

**HAMPSHIRE COUNTY COUNCIL****Report**

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| <b>Committee</b>    | River Hamble Harbour Board                             |
| <b>Date:</b>        | 4 April 2014   |
| <b>Title:</b>       | Business Plan Review                                   |
| <b>Reference:</b>   | 5732   |
| <b>Report From:</b> | Director of Culture, Communities and Business Services |

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## **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 At its meeting on 14 March 2014, the River Hamble Harbour Management Committee proposed a number of additions to the Business Plan, as follows:

Under Navigational Safety: add the aids to navigation (lights) project referred to in the Marine Director's Current Issues report.

Under Environment: add the on-going efforts to reduce the risk of pollution from the bridges across the River.

Under Public Relations and Communications: add a requirement to provide a document on the Harbour Authority website, detailing the status of all Harbour Works Consent applications.

Under Planning and Consents: add a requirement to provide a document on the Harbour Authority website listing all Harbour Works Consents granted.

2.3 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 the River Hamble Harbour Board notes this report and considers the additions proposed by the River Hamble Harbour Management Committee and any proposed revisions or additional items.**

**CORPORATE OR LEGAL INFORMATION:**

**Links to the Corporate Strategy**

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|--|-----|
| <b>Hampshire safer and more secure for all:</b>          | yes |
| Corporate Improvement plan link number (if appropriate): |     |
| <b>Maximising well-being:</b>                            | yes |
| Corporate Improvement plan link number (if appropriate): |     |
| <b>Enhancing our quality of place:</b>                   | 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<br>1 low<br>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. |

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| 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. |

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| 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 VSION 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.   |

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| 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.                                |