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14 January 2025

CHICHESTER HARBOUR CONSERVANCY

A meeting of the Chichester Harbour Conservancy will be held at **2.00 p.m. on Monday, 27 January 2025**, at **County Hall, Chichester** to consider the agenda set below.

Matt Briers CBE
CEO

AGENDA

PART 1

1. Apologies for Absence

2. Declaration of Interests

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

3. Part 1 Minutes of the Meeting held on 25 November 2024

To approve the Part 1 minutes of the meeting held on 25 November 2024 (page 1).

4. Advisory Committee

To receive the Part 1 minutes of the Advisory Committee meeting held on 20 January 2025 (to follow).

5. Chairman's Update

To note the verbal report from the Chairman

6. Budget Monitor Report to 30th November 2024

To note the report from the CEO and the Finance Manager (page 8).

7. Port Marine Safety Code

To note the report from the Harbour Master (page 14).

8. Exclusion of Press and Public

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

PART 2 (Confidential Items)

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

9. 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).

10. Advisory Committee

To receive the Part 2 minutes of the Advisory Committee held on 20 January 2025 (if any, to follow)

11. Conservancy Dashboard & Chief Executive Officer's Update

To note the updated report from the CEO (page 4).

12. Risk Assessment

To note the updated Risk Assessment by the CEO (page 6).

13. 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 14).

14. Langstone Footbridge

For decision, following the report from the National Landscape Director & Executive Officer (page 18).

15. Salterns Way

For decision, following the report from the National Landscape Director & CEO (page 20).

16. Leases and Licences

To approve the terms of the following agreement:

- (i) Salterns Way - Old House Farm (page 22)

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 25 November 2024 at 2.00 p.m. at Eames Farm, Thorney Island.

Present – Pieter Montyn (Chairman)

Jackie Branson	Ann Briggs	Gillian Harris	Jeremy Hunt
Donna Johnson	Stephen Johnson	Robert Macdonald	Sarah Payne
Roger Price	Lance Quantrill	Simon Radford	Alison Wakelin

Officers Present –

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

In attendance – Emma Noyce and Penny Plant

The Chairman welcomed the Clerk of the Conservancy, Tony Kershaw to the meeting. Observers were also welcomed.

Part 1 Minutes

Apologies for Absence

59. Apologies for absence were received from Iain Ballantyne and Andy Briggs.

Declarations of Interests

60. Harbour users: Simon Radford, Robert Macdonald, Gillian Harris and Jo Cox. Iain Ballantyne, David Foster, Gillian Harris and Jo Cox. Alison Wakelin declared an interest as a marina business owner. Jeremy Hunt declared his role as Member for Finance for West Sussex County Council. Councillors also made general declarations for their interests in finance matters as they relate to their respective councils.

Part 1 Minutes – 8 July 2024

61. **Resolved –** That the minutes of the meetings of the Conservancy meeting held on 8 July 2024 be approved as a correct record and that they be signed by the Chairman.

Advisory meeting 18 November 2024

62. 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

63. The Chairman gave a verbal update that included brief details on the new jetty works completed in Itchenor and already in use (full report at agenda item 10). He also took part in a bird watching trip on the Solar Heritage on 9 November 2024 and highly praised the experience.

Appointment to Committees and Working Groups

64. The Conservancy noted the appointment of Alison Wakelin as Chairman and Robert Macdonald of the Advisory Committee for 2024-25. The Conservancy also noted that Alison Wakelin, Robert Macdonald and Simon Radford will continue in their roles as Advisory Committee representative on the Conservancy for 2024-25. Three Conservancy vacancies remain on the Planning Committee and Gillian Harris was asked to consider joining the group.

2024-25 Revised Revenue Budget

65. The CEO confirmed with the group that letters from Hampshire County Council (HCC) and West Sussex County Council (WSCC) had been circulated to the Conservancy members prior to the meeting.
66. The Finance Manager (FM) presented her report which sets out a summary of changes between the previously approved and proposed revised budget for 2024-25. Known variations were identified in the report and changes made to align the budget to the deficit model set out in the Chichester Harbour Conservancy Act 1971. While additional costs of £73,500 were identified, the County Council contributions have not been increased.
67. Following a review of requirements, a transfer of £9,200 was made to the Renewals and Repairs (R&R) fund for business-critical assets. The FM confirmed that the capital repairs register is a live document and reviewed frequently. The CEO confirmed that a mechanical part failure on the barge had informed and prompted the recent revision to the fund.
68. **Resolved – That the Conservancy approved 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) **one member voted against and two members abstained.*

Budget Monitor Report on 30th September 2024

69. The Finance Manager presented her report with figures accurate to the end of September 2024 which was noted by the Conservancy. While actual

figures were slightly behind profile, there are no anticipated year end variations to report.

70. Members asked about alternative sediment for the BUDS trial however nothing suitable was identified and a re-bid for the project will take place in 2025-26. In response to a question about grant funded projects, the National Landscape Director (NL Dir.) confirmed that despite continuing pressure for longer term commitments of Defra funding, this has not yet happened. If a project is not invoiced within the required time, the grant may be lost.

2025-26 Proposed Revenue Budget

71. The CEO readdressed the group and set out a brief timeline of events that have led to the proposed budget changes which realign all parties to the 1971 Act. He addressed several points set out in the HCC and WSCC letters, and highlighted the following:
- CHC must meet their statutory requirements and the minimum funds necessary to perform these statutory duties have been requested from the councils.
 - As recognised in the CHC Act, it is highly unlikely that CHC will have a balanced budget however should a profit be realised funds would be transferred back to the councils.
 - CHC is requesting £100k less than the maximum provision made under the Act with real savings having been delivered compared to the previous year.
 - The transfer to the R&R cited in the HCC letter relates to the provision for replacement of the barge (c£1.2million) which is business-critical equipment.
 - Both County Councils have had full access to budgetary details of the Conservancy since its inception 53 years ago.
 - The Conservancy has the responsibility and authority to approve the CHC budget.
72. The CEO explained further that 96% of grants come without staff funding and project grants for CHC have increased since 2021 from £30k to £1.3million.
73. Grant funding has been secured to contribute towards the replacement costs of the Jetty and Pontoon in Itchenor. This will ease pressure on the reserve fund earmarked for the improvement of the toilet and shower facilities at Itchenor. These were a condition of the grant funding. Further details are set out in the Harbour Master's report under agenda item 10. The exact cost of these improvements are not yet known with tender packs currently being drafted. The CEO stated that details should be available in early 2025, and once known, any savings realised would be deducted from the council invoices.
74. The FM presented her report on the 2025-26 Proposed Revenue Budget and set out the assumptions and variations with details included in the appendices. She highlighted one area of risk where an income generating

lease is due for renewal and while a positive outcome is expected it is not known. The jetty income is also based on educated predictions but is not yet confirmed.

75. The FM also reported that while a great level of details is provided in the budget, what is not always evident are the efficiencies being made. Storage requirements have been recently merged into one unit which has helped to offset the increase in rent. Corporate sponsorship for CHC has also been sought for the first time and the CEO confirmed that he had also written to Zurich to seek sponsorship. Cllr D Johnson suggested that Cove UK should be approached and offered to make introductions.
76. Members asked why more staffing costs were not being included with funding bids. The NL Director reiterated that most grants do not fund staffing of the project and are offered on the proviso that CHC will fund those costs. If grants are not accepted, they will be offered elsewhere and it is possible that CHC may need to turn down funding if we are unable to staff the work in the future.
77. The Harbour Master confirmed to members that the harbour charges were benchmarked against other harbours to ensure that CHC is aligned with our competitors. Customer expectations are changing which is why the new jetty offering is so important to the future viability of CHC.
78. A member suggested that while the interests of the Conservancy are important the wider picture of local government finances should also be considered. As the harbour is unique in its offering to users, there was an argument put forward that this should be at a premium. The suggestion was that the deficit should be reducing each year instead of increasing.
79. A member expressed disappointment with the tone of the letter from HCC, however re-framing the budget to a deficit model was necessary. The legislation was drafted and enacted as it was recognised that CHC would need deficit funding to operate. A member highlighted that the National Landscape (NL) was in a state of crisis and that investment was needed. The statutory requirement to fund the NL cannot be a burden of the harbour users and could result in a loss of that revenue stream. The CEO confirmed that the organisation would move to a more modern standard.
80. **Resolved – That the Conservancy approved the:**
 - a) Income variations – Paragraphs 16-20
 - b) Expenditure variations – Paragraphs 21-25 **one member voted against*
 - c) Proposed charges – Paragraphs 28-31
 - d) Maximum Deficit contribution of £460,800 to be sought from Hampshire and West Sussex County Councils (£230,400 per council)
**two members voted against*
 - e) Any dividend remaining from the jetty shower and toilet refurbishment project will be returned to the councils.

Revenue Budget Prospects 2026-27 and 2027-28

81. The Finance Manager presented her report which sets out a light-touch look ahead on the budget prospects. Members were signposted to the income variation from the loss of the car park lease in 2027-28.
82. A member indicated that that anticipated CPI rates appeared low and the general use of CPI charges was not favourable. They asked that a more holistic view be taken with reviews yearly. Members agreed to note the report.

Port Marine Safety Code

83. The Harbour Master presented her report which was noted by the Conservancy. She explained that the increase in reported incidents was due to improvements made in the way data is recorded. Chichester Harbour continues to be safe with only two of the 227 incidents ranked as serious. While a significant increase in thefts was reported, CHC continues to working effectively with the police and border force when required.
84. There were five successful prosecutions completed in 2024 and while the costs recovered have varied, the process continues to be an important deterrent in the harbour.

5-Year Management Plan Update

85. The NL Dir gave a presentation to members on the progress on the 5-Year Management Plan. He explained that the new plan would include a number of special qualities that were not part of the focus of previous plans, including the intertidal zone, chalk streams, farmland and access to the harbour. The interconnectivity to the South Downs and the pressure of new housing developments will also be featured. The planning principles set out in the previous plan may have been ambitious as they are not recognised by the planning inspectorate and are used infrequently by local people.
86. The focus of the new plan will be streamlined and aligned with the CHC Strategy to 2050, previously agreed by the Conservancy. Next steps will include discussion with the Task and Finish Group and internal consultations before formal design and layout, briefing of local authority officers and a six-week public consultation in the new year. A final report will be presented to the Conservancy before it is submitted to the four local authorities for adoption soon thereafter.
87. A member asked if CHC were happy with the level of impact that they had on the emerging local plan. The NL Dir responded that he is content with the engagement with CDC as planning by appeal has been detrimental. While frictions do occur with the local planning authorities, we all work together.

Works Licence

88. The following works and dredging licences were approved by the Chairman under the urgent action procedure set out in the Financial Regulations and were noted by the Conservancy.

(i) Sparkes Marina

89. The Harbour Master shared that the work was scheduled to commence today but the storm has caused a delay. This dredge is done annually.

(ii) 71 Eastoke Avenue

90. This application was for dock repairs with a condition of the licence to notify CHC when the work was completed.
91. **Action Point** – The NL Dir will follow up with the applicant on the status of the works.

(iii) Mermaid Cottage

92. Natural England has since confirmed that these works were not completed in the time allowed. Should the owners wish to proceed, they must seek new consents and licences.

Exclusion of Press and Public

93. **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.

(The group too a short break. Visitors vacated the building and the Clerk left the meeting.)

PART 2 (Confidential Items) Summary

Part 2 Minutes of the Conservancy held on 8 July 2024

The minutes were approved as a correct record.

Part 2 Minutes of the Advisory Committee held on 18 November 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.

Finance, Risk & Audit Group

Members noted the minutes of the Finance, Risk & Audit Group meeting held on 6 November 2024.

Leases and Licences

Presented for review was the lease renewal of Unit #1, Itchenor Park Farm and a licence renewal with the MOD (North and South) Thorney Island.

Itchenor Jetty

The Harbour Master presented a report on the Itchenor jetty project.

The meeting ended at 4.18pm

Chairman

CHICHESTER HARBOUR CONSERVANCY

Budget Monitor Report To 30th November 2024

Report by the Finance Manager and CEO

1. Introduction

- 1.1 This report sets out the Conservancy's budget position for the period to 30th November comparing actual income and expenditure against the **2024-25 revised budget**.
- 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. Harbour Budget

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

Income

- 2.2 Other Income is currently behind profile. A significant amount of this variation is due to one service agreement which is currently being finalised and will be invoiced for in the new year.
- 2.3 Lease / Licence Income is also behind profile. This relates to one income generating licence. An audit by the Harbour and Finance teams will take place in early January to fully understand the variation.

Expenditure

- 2.4 There are no anticipated variations.

Transfers to/from Reserves

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

3. National Landscape (NL) Budget

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

Income

- 3.2 Other Income is ahead of profile with an anticipated year end variation of at least £8,000. This relates to income generated by the Education Centre.

Expenditure

- 3.3 The variation on the Professional Services budget is due to underspends across a few budget lines including; Consultants, Subscriptions and Legal Fees. It is possible that some of this variance will result in a year end variation, this will continue to be monitored.
- 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 £1,131,200.
- 4.2 £122,600 has been spent through the core FiPL programme.
- 4.3 £144,200 has been spent through the Historic Building Restoration Grant Programme (also under the FiPL umbrella).
- 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 £83,000 received in year. Expenditure on the project in 2024-25 currently totals £62,200.
- 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 8 months ending 30th November 2024

Account	Combined Budget Year End Projection	Harbour Budget Year End Projection	NL Budget Year End Projection
Income			
DEFRA Grant	209,800	0.00	209,800
Other Income	248,600	151,200	97,400
Harbour Dues	490,700	490,700	0
Moorings Income	925,700	925,700	0
Lease / Licence income	238,300	193,700	44,600
Total Income	2,113,100	1,761,300	351,800
Expenditure			
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
Total Expenditure	2,439,700	1,623,300	816,400
Surplus / (Deficit) prior to transfers to/from Reserves	(326,600)	138,000	(464,600)
Transfers to/from Reserves			
Budgeted transfers to Reserves	136,200	124,400	11,800
Total Transfers to/from Reserves	136,200	124,400	11,800
Surplus / (Deficit)	(462,800)	13,600	(476,400)

Budget Monitor - Harbour
Appendix 2

Chichester Harbour Conservancy

For the 8 months ending 30th November 2024

Account	Harbour Budget	Harbour Profile	Harbour Actual	Harbour Variance	Year End Projection	Projection Comments Variance
				+ Additional Income		
				- Reduced Income		
Income						
Other Income	151,200	84,116	64,446	(19,670)	151,200	Rechargeable Works
Harbour Dues	490,700	466,830	468,432	1,602	490,700	
Moorings Income	925,700	919,147	915,832	(3,315)	925,700	
Lease / Licence income	193,700	107,712	71,117	(36,595)	193,700	Licence Income
Total Income	1,761,300	1,577,805	1,519,828	(57,977)	1,761,300	0
				- Additional Expenditure		
				+ Reduced Expenditure		
Expenditure						
Staffing Costs	754,900	502,706	502,173	533	754,900	
Maintenance	64,700	36,682	35,088	1,594	64,700	
Premises Costs	345,800	290,686	285,737	4,949	345,800	
Transportation	77,500	51,315	47,199	4,116	77,500	
Equipment	147,900	67,138	65,616	1,522	147,900	
Office Supplies	55,300	27,500	22,937	4,563	55,300	
Professional Services	154,800	77,725	81,354	(3,629)	154,800	
County Council Charges	22,400	0	0	0	22,400	
Total Expenditure	1,623,300	1,053,752	1,040,103	13,649	1,623,300	0
Surplus / (Deficit) prior to transfers to/from Reserves	138,000	524,053	479,725	(71,626)	138,000	0
Transfers to/from Reserves						
Budgeted transfers to Reserves	124,400	0	0	0	124,400	
Total Transfers to/from Reserves	124,400	0	0	0	124,400	0
Surplus / (Deficit)	13,600	524,053	479,725	(44,328)	13,600	0

Budget Monitor - National Landscape (NL)
Appendix 3

Chichester Harbour Conservancy

For the 8 months ending 30th November 2024

Account	NL Budget	NL Profile	NL Actual	NL Variance	Year End Projection	Projection Comments Variance
+ Additional Income - Reduced Income						
Income						
DEFRA Grant	209,800	157,350.00	157,322.55	(27)	209,800	
Other Income	89,400	61,958	74,475	12,517	97,400	8,000 Education Income
Lease / Licence income	44,600	8,825	9,311	486	44,600	
Total Income	343,800	228,133	241,109	12,976	351,800	8,000
- Additional Expenditure + Reduced Expenditure						
Expenditure						
Staffing Costs	595,600	407,068	407,937	(869)	595,600	
Maintenance	21,600	14,872	13,376	1,496	21,600	
Premises Costs	35,800	19,406	15,373	4,033	35,800	
Transportation	35,400	29,587	31,179	(1,592)	35,400	
Equipment	15,900	10,644	7,996	2,648	15,900	
Office Supplies	13,000	8,696	10,288	(1,592)	13,000	
Professional Services	42,300	22,788	12,549	10,239	42,300	Possible underspend - Consultants, subscriptions, legal fees.
NL Projects	47,800	31,840	16,657	15,183	47,800	£8k committed to SSP. Delays due to long term staff leave.
County Council Charges	9,000	0	0	0	9,000	
Total Expenditure	816,400	544,901	515,354	29,547	816,400	0
Surplus / (Deficit) prior to transfers to/from Reserves	(472,600)	(316,768)	(274,245)	(16,571)	(464,600)	8,000
Transfers to/from Reserves						
Budgeted transfers to Reserves	11,800	0	0	0	11,800	
Total Transfers to/from Reserves	11,800	0	0	0	11,800	0
Surplus / (Deficit)	(484,400)	(316,768)	(274,245)	42,523	(476,400)	8,000
<i>Less Harbour Surplus</i>					<i>(13,600)</i>	
Deficit to be funded by the County Councils					(462,800)	

National Landscape Grants and Contributions

Appendix 4

For the 8 months ending 30th November 2024

Grants / Income	2024-25					Year End Projection	Total Grants Awarded / Income Expected (Brought Forward and Received in Year)
	Brought Forward	Received to Date	Total Brought Forward / Received	Expenditure to Date			
Friends	0.00	0.00	0.00	6,716.00	0.00	15,000.00	
FiPL	0.00	295,923.00	295,923.00	122,636.00	0.00	258,351.00	
Historic Building Restoration Grant (FiPL)	0.00	281,897.00	281,897.00	144,202.61	0.00	304,449.00	
DEFRA Access for All	0.00	53,298.00	53,298.00	0.00	0.00	53,298.45	
DEFRA Capital Funding	0.00	27,516.00	27,516.00	0.00	0.00	36,688.83	
DEFRA National Pot	0.00	0.00	0.00	0.00	0.00	20,000.00	
Solent Seascape Project - Blue Marine*	74,104.49	83,043.00	157,147.49	62,231.00	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	2,325.00	0.00	95,000.00	
Environment Agency - Saltmarsh Creation	0.00	0.00	0.00	39,758.00	0.00	120,000.00	
Environment Agency - Communications	0.00	5,000.00	5,000.00	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	
Total	103,392.49	778,105.00	881,497.49	394,325.61	0.00	1,131,195.77	

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

27 JANUARY 2025

PORT MARINE SAFETY CODE UPDATE – TO NOTE

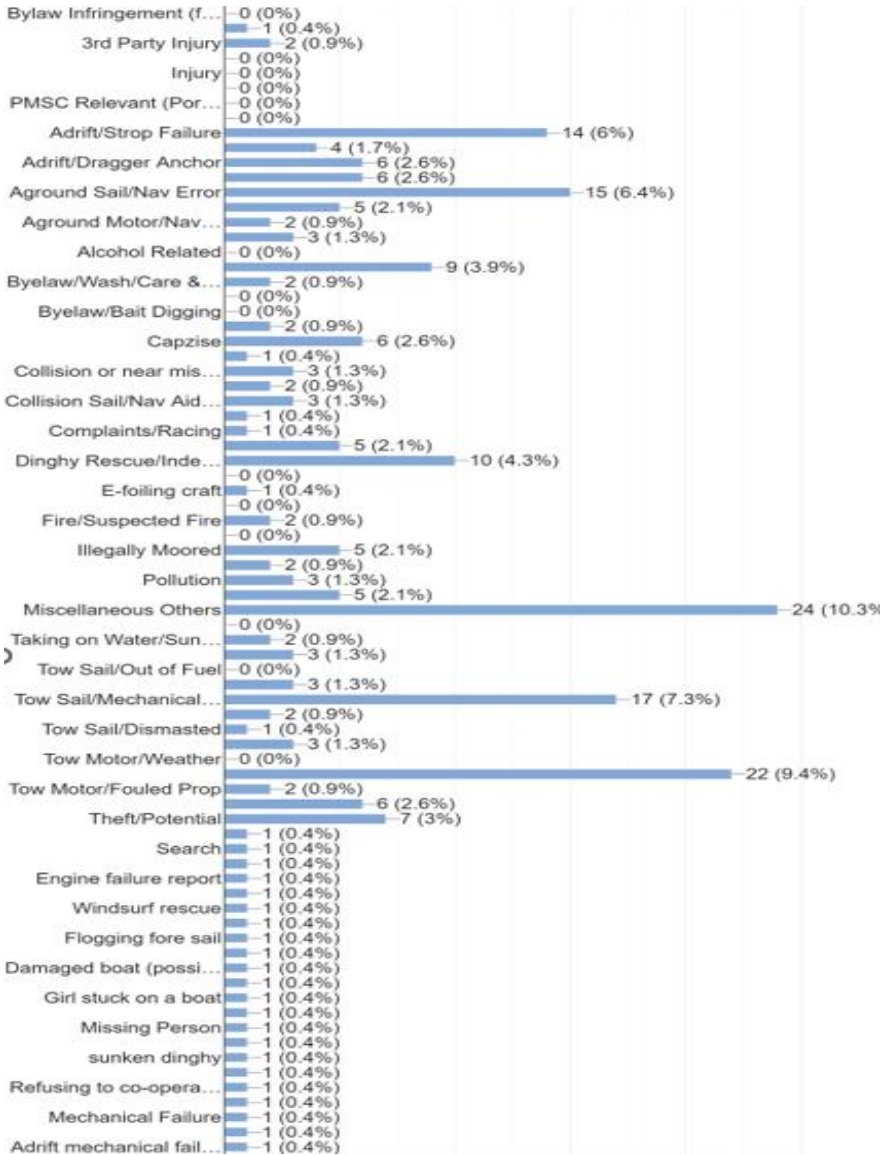
1.0 PMSC Audit

1.1 The annual PMSC audit was conducted by Monty Smedley (Designated Person) on 17 December 2024. The audit report has yet to be received, so will be reported on at March board meeting along with the PMSC annual report.

2.0 Reported incidents

2.1 A total of 233 incidents were reported in the harbour between 1st January and 31st December 2024. This is a significant increase on the 2023 total of 165 incidents. This increase is due to a change to a new and easier reporting tool, which has enabled better data collection and more accurate reporting.

2.2 A breakdown of these incidents are as follows:



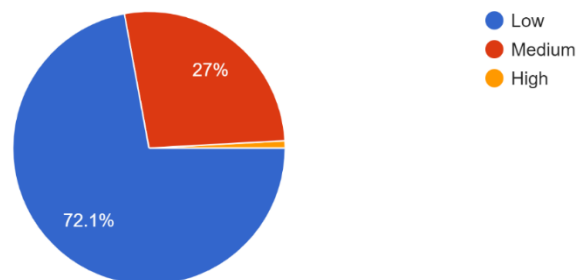
2.3 **Notable incidents:**

- 2.3.1 Towage: 50 (23.7%) reported incidents of Harbour staff required to tow stricken vessels, with 9.4% (22) of total incidents being Tow Motor/Mechanical Failure and 7.3% (17) of total incidents being Sail/Mechanical Failure.
- 2.3.2 Adrift: 30 (12.9%) reported incidents of vessels adrift, of these 6.0% (14) were Strop failure,
- 2.3.3 Aground: 25 (10.2%) reported incidents of vessels running aground, of these 6.4% (15) were sail/Nav errors
- 2.3.4 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.
- 2.3.5 Taking on water/Capsized: 11 (5.8%) reported incidents within the harbour, 6 (2.6%) of vessels capsizing (all small dinghies)
- 2.3.6 Complaints: 6 (2.5%) of reported Complaints, 5 of which are about other harbour users miss behaving.
- 2.3.7 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.

2.4 **Incident Data:**

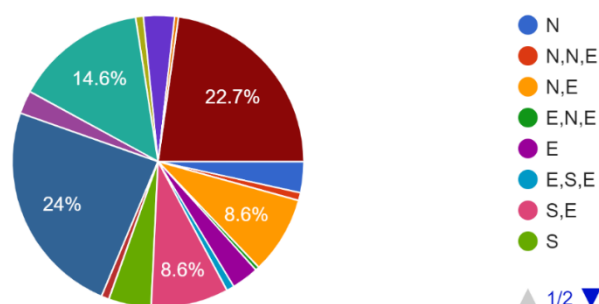
- 2.4.1 Seriousness: 2 marked as high, one man overboard and one rapid sinking of a swallow with 3-man overboard

Seriousness
233 responses



- 2.4.2 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
233 responses



3.0 Prosecutions and Enforcement

- In progress - 1
- Awaiting Court date - 1
- Complete - 4 (max fine of £1666)
- Final Harbour master warning - 4
- Written warnings - 42

4.0 Harbour Revision Order

4.1 The HRO continues to be delayed due to government processes.

Jo Cox

Harbour Master