monitor to the end of September 2024. Details of the key issues within the National Landscape budget are set out below.

#### Income

3.2 No anticipated variations.

#### Expenditure

3.3 As with the Harbour budget the variation on the staffing costs budget line is due to the delayed pay award.

3.4 The NL Project budget is currently underspent against profile. £8,000 of this underspend is likely to be required to support part of a grant funded project.

#### Transfers to/from Reserves

3.5 There are no anticipated variations.

### **4.0 AONB Grants**

4.1 Appendix 4 details grants and other 'one-off' sources of income which have been awarded for specific purposes. The anticipated grants total is £1,111,200.

4.2 £71,800 has been spent through the core FiPL programme.

4.3 £21,700 has been spent through the Historic Building Restoration Grant Programme (also under the FiPL umbrella). The first grant payment from DEFRA is expected in October.

4.4 DEFRA have awarded £53,300 Access for All Funding, plus additional core capital funding of £36,700.

4.5 Solent Seascape funds from Blue Marine have been brought forward from the last financial year, with an additional £37,900 received in year. Expenditure on the project in 2024-25 currently totals £21,600.

4.6 Solent Seascape match funding from East Head Impact has been brought forward from the last financial year with an additional £24,400 received in year. Expenditure from this match funding totals £16,500.

4.7 The Environment Agency (EA) had awarded £268,300 towards a further BuDs trial. This project is unable to take place in 2024-25 due to lack of suitable sediment. The EA has instead amended this funding to £95,000 towards monitoring and Marine Management Organisation approval work. A further application has been made to EA to fund the BuDs trial in 2025-26.

4.8 The EA has also provided £120,000 towards consultancy work relating to a saltmarsh creation project. The tender process was successfully completed in late September with the successful contractor to begin work in October.

- 4.9 The EA has funded one further project in-year, to create 3 animations to raise awareness of water quality, coastal squeeze and nature recovery opportunities in Chichester Harbour.
- 5.0 Corporate Sponsorship, from Lockheed Martin, has been secured to support the Education Centre. This sponsorship will provide fully funded education trips to selected schools in the Havant area who would not otherwise have the means to access the trips.

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

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



**Budget Monitor - Combined Summary**

**Appendix 1**

Chichester Harbour Conservancy  
For the 6 months ending 30th September 2024

<b>Account</b>	<b>Combined Budget Year End Projection</b>	<b>Harbour Budget Year End Projection</b>	<b>NL Budget Year End Projection</b>
<b>Income</b>			
DEFRA Grant	209,800	0.00	209,800
Other Income	240,600	151,200	89,400
Harbour Dues	490,700	490,700	0
Moorings Income	925,700	925,700	0
Lease / Licence income	238,300	193,700	44,600
<b>Total Income</b>	<b>2,105,100</b>	<b>1,761,300</b>	<b>343,800</b>
<b>Expenditure</b>			
Staffing Costs	1,350,500	754,900	595,600
Maintenance	86,300	64,700	21,600
Premises Costs	381,600	345,800	35,800
Transportation	112,900	77,500	35,400
Equipment	163,800	147,900	15,900
Office Supplies	68,300	55,300	13,000
Professional Services	197,100	154,800	42,300
NL Projects	47,800	0	47,800
County Council Charges	31,400	22,400	9,000
<b>Total Expenditure</b>	<b>2,439,700</b>	<b>1,623,300</b>	<b>816,400</b>
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>(334,600)</b>	<b>138,000</b>	<b>(472,600)</b>
<b>Transfers to/from Reserves</b>			
Budgeted transfers to Reserves	136,200	124,400	11,800
<b>Total Transfers to/from Reserves</b>	<b>136,200</b>	<b>124,400</b>	<b>11,800</b>
<b>Surplus / (Deficit)</b>	<b>(470,800)</b>	<b>13,600</b>	<b>(484,400)</b>

**Budget Monitor - Harbour**
**Appendix 2**

Chichester Harbour Conservancy

For the 6 months ending 30th September 2024

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Comments Variance
<b>Income</b>				+ Additional Income - Reduced Income		
Other Income	151,200	59,770	59,277	(493)	151,200	
Harbour Dues	490,700	458,980	456,886	(2,094)	490,700	Lag in Casual HDs
Moorings Income	925,700	915,000	911,202	(3,798)	925,700	Temporary hirers winter
Lease / Licence income	193,700	65,140	65,735	595	193,700	
<b>Total Income</b>	<b>1,761,300</b>	<b>1,498,890</b>	<b>1,493,100</b>	<b>(5,790)</b>	<b>1,761,300</b>	<b>0</b>
<b>Expenditure</b>				- Additional Expenditure + Reduced Expenditure		
Staffing Costs	754,900	382,600	363,966	18,634	754,900	Pay Award not yet agreed - to be backdated to April 2024
Maintenance	64,700	31,660	29,582	2,078	64,700	
Premises Costs	345,800	189,620	188,672	948	345,800	
Transportation	77,500	37,440	38,953	(1,513)	77,500	
Equipment	147,900	33,940	27,527	6,413	147,900	Majority of activity over the winter. Delays due to barge works and jetty
Office Supplies	55,300	25,840	16,372	9,468	55,300	
Professional Services	154,800	57,125	59,800	(2,675)	154,800	
County Council Charges	22,400	0	0	0	22,400	To be invoiced in October
<b>Total Expenditure</b>	<b>1,623,300</b>	<b>758,225</b>	<b>724,872</b>	<b>33,353</b>	<b>1,623,300</b>	<b>0</b>
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>138,000</b>	<b>740,665</b>	<b>768,228</b>	<b>(39,143)</b>	<b>138,000</b>	<b>0</b>
<b>Transfers to/from Reserves</b>						
Budgeted transfers to Reserves	124,400	0	0	0	124,400	
<b>Total Transfers to/from Reserves</b>	<b>124,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>124,400</b>	<b>0</b>
<b>Surplus / (Deficit)</b>	<b>13,600</b>	<b>740,665</b>	<b>768,228</b>	<b>27,563</b>	<b>13,600</b>	<b>0</b>

**Budget Monitor - National Landscape (NL)**
**Appendix 3**

Chichester Harbour Conservancy

For the 6 months ending 30th September 2024

Account	NL Budget	NL Profile	NL Actual	NL Variance	Year End Projection	Projection Comments
<div style="text-align: right;">                     + Additional Income                      - Reduced Income                 </div>						
<b>Income</b>						
DEFRA Grant	209,800	0.00	0.00	0	209,800	First installment to be paid in October
Other Income	89,400	54,719	55,782	1,063	89,400	
Lease / Licence income	44,600	10,773	8,981	(1,792)	44,600	
<b>Total Income</b>	<b>343,800</b>	<b>65,492</b>	<b>64,764</b>	<b>(728)</b>	<b>343,800</b>	<b>0</b>
<div style="text-align: right;">                     - Additional Expenditure                      + Reduced Expenditure                 </div>						
<b>Expenditure</b>						
Staffing Costs	595,600	308,452	304,244	4,208	595,600	Pay Award not yet agreed - to be backdated to April 2024
Maintenance	21,600	11,504	10,163	1,341	21,600	
Premises Costs	35,800	14,481	11,269	3,212	35,800	
Transportation	35,400	27,202	29,270	(2,068)	35,400	
Equipment	15,900	7,984	5,921	2,063	15,900	
Office Supplies	13,000	6,522	6,882	(360)	13,000	
Professional Services	42,300	12,868	8,751	4,117	42,300	
NL Projects	47,800	23,900	14,277	9,623	47,800	£8k committed to SSP
County Council Charges	9,000	0	0	0	9,000	To be invoiced in October
<b>Total Expenditure</b>	<b>816,400</b>	<b>412,913</b>	<b>390,776</b>	<b>22,137</b>	<b>816,400</b>	<b>0</b>
<b>Surplus / (Deficit) prior to transfers to/from Reserves</b>	<b>(472,600)</b>	<b>(347,421)</b>	<b>(326,012)</b>	<b>(22,866)</b>	<b>(472,600)</b>	<b>0</b>
<b>Transfers to/from Reserves</b>						
Budgeted transfers to Reserves	11,800	0	0	0	11,800	
<b>Total Transfers to/from Reserves</b>	<b>11,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,800</b>	<b>0</b>
<b>Surplus / (Deficit)</b>	<b>(484,400)</b>	<b>(347,421)</b>	<b>(326,012)</b>	<b>21,409</b>	<b>(484,400)</b>	<b>0</b>
<i>Less Harbour Surplus</i>					<i>(13,600)</i>	
<b>Deficit to be funded by the County Councils</b>					<b>(470,800)</b>	

**National Landscape Grants and Contributions**

**Appendix 4**

For the 6 months ending 30th September 2024

Grants / Income	2024-25					Total Grants Awarded / Income Expected (Brought Forward and Received in Year)
	Brought Forward	Received to Date	Total Brought Forward / Received	Expenditure to Date	Year End Projection	
Friends	0.00	0.00	0.00	3,655.00	0.00	15,000.00
FiPL	0.00	229,400.42	229,400.42	71,782.70	0.00	258,351.00
Historic Building Restoration Grant (FiPL)	0.00	0.00	0.00	21,704.61	0.00	304,449.00
DEFRA Access for All	0.00	39,973.84	39,973.84	0.00	0.00	53,298.45
DEFRA Capital Funding	0.00	0.00	0.00	0.00	0.00	36,688.83
Solent Seascape Project - Blue Marine*	74,104.49	37,911.40	112,015.89	21,607.96	0.00	157,693.49
Solent Seascape Project - EHI match funding*	29,288.00	24,428.00	53,716.00	16,457.00	0.00	53,715.00
Environment Agency - BuDs **	0.00	0.00	0.00	0.00	0.00	95,000.00
Environment Agency - Saltmarsh Creation	0.00	0.00	0.00	0.00	0.00	120,000.00
Environment Agency - Communications	0.00	0.00	0.00	0.00	0.00	10,000.00
Corporate Sponsorship (Education)	0.00	7,000.00	7,000.00	0.00	0.00	7,000.00
<b>Total</b>	<b>103,392.49</b>	<b>338,713.66</b>	<b>442,106.15</b>	<b>135,207.27</b>	<b>0.00</b>	<b>1,111,195.77</b>

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

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

\* Project financial year runs October 2023 to September 2024 therefore expected income is an estimate only

## **Chichester Harbour Conservancy**

**25<sup>th</sup> November 2024**

### **2025-26 Proposed Revenue Budget**

#### **Introduction**

1. This report sets out the **proposed budget** for the financial year **2025-26**.
2. The budget incorporates all known variations to income and expenditure and aligns with the deficit recovery model set out within the 1971 Chichester Harbour Conservancy Act.
3. All values and prices are exclusive of VAT unless otherwise stated.
4. The revenue budget does not include the income and expenditure associated with temporary grants supporting defined projects.
5. The Governments Autumn Budget sets out proposals for increased employer national insurance contributions from April 2025. Following this announcement, this budget has been amended to contain the estimated additional cost (c£30,000) whilst maintaining a reduction to the overall deficit contribution, funded jointly by Hampshire and West Sussex County Councils.

#### **Assumptions**

6. General inflationary increases are based upon the July 2024 CPI figure of 2.2%.
7. Staffing structure remains as per that at October 2024 and includes an assumed 3% pay increase for 2025-26.
8. Harbour Dues and Mooring prices increased by 3%.
9. Mooring Fees are calculated using the mooring let as per August 2024 of 83%, a 2% reduction to 2024-25
10. Harbour Dues income is calculated using vessel numbers as at August 2024.
11. Lease and licence income and expenditure has been calculated including all known inflationary increases.
12. DEFRA income (to be announced early 2025) will be at least equal to the core grant awarded in 2024-25.

## Proposed Budget 2025-26

13. The proposed budget is summarised below.

	<b>Revised Budget 2024-25</b>	<b>Proposed Budget 2025-26</b>	<b>Variation</b>
<b>Total Income</b>	£2,105,100	£2,153,800	<b>48,700</b>
<b>Expenditure</b>	£2,439,700	£2,478,400	<b>(38,700)</b>
<b>Transfers to Reserves</b>	£136,200	£136,200	<b>0</b>
<b>Surplus/ (Deficit)</b>	<b>-£470,800</b>	<b>-£460,800</b>	<b>10,000</b>
<b>Deficit Contribution</b>	<b>£470,800</b>	<b>£460,800</b>	<b>(10,000)</b>
<i>Hampshire County Council</i>	<i>£235,400</i>	<i>£230,400</i>	<i>(5,000)</i>
<i>West Sussex County Council</i>	<i>£235,400</i>	<i>£230,400</i>	<i>(5,000)</i>

14. A detailed summary of the budget can be found at Appendix 1.

15. Analysis by function can be found at Appendix 2.

## Income Variations in excess of £5,000

16. Harbour Dues Income – Increase of £6,300. This variation is as a result of the changes proposed in paragraph 29, including a 3% increase to the majority of price bands.

17. Moorings Income – Increase of £60,800. £30,000 of this variance relates to visitor mooring income which is expected to be generated by the walk ashore visitor berths available on the extended jetty (works currently in progress, to be completed before the start of the 2025-26 season). The remaining variation is as a result of a 3% increase to site licence and maintained mooring fees. The administration fee increases to £21.

18. Lease / Licence Income – Increase of £8,800. This anticipated variation relates to income from Itchenor carpark, following the installation of the ANPR parking system.

19. Grants and Donations – Reduction of £36,700. The 2024-25 revised budget included an extra one-off revenue grant element from DEFRA of £36,700. The DEFRA grant settlement is unlikely to be known until early 2025, as such the one-off element has been removed for the 2025-26 budget. It is assumed that any variation to the DEFRA grant will be positive and not result in a reduction to income (excluding one-off grant agreements).

20. Other Income – Increase of £9,500. Income generated by the Education Centre represents a significant element of this variation as demand remains high. Also included is a smaller increase to penalty payments following increased enforcement action relating to non-payment of harbour dues.

### **Expenditure Variations in Excess of £5,000**

21. Staffing Costs – Increase of £76,700. This increase is based upon an assumed pay increase of 3% and increments within the existing staff structure. The proposed increase to employer national insurance contributions, as per the Governments Autumn Budget, make up around £30,000 of this additional cost. No new posts have been included within this budget.
22. Transportation – Reduction of £11,600. The 2024-25 budget included provision for one-off vessel maintenance works, this reduction brings the budget back down to typical levels.
23. Office Supplies – Increase of £7,600. Part of this increase relates to IT equipment (tablets) which are now leased monthly rather than purchased outright. Also included is an increase in postage costs due to Royal Mail price rises and a small increase to the PPE budget.
24. Professional Services – Reduction of £9,500. The 2024-25 budget included a one-off increase to legal fees in response to a particular issue. This allowance has been removed for 2025-26.
25. National Landscape Projects – Reduction of £22,800. The 2024-25 National Landscape project budget was increased as a result of the one-off revenue grant awarded by DEFRA. This variation reduces the project budget down to £25,000.

### **Transfers to Reserves Variation in excess of £5,000**

26. No proposed amendments.

### **Deficit to be funded by County Councils**

27. The proposed budget represents a real terms reduction of £50,400 for 2025-26. (£10,000 reduction, £30,000 National Insurance cost absorption and £10,400 CPI). The total planned deficit to be funded by Hampshire and West Sussex County Councils is therefore reduced to £460,800 (£230,400 per council)

### **Proposed Charges**

28. Mooring Fees. Site licences and maintained mooring fees have both increased by 3%. The administration charge associated with both these services, and levied on 'private-on-private' moorings increases to £21. Full details of site licence fees and income can be found at Appendix 3. Conservancy maintained moorings fees and income are available at Appendix 4.
29. Harbour Dues. Annual harbour dues prices have increased by 3% across the board, with larger percentage increases to selected lower value tariffs for smaller craft. In order to incentivise low disturbance recreation, the paddlecraft tariff will be amended to apply to all paddleboards, canoes, kayaks, 2-person rowing skiffs and board sports, regardless of length (previously capped at 4 metres). Full proposed charges are available at Appendix 5

30. Visitor Berthing Fees. Overnight visitor fees have been benchmarked and reviewed in readiness for the new jetty facilities and are proposed as follows (**per metre, inc. VAT**):

- Visitor buoy £2.00
- Midstream pontoon £2.50
- Walk ashore pontoon £3.00

31. Car Park Charges. Short stay parking charges were increased during 2024-25 following successful introduction of the ANPR parking system. As such, and combined with low inflation, there is no further proposed increase in 2025-26. This will continue to be reviewed annually. Annual permits will remain at £112.50 however, these will apply to one vehicle only. Currently, it is possible to nominate two registration numbers, though only one may use the car park at a time. The proposal is to offer the option of including a second registered vehicle at a cost of £12.50 to cover the administrative time required to action and manage this.

### **Reserves Movements**

32. Appendix 6 details the anticipated movement in reserves. Anticipated net movement within reserves for 2025-26 is -£75,800, excluding any National Landscape grants to be carried forward. This figure includes all budgeted contributions plus anticipated interest. Planned expenditure in this period includes £95,000 from the Vessels, Vehicles and Harbour Infrastructure element of the Renewals and Repairs Fund, as per the schedule in Appendix 7 and £316,000 expenditure from the Capital Fund. A longer-term projection of movement on the Vessels, Vehicles and Harbour Infrastructure element of the Renewals and Repairs Fund is available at Appendix 8.

### **Grant Funding**

33. In addition to the revenue budget there is known grant income and expenditure, details of which are available in Appendix 9. This represents an additional £194,900 available to fund projects such as the Solent Seascape Project which has achieved international recognition. Due to the dynamic nature of grant funding it is likely that further grants will be awarded for 2025-26 in-year or in late 2024-25. These will be monitored through the in-year budget monitor reports.

### **Risks**

34. The financial environment is increasingly dynamic and uncertain. This budget makes provision for all known, likely variations. There are, however, some identified risks which could have a significant impact upon outturn. Whilst every effort will be taken to manage and contain any shortfall, it may become necessary to increase the deficit contribution from the County Councils, as set out in the prescribed deficit recovery model.

35. Lease renewals. One significant, income generating, lease is due for renewal for April 2025. It is likely that there will be other interested parties with the possibility that CHC will not be able to renew, or any renewal might result in a significant increase to the cost of the lease.



36. Harbour Dues. Projected income assumes vessel numbers will be similar to those at August 2024. Following peak vessel numbers in post-covid times, numbers have been reducing as users move away from boating for a variety of reasons, the majority of which being outside of the Conservancy's sphere of influence.
37. Moorings Income. As with harbour dues income, moorings income is at risk from a generally declining market, again following the post-covid boom. A further risk exists as users move away from boat ownership and towards a service culture where a boat is hired as needed and stored ashore, such as in a dry stack, potentially reducing demand for swinging moorings.
38. Jetty Income. The replacement, extended, jetty at Itchenor will offer walk-ashore berthing alongside improved facilities such as pump-out and electricity hook-up. £30,000 of additional visitor income has been included within this budget, however as this market has not yet been tested it is possible that income may be significantly different to that modelled previously.

### **Efficiencies**

39. The volatile financial landscape and the importance to ensure value for money (VfM) continues to motivate the Conservancy to identify efficiencies and improvements. The Conservancy's Financial Regulations stipulate that large purchases, over £5,000, must obtain three quotes, and purchases over £50,000 require a public tender process. These actions ensure the best price and quality for goods and services are obtained.
40. However, it is important to note that officers are continually identifying efficiencies and opportunities within their day-to-day work. Recent examples include:
- Rationalisation - A long-term review on leases and assets continues to progress, with the opportunity to amalgamate two storage units recently agreed, resulting in a modest saving.
  - Discount Opportunities / Reduced Life Running Costs - With the replacement of a diesel vehicle required, investigation and sourcing of a new van was undertaken with a large discount sourced on an electric vehicle, bringing the purchase price below that of a diesel vehicle and below that set aside within the Renewals and Repairs fund. This new asset will be cheaper to run and is more environmentally friendly than its predecessor, in-line with the heart of the Conservancy's ethos.
  - New Income Streams – Relationship opportunities continue to be sought with local companies and the community in accessing new funding to help deliver key priorities. In recent months, Lockheed Martin – a defence company, has provided funding to allow the Education Centre to offer fully funded trips to disadvantaged school pupils from the local area.
  - Contract Reviews. An assessment and challenge of a long-standing contract with Chichester District Council, relating to the maintenance of the public toilets in Itchenor, resulted in a reduction of more than 50% to the cost per annum.
41. The impact of these savings are included within the 2025-26 Budget.

## **Recommendations**

42. The Conservancy approve the draft budget for 2025-26 including in particular;

- a) Income variations – Paragraphs 16-20
- b) Expenditure variations – Paragraphs 21-25
- c) Proposed charges – Paragraphs 28-31
- d) Deficit contribution of £460,800 to be sought from Hampshire and West Sussex County Councils (£230,400 per council)

**Mel Belderson**

Finance Manager

**Matt Briers CBE**

CEO

## Proposed Budget Summary 2025-26

	Revised Budget 2024-25	Proposed Budget 2025-26	Variation	%
<b>Income</b>				
Harbour Dues	490,700	497,000	6,300	1%
Moorings Income	925,700	986,500	60,800	7%
Lease / Licence income	238,300	247,100	8,800	4%
Grants and Donations	209,800	173,100	(36,700)	(17%)
County Council Precept	0	0	0	0%
Other Income	240,600	250,100	9,500	4%
<b>Total Income</b>	<b>2,105,100</b>	<b>2,153,800</b>	<b>48,700</b>	<b>2%</b>
<b>Expenditure</b>				
Staffing Costs	1,350,500	1,427,200	(76,700)	(6%)
Maintenance	86,300	83,400	2,900	3%
Premises Costs	381,600	380,200	1,400	0%
Transportation	112,900	101,300	11,600	10%
Equipment	163,800	165,500	(1,700)	(1%)
Office Supplies	68,300	75,900	(7,600)	(11%)
Professional Services	197,100	187,600	9,500	5%
National Landscape Projects	47,800	25,000	22,800	48%
County Council Charges	31,400	32,300	(900)	(3%)
<b>Total Expenditure</b>	<b>2,439,700</b>	<b>2,478,400</b>	<b>(38,700)</b>	<b>(2%)</b>
<b>Transfers to Reserves</b>				
Transfers to Renewals and Repairs	122,600	122,600	0	0%
Transfers to Capital Fund	12,000	12,000	0	0%
Transfers to General Fund	1,600	1,600	0	0%
<b>Total Transfers to Reserves</b>	<b>136,200</b>	<b>136,200</b>	<b>0</b>	<b>0%</b>
<b>Overall Surplus / (Deficit)</b>	<b>(470,800)</b>	<b>(460,800)</b>	<b>10,000</b>	<b>2%</b>
Comprising:				
AONB Deficit	(484,400)	(502,500)	(18,100)	(4%)
Harbour Surplus	13,600	41,700	28,100	207%
<b>Deficit to be funded by County Councils</b>	<b>470,800</b>	<b>460,800</b>	<b>(10,000)</b>	
Hampshire County Council	235,400	230,400	(5,000)	
West Sussex County Council	235,400	230,400	(5,000)	

Proposed Budget Summary by Function 2025-26

	Revised Budget 2024-25			Proposed Budget 2025-26			Variation (2024-25 to 2025-26)					
	Revised Budget 2024-25	Harbour 2024-25	National Landscape 2024-25	Proposed Budget 2025-26	Harbour 2025-26	National Landscape 2025-26	Total	%	Harbour	%	National Landscape	%
<b>Income</b>												
Harbour Dues	490,700	490,700	0	497,000	497,000	0	6,300	1%	6,300	1%	0	0%
Moorings Income	925,700	925,700	0	986,500	986,500	0	60,800	7%	60,800	7%	0	0%
Lease / Licence income	238,300	193,700	44,600	247,100	204,300	42,800	8,800	4%	10,600	5%	(1,800)	(4%)
Grants and Donations	209,800	0	209,800	173,100	0	173,100	(36,700)	(17%)	0	0%	(36,700)	(17%)
Other Income	240,600	151,200	89,400	250,100	154,200	95,900	9,500	4%	3,000	2%	6,500	7%
<b>Total Income</b>	<b>2,105,100</b>	<b>1,761,300</b>	<b>343,800</b>	<b>2,153,800</b>	<b>1,842,000</b>	<b>311,800</b>	<b>48,700</b>	<b>2%</b>	<b>80,700</b>	<b>5%</b>	<b>(32,000)</b>	<b>(9%)</b>
<b>Expenditure</b>												
Staffing Costs	1,350,500	754,900	595,600	1,427,200	808,700	618,500	(76,700)	(6%)	(53,800)	(7%)	(22,900)	(4%)
Maintenance	86,300	64,700	21,600	83,400	62,000	21,400	2,900	3%	2,700	4%	200	1%
Premises Costs	381,600	345,800	35,800	380,200	349,400	30,800	1,400	0%	(3,600)	(1%)	5,000	14%
Transportation	112,900	77,500	35,400	101,300	75,500	25,800	11,600	10%	2,000	3%	9,600	27%
Equipment	163,800	147,900	15,900	165,500	148,700	16,800	(1,700)	(1%)	(800)	(1%)	(900)	(6%)
Office Supplies	68,300	55,300	13,000	75,900	62,900	13,000	(7,600)	(11%)	(7,600)	(14%)	0	0%
Professional Services	197,100	154,800	42,300	187,600	145,800	41,800	9,500	5%	9,000	6%	500	1%
National Landscape Projects	47,800	0	47,800	25,000	0	25,000	22,800	48%	0	0%	22,800	48%
County Council Charges	31,400	22,400	9,000	32,300	22,900	9,400	(900)	(3%)	(500)	(2%)	(400)	(4%)
<b>Total Expenditure</b>	<b>2,439,700</b>	<b>1,623,300</b>	<b>816,400</b>	<b>2,478,400</b>	<b>1,675,900</b>	<b>802,500</b>	<b>(38,700)</b>	<b>(2%)</b>	<b>(52,600)</b>	<b>(3%)</b>	<b>13,900</b>	<b>2%</b>
<b>Transfers to Reserves</b>												
Transfers to Renewals and Repairs	122,600	112,400	10,200	122,600	112,400	10,200	0	0%	0	0%	0	0%
Transfers to Capital Fund	12,000	12,000	0	12,000	12,000	0	0	0%	0	0%	0	0%
Transfers to General Fund	1,600	0	1,600	1,600	0	1,600	0	0%	0	0%	0	0%
<b>Total Transfers to Reserves</b>	<b>136,200</b>	<b>124,400</b>	<b>11,800</b>	<b>136,200</b>	<b>124,400</b>	<b>11,800</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Overall Surplus / (Deficit)</b>	<b>(470,800)</b>	<b>13,600</b>	<b>(484,400)</b>	<b>(460,800)</b>	<b>41,700</b>	<b>(502,500)</b>	<b>10,000</b>	<b>2%</b>	<b>28,100</b>	<b>207%</b>	<b>(18,100)</b>	<b>(4%)</b>
<b>Deficit to be funded by County Councils</b>	<b>470,800</b>			<b>460,800</b>			<b>(10,000)</b>					
Hampshire County Council	235,400			230,400			(5,000)					
West Sussex County Council	235,400			230,400			(5,000)					

**Chichester Harbour Conservancy**

**Site licence Charges**

Class & Category	Weighting	CHC sites	CHC moorings	Less: sites on CHC freehold	Sites on leased land	2024-25 Current Charge £	Gross weighting	Weighted Lease cost £	2025-26 cost per site £	Plus 10.0% overhead charge £	Plus admin fee £ 21.00	Total cost of licence (ex VAT) £	% change from current charge	Total CHC sites	Take-up at Aug 2024	2025-26 Budgeted Income
A1 Premium	1,100	0	10	0	10	<b>755.74</b>	11,000	6,864	686.42	68.64	21.00	<b>776.06</b>	3%	10	10 100.0%	<b>7,761</b>
A2	790	8	34	5	34	<b>548.40</b>	26,860	16,761	492.97	49.30	21.00	<b>563.27</b>	3%	42	41 97.6%	<b>23,094</b>
A2 Premium	870	5	96	0	101	<b>601.91</b>	87,870	54,832	542.89	54.29	21.00	<b>618.18</b>	3%	101	103 102.0%	<b>63,673</b>
A2R	700	8	1	0	9	<b>488.20</b>	6,300	3,931	436.81	43.68	21.00	<b>501.49</b>	3%	9	9 100.0%	<b>4,513</b>
A2R Premium	770	1	0	0	1	<b>535.02</b>	770	480	480.49	48.05	21.00	<b>549.54</b>	3%	1	1 100.0%	<b>550</b>
A3	620	23	22	11	34	<b>434.69</b>	21,080	13,154	386.89	38.69	21.00	<b>446.58</b>	3%	45	39 86.7%	<b>17,417</b>
A3 Premium	680	112	188	0	300	<b>474.82</b>	204,000	127,299	424.33	42.43	21.00	<b>487.76</b>	3%	300	292 97.3%	<b>142,427</b>
A4 Premium	570	23	55	0	78	<b>401.25</b>	44,460	27,744	355.69	35.57	21.00	<b>412.26</b>	3%	78	62 79.5%	<b>25,560</b>
B2	510	1	0	0	1	<b>361.12</b>	510	318	318.25	31.82	21.00	<b>371.07</b>	3%	1	0 0.0%	<b>0</b>
B2R	430	1	0	0	1	<b>307.61</b>	430	268	268.33	26.83	21.00	<b>316.16</b>	3%	1	1 100.0%	<b>316</b>
B3	340	119	20	37	109	<b>247.41</b>	37,060	23,126	212.17	21.22	21.00	<b>254.38</b>	3%	139	118 84.9%	<b>30,017</b>
B3 Premium	370	6	20	25	1	<b>267.48</b>	370	231	230.89	23.09	21.00	<b>274.97</b>	3%	26	21 80.8%	<b>5,774</b>
B4	250	30	0	0	30	<b>187.21</b>	7,500	4,680	156.00	15.60	21.00	<b>192.60</b>	3%	30	30 100.0%	<b>5,778</b>
B4 Premium	275	26	49	26	49	<b>203.94</b>	13,475	8,409	171.60	17.16	21.00	<b>209.76</b>	3%	75	61 81.3%	<b>12,796</b>
C2	220	29	1	13	17	<b>167.15</b>	3,740	2,334	137.28	13.73	21.00	<b>172.01</b>	3%	30	29 96.7%	<b>4,988</b>
C3	160	428	113	164	377	<b>127.02</b>	60,320	37,641	99.84	9.98	21.00	<b>130.83</b>	3%	541	420 77.6%	<b>54,947</b>
C3 Premium	180	1	4	5	0	<b>140.39</b>	0	0	112.32	11.23	21.00	<b>144.56</b>	3%	5	5 100.0%	<b>723</b>
C4	130	45	7	46	5	<b>106.95</b>	650	406	81.12	8.11	21.00	<b>110.23</b>	3%	52	38 73.1%	<b>4,189</b>
C4 Premium	140	18	0	14	4	<b>113.64</b>	560	349	87.36	8.74	21.00	<b>117.10</b>	3%	18	18 100.0%	<b>2,108</b>
D1 Premium	210	0	0	0	0	<b>160.46</b>	0	0	131.04	13.10	21.00	<b>165.15</b>	3%	0	0 0.0%	<b>0</b>
D2	150	1	0	1	0	<b>120.33</b>	0	0	93.60	9.36	21.00	<b>123.96</b>	3%	1	1 100.0%	<b>124</b>
D2 Premium	165	3	0	2	1	<b>130.36</b>	165	103	102.96	10.30	21.00	<b>134.26</b>	3%	3	3 100.0%	<b>403</b>
D3	120	50	0	23	27	<b>100.26</b>	3,240	2,022	74.88	7.49	21.00	<b>103.37</b>	3%	50	49 98.0%	<b>5,065</b>
D3 Premium	130	3	0	3	0	<b>106.95</b>	0	0	81.12	8.11	21.00	<b>110.23</b>	3%	3	3 100.0%	<b>331</b>
D4	100	179	0	53	126	<b>86.89</b>	12,600	7,863	62.40	6.24	21.00	<b>89.64</b>	3%	179	119 66.5%	<b>10,667</b>
D4 Premium	110	39	0	15	24	<b>93.57</b>	2,640	1,647	68.64	6.86	21.00	<b>96.51</b>	3%	39	27 69.2%	<b>2,606</b>
MUD	100	7	0	0	7	<b>86.89</b>	700	437	62.40	6.24	21.00	<b>89.64</b>	3%	7	7 100.0%	<b>627</b>
<b>Total</b>		<b>1,166</b>	<b>620</b>	<b>443</b>	<b>1,346</b>		<b>546,300</b>	<b>340,900</b>						<b>1,786</b>	<b>1,507 84.4%</b>	<b>426,454</b>

Deduct sites with mooring charges 222,800  
**Mooring Site Rental budget 203,700**  
**Private on Private Licence budget 33,800**

For Information Only

**Appendix 3**

**Licences**

**Chichester Harbour Conservancy**

**Conservancy Maintained Moorings Charges**

**Moorings**

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

Class & Category	Weighting	Cons Maintained Moorings	2024-25				2025-26				% increase from current charge	Take-up At 01/08/2024		Budgeted Income 2025-26
			Site Licence Charges (from Appendix 3)	Mooring Charges	Total Charges	Budgeted Income 2024-25	Site Licence Charges (from Appendix 3)	Mooring Charges <b>3.0%</b>	Total Charges					
			£	£	£	£	£	£	£				£	
A1 Premium X	160	0	755.74	1881.16	<b>2636.90</b>	0	776.06	1937.59	<b>2,713.65</b>	2.9%	0	0%	<b>0</b>	
A1 Premium	145	10	755.74	1704.80	<b>2460.54</b>	24,605	776.06	1755.94	<b>2,532.00</b>	2.9%	10	100%	<b>25,320</b>	
A2 X	110	5	548.40	1244.51	<b>1792.90</b>	16,136	563.27	1281.84	<b>1,845.11</b>	2.9%	5	100%	<b>9,226</b>	
A2	100	29	548.40	1131.37	<b>1679.77</b>	41,994	563.27	1165.31	<b>1,728.58</b>	2.9%	28	97%	<b>48,400</b>	
A2 Premium X	115	25	601.91	1352.36	<b>1954.27</b>	60,582	618.18	1392.93	<b>2,011.11</b>	2.9%	25	100%	<b>50,278</b>	
A2 Premium	100	71	601.91	1175.96	<b>1777.87</b>	120,895	618.18	1211.24	<b>1,829.43</b>	2.9%	73	103%	<b>133,548</b>	
A3	80	22	434.69	904.84	<b>1339.53</b>	22,772	446.58	931.98	<b>1,378.56</b>	2.9%	17	77%	<b>23,436</b>	
A3 Premium	80	188	474.82	940.50	<b>1415.33</b>	266,082	487.76	968.72	<b>1,456.48</b>	2.9%	180	96%	<b>262,167</b>	
A4 Premium	65	55	401.25	764.34	<b>1165.59</b>	55,949	412.26	787.27	<b>1,199.53</b>	2.9%	39	71%	<b>46,782</b>	
B3	50	20	247.41	565.93	<b>813.34</b>	13,013	254.38	582.91	<b>837.29</b>	2.9%	14	70%	<b>11,722</b>	
B3 Premium	50	20	267.48	588.05	<b>855.53</b>	16,255	274.97	605.69	<b>880.67</b>	2.9%	20	100%	<b>17,613</b>	
B4 Premium	45	49	203.94	529.16	<b>733.09</b>	30,057	209.76	545.03	<b>754.79</b>	3.0%	37	76%	<b>27,927</b>	
C2	35	1	167.15	396.11	<b>563.26</b>	563	172.01	407.99	<b>580.00</b>	3.0%	1	100%	<b>580</b>	
C3	30	108	127.02	339.72	<b>466.74</b>	20,537	130.83	349.91	<b>480.74</b>	3.0%	47	44%	<b>22,595</b>	
C3 Premium	30	4	140.39	353.11	<b>493.51</b>	1,974	144.56	363.71	<b>508.26</b>	3.0%	4	100%	<b>2,033</b>	
C4	25	6	106.95	282.82	<b>389.77</b>	1,169	110.23	291.30	<b>401.54</b>	3.0%	6	100%	<b>2,409</b>	
<b>Total</b>		<b>613</b>				<b>692,600</b>					<b>506</b>	<b>83%</b>	<b>684,000</b>	

Conservancy Moorings - Daily and Weekly

20,000

50,000

Conservancy Moorings - Chains

13,000

15,000

**TOTAL CONSERVANCY MOORINGS BUDGET**

**725,600**

**749,000**

Chichester Harbour Conservancy

LOA Category (metres) (Up to and including)	Number of Vessels (Aug 24)		Annual Charge for 2024-25 (ex VAT)	Proposed Charge for 2025-26 (ex VAT)	Change	Budgeted Income for 2024-25	Budgeted Income for 2025-26	% + / -
<b>Up to 3M (T/T Parent)</b>	1142	10.57%	£7.88	<b>£9.38</b>	£1.50	£9,876.46	<b>£10,706.25</b>	19.03%
<b>Up to 3M *</b>	1980	18.33%	£15.75	<b>£18.75</b>	£3.00	£7,734.20	<b>£37,125.00</b>	19.03%
<b>Up to 3M D</b>	179	1.66%	£3.94	<b>£4.69</b>	£0.75	£685.21	<b>£839.06</b>	19.03%
<b>Up to 4M (T/T Parent)</b>	53	0.49%	£12.02	<b>£12.39</b>	£0.36	£1,274.62	<b>£656.43</b>	3.00%
<b>Up to 4M</b>	1294	11.98%	£24.05	<b>£24.77</b>	£0.72	£32,611.14	<b>£32,053.67</b>	3.00%
<b>Up to 4M D</b>	89	0.82%	£6.01	<b>£6.19</b>	£0.18	£673.39	<b>£551.15</b>	3.00%
<b>Paddlecraft *</b>	987	9.14%	£15.75	<b>£18.75</b>	£3.00	£33,661.88	<b>£18,506.25</b>	19.03%
<b>Up to 5M</b>	1297	12.01%	£33.46	<b>£34.47</b>	£1.00	£47,615.84	<b>£44,701.67</b>	3.00%
<b>Up to 5M D</b>	99	0.92%	£8.37	<b>£8.62</b>	£0.25	£752.89	<b>£853.02</b>	3.00%
<b>Up to 6M</b>	709	6.56%	£44.23	<b>£45.56</b>	£1.33	£34,634.86	<b>£32,302.43</b>	3.00%
<b>Up to 6M D</b>	13	0.12%	£11.06	<b>£11.39</b>	£0.33	£154.82	<b>£148.07</b>	3.00%
<b>Up to 7M</b>	612	5.67%	£56.35	<b>£58.05</b>	£1.69	£40,237.23	<b>£35,523.73</b>	3.00%
<b>Up to 7M D</b>	15	0.14%	£14.09	<b>£14.51</b>	£0.42	£211.33	<b>£217.67</b>	3.00%
<b>Up to 8M</b>	578	5.35%	£69.85	<b>£71.94</b>	£2.10	£40,371.21	<b>£41,582.34</b>	3.00%
<b>Up to 8M D</b>	2	0.02%	£17.46	<b>£17.99</b>	£0.52	£34.92	<b>£35.97</b>	3.00%
<b>Up to 9M</b>	519	4.81%	£84.69	<b>£87.23</b>	£2.54	£46,747.37	<b>£45,271.27</b>	3.00%
<b>Up to 10M</b>	457	4.23%	£100.90	<b>£103.93</b>	£3.03	£47,926.90	<b>£47,494.04</b>	3.00%
<b>Up to 11M</b>	382	3.54%	£118.46	<b>£122.01</b>	£3.55	£45,843.78	<b>£46,609.02</b>	3.00%
<b>Up to 12M</b>	203	1.88%	£137.39	<b>£141.51</b>	£4.12	£27,615.51	<b>£28,727.00</b>	3.00%
<b>Up to 12M D</b>	2	0.02%	£34.35	<b>£35.38</b>	£1.03	£68.70	<b>£70.76</b>	3.00%
<b>Up to 13M</b>	86	0.80%	£157.67	<b>£162.40</b>	£4.73	£15,767.10	<b>£13,966.50</b>	3.00%
<b>Up to 14M</b>	49	0.45%	£179.31	<b>£184.69</b>	£5.38	£9,862.12	<b>£9,049.84</b>	3.00%
<b>Up to 15M</b>	19	0.18%	£202.31	<b>£208.38</b>	£6.07	£3,439.29	<b>£3,959.23</b>	3.00%
<b>Up to 16M</b>	10	0.09%	£226.67	<b>£233.47</b>	£6.80	£2,040.04	<b>£2,334.72</b>	3.00%
<b>Up to 17M</b>	6	0.06%	£252.39	<b>£259.96</b>	£7.57	£2,271.52	<b>£1,559.78</b>	3.00%
<b>Up to 18M</b>	6	0.06%	£267.92	<b>£275.96</b>	£8.04	£1,607.51	<b>£1,655.73</b>	3.00%
<b>Up to 19M</b>	1	0.01%	£283.44	<b>£291.95</b>	£8.50	£283.44	<b>£291.95</b>	3.00%
<b>Up to 20M</b>	3	0.03%	£298.97	<b>£307.94</b>	£8.97	£896.91	<b>£923.82</b>	3.00%
<b>20M</b>	4	0.04%	£314.50	<b>£323.93</b>	£9.43	£1,257.98	<b>£1,295.72</b>	3.00%
<b>20M + D</b>	4	0.04%	£235.88	<b>£242.95</b>	£7.08	£943.51	<b>£971.82</b>	3.00%
<b>Total Vessels</b>	<b>10800</b>					<b>£457,101.67</b>	<b>£459,983.91</b>	<b>5.14%</b>

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

£19,000.00

Visitor Dues

£18,000

**Total**

**£496,983.91**

\* Income variations due to categorisation of up to 3m vessels vs paddlecraft. 2024-25 budget estimated number of paddlecraft of existing up to 3m vessels. 2025-26 projection uses actual number of vessels paying paddlecraft rate.

## Reserves and Balances 2024 - 2028

Reserve	2024-25			2025-26		2026-27		2027-28	
	Opening Bal 2024-25	Net Movement 2024-25	Closing Bal 2024-25	Net Movement 2025-26	Closing Bal 2025-26	Net Movement 2026-27	Closing Bal 2026-27	Net Movement 2027-28	Closing Bal 2027-28
<b>Total Renewals and Repairs</b>	<b>1,429,783</b>	- 245,748	<b>1,184,035</b>	- 56,373	<b>1,127,662</b>	- 82,388	<b>1,045,274</b>	<b>68,609</b>	<b>1,113,883</b>
<b>Capital Fund</b>									
Known Projects	618,652	(429,517)	189,135	(6,620)	182,515	17,655	200,171	18,185	218,356
Likely Projects	1,410,803	70,540	1,481,343	- 246,746	1,234,597	-	1,271,635	38,149	1,309,784
<b>Total Capital Fund</b>	<b>2,029,455</b>	- 358,977	<b>1,670,479</b>	- 253,366	<b>1,417,112</b>	<b>17,655</b>	<b>1,471,806</b>	<b>56,334</b>	<b>1,528,140</b>
<b>General Reserve</b>									
Self Insurance Fund	112,691	5,635	118,326	4,733	123,059	3,692	126,751	3,803	130,553
East Head Defence Fund	19,867	993	20,860	834	21,694	651	22,345	670	23,016
Harbour Infrastructure Reserve	9,072	454	9,526	381	9,907	297	10,204	306	10,510
Strategic Environmental Reserve	38,218	1,911	40,129	1,605	41,734	1,252	42,986	1,290	44,275
Revenue Balances	1,172,800	58,640	1,231,440	49,258	1,280,698	38,421	1,319,119	39,574	1,358,692
Restricted Reserves	519,882	(80,928)	438,954	19,190	458,144	15,368	473,513	15,829	489,342
AONB Reserve (Project balances)	103,392	(103,392)	-	0	-	-	-	-	-
Chidham Bund Fund	404,269	20,213	424,482	16,979	441,462	13,244	454,705	13,641	468,347
Eames Farm Contingency Fund	12,221	2,251	14,472	2,211	16,683	2,124	18,807	2,188	20,996
<b>Total General Reserve</b>	<b>1,872,530</b>	- 13,296	<b>1,859,234</b>	<b>76,001</b>	<b>1,935,236</b>	<b>59,681</b>	<b>1,994,917</b>	<b>61,472</b>	<b>2,056,388</b>
<b>Total All Reserves</b>	<b>5,331,768</b>	- 618,021	<b>4,713,748</b>	- 233,737	<b>4,480,010</b>	- 5,051	<b>4,511,997</b>	<b>186,414</b>	<b>4,698,411</b>



## Repairs and Renewals Fund

## Replacement Programme

Year	Assets to be Replaced	Life in years	Cost Prices	Net Cost after deducting trade in value if appropriate
2024-25	Cheetah Catamaran Refurb	10	5,000	5,000
	Rib 1 Refurb	5	24,000	24,000
	Itchenor Pontoon	15	143,000	143,000
	Outboards	5	16,000	12,000
	Van 1	10	25,000	23,000
	Mooring Vessel Refit	20	186,100	186,100
	Mooring Vessel Azipod	12	35,000	35,000
	Mooring Vessel Misc Maintenance	1	4,000	4,000
				<b>438,100</b>
2025-26	Misc Piles	50	91,100	91,100
	Ems Floating Pontoon- Piles	30	37,400	37,400
	Dell Quay pontoons	15	69,100	69,100
	Van 2	10	28,600	26,600
	Mooring Vessel Misc Maintenance	1	4,100	4,100
			<b>230,300</b>	<b>228,300</b>
2026-27	Rib 2 Replacement	10	188,900	178,900
	Emsworth Jetty - Piles	30	35,400	35,400
	Mooring Vessel Misc Maintenance	1	4,200	4,200
			<b>228,500</b>	<b>218,500</b>
2027-28	Emsworth Floating Pontoon - Pontoon	15	65,500	65,500
	Mooring Vessel Misc Maintenance	1	4,300	4,300
			<b>69,800</b>	<b>69,800</b>
2028-29	RIB 1 Replacement	5	111,400	101,400
	Landrover	15	42,400	38,300
	Minibus	6	80,800	78,800
	Mooring Vessel Misc Maintenance	1	4,300	4,300
			<b>238,900</b>	<b>222,800</b>

Extract from Renewals and Repairs Fund  
Vessels, Vehicles and Harbour Infrastructure

Year	Opening Balance	Contribution *	Interest	Purchases	Closing Balance	Assets to be Replaced
2024 - 25	1,376,205	117,500	60,943	432,174	1,122,473	Cheetah Catamaran, Rib 1 Refurb, Itchenor Pontoon - Pontoon, Outboards, VAN 1 (HV09 EOT), Mooring Vessel Refit, Mooring Vessel Azipod, Mooring Vessel Misc Maintenance,
2025 - 26	1,122,473	117,500	42,682	228,350	1,054,304	MISC Piles, Ems Floating Pontoon - Piles, Dell Quay pontoons (HLF), VAN 2 (HV12 FLG), Mooring Vessel Misc Maintenance,
2026 - 27	1,054,304	120,000	42,715	218,501	998,518	Rib 2 Replace, Emsworth Jetty - Piles, Mooring Vessel Misc Maintenance,
2027 - 28	998,518	122,500	40,995	69,767	1,092,247	EMS Floating Pontoon - Pontoon, Mooring Vessel Misc Maintenance,
2028 - 29	1,092,247	124,950	31,299	222,825	1,025,671	Rib 1 Replace, Landrover, Minibus, Mooring Vessel Misc Maintenance,
2029 - 30	1,025,671	127,449	26,468	61,375	1,118,212	Itchenor Pontoon - Piles, Mooring Vessel Misc Maintenance,
2030 - 31	1,118,212	129,998	28,758	65,758	1,211,211	EMS, SB Batteries, Mooring Vessel Misc Maintenance,
2031 - 32	1,211,211	132,598	29,770	173,435	1,200,144	Cheetah Catamaran, Rib 2 Refurb, West Pole, Mooring Vessel Misc Maintenance,
2032 - 33	1,200,144	135,250	31,636	4,696	1,362,333	Mooring Vessel Misc Maintenance,
2033 - 34	1,362,333	137,955	35,363	33,555	1,502,095	Rib 1 Refurb, Mooring Vessel Misc Maintenance,
2034 - 35	1,502,095	140,714	37,143	173,469	1,506,482	VAN 2 (HV12 FLG), VAN 1 (HV09 EOT), JCB, Mooring Vessel Crane, Mooring Vessel Misc Maintenance,
2035 - 36	1,506,482	143,528	39,394	4,983	1,684,421	Mooring Vessel Misc Maintenance,
2036 - 37	1,684,421	146,399	41,412	202,281	1,669,951	Rib 2 Replace, Mooring Vessel Azipod, Mooring Vessel Misc Maintenance,
2037 - 38	1,669,951	149,327	41,267	187,842	1,672,703	Emsworth Jetty - Pontoon, Outboards, SB Batteries, Mooring Vessel Misc Maintenance,
2038 - 39	1,672,703	152,313	42,507	97,128	1,770,396	Rib 1 Replace, Mooring Vessel Misc Maintenance,
2039 - 40	1,770,396	155,360	36,953	739,937	1,222,771	Itchenor Jetty - Pontoon, Itchenor Pontoon - Pontoon, Dell Quay pontoons (HLF), Mooring Vessel Misc Maintenance,
2040 - 41	1,222,771	158,467	31,825	58,008	1,355,055	Bar Beacon, Mooring Vessel Misc Maintenance,
2041 - 42	1,355,055	161,636	35,414	38,654	1,513,450	Rib 2 Refurb, Mooring Vessel Misc Maintenance,
2042 - 43	1,513,450	164,869	37,638	180,751	1,535,206	EMS Floating Pontoon - Pontoon, Minibus, Mooring Vessel Misc Maintenance,
2043 - 44	1,535,206	168,166	39,111	109,697	1,632,786	Rib 1 Refurb, Outboards, Landrover, Mooring Vessel Misc Maintenance,
2044 - 45	1,632,786	171,530	41,861	88,248	1,757,928	VAN 2 (HV12 FLG), SB Batteries, VAN 1 (HV09 EOT), Mooring Vessel Misc Maintenance,
2045 - 46	1,757,928	174,960	45,186	75,939	1,902,135	EMS, Mooring Vessel Misc Maintenance,
2046 - 47	1,902,135	178,459	47,394	191,182	1,936,806	Rib 2 Replace, Mooring Vessel Misc Maintenance,
2047 - 48	1,936,806	182,029	50,617	6,320	2,163,131	Mooring Vessel Misc Maintenance,
2048 - 49	2,163,131	185,669	54,214	174,804	2,228,210	Rib 1 Replace, Mooring Vessel Azipod, Mooring Vessel Misc Maintenance,
2049 - 50	2,228,210	189,383	54,773	263,927	2,208,439	Itchenor Jetty - Piles, Outboards, JCB, Mooring Vessel Crane, Mooring Vessel Misc Maintenance,
2050 - 51	2,208,439	193,170	57,542	6,707	2,452,444	Mooring Vessel Misc Maintenance,
2051 - 52	2,452,444	197,034	61,948	146,072	2,565,354	Cheetah Catamaran, SB Batteries, Mooring Vessel Misc Maintenance,
2052 - 53	2,565,354	200,974	63,411	258,810	2,570,929	Rib 2 Refurb, Emsworth Jetty - Pontoon, Mooring Vessel Misc Maintenance,
2053 - 54	2,570,929	204,994	65,100	138,828	2,702,195	Rib 1 Refurb, West Pole, Mooring Vessel Misc Maintenance,
2054 - 55	2,702,195	209,094	55,053	1,209,237	1,757,105	Itchenor Jetty - Pontoon, Emsworth Jetty - Piles, Itchenor Pontoon - Pontoon, Ems Floating Pontoon - Piles, Dell Quay pontoons (HLF), VAN 2 (HV12 FLG), VAN 1 (HV09 EOT), Mooring Vessel Misc Maintenance,
2055 - 56	1,757,105	213,275	46,227	29,324	1,987,284	Outboards, Mooring Vessel Misc Maintenance,
2056 - 57	1,987,284	217,541	49,506	231,620	2,022,711	Rib 2 Replace, Mooring Vessel Misc Maintenance,
2057 - 58	2,022,711	221,892	50,301	243,267	2,051,636	EMS Floating Pontoon - Pontoon, Minibus, Mooring Vessel Misc Maintenance,
2058 - 59	2,051,636	226,330	51,246	229,904	2,099,308	Rib 1 Replace, Landrover, SB Batteries, Mooring Vessel Misc Maintenance,
2059 - 60	2,099,308	230,856	53,979	111,173	2,272,970	Itchenor Pontoon - Piles, Mooring Vessel Misc Maintenance,
2060 - 61	2,272,970	235,473	32,067	2,216,031	324,479	Mooring Vessel, EMS, Bar Beacon, Mooring Vessel Misc Maintenance,

\* Total budgeted contribution of £122,600 includes the £117,500 for these items plus £5,100 transferred to the IT update reserve

<b>Grants / Income</b>	<b>Anticipated Grant</b>	<b>Staffing Costs (Not include within Appendix 1)</b>	<b>Notes</b>
Friends	10,000.00	0.00	Assuming £10,000 contribution to Education
Farming in Protected Landscapes	46,904.00	27,600.00	Figure confirmed from DEFRA
Solent Seascape Project	87,000.00	73,100.00	Estimate as SSP financial year runs from September - October
Bird Aware Solent	51,000.00	0.00	
<b>Total</b>	<b>194,904.00</b>	<b>100,700.00</b>	

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

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

The FiPL programme is funded through DEFRA with 2026-27 being the final year of confirmed funding. Staffing costs of £27,600 are met from this confirmed grant (not included within figure in Appendix 1)

The Solent Seascape Project is scheduled to run to September 2027. Staffing costs of £73,100 are met from this confirmed grant. (Not included within figure in Appendix 1)

## **CHICHESTER HARBOUR CONSERVANCY**

### **Revenue Budget Prospects 2026-27 and 2027-28**

#### **Report by the Finance Manager and CEO**

#### **Introduction**

1. This report provides a summary **draft budget** for 2026-27 and 2027-28 in order to inform future planning.
2. Appendix 1 summarises the draft budgets for both years.
3. Appendix 2 details anticipated movement within the reserves for both years.
4. Budgets are shown at outturn prices and based on the following assumptions:
  - a. Anticipated CPI rates for 2026-27 and 2027-28 of 1.6% and 1.9% respectively, as per the forecast published by the Office for budget Responsibility<sup>1</sup>
  - b. Increases to costs of leases and licences have been included where known, or an estimate made.
  - c. An assumed 2% increase in public sector pay is included for each of the budget years.
  - d. Vessel numbers within the Harbour will stay broadly similar to those at August 2024, used to calculate harbour dues.
  - e. Mooring take up will remain around the August 2024 level of 83%.
  - f. Income generated by the new berths on the Itchenor jetty remains at the assumed 2025-26 level.

#### **Income Variations in Excess of £10,000 (over the 2-year period)**

5. Harbour Dues – Increase of £17,500. This increase is as a result of a CPI increase across all tariffs, assuming type and total number of vessels remains similar. As noted within the 2025-26 budget paper there is a risk that vessel numbers will continue to decline.
6. Moorings Income – Increase of £33,100. This increase is again as a result of CPI increases across all charges. This income is also at risk as the mooring let has declined in the past 12 months and may continue to do so into this budget period.
7. Lease / Licence Income – Reduction of £69,700. This reduction is as a result of the termination of one income generating lease at the end of March 2027. There is further uncertainty surrounding a different income generating lease which is due for renewal in 2025 – previously mentioned in the 2025-26 budget papers.

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<sup>1</sup> <https://obr.uk/forecasts-in-depth/the-economy-forecast/inflation/#CPI>

**Expenditure Variations in Excess of £10,000 (over the 2-year period)**

8. Staffing Costs – Increase of £87,700. This increase maintains the current staffing structure and includes incremental costs for staff moving through the pay scale within their band. Also included is a 2% assumed pay increase each year – actual pay award will be agreed at a national level.

**Overall Deficit**

9. Deficit – Increase of £104,600. This significant variance reflects loss of income and increasing costs over the two-year period.

**Summary**

10. Chichester Harbour Conservancy (CHC), and the environment it operates within, is transitioning a period of considerable change, bringing greater uncertainty than previous years. The more passive income streams have likely been lost or are at risk and there are fewer opportunities to generate income within the shrinking market for the traditional services, such as swinging moorings, offered by CHC.
11. The deficit projected for 2027-28 of £570,400 still sits comfortably within the maximum deficit contribution, set out in the 1971 Act. However, this potentially increased reliance on County Council contributions is not desirable and actions should be taken to increase funding streams to offset that reliance.
12. However, CHC remains a lean organisation with few opportunities for cost savings without failing to meet its statutory mandate.

**Recommendations**

13. The Conservancy is recommended to consider and note the draft budget prospects for 2026-27 and 2027-28.

**Mel Belderson**  
Finance Manager

**Matt Briers CBE**  
CEO

## Budget Prospects 2026-27 and 2027-28

	Proposed Budget 2025-26	Draft Budget 2026-27	Variation	Draft Budget 2027-28	Variation	Total Variation
<b>Income</b>						
Harbour Dues	497,000	505,000	8,000	514,500	9,500	17,500
Moorings Income	986,500	1,001,500	15,000	1,019,600	18,100	33,100
Lease / Licence income	247,100	249,700	2,600	177,400	(72,300)	(69,700)
Grants and Donations	173,100	175,900	2,800	179,200	3,300	6,100
Other Income	250,100	252,600	2,500	255,600	3,000	5,500
<b>Total Income</b>	<b>2,153,800</b>	<b>2,184,700</b>	<b>30,900</b>	<b>2,146,300</b>	<b>(38,400)</b>	<b>(7,500)</b>
<b>Expenditure</b>						
Staffing Costs	1,427,200	1,473,800	(46,600)	1,514,900	(41,100)	(87,700)
Maintenance	83,400	83,700	(300)	84,000	(300)	(600)
Premises Costs	380,200	381,300	(1,100)	382,700	(1,400)	(2,500)
Transportation	101,300	101,900	(600)	102,600	(700)	(1,300)
Equipment	165,500	167,200	(1,700)	169,100	(1,900)	(3,600)
Office Supplies	75,900	75,900	0	75,900	0	0
Professional Services	187,600	187,900	(300)	188,300	(400)	(700)
NL Projects	25,000	25,000	0	25,000	0	0
County Council Charges	32,300	32,600	(300)	33,000	(400)	(700)
<b>Total Expenditure</b>	<b>2,478,400</b>	<b>2,529,300</b>	<b>(50,900)</b>	<b>2,575,500</b>	<b>(46,200)</b>	<b>(97,100)</b>
<b>Transfers to Reserves</b>						
Transfers to Renewals and Repairs	134,600	137,100	(2,500)	139,600	(2,500)	(5,000)
Transfers to General Fund	1,600	1,600	0	1,600	0	0
<b>Total Transfers to Reserves</b>	<b>136,200</b>	<b>138,700</b>	<b>(2,500)</b>	<b>141,200</b>	<b>(2,500)</b>	<b>(5,000)</b>
<b>Overall Deficit</b>	<b>(460,800)</b>	<b>(483,300)</b>	<b>(20,000)</b>	<b>(570,400)</b>	<b>(84,600)</b>	<b>(104,600)</b>
<i>Comprising:</i>						
AONB Deficit	(502,500)	(514,700)	(12,200)	(532,700)	(18,000)	(30,200)
Harbour Surplus	41,700	31,400	(10,300)	(37,700)	(69,100)	(79,400)
<b>Deficit to be funded by County Councils</b>	<b>460,800</b>	<b>483,300</b>	<b>20,000</b>	<b>570,400</b>	<b>84,600</b>	<b>104,600</b>
Hampshire County Council	230,400	241,650	10,000	285,200	42,300	52,300
West Sussex County Council	230,400	241,650	10,000	285,200	42,300	52,300

## Reserves and Balances 2024 - 2028

Reserve	2024-25			2025-26		2026-27		2027-28	
	Opening Bal 2024-25	Net Movement 2024-25	Closing Bal 2024-25	Net Movement 2025-26	Closing Bal 2025-26	Net Movement 2026-27	Closing Bal 2026-27	Net Movement 2027-28	Closing Bal 2027-28
<b>Total Renewals and Repairs</b>	<b>1,429,783</b>	- 245,748	<b>1,184,035</b>	- 56,373	<b>1,127,662</b>	- 82,388	<b>1,045,274</b>	<b>68,609</b>	<b>1,113,883</b>
<b>Capital Fund</b>									
Known Projects	618,652	(429,517)	189,135	(6,620)	182,515	17,655	200,171	18,185	218,356
Likely Projects	1,410,803	70,540	1,481,343	- 246,746	1,234,597	-	1,271,635	38,149	1,309,784
<b>Total Capital Fund</b>	<b>2,029,455</b>	- 358,977	<b>1,670,479</b>	- 253,366	<b>1,417,112</b>	<b>17,655</b>	<b>1,471,806</b>	<b>56,334</b>	<b>1,528,140</b>
<b>General Reserve</b>									
Self Insurance Fund	112,691	5,635	118,326	4,733	123,059	3,692	126,751	3,803	130,553
East Head Defence Fund	19,867	993	20,860	834	21,694	651	22,345	670	23,016
Harbour Infrastructure Reserve	9,072	454	9,526	381	9,907	297	10,204	306	10,510
Strategic Environmental Reserve	38,218	1,911	40,129	1,605	41,734	1,252	42,986	1,290	44,275
Revenue Balances	1,172,800	58,640	1,231,440	49,258	1,280,698	38,421	1,319,119	39,574	1,358,692
Restricted Reserves	519,882	(80,928)	438,954	19,190	458,144	15,368	473,513	15,829	489,342
AONB Reserve (Project balances)	103,392	(103,392)	-	0	-	-	-	-	-
Chidham Bund Fund	404,269	20,213	424,482	16,979	441,462	13,244	454,705	13,641	468,347
Eames Farm Contingency Fund	12,221	2,251	14,472	2,211	16,683	2,124	18,807	2,188	20,996
<b>Total General Reserve</b>	<b>1,872,530</b>	- 13,296	<b>1,859,234</b>	<b>76,001</b>	<b>1,935,236</b>	<b>59,681</b>	<b>1,994,917</b>	<b>61,472</b>	<b>2,056,388</b>
<b>Total All Reserves</b>	<b>5,331,768</b>	- 618,021	<b>4,713,748</b>	- 233,737	<b>4,480,010</b>	- 5,051	<b>4,511,997</b>	<b>186,414</b>	<b>4,698,411</b>

## CHICHESTER HARBOUR CONSERVANCY

25 November 2024

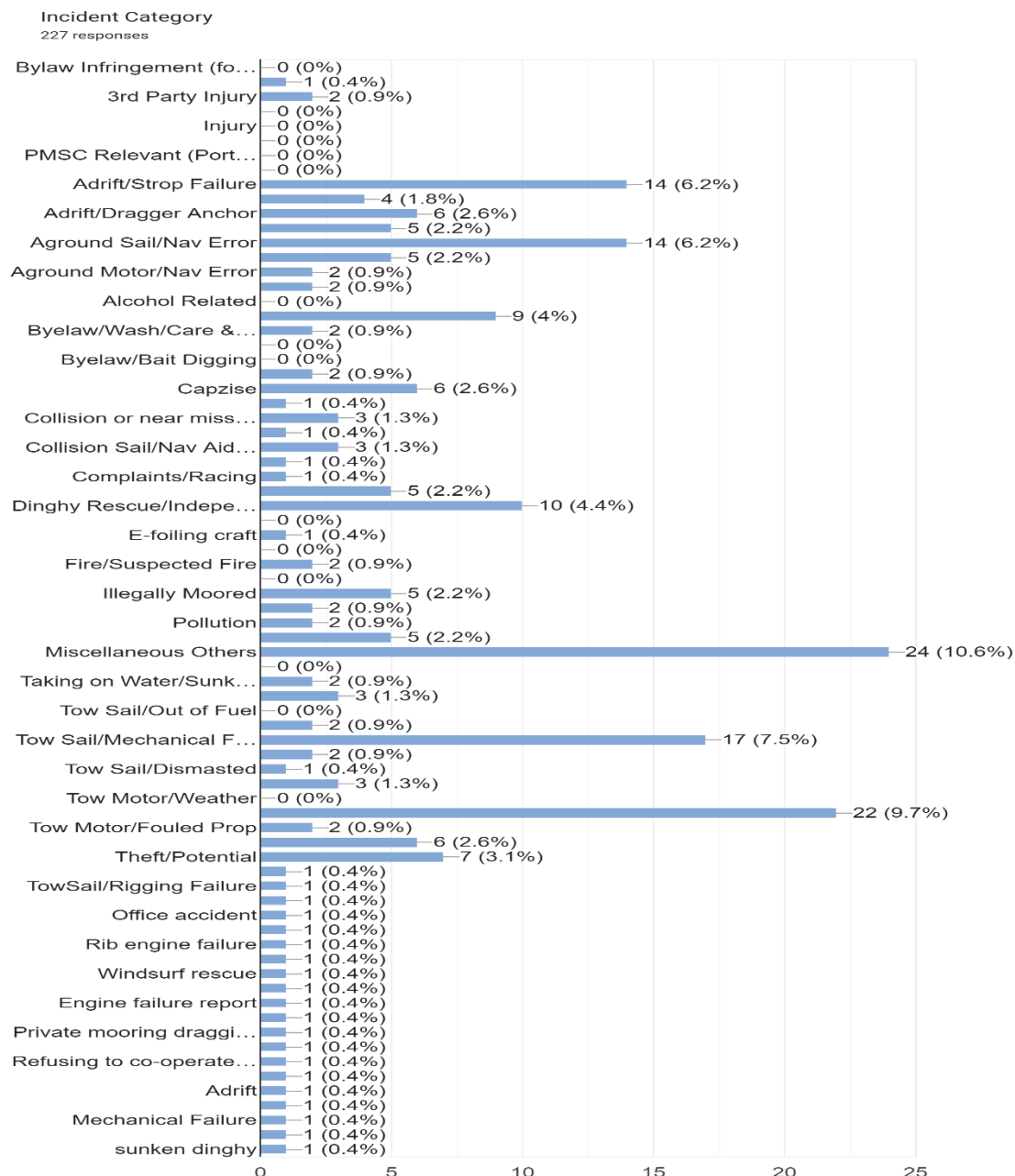
### PORT MARINE SAFETY CODE UPDATE

**TO NOTE**

#### 1 Reported incidents

1.1 A total of 227 incidents have been reported between 1<sup>st</sup> of July to 23<sup>rd</sup> October 2024, the large increase in reports is the new and easier reporting tool being used, the accuracy of the reporting will be improved in time with training and better understanding (explains some outlying responses)

1.2 A breakdown of these incidents are as follows:





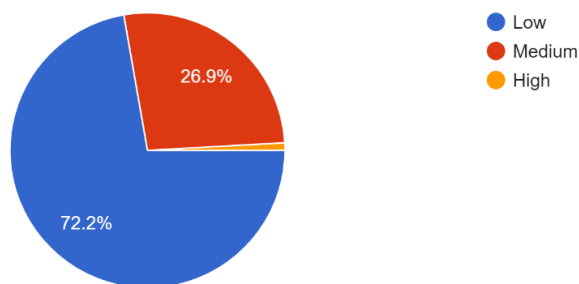
### 1.3 Notable incidents:

- 1.3.1 Towage: 47 (20.7%) reported incidents of Harbour staff required to tow stricken vessels, with 9.7% (22) of total incidents being Tow Motor/Mechanical Failure and 7.5% (17) of total incidents being Sail/Mechanical Failure.
- 1.3.2 Adrift: 29 (12.8%) reported incidents of vessels adrift, of these 6.2% (14) were Strop failure,
- 1.3.3 Aground: 23 (10.2%) reported incidents of vessels running aground, of these 6.2% (14) were sail/Nav errors
- 1.3.4 Collision/near miss: 9 (3.8%) reported Collisions/near miss within the harbour, with 3 (1.3%) reported as Sail & motor and 3 (1.3%) reported as Sail & Nav aid.
- 1.3.5 Taking on water/Capsized: 11 (5.8%) reported incidents within the harbour, 6 (2.6%) of vessels capsizing (all small dinghies)
- 1.3.6 Complaints: 5 (2.2%) of reported Complaints, all of which are about other harbour users miss behaving.
- 1.3.7 Theft: 13 (5.7%) reports of theft within the harbour, of these 6(2.6%) being confirmed, relations with local police marine unit has helped to speed up reporting.

### 1.4 Incident Data:

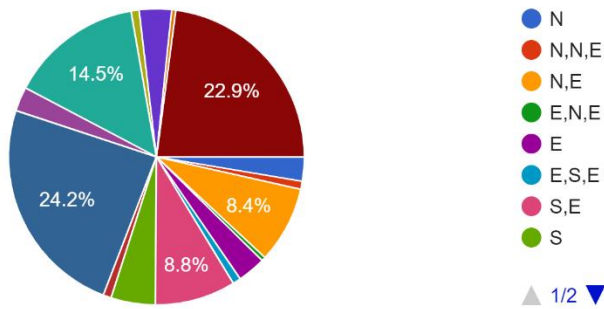
- 1.4.1 Seriousness: 2 marked as high, one man overboard and one rapid sinking of a swallow with 3-man overboard

Seriousness  
227 responses



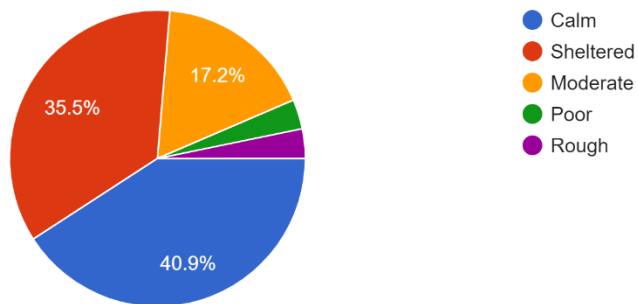
- 1.4.2 Wind Direction: as expected with a larger percentage of incidents happening with a south westerly wind (55, 24.2%) as that can make choppy conditions within the harbour.

Wind Direction  
227 responses



1.4.3 Sea State: nothing unexpected

Sea State  
93 responses



**2 Prosecutions and Enforcement**

In progress - 1

Awaiting Court date - 2

Complete - 3 (max fine of £1666)

Final Harbour master warning - 4

Written warnings - 38

**3.0 Harbour Revision Order**

3.1 The HRO continues to be delayed due to election.

**Jo Cox**

**Harbour Master**



- 1.2 The dredge will be carried out using a backhoe dredger from a spud leg barge, loading into a self-propelled split hopper barge. The applicant proposes that the excavated material will be deposited at the Nab Spoil Grounds.
- 1.3 The estimated dredge volume is in the order of 10,000m<sup>3</sup>. MMO Marine Licence allows for 30,000m<sup>3</sup> of material to be dredged/disposed over a 10-year period, with no individual campaigns exceeding 12,000m<sup>3</sup>. As such, this dredging is within the limits of the Marine Licence.
- 1.5 MDL currently have an MMO Licence L/2024/00117/1 valid until 30 April 2034, covering the dredging activities.

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

- 2.1 This is a routine maintenance dredge required to maintain good access for the vessels using Sparkes Marina and is within the usual parameters described in the Chichester Harbour, Dredging Protocol Baseline Document. It is recommended that the Conservancy approves the maintenance dredge of areas 1 to 12 and 15 at Sparkes Marina to excavate and dispose of a maximum of 12,000m<sup>3</sup> to be disposed of at the Nab Tower disposal site. Subject to the terms of the Dredge Licence.

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

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

To: Marina Developments Ltd The Yacht Club, 1 Channel Way, Southampton, Hampshire, SO14 3QF
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In accordance with Section 46 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out the dredging of a maximum of 12,000 cubic metres of silt/mud within **Sparkes Marina**, and deposit it at the Nab Tower disposal site, as set out in your application dated 27 August 2024, subject to the following conditions:

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

- (11) The total volume of material to be dredged must not exceed 12,000m<sup>3</sup>.
- (12) In the event that any archaeology is found during the dredging and disposal, English Heritage must be informed immediately.
- (13) The Licensee is to indemnify the Conservancy fully and effectually from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this Licence.
- (14) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents etc, which may be required under any other Act or from any owner or occupier of land or premises affected by the works, including but not exclusive to planning permission and MMO licences, copies of which, as appropriate, should be submitted to the harbour office prior to works commencing.
- (15) The Licensee shall give the Harbour Master at least forty-eight hours' notice of the date and time of commencement of the dredging and shall inform the Harbour Master immediately in the event that there are any problems at any stage whether as to the dredging carriage or dumping of spoil or any other matters which may affect the Licensee's ability to comply with the terms of the Licence.
- (16) The Conservancy may revoke this Licence if it appears to the Conservancy that the holder of the Licence is in breach of any condition included in it.
- (17) The terms of this Licence are binding on any contractors or agents of the licensee and the Licensee shall if appointing any such contractor or agent first inform the Conservancy and confirm that any such contractual or agency arrangement is subject to the terms hereof.
- (18) The Licensee shall arrange for the contractors to meet with the Harbour Master a minimum of two weeks before the dredge to:
  - (i) confirm licensing of vessels and qualifications of masters;
  - (ii) approve vessel movements into and within the harbour, vessel conditions, moorings and safe methods of work, and to confirm details for Notice to Mariners.
- (19) This Licence expires 31 January 2025

Dated 28<sup>th</sup> October 2024

Captain Jo Cox  
Harbour Master

**CHICHESTER HARBOUR CONSERVANCY**

**01 AUGUST 2024**

**APPLICATION FOR WORKS LICENCE**

SITE ADDRESS: **71 Eastoke Avenue, Hayling Island, PO11 9QP**

PROPOSED DEVELOPMENT: **Dock Repairs**

**1.0 Introduction**

1.1 This project entails the repairs to the outer dock wall of this residential property on southeast Hayling Island. The resident describes the wall as in poor condition with risk of failure.



1.2 The applicant wishes to complete the work this year.

**2.0 Extent of Works**

2.1 The applicant has been advised by CHC that the works are to only be undertaken during the summer period to avoid disturbance to any overwintering migrating birds, between 1 April and 30 September.

2.2 The applicant submitted hard copies of the paperwork.







- 2.3 The wall is to be repaired and finished at 2.9m above ordnance datum (AOD). The walls on the west side of the dock are also failing and these will be repaired using suitable stone or blockwork. The top level will match the existing border fence. All repairs will be on the inside face and there will be no visual change from the water.
- 2.4 An existing timber footbridge will be replaced on a like-for-like basis.
- 2.5 Any matters above MHWS, e.g. the decking, have been granted planning permission. The Works Licence is only applicable to the parts of the project below MHWS.

### **3.0 Comment**

- 3.1 There is little room to rollback the sea defence in this location, due to the presence of properties.
- 3.2 The project has secured an MMO Licence (provided to CHC) and planning permission (APP/23/00892). Interestingly, neither consent sought to restrict activities during the overwintering period. The applicant has been informed this will form part of the Works Licence, if it is approved.

### **4.0 Recommendation**

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

Author:

**Richard Austin**

Director of Chichester Harbour National Landscape

## **CHICHESTER HARBOUR CONSERVANCY ACT 1971**

### SECTION 45

#### WORKS LICENCE

To: Mr C. Hutton, 71 Eastoke Avenue, Hayling Island, PO11 9QP.

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out Dock Repairs to the above property:

- (i) The works shall at all times be maintained in a safe, secure and serviceable condition so as not to cause danger or obstruction to Harbour users.
- (ii) The works shall not damage the mudland.
- (iii) The works are to be carried out in accordance with the plans, sections and particulars of the works as submitted to and approved by the Conservancy, a copy of which is attached to and forms part of this Licence. The works are only permitted to take place between 1 April and 30 September.
- (iv) The repairs are to be strictly as detailed in the Works Licence application submitted to the Conservancy.
- (v) The Licensee is to fully and effectually indemnify the Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this Licence.
- (vi) The works are to be completed to the satisfaction of the Harbour Master and the site is to be left in a clean and tidy condition.
- (vii) The Conservancy may revoke this Licence if it appears to the Conservancy that the holder of the Licence is in breach of any condition included in it.
- (viii) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents, permits, licences or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works.
- (ix) The Licensee shall give the Conservancy at least forty-eight hours' notice of the date and time of commencement of the works.
- (x) This Licence expires on 30 September 2025.

Dated 01 August 2024.

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

**CHICHESTER HARBOUR CONSERVANCY**

**27 AUGUST 2024**

**APPLICATION FOR WORKS LICENCE**

SITE ADDRESS: **Mermaid Cottage, Shore Road, Bosham, PO18 8QL**

PROPOSED DEVELOPMENT: **Jetty Repairs**

**1.0 Introduction**

1.1 It is proposed to replace the 9 pairs of existing timber posts, existing treads and joists on a 16m section of the existing timber jetty at Mermaid Cottage, Shore Road Bosham, as shown in Figure 1 above. Mermaid Cottage jetty is a standalone intertidal structure to the north of Shore Road. It is a requirement of the Manor of Bosham to maintain this jetty structure and keep it in good order. No other works other than the replacement of the 9 pairs of timber posts, oak treads, and joists to be replaced in this 16m section is proposed. It is proposed to remove and replace each post by hand, likewise with joists and treads.

**Figure 1 Mermaid cottage jetty**



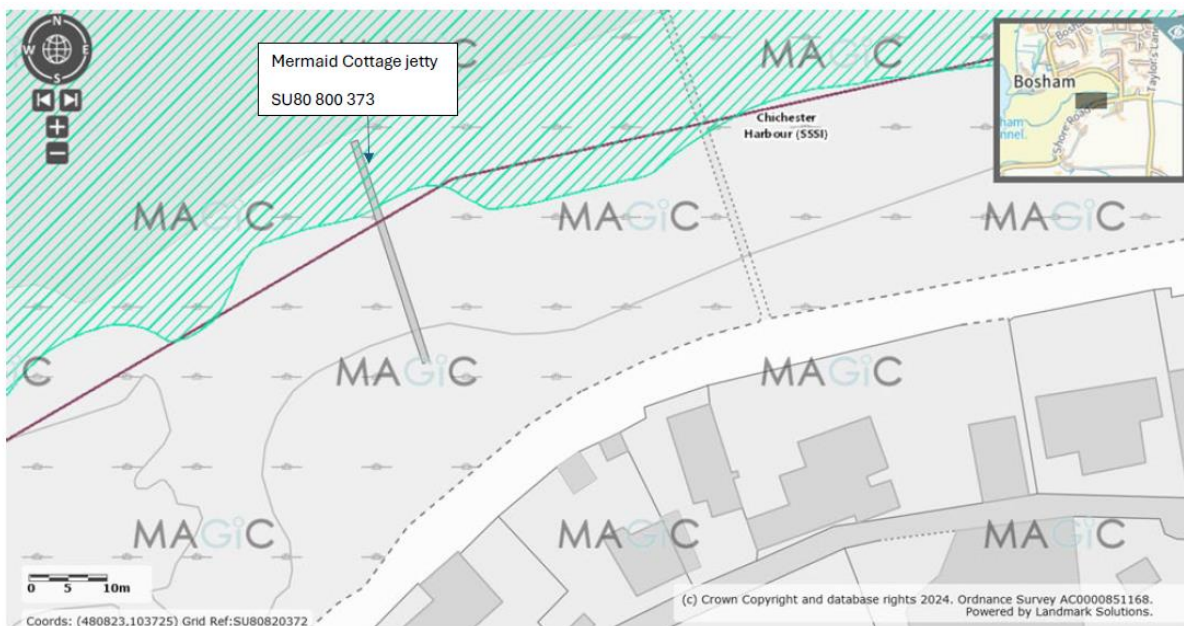
1.2 The applicant wishes to complete the work in September this year.

**2.0 Extent of Works**

2.1 The applicant has been advised by CHC that the works are to only be undertaken during the summer period to avoid disturbance to any overwintering migrating birds, between 1 April and 30 September. The start date is weather dependent. Works will be carried out in dry calm conditions between high tides and during normal working business hours.

- 2.2 A risk assessment of safe working procedures to protect personnel, the public and the environment has been prepared.
- 2.3 To the west and east side of this section of the existing jetty is an area of mudflat. This can be walked over on foot with care. However, to avoid disturbance a pallet with a sheet of plywood will be laid on the mud to allow safe digging of the post holes where needed. All dug material will be left in situ and post holes backfilled. No concrete will be used. Each post hole will be approximately 600mm deep with an 20mm iron bar to act as a deadman at the bottom of the post. All the old timbers will be removed from site and disposed of safely. JRB Environmental has an Environment Agency Waste Disposal licence.

Site Plan Mermaid Cottage Jetty



**Figure 2** Jetty with area of mudflat to the west accessible by foot



**Figure 3** Jetty with area of mudflat to the east accessible by foot



### **3.0 Comment**

- 3.1 This project is like in terms of dimensions, position and materials. It is important to note as this replacement proposal is like for like there will be no increased impact on the Chichester Harbour SSSI.
- 3.2 The project has secured and provided to CHC evidence of; SSSI consent, approval for MMO self-service licence and EA flood risk activity permit.

### **4.0 Recommendation**

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

Author:

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

## **CHICHESTER HARBOUR CONSERVANCY ACT 1971**

### SECTION 45

#### WORKS LICENCE

To: Mr James Watson, Mermaid Cottage, Shore Road, Bosham, PO18 8QL

In accordance with Section 45 of the Chichester Harbour Conservancy Act, 1971, you are **HEREBY LICENSED** to carry out jetty replacement at the above property:

- (i) The works shall at all times be maintained in a safe, secure and serviceable condition so as not to cause danger or obstruction to Harbour users.
- (ii) The works shall not damage the mudland.
- (iii) The works are to be carried out in accordance with the plans, sections and particulars of the works as submitted to and approved by the Conservancy, a copy of which is attached to and forms part of this Licence. The works are only permitted to take place between 1 April and 30 September.
- (iv) The repairs are to be strictly as detailed in the Works Licence application submitted to the Conservancy.
- (v) The Licensee is to fully and effectually indemnify the Conservancy from and against all costs, claims, damages, injury, losses and demands whatsoever and howsoever arising from the exercise of the rights by the Licensee under the terms of this Licence.
- (vi) The works are to be completed to the satisfaction of the Harbour Master and the site is to be left in a clean and tidy condition.
- (vii) The Conservancy may revoke this Licence if it appears to the Conservancy that the holder of the Licence is in breach of any condition included in it.
- (viii) The issue of this Licence does not absolve the Licensee from obtaining such authorisations, consents, permits, licences or any other formal permissions which may be required under any other Act or from any owner or occupier of land or premises affected by the works.
- (ix) The Licensee shall give the Harbour Master at least forty-eight hours' notice of the date and time of commencement of the works.
- (x) This Licence expires on 30 September 2025.

Dated 27 August 2024.

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