

## **Newhaven Port User Group Meeting Minutes – 1430hrs Thursday 14<sup>th</sup> November 2024**

**Venue: - Newhaven Enterprise Centre, Denton Island.**

### **Attendees: -**

Steve Tindale, Harbour Master & Pilot, NPP. (ST).  
Dave Collins-Williams, Port Manager, NPP. (DCW).  
Szymon Kordacz, LCT Support/DFDS.  
Thomas Levett LCT  
Maurice Elford, Newhaven Yacht Club.  
Ian Lambert, Newhaven & Seaford Sailing Club. (IL).  
David Miller, SubSearch Marine.  
Susi Miller, SubSearch Marine & Fairways Marine Brokerage. (SM).  
Joseph Howe, FM Conway.  
Andy Wells, Cargo Flow Agency.  
Jules Nicholson, Sussex Police.  
Reece Gibson, Freight Express Seacon.  
George Dean, Freight Express Seacon.  
Julia Johnson, Fine Marketing  
Alex Probyn, ESFRS  
William Fergie, Britannia Beaver  
Mick Carter, NCI

### **Apologies: -**

Annie Swann, Sink Oar Swim Boats Ltd  
David Foster, Marico Marine  
Caroline Reynolds, Sussex Police  
Sharon Dorman, East Sussex County Council  
Izabela Kennedy, East Sussex Resilience and Emergencies Partnership  
Russ Levett, Newhaven Marina  
John Simcock, Sussex Boat Trips  
Dave Guy, Newhaven Fish & Flake Ice Society  
Jim Skinner, Friends of Tide Mills

### **Welcome**

ST as chairman welcomed all to the meeting and noted that this was his first PUG that he was chairing, ST proceeded to give a brief self-introduction. The agenda was then reviewed and ST reminded those present that this group has existed for 14 years to enable a forum for consultation and exchange between all stakeholders in the Port and it is a requirement under the PMSC for Harbour Authorities to consult with their stakeholders. The list of apologies listed above was read out. ST used a PowerPoint presentation throughout the meeting.

### **Minutes of last meeting held 2<sup>nd</sup> May 2024**

These were accepted as being a true record and approved.

### **Actions Arising**

None.

## **Matters Arising not covered on this agenda**

Nothing arising.

## **Terms of Reference and Membership Updates**

Available on the Port website ([www.newhavenport.com](http://www.newhavenport.com)) and copies were included in the meeting notes. There are now 45 organisations represented and 102 individuals on the PUG email distribution list. ST asked if there was any other person or organisation that had been omitted from the group or if any amendments were proposed to the TOR's, to which there were none raised. ST said he could be contacted anytime if any member of the group had suggestions.

## **Port Masterplan Strategic Objectives Update**

ST advised that the Port Master Plan (PMP) had been refreshed in 2024 from its original 2012 version. This was published in August 2024 and was available in a hard copy to all those present as well as being on the website. ST noted that the PMP is a strategic document outlining plans for how the port will grow and develop over time. 60 stakeholders were invited to participate in the Port Masterplan development and of that 60, 39 organisations are part of this Port User Group.

Part of the standard Agenda Items for this group were to review and update on the objectives as laid out in the Port Master Plan. With a refresh of the Masterplan, there has been a refresh of the objectives. These are:

- Support further development of the Newhaven-Dieppe ferry route, increasing utilisation and continuing to focus on the customer experience;
- Continue investing in infrastructure to further increase the use of renewables throughout the port, both directly, in partnership with customers, and in partnership with renewable energy producers and local authorities to enable wider benefits beyond the port estate;
- Support the growth of trade through the port for: cargo by ship, tenancies within the port, and by attracting small cruise vessel calls;
- Support the continued development of the fishing and marine leisure sectors, and through partnership with operators ensure the highest standards are always maintained; and
- Bring further benefit to Newhaven by supporting cultural and leisure activity on the west bank of the river Ouse, the regional economy by increasing small cruise operators' awareness of local attractions, and over time, making the port more of a landmark for the town.

### **i. Support further development of the Newhaven-Dieppe ferry route, increasing utilisation and continuing to focus on the customer experience;**

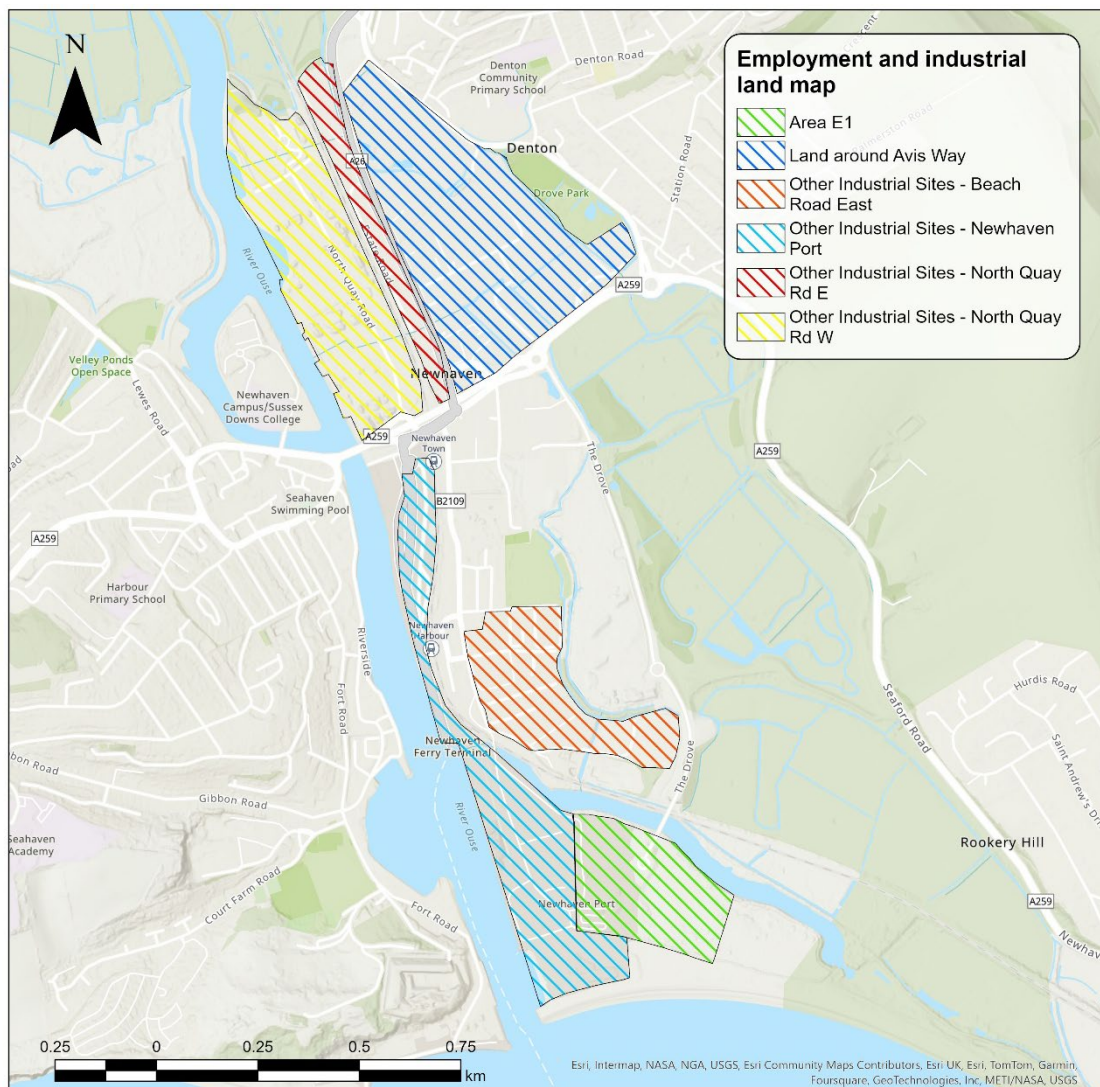
As part of this optimisation, we continue to carry out various works on the ferry terminal area. This includes:

The swinging plate project which is in its final stages of testing. The plate is used by the ferry to swing in the harbour when wind speeds are above the set limits, in addition the PEC holders onboard the ferry are audited twice a year including a swing on the plate.

The Canopy Cover for tourist traffic outbound has been completely renewed allowing for a better experience for those heading outbound on the ferry. We are currently planning to refurbish the Border Force canopy for inbound tourist traffic.

**ii. Continue investing in infrastructure to further increase the use of renewables throughout the port, both directly, in partnership with customers, and in partnership with renewable energy producers and local authorities to enable wider benefits beyond the port estate**

The installation of solar panels on the terminal and freight shed roofs was completed June 23, with the Shed 5 & 6 solar panels installed in February 24. We are now seeing the benefits of those. So far this has saved 61537kg of CO2 which is the equivalent of 3723.18 Trees planted. The next phase is for the installation of solar panels on the BCP with battery storage.



*Figure 1 - Employment and Industrial land map around Newhaven Port showing area E1 in the south east*

Area E1, as shown in Figure 1 is the 4 hectare site between the Port Access Road and the Nature Reserve that is earmarked in the local plan for Port expansion. We have already submitted a pre-planning application and received positive feedback from Council officers. We are now undertaking

all the surveys we need to do to submit a full planning application February next year. Nothing is set in stone, but it is likely that 1 hectare will be used for landscaping and buffer areas, 1 hectare for renewable electricity generation and storage and 1 hectare for new freight drivers facilities and parking and the remaining 1 hectare for warehousing, logistics and industrial units.

SM asked if there was any updates on the KSD development plans for the old port authority building. DCW updated with details regarding the planning developments, first time the planning decision was deferred was due to highways, second time due to worries regarding noise from the port raised by NPP and Bretts, the most recent deferral was at the request of the planning committee to consider reducing the scale of the project.

**iii. Support the growth of trade through the port for: cargo by ship, tenancies within the port, and by attracting small cruise vessel calls;**

We are continuing to look into ways to increase trade through the port. This is through development of the East Quay site. With the departure of Ripleys from East Quay we are looking to bring in alternative cargoes onto the quay. Currently this is by working with a company called Oree, who are looking to bring regular cargoes from Le Treport to Newhaven by Sail Cargo Ship carrying palletised cargoes.

In additional we are looking at alternative cargoes for Bretts and any project cargoes. The quay will be available as a multiuser site so that more types of cargoes can be handled with a time limit of 48 hours set on storage before shifting off site.

Bretts continue to carry out their operations on East Quay with around 2 ships per week on average and are looking to maximise the sea won aggregate that they bring in and then export approximately 40% by cargo train. Conways are continuing to operate from the North Quay No. 1 berth and have increased to around 3 ships per month. EMR have resumed exporting scrap metal through Newhaven once again, with 2 ships now having been to their North Quay No. 4 berth since September.

A video was shown of the East Quay which has been cleared of Ripleys scrap. There remains some damage to the quayside which is undergoing repairs ready for future operations, as shown in Figure 2.





*Figure 2 - Photo showing condition of East Quay*

**iv. Support the continued development of the fishing and marine leisure sectors, and through partnership with operators ensure the highest standards are always maintained; and**

The development of the new fishing stage on West Quay, called Stage 21 and is being funded via the Levelling Up Fund. The funding has been granted and the Government Grant Funding Application has been signed. We continue to work with our consultants Beckett Rankine and are looking to go to tender for the fishing stage in January next year. The current timeline is:

- January 25 – Go to Tender
- March 25 – Appoint the Contractor
- April 25 – Commence the Works
- November 25 – Complete the Works

The fishing stage will be where the current fishing stages 10 & 11 are.

IL asked if there was going to be a fish processing plant associated with the fishing stages. DCW responded that it had been established at the Bickerstaff site on New Road and it is Community interest company to manage the site. The processing plant is already up and running.

**v. Bring further benefit to Newhaven by supporting cultural and leisure activity on the west bank of the river Ouse, the regional economy by increasing small cruise operators' awareness of local attractions, and over time, making the port more of a landmark for the town.**

We are still looking to further develop these ideas and it is an ambition for the future. We will need to complete the refurbishments to East Quay before we can look to bring in any small cruise operators, however it is felt that Newhaven is ideally suited for small cruise to access the many tourist attractions in the immediate area and beyond.

**Statutory Harbour Authority, Competent Harbour Authority, Port Security Authority and Local Lighthouse Authority.**

Newhaven Port & Properties are the Statutory Harbour Authority, the Competent Harbour Authority, the Port Security Authority and the Local Light House Authority for Newhaven.

The Statutory Harbour Authority which covers the limits as shown in Figure 3 – under various legislation, primarily responsible for managing the safe movement of vessels and for conserving the harbour fit for use. Any comments or suggestions for improving the safe running of the harbour are always welcome. There is a lot of information available on the NPP website, which is currently going through a revamp. [www.newhavenport.com](http://www.newhavenport.com)



*Figure 3 - Indicative image of the Statutory Harbour Limits*

NPP are also the Competent Harbour Authority under the Pilotage Act of 1987, which means NPP set the rules for vessels requiring a Pilot. The Pilotage Committee meet in February each year unless a meeting is called for in-between. There are currently three authorised pilots, Senior Pilot Paul Heslop, Deputy Harbour Master and Pilot Dwain Rodgers and Harbour Master and Pilot Stephen Tindale. In addition to the pilots there are six Pilot Exemption Certificate (PEC) holders on the ferries as well as a number of PEC holders on the maintenance dredgers working out of Newhaven Port. The

Pilots and PEC holders are regularly audited, with the ferry captains having to do a departure swing as part of their audit.

The pilots continue use the simulator at Southampton Solent. The pilots have been using it for training purposes for the last 8 years. Its benefits are that the Pilots are able to train and practice in a safe but realistic environment and it is very useful for incident investigations, simulating new types of vessels and varying the weather and tidal conditions without the risk. This has also expanded to do further training with the coxswains in varying conditions.

The PV Pelorus, Workboat Magnus Musson and Survey vessel Triton are all running well and fully certificated. All Pilot boat crew qualifications and medicals are fully up to date and training is always ongoing. The newbuild pilot boat from Goodchild Marine in Great Yarmouth (the ORC 121 Pilot vessel) has been delayed until February 2025. She will be called “Seaxe” which originates for the Saxon term for Sussex.

As the Port Security Authority, NPP oversee the four Port Facilities within Newhaven, namely, Newhaven Port East Quay, Ferry Terminal, Conways and EMR. We hold bi-annual Port Security Authority meetings and an annual exercise to test the security plans of the facilities. Sam Bennet one of our Duty Officer in Port Control has recently taken on the role of Port Facility Security Officer for East Quay.

Newhaven Port Authority are the Local Lighthouse Authority on behalf of the General Lighthouse Authority (Trinity House). This means we install and maintain all navigation lights and marks with the permission of, and regular auditing from Trinity House. If anyone notices a navigation light or mark out of position, please report it to Port Control so we can action it. Last year we did a big repaint of the lighthouse and earlier this year we resprayed the East Pier Light.

### **Marine Safety Management System/Port Marine Safety Code**

The Port Marine Safety Code (PMSC) is a national standard that sets out safety requirements for UK ports and harbours:

*The PMSC aims to improve safety for everyone who works in or uses the UK port marine environment. It applies to all harbour authorities and other marine facilities.*

The Marine Safety Management System is a living document based on the requirements of the Port Marine Safety Code. Our Designated Person under the PMSC is David Foster from Marico Marine, who continually assesses that we comply with the Code and reports that to our Board of Directors, who are collectively the Duty Holders.

There are monthly Teams meetings which I report everything that is going on. David Foster then produces reports for the Duty Holder every 2 months, which is in addition to the Harbour Master’s monthly reports. We also have annual audits every April, the last one being on 16th April which went very well.

As part of the MSMS we have Navigational Risk Assessments (NRA) and Marine H&S risk assessments. These are regularly reviewed, by myself and Dwain using the Marico Marine HAZMAN IT based system. Port Control to risk as per our NRAs.

Port Control visits are ongoing for the PEC holders and we always encourage others to come and visit. We have had a few welcome visitors since the last meeting, especially noting the visits from the Gig Clubs, our Small Commercial Vessel Licence Holders and National Coastwatch Institution. Please let me know if you would like a Port Control visit. We just ask for a couple of days' notice and to limit each group to a maximum of 6 persons.

I do send any relevant safety or industry information that I receive from the MCA, MAIB or other organisations out to some or all members of this group for your interest or otherwise. We also put anything useful on the website.

The 2023 revised version of the "Code of Practice for Recreational Users" is available to download from our website and hard copies are available here today. The intention, as always, is to make sure we have a safe harbour for all users. We also have an endless supply of Signal cards for those who want some.

Any organisation organising events within the Harbour Limits, need to complete an event registration form at least 21 days before the event, together with a risk assessment. The registration form and a risk assessment template are on the website and in the Code of Practice booklet.

Under the Newhaven Harbour Revision Order 2016, NPP are able to licence commercial activities of small commercial vessels within the harbour. The following vessels and operators are presently licenced for commercial activities:

Coco Bay - Paul Burns - Maverick Boat Adventures  
Lady Maverick 3 - Paul Burns - Maverick Boat Adventures  
Maverick Jet Skis - Paul Burns - Maverick Boat Adventures  
Illuminate - John Simcock - Sussex Boat Trips  
Kestrel Warrior 7 - Anthony Collins - Kestrel Warrior Fishing Trips  
Froya - Mike Clift - Seahaven Maritime Academy  
No Excuses - Seb Rouse - Lagoon Watersports  
Excalibur - Trevor Cutler - Cutts Marine  
Buccaneer - Trevor Cutler - Cutts Marine  
CM1 - Trevor Cutler - Cutts Marine  
Njord Avocet - Njord Offshore  
Windcat 10 - Windcat Workboats

Peter Leonard & Simon Thomas are also licenced for operations within the harbour.

That means that any other vessel operating in or from Newhaven and taking money for their services are acting illegally. Please report them to me immediately. We rely on the Marina, slipway and boatyards cooperation with this to keep us advised of any vessel that is in breach.

The Jet Skis did not cause too many issues this summer and we continue to monitor the situation. It would be prudent to note that all vessels and craft, under the Merchant Shipping Act Watercraft Order 2023, are bound by the COLREGS and Merchant Shipping Act.

ST asked if there were any comments before moving on.



### Incidents, Training and Exercises

ST provided an update on the incident reporting procedures for Newhaven Port, with the current recording system under review. ST explained that one system records all the marine incidents in the harbour, whilst the other only includes incidents which are a risk to navigation and get reported in the Navigational Risk Assessments.

As per Figure 4, there were 27 incidents reported in 2024 spread across all categories. The number of anti-social incidents have fortunately continued to decrease, however, this may be due to under reporting, rather than a decrease in activity. During the summer months, NPP arranged for a security presence on East Pier which discourages anti-social behaviour and tombstoning. The trend of anglers deliberately casting at and/or over passing boats on both the East Pier and at West Pier/The Hope Inn areas appeared to of reduced. There have been two dedicated CCTV cameras setup to keep an eye on angling activity in the narrows. The biggest area of incident is recreational craft going against the signal. This is possibly due to a lack of understanding, so we continue to work with port user groups to encourage the appropriate training.

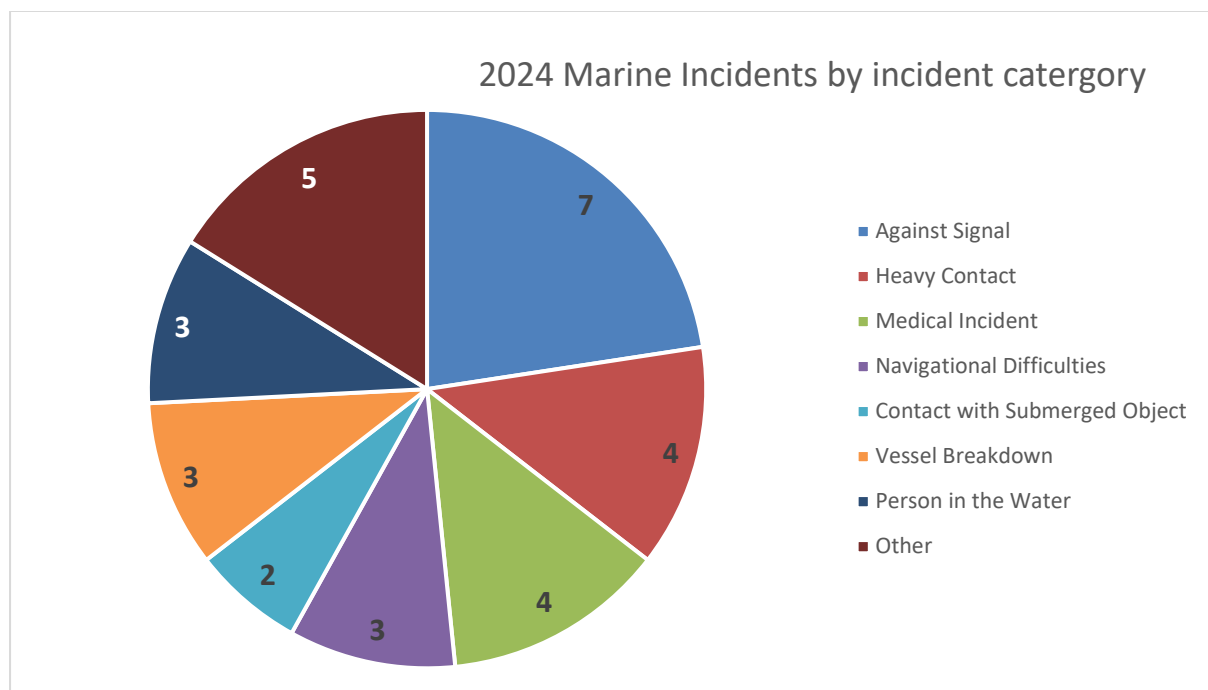
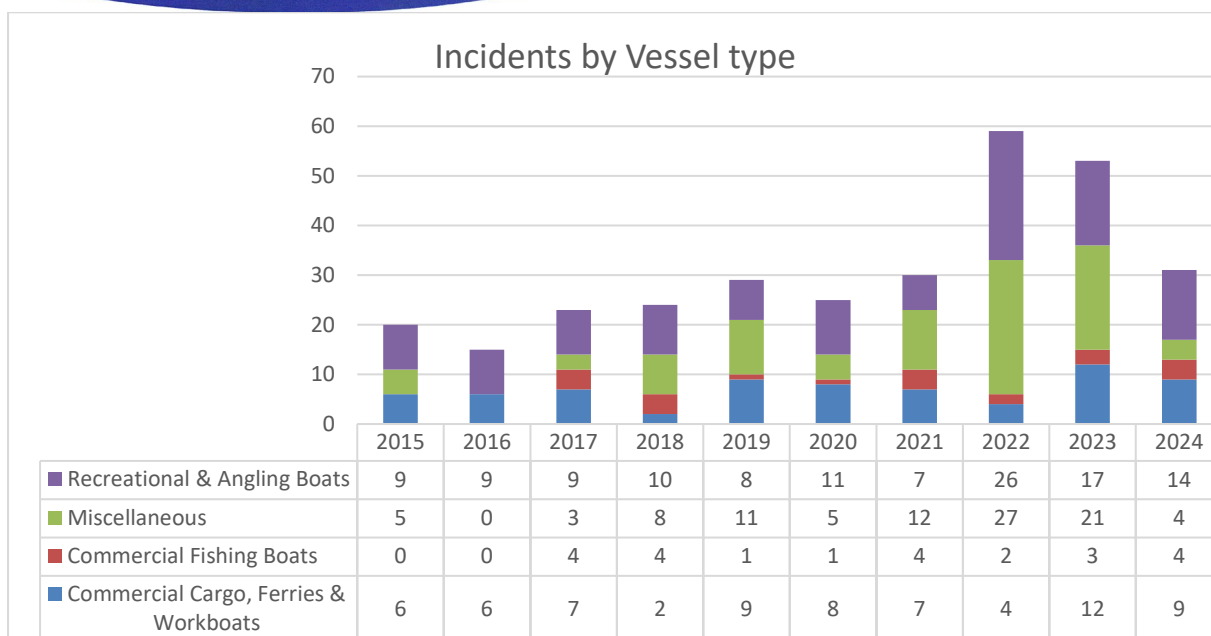


Figure 4 - Chart showing Marine Incidents in 2024

ST distributed records of Marine Incidents for 2022, 2023 and 2024 with the meeting notes. As per Figure 5, which shows all marine incidents since 2015, there was a reduction in overall incidents from 2022 and 2023, which are predominately in the Commercial Cargo, Ferries and Workboat Category and the Miscellaneous Category.



*Figure 5 – Incidents by vessel type*

ST asked that all port users continue to call incidents into Port Control so NPP can carry out their duties under the PMSC in investigating and reporting incidents where required. If incidents involve unlawful activity then action can be taken to identify the offenders by using CCTV and build up a picture for reporting to the Police. People should call 999 if someone is in danger. The more times incidents are reported, the more action that can be taken to apprehend the culprits. ST said that he continued to encourage the Marina, Simpsons and others to educate their customers to behave responsibly and follow the rules.

Anybody with feedback on the subject of incidents to contact ST.

Training and exercising of NPP staff is always ongoing and Seahaven Maritime Academy are used when appropriate. NPP held their annual man-overboard exercise in September which was well attended by staff. The 6 monthly oil spill exercises are continuing, with the last one in September and the next being a multi-agency exercise in May. The latest versions of the Newhaven Harbour Emergency Plan and Oil Spill Plan are available on the website. Full reviews of the plans occur annually. None of these plans absolve any other port business, operation or user of having their own emergency contingency plans. ST asked if there were any further comments before moving on.

### **Local Notice to Mariners (NTM)**

These are available from the website or upon request to ST or Port Control. Copies are forwarded to all on the distribution list. Anybody not on the email distribution list and wishing to be, please let ST know. There have been 17 issued so far this year, with No.1 being the list of notices still in force from previous years.

### **Vessel Traffic Figures**

The annual vessel traffic figures from 2006, up until late October 2024, were provided to the group as part of their meeting notes and these are included below in Figure 6 to Figure 8.

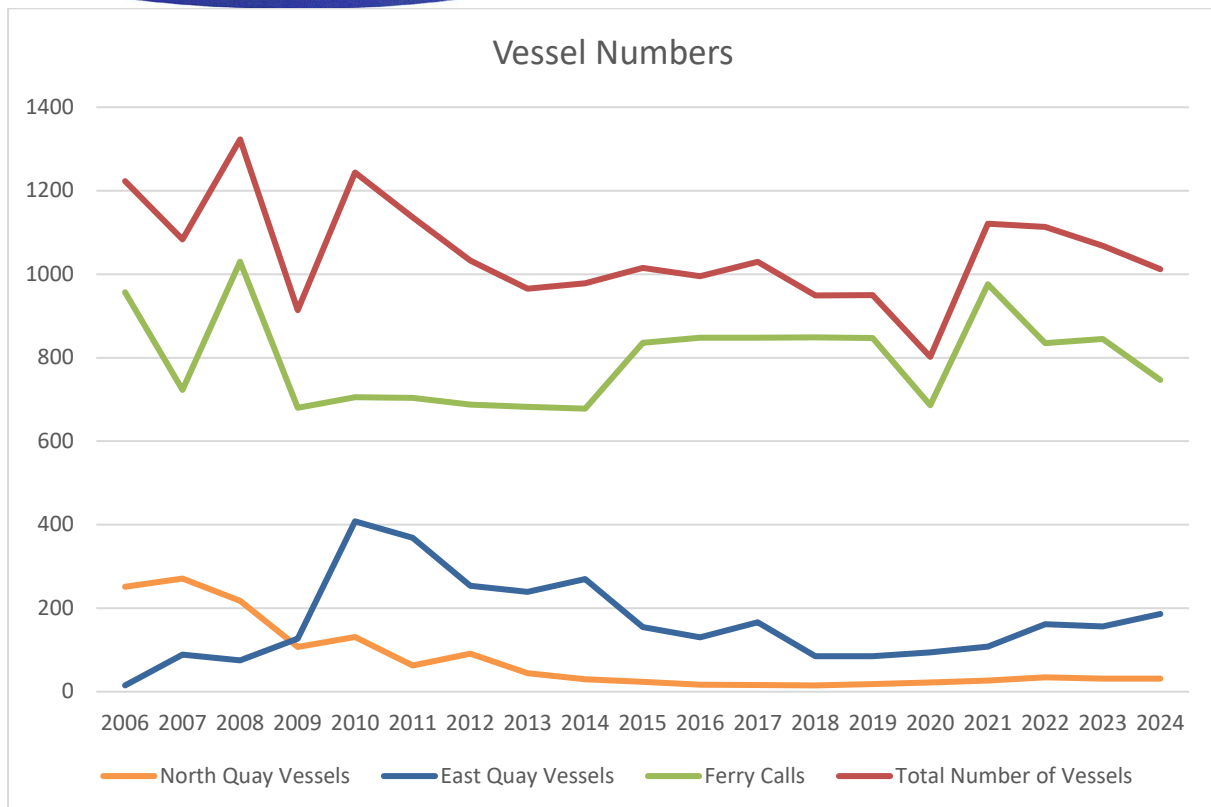


Figure 6 - Vessel numbers by Quayside

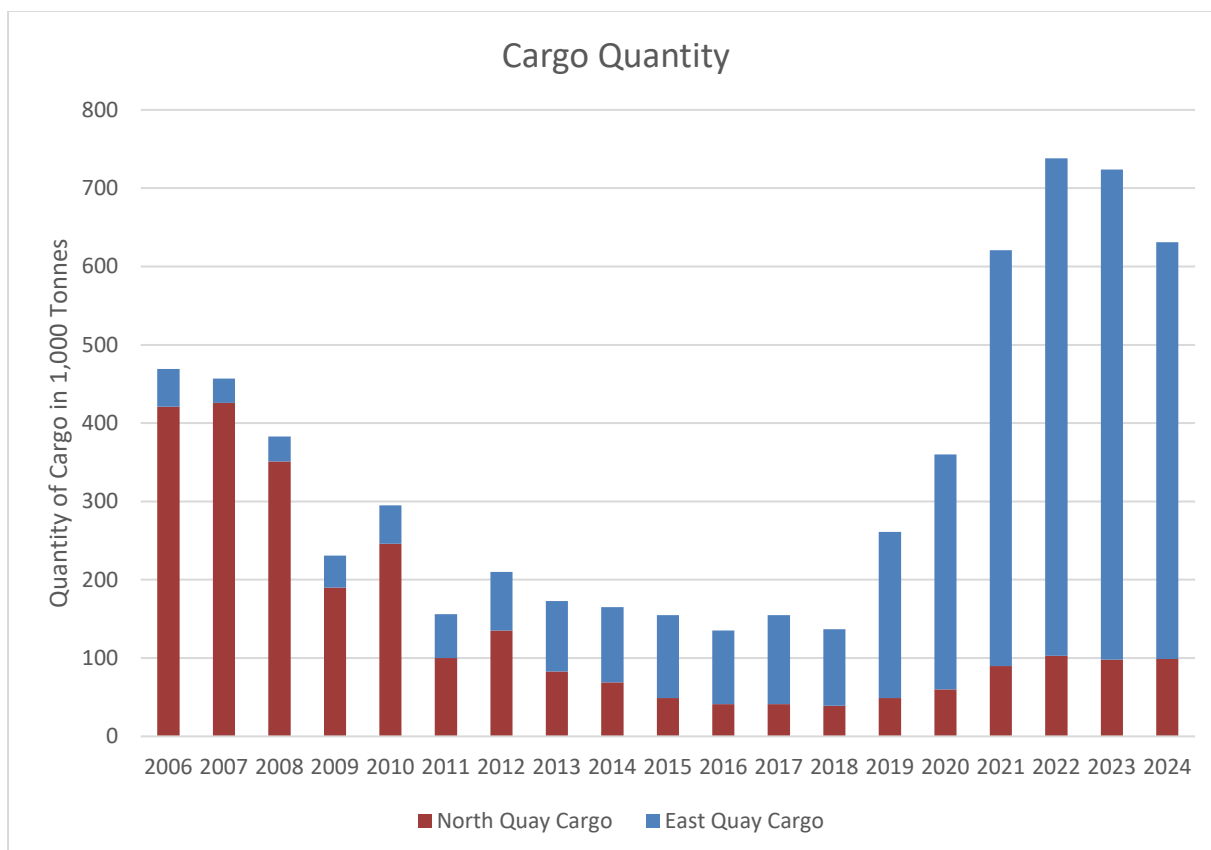


Figure 7 - Cargo Quantity in 1,000 tonnes by quay

Figure 6 shows the number of commercial vessels entering the port. It can be seen from Figure 6, other than ferry traffic, the trade within Newhaven Port, shifted from a predominant North Quay trade in 2006, to an increased amount of trade onto East Quay and a decline in North Quay. Figure 7 shows that cargo quantities declined from 2006 until 2011, where it was mostly flat until 2018. After which there was an increase in quantity of cargo through East Quay with the development of the Bretts plant.

In 2024, cargo remains on track to match or be slightly higher than 2023. North Quay Conways vessels continue to do well, with around three to four vessels a month up till the end of October 24 matching the complete number of vessels for the year end in 2023. There has also been two EMR vessels exporting scrap metal from North Quay since September.

Ripleys exports have now completely finished, whilst the aggregate onto East Quay is projected to be similar to that at the end of 2023, around 630,000 tonnes. The aim is to build this to 1,000,000 tonnes over the next few years.

Figure 6 shows that there was a slight drop in ferry vessel calls in 2020 due to COVID however, this was compensated for in 2021 by an additional ferry being laid on by the UK Government due to expected problems of Brexit. This returned to normal ferry calls in 2022 onwards.

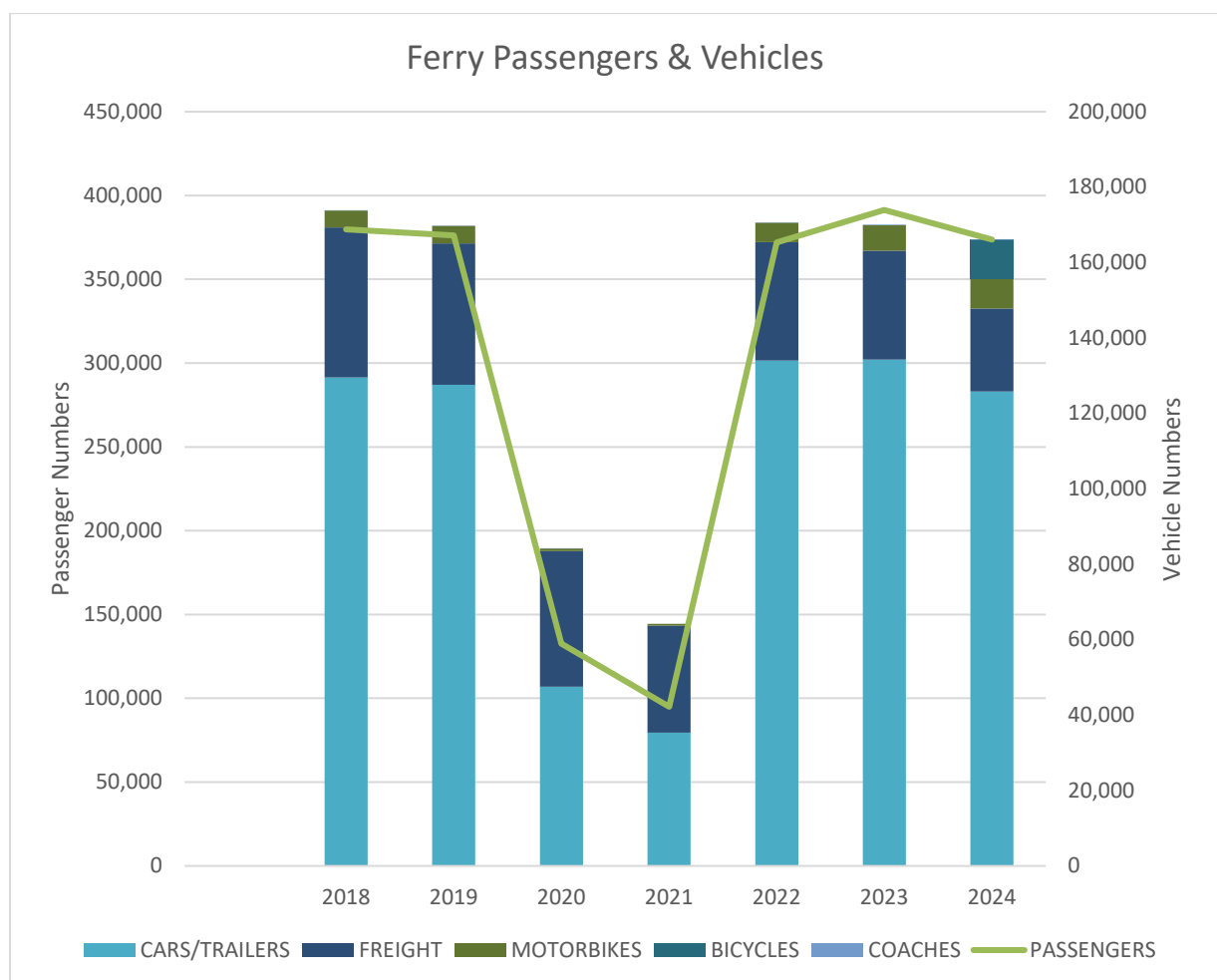


Figure 8 - Ferry Passenger and Vehicle numbers



Figure 8, shows that passenger numbers are roughly back to pre-covid levels, with tourist figures around 5% higher than 2023 numbers. Freight continues to remain below the pre-covid levels. The European Entry Exit System has been delayed until later in 2025, however this may prove to drive traffic towards Newhaven from Dover where there is greater anticipated delays.

### **Harbour Works and Dredging Updates**

Planned Breakwater maintenance and repairs are ongoing each year. The “cutout” area just south of our offices was slowly eroding away. Contractors Jacksons and Beckett Rankine produced a new revetment to secure the area and prevent further erosion from the Land Development Area. The repairs to the swinging plate have already been covered. The port have refurbished one of the old Rampion pontoons and redeployed it as a new pilot boat berth, just south of No. 2 RoRo. This is in preparation for the new pilot boat and to allow the eventual removal of RoRo 2 along with the bailey bridge. The construction of the fishing stage 21 was covered earlier.

IL asked if there was any reason the northern part of the cut out was not included in the revetment development. DCW responded that it is due to the area not eroding. There was a plan to put a slipway in, however it was cost prohibitive. It also allows for vessels to be beached there and to get them out of the channel if necessary as well as launching oil spill equipment if required.

On dredging - since May, we had the dredger Sospan Dau here for 6 days in June and 3 days in October, the Causeway for nearly 2 days beginning of November, We have also had the Acamar for a total of 14 tides for bed levelling and removal of sediment from RoRo2 berth.

The planned marina works have now started, they have obtained a harbour works licence to carry out works within the marina until the end of March 25, which includes removing the current pontoons and dredging the marina.

Russ Levett sent the below update with a copy of the new layout shown in Figure 9 which shows the first phase of the marina works. This shows the new layout of pontoons, overlayed across the old pontoons. The plan is to complete this phase in Spring 2025 (Subject to weather and all the other associated possible issues!). Phase 2 would commence in autumn 2025 and cover the remaining pontoons at the southern end of the site.

All marine works are separate from the landside development but will compliment the development as it moves forward.

Access to new pontoon will be from the former A pontoon access area. This remains until completion of land reclamation in the area of the gravel car park on West Quay. The final access and new marina office building will be to the right of new E pontoon on the diagram.

In terms of schedule:

- Demolition of old pontoons and infrastructure (October/November 24)
- First 10 piles removed (by mid November 24)
- Dredging equipment arrives on site (mid-November). Transportation subject to weather.
- Dredging campaign (Start Mid/Late November 24 – finish January 25). 27,000 m3 in first phase. Giving a maintained depth in this area of -1.0m below CD.



**AOB**

IL asked if there were any updates with the sale of the West Promenade and restaurant development to Lewes District Council? DCW replied that it was ongoing, planning permission had been granted, they are carrying out surveys currently, however the head of terms was still not agreed upon.

ST stated that the next meeting will be in May 2025. Venue and date TBC. He then proceeded to show a video of a pilotage act from a North Quay vessel outbound which was well received.

There being no further business, the meeting closed at 1520hrs.

**ST****16/12/24**