

## NOTICE OF MEETING

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| <b>Meeting</b>       | River Hamble Harbour Board             |
| <b>Date and Time</b> | Friday, 12th January, 2018 at 10.00 am |
| <b>Place</b>         | Warsash Sailing Club, SO31 9FS         |
| <b>Enquiries to</b>  | members.services@hants.gov.uk          |

John Coughlan CBE  
Chief Executive  
The Castle, Winchester SO23 8UJ

## FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Filming Protocol available on the County Council's website.

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive any apologies for absence received.

### 2. DECLARATIONS OF INTEREST

All Members who believe they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore all Members with a Non-Pecuniary interest in a matter being considered at the meeting should consider whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, consider whether it is appropriate to leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with the Code.

### 3. MINUTES OF PREVIOUS MEETING (Pages 5 - 8)

To confirm the minutes of the previous meeting held on 6 October 2017.

### 4. DEPUTATIONS

To receive any deputations notified under Standing Order 12.

**5. CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements the Chairman may wish to make.

**6. MINUTES OF THE MEETING OF THE RIVER HAMBLE HARBOUR MANAGEMENT COMMITTEE - 1 DECEMBER 2017** (Pages 9 - 12)

To receive the draft minutes of the meeting of the River Hamble Harbour Management Committee held on 1 December 2017.

**7. MARINE DIRECTOR AND HARBOUR MASTER'S REPORT AND CURRENT ISSUES** (Pages 13 - 32)

To consider a report of the Director of Culture, Communities and Business Services summarising incidents and events in the Harbour and covering issues currently under consideration by the Marine Director.

**8. ENVIRONMENTAL UPDATE** (Pages 33 - 36)

To consider a report of the Director of Culture, Communities and Business Services summarising environmental management of the Harbour.

**9. REVIEW OF FEES AND CHARGES** (Pages 37 - 42)

To consider a report of the Director of Culture, Communities and Business Services to review the fees and charges for the Harbour Authority.

**10. RIVER HAMBLE 2017/18 FORECAST OUTTURN AND 2018/19 FORWARD BUDGET** (Pages 43 - 56)

To consider a report of the Directors of Corporate Resources – Corporate Services and Culture, Communities and Business Services outlining the forecast outturn for 2017/18 and the forward budget for 2018/19.

**11. FORWARD PLAN FOR FUTURE MEETINGS** (Pages 57 - 62)

To consider a report of the Director of Culture, Communities and Business Services anticipating future business items for the Committee and Harbour Board.

**ABOUT THIS AGENDA:**

**On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.**

**ABOUT THIS MEETING:**

**The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk) for assistance.**

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

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# Public Document Pack Agenda Item 3

AT A MEETING of the River Hamble Harbour Board of HAMPSHIRE COUNTY COUNCIL held at the RAF Yacht Club, Hamble on Friday, 6th October, 2017

- a. Councillor Keith Evans
- p. Councillor Peter Latham
- p. Councillor Keith House
- p. Nikki Hiorns
- p. David Jobson
- p. Chris Moody
- p. Jason Scott

\*\*Councillor Peter Latham chaired this meeting in the absence of Councillor Keith Evans\*\*

## 14. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Keith Evans.

## 15. **DECLARATIONS OF INTEREST**

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code. Mr David Jobson declared Personal Interests including memberships of the Royal Southern Yacht Club; RAF Yacht Club; Royal Yachting Association and as a Midstream Mooring Holder.

## 16. **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting, held on 14 July 2017, were agreed as a correct record and signed by the Chairman.

## 17. **DEPUTATIONS**

There were no deputations.

## 18. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman did not make any announcements.

19. **MINUTES OF THE MEETING OF THE RIVER HAMBLE HARBOUR MANAGEMENT COMMITTEE - 8 SEPTEMBER 2017**

The Board received and noted the draft minutes of the River Hamble Harbour Management Committee meeting held on 8 September 2017 (Item 6 in the Minute Book).

20. **MARINE DIRECTOR AND HARBOUR MASTER'S REPORT AND CURRENT ISSUES**

The Board considered the report of the Director of Culture, Communities and Business Services (Item 7 in the Minute Book) regarding incidents and events in the Harbour and updates from the Marine Director.

Members were grateful for the summary of incidents and events under section 3 of the report. The Board requested that, additional to this, more information quantifying the frequency of different types of incidents was included within the next report.

RESOLVED:

That the River Hamble Harbour Board:

- a) Notes paragraphs 1, 2 and 3.
- b) Supports and approves the recommendations from the Harbour Committee made at paragraph 4.6 a-f.

21. **ENVIRONMENTAL UPDATE**

The Board considered the report of the Director of Culture, Communities and Business Services (Item 8 in the Minute Book).

The report summarised environmental management of the Hamble Estuary throughout June and July 2017.

With regards to the anode research PhD study, it was confirmed that it required no further funding by Harbour Authority, and that some of the recommendations from the study would be taken forward by officers as part of their future management of the Harbour.

RESOLVED:

That the River Hamble Harbour Board notes the report.

22. **HARBOUR WORKS CONSENT APPLICATION**

The Board considered the report of the Director of Culture, Communities and Business Services (Item 9 in the Minute Book).

The report outlined an application, made by Marina Development Limited to extend five piers at Hamble Point Marina.

Discussion was held regarding the enforceability of the recommendations and Members were assured that the Marine Director had the authority to impose and implement any necessary restrictions at his discretion as outlined within the report. It was noted that, in reference to recommendation h, although advice from Natural England (NE) had initially been sought, officers were due to undertake further consultation with NE and the Environment Agency regarding the summer fish migration season and the timing of necessary piling works.

The Chairman proposed that a vote be taken and the majority of Members voted in favour of the recommendations.

RESOLVED:

That the River Hamble Harbour Board approves the Harbour Works Consent for the proposal set out in Section 3 of the report and subject to the following conditions:

- a. The proposal is to be built in accordance with the details, plans and method set out in paragraph 3.5.
- b. The development is constructed in accordance with the guidance given in the industry Code of Practice for the design of marinas.
- c. Hamble Point Marina conducts a revised Risk Assessment within its own Safety Management System to reflect and manage the risks of the changes made and provides self-certification that it has done so prior to any construction taking place. That risk assessment will in particular address the management of risk of vessels entering and particularly leaving the Marina and conflicting with other vessels (especially small vessels including dinghies, kayaks and canoes) using the access channel. This will include the following control measures being put in place prior to berths being allocated:
  - i. The affixing of appropriately visible signage (at least 1m in height and 1.5m width, with the wording 'GIVE WAY TO TRAFFIC USING THE ACCESS CHANNEL') at the exit of each Marina channel to show that vessels leaving the Marina are required to give way to those vessels using the access channel.
  - ii. written advice to all Marina berth holders and inclusion in the terms of berth-holders' lease of the requirement to give way as at 9.1c.i above, coupled with the right of termination in the event of non-compliance.
  - iii. Suitable advice must also be made available for visiting vessels.
- d. The beam of craft moored on the new Hammerheads will be limited to the dimensions indicated in the attached plans with no double berthing or rafting allowed. The concomitant impact of the narrower width of the channel will be to limit the length of craft using it to 17.7m (53ft) at the narrowest point (26.6m). Other limitations will apply to the lengths of

vessels able to use the channel adjacent to each hammerhead, commensurate with the new width created, which may affect the overall berthing plan within the Marina. This must feature in the Marina's revised risk assessment.

- e. The freeboard height of any vessel moored on the hammerheads shall be such as not to prevent adequate visibility of craft, particularly small craft, using the access channel and, in turn, to afford the necessary visibility to craft exiting the Marina.
- f. The existing Aids to Navigation marking the end of each finger pontoon should be adjusted Riverwards by MDL as appropriate and the necessary facts reported to Trinity House and UKHO, keeping the RHHA informed. No additional lighting to be placed on the pontoons to effect or impact on the visibility or characteristics of Aids to Navigation.
- g. Vibro-piling should be used as a standard. Percussive piling must only be used if needed to drive a pile to its design depth. If percussive piling is necessary then soft-start procedure must be used to ensure incremental increase in pile power over a set time period until full operational power is achieved.
- h. Due to the sensitivity of the summer fish migration season, piling works are best undertaken outside of the summer migration period. Natural England suggests that further advice is sought from the Environment Agency with regard to timing restrictions.
- i. All equipment, temporary structures, waste and/or debris associated with the licensed activities are removed upon completion of the licensed activities.
- j. The development must be completed within 3 years from the date of the approval granted by the Harbour Board.

## 23. **FORWARD PLAN FOR FUTURE MEETINGS**

The Board considered the report of the Director of Culture, Communities and Business Services with regard to the future business items for the Committee and Harbour Board agendas (Item 10 in the Minute Book).

RESOLVED:

That the River Hamble Harbour Board notes the report.



# Public Document Pack Agenda Item 6

AT A MEETING of the River Hamble Harbour Management Committee of  
HAMPSHIRE COUNTY COUNCIL held at Warsash Sailing Club, Winchester on  
Friday, 1st December, 2017

Chairman:

p. Councillor Seán Woodward

a. Councillor Roger Huxstep  
p. Councillor Fred Birkett  
p. Councillor Mark Cooper  
p. Councillor Rod Cooper  
p. Councillor Tonia Craig  
p. Councillor Pal Hayre

a. Councillor Rupert Kyrle  
p. Councillor Stephen Philpott  
p. Councillor Lance Quantrill  
p. Councillor Bruce Tennent

## **Co-opted members**

p. Rupert Boissier - River Hamble Boatyard and Marine Operators Association  
p. Councillor Trevor Cartwright - Fareham Borough Council  
p. Dermot O'Malley – Berth and Mooring Holders  
p. Councillor Frank Pearson - Winchester City Council  
p. Captain Martin Phipps – Association of British Ports  
p. Trevor Pountain - Association of River Hamble Yacht Clubs  
p. John Selby - Royal Yachting Association  
p. Nicola Walsh – British Marine

## **22. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Huxstep and from Councillor Kyrle.  
Councillor Bruce Tennent was in attendance as the deputy member on this  
occasion.

## **23. DECLARATIONS OF INTEREST**

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

Councillor Rod Cooper declared an interest as a mooring holder; Ms Nicola Walsh declared a Disclosable Pecuniary Interest as an employee of Premier Marinas; Cllr Cartwright declared Personal Interests as a member of Warsash Sailing Club and the Royal Yachting Association; Mr John Selby declared Personal Interests as a trustee of Warsash Sailing Club; committee member of the Royal Yachting Association, of the River Hamble Combined

Clubs and of the River Hamble Mooring Holders Association; Mr Trevor Pountain declared Personal Interests as the Chair of the Association of River Hamble Yacht Clubs, a member of the Hamble River Sailing Club, the Royal Southern Yacht Club, the Royal Yachting Association and as a mooring holder.

**24. MINUTES OF PREVIOUS MEETING**

The minutes of the Committee meeting held on 8 September 2017 were confirmed as a correct record and signed by the Chairman.

**25. DEPUTATIONS**

No deputations were received.

**26. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman did not make any announcements.

**27. MARINE DIRECTOR AND HARBOUR MASTER'S REPORT AND CURRENT ISSUES**

The Committee considered the report of the Director of Culture, Communities and Business Services (Item 6 in the Minute Book) regarding incidents and events in the Harbour.

An addendum was distributed at the meeting which outlined those events which had occurred since the publication of the papers.

Members' attention was drawn to the graph on page 22 of the report which was based upon data recorded by patrol officers and which had been analysed electronically to identify trends.

The Director gave a verbal update on the inspection by the Designated Person of the Marine Safety Management System which had taken place on 30 November. It was reported that this inspection and the conclusions drawn would allow the Chairman of the River Hamble Harbour Board to confirm, to the Maritime and Coastguard Agency as Regulator, the Harbour Authority's continued compliance with the Port Marine Safety Code.

RESOLVED:

That the River Hamble Harbour Management Committee notes paragraphs 1, 2, 3 and 4 of the report.

**28. ENVIRONMENTAL UPDATE**

The Committee considered the report of the Director of Culture, Communities and Business Services (Item 7 in the Minute Book).

The report summarised environmental management of the Hamble Estuary during autumn 2017.

RESOLVED:

That the River Hamble Harbour Management Committee notes the report.

**29. REVIEW OF FEES AND CHARGES**

The Committee considered the report of the Director of Culture, Communities and Business Services (Item 8 in the Minute Book).

It was confirmed that the proposed increased towing fee was in line with the rate charged by other commercial marine operators and that the rate was dependent upon the time taken to tow a vessel not the size or weight of the vessel itself.

RESOLVED:

That the River Hamble Harbour Management Committee recommends to the Harbour Board to approve the fees and charges set out in the report and that these be advertised on the River Hamble website.

**30. RIVER HAMBLE 2017/18 FORECAST OUTTURN AND 2018/19 FORWARD BUDGET**

The Committee considered the report of the Directors of Corporate Resources – Corporate Services and Culture, Communities and Business Services (Item 9 in the Minute Book).

Discussion was held regarding the policy to make an annual transfer to the Asset Replacement Reserve. Members were pleased that prudent financial management was in place, including planning ahead for any unforeseen circumstances, however some Members emphasised that this annual contribution be regularly reviewed to ensure that the accrued reserves were at an appropriate level.

RESOLVED:

That the River Hamble Harbour Management Committee notes the report and recommends that it be submitted to the River Hamble Harbour Board for its approval.

**31. FORWARD PLAN FOR FUTURE MEETINGS**

The Committee considered the report of the Director of Culture, Communities and Business Services with regard to the future business items for the Committee and Harbour Board agendas (Item 10 in the Minute Book).

RESOLVED:

That the River Hamble Harbour Management Committee notes the report.

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## HAMPSHIRE COUNTY COUNCIL

### Report

|                     |  |
|---------------------|--|
| <b>Committee</b>    | River Hamble Harbour Management Committee                      |
| <b>Date:</b>        | 12 January 2018  |
| <b>Title:</b>       | Marine Director and Harbour Master's Report and Current Issues |
| <b>Report From:</b> | Director of Culture, Communities and Business Services         |

**Contact name:** Jason Scott

**Tel:** 01489 576387

**Email:** Jason.Scott@hants.gov.uk

#### 1. Recommendations

1.1. It is recommended that the River Hamble Harbour Board:

- a) Endorses the independent inspection by the Designated Person of the Marine Safety Management System, at paragraph 4 and agrees to write a signed statement of compliance with the Port Marine Safety Code to the Maritime and Coastguard Agency.
- b) Notes paragraphs 1, 2, 3 and 5.

#### 2. Summary

2.1. This report combines the reports of the Harbour Master and Marine Director, summarises the incidents and events in the harbour and covers any issues currently under consideration by the Marine Director.

#### 3. Patrols

3.1. The harbour has been patrolled by the Duty Harbour Master at various times between 0700 and 2230 daily.

#### 4. Incidents and Events

4.1. The reporting period has seen the following trends:

- a. Further occurrences of commercial bait-digging, at a level consistent with that experienced at this time of the year.
- b. A number of propulsion failure-related incidents, not inconsistent with those experienced in previous years.
- c. A number of incidents involving fouled propellers, caused by inexperience or misjudgement when picking up or leaving moorings. This number is small and also similar to that experienced in previous years.

d. For situational awareness, figure 1 illustrates the ratio of patrol attendance for both 2016 and 2017.

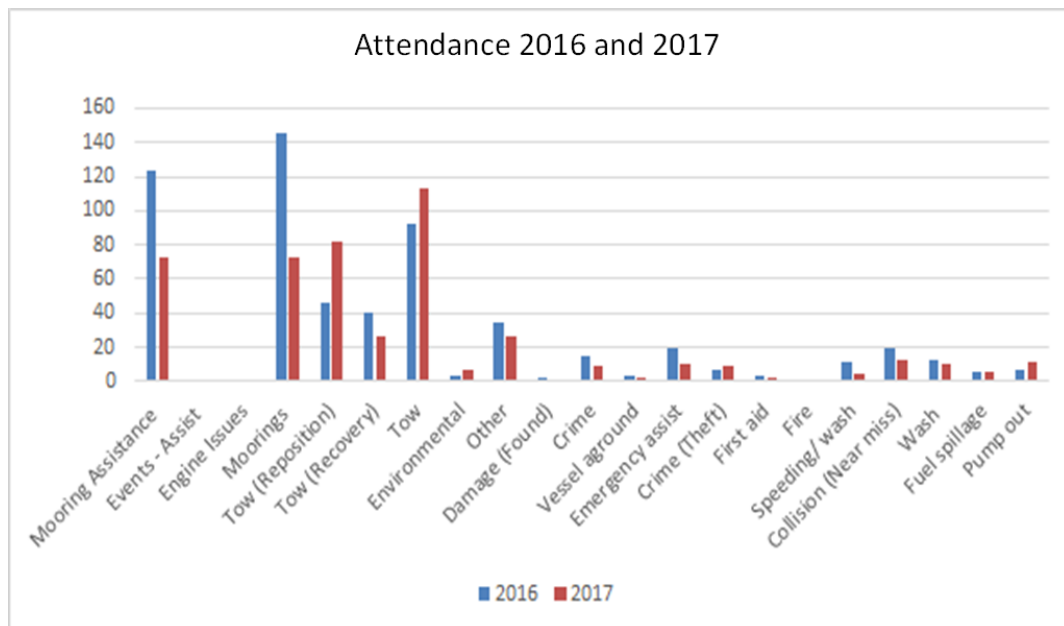


Figure 1 – Patrol attendance figures

- 4.2. 05 Oct. Routine patrol and moorings checks. Routine inspection of Aids to Navigation.
- 4.3. 06 Oct. Routine patrol and moorings checks. Continued routine inspection of Aids to Navigation and liaison with Light service provider.
- 4.4. 07 Oct. Routine patrol and moorings checks. Freed a yacht with fouled mooring lines. Support to a visiting yacht rally.
- 4.5. 08 Oct. Routine patrol and moorings checks. Moved an incorrectly moored yacht to the midstream Visitors' Pontoon. Further checks (correct) on changed light (No 9 Pile).
- 4.6. 09 Oct. Routine patrol and moorings checks. Monitoring of bait digging in the vicinity of Badnam Creek.
- 4.7. 10 Oct. Routine patrol and moorings checks. Routine liaison with a Boatyard. Tide Gauge maintenance. Routine patrol and moorings checks.
- 4.8. 11 Oct. Routine patrol and moorings checks. Continued Tide Gauge maintenance. Monitoring of bait digging near Salterns Boatyard, Swanwick Hard and near the Chinese Bridge
- 4.9. 12 Oct. Routine patrol and moorings checks. Further monitoring of bait digging in Badnam Creek. Support to a Southampton Solent University PhD Study on sound transmission.
- 4.10. 13 Oct. Routine patrol and moorings checks. Monitoring of bait digging in Warsash area.
- 4.11. 14 Oct. Routine patrol and moorings checks. Towed a yacht with a propulsion defect from the mouth of the River to Hamble Point Marina.

- 4.12. 15 Oct. Routine patrol and moorings checks. Routine Patrol boat maintenance.
- 4.13. 16 Oct. Routine patrol and moorings checks. Refit of bilge pump in HYDRA.
- 4.14. 17 Oct. Routine patrol and moorings checks. Assistance provided to a fishing vessel broken down in the mouth of the River. Towed to Warsash for defect rectification. Support to a River User whose vessel had fouled her mooring chains. Report of collision damage on the 'G' Run between a vessel underway and a moored craft. No witnesses. Logged. Routine liaison with Southern Inshore Fisheries Conservation Authority. Movement of vessels to meet the requirements of the routine Crown Estate Pile Replacement Programme.
- 4.15. 18 Oct. Routine patrol and moorings checks. Patrol gave assistance to a tender caught in a strong ebb. Quarterly Operational and Safety Meeting. Record of decisions and actions incorporated into the Marine Safety Management System. Monitoring of further bait digging at Badnam Creek. Movement of vessels to meet the requirements of the routine Crown Estate Pile Replacement Programme.
- 4.16. 19 Oct. Routine patrol and moorings checks. Movement of vessels to meet the requirements of the routine Crown Estate Pile Replacement Programme.
- 4.17. 20 Oct. Routine patrol and moorings checks. Preparation for forecast poor weather over the weekend (Storm Brian).
- 4.18. 21 Oct. Routine patrol and moorings checks. Rendered assistance to a number of yachts with unfurled sails in high winds. Re-secured compromised fendering on a number of berths.
- 4.19. 22 Oct. Routine patrol and moorings checks. Assisted a vessel with a propulsion defect alongside the scrubbing piles at Warsash. High winds persisting in the aftermath of Storm Brian.
- 4.20. 23 Oct. Routine patrol and moorings checks. Movement of vessels to meet the Crown Estate pile maintenance programme requirements.
- 4.21. 24 Oct. Routine patrol and moorings checks. Commercial boat operator coding. Assistance to a River user in the recovery of submerged equipment. Routine liaison with Crown Estate Mooring Contractor regarding the ongoing pile maintenance programme. Movement of vessels to meet the programme requirements. Attended a mooring reported as having a failed riser. Vessel secured. Photographs taken and passed to the appropriate contractor for defect rectification. On passing, patrol noticed a yacht with an open cockpit hatch. Reported the same to the yacht owner and re-secured the hatch.
- 4.22. 25 Oct. Routine patrol and moorings checks. Movement of vessels to meet the Crown Estate pile maintenance programme requirements. Bailing out of tenders alongside at Warsash.
- 4.23. 26 Oct. Routine patrol and moorings checks. Re-secured a loose boom on a midstream-moored yacht. Assisted a yacht with a fouled propellor at her mooring. Routine check of patrol boats' First Aid equipment..
- 4.24. 27 Oct. Routine patrol and moorings checks. Attended a yacht with no obviously fitted pile lines. Reported to owner for rectification. Monitored commercial bait digging at Warsash. Routine liaison with Hampshire Police.

- 4.25. 28 Oct. Routine patrol and moorings checks. Walk ashore at River Hamble Country Park for litter collection on the foreshore. Attended a non-paying yacht on the midstream Visitors' pontoon.
- 4.26. 29 Oct. Routine patrol and moorings checks. Patrol took a number of calls from River Users regarding a speeding motorboat between Swanwick and Mercury Bend. Patrol attended the scene and witnessed the craft at speed. On pursuit, craft quickly recovered by owners at Swanwick Slipway and departed, towed by a vehicle at speed. Event reported to Hampshire Police and subject to ongoing joint investigation.
- 4.27. 30 Oct. Routine patrol and moorings checks. Patrol attended a yacht aground on Hook Spit on a falling tide. Yacht (chartered) freed and returned to charter company for damage assessment.
- 4.28. 31 Oct. Routine patrol and moorings checks. Patrol assisted a yacht onto the Warsash scrubbing piles. Further movement of vessels to meet the Crown Estate pile maintenance programme requirements
- 4.29. 01 Nov. Routine patrol and moorings checks. Routine liaison with Crown Estate Mooring Contractor. Movement of vessels to meet the programme requirements. Patrol moved a tender from Warsash to Hamble at the request of her owner.
- 4.30. 02 Nov. Routine patrol and moorings checks. Reduced visibility owing to fog during the forenoon. Advice given afloat to River Users regarding fog routine in the River.
- 4.31. 03 Nov. Routine patrol and moorings checks. Further investigation with the Police into the speeding incident of 29 Oct. Follow-up on two non-paying visiting yachts.
- 4.32. 04 Nov. Routine patrol and moorings checks. Routine liaison a River Boatyard.
- 4.33. 05 Nov. Routine patrol and moorings checks. Escorted a yacht with defective motor propulsion to a mid River marina. Patrol supported the routine Wetland Birds Survey. Supported visit of 'Princess Caroline'.
- 4.34. 06 Nov. Routine patrol and moorings checks.
- 4.35. 07 Nov. Routine patrol and moorings checks. Movement of vessels to meet Crown Estate pile replacement programme requirements.
- 4.36. 08 Nov. Routine patrol and moorings checks. Liaison with a sailing club regarding a half-submerged pontoon.
- 4.37. 09 Nov. Routine patrol and moorings checks. Routine liaison with the Crown Estate mooring contractor. Work on the 'A' Run complete. Return of vessels to their proper moorings. Liaison as necessary with owners.
- 4.38. 10 Nov. Routine patrol and moorings checks. Routine Marina liaison visit. Preparation for a rally.
- 4.39. 11 Nov. Routine patrol and moorings checks. Litter collection ashore at the River Hamble Country Park jetty.
- 4.40. 12 Nov. Routine patrol and moorings checks. Assisted a yacht with motor propulsion failure.



- 4.41. 13 Nov. Patrol conducted mooring and pontoon checks. Check of River Hamble Country Park jetty.
- 4.42. 14 Nov. Patrol conducted mooring and pontoon checks. Monitored bait digging at Badnam Creek.
- 4.43. 15 Nov. Patrol conducted mooring and pontoon checks. Received complaint from a downwind yachtsman of smoke from a motor craft starting her engines. Routine inspection of Aids to Navigation.
- 4.44. 16 Nov. Patrol conducted mooring and pontoon checks. Routine maintenance work on RHHA RIB HYDRA.
- 4.45. 17 Nov. Patrol conducted mooring and pontoon checks. Replaced upper fixed Green light on Fishermens' Jetty
- 4.46. 18 Nov. Patrol conducted mooring and pontoon checks. Supported Sharks Canoe Race between the River Hamble Country Park and the RAFYC. Patrol to the Horse and Jockey. Nothing significant to report.
- 4.47. 19 Nov. Patrol conducted mooring and pontoon checks. Liaison with Hamble Life Boat regarding a report of a speeding motorboat – not traced. Routine survey of Aids to Navigation. Yellow top mark seen to be missing from Saltern's Boatyard. Green top mark at Pink Ferry Hard rusty. Both reported for corrective action. Assisted a small yacht in recovering to a trailer at Warsash Hard.
- 4.48. 20 Nov. Patrol conducted mooring and pontoon checks. Yellow top mark (4.47) replaced. Refurbished fendering at HM Jetty Warsash. Monitoring of bait digging at Badnam Creek.
- 4.49. 21 Nov. Patrol conducted mooring and pontoon checks. Continued refurbishment of fendering at the HM Jetty Warsash. Routine liaison with a River Boatyard.
- 4.50. 22 Nov. Patrol conducted mooring and pontoon checks in strong winds. Hosted Blue Marine Oyster Project meeting.
- 4.51. 23 Nov. Patrol conducted mooring and pontoon checks. Conducted annual Oil Spill Table Top exercise. Environment Officer to Botley and Curbridge by River. Re-secured three craft at their moorings. Owners informed.
- 4.52. 24 Nov. Patrol conducted mooring and pontoon checks. Commercial tow of a vessel from a Boatyard the HM Jetty at Warsash.
- 4.53. 25 Nov. Patrol conducted mooring and pontoon checks. Towed a yacht from her proper mooring to the midstream Visitors' Pontoon to accommodate maintenance work.
- 4.54. 26 Nov. Patrol conducted mooring and pontoon checks. Patrol pumped out the bilges of a small motorboat at Warsash Jetty. Returned a yacht to her proper mooring following completion of planned maintenance work. Investigated a high-pitched alarm from yacht on the 'I' Run. Cause of alarm was low battery voltage. Reported to owner. Recovered an inundated tender at Warsash slip. Owner informed. Monthly routine checks of First Aid kits.
- 4.55. 27 Nov. Patrol conducted mooring and pontoon checks. Re-secured loose headsail on a moored yacht. Owner informed.

- 4.56. 28 Nov. Patrol conducted mooring and pontoon checks. Re-secured loose sail on a mid-stream moored yacht. Removed and disposed of a dead fox in the River at Warsash.
- 4.57. 29 Nov. Patrol conducted mooring and pontoon checks. Routine liaison with the Crown Estate contractor regarding forthcoming pile replacement works.
- 4.58. 30 Nov. Patrol conducted mooring and pontoon checks. Liaison with a boat yard to assist a launch with a fouled propellor. Patrol rendered assistance to a yacht (bilge pumping).
- 4.59. 01 Dec. Patrol conducted mooring and pontoon checks. Liaison with the Crown Estate mooring contractor.
- 4.60. 02 Dec. Patrol conducted mooring and pontoon checks. Support to the Solent Wetlands' group bird survey.
- 4.61. 03 Dec. Patrol conducted mooring and pontoon checks.
- 4.62. 04 Dec. Patrol conducted mooring and pontoon checks. Patrol towed a motor boat with propulsion failure to Stone Pier Yard for defect investigation.
- 4.63. 05 Dec. Patrol conducted mooring and pontoon checks. Patrol replaced fenders on a mid-stream moored yacht. Patrol conducted a commercial tow of a yacht from her mooring on the 'J' run to Stone Pier Yard for maintenance.
- 4.64. 06 Dec. Patrol conducted mooring and pontoon checks. Routine boatyard liaison. Patrol responded to a report of a dead swan within the River near Botley. Unable to attend owing to the state of the tide.

## **5. Marine Safety Management System**

- 5.1. The Marine Safety Management System (MSMS) was inspected independently by the Harbour Board's Designated Person on 30 November. The audit allowed the Designated Person to assure the Duty Holder that the MSMS, for which they are collectively and individually responsible, continues to operate effectively.
- 5.2. The outcome of the inspection and its conclusions will allow the Duty Holder to write a signed statement to the Maritime and Coastguard Agency, the Regulator, to certify the Harbour Authority's continued compliance with the Port Marine Safety Code. This certification will last until 31 March 2021, in line with instruction set out in the Regulator's Marine Information Note 556(M) of September 2017.
- 5.3. The audit is at Appendix 1.

## **6. Future Development Plans**

- 6.1. Initial consultations have revealed that improvements to existing public slipways are sought by a number of River Users. Scoping work on options for Hamble, Swanwick and Bursledon will take place during the early part of 2018.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

|   |     |
|---|-----|
| <b>Hampshire maintains strong and sustainable economic growth and prosperity:</b> | yes |
| <b>People in Hampshire live safe, healthy and independent lives:</b>              | yes |
| <b>People in Hampshire enjoy a rich and diverse environment:</b>                  | yes |
| <b>People in Hampshire enjoy being part of strong, inclusive communities:</b>     | yes |

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

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### **1. Equality Duty**

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
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### **1.2. Equalities Impact Assessment:**

A full Equalities Impact Assessment for the River Hamble Harbour Authority's compliance with the Port Marine Safety Code (including environmental responsibilities) has been carried out and this report does not raise any issues not previously covered by that Assessment.

### **2. Impact on Crime and Disorder:**

2.1. This report does not deal with any issues relating to crime and disorder.

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- 3.1. How does what is being proposed impact on our carbon footprint / energy consumption? The contents of this report have no impact on carbon footprint or energy consumption
- 3.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? Not applicable to this report.



# Hamble Harbour Authority

## Port Marine Safety Code

### Audit

**30 November 2017**

|         |          |             |          |                |          |
|---------|----------|-------------|----------|----------------|----------|
| Author: | CRL/ARL  | Checked by: | MB       | Authorised by: | ARL      |
| Date:   | 04/12/17 | Date:       | 06/12/17 | Date:          | 07/12/17 |

## Contents

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## 1 Background

We are appointed as the Designated Person required by the Port Marine Safety Code. Our role is to provide independent assurance directly to the duty holder that the Marine Safety Management System (MSMS), for which the duty holder is responsible, is working effectively. Our main responsibility is to determine, through assessment and audit, the effectiveness of the Marine Safety Management System in ensuring compliance with the Code.

We audit Hamble Harbour Authority's compliance with the Port Marine Safety Code once a year. Andy Langford and Chris Lisher of this office attended Hamble Harbour Authority's Office on 30 November 2017. Last year we focused the audit on strategy; this year the focus was on the Safety Management System (SMS) and associated operational documentation.

We would like to thank the Director and Harbour Master Jason Scott, and the Deputy Harbourmaster for their help in conducting this audit.

## 2 Executive Summary

As a consequence of this audit and subject to the findings in this report we can continue to independently assure the Duty Holder that the Marine Safety Management System (MSMS) for which they are collectively and individually responsible, continues to operate effectively.

Last year in our audit we concentrated on the strategic plans and documents and looked at how the Duty Holder interacts with the HM and the MSMS – this year, we looked at the tactical level and examined the operational inputs.

There has clearly been considerable time and effort spent on review of and improvement of the Safety Management System since the last audit, in particular, risk assessments.

We conclude that the MSMS, which has been reduced to a fraction of its former size, is considerably improved. An effective MSMS relies upon continual improvement to prevent it becoming a moribund collection of documents and an administrative burden. We encourage the HM and his Team to continue in this iterative approach, which has been used to great effect so far.

We have the following recommendations from this audit:-

**Recommendation 1 (11/17) Incident Reports**

We recommend that Incidents recorded on the “Pink” forms be separated from the day to day operational reports. Staff should be reminded of the SOP which guides them as to what constitutes an incident. We recommend that the Incident form is amended to include a section on its review and any subsequent action taken to amend Standard Operation Procedures and Risk Assessments. In this way lessons learned and analysis on incidents should be encouraged. We attach a suggested template at the end of this report.

**Recommendation 2 (11/17) Near Miss reporting**

We recommend that a separate ‘Near Miss’ recording system should be set up to complement Incident reporting.

**Recommendation 3 (11/17) Document Control**

The overall MSMS has document version control but individual elements do not, for example the incident report form. We recommend that all forms and documents under the SMS have issue dates and version numbers on them, so that there is no confusion over the current edition of a form or document. In addition a Master List of Documents (or index) with their individual issue date should be created and maintained to provide an overarching and unambiguous guide as to the current document in use.

**Recommendation 4 (11/17) Risk Assessment Training**

We recommend that employees other than the Harbour Master receive training on completing Risk Assessments. Whilst great strides have been made in re-writing these assessments, all of the workload has fallen on one person.



By involving other members of the Harbour Team, the spread of experience is broadened and all parties to it gain a sense of ‘ownership’ of the Risk Assessment, which in turn encourages a deeper sense of ‘safety culture’.

### **3 Close-out of previous recommendations**

#### **Recommendation 1 (11/16)**

Duty Holders’ letters of responsibility should be updated every three years in line with PMSC requirement.

All letters were updated in October 2017. Closed.

#### **Recommendation 2 (11/16)**

The Business Plan currently published on the HHA website is the 2015 version, to wit, the plan appears to be out of date.

The current business plan (2017 – 2020) is now published on the website. The Mission Statement is to be included in the Strategic Plan which is to be reviewed by March 2018. Closed.

#### **Recommendation 3 (11/16)**

Review outdated policy documents and where appropriate, set the review cycle of policies to reflect the triennial round.

Policies have now reviewed and will continue on a triennial cycle. Closed.

#### **Recommendation 4 (11/16)**

Operational responsibilities should be updated to reflect the staffing and roles of the Harbour Authority.

Up to date as of October 2017. Closed

#### **Recommendation 5 (10/15)**

Produce a Skills and Training Matrix for employees and contractors

Some progress has been made to populate the matrix, but it is as yet incomplete. Ongoing.

#### **Recommendation 8 (10/15)**

Establish a Risk Assessment to determine the scope and frequency of hydrographic surveys required.

SOP 3.18 and Risk Assessment 24 issued October 2017 have addressed this. Closed.

## **4 Incident reports**

Incident reports were reviewed as standard audit practice. All of the reports were fully completed with frank and factual disclosure and the findings acted upon. Processes are in place to use the Incident Report findings to amend, if necessary, the risk assessment and associated SOPs, and to incorporate lessons learned.

We noted a trend where Incident Reports are filed alongside daily operational logs. In doing so, the distinction between a bona fide incident and a point of operational note is blurred, although we recognise that the HM's reporting obligations to the Duty Holder have influenced this. The underlying SOP clearly defines the manner of events which require Incident Reports to be raised, therefore it seems logical to file them separately. We have made recommendations 1 & 2 accordingly.

## **5 Risk Assessment**

A sample of risk assessments were examined. Risk assessments are reviewed on an at least annual basis and whenever required in response to incidents or near misses, or when a change in the variables affecting the assessed task requires it.

It is apparent that a great deal of work has gone into a thorough and methodical review of risk assessments since the last audit and review of successive assessments shows laudable improvement.

In order to spread the administrative load and, importantly, to encourage further 'buy-in' from staff, we recommend that the task of reviewing and authoring new risk assessments is shared with other staff. See recommendation 4.

## 6 Key Dates

Last letter of compliance to MCA 21 Jan 2015 (3 years)

(MIN 556, recently published, (attached) suggests that this is being harmonised by the MCA, therefore we recommend submission of a letter prior to the March 2018 deadline so as to remain in harmonisation.)

Last Tier 2 oil spill exercise 13<sup>th</sup> Oct 2016 (3 years)

Latest published Safety Plan for Marine Operations 10<sup>th</sup> Oct 2017 (3 years)

With thanks to the Harbour Master and his staff for their assistance.

Respectfully submitted,



Andy Langford

Senior Surveyor

For and on behalf of NautX Ltd

*The following forms part of this report:*

*This report is issued by NautX Ltd, the Officers of which have exercised reasonable care in conducting this audit. All details and particulars in this report are believed to be true, but are not guaranteed accurate. All judgments, conclusions and recommendations are expression of opinions based on skill, training and experience. Unless otherwise stated, no actual measurements or calculations were made by the auditor at the time of this inspection.*

*NautX Ltd, its Officers and employees shall have no liability for consequential loss, no liability for personal injury damages, no liability for property loss damages and no liability for punitive damages, all of which shall be deemed to have knowingly and voluntarily waived upon receipt and use of this report. Further, in no event shall the legal liability for NautX Ltd, its Officers and employees ever exceed the fee, less expenses, paid by the requesting party for the issuance of this report, regardless of the number of claims, or suits and regardless of whether under theory of tort, contract, warranty, outrage or otherwise.*

*It is further agreed by any person relying on this report that NautX Ltd, its Officers and employees shall not be held liable under any circumstances whatsoever or responsible in any way for any error in judgement, default or negligence nor for any inaccuracy, omissions, oversights, misrepresentation or misstatement in this report and that the use of the report shall be construed to be an acceptance of the foregoing conditions.*

-----

## Accident / Near Miss Report

*(This section of the form is to be completed and returned to the Harbourmaster)*

REPORT OF:

- Accident
- Incident
- Near Miss / Dangerous Occurrence

Date/Time of Occurrence:

Location of Occurrence:

Task on which employed at time of occurrence:-

Description of Accident/Incident/Near Miss (Include brief description of injuries, if any):-

List any medical attention required:-

*(Duration of time away from work, if any)*

Suggested preventative action:-

*(Describe how the accident / incident / near miss could have been avoided)*

*Person reporting:-*

Name:

Rank:

Date/Time of reporting:

REPORT OF ACCIDENT / INCIDENT / NEAR MISS / DANGEROUS OCCURRENCE

*(This part to be filled by Harbourmaster)*

Comments

Preventative Action Required:-

Risk Assessment / SOP updated?    Y / N

Date Preventative Action Completed:-



## HAMPSHIRE COUNTY COUNCIL

### Report

|                     |  |
|---------------------|--|
| <b>Committee</b>    | River Hamble Harbour Board                             |
| <b>Date:</b>        | 12 January 2018  |
| <b>Title:</b>       | Environmental Update                                   |
| <b>Report From:</b> | Director of Culture, Communities and Business Services |

**Contact name:** Alison Fowler

**Tel:** 01489 576387

**Email:** Alison.fowler@hants.gov.uk

#### 1. Recommendations

- 1.1. It is recommended that the River Hamble Harbour Board notes the contents of this report.

#### 2. Summary

- 2.1. This report summarises activities relating to the River Hamble Harbour Authority's (RHHA) environmental management of the Hamble Estuary during autumn 2017.

#### 3. Updates

##### 3.1. Port Waste Management Plan

The River Hamble Port Waste Management Plan has been approved by the Maritime & Coastguard Agency under the Merchant Shipping (Port Waste Reception Facilities) Regulations 2003 (as amended). The Plan had been updated by the Environment & Development Manager (EDM) with input from the River's marinas, yards and sailing/yacht clubs, as is required every 3 years.

##### 3.2. Warsash Link Pontoon

Following the approved installation of the Warsash link pontoon in November 2016 which connected the Harbour Master's Jetty and Fishermen's jetty, two 'finger pontoons' have been added to the arrangement, connected to a bracket on the main pontoon. They act as a buffer between the boats moored at adjacent locations. The relevant approvals, variation and exemption registrations were obtained.

##### 3.3. Winter Maintenance Projects

Pile replacement works are due to be undertaken this winter at the Royal Southern Yacht Club, Port Hamble Marina and various Crown Estate mid-stream moorings. Routine maintenance dredging has been approved for this coming winter at Hamble Point Marina, Port Hamble Marina and Mercury Marina. Methodology and dredging volumes are consistent with the approved River Hamble Maintenance Dredge Plan.

##### 3.4. Solent Forum and Solent European Marine Sites (SEMS) Management Group

The EDM attended the bi-annual meetings of the Solent Forum (SF) Members' Meeting, the SF Natural Environment Group, and the annual Solent European Marine Sites (SEMS) Management Group. Attendance ensures the RHHA both inputs and

remains up to date on emerging issues and project work, and that environmental obligations continue to be met. The annual process relating to the SEMS Management Group ensures that relevant authorities such as RHHA are fulfilling duties with regards to monitoring and managing the impacts that activities (as opposed to plans or developments) have on the protected SEMS.

### 3.5. Beneficial Use of Dredgings in the Solent (BUDS) Project

The EDM attended the first meeting of the technical group that is overseeing Phase 1 of the Solent Forum BUDS project. The project, which aims to try and make best use of arisings for habitat creation and coastal defence, compliments and builds upon RHHA's 2016 River Hamble Saltmarsh & Sediment Study. The overall aim of the phased Solent Forum BUDS project is to "bring about beneficial use of dredging within one or more Solent sites, using an incrementally phased approach to scope and cost sediment sourcing and sediment receiver sites, building a system of protocols and guidance." The Phase 1 review, being undertaken by ABPMer, is an initial, small-scale, investigation designed to achieve the following:

- Briefly review history of beneficial use;
- Identify potentially suitable sites for implementing a project that beneficially uses fine dredge sediment for habitat restoration (and other functions);
- Identify potential partnership members to realise such a future project.

3.6. The Seaview Project has moved on a stage following a workshop of the Hamble sub-group. The group assessed responses given to an Environment Agency consultation of local stakeholders (via the Hamble Estuary Partnership) conducted on a list of potential options throughout the estuary for habitat enhancement opportunities. Identifying these 'mitigation measures' is required under the Water Framework Directive to ensure the estuary can reach the classification 'good ecological potential'. This is separate, although complementary, to work required under the Habitats Regulations relating to protection and enhancement of the associated designated sites. Some options relating to removal of structures were discounted on the basis of protection of heritage features and/or high risk of habitat damage in accessing structures, however, over 30 potential options were discussed to be taken forward for further consideration. There are significant challenges to delivery of these options, including funding, landowner agreement, and further appropriate research into understanding the true benefits of some designs of ecological enhancement.

### 3.7. Solent Oyster Restoration Project

RHHA has been approached with a view to the Hamble Estuary being used as key location for the next phase of the project, to include both more brood-stock cages and re-seeding the river bed population, subject to the project organisers Blue Marine Foundation obtaining the relevant permissions and funding.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

|   |     |
|---|-----|
| <b>Hampshire maintains strong and sustainable economic growth and prosperity:</b> | yes |
| <b>People in Hampshire live safe, healthy and independent lives:</b>              | yes |
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### **1. Equality Duty**

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

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## HAMPSHIRE COUNTY COUNCIL

### Report

|                     |  |
|---------------------|--|
| <b>Committee</b>    | River Hamble Harbour Board                             |
| <b>Date:</b>        | 12 January 2018  |
| <b>Title:</b>       | Review of Fees and Charges                             |
| <b>Report From:</b> | Director of Culture, Communities and Business Services |

Contact name: Jason Scott

Tel: 01489 576387

Email: Jason.Scott@hants.gov.uk

#### 1. Recommendation

- 1.1 That the River Hamble Harbour Board approve the fees and charges set out above and to advertise them on the River Hamble website.

#### 2. Summary

- 2.1. This report forms a review of fees and charges applicable to the River Hamble. It does not cover Harbour Dues for privately owned leisure vessels, which have been reviewed separately.

#### 3. Fees and Charges

- 3.1. It is proposed that Harbour Dues for commercial vessels should remain unchanged for the third consecutive year, as follows:
- a. The charge for a commercial vessel visiting Hamble harbour: 13p plus VAT per Gross Registered Tonne (GRT) per visit.
  - b. In addition, the charge for commercial vessels visiting the Hamble harbour and licensed to carry more than 12 passengers which either embark or disembark passengers on public jetties: 50p plus VAT per passenger.
- 3.2. In line with the policy adopted for Harbour Dues, it is proposed that there should be no increase for charges for Harbour Works Consent. Thus, it is proposed that the following charges will remain in place from 1 April 2018:

| <b>Size of project</b>  | <b>Size increment</b> | <b>Proposed total charge for 2018/19</b>   |
|---|-----------------------|--|
| Up to and including 100 sq. metres  | <b>Nil</b>            | <b>£400 + VAT</b>  |
| Over 100 sq. metres up to 500 sq metres   | <b>Nil</b>            | <b>£451 + VAT</b>  |
| Over 500 sq. metres up to 2,500 sq. metres  | <b>Nil</b>            | <b>£605 + VAT</b>  |
| Over 2,500 sq. metres up to 10,000 sq. metres   | <b>Nil</b>            | <b>£1117.50 + VAT</b>  |
| Over 10,000 sq. metres  | <b>Nil</b>            | <b>£1630 + VAT</b>   |
| A reduced fee for applications which fall within the Harbour Master's delegated powers, and consents for maintenance work to structures etc.        | <b>Nil</b>            | <b>£153.50 + VAT</b>   |
| Pre-application consultation fee. Attendance at the Streamlined Consents Meeting and one hour of pre-application consultation will be at no charge. | <b>Nil</b>            | <b>£49 per hour + VAT (for every hour or part thereof, after the first hour)</b> |
| Routine maintenance dredge (per dredge campaign)  | <b>Nil</b>            | <b>£153.50 + VAT</b>   |
| Capital dredge up to and including 500m <sup>3</sup>  | <b>Nil</b>            | <b>£88</b>   |
| Capital dredge of 501m <sup>3</sup> to 2,500m <sup>3</sup>  | <b>Nil</b>            | <b>£176</b>  |
| Capital dredge of 2,501m <sup>3</sup> to 10,000m <sup>3</sup>   | <b>Nil</b>            | <b>£880</b>  |
| Capital dredge over 10,001m <sup>3</sup>  | <b>Nil</b>            | <b>£1,353</b>  |

3.3. An additional charge of £50 + VAT is made for each Notice to River Users required in connection with each project.

3.4. It is further recommended that the Harbour Board adopts the following rates for discretionary services provided by the Harbour Authority for 2017/18. The figure for towing has been changed to bring it into line with other harbour authorities' figures and not risk undercutting local businesses.

| <b>Service</b>   | <b>Rate</b>  |
|--|--|
| Emergency towing to nearest point of safety  | Free of charge   |
| Other towing/movement of boats within the Harbour Authority limits (at owners request) | £82 per tow + VAT.<br>An additional hourly rate will apply for operations which take more than one hour. |

|   |  |
|---|--|
| Use of maintenance piles  | £25 (inc VAT) per 24 hours or part thereof.<br>Vessels displaying a valid annual Harbour Dues sticker are entitled to the first 24 hours free of charge. |
| Specific visits to check on boats for security/damage (at owners request) | £49 per hour + VAT.<br>Minimum charge £24.50 + VAT   |
| Replacing broken or missing fenders or warps (at owners request)          | £49 per hour + VAT.<br>Minimum charge £24.50 + VAT, plus 120% of cost of materials used.   |
| Pumping out (to prevent further damage)                                   | £49 per hour + VAT.<br>Minimum charge £24.50 + VAT   |
| Re-securing or lashing sails and covers (to prevent further damage)       | £49 per hour + VAT. Minimum charge £24.50 + VAT  |

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

|                        |  |
|------------------------|--|
| <b>Decision Maker:</b> | River Hamble Harbour Board   |
| <b>Date:</b>           | 12 January 2018  |
| <b>Title:</b>          | River Hamble 2017/18 Forecast Outturn and 2018/19 Forward Budget                               |
| <b>Report From:</b>    | The Director of Corporate Resources and Director of Culture, Communities and Business Services |

**Contact names:** Jennifer Wadham / Rob Sarfas  
Jason Scott

**Tel:** 01962 847193                      Jennifer.Wadham@hants.gov.uk  
01962 846290                      **Email:** Rob.Sarfas@hants.gov.uk  
01489 576387                      Jason.Scott@hants.gov.uk

#### 1. Recommendations

1.1. It is recommended that the River Hamble Harbour Board:

- a) Notes the 2017/18 forecast outturn.
- b) Approves the 2018/19 forward budget as set out in this report.

#### 2. Executive Summary

- 2.1. The purpose of this report is to present the 2017/18 forecast outturn as at Period 6 (September 2017) and the 2018/19 forward budget to the River Hamble Harbour Board for approval.
- 2.2. For the 2017/18 financial year, the River Hamble is projected to achieve a surplus of £14,000 on revenue funded expenditure, compared to a budgeted surplus of £25,000.
- 2.3. In order to fully meet the agreed £35,000 contribution to the Asset Replacement Reserve (ARR) in 2017/18, it is projected that £21,000 will need to be transferred from the Revenue Reserve (RR).
- 2.4. The proposed budget for 2018/19 provides for a surplus of £12,000 on general revenue activities. A draw of £23,000 would be required from the RR to fully meet the £35,000 transfer to the ARR.

- 2.5. It is anticipated that there will need to be transfers from the Asset Enhancement Reserve (AER) to meet the cost of specific projects in both years, partially offset by interest received on reserve balances.
- 2.6. The detailed original budget for 2017/18 (as approved by the Harbour Board in January 2017), the forecast outturn for 2017/18 and the proposed forward budget for 2018/19 are set out in Appendix 1.

### **3. 2017/18 Forecast Outturn**

- 3.1. The forecast outturn for 2017/18 as at period 6 (September 2017) is detailed in Appendices 1 and 2. Current projections are that a surplus on standard revenue activity of £14,000 will be achieved, £11,000 lower than the original budgeted surplus.
- 3.2. It was agreed by the Board in May 2007, that a contribution of £43,000, later reduced to £35,000 per annum would be made to the Asset Replacement Reserve (ARR) to fund the cost of replacing assets in future years. This contribution is met from the surplus on revenue funded expenditure, supplemented by a transfer from the Revenue Reserve if necessary.
- 3.3. The £14,000 surplus will therefore be transferred to the ARR in full, together with a transfer of £21,000 from the RR, in order to fully meet the agreed annual transfer to the ARR of £35,000.
- 3.4. Total gross expenditure is projected at £594,000, which is £8,000 higher than the budgeted £586,000, mainly due to increased staffing costs. Detailed reasons for the variance to budget are set out below.
- 3.5. Staff related costs are expected to be £21,000 higher than budgeted, due mainly to two seasonal members of staff job-sharing to create a full time assistant harbour master role, with the budget being based on a part time post. These increased costs are partly offset by lower than budgeted spend on staff training.
- 3.6. Supplies and services expenditure is projected to be £14,000 lower than budgeted, including £6,000 on Central Department Charges due to lower expected charges from Legal and Democratic Services (although it should be noted that these charges do vary depending on activity and the requirements of the Harbour, and therefore could increase), and £7,000 on office expenses due mainly to lower IT charges.
- 3.7. Income is expected to be £3,000 lower than budgeted at £608,000, reflecting a position more in line with the actual income received in the previous financial year.
- 3.8. Projects funded from reserves consist of £3,000 relating to the approved Sacrificial Anodes PhD project. Approximately £2,000 is expected to be added to reserves as interest generated on balances. Details are provided in Appendix 3.

#### **4. 2018/19 Forward Budget**

- 4.1. The proposed 2018/19 forward budget is detailed in Appendices 1 and 2 and projects a surplus of £12,000 on general revenue activities. This will need to be supplemented by a £23,000 draw from the RR to meet the agreed £35,000 transfer to the ARR for the cost of replacing assets in future years. Approximately £2,000 is expected to be added to reserves as the result of the generation of interest on balances.
- 4.2. The proposed gross expenditure budget has been set at £595,000, an increase of £9,000 compared with the original 2017/18 budget, and a £1,000 increase against the 2017/18 forecast outturn. The forward budget includes a proposed net increase in the staffing budget to reflect the current staffing levels, partly offset by projected reductions in training, office expenses, Central Department Charges, and other services.
- 4.3. The budget for salary costs has been increased by £23,000 compared to the original 2017/18 budget, to cover the additional cost of the assistant harbour master post being a full time position, annual pay inflation, and an increase to the employer's Local Government Pension Scheme (LGPS) contributions. This is partly offset by a £5,000 decrease in the training budget based on current levels of expenditure.
- 4.4. The budget for supplies and services is expected to decrease by £10,000, including £2,000 reduced office expenses, a £6,000 reduction in Central Department Charges and a £2,000 reduction in the Other Services (including Designated Person) budget.
- 4.5. The income budget for 2018/19 has been set at £607,000, which is a reduction of £4,000 from the original 2017/18 budget. Again this reflects a position more in line with the actual income received in the previous financial year, and includes a revision to the Harbour Dues budget for sublet, waiting list and late payment fee income from the Crown Estate (as this is now included within the management charge to the Crown Estate), an expected rise in miscellaneous income due to increasing charges at the commercial rate for activities such as towing and an inflationary rise on the management charge to the Crown Estate.

#### **5. Reserves**

- 5.1. The Harbour Board approved a reserves policy on 18<sup>th</sup> May 2007 which provided for the following three reserves:
  - Asset Enhancement Reserve (AER) - £320,000 for a programme of future opportunities.
  - Asset Replacement Reserve (ARR) - to replace all Harbour Authority Assets and provide maintenance dredges over a 25 year cycle. Annual contribution of £43,000 later reduced to £35,000, to be received from revenue.

- Revenue Reserve (RR) - to hold annual surpluses totalling no more than 10% of the gross revenue budget. Any excess to be transferred to the AER, returned to mooring holders or to fund one off revenue budget pressures as approved by the Board.
- 5.2. A detailed breakdown of reserves is contained in Appendix 3. The reserve balances include an estimate for interest receivable on reserves and projected and incurred expenditure.
  - 5.3. Interest received on the reserves is estimated to be £2,000 in both 2017/18 and 2018/19.
  - 5.4. Expenditure has been incurred in 2017/18, funded by the AER, to contribute to the final year of the PhD project to research the effects of Sacrificial Anodes (£3,000).
  - 5.5. Further expenditure from the AER is expected in 2018/19 for the River Hamble Games 2018 (£3,000), and further projects are likely to be put forward for consideration by the Board, for which a total amount of £50,000 has currently been reflected in the proposed budget (subject to approval from the Board).
  - 5.6. There has been no expenditure incurred in 2017/18 which has been funded by the ARR. Provision has been made for planned expenditure of £47,000 from the ARR for piles maintenance and the replacement of a boat engine in 2018/19, in accordance with the Fixed Asset Register.
  - 5.7. The balance on the RR is anticipated to be £67,062 as at 31 March 2018, reflecting the £21,000 transfer to ARR in the 2017/18 financial year. This is slightly above the 10% of gross revenue budget (equating to approximately £60,000) as per the agreed reserves policy, however, by the end of 2018/19 it is expected that this balance would reduce to £44,062.
  - 5.8. The balance in the AER is expected to be £68,967 as at 31 March 2018, with £3,000 of expenditure already committed for 2018/19 and other potential projects of £50,000 reducing the expected balance to £15,967 at 31 March 2019.
  - 5.9. The balance in the ARR is expected to be £480,402 as at 31 March 2018, decreasing to £470,402 by 31 March 2019, which is considered appropriate to meet the future costs of replacing the assets of the Harbour Authority as required.

## **6. Impact Assessment**

- 6.1. This report is in accordance with the budget strategy and the County Council's financial management policy. This policy applies equally to all services and ensures consistent financial management decisions across all services. The proposals outlined in this report are not considered discriminatory.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

|   |     |
|---|-----|
| <b>Hampshire maintains strong and sustainable economic growth and prosperity:</b> | Yes |
| <b>People in Hampshire live safe, healthy and independent lives:</b>              | Yes |
| <b>People in Hampshire enjoy a rich and diverse environment:</b>                  | Yes |
| <b>People in Hampshire enjoy being part of strong, inclusive communities:</b>     | Yes |

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

## **IMPACT ASSESSMENTS:**

### **1. Equality Duty**

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

**Equalities Impact Assessment:**

1.2. This report is in accordance with the budget strategy and the County Council's financial management policy. This policy applies equally to all services and ensures consistent financial management decisions across all services. The proposals outlined in this report are not considered discriminatory.

### **2. Impact on Crime and Disorder:**



2.1. This report does not deal with any issues relating to crime and disorder.

**3. Climate Change:**

- a) How does what is being proposed impact on our carbon footprint / energy consumption? The contents of this report have no impact on carbon footprint or energy consumption.
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? Not applicable to this report.

## River Hamble Harbour Undertaking

|  | Original<br>Budget<br>2017/18<br>(£) | Variance<br>2017/18<br>(£) | P6 Forecast<br>Outturn /<br>Revised<br>Budget<br>2017/18<br>(£) | Adjustments<br>2018/19<br>(£) | Forward<br>Budget<br>2018/19<br>(£) | Notes |
|--|--------------------------------------|----------------------------|---|-------------------------------|-------------------------------------|-------|
| <b>EXPENDITURE</b>   |                                      |                            |   |                               |                                     |       |
| <b>Staff Related</b>   |                                      |                            |   |                               |                                     |       |
| Salaries   | 415,000                              | 26,000                     | 441,000   | (3,000)                       | 438,000                             | 1     |
| Training   | 10,000                               | (5,000)                    | 5,000   | 0                             | 5,000                               | 2     |
| <b>Sub Total Staff Related</b>                                     | <b>425,000</b>                       | <b>21,000</b>              | <b>446,000</b>  | <b>(3,000)</b>                | <b>443,000</b>                      |       |
| <b>Premises</b>  |                                      |                            |   |                               |                                     |       |
| Repair & Maintenance (including Health & Safety Modifications)     | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |       |
| Electricity  | 2,000                                | 0                          | 2,000   | 0                             | 2,000                               |       |
| Gas  | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |       |
| Rent/Rates   | 17,000                               | 1,000                      | 18,000  | 0                             | 18,000                              | 3     |
| Water/Sewerage   | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |       |
| Burglar Alarms/Security  | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |       |
| <b>Sub Total Premises</b>  | <b>23,000</b>                        | <b>1,000</b>               | <b>24,000</b>   | <b>0</b>                      | <b>24,000</b>                       |       |
| <b>Transport</b>   |                                      |                            |   |                               |                                     |       |
| Repair, Maintenance and Boat Refurbishment                         | 19,000                               | 0                          | 19,000  | 0                             | 19,000                              |       |
| Vehicle Running Expenses (Fuel)                                    | 3,000                                | 0                          | 3,000   | 0                             | 3,000                               |       |
| Tools (inc Chandlery)  | 2,000                                | 0                          | 2,000   | 0                             | 2,000                               |       |
| Car Allowances/Staff Travel  | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |       |
| Insurance  | 2,000                                | 0                          | 2,000   | 0                             | 2,000                               |       |
| <b>Sub Total Transport</b>   | <b>27,000</b>                        | <b>0</b>                   | <b>27,000</b>   | <b>0</b>                      | <b>27,000</b>                       |       |
| <b>Supplies &amp; Services</b>                                     |                                      |                            |   |                               |                                     |       |
| Office Expenses  | 27,000                               | (7,000)                    | 20,000  | 5,000                         | 25,000                              | 4     |
| Environmental Maintenance  | 10,000                               | 0                          | 10,000  | 0                             | 10,000                              |       |
| Public Jetties & Navigational Safety (including Navigational Aids) | 10,000                               | 1,000                      | 11,000  | (1,000)                       | 10,000                              |       |
| Central Department Charges   | 48,000                               | (6,000)                    | 42,000  | 0                             | 42,000                              | 5     |
| Other Services (including Designated Person)                       | 11,000                               | (2,000)                    | 9,000   | 0                             | 9,000                               | 6     |
| Oil Spill Response   | 5,000                                | 0                          | 5,000   | 0                             | 5,000                               |       |
| <b>Sub Total Supplies &amp; Services</b>                           | <b>111,000</b>                       | <b>(14,000)</b>            | <b>97,000</b>   | <b>4,000</b>                  | <b>101,000</b>                      |       |
| <b>Gross Expenditure (Current)</b>                                 | <b>586,000</b>                       | <b>8,000</b>               | <b>594,000</b>  | <b>1,000</b>                  | <b>595,000</b>                      |       |

|   | Original<br>Budget<br>2017/18<br>(£) | Variance<br>2017/18<br>(£) | P6 Forecast<br>Outturn /<br>Revised<br>Budget<br>2017/18<br>(£) | Adjustments<br>2018/19<br>(£) | Forward<br>Budget<br>2018/19<br>(£) | Notes |
|---|--------------------------------------|----------------------------|---|-------------------------------|-------------------------------------|-------|
| <b>INCOME</b>   |                                      |                            |   |                               |                                     |       |
| Miscellaneous Income  | (7,000)                              | (2,000)                    | (9,000)   | 0                             | (9,000)                             | 7     |
| Interest  | (1,000)                              | 0                          | (1,000)   | 0                             | (1,000)                             |       |
| Harbour Dues  | (514,000)                            | 5,000                      | (509,000)   | 4,000                         | (505,000)                           | 8     |
| The Crown Estate Funding  | (64,000)                             | 0                          | (64,000)  | (3,000)                       | (67,000)                            | 9     |
| Other Funding   | (5,000)                              | 0                          | (5,000)   | 0                             | (5,000)                             | 10    |
| Visitor Income  | (20,000)                             | 0                          | (20,000)  | 0                             | (20,000)                            |       |
| <b>Gross Income</b>   | <b>(611,000)</b>                     | <b>3,000</b>               | <b>(608,000)</b>  | <b>1,000</b>                  | <b>(607,000)</b>                    |       |
| <b>NET REVENUE FUNDED EXPENDITURE</b>                             | <b>(25,000)</b>                      | <b>11,000</b>              | <b>(14,000)</b>   | <b>2,000</b>                  | <b>(12,000)</b>                     |       |
| <b>Projects Funded by Reserves</b>                                |                                      |                            |   |                               |                                     |       |
| - Asset Enhancement   | 2,000                                | 1,000                      | 3,000   | 50,000                        | 53,000                              |       |
| - Asset Replacement   | 0                                    | 0                          | 0   | 47,000                        | 47,000                              |       |
| - Revenue Reserve   | 0                                    | 0                          | 0   | 0                             | 0                                   |       |
| <b>Gross Expenditure</b>  | <b>2,000</b>                         | <b>1,000</b>               | <b>3,000</b>  | <b>97,000</b>                 | <b>100,000</b>                      |       |
| <b>Interest on Reserves</b>                                       |                                      |                            |   |                               |                                     |       |
| - Asset Enhancement   | 0                                    | 0                          | 0   | 0                             | 0                                   |       |
| - Asset Replacement   | (2,000)                              | 0                          | (2,000)   | 0                             | (2,000)                             |       |
| <b>Gross Income</b>   | <b>(2,000)</b>                       | <b>0</b>                   | <b>(2,000)</b>  | <b>0</b>                      | <b>(2,000)</b>                      |       |
| <b>NET RESERVES FUNDED EXPENDITURE</b>                            | <b>0</b>                             | <b>1,000</b>               | <b>1,000</b>  | <b>97,000</b>                 | <b>98,000</b>                       |       |
| <b>TOTAL NET EXPENDITURE</b>                                      | <b>(25,000)</b>                      | <b>12,000</b>              | <b>(13,000)</b>   | <b>99,000</b>                 | <b>86,000</b>                       |       |
| <b>RESERVES</b>   |                                      |                            |   |                               |                                     |       |
| Contribution to Asset Replacement Reserve                         | 25,000                               | (11,000)                   | 14,000  | (2,000)                       | 12,000                              | 11    |
| Transfer Interest to Reserves                                     | 2,000                                | 0                          | 2,000   | 0                             | 2,000                               |       |
| Transfers from Reserves - Projects                                | (2,000)                              | (1,000)                    | (3,000)   | (97,000)                      | (100,000)                           |       |
| Total Transfers To/(From) Reserves                                | 25,000                               | (12,000)                   | 13,000  | (99,000)                      | (86,000)                            |       |
| <b>NET (SURPLUS) / DEFICIT<br/>TRANSFERRED TO GENERAL RESERVE</b> | <b>0</b>                             | <b>0</b>                   | <b>0</b>  | <b>0</b>                      | <b>0</b>                            |       |

## FURTHER DETAIL ON: Office Expenses; Other Services; Harbour Dues Income.

|  | Original<br>Budget<br>2017/18<br>(£) | Variance<br>2017/18<br>(£) | P6 Forecast<br>Outturn /<br>Revised<br>Budget<br>2017/18<br>(£) | Adjustments<br>2018/19<br>(£) | Forward<br>Budget<br>2018/19<br>(£) | Notes    |
|--|--------------------------------------|----------------------------|---|-------------------------------|-------------------------------------|----------|
| <b>Office Expenses</b>                                   |                                      |                            |   |                               |                                     |          |
| Equipment  | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |          |
| First Aid Supplies/Health & Safety                       | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |          |
| Printing & Stationery                                    | 4,000                                | 0                          | 4,000   | (1,000)                       | 3,000                               |          |
| Catering/General   | 2,000                                | 0                          | 2,000   | (1,000)                       | 1,000                               |          |
| Protective Clothing                                      | 3,000                                | 0                          | 3,000   | 0                             | 3,000                               |          |
| IT Charges   | 5,000                                | (5,000)                    | 0   | 5,000                         | 5,000                               |          |
| Postage  | 2,000                                | 0                          | 2,000   | 0                             | 2,000                               |          |
| Subscriptions  | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |          |
| Phones   | 2,000                                | (2,000)                    | 0   | 1,000                         | 1,000                               |          |
| Promotional Events/Publicity/Publications                | 4,000                                | 0                          | 4,000   | 1,000                         | 5,000                               |          |
| Retail   | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |          |
| Credit Card Charges (re Income Collection)               | 1,000                                | 0                          | 1,000   | 0                             | 1,000                               |          |
| <b>Sub Total</b>   | <b>27,000</b>                        | <b>(7,000)</b>             | <b>20,000</b>   | <b>5,000</b>                  | <b>25,000</b>                       | <b>4</b> |
| <b>Other Services</b>                                    |                                      |                            |   |                               |                                     |          |
| Subscriptions/Memberships/<br>Licences/Designated Person | 11,000                               | (2,000)                    | 9,000   | 0                             | 9,000                               |          |
| <b>Sub Total</b>   | <b>11,000</b>                        | <b>(2,000)</b>             | <b>9,000</b>  | <b>0</b>                      | <b>9,000</b>                        | <b>6</b> |
| <b>Harbour Dues</b>                                      |                                      |                            |   |                               |                                     |          |
| Marinas and Boatyards                                    | (380,000)                            | 0                          | (380,000)   | 0                             | (380,000)                           |          |
| River Moorings   | (102,000)                            | 0                          | (102,000)   | 0                             | (102,000)                           |          |
| Jetty Charges  | (15,000)                             | (4,000)                    | (19,000)  | 4,000                         | (15,000)                            |          |
| Miscellaneous Income - Commercial and<br>Pleasure craft  | (8,000)                              | 0                          | (8,000)   | 0                             | (8,000)                             |          |
| Sublet, Waiting List & Late Payment Fee<br>Income        | (9,000)                              | 9,000                      | 0   | 0                             | 0                                   |          |
| <b>Sub Total</b>   | <b>(514,000)</b>                     | <b>5,000</b>               | <b>(509,000)</b>  | <b>4,000</b>                  | <b>(505,000)</b>                    | <b>8</b> |

## Notes to Appendices 1 and 2

The details of significant variations are as follows:

1. The forecast outturn for salaries in 2017/18 is expected to be £26,000 higher than the original 2017/18 budget. This reflects two seasonal members of staff job-sharing to create a full time assistant harbour master role, with the budget being based on a part time position.

The 2018/19 salary budget has been increased by £23,000 from the original 2017/18 budget. This increase will cover the additional cost of replacing one part time assistant harbour master post with a full time post, along with a provision for staff increments and an increase to the employer's LGPS contributions.

A charge of £21,000 was included in the original 2017/18 budget to cover the past service deficit element of employer's contributions to the cost of the LGPS. The 2018/19 forward budget is set at £23,000 to reflect the anticipated charge for 2018/19.

2. The Training budget has been reduced by £5,000 both in 2017/18 and 2018/19 following high levels of staff training that happened in 2016/17 for new recruits, which has resulted in a reduced requirement for 2017/18 and 2018/19.
3. Rent and Rates are expected to be £1,000 higher than originally budgeted due to an expected increase in the cost of business rates for 2017/18 and is expected to stay £1,000 higher in 2018/19.
4. The forecast outturn for Office Expenses in 2017/18 is expected to be £7,000 lower than the original 2017/18 budget due to further delays within IT Charges for enhancements of the electronic payments system used to collect harbour dues. The 2018/19 forward budget for Office Expenses will reduce by a net £2,000 from the original 2017/18 budget due to anticipated reduction in printing and stationery and other general expenditure.
5. Central Department charges

The charges based on activity are charged annually in March – all other charges are charged on a monthly basis via an annualised bill plan.

- The anticipated charge for support from Operational Finance is £21,600 in 2018/19 and is based on an assessment of the time devoted to the River Hamble.
- The anticipated 2018/19 Corporate Resources charges are based on the actual costs incurred in 2012/13.

|  | £     |
|--|-------|
| ▪ Processing of payments and travel claims, Processing of debtor transactions - invoices, etc. | 2,500 |
| ▪ Tax/cash management and Processing of pay by Payroll Technical Team                          | 200   |
| ▪ Audit services   | 3,400 |
|  | ----- |
|  | 6,100 |

- The charge for Audit Services is for an SLA to cover audit requirements, both for specific site visits to the River Hamble and to cover systems and processes used by the River Hamble, such as payroll and IT systems.
- £14,300 has been budgeted for charges from Democratic Services and Legal Services. The actual charge will vary depending on activity and requirements and is based on hours worked multiplied by an hourly rate, which is benchmarked to ensure best value.

The following costs are not currently borne by the Harbour Office:

- Notional rent and repair costs associated with the Harbour Office
  - Access to and use of the County Council's Information Technology infrastructure and systems
  - Insurance, apart from a nominal premium.
6. The Other Services (including Designated Person) budget for 2018/19 has reduced from £11,000 to £9,000 to reflect the new contract.
  7. The miscellaneous income 2018/19 forward budget has been brought in line with the 2017/18 forecast outturn and increased by £2,000 due to charging the Crown Estate at commercial rates for activities such as towing.
  8. The harbour dues budget for 2018/19 has been reduced by £9,000, as sublet, waiting list and late payment fee income from the Crown Estate is now included in the management agreement with the Crown Estate. All other harbour dues budgets have been kept at the same level as the 2017/18 original budget, to reflect the commitment of a 0% increase in harbour dues for 2018. Additional income is expected within the 2017/18 forecast outturn of £4,000 due to the impact of the Crown Estate's pile maintenance programme.

A detailed breakdown of harbour dues is presented in Appendix 2

9. The Crown Estate Funding budget for 2018/19 is estimated to have an inflationary increase of approximately 4%, and has therefore been increased to £67,000. The precise inflation increase will be confirmed later in the year, based on the Crown Estate's income fees, as per the management contract.

10. "Other Funding" includes £3,000 from Fareham Borough Council relating to a contribution towards Warsash slipway clearance.
11. The budgeted in-year surplus to contribute to the Asset Replacement Reserve will be £12,000 in 2018/19, and it is proposed that the shortfall on the Board agreed transfer to the ARR of £35,000 is met by a transfer from the RR of £23,000.

## River Hamble Reserves - 2017/2019

|   | General Reserve (£) | Asset Enhancement Reserve (£) | Asset Replacement Reserve (£) | TOTAL (£)        |
|---|---------------------|-------------------------------|-------------------------------|------------------|
| <b>Balance as at 31 March 2017</b>        | <b>(88,062)</b>     | <b>(71,967)</b>               | <b>(443,402)</b>              | <b>(603,431)</b> |
| PhD project - Sacrificial Anodes          | 0                   | 3,000                         | 0                             | <b>3,000</b>     |
| Transfer to ARR from General Reserve      | 21,000              | 0                             | (21,000)                      | <b>0</b>         |
| Transfer to ARR from Revenue              | 0                   | 0                             | (14,000)                      | <b>(14,000)</b>  |
| Plus Estimated Annual Interest            | 0                   | 0                             | (2,000)                       | <b>(2,000)</b>   |
| Plus Estimated Net surplus for the year   | 0                   | 0                             | 0                             | <b>0</b>         |
| <b>Predicted Balance at 31 March 2018</b> | <b>(67,062)</b>     | <b>(68,967)</b>               | <b>(480,402)</b>              | <b>(616,431)</b> |
| Transfer to ARR from Revenue              | 0                   | 0                             | (12,000)                      | <b>(12,000)</b>  |
| Transfer to ARR from General Reserve      | 23,000              | 0                             | (23,000)                      | <b>0</b>         |
| River Hamble Games 2018                   | 0                   | 3,000                         | 0                             | <b>3,000</b>     |
| Potential Projects                        | 0                   | 50,000                        | 0                             | <b>50,000</b>    |
| Asset Replacement                         | 0                   | 0                             | 47,000                        | <b>47,000</b>    |
| Plus Estimated Annual Interest            | 0                   | 0                             | (2,000)                       | <b>(2,000)</b>   |
| Plus Estimated Net surplus for year       | 0                   | 0                             | 0                             | <b>0</b>         |
| <b>Predicted Balance at 31 March 2019</b> | <b>(44,062)</b>     | <b>(15,967)</b>               | <b>(470,402)</b>              | <b>(530,431)</b> |
| <b>Commitments for future projects</b>    | <b>0</b>            | <b>0</b>                      | <b>0</b>                      | <b>0</b>         |
| <b>Balance Available</b>                  | <b>(44,062)</b>     | <b>(15,967)</b>               | <b>(470,402)</b>              | <b>(530,431)</b> |



## HAMPSHIRE COUNTY COUNCIL

### Report

|                     |  |
|---------------------|--|
| <b>Committee:</b>   | River Hamble Harbour Board                             |
| <b>Date:</b>        | 12 January 2018  |
| <b>Title:</b>       | Forward Plan for Future Meetings                       |
| <b>Report From:</b> | Director of Culture, Communities and Business Services |

**Contact name:** Jason Scott

**Tel:** 01489 576387

**Email:** Jason.Scott@hants.gov.uk

#### 1. Recommendation

1.1. That the report be noted.

#### 2. Summary

1.1 This report sets out the key issues which it is anticipated will appear on the River Hamble Harbour Management Committee and Harbour Board agendas in the forthcoming months. The Forward Plan is attached at Appendix 1.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

|   |     |
|---|-----|
| <b>Hampshire maintains strong and sustainable economic growth and prosperity:</b> | yes |
| <b>People in Hampshire live safe, healthy and independent lives:</b>              | yes |
| <b>People in Hampshire enjoy a rich and diverse environment:</b>                  | yes |
| <b>People in Hampshire enjoy being part of strong, inclusive communities:</b>     | yes |

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

## **IMPACT ASSESSMENTS:**

### **1. Equality Duty**

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

### **1.2. Equalities Impact Assessment:**

A full Equalities Impact Assessment for the River Hamble Harbour Authority's compliance with the Port Marine Safety Code (including environmental responsibilities) has been carried out and this report does not raise any issues not previously covered by that Assessment.

### **2. Impact on Crime and Disorder:**

2.1. This report does not deal with any issues relating to crime and disorder.

### **3. Climate Change:**

3.1. How does what is being proposed impact on our carbon footprint / energy consumption? The contents of this report have no impact on carbon footprint or energy consumption

3.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? Not applicable to this report.

| <b>Management Committee Date</b> | <b>Agenda Item</b>  | <b>Harbour Board Date</b> |
|----------------------------------|---|---------------------------|
| 1 December 2017                  | <ul style="list-style-type: none"> <li>• Marine Director and Harbour Master's Report and Current Issues</li> <li>• Environmental Update</li> <li>• Harbour Works Consent (if applicable)</li> <li>• River Hamble Budget 2017/18</li> <li>• Review of Fees and Charges</li> <li>• Forward Plan for Future Meetings</li> </ul>  | 12 January 2018           |
| 9 March 2018                     | <ul style="list-style-type: none"> <li>• Marine Director and Harbour Master's Report and Current Issues</li> <li>• Environmental Update</li> <li>• Harbour Works Consent (if applicable)</li> <li>• Harbour Board Three Yearly Review of the Strategic Plan and Vision</li> <li>• Forward Plan for Future Meetings</li> <li>• Asset Register Review</li> <li>• Annual Review of Business Plan</li> <li>• Briefing (Man Cttee only)</li> </ul> | 6 April 2018              |
| 8 June 2018                      | <ul style="list-style-type: none"> <li>• Marine Director and Harbour Master's Report and Current Issues</li> <li>• Environmental Update</li> <li>• Harbour Works Consent</li> <li>• River Hamble Final Accounts 2016/17</li> <li>• Review of Harbour Dues</li> <li>• Proceedings of the Annual Forum</li> <li>• Forward Plan for Future Meetings</li> <li>• Annual Familiarisation Boat Trip</li> </ul>                                       | 13 July 2018              |
| 14 September 2018                | <ul style="list-style-type: none"> <li>• Marine Director and Harbour Master's Report and Current Issues</li> <li>• Environmental Update</li> <li>• Harbour Works Consent – Hamble Point Marina Pier Extension.</li> <li>• Forward Plan for Future Meetings</li> <li>• Briefing (Man Cttee only) – Induction for New Members as well as Refreshing of Responsibilities for Existing Members</li> </ul>   | 5 October 2018            |
| N/A                              | <ul style="list-style-type: none"> <li>• Marine Director and Harbour Master's Report and Current Issues</li> <li>• Environmental Update</li> <li>• Harbour Works Consent (if applicable)</li> <li>• Forward Plan for Future Meetings</li> </ul>   | 16 November 2018          |

| <b>Management Committee Date</b> | <b>Agenda Item</b>  | <b>Harbour Board Date</b> |
|----------------------------------|---|---------------------------|
| 7 December 2018                  | <ul style="list-style-type: none"> <li>• Marine Director and Harbour Master's Report and Current Issues</li> <li>• Environmental Update</li> <li>• Harbour Works Consent (if applicable)</li> <li>• River Hamble Budget 2017/18</li> <li>• Review of Fees and Charges</li> <li>• Forward Plan for Future Meetings</li> </ul>                                    | 11 January 2019           |
| 15 March 2019                    | <ul style="list-style-type: none"> <li>• Marine Director and Harbour Master's Report and Current Issues</li> <li>• Environmental Update</li> <li>• Harbour Works Consent (if applicable)</li> <li>• Forward Plan for Future Meetings</li> <li>• Asset Register Review</li> <li>• Annual Review of Business Plan</li> <li>• Briefing (Man Cttee only)</li> </ul> | 5 April 2019              |

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