

## NOTICE OF MEETING

|                      |  |
|----------------------|--|
| <b>Meeting</b>       | River Hamble Harbour Board             |
| <b>Date and Time</b> | Friday, 10th January, 2020 at 10.00 am |
| <b>Place</b>         | RAF Yacht Club, Hamble                 |
| <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.

### 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 - 8)

To confirm the minutes of the previous meeting held on 15 November 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 9 - 14)

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 15 - 20)

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

**8. INCOME ADJUSTMENT OPTION PAPER** (Pages 21 - 34)

To review a report of the Director of Culture, Communities and Business Services agreeing on adjustments to generate additional income for the Harbour Authority.

**9. REVIEW OF FEES AND CHARGE** (Pages 35 - 40)

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 2019/20 FORECAST OUTTURN AND 2020/21 FORWARD BUDGET** (Pages 41 - 56)

To consider a report of the Directors of Corporate Resources – Corporate Services and Culture, Communities and Business Services outlining the forecast outturn for 2019/20 and the forward budget for 2020/21.

**11. FORWARD PLAN FOR FUTURE MEETINGS** (Pages 57 - 60)

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.

This page is intentionally left blank

# Public Document Pack Agenda Item 3

AT A MEETING of the River Hamble Harbour Board of HAMPSHIRE COUNTY  
COUNCIL held at Warsash Sailing Club on Friday, 15th November, 2019

Chairman:  
p. Councillor Keith Evans

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

## 98. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Keith House.

## 99. **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. 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. Chris Moody declared a personal interest as a member of Warsash Sailing Club.

## 100. **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 12 July 2019 were agreed as a correct record and signed by the Chairman.

## 101. **DEPUTATIONS**

There were no deputations.

## 102. **CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

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

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

The Board noted the graphs at section 5 of the report showing the pattern of incidents and events for the years 2017 and 2018. It was confirmed that routine patrols were not incorporated in the graph. It was also confirmed that the graphs represented the frequency of incidents and not the time spent on each occurrence.

Discussion was held regarding the Hamble Lifeboat shower facility as outlined at section 8 of the report. The Board were clear that the maintenance and upkeep of the showers, including health and safety monitoring, should be the responsibility of Hamble Parish Council (HPC) and that these matters was not relevant to the Harbour Authority as a grant contributor. Members agreed that the Board's expectations upon awarding the grant had not been met. The Chairman noted that he would meet with Legal Services to clarify if there were any legal implications with relation to

a) on-going Harbour Board responsibility for the provision and maintenance of the showers and

b) if there were grounds for the Board to require the showers to be made available and maintained.

RESOLVED:

That the River Hamble Harbour Board notes the content of the report.

104. **INCOME ADJUSTMENT OPTION PAPER**

The Board 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.

Board members had met on an informal basis to identify potential options to meet the likely annual financial deficit. This work had produced some viable options which were set out within the report for the Board's formal endorsement.

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. It was also noted that, as part of any future work, the Authority could work with the Crown Estate to review the income from pontoons.

A query was raised regarding the legality of recommendation 2i, to apply a flat rate charge for Harbour Dues in respect of all dry stacked vessel berths at a rate of £100 for each berth per annum. The Chairman indicated that he would pursue this with Legal Services.

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. Once the budget setting work had been conducted, Members noted that a final report would be brought back to the Board for consideration and approval.

RESOLVED:

The River Hamble Harbour Board agreed that the following options be taken forward for incorporation into next year's budget:

(i). To apply a flat rate charge for Harbour Dues in respect of all dry-stacked vessel berths at a rate of £100 for each berth per annum, enabling a flexible launching regime and ensuring that Harbour Dues are paid in respect of launches which are not currently captured.

(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.

#### 105. **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.

RESOLVED:

That the River Hamble Harbour Board notes the report.



## HAMPSHIRE COUNTY COUNCIL

### Report

|                     |  |
|---------------------|--|
| <b>Committee:</b>   | River Hamble Harbour Board                                     |
| <b>Date:</b>        | 10 January 2020  |
| <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

#### **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 Board supports the contents of this report.

#### **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 14 Nov. Patrol conducted mooring and pontoon checks. Routine liaison with Hampshire Marine Police Unit. Liaison with a sailing club regarding aids to navigation.
- 5.2 15 Nov. Patrol conducted mooring and pontoon checks. Boat coding work.
- 5.3 16 Nov. Patrol conducted mooring and pontoon checks. Liaison with a sailing club. Patrol gave assistance to a visiting yacht with propulsion failure. Escorted to the Harbour Master's Jetty at Warsash for defect rectification. Monitored programmed canoe racing event.
- 5.4 17 Nov. Patrol conducted mooring and pontoon checks. Walk ashore litter collection at River Hamble Country Park Jetty.
- 5.5 18 Nov. Patrol conducted mooring and pontoon checks. Survey of Patrol Craft anti-fouling trial.
- 5.6 19 Nov. Patrol conducted mooring and pontoon checks. Support to office refurbishment work.
- 5.7 20 Nov. Patrol conducted mooring and pontoon checks. Jetty maintenance at Warsash. Routine patrol boat maintenance.
- 5.8 21 Nov. Patrol conducted mooring and pontoon checks. Patrol Boat instrument re-calibration. Support to office refurbishment work.
- 5.9 22 Nov. Patrol conducted mooring and pontoon checks. Advice given to a mid-stream mooring holder regarding safety lines. Support to office refurbishment work.
- 5.10 23 Nov. Patrol conducted mooring and pontoon checks. Bird count support. Liaison with UK Border Force and Hampshire Police regarding suspicious activity at Warsash. Support to office refurbishment work.
- 5.11 24 Nov. Patrol conducted mooring and pontoon checks. Assistance given to the owner of a berthing yacht on a midstream mooring. Pumped out an inundated tender at Warsash. Support to office refurbishment work.
- 5.12 25 Nov. Patrol conducted mooring and pontoon checks. Recovered a large branch from the Main Channel in the Upper River. Support to office refurbishment work.
- 5.13 26 Nov. Patrol conducted mooring and pontoon checks. Routine Marina liaison. Christmas decoration preparation.
- 5.14 27 Nov. Patrol conducted mooring and pontoon checks. Support to office refurbishment work.
- 5.15 28 Nov. Patrol conducted mooring and pontoon checks. Liaison with Southern IFCA regarding visiting fishing vessels. Liaison with Hampshire Marine Police Unit.
- 5.16 29 Nov. Patrol conducted mooring and pontoon checks. Inspection of patrol craft anti-fouling. Relatively heavy traffic in fine weather.

- 5.17 30 Nov. Patrol conducted mooring and pontoon checks. Found a set of keys and glasses – posted on social media. CCTV maintenance work. Support to office refurbishment work.
- 5.18 01 Dec. Patrol conducted mooring and pontoon checks. Support given to a dinghy capsized near the 'M' run. Single crew recovered and well. Inspection of Hamble Jetty. CCTV maintenance work.
- 5.19 02 Dec. Patrol conducted mooring and pontoon checks. Check (at owner's request) of mid-stream moored yacht. Seal sighted off the Chinese Bridge. Liaison with visiting yachts. Christmas decoration work.
- 5.20 03 Dec. Patrol conducted mooring and pontoon checks. Recovered a large branch from the Main Channel between the bridges. Litter collection at River Hamble Country Park. Timber recovered from the Main Channel adjacent to the 'L' run. Christmas decoration work.
- 5.21 04 Dec. Patrol conducted mooring and pontoon checks. Routine visitors' liaison. Support to office refurbishment.
- 5.22 05 Dec. Patrol conducted mooring and pontoon checks. Support to office refurbishment. Tow of a mid-stream moored yacht to HM Pontoon Warsash.
- 5.23 06 Dec. Patrol conducted mooring and pontoon checks. Replaced a number of fenders in high winds. Support to office refurbishment work.
- 5.24 07 Dec. Patrol conducted mooring and pontoon checks. Liaison with HMCG regarding a collision reported at Swanwick. On arrival, a skipper had misjudged his berthing approach in a motor vessel causing collision with a moored yacht. Photographic evidence of damage taken and owners' details exchanged. No injuries.
- 5.25 08 Dec. Patrol conducted mooring and pontoon checks. Exchanged pile lines on a mid-stream moored yacht. Attended a mid-stream moored pontoon with chains parted. Liaison with owner and reinforcement of licence terms. Assistance given to a yacht underway with a fouled sail. Returned two vessels to their proper moorings following completion of planned maintenance work.
- 5.26 09 Dec. Patrol conducted mooring and pontoon checks. Assisted in the movement of a yacht at Stone Pier Yard.
- 5.27 10 Dec. Patrol conducted mooring and pontoon checks. Re-attached a small number of loose covers on mid-stream moored yachts in inclement weather.
- 5.28 11 Dec. Patrol conducted mooring and pontoon checks. On a very high tide attended River Hamble Country Park Jetty for litter collection. Check of a mid-stream moored yacht at the request of her owner. Support to office refurbishment work.

## Issues

6. Hamble Showers. The Harbour Master has met with the Chairman of Hamble Parish Council to discuss the matter of making showers available. The showers are subject to a sub-lease from Hamble Life Boat to Hamble Parish Council. An update will be provided on the legal status of this lease at the Board meeting which will govern the Board's subsequent approach.

**REQUIRED CORPORATE AND 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 |

|   |                 |
|---|-----------------|
| <b>Section 100 D - Local Government Act 1972 - background documents</b>   |                 |
| <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.

## HAMPSHIRE COUNTY COUNCIL

### Report

|                     |  |
|---------------------|--|
| <b>Committee:</b>   | River Hamble Harbour Board                             |
| <b>Date:</b>        | 10 January 2020  |
| <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

### 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 June and November 2019.

### Recommendation

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

### Updates

### Oil Spill Preparedness & Response

3. On the 1 October 2019, all RHHA staff and our oil spill response contractor, Adler & Allan, undertook the 3-yearly oil spill response and boom deployment exercise, required by the Regulator. This comprised a table top exercise in the harbour office and practical boom deployment on the river at Lower Swanwick. This was a new location not practiced before which may present a realistic option for on-water capture of a spill that has occurred or travelled further upstream. The exercise objectives were to:
  - Validate the RHHA Oil Spill Contingency Plan (OSCP).
  - Exercise and develop skills required of key individuals for a Tier 2 oil spill
  - Set up the joint Operation Management Team in situ.
  - Test the operational interface between RHHA, Adler and Allan and other external agencies.
  - Test the capability, response time, and deployment of physical resources and personnel.

- Use the most appropriate available resources to make the response effective.
- Exercise and refresh the deployment skills of Tier 1 responders.
- Consider arrangements for disposal of recovered oil and oily waste.
- Confirm the OSCP fully considers the environment and habitat regulations in controlling and cleaning up pollution in the area.
- Log all documents, information and actions to assist / prevent claims and costs.
- To test the operation of the Incident Command Centre (ICC).

The exercise was observed by the Regulator (Maritime & Coastguard Agency). Remote role play was undertaken with the Environment Agency, Natural England, Premier Marinas Ltd, HCC Emergency Planning & Resilience Team, and the exercise was observed by our Assistant Director and colleagues from British Marine and Cowes Harbour Commission. The exercise report concluded *“a positive ability to respond to a pollution incident and awareness of some of the wider issues surrounding them. The scenario proved a successful way for the response and management teams to learn more about each other’s roles, responsibilities, and probable course of action under such circumstances”*. The addition of another tested booming location will provide a useful update for the OSCP.

### **M27 bridge drainage & pollution risk**

4. Further to the meeting earlier in the year between the EDM, Harbour Master (HM) and representatives from Kier Highways Services, bmJV and Highways England, the EDM has received confirmation that the work to divert the bridge deck drainage outlets will be delivered as part of the M27 ‘Smart Motorway Works’ by March 2021. Highways England stated it will then be looking to bid for funding for work to implement further improvements to the other drainage arrangements (i.e. the penstocks to control spills) when funding bids open again from April 2020.

### **Water Quality**

5. In June, the Environment Agency and Natural England hosted a ‘Solent boating and water quality workshop’, attended by the EDM and Chaired by RHHA’s HM. The aim is to reduce the risk of pollution from discharges of ‘black water’ from vessel toilets by looking at ways to improve disposal facilities and to change recreational boating behaviour. It is important to work with all sectors to tackle the various sources of bacterial contamination into the marine environment which may present a hazard to human health, effect local communities and the economy, and may impact the Solent's 22 bathing beaches or 18 shellfish harvesting areas. In October, a sub-group including marina group representatives, Environment Agency, Southern Water and RHHA met to discuss improvements that might be made to facilities in the Hamble including pump-out provision and promotional/educational material.



## **Biodiversity & Enhancement Projects**

6. The Environment & Development Manager (EDM) has been working to promote the Hamble Estuary to authorities and research institutions as a prime location for them to undertake pending trials investigating a variety of methods to enhance biodiversity within the coastal environment. These include:
  - (i) Work on saltmarsh restoration underway as part of the Beneficial Reuse of Dredging Projects (BUDS).
  - (ii) Research by Bournemouth University to increase biodiversity on sea walls, as part of the EU Interreg funded Marineff Project which “aims to produce solutions for habitat and biodiversity loss in the coastal zone, which will be proven to be ecologically viable while appealing to the coastal infrastructure industry as feasible, affordable and easy to incorporate”.
  - (iii) A PhD project, starting November 2019, to test the efficacy of different settlement structures (e.g. bivalve shells, potato starch grids) at different tidal/subtidal heights on increasing bivalve settlement, and increasing wider biodiversity and on reducing saltmarsh erosion. The EDM hosted officers from Portsmouth University, the Environment Agency and Natural England and to discuss details with reference to using the Hamble.
  
7. The EDM has joined the project working group of the Solent Forum’s new information hub “Building Biodiversity in the Solent”. The aim is to bring together information to help meet future net gain requirements in the marine environment. See more at [http://www.solentforum.org/services/Member\\_Services/Building\\_Bioversity\\_hub/](http://www.solentforum.org/services/Member_Services/Building_Bioversity_hub/)
  
8. Samples taken in October by the EDM of HCC’s saltmarshes on the Hamble are forming part of a dataset to inform a national research project investigating carbon storage in intertidal environments. In addition to the many valuable services that saltmarshes provide to biodiversity and flood defence, they also act as an important carbon sink. Although much smaller in size than the planet's forests, saltmarshes sequester carbon at a much faster rate and can continue to do so for longer. <https://www.c-side.org/>

## **Solent European Marine Sites Management**

9. The EDM represented RHHA at the Solent European Marine Sites Management Group (SEMS MG) meeting in September, and the associated Natural Environment Group in October. This annual process 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. A particular focus was given to the disturbance of habitats and species, and to water quality. The SEMS MG is now chaired by the RHHA HM.  
Minutes and presentations for each can be found at <http://www.solentems.org.uk/> & [http://www.solentems.org.uk/natural\\_environment\\_group/NEG\\_Meetings/](http://www.solentems.org.uk/natural_environment_group/NEG_Meetings/)

## **Partnership Working**

10. Managers from HCC's ETE department and from the Countryside Service attended the Harbour Office in August to receive an update on local coastal issues relevant to other HCC teams. Information was also shared with the HM and EMD on HCC's wider involvement with work related to coastal flooding and erosion risk management at both strategic and operational levels.
11. A meeting of the Hamble Estuary Partnership was held on 10 July 2019. Presentations and discussions on the following topics took place:
  - The design, use, disposal and pollution potential of polystyrene filled pontoon floats.
  - The Environment Agency's source-to-sea approach of managing environmental issues of concerns within the wider Hamble catchment.
  - Local authority determinations of planning applications in relation to Natural England's concerns over the impacts of nitrates (and nitrogen dioxide) on sites designated for nature conservation.Each HEP member gave an update on their organisation's work that is relevant to the Hamble Estuary. Members are encouraged to view the minutes and presentations at <https://www.hants.gov.uk/thingstodo/riverhamble/hambleestuarypartnership>
12. As Officer of the Hamble Estuary Partnership, the EDM attended the National Coastal Partnerships conference in Southampton in October to share examples of integrated coastal management within the Hamble with national colleagues, and to receive updates on related work taking place across UK.

## **Maintenance Dredging**

13. Routine approved maintenance dredging is due to take place over the coming winter 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**

|   |     |
|---|-----|
| <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

## **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

|                     |  |
|---------------------|--|
| <b>Committee:</b>   | River Hamble Harbour Board                             |
| <b>Date:</b>        | 10 January 2020  |
| <b>Title:</b>       | Income Adjustment Option Paper                         |
| <b>Report From:</b> | 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 Harbour Board Meeting on 12 July 2019 reviewed future Harbour Authority finances in some detail. It was clear that without specific action, the Harbour Authority would be heading towards a regular annual deficit. The Board gave direction at that meeting that a paper be considered, analysing future financial options for 2020/21 and beyond. The Board met at Warsash Sailing Club, out of committee, on 6 September 2019 to discuss those options in the light of the ongoing requirement to safeguard the future financial position. The River Hamble Management Committee unanimously supported the options presented and took into account emerging joint work between the Harbour Authority and the Association of River Hamble Marina and Boatyard Operators' Group to refine data on the number of Dry Launches conducted. The purpose of this report is to set out those options and to summarise Board conclusions arising from the meeting on 6 September in order to better balance the forward budget.

### Recommendation

2. With the need for certainty in future income, it is recommended that the River Hamble Harbour Board agrees that the following options are 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, enabling a flexible launching regime and ensuring that Harbour Dues are paid in respect of launches which are not currently captured. Calculating this figure is

subject to varying permutations which deliver a range between £61.50 and £87.26<sup>1</sup>. This will be a matter for Board discussion with a review recommended to take place after one year.

- (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.

---

<sup>1</sup> Both before a 10% discount, thereafter £55.35 and £77.36.

- 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.

## **Executive Summary**

### **Issue**

3. Financial predictions were examined in some detail at the Board meeting on 12 July 2019 and indicate that the Harbour Authority will move to a position of annual deficit. Considerable and successful work over the past two years has reduced expenditure as much as is reasonable. The need to examine income sources and options to vary these is therefore essential if service levels are to be maintained.

### **Method**

4. This paper takes into account the comprehensive analysis of income and expenditure made in July and identifies a number of opportunities to better align the services provided with market rates elsewhere. It sets out current arrangements and then offer proposals for prudent review and suggests, without prejudice, what benefit each might realise.

### **Scope**

5. The Harbour Board agreed at the review on 12 July that all sensible opportunities for reduction in expenditure levels had been taken. A further review at this time is not justified and would not be beneficial. Given the increasing level of other costs and a requirement to balance the accounts, the Board decided to increase Harbour Dues, the Authority's primary controllable means of increasing income. Despite the recent increase for 2019/20, there remains a requirement now to examine other areas with the potential for an increase in overall income. There is also a need to ensure that certain Harbour Authority-controlled berthing is charged at the correct rate, both for a small number of permanent berth holders and visitors. Commercial Charges will be the subject of business-as-usual review at the January Board meeting and will not be considered further here.

## **Analysis of Income Options**

### **Harbour Dues**

6. Analysis of income and expenditure over the past decade has already been presented in comprehensive terms and resulted in the implementation of a 5% increase in Harbour Dues this year.
7. At its September meeting, the Board recalled the recommendations made in 2010, when a River Hamble Select Committee convened to examine those to whom Harbour Dues should and should not apply. The Harbour Board judged those recommendations to apply equally today:
  - (i) Zero-rated vessels which do not have to pay dues and include:
    - sailing dinghies, of less than 6 metres length overall (not keelboats);
    - craft powered by oars or paddles, including rowing boats, canoes and kayaks, unless also fitted with an engine of 10hp or more;
    - windsurfers;
    - craft used in a safety role by sailing clubs or marine protection and prevention agencies.
  - (ii) There should be a 10% discount for commercial payers, recognising the administrative saving of collection to the RHHA.
8. It is important to recognise that Harbour Dues apply equally to dry-launched vessels at the appointed rate, whether they be launched from a public or private slipway, or from a marina with a dry-stack facility. This matter is addressed next.

### **Dry-launching**

9. The collection of Harbour Dues in respect of marina afloat meterage from Marinas and Boatyards in accordance with a recognised formula has been acknowledged as a steady and reliable source of income. A 10% discount on collection has been consistent with the Board's wish to acknowledge the important role of marine businesses in the local economy.
10. For dry-launching, whereas collection by Harbour Authority staff in respect of slipway launches has been effective, the capturing of launches from the increasing number of dry berths at marinas has not. These launches are entirely separate from the afloat berthing pattern. Marinas and yards with dry-launching facilities recognised the obligation to report on and pay dues for launches in a Memorandum of Understanding of 23 January 2013. This document:



- Differentiated between any calculation made in terms of afloat meterage and dry stack launches; and
- Agreed that all vessels launched from ashore must pay the set level of Harbour Dues in respect of the vessel being launched.

It further set out that:

- Each marina, yard or club shall submit to the Harbour Master a year-end report detailing those launches made where Harbour Dues would apply, accompanied by a payment for those Dues.
- Marinas, yards and clubs would have the autonomy to decide whether to pay for individual launches or pay the appropriate annual Harbour Dues fee in respect of a particular vessel, whichever was the lower figure with the financial advantage being passed to the marina, club or yard for onward transmission.

11. The Memorandum of Understanding, while a step in the right direction, has not proved as effective as it might have been. Only one report and payment has been received since the agreement has been in place.
12. The Harbour Board collects all Harbour Dues under the authority of a legal instrument<sup>2</sup> in order to ensure that all essential safety services are provided. It has been shown that Harbour Dues apply to certain vessels in terms of length overall and power, into which category dry stacked vessels will fall. Businesses offering dry stack and launch facilities do so on the basis that Harbour Dues are paid as a component. They are not, with the annual commercial Harbour Dues invoice being calculated solely on an established meterage formula for afloat berthing (ie not dry-stacks), whether or not all berths are fully occupied. As a result, Harbour Dues for dry stack launches are not currently paid. This leads to other River Users effectively subsidising dry-stack launches, at no fault of the dry-stack customer who may reasonably believe he or she is paying Harbour Dues as part of the overall annual storage fee.
13. Given that the MoU has not worked as intended and must therefore be considered as moribund, the options for collecting Harbour Dues in respect of Dry Launches are twofold:
  - Require each yard offering a facility to contact the Harbour Authority in advance of every dry launch with payment of Harbour Dues in respect of any vessel being launched;

---

<sup>2</sup> The Harbours Act 1964.

- To charge an element for Harbour Dues in respect of the number of dry stack berths at each business as part of the annual billing round in January, applying the 10% discount already offered.
14. The first option is impracticable both for businesses and customers, for whom there would be an inevitable delay in clearing the launch. The associated additional work caused to the Harbour Authority and businesses in collecting payment would also render any discount in respect of dry stack launches inappropriate. The only option remaining which would guarantee that Dues would be paid fairly is to implement a Harbour Dues element charge for each dry stack berth. That charge would need to be set at a rate that reflected the flexible nature required by the customer base.
  15. Given that it is not unrealistic for a single dry stack berth to cost a customer in excess of £5000 a year (for which the renting business in any case claims Harbour Dues are included), a flat figure for each boat berth (regardless of length), is suggested as being appropriate. Marina and Boatyard operators recognise this.
  16. It will be seen from the arguments in the following paragraphs that the permutations for the calculation of the exact amount payable for each dry stack slot are many. It is a matter for the Board to decide on the precise chargeable amount, based on the requirement to increase income, and also on the simplicity and justifiability of the calculation method. It is important that whatever calculation method is chosen is as simple as possible. A number of methods, which involve factors specific to the issue may apply.
  17. One method of calculation is to look at the lengths of the vessels in each of the slots and charge a percentage of their annual harbour dues payment in respect of length. Dues for a 7m vessel would cost £113.12, for a 6m vessel £96.96 and for a 5m vessel £80.80. This is a complex method because not all slots are filled and the lengths of the vessels change as customers and their vessels change throughout the year. Selecting an arbitrary average length of 6m would give a basis for calculation. Were a 10% discount on that figure to be applied in order to recognise that craft do not remain in the water throughout the year, the chargeable figure would be £87.26. With the additional 10% reduction awarded to recognise that Marinas and Boatyards collection reduces Harbour Authority workload, that figure would become £77.56. This calculation is a reasonable method although it does not reflect the actual number of launches conducted.
  18. A second method of calculation can be made on launch data which looks at the number of physical launches made and multiplies that by the applicable daily launching charge. Data collected by the Harbour Authority

jointly with the ARHMBYO indicates that just under 4000 launches (3967) are likely to have been conducted over the course of the past year, representing an average annual launch ratio for each slot of 10.25. With daily Harbour Dues of £6 per launch, the overall Dues payable would indicate that each berth could be 'rated' at £61.50. With a similar 10% discount, this would give a figure of £55.35 chargeable against each dry stack berth. This figure will not necessarily be accurate each year as the number of launches will vary in accordance with many factors, including but not limited to owners' preferences and the weather.

19. Taking into account the large number of permutations and the variability of calculation mechanisms which reveal variable charging rates, the Board will in its decision want to finally recognise the need for certainty in income and a steady charging regime for businesses.
20. **Recommendation** - To apply a flat rate charge for Harbour Dues in advance in respect of all dry-stacked vessel berths to enable a flexible launching regime and ensure certainty of income.
21. In deciding the chargeable figure, the Board will recognise the requirement for certainty in income and that the dry stack launching plot is subject to a large number of permutations which deliver chargeable rates (after discount) of between £55.35 and £77.56<sup>1</sup>. It will be for the Board to decide between these figures.
22. With an estimated 387 dry stack berths around the River, the lower figure would deliver a net increase in annual income of around £21,000 and the higher a figure of around £30,000.

### **Permanent Berth Holders**

23. The small fishing community based in the River rents currently permanent moorings on the 'B' pontoon under a commercial arrangement with the Crown Estate. At the same time, it also enjoys the benefit of landing its catch from a walk-ashore facility at Warsash on a pontoon owned by the Harbour Authority. The fishermen's landing jetty is ostensibly a temporary facility. In practice, however, fishermen occupy the facility on a permanent basis and make an annual financial contribution for its upkeep that is unrelated to the temporary nature of its designed use. Given the safety considerations, occupation by fishermen and visitors is mutually exclusive. This demands consideration of visiting income opportunity that may be being lost and equal consideration of the need to charge fishermen at a rate that reflects the true benefit of a permanent walk-ashore berth and landing platform and is in greater line with expectations elsewhere in the Solent.

24. Current jetty upkeep charges made to fishermen are modest in relation to the level at which berthing charges might be set. Made to four fishing boats for the purposes of landing catch, the permanent walk-ashore berthing facility that in reality exists is offered at much less than the market rate. The fishing community has also benefited significantly from the substantial recent improvements made. An analysis of similar local charges merits consideration.
25. Rates for facilities elsewhere in the Solent are typified by those at Lymington, which offers mid-stream (not walk-ashore and therefore less attractive) moorings at the following rates:
- 6.5m - <8m - £435
  - >8m - <9.5m - £553
  - >9.5m - <11m - £675
26. While a very different port, in Portsmouth, a registered fishing vessel on a walk-ashore Camber mooring is charged currently at £0.57 per metre per day. This means an annual charge for a day-running registered fishing vessel of 10m in length of £2080.
27. It is therefore reasonable that the charge for these Warsash berths should be made at a rate that sits between the mid-stream offer made by Lymington Harbour Commissioners and the more expensive commercial rates set in Portsmouth. The following annual rates are proposed as being reasonable:
- <8m - £1000
  - >8m - <9.5m - £1100
  - >9.5m - £1200
28. **Recommendation** - It is recommended that the rates at paragraph 4d, above, are applied.
29. Formalising this arrangement would increase income by £3380 (net).

### **Visitors' and Launching Fees**

30. As the number of visitors cannot be relied upon, the level of income from these sources cannot be precisely predicted. It is worth recognising that lower visitors' charges in the Hamble than elsewhere are likely to increase appeal. Nevertheless, fees have remained unchanged since 2006 and an increase to bring charges more closely into line with those made elsewhere is timely, the more so in the current financial context.

(i) Current daily launching charges, payable according to length overall and power are:

- Under 6m and under 10hp – free;
- Under 6m and over 10hp - £4;
- Over 6m and over 10hp - £6.

(ii) Visitors' Rates (payable by craft visiting each of the RHHA jetties). These are set differently to reflect the level of facilities at each of the three berths. These are shown in comparison with other harbours' fees (in respect of a vessel of 10m) in the following table:

| 10.01m Boat | Hamble VP | Hamble Warsash | Hamble Hamble Jty | Lymington Walk ashore (Av. Summer) <sup>1</sup> | Lymington Buoyed (Summer) | Cowes (Main Hbr & Folly) | Cowes Town Quay | Chichester Fees plus sep. HD Component | Poole   | Beaulieu <sup>2</sup>                                   | Beaulieu (Buoy) |
|-------------|-----------|----------------|-------------------|---|---------------------------|--------------------------|-----------------|--|---------|---|-----------------|
| S/S         | £4.00     | £6.00          | £6.00             | £12.10  | £8.60                     | £9.00                    | £15.00          | £17.00                                 | -       | £15.00 (marina)<br>£10.00 (mid-river)                   | £8.00           |
| O/N         | £15.00    | £20.00         | £17.50            | £28.16  | £20.50                    | £15.50                   | £25.00          | £34.00                                 | £41.80  | £35.00 (marina)<br>£25.00 (mid-river)<br>£20.00 (River) | £15.00          |
| Wk          | £105.00   | £140.00        | £122.50           | £124.50   | £93.50                    | £77.50                   | £175.00         | £85.00                                 | £256.50 | £245 (marina)<br>£175 (mid-river)<br>£140 (river)       |                 |

31. The difference between visitors' fees in the Hamble and elsewhere is clear. Mindful of the need to sustain the attraction to visitors of a value offer, a modest increase as indicated below to align these is timely and merits consideration (current rates, pour memoire in brackets):

(i) Daily launching charges, payable according to length overall and power:

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

(ii) Visitors' Rates:

- 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.

- Electricity is included.
  - 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.
    - No electricity available.
  - 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.
    - No electricity available.
32. **Recommendation** - It is recommended that these new rates are adopted, retaining as they do the competitive visitors' offer.
33. Although it will always be difficult to predict the number of visitors in a given year, it is reasonable to assume that an increase in annual income of £2000 (net) might be achieved.

## Summary

34. The immediate financial position has been made stronger by this year's increase in Harbour Dues. There remains a requirement to ensure that increasing costs continue to be met. Pressure remains on the General Reserve, in particular to make good the commitment to support the Asset Replacement Reserve. It is therefore important that steps are taken now to ensure balance.
35. Each of the three options examined is reasonable. The benefit of only one cannot be predicted with accuracy. It is right that dry launch charges are paid. It is also unfortunate that the Memorandum of Understanding has not delivered the income it should have. Its failure has brought about the need to consider a workable option to recover payable Harbour Dues. Recovery as part of the Annual billing round is, in the light of the administrative burden that would otherwise exist, the only workable option. With customers' expectation being that Harbour Dues are paid as a component of an annual invoice, payment in advance (with a discount that mirrors that offered for afloat meterage) will allow continued launching flexibility – a key part of the offer. The fishing community recognises the benefits of the facility at Warsash and understands the need to increase charges.

36. Taken together, these measures will ensure that chargeable income is properly collected and reduce future pressure on the budget. With the primary focus of the Harbour Authority being the delivery of a suitable Marine Safety Management System, it may also in time allow a modest amount to be set aside to bolster the Asset Enhancement Reserve whenever possible.
37. Considered against current figures, the three recommendations, if approved, would increase total annual income by a minimum of around £26,000.

**REQUIRED CORPORATE AND 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 |

|   |                 |
|---|-----------------|
| <b>Section 100 D - Local Government Act 1972 - background documents</b>   |                 |
| <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.

---

<sup>1</sup> Were a 6m average length to be taken.

This page is intentionally left blank

## HAMPSHIRE COUNTY COUNCIL

### Report

|                     |  |
|---------------------|--|
| <b>Committee</b>    | River Hamble Harbour Board                             |
| <b>Date:</b>        | 10 January 2020  |
| <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

#### **Purpose of this Report**

1. The purpose of this report is to summarise 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 and increased by 5%.

#### **Recommendation**

2. That the River Hamble Harbour Board approve the fees and charges set out below and to advertise them on the River Hamble website.

#### **Fees and Charges**

3. It is proposed that Harbour Dues for commercial vessels should increase as follows (previous fees in brackets):
  - (i) The charge for a commercial vessel visiting Hamble harbour: 14.5p (13.5p) plus VAT per Gross Registered Tonne (GRT) per visit.
  - (ii) 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: 58p (55p) plus VAT per passenger.
4. In line with the policy adopted for Harbour Dues, it is proposed that there should be a 5% increase for charges for Harbour Works Consent. Thus, it is proposed that the following charges will take place from 1 April 2020:

| <b>Size of project</b>  | <b>Size increment</b> | <b>Proposed total charge for 2020/21</b>  |
|---|-----------------------|---|
| Up to and including 100 sq. metres  | <b>Nil</b>            | <b>£426 + VAT</b>   |
| Over 100 sq. metres up to 500 sq metres   | <b>Nil</b>            | <b>£480 + VAT</b>   |
| Over 500 sq. metres up to 2,500 sq. metres  | <b>Nil</b>            | <b>£644 + VAT</b>   |
| Over 2,500 sq. metres up to 10,000 sq. metres   | <b>Nil</b>            | <b>£1190 + VAT</b>  |
| Over 10,000 sq. metres  | <b>Nil</b>            | <b>£1737 + 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>£163 + 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>£52.50 per hour + VAT (for every hour or part thereof, after the first hour)</b> |
| Routine maintenance dredge (per dredge campaign)  | <b>Nil</b>            | <b>£163 + VAT</b>   |
| Capital dredge up to and including 500m <sup>3</sup>  | <b>Nil</b>            | <b>£94 + VAT</b>  |
| Capital dredge of 501m <sup>3</sup> to 2,500m <sup>3</sup>  | <b>Nil</b>            | <b>£187 + VAT</b>   |
| Capital dredge of 2,501m <sup>3</sup> to 10,000m <sup>3</sup>   | <b>Nil</b>            | <b>£937 + VAT</b>   |
| Capital dredge over 10,001m <sup>3</sup>  | <b>Nil</b>            | <b>£1441 + VAT</b>  |

5. An additional charge of £53 + VAT is made for each Notice to River Users required in connection with each project.
  
6. It is further recommended that the Harbour Board adopts the following rates for discretionary services provided by the Harbour Authority for 2020/21:

| <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) | £86 per tow + VAT.<br>An additional hourly rate will apply for operations which take more than one hour.  |
| Use of maintenance piles  | £26 (inc VAT) per 24 hours or part thereof. 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)               | £52.50 per hour + VAT.<br>Minimum charge £26 + VAT  |

| <b>Service</b>  | <b>Rate</b>  |
|---|--|
| Replacing broken or missing fenders or warps (at owner's request)   | £52.50 per hour + VAT.<br>Minimum charge £26 + VAT, plus 120% of cost of materials used. |
| Pumping out (to prevent further damage)                             | £52.50 per hour + VAT.<br>Minimum charge £26 + VAT                                       |
| Re-securing or lashing sails and covers (to prevent further damage) | £52.50 per hour + VAT.<br>Minimum charge £26 + VAT                                       |

**REQUIRED CORPORATE AND 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

## **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.

This page is intentionally left blank



## HAMPSHIRE COUNTY COUNCIL

### Decision Report

|                        |  |
|------------------------|--|
| <b>Decision Maker:</b> | River Hamble Harbour Board   |
| <b>Date:</b>           | 10 January 2020  |
| <b>Title:</b>          | River Hamble 2019/20 Forecast Outturn and 2020/21 Forward Budget                               |
| <b>Report From:</b>    | The Director of Corporate Resources and Director of Culture, Communities and Business Services |

**Contact names:** Jenny Wadham  
Jason Scott

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

### Purpose of the Report

1. The purpose of this report is to present the 2019/20 outturn forecast as at the end of September 2019 and the proposed 2020/21 forward budget to the River Hamble Harbour Board for comment.

### Recommendations

2. That the revised budget for the 2019/20 financial year is approved by the River Hamble Harbour Board.
3. That the projected outturn for the 2019/20 financial year is noted.
4. That the proposed forward budget is approved by the River Hamble Harbour Board.
5. 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.
6. That the balances held within the reserves and the impact of anticipated cost pressures on the general reserve balance are noted.

### Executive Summary

7. Minor changes to the 2019/20 original budget have been made to reflect changes to budget requirements highlighted in the River Hamble Final

Accounts 2018/19 report presented to the Harbour Board on 12 July 2019.  
Current year forecasts are presented against this budget.

8. For the 2019/20 financial year, the River Hamble is projected to achieve a surplus of £16,000 on revenue funded expenditure, compared to a budgeted surplus of £18,000. This will require the full balance within the Revenue Reserve (RR) to be transferred to the Asset Replacement Reserve (ARR) to meet the £35,000 annual transfer, leaving a £nil balance in the RR by March 2020.
9. In 2020/21 the budgeted surplus on revenue funded expenditure is £52,000, allowing for the full £35,000 transfer to the ARR to be made and increasing the balance within the RR to £17,000 by 31 March 2021.
10. The improved position in 2020/21 is largely the result of additional income from the agreed 5% increase in Harbour Dues to manage unavoidable cost pressures, combined with the unexpected removal of the requirement to make past service pension contributions following good performance of the Hampshire Pension Fund. However, it should be noted that the position regarding the past service pension costs could change with the next actuarial review due in three years time.
11. The detailed revised budget for 2019/20, the 2019/20 outturn forecast and the proposed 2020/21 forward budget are set out in Appendices 1 and 2, with the reserves balances shown in Appendix 3.

### **2019/20 Revised Budget**

12. As highlighted in the River Hamble Final Accounts 2018/19 report an ongoing Crown Estate charge for £5,000 was identified and therefore has been included in the revised budget.
13. Reduced ongoing Environmental Maintenance costs were also reported and the budget has subsequently been reduced from £7,000 to £5,000 to reflect this.

### **2019/20 Forecast Outturn**

14. The outturn forecast for 2019/20 as at period 6 (September 2019) is detailed in Appendix 1. It is projected that a surplus on standard revenue activity of £16,000 will be achieved, £2,000 lower than the budgeted surplus of £18,000.
15. 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.

16. The £16,000 surplus will therefore be transferred to the ARR in full, together with a transfer of the £16,170 balance of the RR, as well as a transfer of £2,830 from the Asset Enhancement Reserve (AER), in order to fully meet the agreed annual transfer to the ARR of £35,000. The RR balance is expected to reduce to £nil at 31 March 2020.
17. Total gross expenditure is projected at £602,000, £8,000 higher than the budgeted £594,000. The adverse variance mainly relates to £3,750 for triennial oil spill training costs, and a £3,000 increase in business rates (reflecting the reducing transitional relief following the revaluation in 2017).
18. Income is expected to be £6,000 higher than budgeted at £618,000. The additional income mainly relates to a one-off transfer to revenue of an £8,365 historic fund which had been retained for the ongoing upkeep of the fisherman's jetty (included within miscellaneous income). Additional income from the part year effect of the agreed 5% increase in Harbour Dues for the 2020 calendar year (with the full benefit due in 2020/21) has been offset by a payment to the Crown Estates for temporary moorings income due to them for 2018/19.
19. Projects funded from the AER consist of a £500 contribution towards the 2019 Bursledon Regatta. A £50,000 earmark previously made for potential projects is no longer expected to be required in 2019/20, although discussions continue with regards to potential opportunities for developments in 2020/21.
20. Spend against the ARR of £36,000 is now anticipated. This consists of £2,200 on boat engine maintenance costs to extend their lifespan, £3,600 on pontoon welding, and approximately £30,000 for the new Harbour Assist management system which will replace the existing outdated Harbour Management System. Approximately £3,000 is expected to be added to reserves as interest generated on balances.

### **2020/21 Forward Budget**

21. The proposed 2020/21 forward budget is detailed in Appendix 2 and projects a surplus of £52,000 on general revenue activities which will therefore fully meet the agreed £35,000 transfer to the ARR for the cost of replacing assets in future years, and allow for a RR balance of £17,000 by 31 March 2021.
22. A significant change to the budget is the removal of the £25,000 budget for past service pension costs. The Hampshire pension fund has recently received the results from the triennial valuation from the actuary, and the good performance of the fund has resulted in the past service costs being fully funded much earlier than originally anticipated. Therefore, the past service costs payment will not be required from 2020/21.
23. This will allow the balance within the RR to be re-established and potentially could allow for a contribution to the Asset Enhancement Reserve. However,

it should be noted that the next actuarial valuation in three years time could go the opposite way, and therefore it is recommended that the position be reviewed again at this time to consider whether the budget for this could be permanently re-purposed, or would need to be re-instated for past service contributions.

24. The proposed gross expenditure budget has been set at £585,000, a reduction of £9,000 compared with the revised 2019/20 budget, and a reduction of £17,000 on the 2019/20 outturn forecast.
25. The salaries forward budget has been increased by £15,000, which includes a provision of £8,000 for the impact of pay inflation (based on the 2019/20 pay award of 2% as the pay award for 2020/21 has yet to be agreed), and a £7,000 increase to reflect the increase in employer pension contributions (from 16.1% to 18.4%) as calculated in the actuary's triennial pension valuation. This is then offset by the £25,000 reduction in budget for the past pension contributions as above.
26. The rent and rates budget will be increased by £4,000 to reflect the ongoing business rate rises following the 2017 revaluation. For the 2020/21 budget an increase of 28% has been applied, which reflects reducing transitional relief and an inflationary increase. The next revaluation is due in 2022.
27. The income budget for 2020/21 has been set at £637,000, which is an increase of £25,000 from the revised 2019/20 budget. This is primarily due to a £23,000 increase in the Harbour Dues income budget to reflect the agreed 5% increase for the 2020 calendar year, to manage the ongoing cost pressures of the Harbour Authority, which have not been possible to mitigate by efficiencies.
28. Budgeted Crown Estate funding has been increased to £69,000 to reflect the 2.5% increase that will be applied to the 2020/21 charges.

## **Reserves**

29. A detailed breakdown of reserves is shown in Appendix 3.
30. 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.
31. As at 31 March 2019, a total of £584,711 was held in reserves, the majority of which relates to the Asset Replacement Reserve, with this balance regularly reviewed to ensure that it is maintained at an appropriate level to replace the assets of the Harbour Authority as required.
  32. The balance in the Asset Replacement Reserve is expected to increase slightly to £503,316 at 31 March 2020, after £36,000 expenditure as outlined in section four of this report, offset by the £35,000 annual contribution and £3,000 anticipated interest receivable.
  33. Provision has been made for planned expenditure of £18,000 from the ARR in 2020/21 including £16,000 for replacement boat engines and £2,000 on superstructure and cardinal top mark works, in accordance with the asset replacement cashflow forecast. With the £35,000 annual contribution and estimated interest receivable, the balance in the ARR is expected to increase to £523,316 by 31 March 2021.
  34. The balance in the Asset Enhancement Reserve is expected to reduce to £63,895 by 31 March 2020 and £35,895 by 31 March 2021. Provision has been made for planned expenditure of £28,000 from the AER in 2020/21, consisting of a £3,000 contribution towards the River Hamble Games and £25,000 earmarked for design and implementation costs in relation to the re-design of three pontoons. A local marina has agreed to supply the structural components for this project, at a negligible cost.
  35. The balance in the Revenue Reserve is anticipated to reduce to £nil by the end of March 2020. The diminishing level of the RR has been the subject of several previous reports, with the 5% increase to Harbour Dues for the 2020 calendar year already agreed by the Board to help balance the budget, and further actions being considered. However, due to the better than expected performance of the Hampshire Pension Fund, the removal of the past service payments from 2020/21 has resulted in a projected surplus for that financial year, resulting in an anticipated balance within the RR of £17,000 by 31 March 2021.
  36. The reserves policy states that the balance on the RR should not be more than 10% of the gross revenue budget, equating to approximately £59,000 for 2019/20.

## **Impact Assessment**

37. 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.)

DocumentLocation

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.



## Appendix 1 – 2019/20 Forecast Outturn as at P6 (end of September)

|  | Original<br>Budget<br>£'000 | Revised<br>Budget<br>£'000 | P6<br>Forecast<br>Outturn<br>£'000 | Variance<br>to<br>Budget<br>£'000 |
|--|-----------------------------|----------------------------|------------------------------------|-----------------------------------|
| <b>EXPENDITURE</b>   |                             |                            |                                    |                                   |
| <b>Staff Related</b>   |                             |                            |                                    |                                   |
| Salaries   | 430                         | 430                        | 430                                | -                                 |
| Past pension contributions                                     | 25                          | 25                         | 25                                 | -                                 |
| Training   | 5                           | 5                          | 9                                  | 4                                 |
| Professional Subscriptions                                     | 1                           | 1                          | 2                                  | 1                                 |
| <b>Sub-total staff related</b>                                 | <b>461</b>                  | <b>461</b>                 | <b>466</b>                         | <b>5</b>                          |
| <b>Premises</b>  |                             |                            |                                    |                                   |
| Rent / Rates   | 19                          | 19                         | 22                                 | 3                                 |
| Electricity  | 2                           | 2                          | 2                                  | -                                 |
| Gas  | 1                           | 1                          | 1                                  | -                                 |
| Water / Sewerage   | 1                           | 1                          | 1                                  | -                                 |
| Repair & Maintenance (including Health & Safety modifications) | 1                           | 1                          | 1                                  | -                                 |
| Burglar Alarms / Security                                      | 1                           | 1                          | 1                                  | -                                 |
| <b>Sub-total premises</b>                                      | <b>25</b>                   | <b>25</b>                  | <b>28</b>                          | <b>3</b>                          |
| <b>Transport</b>   |                             |                            |                                    |                                   |
| Repairs, maintenance & boat refurbishment                      | 3                           | 3                          | 2                                  | (1)                               |
| Fuel   | 3                           | 3                          | 3                                  | -                                 |
| Tools (including chandlery)                                    | 2                           | 2                          | 2                                  | -                                 |
| Car allowances / staff travel                                  | 1                           | 1                          | 1                                  | -                                 |
| Insurance  | 2                           | 2                          | 2                                  | -                                 |
| <b>Sub-total transport</b>                                     | <b>11</b>                   | <b>11</b>                  | <b>10</b>                          | <b>(1)</b>                        |
| <b>Supplies &amp; Services</b>                                 |                             |                            |                                    |                                   |
| Office expenses  | 25                          | 25                         | 25                                 | -                                 |
| Environmental maintenance                                      | 7                           | 5                          | 5                                  | -                                 |
| Public jetties & navigational safety                           | 6                           | 6                          | 7                                  | 1                                 |
| Central department charges                                     | 42                          | 42                         | 42                                 | -                                 |
| Designated person  | 9                           | 9                          | 10                                 | 1                                 |
| Oil spill response   | 5                           | 5                          | 4                                  | (1)                               |
| Crown Estate Settlement  | -                           | 5                          | 5                                  | -                                 |
| <b>Sub-total supplies &amp; services</b>                       | <b>94</b>                   | <b>97</b>                  | <b>98</b>                          | <b>1</b>                          |
| <b>GROSS EXPENDITURE</b>                                       | <b>591</b>                  | <b>594</b>                 | <b>602</b>                         | <b>8</b>                          |

## Appendix 1 – 2019/20 Forecast Outturn as at P6 (end of September)

|   | Original<br>Budget<br>£'000 | Revised<br>Budget<br>£'000 | P6<br>Forecast<br>Outturn<br>£'000 | Variance<br>to<br>Budget<br>£'000 |
|---|-----------------------------|----------------------------|------------------------------------|-----------------------------------|
| <b>INCOME</b>                                   |                             |                            |                                    |                                   |
| Harbour Dues                                    | (483)                       | (483)                      | (481)                              | 2                                 |
| Crown Estate Management Contract                | (67)                        | (67)                       | (67)                               | -                                 |
| Visitor Income                                  | (43)                        | (43)                       | (45)                               | (2)                               |
| Miscellaneous income                            | (9)                         | (9)                        | (14)                               | (5)                               |
| Towing charges                                  | (7)                         | (7)                        | (9)                                | (2)                               |
| Other funding                                   | (2)                         | (2)                        | (1)                                | 1                                 |
| Interest  | (1)                         | (1)                        | (1)                                | -                                 |
| <b>GROSS INCOME</b>                             | <b>(612)</b>                | <b>(612)</b>               | <b>(618)</b>                       | <b>(6)</b>                        |
| <b>NET REVENUE FUNDED EXPENDITURE</b>           | <b>(21)</b>                 | <b>(18)</b>                | <b>(16)</b>                        | <b>2</b>                          |
| <b>INCOME / EXPENDITURE ON RESERVES</b>         |                             |                            |                                    |                                   |
| <b>Projects Funded by Reserves</b>              |                             |                            |                                    |                                   |
| Asset Enhancement                               | 50                          | 50                         | 1                                  | (49)                              |
| Asset Replacement                               | 28                          | 28                         | 36                                 | 8                                 |
| Revenue Reserve                                 | -                           | -                          | -                                  | -                                 |
| <b>Expenditure from Reserves</b>                | <b>78</b>                   | <b>78</b>                  | <b>37</b>                          | <b>(41)</b>                       |
| <b>Interest on Reserves</b>                     |                             |                            |                                    |                                   |
| Asset Enhancement                               | -                           | -                          | -                                  | -                                 |
| Asset Replacement                               | (2)                         | (2)                        | (3)                                | (1)                               |
| <b>Income on Reserves</b>                       | <b>(2)</b>                  | <b>(2)</b>                 | <b>(3)</b>                         | <b>(1)</b>                        |
| <b>NET RESERVES FUNDED EXPENDITURE</b>          | <b>76</b>                   | <b>76</b>                  | <b>34</b>                          | <b>(42)</b>                       |
| <b>TOTAL NET EXPENDITURE</b>                    | <b>55</b>                   | <b>58</b>                  | <b>18</b>                          | <b>(40)</b>                       |
| <b>RESERVES</b>                                 |                             |                            |                                    |                                   |
| Contribution to Asset Replacement Reserve       | 35                          | 35                         | 35                                 | -                                 |
| Transfer To / (From) Revenue Reserve            | (14)                        | (16)                       | (16)                               | -                                 |
| Transfer To / (From) Asset Enhancement Reserves | -                           | (1)                        | (3)                                | (2)                               |
|   | <b>21</b>                   | <b>18</b>                  | <b>16</b>                          | <b>(2)</b>                        |
| Transfer Interest to Reserves                   | 2                           | 2                          | 3                                  | 1                                 |
| Transfers from Reserves - Projects              | (78)                        | (78)                       | (37)                               | 41                                |
|   | <b>(76)</b>                 | <b>(76)</b>                | <b>(34)</b>                        | <b>42</b>                         |
| <b>TOTAL TRANSFERS TO / (FROM) RESERVES</b>     | <b>(55)</b>                 | <b>(58)</b>                | <b>(18)</b>                        | <b>40</b>                         |

**Appendix 1b – Further detail on Harbour Dues, Visitors Income, Office Expenses and Central Department Charges**

|   | <b>Original<br/>Budget<br/>£'000</b> | <b>Revised<br/>Budget<br/>£'000</b> | <b>P6<br/>Forecast<br/>Outturn<br/>£'000</b> | <b>Variance<br/>to<br/>Budget<br/>£'000</b> |
|---|--------------------------------------|-------------------------------------|--|---|
| <b>Harbour Dues Income</b>  |                                      |                                     |  |   |
| Marinas and Boatyards   | (385)                                | (385)                               | (385)  | -   |
| River Moorings  | (98)                                 | (98)                                | (96)   | 2   |
| <b>Total</b>  | <b>(483)</b>                         | <b>(483)</b>                        | <b>(481)</b>                                 | <b>2</b>                                    |
| <b>Visitor Income</b>   |                                      |                                     |  |   |
| Mid Stream Visitors Pontoon   | (20)                                 | (20)                                | (17)   | 3   |
| Warsash Jetty   | (13)                                 | (13)                                | (18)   | (5)   |
| Hamble Jetty  | (2)                                  | (2)                                 | (3)  | (1)   |
| Commercial and Pleasure Craft Income                                    | (8)                                  | (8)                                 | (7)  | 1   |
| <b>Total</b>  | <b>(43)</b>                          | <b>(43)</b>                         | <b>(45)</b>                                  | <b>(2)</b>                                  |
| <b>Office Expenses</b>  |                                      |                                     |  |   |
| Equipment   | 1                                    | 1                                   | 1  | -   |
| First Aid Supplies / Health & Safety                                    | 1                                    | 1                                   | 1  | -   |
| Printing & Stationery   | 3                                    | 3                                   | 3  | -   |
| Catering / General  | 1                                    | 1                                   | 1  | -   |
| Protective Clothing and Safety Equipment                                | 3                                    | 3                                   | 3  | -   |
| IT Charges  | 5                                    | 5                                   | 5  | -   |
| Postage   | 2                                    | 2                                   | 1  | (1)   |
| Subscriptions   | 2                                    | 2                                   | 2  | -   |
| Promotional Events / Publicity /Publications                            | 3                                    | 3                                   | 3  | -   |
| Retail (Crabbing Equipment)   | 1                                    | 1                                   | 1  | -   |
| Credit Card Charges (re Income Collection)                              | 3                                    | 3                                   | 4  | 1   |
| <b>Total</b>  | <b>25</b>                            | <b>25</b>                           | <b>25</b>                                    | <b>-</b>                                    |
| <b>Central Department Charges</b>                                       |                                      |                                     |  |   |
| Operational Finance   | 22                                   | 22                                  | 22   | -   |
| Integrated Business Centre – Transactions,<br>Cash Management & Payroll | 3                                    | 3                                   | 3  | -   |
| Audit Services  | 3                                    | 3                                   | 3  | -   |
| Democratic Services (Including Venue Hire)                              | 9                                    | 9                                   | 9  | -   |
| Legal Services  | 5                                    | 5                                   | 5  | -   |
| <b>Total</b>  | <b>42</b>                            | <b>42</b>                           | <b>42</b>                                    | <b>-</b>                                    |

## Appendix 2 – 2020/21 Forward Budget

|  | 2019/20<br>Forecast<br>Outturn<br>£'000 | 2019/20<br>Revised<br>Budget<br>£'000 | Adjust'<br>ments<br>£'000 | 2020/21<br>Forward<br>Budget<br>£'000 |
|--|---|---------------------------------------|---------------------------|---------------------------------------|
| <b>EXPENDITURE</b>   |   |                                       |                           |                                       |
| <b>Staff Related</b>   |   |                                       |                           |                                       |
| Salaries   | 430                                     | 430                                   | 15                        | 445                                   |
| Past pension contributions                                     | 25                                      | 25                                    | (25)                      | -                                     |
| Training   | 9                                       | 5                                     | -                         | 5                                     |
| Professional Subscriptions                                     | 2                                       | 1                                     | 1                         | 2                                     |
| <b>Sub-total staff related</b>                                 | <b>466</b>                              | <b>461</b>                            | <b>(9)</b>                | <b>452</b>                            |
| <b>Premises</b>  |   |                                       |                           |                                       |
| Rent / Rates   | 22                                      | 19                                    | 6                         | 25                                    |
| Electricity  | 2                                       | 2                                     | -                         | 2                                     |
| Gas  | 1                                       | 1                                     | -                         | 1                                     |
| Water / Sewerage   | 1                                       | 1                                     | -                         | 1                                     |
| Repair & Maintenance (including Health & Safety modifications) | 1                                       | 1                                     | -                         | 1                                     |
| Burglar Alarms / Security                                      | 1                                       | 1                                     | -                         | 1                                     |
| <b>Sub-total premises</b>                                      | <b>28</b>                               | <b>25</b>                             | <b>6</b>                  | <b>31</b>                             |
| <b>Transport</b>   |   |                                       |                           |                                       |
| Repairs, maintenance & boat refurbishment                      | 2                                       | 3                                     | -                         | 3                                     |
| Fuel   | 3                                       | 3                                     | -                         | 3                                     |
| Tools (including chandlery)                                    | 2                                       | 2                                     | -                         | 2                                     |
| Car allowances / staff travel                                  | 1                                       | 1                                     | -                         | 1                                     |
| Insurance  | 2                                       | 2                                     | -                         | 2                                     |
| <b>Sub-total transport</b>                                     | <b>10</b>                               | <b>11</b>                             | <b>-</b>                  | <b>11</b>                             |
| <b>Supplies &amp; Services</b>                                 |   |                                       |                           |                                       |
| Office expenses  | 25                                      | 25                                    | (1)                       | 24                                    |
| Environmental maintenance                                      | 5                                       | 5                                     | -                         | 5                                     |
| Public jetties & navigational safety                           | 7                                       | 6                                     | (5)                       | 1                                     |
| Central department charges                                     | 42                                      | 42                                    | -                         | 42                                    |
| Designated person  | 10                                      | 9                                     | 1                         | 10                                    |
| Oil spill response   | 4                                       | 5                                     | (1)                       | 4                                     |
| Crown Estate Settlement  | 5                                       | 5                                     | -                         | 5                                     |
| <b>Sub-total supplies &amp; services</b>                       | <b>98</b>                               | <b>97</b>                             | <b>(6)</b>                | <b>91</b>                             |
| <b>GROSS EXPENDITURE</b>                                       | <b>602</b>                              | <b>594</b>                            | <b>(9)</b>                | <b>585</b>                            |

## Appendix 2 – 2020/21 Forward Budget

|   | 2019/20<br>Forecast<br>Outturn<br>£'000 | 2019/20<br>Revised<br>Budget<br>£'000 | Adjust'<br>ments<br>£'000 | 2020/21<br>Forward<br>Budget<br>£'000 |
|---|---|---------------------------------------|---------------------------|---------------------------------------|
| <b>INCOME</b>                                   |   |                                       |                           |                                       |
| Harbour Dues                                    | (481)                                   | (483)                                 | (23)                      | (506)                                 |
| Crown Estate Management Contract                | (67)                                    | (67)                                  | (2)                       | (69)                                  |
| Visitor Income                                  | (45)                                    | (43)                                  | (2)                       | (45)                                  |
| Miscellaneous income                            | (14)                                    | (9)                                   | 3                         | (6)                                   |
| Towing charges                                  | (9)                                     | (7)                                   | (2)                       | (9)                                   |
| Other funding                                   | (1)                                     | (2)                                   | 1                         | (1)                                   |
| Interest  | (1)                                     | (1)                                   | -                         | (1)                                   |
| <b>GROSS INCOME</b>                             | <b>(618)</b>                            | <b>(612)</b>                          | <b>(25)</b>               | <b>(637)</b>                          |
| <b>NET REVENUE FUNDED EXPENDITURE</b>           | <b>(16)</b>                             | <b>(18)</b>                           | <b>(34)</b>               | <b>(52)</b>                           |
| <b>INCOME / EXPENDITURE ON RESERVES</b>         |   |                                       |                           |                                       |
| <b>Projects Funded by Reserves</b>              |   |                                       |                           |                                       |
| Asset Enhancement                               | 1                                       | 50                                    | (22)                      | 28                                    |
| Asset Replacement                               | 36                                      | 28                                    | (10)                      | 18                                    |
| Revenue Reserve                                 | -                                       | -                                     | -                         | -                                     |
| <b>Expenditure from Reserves</b>                | <b>37</b>                               | <b>78</b>                             | <b>(32)</b>               | <b>46</b>                             |
| <b>Interest on Reserves</b>                     |   |                                       |                           |                                       |
| Asset Enhancement                               | -                                       | -                                     | -                         | -                                     |
| Asset Replacement                               | (3)                                     | (2)                                   | (1)                       | (3)                                   |
| <b>Income on Reserves</b>                       | <b>(3)</b>                              | <b>(2)</b>                            | <b>(1)</b>                | <b>(3)</b>                            |
| <b>NET RESERVES FUNDED EXPENDITURE</b>          | <b>34</b>                               | <b>76</b>                             | <b>(33)</b>               | <b>43</b>                             |
| <b>TOTAL NET EXPENDITURE</b>                    | <b>18</b>                               | <b>58</b>                             | <b>(67)</b>               | <b>(9)</b>                            |
| <b>RESERVES</b>                                 |   |                                       |                           |                                       |
| Contribution to Asset Replacement Reserve       | 35                                      | 35                                    | -                         | 35                                    |
| Transfer To / (From) Revenue Reserve            | (16)                                    | (16)                                  | 33                        | 17                                    |
| Transfer To / (From) Asset Enhancement Reserves | (3)                                     | (1)                                   | 1                         | -                                     |
|   | <b>16</b>                               | <b>18</b>                             | <b>34</b>                 | <b>52</b>                             |
| Transfer Interest to Reserves                   | 3                                       | 2                                     | 1                         | 3                                     |
| Transfers from Reserves - Projects              | (37)                                    | (78)                                  | 32                        | (46)                                  |
|   | <b>(34)</b>                             | <b>(76)</b>                           | <b>33</b>                 | <b>(43)</b>                           |
| <b>TOTAL TRANSFERS TO / (FROM) RESERVES</b>     | <b>(18)</b>                             | <b>(58)</b>                           | <b>67</b>                 | <b>9</b>                              |

**Appendix 2b – Further detail on Harbour Dues, Visitors Income, Office Expenses and Central Department Charges**

|   | <b>2019/20<br/>Forecast<br/>Outturn<br/>£'000</b> | <b>2019/20<br/>Revised<br/>Budget<br/>£'000</b> | <b>Adjust'<br/>ments<br/>£'000</b> | <b>2020/21<br/>Forward<br/>Budget<br/>£'000</b> |
|---|---|---|------------------------------------|---|
| <b>Harbour Dues Income</b>  |   |   |                                    |   |
| Marinas and Boatyards   | (385)   | (385)   | (15)                               | (400)   |
| River Moorings  | (96)  | (98)  | (8)                                | (106)   |
| <b>Total</b>  | <b>(481)</b>                                      | <b>(483)</b>                                    | <b>(23)</b>                        | <b>(506)</b>                                    |
| <b>Visitor Income</b>   |   |   |                                    |   |
| Mid Stream Visitors Pontoon   | (17)  | (20)  | 3                                  | (17)  |
| Warsash Jetty   | (18)  | (13)  | (5)                                | (18)  |
| Hamble Jetty  | (3)   | (2)   | (1)                                | (3)   |
| Commercial and Pleasure Craft Income                                    | (7)   | (8)   | 1                                  | (7)   |
| <b>Total</b>  | <b>(45)</b>                                       | <b>(43)</b>                                     | <b>(2)</b>                         | <b>(45)</b>                                     |
| <b>Office Expenses</b>  |   |   |                                    |   |
| Equipment   | 1   | 1   | -                                  | 1   |
| First Aid Supplies / Health & Safety                                    | 1   | 1   | -                                  | 1   |
| Printing & Stationery   | 3   | 3   | -                                  | 3   |
| Catering / General  | 1   | 1   | -                                  | 1   |
| Protective Clothing and Safety Equipment                                | 3   | 3   | -                                  | 3   |
| IT Charges  | 5   | 5   | -                                  | 5   |
| Postage   | 1   | 2   | (1)                                | 1   |
| Subscriptions   | 2   | 2   | -                                  | 2   |
| Promotional Events / Publicity /Publications                            | 3   | 3   | -                                  | 3   |
| Retail (Crabbing Equipment)   | 1   | 1   | -                                  | 1   |
| Credit Card Charges (re Income Collection)                              | 4   | 3   | -                                  | 3   |
| <b>Total</b>  | <b>25</b>   | <b>25</b>                                       | <b>(1)</b>                         | <b>24</b>                                       |
| <b>Central Department Charges</b>                                       |   |   |                                    |   |
| Operational Finance   | 22  | 22  | -                                  | 22  |
| Integrated Business Centre – Transactions,<br>Cash Management & Payroll | 3   | 3   | -                                  | 3   |
| Audit Services  | 3   | 3   | -                                  | 3   |
| Democratic Services (Including Venue Hire)                              | 9   | 9   | -                                  | 9   |
| Legal Services  | 5   | 5   | -                                  | 5   |
| <b>Total</b>  | <b>42</b>   | <b>42</b>                                       | <b>-</b>                           | <b>42</b>                                       |

### Appendix 3 – Reserves

|  | <b>General<br/>(Revenue)<br/>Reserve<br/>£</b> | <b>Asset<br/>Enhancement<br/>Reserve<br/>£</b> | <b>Asset<br/>Replacement<br/>Reserve<br/>£</b> | <b>Total<br/>£</b> |
|--|--|--|--|--------------------|
| <b>Balance at 31 March 2019</b>  | <b>16,170</b>                                  | <b>67,225</b>                                  | <b>501,316</b>                                 | <b>584,711</b>     |
| Transfer to ARR from Revenue   | (35,000)                                       | -  | 35,000   | -                  |
| Transfer to ARR from AER   | 2,830  | (2,830)  | -  | -                  |
| Bursledon Regatta 2019   | -  | (500)  | -  | (500)              |
| Asset replacement – Harbour Assist system, boat engine maintenance and pontoon welding | -  | -  | (36,000)                                       | (36,000)           |
| Annual interest receivable   | -  | -  | 3,000  | 3,000              |
| Net surplus for the year   | 16,000   | -  | -  | 16,000             |
| <b>Balance at 31 March 2020</b>  | <b>0</b>                                       | <b>63,895</b>                                  | <b>503,316</b>                                 | <b>567,211</b>     |
| Transfer to ARR from Revenue   | (35,000)                                       | -  | 35,000   | -                  |
| Potential projects   | -  | (25,000)                                       | -  | (25,000)           |
| River Hamble Games   | -  | (3,000)  | -  | (3,000)            |
| Asset replacement  | -  | -  | (18,000)                                       | (18,000)           |
| Annual interest receivable   | -  | -  | 3,000  | 3,000              |
| Net surplus for the year   | 52,000   | -  | -  | 52,000             |
| <b>Balance at 31 March 2021</b>  | <b>17,000</b>                                  | <b>35,895</b>                                  | <b>523,316</b>                                 | <b>576,211</b>     |

This page is intentionally left blank



## HAMPSHIRE COUNTY COUNCIL

### Decision Report

|                        |  |
|------------------------|--|
| <b>Decision Maker:</b> | River Hamble Harbour Board                             |
| <b>Date:</b>           | 10 January 2020  |
| <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

#### 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**

|   |     |
|---|-----|
| <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

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.

| Management Committee Date | Agenda Item   | Harbour Board Date |
|---------------------------|---|--------------------|
| 6 December 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>• River Hamble 2019/20 Forecast Outturn and 2020/21 Forward Budget</li> <li>• Review of Fees and Charges</li> <li>• Forward Plan for Future Meetings</li> </ul> | 10 January 2020    |
| 13 March 2020             | <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>   | 3 April 2020       |