

HAMPSHIRE COUNTY COUNCIL**Report**

Committee	River Hamble Harbour Management Committee
Date:	14 March 2014
Title:	Business Plan Review
Reference:	5651
Report From:	Director of Culture, Communities and Business Services

Contact name: David Evans

Tel: 01489 576387

Email: David.evans@hants.gov.uk

1. Summary

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

2. Review of Business Plan

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

3. Recommendation

- 3.1 It is recommended that members propose revisions and additional items for inclusion in the Business Plan, for consideration by the River Hamble Harbour Board.**

CORPORATE OR LEGAL INFORMATION:

Links to the Corporate Strategy

Hampshire safer and more secure for all:	yes
Corporate Improvement plan link number (if appropriate):	
Maximising well-being:	yes
Corporate Improvement plan link number (if appropriate):	
Enhancing our quality of place:	yes
Corporate Improvement plan link number (if appropriate):	

Section 100 D - Local Government Act 1972 - background documents

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

Document

Location

None

IMPACT ASSESSMENTS:

1. Equalities Impact Assessment:

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

2. Impact on Crime and Disorder:

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

3. Climate Change:

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

APPENDIX 1

Serial	Priority 1 low 5 high	Plan topic	Brief	Objective	Constraints	Budget	Target completion date	Ownership of project	Review date	Review Notes
1	5	Governance	To support the current governance arrangements, as approved by HCC	Recruit, select and train members of the Harbour Board as required	Availability of selection panel members	Minimal	Ongoing	Marine Director and Harbour Board	Mar-15	New Environment member recruited July 2013
2	3	Governance	To support the current governance arrangements, as approved by HCC	Review Designated Person requirements and re-tender as required	Prior to expiry of current contract May 2012	£8700 per annum	01/15/2012	Marine Director and Harbour Board	Mar-17	Complete
3	5	Navigational safety	To comply with the requirements of the Port Marine Safety Code	Repair and maintain Aids to Navigation as required	None	£12000 per annum	Ongoing	DHM/HOM	Mar-14	Trinity House audit satisfactory. Next Audit Aug 2014.
4	4	Navigational Safety	To comply with the requirements of the Port Marine Safety Code	Draft and agree 3-yearly Navigation Safety consultation	None	Minimal	Mar-12	HM	Mar-15	Complete in 2012
5	4	Navigational safety	To comply with the requirements of the Port Marine Safety Code	Prepare business case for replacement of dory, and procure replacement	Funded from Asset Replacement Reserve	Up to £15,000	End 2011	HM	Not required	Complete. Replacement RIB purchased and operational. Dory sold.
6	3	Navigational Safety	To comply with the requirements of the Port Marine Safety Code	Improve safety signage on public slipways	Planning permission may be required	£4,800	Dec-11	HM	Mar-14	Phase 1 signs complete and installed 2011. Phase 2 at design stage
7	5	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	Provide and maintain Tier 1 Oil Spill response equipment, meeting the appropriate legislative requirements.	Lack of storage facilities adjacent to River (see below)	£8000 per annum	Ongoing	DHM/HOM and Environment and Development Manager	N/A	See below
8	5	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	Provide adequate storage facilities for oil spill response and emergency equipment	To include workshop space. Planning permission and other consents required.	Up to £60,000, inc consents etc	As soon as possible	Marine Director and HCC	Not required	Complete - premises rented
9	4	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	Agree and carry out enhancements to SSSIs	Consents may be required. Funding and landowner consent required	Up to £65,000	Ongoing	Environment and Development Manager	Not required	Partnership working required to drive opportunities forward eg HEP
10	4	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	To ensure that all staff are trained and exercised in oil spill response	Major exercise required every 3 years	Up to £8000 per annum, depending on training and exercise requirements	Ongoing. Next major exercise 2016	DHM/HOM, and Environment and Development Manager	Jun-16	Three yearly training exercise completed 15 July 2013. All staff training in date.

11	1	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	To identify and provide partial funding for environmental research projects which are deemed to be of net benefit to the harbour	Maximum of two projects per academic year	Up to £500 per project	As opportunities arise	Environment and Development Manager	Mar-14	One award made (£263) July 2011. One award (up to £250) made for 2014 (not yet paid).
12	3	Public relations and communications	To enhance the public perception of the Harbour Authority	Arrange annual forum for 2014 to disseminate information to key river users and commercial interests.	Venue on alternating sides of the River	£500	End Mar 2014	MD	Mar-14	Completed March 2013. Scheduled for Mar 2014.
13	3	Public relations and communications	To enhance the public perception of the Harbour Authority	To update and maintain the RHHA website	Website must comply with HCC format and style	£3,000	End Feb 2014	Harbour Office staff, Comined Clubs and HCC webmaster	Sep-14	Complete
14	3	Public relations and communications	To enhance the public perception of the Harbour Authority	To ensure that RHHA input to the River Hamble Directory is relevant and accurate	Editorial control rests with River Hamble Combined Clubs	£1,800	End Dec 2011	Harbour Office staff and Scene-Media	Jan-14	Updates completed for publication early 2014. New Visitor Guide published.
15	3	Public relations and communications	To enhance the public perception of the Harbour Authority	Research and publish environment-based resource pamphlet for school and youth group visits	None	c£9000	Sep-11	Environment and Development Manager	Mar-14	Complete - as online 'Learning Zone', including videos.
16	5	Crown Estate	To maintain a productive relationship with The Crown Estate	Fulfil the terms of the Moorings Management Agreement with the Crown Estate	Moorings Management Agreement	Income generator	Annual and ongoing	Marine Director, DHM/HOM, Moorings Manager	Mar-14	All contracted actions completed to date. Pile replacment programme underway winter 2013/14
17	3	Crown Estate	To maintain a productive relationship with The Crown Estate	Analyse and review operational and financial implications for renewal of Crown Estate Management Agreement	Agreement expires 31 March 2012	Nil	By end 2011	Marine Director	Mar-17	Revised agreement signed and sealed Feb 2012
18	4	Crown Estate	To maintain a productive relationship with The Crown Estate	Work with The Crown Estate to ensure appropriate investment in mooring assets and the harbour as a whole, and to gain approval for private pontoons on pile moorings	Subject to availability of Crown Estate funding. Crown Estate Ts and Cs for pontoons awaited	N/A	Ongoing	Marine Director	Not required	Complete. Consents guidance for private pontoons published.
19	3	Climate Change	To be pro-active in identifying the impact of climate change on the River	Establish baseline data set as basis for measuring sea-level rise and climate change effects	None	None at present	By end 2011	Environment and Development Manager	Sep-14	Comprehensive photographic survey of both banks completed and published online.
20	4	Enhancement of access and facilities	To provide enhancements to tender storage facilities	Consult on provision of further affordable tender storage for visitors and mooring holders	Subject to marine consents and possibility of matched funding	£60,000	Consultation to be completed by end March 2011	Marine Director	Mar-14	Detailed plans drawn up and initial consultation completed. Unlikely to proceed in current form.

21	4	Enhancement of economic benefits	Where possible, to seek opportunities to enhance the economic benefits of the harbour	To encourage the creation of marine related training and employment opportunities on the Hamble		Within existing staff budget	Ongoing	Harbour Board and Marine Director	Mar-14	Harbour Patrol Assistant appointed and started work Jan 2012.
22	2	Enhancement of economic benefits	Where possible, to seek opportunities to enhance the economic benefits of the harbour	To encourage the use of Harbour Authority facilities for events, rallies and regattas	Requires advertising and promotion on website and Hamble Directory	None budgeted - potential income generator	Ongoing	Harbour Board and Marine Director	Mar-14	Rally and regatta pre-booking arrangements in use. Hamble River Games scheduled for July 2014
23	3	Enhancement of well-being and enjoyment	Where possible, to seek opportunities for all harbour users to enjoy the benefits of the harbour	To seek to enhance the experience of those who use the River by improving access, both on and off the water	Funding	From Asset Enhancement Reserve	Ongoing	Harbour Board and Marine Director	Mar-14	Detailed plans drawn up and consultation completed. Planning permission for Hamble Jetty extension applied for.
24	5	Planning and consents	To plan for the future of the harbour	Establish working group to review the options for creating a Strategic Development Plan or Vision for the River	Local Planning Authorities and Marine Management Organisation	Nil	Working group established Jan 2011.	Marine Director	Dec-14	Strategic Vision complete and published. Reviewed Nov 2013
25	5	Planning and consents	To provide a clear and effective works consent process	All works consents applications dealt with in a reasonable timescale, taking into account safety and environmental factors	Port Marine Safety Code and relevant legislation	Income generator	Ongoing	Environment and Development Manager	Mar-14	Nil outstanding. Numerous consents granted and works underway or pending.
26	4	Planning and consents	To provide a clear and effective works consent process	Provide professional pre-application advice through the Consents Advisory Panel	Availability of officials from other consenting bodies	£500 per annum for room hire	Ongoing	Environment and Development Manager	Mar-14	Consents Advisory Panel meets as required (last Oct 2013)
27	4	Consultation	To respond to ideas and suggestions put forward by harbour users and other interested parties and consult with them when appropriate	Conduct formal consultations with interested parties when appropriate, using on-line methods whenever possible		None at present	Ongoing	Marine Director	Mar-14	No applications currently pending
28	3	Visitors	To encourage the provision of appropriate facilities for visiting yachtsmen.	Provide assistance and local information to visiting yachtsmen	None	Minimal	Ongoing	All staff	Mar-14	Continuous, including contributions to local pilot books, directories and guidebooks.
29	4	Visitors	To encourage the provision of appropriate facilities for visiting yachtsmen.	Consult on enhancement to facilities for visiting yachts at Hamble and Warsash, and improvements to disabled access	Subject to available funding and planning consents	£10000 for consultant services (design and consents)	Consultation complete by end March 2011.	Marine Director	Mar-14	Detailed plans drawn up and initial consultation completed.

30	4	Policy	To ensure that the opinions of the Harbour Authority are taken into account when Government policies on ports, harbours and the marine environment are under consideration	Respond to all relevant Government consultations and attend appropriate conferences, workshops and meetings		Travel costs for meetings etc	Ongoing	Marine Director	Mar-14	Staff attended various UKHMA, BPA, SASHMA and Solent Forum meetings and workshops
31	2	Future trends	To respond appropriately to new trends in recreational boating	Monitor trends in recreational boating and propose appropriate responses		None budgeted	Ongoing	Marine Director	Mar-14	Monitoring potential impact of changes to marine diesel regulations. Monitoring of proposed Navitus Bay windfarm. Paddleboarding identified as new activity
32	5	Financial	To maintain and manage the harbour cost-effectively and within available resources	Plan and implement annual budget	Hampshire County Council financial regulations	£27,000 (Service Level Agreement with County Treasurer)	Ongoing	Marine Director and County Treasurer	Sep-14	2014/15 budget approved by Harbour Board Jan 2014
33	3	Financial	To maintain and manage the harbour cost-effectively and within available resources	Maximise income through effective collection of Harbour Dues	Requires co-operation of yards and clubs	Income generator	Ongoing	Marine Director	Mar-14	Ongoing. MoU review Mar 2014
34	4	Staff	To employ and retain well-motivated, properly trained staff	Recruit high quality staff, and provide and encourage training and personal development	HCC recruitment freeze. Limited time available for training.	Nil	Ongoing	All line managers	Mar-14	Seasonal staff will be appointed for summer season 2014
35	4	Staff	To employ and retain well-motivated, properly trained staff	Ensure that available manpower is employed cost effectively. Review current manning structure	HCC pay regulations and individual contracts. Review manning structure after 6-9 months	£374,650	Review by June 2011	Marine Director and DHM/HOM	Mar-14	Review complete and manning structure working well
36	4	Staff	To employ and retain well-motivated, properly trained staff	Adhere to principles of Investors in People (IIP)		None budgeted	Ongoing	All line managers	Mar-14	Ongoing.
37	3	Staff	To provide appropriate training for Management Committee and Harbour Board members	Organise training events for Members as required	Availability of Members	None budgeted	Ongoing	Marine Director and Members	Mar-14	Training carried out for all recent new members. Ongoing training after each Man Cttee meeting
38	3	Equalities and accessibility	To ensure compliance with all equalities and accessibility legislation	Ensure that equalities and accessibility are taken into account in all activities and decisions	Equalities legislation	None budgeted	Ongoing	Marine Director	Mar-14	Ongoing, including discussion between River users and HCC Access Team August 2012. Investigating sound systems for meetings.