

**MINUTES** of the meeting of the **BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE** held at 10.05 am on 5 June 2013 at Concord Room, Rushmoor Borough Council, Farnborough Road, Farnborough, Hampshire, GU14 7JU.

These minutes are subject to confirmation by the Committee at its meeting.

**Hampshire County Council**

Councillor Keith Chapman (Vice-Chairman)  
Councillor Brian Gurden (a)

**Surrey County Council**

Mrs Linda Kemeny (Chairman)  
Mr Ben Carasco  
Mr Colin Kemp  
Mr Chris Pitt

**Hampshire Districts:**

**Hart District Council**

Councillor Simon Ambler (a)  
Councillor Sara Kinnell (a)

**Rushmoor Borough Council**

Councillor David Welch  
Councillor J H Marsh

**Surrey Districts:**

**Guildford Borough Council**

Councillor Gordon Jackson

**Runnymede Borough Council**

Councillor J M Edwards

**Surrey Heath Borough Council**

Vacancy

**Woking Borough Council**

Councillor K Davis

**Special Interest Groups**

**Basingstoke Canal Society**

Martin Leech

Mr P Riley (a)

**Parish Councils**

Alastair Clark

**Basingstoke Canal Houseboat Owners**

Mr Denis Betro (a)

**Natural England**

Adam Wallace (a)

**Inland Waterways Association**

Paul Roper (a) /Gareth Jones

**Business Interests**

Galleon Marine/Accessible Boating

**Basingstoke Canal Boating Club**

Steve Dallen (a)

**16/13 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Sara Kinnell, Brian Gurden, Philip Riley, Adam Wallace and Julia Jacs.

Roger Cansdale substituted for Philip Riley.

**17/13 MINUTES OF PREVIOUS MEETING: 28 FEBRUARY 2013 [Item 2]**

It was noted that Julia Jacs was present as a substitute for Denis Betro of Basingstoke Canal Houseboat Owners.

The minutes were agreed as an accurate reflection of the meeting.

**18/13 DECLARATIONS OF INTEREST [Item 3]**

There were no declarations of interest.

**19/13 QUESTIONS AND PETITIONS [Item 4]**

There were no questions or petitions.

**20/13 MEMORANDUM OF AGREEMENT [Item 5]**

The Committee was provided with the Memorandum of Agreement to consider.

**Key points raised during the discussion:**

1. The Chairman informed the Committee that this was an information item only to enable Members to see the Memorandum of Agreement and accompanying annexes.
2. Hampshire County Council had not appointed Members to the Joint Management Committee due to the Council's Exec Member meeting which would make the appointment being scheduled for 20 June 2013 and Surrey Heath had been unable to appoint a Member to the Committee. It was felt that it would be inappropriate to review the Memorandum of Agreement at this meeting without a full membership.
3. The Chairman requested the Memorandum of Agreement to be reviewed at the next meeting of the Joint Management Committee (JMC) when proposed amendments would be considered.
4. Members raised concerns that the current Memorandum of Agreement had not been ratified by all the County Councils, Boroughs and Districts.

**Recommendations:**

That officers consider possible amendments to the Memorandum of Agreement and provide a report at a future Committee meeting.

**Actions/further information to be provided:**

None.

**Committee Next Steps:**

The Committee will consider proposed amendments to the Memorandum of Agreement at the next meeting of the Basingstoke Canal Joint Management Committee.

**21/13 SPECIAL INTEREST GROUPS MEMBERSHIP [Item 6]**

The Committee was asked to consider a report on the membership of Special Interest Groups to the Joint Management Committee.

**Key points raised during the discussion:**

1. The Chairman gave a brief summary of the report and commented that it would be advisable to return to the matter at the next meeting in October 2013. This would enable new Committee members from Hampshire and Surrey Heath to give their input on the decision.

**Recommendations:**

None.

**Actions/further information to be provided:**

None.

**Committee Next Steps:**

The Committee will review the Membership of Special Interest Groups as part of its next meeting.

**22/13 BASINGSTOKE CANAL FINANCE REPORT - FINAL ACCOUNTS 2012/2013 [Item 7]**

**Declarations of interest:**

None.

**Officers:**

Jane Lovett, Honorary Treasurer, Basingstoke Canal Authority.

**Key points raised during the discussion:**

1. The Chairman explained briefly that the meeting was held in June to approve the financial returns for the Canal during 2012/2013.
2. The Committee was presented with a report on the financial position of the Basingstoke Canal Authority (BCA) for 2012/2013. It was highlighted that the BCA had contributed £195,000 to its reserves during the financial year. It was noted that this was £68,000 more than was reported at the February meeting of the JMC. The Committee was

informed that this contribution was due to a combination of good budgetary control and one-off budget savings and additional income.

3. The Honorary Treasurer highlighted the funding contributions from the District and Borough Councils, and the variance between the anticipated contribution and the actual amount received with a shortfall in funding of £32,000. The Committee agreed there was a need for there to be more of a focus on ensuring the Boroughs and Districts submit their full contribution in future years, and requested all Councils be visited by the Canal Authority to discuss the benefits of the Canal.
4. Members suggested that developing an economic model which revealed the benefits of the Canal to the local area may provide an argument for Borough and Districts to invest in the Canal.
5. On behalf of the Committee, the Chairman thanked the District and Borough Councils that had made their full contributions.
6. The Chairman thanked, on behalf of the Committee, the Honorary Treasurer and Canal Manager for their excellent budget management during 2012/2013.

**Resolved:**

That the figures for the current final outturn for 2012/2013 be approved by the Committee.

**Actions/further information to be provided:**

None.

**Committee Next Steps:**

None.

**23/13 BASINGSTOKE CANAL FINANCE REPORT - SMALL BODIES ANNUAL RETURN [Item 8]**

**Declarations of interest:**

None.

**Officers:**

Jane Lovett, Honorary Treasurer, Basingstoke Canal Authority.

**Key points raised during the discussion:**

1. The Honorary Treasurer explained it was required for the Annual Governance Statement for 2012/2013 and the Accounting Statement for 2012/2013 to be approved by the Committee and signed by the Chairman on behalf of the Committee.
2. The Committee approved the Annual Return for the Basingstoke Canal Joint Management Committee.

**Resolved:**

1. That the Annual Governance Statement for the Basingstoke Canal Joint Management Committee for 2012/2013 be approved.
2. That the Accounting Statement for the Basingstoke Canal Joint Management Committee for 2012/2013 be approved.

**Recommendations:**

1. That the Honorary Treasurer to ensure the Annual Return is submitted for Audit.

**Actions/further information to be provided:**

None.

**Committee Next Steps:**

None.

**24/13 CANAL MANAGER'S REPORT [Item 9]****Declarations of interest:**

None.

**Officers:**

Fiona Shipp, Canal Manager, Basingstoke Canal Authority.

**Key points raised during the discussion:**

1. The Canal Manager provided an update on the work undertaken by the Basingstoke Canal Authority along the Basingstoke Canal. Navigation had opened along the Canal on 22 April 2013 and had been popular with a number of visiting boats.
2. The new navigation charges had been introduced and brought the Basingstoke Canal in line with local canals. There had been some feedback from the public, including a request for payments to be completed through direct debits and for bookings to be completed online. These requests were being looked at by the Canal Authority and Hampshire County Council, and it was hoped they would be implemented in the future. In addition, the Canal Authority was looking at buying in an online booking system for camping bookings.
3. The Committee was informed that the debt recovery protocol had been revised. This would put the Canal Authority in a better position to ensure all payments were received.
4. A brief had been written and sent out to three companies for the design of all new signs which would provide a 'house-style' for the

Basingstoke Canal. Locations for the signs would be decided by the Canal Manager once quotes had been received from three companies. It was agreed that new signage would need to be done in stages and sponsorship could be sought to fund the project.

5. The Committee discussed canal furniture and the need for a consistent design of benches and bins along the canal. Locations for furniture would be considered when deciding on locations of signs.
6. Some Members of the Committee expressed concern regarding the navigable hours of the canal and the effect on local businesses. They felt the hours were detrimental to business, due to the suggested start date for holidays being unpopular with holidaymakers. The Committee confirmed the hours were agreed to ensure the canal would be open to the public in line with the funding available. The hours would be reviewed and business interests would be consulted future.
7. Further funding for the canal options have been considered, including funding from the Heritage Lottery Fund. A member of staff at Hampshire has been seconded to focus on the funding bid two days a week.
8. The Chairman, on behalf of the Committee, thanked the Canal Manager for her work in ensuring the canal is open to the public.

**Recommendations:**

None.

**Actions/further information to be provided:**

1. That the Canal Manager to provide the Committee with proposals for new signage.
2. The Canal Manger to note the concerns raised by business interests concerning the navigation hours, and will arrange with the two Countryside client officers to discuss concerns with affected businesses.

**Committee Next Steps:**

The Committee to look at signage proposals at the next meeting of the JMC in October 2013.

**25/13 MYTCHETT CANAL CENTRE DEVELOPMENT UPDATE [Item 10]**

**Declarations of interest:**

None.

**Officers:**

James Taylor, Senior Countryside Management Officer, Surrey County Council

**Key points raised during the discussion:**

1. A report was tabled at the meeting for Members to view and is attached to the minutes of this meeting.
2. The Committee was provided with an update on the proposed Mytchett Canal Centre redevelopment following the consultation completed by Colliers International. The Committee was informed a detailed feasibility study would now be completed on options 3a, 5 and 5a as stated in the report. The feasibility study would enable Members to assess which option is the most appropriate for the site.
3. Members raised concerns that the development of an amenities block would not be fast tracked for the Canoe Club to use. Officers confirmed an amenities block would be part of the redevelopment of the site; however it was necessary to ensure public money was being spent appropriately and efficiently. The Chairman confirmed she had spoken to the Canoe Club and they were aware of the situation.
4. Officers confirmed they would look at grant funding opportunities for the redevelopment once the feasibility studies had been completed, and any plan would consider temporary arrangements for the Basingstoke Canal Authority and other current Canal Centre occupiers.

**Recommendations:**

None.

**Actions/further information to be provided:**

Officers to provide an update on the redevelopment plan for the Mytchett Canal Centre site once the feasibility studies have been completed.

**Committee Next Steps:**

The Committee to consider options for the Mytchett Canal Centre site.

**26/13 BASINGSTOKE CANAL SOCIETY UPDATE [Item ]****Declarations of interest:**

None.

**Officers:**

Martin Leech, Basingstoke Canal Society.

**Key points raised during the discussion:**

1. This item was tabled at the meeting of the Basingstoke Canal JMC as an information item only. A copy of the report is attached to the minutes of this meeting.

2. The Basingstoke Canal Society provided an update of the progress of volunteer work parties which had completed 130 work days and the arrival of a new trip boat, *John Pinkerton II*, which was formally named on 2 June 2013.
3. The Canal Society expressed their desire for a working group to be created to discuss the construction of visitor centres along the canal which would provide information and facilities. Officers confirmed that visitor facilities would be retained at the Mytchett site.

**Recommendations:**

None.

**Actions/further information to be provided:**

None.

**Committee Next Steps:**

None.

**27/13 DOGMERSFIELD LANDSLIP UPDATE [Item 11]**

**Declarations of interest:**

None.

**Officers:**

Phil Allen, Countryside Service, Hampshire County Council.

**Key points raised during the discussion:**

1. The Committee was provided with a presentation on the situation at the Dogmersfield landslip which was first noticed on Monday 25 March 2013 by a local lengthsman. Warning signs were put up in the area and officers visited to evaluate the situation. It was quickly established that large amounts of earth were falling into the canal quickly. The Committee was informed the slip is 50 metres in length, 10 metres deep and contains around 4,000 tonnes of material.
2. To slow the speed of movement there has been an extensive tree felling programme along the slip and movement continues to be monitored. It was felt that the towpath would not be reopened to the public in the near future due to the dangers of the land continuing to move.
3. Engineers had been to the site to drill boreholes, the results of this drilling would help to inform the next steps to be taken, while officers have spoken to the neighbouring landowner to discuss ways to ensure work to the towpath can be undertaken swiftly. It was stated a solution



was unlikely to be available before November 2013, with work onsite to begin in Spring 2014.

4. Officers suggested the canal will be reopened soon for boats to travel single file along the slip at 1m/ph with canal posts restricting the passage.
5. Some Members expressed concern this would affect business and queried whether assistance would be provided for them to change location along the canal. Officers confirmed assistance that they would be pleased to discuss how assistance could be facilitated.
6. Members of the Committee and officers assured Committee Members that they were doing all they can to resolve the issue, though a final solution would take time.
7. The Chairman and Vice-Chairman, on behalf of the Committee, thanked officers for reacting quickly and efficiently when the landslip with occurred, and their continued work on stabilising the situation.

**Recommendations:**

None.

**Actions/further information to be provided:**

To continue to monitor the situation at the Dogmersfield landslip.

**Committee Next Steps:**

None.

**28/13 DATES OF FUTURE MEETINGS [Item 12]**

The following future meeting dates were noted by the Committee.

Thursday 10 October 2013  
Thursday 27 February 2014  
Thursday 5 June 2014

Meeting ended at: 12.10pm

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**Chairman**

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**Basingstoke Canal Joint Management Committee**

**For information: Update on redevelopment of the  
Mytchett Canal Centre site**



**5 June 2013**

Lead officers: James Taylor - SCC Countryside

Telephone: 01483 517538

Email: [james.taylor@surreycc.gov.uk](mailto:james.taylor@surreycc.gov.uk)

**Key Issue**

To give an update on the work to redevelop the Mytchett Canal Centre.

**Summary**

Officers have now carried out desk top studies to screen Collier's options for feasibility and have identified three solutions to be worked to a detailed feasibility stage. Tenders for the feasibility work are now being sought.

**1 Options**

Countryside and Estates Officers are continuing to develop a way forward to provide an economically sustainable solution for the Canal Centre.

Desktop studies have been undertaken in respect of planning and environmental considerations for each of the options presented by Colliers.

Views were sought from senior management on viability of Option 6 the *Wavegarden*, given that this is a much higher risk solution. With the risk, together with the planning and environmental constraints it was considered that this should not be put forward as one of the options to be built into a detailed feasibility study.

**2 Detailed feasibility**

As a result of the desk top studies, the following options were identified as deserving more detail feasibility studies:

- 2.1 *Option 3a* – Redevelopment of the site keeping as far as possible in-house management, plus building a boat basin (similar to the commenced but uncompleted 1997 planning permission).
- 2.2 *Option 5* – Major redevelopment with a minor attraction such as a maze.
- 2.3 *Option 5a* Major redevelopment with a minor attraction such as a **maze** AND building a boat basin (similar to the commenced but uncompleted 1997 planning permission)

Tenders are being sought from suitable suppliers to bring these options to a detailed design level. Part of the successful firms remit will be to consider who might be a suitable good quality anchor tenants, and be in a position to implement the plans should the decision be taken by Members to proceed with one of the options.

The study will need to provide

- Designed priced buildings and attractions for play and education appropriate to the location.
- Proposals that have low maintenance costs, use renewable energy and demonstrate the efficient use of resources.
- Clear recommendations regarding day to day operation.
- Identify potential tenants
- Staffing requirements
- Analysis of the limitations of the site
- Leasing/partnership arrangements
- Income
- Capital outlay
- Periodic reinvestment
- Return on Capital
- Management
- Branding
- Market testing.

All of these options include the re-provision of the visitor centre and offices, together with improved facilities for visitors, campers, canoeists and boaters. However, no further work can be done on fast tracking the facilities block, as suggested by some partners, until a master plan for the whole site has been prepared. This will ensure that a stand-alone solution for the facilities block does not interfere with overall provision of improved facilities on the site.

Sources of capital and grant funding opportunities will need to be considered once a overall plan is known.

### **3 Next steps**

- Tenders sought from suitable firms for detailed feasibility.
- Once appointed feasibility work is expected to take around 6 months.
- Discussions with Hampshire County Council Officers over any parallel developments at Ash Lock
- Guidance from Cabinet Portfolio-holder on preferred option



## Report to Joint Management Committee – 5<sup>th</sup> June 2013

### 1. Volunteer Activities

Following the Canal Society's purchase of an historic barn at Colt Hill, Odiham, volunteers have been undertaking repairs to the structure and installing an electricity supply close to the canal. The barn has become the operations base for the John Pinkerton II trip boat. It will be used as a store and workshop. Further work is planned including the construction of an extended mooring for the trip boat and the Society's work boat which is used for maintenance and construction activities.



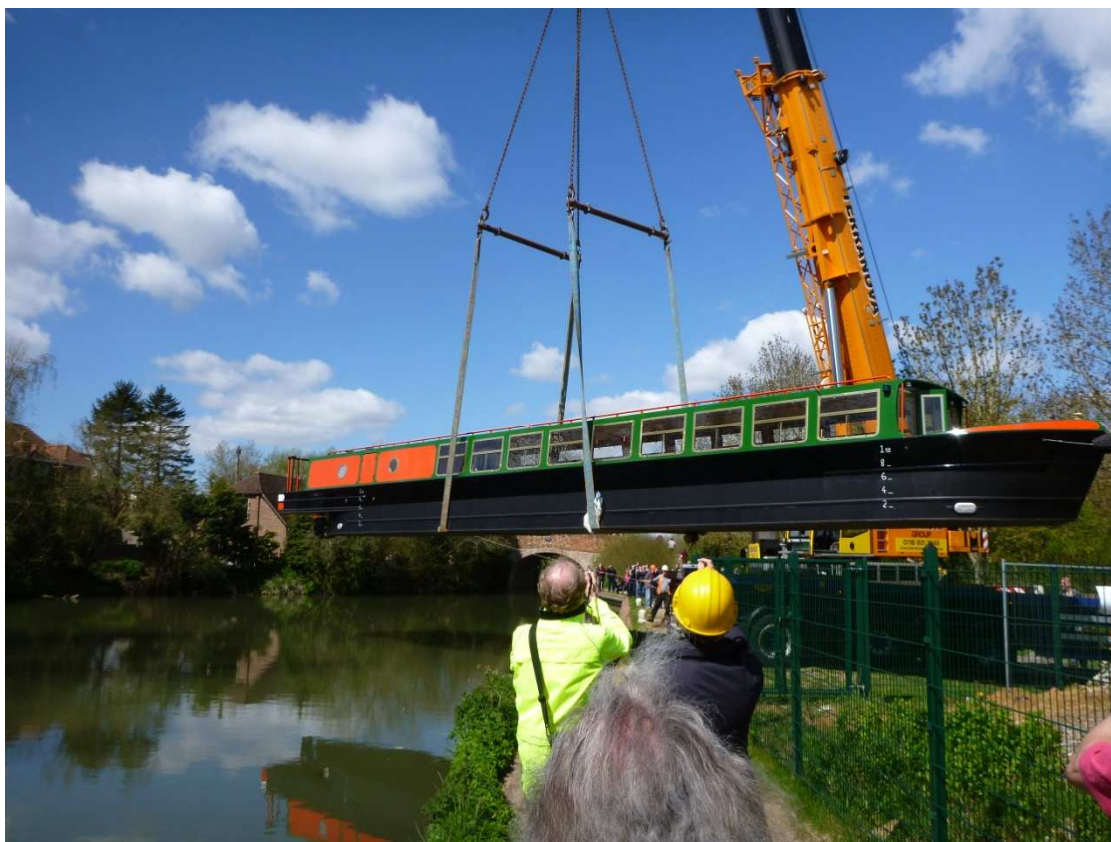
components and paintwork.

Volunteers have continued to work on the renovation of the BCA's weed-cutter which should be returned to service later this year. Recent work has included procurement of a new cutter blade, refurbishment of the wiring, replacement of several engine

Since the last JMC meeting, the Society has expended approximately 160 man-days effort, or about £12K equivalent value in kind, on canal-related improvement works.

## 2. New trip boat

At the end of April, the Canal Society took delivery of its new trip boat, *John Pinkerton II*, which will replace the original John Pinkerton after 35 years of excellent service. The new boat will offer improved facilities for passengers and a better working environment for the crew, all of whom are volunteers. Following delivery, the initial batch of crews is being trained to operate the new boat and it is intended that the boat will enter service in early June. A formal naming ceremony is scheduled for 2<sup>nd</sup> June when Sally Taylor of BBC South Today will be coming to Odiham to perform the official formalities. The new trip boat represents a massive capital investment by the Canal Society and demonstrates the Canal Society's commitment to the long term future of the navigation.



In 2012 the Society's trip boat operation produced a net profit of around £28K, all of which will be re-invested into the canal in the form of support for volunteer work parties.

## 3. Visitor Centres

In support of the Canal Partnership's objective of promoting the canal as a major leisure amenity in north Hampshire and west Surrey and in order to generate additional revenue, the Canal Society is promoting the establishment of visitor centres at various strategic entry points along the canal. Visitor centres can provide the public with information about the canal (including its history and ecology) and can produce



revenue through sales of merchandise and refreshments. In recent years a number of visitor centres have been provided on other canals including centres on the Chichester Canal, the Wey & Arun Canal and the Grand Western Canal in Devon (see photographs below). The Society proposes, as an action from this JMC, that the County Councils, the BCA and the Canal Society form a small working group to identify suitable sites for visitor centres and to develop plans to build centres at various ‘honeypot’ sites. District Council members of the JMC are also asked to support this initiative in their capacities as local planning authorities and in terms of possible funding sources.



The Canal Society would like to see the formation of a working group to examine options for visitor centres and make recommendations.

#### **4. Planning Matters**

The JMC has agreed, in principle, that the canal would benefit from the preparation of a document which would set out planning guidance for developers putting forward proposals to develop land in the canal corridor. A similar document, prepared by the National Trust on the R Wey, has already been circulated to JMC members. However, it appears that this proposal is not receiving any attention at the present time. Although the County Councils, the BCA and the Canal Society could contribute to a document of this kind, the District Councils, as the local planning authorities, are in the best position to carry this initiative forward. The Canal Society therefore recommends, at this JMC, that the members from each District Authority accept an action to provide a contact in their planning department who can work with the Canal Partnership in producing the planning guidance document. It would also be desirable if one of the District Authorities provided the services of one of its planners to take the lead in drafting the document.

The Canal Society would like to see a working party established to prepare a document providing planning guidance on developments proposed in the canal corridor, with each District Authority to nominating a point of contact in its planning department and to consider whether it could provide an officer to lead the project.

Although the Canal Society has pressed very hard to secure benefits for the canal from the very large developments that are planned on sites adjacent to the canal in both Surrey and Hampshire, the Canal Society notes, with very considerable regret, that no tangible support has been committed for the canal. These developments include Brookwood Farm, Deepcut (PRB barracks site), the Aldershot Urban Extension and Hatchwood Farm at Odiham. To date only the smallest of these sites (Hatchwood Farm) has offered any promise of some canal-related facilities. Evidence of considerable ‘planning gain’ from water –side developments in other parts of the country has been provided to the relevant planning authorities but there appears to be a marked reluctance to take the initiative, to the detriment of the canal. This is clearly an area where the Canal Partnership could ‘make a difference’

Philip Riley  
Chairman  
The Basingstoke Canal Society