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NOTICE OF MEETING

Meeting	River Hamble Harbour Management Committee
Date and Time	Friday, 13th March, 2020 at 10.00 am
Place	Warsash Sailing Club
Enquiries to	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.

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 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 Personal Interest in a matter being considered at the meeting should consider, having regard to Part 5, Paragraph 4 of the Code, whether such interest should be declared, and having regard to Part 5, Paragraph 5 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 - 10)

To confirm the minutes of the previous meeting held on 6 December 2019.

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. MARINE DIRECTOR AND HARBOUR MASTER'S REPORT AND CURRENT ISSUES (Pages 11 - 30)

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.

7. ENVIRONMENTAL UPDATE (Pages 31 - 34)

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

8. RIVER HAMBLE ASSET REGISTER (Pages 35 - 42)

To consider a report of the Director of Culture, Communities and Business Services outlining the register of Harbour Authority assets and timescales for replacement.

9. ANNUAL REVIEW OF BUSINESS PLAN (Pages 43 - 48)

To consider a report of the Director of Culture, Communities and Business Services regarding the Harbour Authority's Business Plan.

10. FORWARD PLAN FOR FUTURE MEETINGS (Pages 49 - 52)

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 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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Agenda Item 3

AT A MEETING of the River Hamble Harbour Management Committee of
HAMPSHIRE COUNTY COUNCIL held at Warsash Sailing Club on Friday, 6th
December, 2019

Chairman:

p. Councillor Seán Woodward

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

p. Councillor Stephen Philpott
p. Councillor Lance Quantrill

Co-opted members

p. Rupert Boissier - River Hamble Boatyard and Marine Operators Association
p. Captain Phil Buckley – Associated British Ports
p. Councillor Trevor Cartwright - Fareham Borough Council
a. Dermot O'Malley - Berth and Mooring Holders
a. Councillor Frank Pearson – Winchester City Council
a. Trevor Bryant - Association of River Hamble Yacht Clubs
a. Councillor Jane Rich – Eastleigh Borough Council
p. John Selby - Royal Yachting Association
p. Nicola Walsh – British Marine

89. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Pal Hayre, Rupert Kyrle and Frank Pearson and from Trevor Bryant and Dermot O'Malley.

90. 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 and as a non executive Board Director at the RAF Yacht Club; Councillor Cartwright declared interests as a member of the Royal Yachting Association; Mr John Selby

declared interests as a trustee of Warsash Sailing Club; a committee member of the Royal Yachting Association, of the River Hamble Combined Clubs and of the River Hamble Mooring Holders Association.

91. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 7 June 2019 were agreed as a correct record and signed by the Chairman.

92. DEPUTATIONS

There were no deputations.

93. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

94. MARINE DIRECTOR AND HARBOUR MASTER'S REPORT AND CURRENT ISSUES

The Committee considered the report of the Director of Culture, Communities and Business Services regarding incidents and events in the Harbour.

The recurring seasonal issues of anti-social behaviour and swimming throughout summer months were highlighted. This had not had any impact upon the Harbour Authority's capacity to maintain navigational safety on the river.

RESOLVED:

That the River Hamble Harbour Management Committee notes the content of the report.

95. ENVIRONMENTAL UPDATE

The Committee considered the report of the Director of Culture, Communities and Business Services with an update on environmental matters.

Members acknowledged the breadth and depth of work being undertaken across the board. Members also noted that the climate change agenda was integrated into all environmental projects being conducted with a particular focus upon water based activity and developments.

With reference to section 5 of the report, as part of the discussion, it was confirmed that the marinas and boatyards provided efficient and well used boat cleaning and pump out facilities.

RESOLVED:

That the River Hamble Harbour Management Committee notes the content of the report.

96. INCOME ADJUSTMENT OPTION PAPER

The Committee considered the report of the Director of Culture, Communities and Business Services setting out a number of options for financial management which could impact upon the budget setting for 2020-2021.

As part of the discussion, Members noted that extensive research into the possible options and comparison with other authorities to ensure consistency had been conducted. Extensive work had been conducted with commercial operators who had provided data to inform the recommendations.

Members were aware that the options would be incorporated into the budget setting for 2020/21 to address the potential financial deficit but that no final decision was required at this stage on any of the fees, charges and proposals contained within the report.

In response to questions, Members heard that:

- The annual deficit mentioned within section 1 of the report referred to the decreasing balance of the Revenue Reserve. Were the financial issues not addressed, the current rate of contributions meant that the position was unsustainable.
- The seasonal nature of sailing meant that some dry stacks would likely be vacant at certain points within the year but that this was a matter of fact for all commercial operators.
- The anticipated additional contributions from the proposals within the report would generate roughly £30,000 annually.
- Communication of the final decision, to be taken by the River Hamble Harbour Board, on the income options and final budget for 2020/21 would be crucial. Members were supportive of this and agreed that key messages regarding fees and charges should be promoted widely to all stakeholders.
- The proposed amounts were based upon analysis of several factors and were deemed reasonable based on that of other Harbours in the Solent. The figures proposed would also maintain a competitive offer.

RESOLVED

That the River Hamble Harbour Management Committee notes and supports the following options being taken forward for Board consideration with any increases being incorporated into next year's budget:

- (i) To apply a flat rate charge for Harbour Dues in respect of all dry-stacked vessel berths for each berth per annum at a rate to be decided, enabling a flexible launching regime and ensuring that Harbour Dues are paid in respect of launches which are not currently captured.

The Management Committee were supportive of an indicative flat rate of £61.50 less 10% but were aware in agreeing this recommendation that the figure recommended to the Board could change incrementally

if new data became available in advance of the Board meeting on 10 January 2020.

(ii) To apply the following annual Harbour Authority mooring rates for permanently moored fishing vessels at Warsash:

- <8m - £1000
- >8m - <9.5m - £1100
- >9.5m - £1200

(iii) To increase daily launching charges, payable according to length overall and power as follows:

- Under 6m and under 10hp – free;
- Under 6m and over 10hp - £5 (formerly £4);
- Over 6m and over 10hp - £8 (formerly £6).

And to increase Visitors' Rates to the following:

- Warsash Jetty
 - Short stay (up to 4 hours):
 - up to 12 metres length overall - £8 (£6);
 - over 12 metres length overall - £10 (£8);
 - overnight (after 5pm) - £3 (£2) per metre.
 - Weekly - £3 (£2) per metre per night.
- Hamble Jetty
 - Short stay (up to 4 hours):
 - up to 12 metres length overall - £8 (£6);
 - over 12 metres length overall - £10 (£8);
 - overnight (after 5pm) - £2.50 (£1.75) per metre.
 - Weekly - £2 per metre per night.
- Mid-stream Visitors' Pontoon.
 - Short stay (up to 4 hours):
 - up to 12 metres length overall – £5 (£4);
 - over 12 metres length overall – £8 (£6);
 - overnight (after 5pm) - £2 (£1.50) per metre.
 - Weekly - £2 (£1.50) per metre per night.

(iv) To transfer any additional balance that may be created as a result of these measures to the Asset Enhancement Reserve to take advantage of future opportunities.

97. **REVIEW OF FEES AND CHARGES**

The Committee considered the report of the Director of Culture, Communities and Business Services.

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.

98. **RIVER HAMBLE 2019/20 FORECAST OUTTURN AND 2020/21 FORWARD BUDGET**

The Committee considered the report of the Directors of Corporate Resources – Corporate Services and Culture, Communities and Business Services.

RESOLVED:

- i) That the revised budget for the 2019/20 financial year is supported by the River Hamble Harbour Management Committee and submitted to the River Hamble Harbour Board for approval.
- ii) That the projected outturn for the 2019/20 financial year is noted.
- iii) That the proposed forward budget is supported by the River Hamble Harbour Management Committee and submitted to the River Hamble Harbour Board for approval.
- iv) That the impact of the triennial actuarial pension valuation in removing the past service payments from 2020/21, and that this could change at the next valuation, is noted.
- v) That the balances held within the reserves and the impact of anticipated cost pressures on the general reserve balance are noted.

99. **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.

RESOLVED:

That the River Hamble Harbour Management Committee notes the report.

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HAMPSHIRE COUNTY COUNCIL

Report

Committee/Panel:	River Hamble Harbour Management Committee
Date:	13 March 2020
Title:	Marine Director and Harbour Master's Report and Current Issues
Report From:	Director of Culture, Communities and Business Services

Contact name: Jason Scott

Tel: 01489 576387

Email: Jason.Scott@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to record formally RHHA Patrol Operations and inform the Duty Holder of significant events and trends having a bearing on the Marine Safety Management System.

Recommendation

2. It is recommended that the River Hamble Harbour Management Committee supports the contents of this report to the Harbour Board.

Executive Summary

3. This report summarises the incidents and events which have taken place in the Harbour and addresses any issues currently under consideration by the Harbour Master.

Contextual Information

Patrols

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

Incidents and Events

- 5.1. 06 Jan. Patrol conducted mooring and pontoon checks. Routine liaison with Hampshire Marine Police Unit. Office refurbishment work.
- 5.2. 07 Jan. Patrol conducted mooring and pontoon checks. Re-fitted a parted pile line on behalf of a mid-stream mooring holder. Routine check of Aids to Navigation. Liaison with UK Border Force. Preparations for office ceiling asbestos removal.
- 5.3. 09 Jan. Patrol conducted mooring and pontoon checks. Office closure (patrol continuing) for asbestos removal.
- 5.4. 10 Jan. Patrol conducted mooring and pontoon checks. Patrol to Horse and Jockey to check channel clearance.
- 5.5. 11 Jan. Patrol conducted mooring and pontoon checks. Inspection of RHCP Jetty.
- 5.6. 12 Jan. Patrol conducted mooring and pontoon checks. Support to bird survey. Pumped out an inundated tender at Warsash. Responded to a call from a mid-stream mooring holder reporting that an adjacent vessel appeared to have dragged her mooring.
- 5.7. 13 Jan. Patrol conducted mooring and pontoon checks. Attended a motor vessel which had run over and become foul on a buoy. Office refurbishment work.
- 5.8. 14 Jan. Patrol conducted mooring and pontoon checks. Re-set a number of fenders on mid-stream moored vessels following high winds.
- 5.9. 15 Jan. Patrol conducted mooring and pontoon checks. Comprehensive River mooring survey following extremely high winds. Rendered assistance to a River User whose tender had sank at a mooring. Tender re-floated, pumped out and returned to Warsash.
- 5.10. 16 Jan. Patrol conducted mooring and pontoon checks. During inspection, patrol re-secured a parted pile line on a mid-stream moored yacht. Patrol re-secured a wind-generator, apparently dislocated during the high winds.
- 5.11. 17 Jan. Patrol conducted mooring and pontoon checks. Patrol replaced a number of failed pile lines on mid-stream moored yachts. Recovered an empty oil drum from the shore South of the M27 bridge. HCC attendance to inspect jetty water supplies. Office ceiling installation work.
- 5.12. 18 Jan. Patrol conducted mooring and pontoon checks. Replaced pile lines on a mid-stream moored yacht. Tide gauge cleaning. Boat coding work.
- 5.13. 19 Jan. Patrol conducted mooring and pontoon checks. Liaison with Marina and Southern Water regarding sewage pump-out options.
- 5.14. 20 Jan. Patrol conducted mooring and pontoon checks. Liaison with HCC engineers surveying the Office Harbour Wall.
- 5.15. 21 Jan. Patrol conducted mooring and pontoon checks. Tree recovery at River Hamble Country Park Jetty. Office refurbishment work.

- 5.16.22 Jan. Patrol conducted mooring and pontoon checks. Liaison with a mid-stream mooring holder reporting apparent collision damage to his vessel. No witness reports received.
- 5.17.23 Jan. Patrol conducted mooring and pontoon checks. Patrol to Botley. Office refurbishment work. Dome glass replacement.
- 5.18.24 Jan. Patrol conducted mooring and pontoon checks. Crown Estate pile maintenance programme meeting. Tow of a mid-stream moored vessel to a temporary mooring at owner's request.
- 5.19.25 Jan. Patrol conducted mooring and pontoon checks. Liaison with four mid-stream mooring holders affected by forthcoming planned marina dredging work. Re-checked mooring lines of vessel moved at 5.18. Checked a vessel with apparently insecure cabin boards. Owner contacted. Patrol then inspected adjacent yachts on the 'V' run. Two vessels had been broken into and an attempt had been made to start one, a motor boat. Subsequent liaison with Hampshire Police and the owners.
- 5.20.26 Jan. Patrol conducted mooring and pontoon checks. Further liaison with Hampshire Police regarding break-ins.
- 5.21.27 Jan. Patrol conducted mooring and pontoon checks. Further liaison with mooring holders affected by break-ins. Boat coding work.
- 5.22.28 Jan. Patrol conducted mooring and pontoon checks. Wider inspection of the 'U' and 'V' runs off Land's End revealed that a number of other vessels had been broken into. Reported to the Police and owners informed. The majority of items stolen appeared to be tools. Support to Hampshire Marine Police Unit. Litter Collection at River Hamble Country Park Jetty.
- 5.23.29 Jan. Patrol conducted mooring and pontoon checks. Tow of a mid-stream moored yacht from a temporary mooring to her proper berth at the owner's request. Further liaison with the Police and owners affected by theft/break-in.
- 5.24.30 Jan. Patrol conducted mooring and pontoon checks. Patrol boat anti-foul test work. Responded to a call from a member of the public at RHCP, reporting a dog stuck in the mud near the RHCP Jetty. Owner informed of the risks of entering the mud and advised to wait for the animal to free itself, which it did. Patrol stood down. Office refurbishment work.
- 5.25.31 Jan. Patrol conducted mooring and pontoon checks.
- 5.26.01 Feb. Patrol conducted mooring and pontoon checks. Office temporary roofing removal. Liaison with HM Coast Guard regarding Electronic Position Indicating Radio Beacon (EPIRB) activation in or near the River. Unlocated and suspected to be ashore. Incident closed.
- 5.27.02 Feb. Patrol conducted mooring and pontoon checks. Office refurbishment work.
- 5.28.03 Feb. Patrol conducted mooring and pontoon checks. Liaison with the Crown Estate mooring contractor regarding mooring standards and the forthcoming planned pile maintenance programme. Replacement of a pile line on a mid-stream moored yacht at the owner's request.

- 5.29.04 Feb. Patrol conducted mooring and pontoon checks. Enhanced inspection prior to forecast Storm Ciara. Office refurbishment work.
- 5.30.05 Feb. Patrol conducted mooring and pontoon checks. Routine Marina liaison.
- 5.32.06 Feb. Patrol conducted mooring and pontoon checks. Support to Hampshire Marine Police Unit conducting boarding training in Southampton Water. Checked a report of loose lines on two mid-stream moored yachts from another River user. Re-secured. Office refurbishment work.
- 5.33.07 Feb. Patrol conducted mooring and pontoon checks. Routine marina and boatyard liaison.
- 5.34.08 Feb. Patrol conducted mooring and pontoon checks. Increasing winds and preparations for the arrival of storm CIARA. These included checks for loose equipment and office refurbishment infrastructure. Stopped and re-briefed a group of 8 PWCs (Jet-skis) regarding excessive wake and wash and the need to navigate responsibly within the River. Compliant. Reports taken from a number of mid-stream mooring holders and members of the public regarding a collision between a dredging barge and a Crown Estate pile on the 'V' Run. Damage to the pile was witnessed but no apparent damage caused to either of two adjacent moored vessels or the associated pontoon. Owners informed and vessels given berths in the adjacent marina. Pontoon re-located. Investigation ongoing. Strong winds continued to build throughout the afternoon and evening.
- 5.35.09 Feb. Patrol conducted pontoon and mooring checks. Continued strong winds associated with storm CIARA saw gusts of 60 knots. Patrol re-secured a commercially moored yacht with a parted stern mooring line. Commercial contractor informed. Other moorings sound.

Issues

6. **Port Marine Safety Code Inspection** - The Harbour Authority's 6 monthly inspection of its Marine Safety Management System took place on 22 January. All previous actions have been completed and the report is at Appendix 1.
7. **Navigational Matters** - This year's routine inspection of Aids to Navigation by Trinity House will be conducted on 17 March. Planned information exchange with the UK Hydrographic Office will result in the issue of a New Edition of Admiralty Chart 2022 to be dated Feb 2020 within the next few months. This edition will include updated depths (which have not changed appreciably) and marina/pontoon modifications, as well as an updated source data diagram. A re-issue such as this is a rare event with the last Edition dating to 2000.
8. **Annual Forum** - This year's Annual Forum and Tender Draw will take place at Warsash Sailing Club on Monday 16 March at 1900. Notification has been placed on the Harbour Authority's web pages and on social media.

Application forms for the Tender Ballot are on the website and available from the Harbour Office. The deadline for applications is Friday 6 March.

9. **New Harbour Management System** - Following an extensive tender process, the RHHA has commissioned Viking Systems Lt to deliver a new electronic moorings management system which will be implemented in time for the next billing round. This new system conforms to GDPR regulations and will allow private and commercial customers to manage their accounts securely on-line. Those who wish will still be able to pay invoices in person in the Harbour Office. Further information and instructions will be issued to those affected in due course.
10. **Hamble Showers** - Agreement in principle has been reached with Hamble Life Boat and Hamble Parish Council regarding access and meterage for water and power. Discussions continue regarding responsibilities for meeting water quality standards and any requirement to formalise a lease.

An update on this work will be provided verbally.

**REQUIRED CORPORATE AND LEGAL INFORMATION:
Links to the Strategic Plan**

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

Section 100 D - Local Government Act 1972 - background documents	
<p>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.)</p>	
<u>Document</u>	<u>Location</u>
None	

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

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 by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

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

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

2. Equalities Impact Assessment:

- (a) An EIA is not required as no negative impacts are anticipated.

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Hamble Harbour Authority

Port Marine Safety Code Audit

22 Jan 2020

Author:	ARL	Checked by:	MB	Authorised by:	ARL
Date:	3 Feb 20	Date:	4 Feb 20	Date:	4 Feb 20

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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 twice a year. Andy Langford of this office attended Hamble Harbour Authority's Office on 22 January 2020.

We would like to thank the Director and Harbour Master Jason Scott, for his 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.

We have the following recommendations from this audit:-

Recommendation 1 (01/20):

Conduct annual reviews of contact numbers in the OSCP and log these in an amendment sheet at the front of the document.

Recommendation 2 (01/20):

Conduct (and record) pollution training for Casual River Patrol Officers upon joining.

Recommendation 3 (01/20):

Assign version numbers to operational documents (where not already implemented) and maintain version control on a 'Master List of Documents'.

3 Close-out of previous recommendations

8/19 Recommendation 1:

Open a collaborative dialogue with Beaulieu River with the intent to deconflict VHF radio interference on Ch 68 by adhering to normal radio communication discipline.

The HM contacted Beaulieu HM by email and has made her aware of the conflict. The response from Beaulieu was not entirely collaborative (Beaulieu HM suggested that RHHA instigate a second, discrete channel), however, a marked decrease in conflicting traffic has been noted - most likely due to Beaulieu increasing use of their own discrete channel as a result of the email.

Status: Closed (Continue to monitor)

12/18 Recommendation 1:

Maintain ongoing review and consideration of operational requirements pertaining to antisocial behaviour, as impacts river users and staff.

Update 1/20: a number of control measures have been adopted with further training planned for seasonal patrol officers – the HM will continue to monitor closely through the summer season.

Status: Closed (Continue to monitor)

12/18 Recommendation 2:

Make scheduled, documented visual checks (where possible) of areas frequented by swimmers so as to minimise risk of injury from seabed debris (as part of wider inspection of quayside furniture etc.)

Update 8/19: Scheduled checks are made, however, are not yet documented. We recommend that this is done, even if by simple means so as to ensure that a systematic record exists.

Update 1/20: Scheduled checks are now recorded on the Patrol Log. A systematic approach is now taken.

Status: 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 where appropriate. A process is in place to use findings to amend, if necessary, the Risk Assessment and underlying Operating Procedure and understand lessons learned.

There is therefore adequate evidence to show that the analysis of incident reports continues to inform development of the MSMS.

We note also the Harbour Master's production of 'Pie Chart' statistics against categorised Incident Reports to identify incident trends – a useful tool for analysis and to determine KPIs against which future goals may be set.

5 HarbourAssist

We examined the processes supporting the project to replace the Authority's Client Management and billing software:-

'HarbourAssist' is scheduled to replace the existing Hampshire County Council software on 23rd Mar 2020. Specifically, we looked at risks to operational continuity for the authority as a significant amount of operational data is kept in the database.

We noted the following:-

- Detailed Risk Assessments from HCC relating to the IT and business processes.
- The existing system will remain available for a period of time until the new software is fully implemented.
- Perceived benefits for ability to disseminate harbour information to Stakeholders using the system.
- Potential to monitor depth of engagement of Stakeholders.
- Potential reduction in admin.

We look forward to receiving feedback on the system at the next audit.

6 OSCP Exercise ‘Ex Mermaid’

On 1st October, the Authority held its Tier 2 Oil Spill Contingency Plan (OSCP) exercise. Designed to test the Authority’s own Plan, updated and approved by the Regulator (MCA) in Aug 2018, and interaction with the Authority’s externally contracted responders - Adler and Allen.

The exercise tackled an imaginary spill of 8 tonnes of Marine Gas Oil (MGO) in the river at Swanwick Bend. (This would likely be the maximum ‘native’ spill amount the Authority would encounter, notwithstanding the effects of a major spill in Southampton Water.)

An Incident Command Centre (ICC) was set up at the Harbour Office and Oil booms were deployed to divert and collect oil as Tier 1 response. Adler and Allen then arrived with a Rapid Response Vehicle (RRV) with additional booms and skimmers to recover the oil.

MCA Counter-Pollution Officer, Andrew Healy, was in attendance as an observer.

A number of minor learning points emerged from the exercise, which will be closed out by Alison Fowler, who has the lead with OSCP.

We noted that although the OSCP is subject to periodical review, these are not recorded in an annual ‘amendment sheet’ – dynamic data, such as contact information changes regularly, therefore should be subject to at least annual review.

We discussed as part of the wider subject of training the procedures in place to familiarise Casual River Patrol Officers with pollution plans and equipment held by RHHA. There being no formalised training, we recommend that this is instigated for the coming season.

Recommendation 1 (01/20):

Conduct annual reviews of contact numbers in the OSCP and log these in an amendment sheet at the front of the document.

Recommendation 2 (01/20):

Conduct (and record) pollution familiarisation training for Casual River Patrol Officers upon joining.

7 Swimming / Antisocial Behaviour

The Harbourmaster continues to concentrate efforts in the areas we identified in the previous audits:-

Stakeholder/public facing:-

Social Media engagement.

Direct community engagement – school visits.

River Hamble Users Handbook.

Signage.

Regattas and other group activities.

We reviewed at the last audit the riverside signage, which whilst adequate continues to be improved as an ongoing process.

Within the SMS itself, improvements have been made to the recording of berth/quayside/seabed inspections so to ensure a systematic approach is taken.

8 Website Update

A minor revision has been made to the RHHA Website which affirms publicly the Authority's commitment to the PMSC and to Marine Safety. A copy of the River Hamble Marine Safety Plan (one of the PMSC deliverables) appears alongside the Strategic Plans.

9 Standard Operating Procedures:-

SOPs continue to be improved iteratively.

We observed that some operational documents, referred to by their paper colour ‘blues, pinks & greens’ were without version numbers on them. An important part of document control insofar that it ensures the correct version is used, we recommend that these are updated with a version number and that a ‘Master List of Documents’ is maintained to ensure that appropriate documents are available.

New sections have been introduced on the white patrol reports to record fortnightly inspections of the riverbed under the bridge at Hamble Jetty and under the platform at the M27 bridge.

We note also the HM’s use of a matrix to manage updates to the SMS in which goals are set and resources allocated. The matrix (and thereby progress against update tasks) will be discussed at the periodical Operational Safety Meetings (OSMs).

Recommendation 3 (01/20):

Assign version numbers to operational documents (where not already implemented) and maintain version control on a ‘Master List of Documents’.

10 Risk Assessment

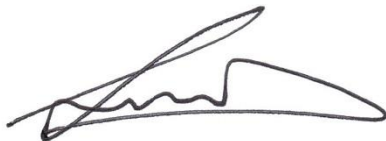
A sample of risk assessments were examined and were found to be comprehensive and relatable to the underlying SOPs. At the time of audit, review of all Risk Assessments was planned in the coming weeks as part of the annual cycle, therefore we will examine in more detail at the next audit.

11 Key Dates

Last letter of compliance to MCA	12 Jan 2018 (3 years)
Last Tier 2 oil spill exercise	1 st Oct 2019 (3 years)
Latest published Safety Plan for Marine Operations	10 th Oct 2017 (3 years)

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

Respectfully submitted,



Andy Langford

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.

HAMPSHIRE COUNTY COUNCIL

Report

Committee/Panel:	River Hamble Harbour Management Committee
Date:	13 March 2020
Title:	Environmental Update
Report From:	Director of Culture, Communities and Business Services

Contact name: Jason Scott/Alison Fowler

Tel: 01489 576387 **Email:** Alison.fowler@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to summarise activities relating to the River Hamble Harbour Authority's (RHHA) environmental management of the Hamble Estuary between January and February 2020.

Recommendation

2. It is recommended that the River Hamble Harbour Management Committee notes and supports the contents of this report.

Updates

Water Quality

3. In January, following the report made to the Management Committee on water quality in December, the Marine Director and Environment and Development Officer met with officers from Southern Water to discuss improvements to the Harbour Office main drain. Initial survey work was conducted to investigate the provision of sealing arrangements which would also support any future replacement of the RHHA sewage pump-out facility. Southern Water has agreed in principle to delivering pro bono the installation of any such equipment and associated replacement pipework. Further updates will be provided in due course.
4. As part of the same initiative, the Marine Director and Environment and Development Officer met with officials from the EA, Southern Water, MDL and ABP to explore wider commercial options for the provision of alternative pump-out facilities. Commercial appetite with the support of Southern Water and Government agencies will give River Users additional options for the disposal of black water and a further inter-agency meeting is planned for May 2020.

Maintenance Dredging

5. Routine approved maintenance dredging will continue to take place in February and March within sections of Hamble Point Marina, Port Hamble Marina, Mercury Yacht Harbour and Swanwick Marina.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

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

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

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 by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

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

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

2. Equalities Impact Assessment:

An EIA is not required as no negative impacts are anticipated.

HAMPSHIRE COUNTY COUNCIL

Report

Committee/Panel:	River Hamble Harbour Management Committee
Date:	13 March 2020
Title:	River Hamble Asset Register
Report From:	Director of Culture, Communities and Business Services

Contact name: Jason Scott

Tel: 01489 576387 **Email:** Jason.Scott@hants.gov.uk

Purpose of the Report

1. The purpose of this annual report is to indicate the condition of essential operational assets and possible associated maintenance expenditure in order to judge whether the Asset Replacement Reserve is being maintained at an adequate level.

Recommendation

2. It is recommended that the River Hamble Harbour Management Committee agrees to recommend to the Board that this report be taken into account alongside the annual statutory accounts in setting Harbour Dues for 2020/21 at the June Board meeting.

Summary

3. This report confirms the requirement for a continued prudent contribution from revenue to the Asset Replacement Reserve of £35,000. The study shows the level of expenditure likely to be required to maintain certain items of infrastructure critical to the delivery of RHHA operational capability to 2050.

Background

4. This report acknowledges that continued good husbandry of assets will assure optimum economic availability. Where feasible, work is conducted by staff, affording greater knowledge of points of wear. The replacement of the Cardinal Top Mark at the mouth of the River has been delayed by two years as it remains structurally sound. Our two Sector Lights, forecast in our last report to require replacement in 2021, are in a satisfactory state of repair and their end-of-life date has been extended to 2023. The maintenance piles at Hamble and Land's End, while showing signs of wear at their tops, also remain structurally sound and their replacement has been delayed until 2022. The supporting asset table has been amended as usual to reflect likely replacement elements on current estimates and this underpins the graphs at the Annex to this report.

Asset (* Composite Structure)	Year of purchase	Purchase cost £	Initial life expectancy of whole structure (years)	Forecast lifespan of whole structure ¹	Depreciation charge for 2019/20 £	Replacement Cost of whole structure ² £
Marks, beacons, lights, piles & buoys						
Cardinal mark at river entrance – piling only	2000	3,000	30	2030	100	3,700
Superstructure and cardinal top mark	2000	1,000	20	2022 (was 2020)	50	1,600
9 beacons at river entrance, plastic piling	2000	30,000	30	2030	1000	37,000
Sector lights – Hamble Point / Warsash superstructure	1997	30,000	30	2027	1000	40,000
2 sector lights	2006	12,000	15	2023 (2021)	800	12,000
5 port & starboard navigation marks / piles	1977	20,000	45	2022	444	28,000
Maintenance piles – Warsash	2002	33,000	30	2032	1,100	20,000
Maintenance piles – Hamble	1989	15,000	30	2022 (2019)	500	8,000
Maintenance piles – Land's End	1988	15,000	30	2022 (2018)	500	8,000
5 navigation buoys	2006	16,000	20	2026	800	18,000
Navigation lights at harbour entrance	2015	5,068	10	2025	507	6,000
Tide Gauges	2019	1500	15	2034	100	1,500
Total		180,068			6,901	183,800
Bridges, walkways, jetties						
Bridge to Hamble jetty	1988	40,000	40	2028	1,000	55,000
Bridge to Warsash jetty	1990	40,000	40	2030	1,000	50,000

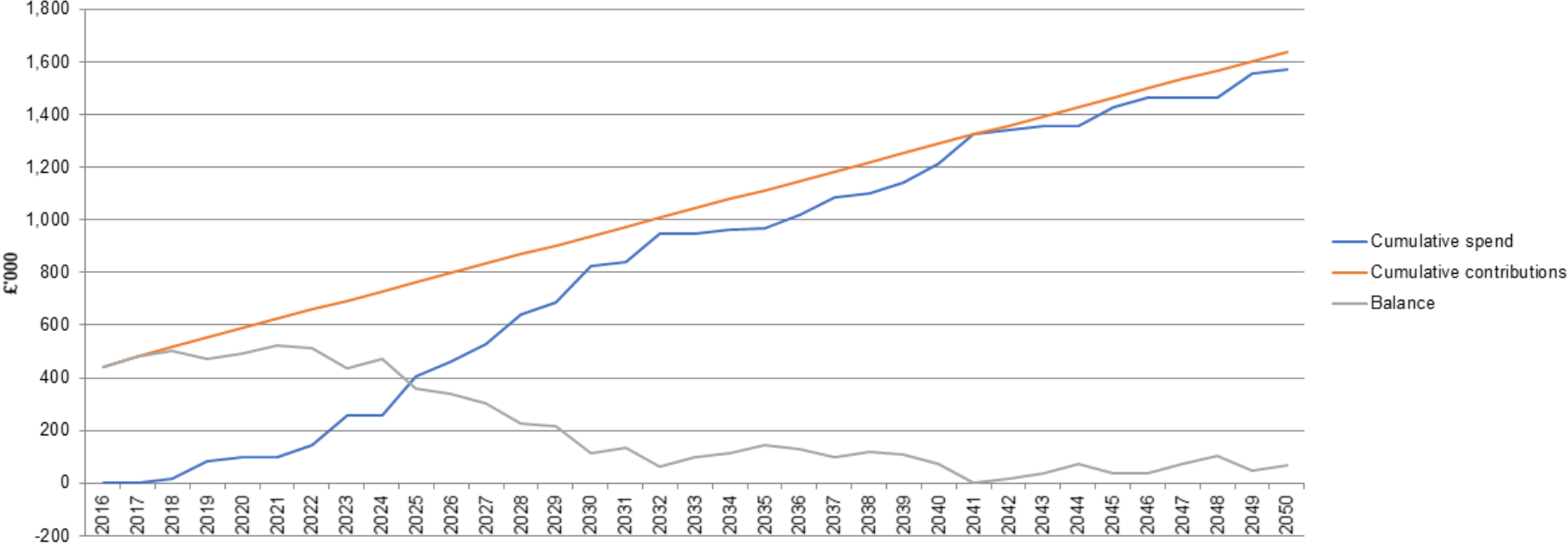
¹ Life end forecast at build. Applies less to composite structures, elements of which are programmed to be replaced on a rolling basis, dependent on husbandry and condition.

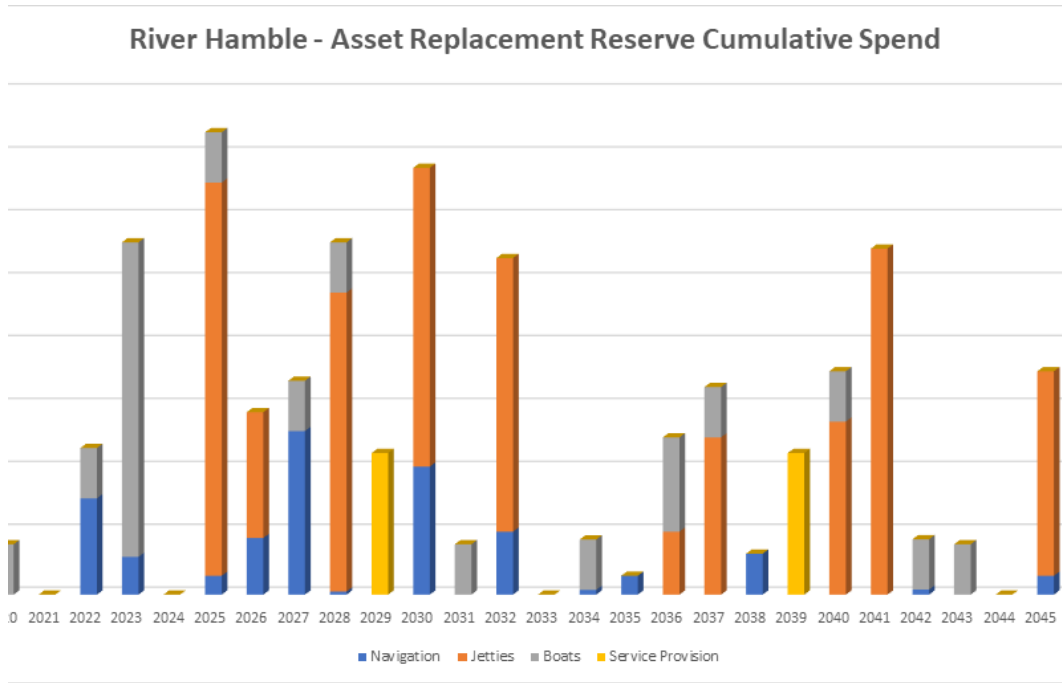
² This is the TOTAL replacement cost. Based on current price estimate. Some assets are composite structures. For these, different components will be replaced at different times, depending on their condition. This enables payments to be spread more effectively and optimise asset availability.

Walkway to Warsash jetty	1982	50,000	50	2032	1,000	55,000
10 support piles for Warsash walkway	1982	36,000	50	2032	720	32,000
*Warsash jetty – piling, pontoons, services, lighting etc	2006	170,000	35	2041	4,857	110,000
Warsash connecting pontoon	2016	55,000	35	2051	1,571	57,000
*Hamble jetty – piling, pontoons, services, lighting etc	1991	140,000	35	2026	4,000	115,000
*Fisherman's pontoon / jetty	2006	48,000	20	2026	2,400	57,000
*Visitors' pontoon and piles	2000	60,000	25	2025	2,400	65,000
*River Hamble Country Park Jetty	2014	Est 55,000	25	2039	2,200	55,000
Total		694,000			21,149	651,000
Boats						
*2 patrol boats	2011	40,000	12	2023	3,333	100,000
*RIB	2012	15,000	15	2027	1,000	16,000
Engines ³	2016/7/8	37,500	4	2020/22	9,375	45,000
Total		92,500			13,708	161,000
Service provision						
Replacement Harbour Management System	2020	£45,000	10	2029	N/A	£45,000

³ Staggered purchases for 5 engines in 3 boats. Trade in or private sale value for each engine of around £2500 (Manufacturer) against new purchase at 4 year intervals.

River Hamble - Asset Replacement Reserve





River Hamble - Asset Replacement Reserve Actual / Forecasted Spend V Planned Spend

Type	2018/19			2019/20		
	Planned Spend	Actual Spend	Variance	Planned Spend	Actual / Forecasted Spend	Variance
	£000's	£000's	£000's	£000's	£000's	£000's
Navigation	0	1	1	3	2	-1
Jetties	6	10	4	0	4	4
Boats	8	7	-1	0	2	2
Service Provision	0	0	0	30	58	28
Total	14	17	4	33	65	33

2019/20 variance largely due to Hamble Office improvement works that were not included in the planned total and higher than planned costs for the replacement Harbour Management System.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

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

Section 100 D - Local Government Act 1972 - background documents

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Document

Location

None

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- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

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. This report includes an Equalities Impact Assessment within the draft Strategic Plan.

HAMPSHIRE COUNTY COUNCIL

Report

Committee/Panel:	River Hamble Harbour Management Committee
Date:	13 March 2020
Title:	Annual Review of Business Plan
Report From:	Director of Culture, Communities and Business Services

Contact name: Jason Scott

Tel: 01489 576387

Email: jason.scott@hants.gov.uk

Purpose of the Report

1. The purpose of this report is to set out the strands of the rolling Business Plan which are designed to support the Harbour Authority's Strategic Vision.

Recommendation

2. It is recommended that the River Hamble Harbour Management Committee reviews the Business Plan and proposes any suitable revisions and additional items for consideration by the River Hamble Harbour Board.

Summary

3. This report covers a review of the River Hamble Harbour Authority's rolling Business Plan.

Review of Business Plan

4. The River Hamble Harbour Authority's rolling Business Plan has been updated and is attached at Appendix 1. The Plan supports the Harbour Authority's Strategic Plan from which the headings of 'Plan Topic' and 'Brief' are derived. There is scope for new or revised objectives to be added to the plan, particularly where they update or replace those objectives which have been completed in full.
5. Members are requested to comment and to recommend potential revisions or additional items for inclusion in the plan.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	yes
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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.

Serial	Priority 1 low 5 high	Plan topic	Brief	Objective	Constraints	Budget	Target completion date	Ownership of project	Review date	Review Notes
1	5	Governance	To support the current governance arrangements, as approved by HCC	Recruit, select and train members of the Harbour Board as required	Availability of selection panel members	Minimal	Ongoing	Marine Director and Harbour Board	Mar-21	Strategic Vision and Plan reviewed 26 Jan 2018 for period 2018-2021. Next Review plan Dec 2020.
2	5	Navigational safety	To comply with the requirements of the Port Marine Safety Code	Repair and maintain Aids to Navigation as required	None	£9000 per annum	Ongoing	DHM/HOM	Mar-21	DP audits 15/8/19 and 22/01/20 – compliant. Trinity House audit (06/03/19) - good order. Next physical audit of A to N 16/3/20. New Edition of Chart 2020, dated Feb 20.
3	5	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	Provide and maintain Tier 1 Oil Spill response equipment, meeting the appropriate legislative requirements. Produce and review an Oil Spill Plan for MCA approval			Ongoing	DHM/HOM and Environment and Development Manager	Mar-21	Ongoing. Routine Paper Audit by Regulator 12/11/20. OSRP last approved 2018, valid till 2023.
4	5	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	Provide adequate storage facilities for oil spill response and emergency equipment				Marine Director and HCC	Mar-21	Storage contract in Stone Pier Yard renewed 01/02/19.
5	4	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	To work with the Highways Agency, Environment Agency and Hampshire Fire and Rescue to seek ways of reducing the risk of pollution from bridges across the River	Funding	Not known	Ongoing	MD and Environment and Development Manager	Mar-21	Update on 'smart motorways' initiative reported to Board Jan 2020.
6	4	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	Conduct desk-top study to assess feasibility of beneficial re-use of dredged material on saltmarsh		£25000	Complete	Environment and Development Manager	Ongoing	Member of Solent BUDS Project Technical Group. Detail in Routine Board Environmental reports
7	4	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	To ensure that all staff are trained and exercised in oil spill response	Major exercise required every 3 years	Up to £8000 per annum, depending on training and exercise requirements	Ongoing. Next major exercise 2022	DHM/HOM, and Environment and Development Manager	Mar-21	Contract with Adler and Allen for renewal July 2019. Three-yearly Oil Spill Exercise 01/10/20. Lessons incorporated.
8	1	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	To identify and provide partial funding for environmental research projects which are deemed to be of net benefit to the harbour	Maximum of two projects per academic year	£5000 per annum	Ongoing	Environment and Development Manager	Mar-21	Continued support to Blue Marine Foundation/Portsmouth Univ. Solent Oyster Restoration Project.
9	3	Public relations and communications	To enhance the public perception of the Harbour Authority	Broad involvement in and representation at relevant local committees. Programme of HM Presentations. Annual Forum for 2019 to disseminate information to key river users and commercial interests.		£500	Ongoing	MD	Mar-21	AF WSC 16 Mar 2020

Serial	Priority 1 low 5 high	Plan topic	Brief	Objective	Constraints	Budget	Target completion date	Ownership of project	Review date	Review Notes
10	3	Public relations and communications	To enhance the public perception of the Harbour Authority	To ensure that RHHA input to the River Hamble Directory is relevant and accurate	Editorial control rests with River Hamble Combined Clubs	£2,000	Complete for 2020	Harbour Office staff and Scene-Media	Jan-21	Updates completed for publication
11	3	Public relations and communications	To enhance the public perception of the Harbour Authority	Optimise Web Site and Social Media use to land messages	Nil	None budgeted – potential income generator	Ongoing	Marine Director	Mar-21	Ongoing
12	5	Crown Estate	To maintain a productive relationship with The Crown Estate	Fulfil the terms of the Moorings Management Agreement with the Crown Estate	Moorings Management Agreement	Income generator	Annual and ongoing	Marine Director, DHM/HOM, Moorings Manager	Mar-25	CE Tender won Dec 19. New Management Agreement Contract in place from 31 Mar 2020 until Mar 2025.
13	2	Enhancement of economic benefits	Where possible, to seek opportunities to enhance the economic benefits of the harbour	To encourage the use of Harbour Authority facilities for events, rallies and regattas	Requires advertising and promotion on website and Hamble Directory	None budgeted - potential income generator	Ongoing	Harbour Board and Marine Director	Mar-21	Rally and regatta pre-booking arrangements in use. Next Hamble River Games scheduled for 16 June 2020
14	3	Enhancement of well-being and enjoyment	Where possible, to seek opportunities for all harbour users to enjoy the benefits of the harbour	To seek to enhance the experience of those who use the River by improving access, both on and off the water To keep abreast of developments in County and Borough Council Policy, local initiatives and events, in order to enable and facilitate their safe and efficient delivery within the constraints of the Port Marine Safety Code.	Funding Staff resource	From Asset Enhancement Reserve	Ongoing	Harbour Board and Marine Director	Mar-21	Remaining alive to and facilitating opportunities for enjoyment and development. Supporting the proper authorities in delivery of policy objectives within the bounds of own existing resource. Board discussion on Harbour Dues required to fund beyond AER.
15	5	Planning and consents	To provide a clear and effective works consent process	All works consents applications dealt with in a reasonable timescale, taking into account safety and environmental factors	Port Marine Safety Code and relevant legislation	Income generator	Ongoing	Environment and Development Manager	Mar-21	
16	4	Planning and consents	To provide a clear and effective harbour works consent process	Provide professional pre-application advice	Availability of officials from other consenting bodies	£500 per annum for room hire	Ongoing	Environment and Development Manager	Mar-21	Response provided to 3 rd party consultations. 1 to 1 advice meetings regularly held. Consents Advisory Panel meets as required.
17	4	Consultation	To respond to ideas and suggestions put forward by harbour users and other interested parties and consult with them when appropriate	Conduct formal consultations with interested parties when appropriate, using on-line methods whenever possible		None at present	Ongoing	Marine Director	Mar-21	Discussions with Hamble PC reported on separately
Serial	Priority 1 low 5 high	Plan topic	Brief	Objective	Constraints	Budget	Target completion date	Ownership of project	Review date	Review Notes

18	3	Visitors	To encourage the provision of appropriate facilities for visiting yachtsmen.	Provide assistance and local information to visiting yachtsmen	None	Minimal	Ongoing	All staff	Mar-21	Continuous, including contributions to local pilot books, directories and guidebooks. Website development work. Revised signage and Visitors' Guide issued June 2020.
19	4	Policy	To ensure that the opinions of the Harbour Authority are taken into account when Government policies on ports, harbours and the marine environment are under consideration	Respond to all relevant Government consultations and attend appropriate conferences, workshops and meetings		Travel costs for meetings etc	Ongoing	Marine Director	Mar-21	Staff attended various UKHMA, BPA, SASHMA and Solent Forum meetings and workshops, together with environmental and marine planning events. HM UKHMA representative on DfT TEP Steering Group. HM chair of SEMS from 2020.
20	2	Future trends	To respond appropriately to new trends in recreational boating	Monitor trends in recreational boating and propose appropriate responses		None budgeted	Ongoing	Marine Director	Mar-21	Monitoring of proposed Navitus Bay windfarm, paddleboarding and jet packs (powered by jet-skis).
21	5	Financial	To maintain and manage the harbour cost-effectively and within available resources	Plan and implement annual budget	Hampshire County Council financial regulations	£27,000 (Service Level Agreement with County Treasurer)	Ongoing	Marine Director and County Treasurer	Mar-21	2020/21 forward budget approved by Harbour Board Jan 2020, along with measures to recover additional due income.
22	3	Financial	To maintain and manage the harbour cost-effectively and within available resources	Maximise income through effective collection of Harbour Dues	Requires co-operation of yards and clubs	Income generator	Ongoing	Marine Director	Mar-21	Combined work with Marina and Boatyard Operators to collect Dry-Stack Harbour Dues.
23	4	Staff	To employ and retain well-motivated, properly trained staff	Recruit high quality staff, and provide and encourage training and personal development		Core business	Ongoing	All line managers	Mar-21	
24	4	Staff	To employ and retain well-motivated, properly trained staff	Adhere to principles of Investors in People (IiP)		Core business	Ongoing	All line managers	Mar-21	Ongoing. Make use of HCC Valuing Performance protocols
25	3	Staff	To provide appropriate training for Management Committee and Harbour Board members	Organise training events for Members as required	Availability of Members	Core business	Ongoing	Marine Director and Members	Mar-21	Ongoing training after each Man Cttee meeting. Bespoke induction packages.
26	4	Equalities and accessibility	To ensure compliance with all equalities and accessibility legislation	Ensure that equalities and accessibility are taken into account in all activities and decisions	Equalities legislation	Core business	Ongoing	Marine Director	Mar-21	Equality central to planning processes as directed by the updated Strategic Vision Paper.

HAMPSHIRE COUNTY COUNCIL

Report

Committee/Panel:	River Hamble Harbour Management Committee
Date:	13 March 2020
Title:	Forward Plan for Future Meetings
Report From:	Director of Culture, Communities and Business Services

Contact name: Jason Scott

Tel: 01489 576387

Email: Jason.Scott@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to set 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.

Recommendation

2. That the report be noted.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

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2. Equalities Impact Assessment:

- (a) An EIA is not required as no negative impacts are anticipated.

Management Committee Date	Agenda Item	Harbour Board Date
13 March 2020	<ul style="list-style-type: none"> • Marine Director and Harbour Master's Report and Current Issues • Environmental Update • Harbour Works Consent (if applicable) • Forward Plan for Future Meetings • Asset Register Review • Annual Review of Business Plan • Briefing (Man Cttee only) 	3 April 2020
5 June 2020	<ul style="list-style-type: none"> • Marine Director and Harbour Master's Report and Current Issues • Environmental Update • Harbour Works Consent (if applicable) • River Hamble Final Accounts 2019/20 • Review of Harbour Dues • Proceedings of the Annual Forum • Forward Plan for Future Meetings • Annual Familiarisation Boat Trip 	10 July 2020
1 September 2020	<ul style="list-style-type: none"> • Marine Director and Harbour Master's Report and Current Issues • Environmental Update • Forward Plan for Future Meetings • Briefing (Man Cttee only) 	2 October 2020
N/A	<ul style="list-style-type: none"> • Marine Director and Harbour Master's Report and Current Issues • Environmental Update • Harbour Works Consent (if applicable) • Forward Plan for Future Meetings 	13 November 2020
4 December 2020	<ul style="list-style-type: none"> • Marine Director and Harbour Master's Report and Current Issues • Environmental Update • Harbour Works Consent (if applicable) • River Hamble 2020/21 Forecast Outturn and 2021/22 Forward Budget • Review of Fees and Charges • Forward Plan for Future Meetings 	8 Jan 2021