

**Notice of Meeting
BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE**



SURREY
COUNTY COUNCIL

Date: Thursday, 26 June 2014
Time 10.05 am

[There will be an informal public question time before the meeting commencing at 10.00am.]

Place: Mytchett Canal Centre, Mytchett Place Road, Mytchett, Surrey, GU16 6DD

Contact: Andrew Finch
(Room 122, County Hall, Kingston upon Thames, Surrey, KT1 2DN.
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[For queries on the content of the agenda and requests for copies of related documents]

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Finch on 020 8541 9122.

Hampshire County Council
Councillor Keith Chapman
Councillor John Bennison
Councillor Brian Gurden
Councillor Elaine Still

Surrey County Council
Mrs Linda Kemeny
Ben Carasco
Mr Chris Pitt
Mr Colin Kemp

Hampshire Districts:
Hart District Council
Councillor Simon Ambler
Councillor Jonathan Glen
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
Councillor Paul Ilnicki
Woking Borough Council
Councillor K M Davis

Special Interest Groups
Basingstoke Canal Society
Martin Leech
Mr P Riley
Parish Councils
Alastair Clark
Residential Boat Owners Association
Julia Jacs

Natural England
Adam Wallace
Inland Waterways Association
Gareth Jones
John Cale Canal Cruises
John Cale
Basingstoke Canal Canoe Club
Liz Murnaghan

AGENDA

1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING: 27 FEBRUARY 2014

(Pages 1 - 10)

The minutes will be available in the meeting room half an hour before the start of the meeting.

3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 QUESTIONS AND PETITIONS

To receive either any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00 noon four working days before the meeting (20 June 2014).
2. The deadline for public questions is seven days before the meeting (19 June 2014).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 BASINGSTOKE CANAL FINANCE REPORT - FINAL ACCOUNTS 2013/2014

(Pages 11 - 20)

6 BASINGSTOKE CANAL FINANCE REPORT - SMALL BODIES ANNUAL RETURN AND GOVERNANCE STATEMENT

(Pages 21 - 32)

7 CANAL REDEVELOPMENT UPDATE

Verbal Update

8 BASINGSTOKE CANAL SIGNAGE GUIDELINES

(Pages 33 - 52)

- 9 **CANAL MANAGER'S REPORT** (Pages 53 - 54)
- 10 **CANAL SOCIETY REPORT** (Pages 55 - 58)
- 11 **DATE OF THE NEXT MEETING**

The next meeting of the Basingstoke Canal Joint Management Committee will be at 10.05 am on 16 October 2014 at the Basingstoke Canal Centre, Mytchett.

David McNulty
Chief Executive
Tuesday 17 June 2014

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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MINUTES of the meeting of the **BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE** held at 10.05 am on 27 February 2014 at Mytchett Canal Centre, Mytchett Place Road, Mytchett, Surrey, GU16 6DD.

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

Hampshire County Council

Councillor Keith Chapman (Chairman)
Councillor John Bennison
Councillor Brian Gurden
Councillor Elaine Still

Surrey County Council

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

Hampshire Districts:

Hart District Council

Councillor Simon Ambler
Councillor Jonathan Glen (a)

Rushmoor Borough Council

Councillor David Welch (a)
Councillor J H Marsh

Surrey Districts:

Guildford Borough Council

Councillor Gordon Jackson (a)

Runnymede Borough Council

Councillor J M Edwards (a)

Surrey Heath Borough Council

Councillor Paul Ilnicki (a)

Woking Borough Council

Councillor K M Davis (a)

Special Interest Groups

Basingstoke Canal Society

Martin Leech
Mr P Riley

Parish Councils

Alastair Clark (a)

Residential Boat Owners Association

Julia Jacs

Natural England

Adam Wallace

Inland Waterways Association

Gareth Jones

John Cale Canal Cruises

John Cale

Basingstoke Canal Canoe Club

Liz Murnaghan

1/14 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Kevin Davis, John Edwards, Gordon Jackson, Colin Kemp, Alastair Clark, Jonathan Glen and Ben Carasco.

Members suggested the Honorary Secretary contact all the Local Authorities represented on the Basingstoke Canal Joint Management Committee to ask for named deputies, which the constitution allows for.

RESOLVED: That

1. The Honorary Secretary contact all Local Authorities represented on the Committee to request named deputies for representatives.

2/14 MINUTES OF PREVIOUS MEETING: 10 OCTOBER 2013 [Item 2]

Declarations of interest:

Gareth Jones would inform the Honorary Secretary, in writing, of his declarations of interest.

Officers: None.

Key points raised during the discussion:

1. Members requested that in minute item 44/13 there be a mention of the report regarding the Canal Centre redevelopment.
2. The Committee were informed that Surrey County Council had a team of officers looking into business models for the Canal, and that these officers could provide support to Members of the Business Sub-Group.
3. Officers informed the Committee that a branding report would be brought to the June meeting.

RESOLVED: That

1. The minutes of the meeting on 10 October 2013 be agreed as a true record of the meeting.
2. The following Members be invited to join the Business Sub-Group

Philip Riley
Jonathan Glen
Gareth Jones

Actions/further information to be provided: None.

Committee next steps: None.

3/14 DECLARATIONS OF INTEREST [Item 3]

Gareth Jones would inform the Honorary Secretary of his interests in writing.

4/14 QUESTIONS AND PETITIONS [Item 4]

Declarations of interest: None.

Officers:

James Taylor, Senior Countryside Management Officer, Surrey County Council

Key points raised during the discussion:

1. The Committee thanked the Canal Authority staff and officers for their hard work during the recent bad weather, and for keeping the canal open.
2. Members questions were received from Mr John Cale, copies of the questions and responses can be found attached to the minutes of this meeting.
3. Mr Cale asked a supplementary question regarding whether the Committee felt that Members had acted in line with the Members Code of Conduct. The Chairman explained that as this was not related to the questions submitted to the Committee he was unable to answer.
4. Mr Cale asked a further supplementary question regarding whether anyone has exclusive use of any part of the canal and, who had the authority to reclassify boats and whether any discussion needed to take place before this happened. Officers explained that under current procedure they had the authority to reclassify boats without discussing the proposals with the owner, and confirmed that no one had exclusive use of any part of the canal.
5. A public question was received from Mr Alan Norris, a copy of which can be found attached to the minutes of the meeting. Mr Norris was not present to ask a supplementary question.

Actions/further information to be provided: None.

Committee next steps: None.

5/14 MEMORANDUM OF AGREEMENT [Item 5]

Declarations of interest: None.

Officers:

James Taylor, Senior Countryside Management Officer, Surrey County Council

Key points raised during the discussion:

1. The Committee had asked for the Memorandum of Agreement to be reviewed during the meeting in June 2013, in light of the staffing changes which had taken place since 2008. Officers had looked at the Memorandum of Agreement and had provided the Committee with a

revised version for discussion. The changes were intended to be a light touch update only and amendments had been consulted upon with the Joint Advisory Group (JAG), with comments being received from the Basingstoke Canal Society and Natural England. Surrey County Council Legal team and the Honorary Treasurer had provided input also.

2. Documents mentioned within the Memorandum of Agreement were updated as some, such as the Strategic Plan had never been formed and had been superseded by the Strategy. While an additional paragraph had been included within the Agreement to include more of an emphasis of engaging with partners.
3. It was agreed that the financial formula remain the same by the JAG as it was aimed to be a sharing formula.
4. The Memorandum of Agreement was to last five years, and would require all authorities to ratify in line with their Standing Orders.
5. The Committee congratulated the Senior Countryside Officer for his work on updating the Memorandum of Agreement, though Members expressed disappointment that there had been little input into the process other than by the Canal Society and Natural England.
6. The Canal Society were pleased that many of their comments had been incorporated within the version submitted to the Committee, however felt that paragraph 1 could be amended to include the Basingstoke Canal Society as a partner. The Senior Countryside Officer explained that a previous sentence within paragraph 1 mentions other organisations as being partners, though the Chairman requested that these two sentences be merged.
7. Members suggested that paragraph 28 was ambiguous, however the Honorary Treasurer noted that the Memorandum of Agreement mentioned that the financial contributions were agreed annually. Members further suggested that the Canal should look at additional funding streams as it was felt that more could be done to increase the volume of contributions.
8. Members were concerned that not all authorities would ratify the Memorandum of Agreement, in particular the financial formula. The Chairman and Vice-Chairman agreed that they would like a response from all authorities, and would write and invite the Leaders and Chief Executives to a meeting to discuss the Canal and ratifying the Memorandum of Agreement.
9. The Committee discussed the option of persuading authorities to pay contributions towards the canal due to the risks associated with shortfalls in funding.

RESOLVED: That

1. The Memorandum of Agreement be agreed.

2. Paragraph 1 of the Memorandum of Agreement be amended to have one sentence stating the organisations involved within the partnership.
3. The Chairman and Vice-Chairman write to all authorities asking them to ratify the updated Memorandum of Agreement and invite them to a meeting to discuss the Basingstoke Canal.

Actions/further information to be provided:

The Chairman and Vice-Chairman to write to all authorities asking them to ratify the updated Memorandum of Agreement.

Committee next steps:

The Basingstoke Canal Joint Management Committee to review the Memorandum of Agreement in five years, February 2019.

6/14 FINANCIAL UPDATE REPORT [Item 6]

Declarations of interest: None.

Officers:

Jane Lovett, Honorary Treasurer, Basingstoke Canal Authority

Key points raised during the discussion:

1. The current financial year would see a predicted shortfall of £8,000, which was larger than was originally predicted.
2. The Honorary Treasurer informed the Committee that paragraph 2.5 required a correction as there was not a management fee reduction of £5,000, rather the £5,000 shortfall was due to less income than anticipated.
3. The Canal Authority now had around £6,000 of maternity costs to cover in future years.
4. The Honorary Treasurer provided the Committee with an update on the external audit which had taken place, as a letter had been received from the auditors to say they had accept comments and suggestions regarding the internal audit. The Honorary Treasurer stated that it was important that minutes recorded the Committees discussions of 'risk' by specifically mentioning 'risk', as though the Committee did discuss risk during Finance and Canal Managers' reports the word was not always used. It was agreed that the biggest risks laid with the County Councils as the owners of the Canal.
5. Members discussed the matter of Surrey County Council not placing all income back into the Canal budget, and felt that it was important that all income from the Canal was invested back into the Canal. Furthermore it was felt that the houseboat income should be put into the Canal budget rather than into Surrey County Council's budget. The Vice-Chairman explained that Surrey County Council Estates had their own policies, though she had an upcoming meeting arranged with the

relevant Cabinet Member and Chief Property Manager to discuss this issue.

6. The Committee felt that the quote in paragraph 3.2 for a camp site database was too high. The Chairman stated that he had already explained to officers that he felt £20,000 was unacceptable for a software package, and had requested they look elsewhere to procure an appropriate package.
7. Members queried the higher level of stewardship and were informed by officers that it appeared that something had gone wrong and that they were in discussion with Natural England to find solution, however this would mean only a limited amount of work could be completed. Officers felt that they were not liable due to the SSSI criterion not being met. Officers were mitigating the risk by working as a partnership to work towards meeting SSSI in areas of the canal.

RESOLVED: That

1. The forecast outturn be noted.
2. The Members note the revenue draw on reserves in 2013/14 along with the draw for match funding for the HLS projects.
3. The Committee support the Officer responses to the Issues Arising report from the external auditor for 2012/13.

Actions/further information to be provided: None.

Committee next steps: None.

7/14 CANAL CENTRE REDEVELOPMENT UPDATE [Item 7]

Declarations of interest: None.

Officers:

James Taylor, Senior Countryside Officer, Surrey County Council

Key points raised during the discussion:

1. The Committee were informed that Surrey had allocated a further budget for the development of a plan for the site and consultants were currently leading the work. Officers had had two meetings with the consultants who were developing plans which considered the economic and built environment of the site.

RESOLVED: That

1. The verbal update be noted.

Actions/further information to be provided:

Officers to provide an update report for the meeting in June 2014.

Committee next steps:

The Committee to consider the update report at its next meeting in June 2014.

8/14 CANAL MANAGER'S UPDATE [Item 8]

Declarations of interest: None.

Officers:

Fiona Shipp, Canal Manager, Basingstoke Canal Authority
Phil Allan, Countryside Service, Hampshire County Council
Andrew Smith, Countryside Service, Hampshire County Council

Key points raised during the discussion:

1. The Canal Manager explained to the Committee that the weather had been a challenge, with three storms bringing down around 200 trees. The whole team had been involved in the clear up operation, with around 10 – 15 trees still down. There was a risk that the banks would be breached during the winter weather and this was being monitored closely.
2. Officers informed the Committee that an additional landslip had taken place at Dogmersfield which had further narrowed the canal at this point. This may lead to long narrow canal boats being unable to navigate the corner. Officers were looking to remove trees and test whether a boat can navigate the narrow channel. Officers stated it was important to mitigate the risks.
3. Members felt that the biggest risk facing the canal was that due to this further landslip the canal was now closed. The impact on the commercial businesses was large as they were unable to run, however the difficulty was that part of the land involved in the landslip was privately run.
4. The Committee felt that it was important that a solution was found to ensure the economic viability of the canal of businesses. Officers assured Members that fixing the issue was a priority of Hampshire County Council, and that engineers were looking for a temporary solution for the summer with a permanent fix in the autumn/winter. It was stated that engineers felt that the permanent fix would take six to eight weeks to complete, dependent on weather. Officers were however continuing to assess and mitigate the risks.
5. The Canal Manager informed the Committee that due to the storm damage the team were behind on winter maintenance work, however they were looking to start replacing locks within a week. The Canal Authority had recently signed a contract to have 365 day backup cover with a contractor. This would mitigate the risks associated if a major incident took place in the future. Furthermore officers had updated the emergency plans.

6. The Canal Authority had the abandoned boats along the canal removed and had begun auditing the boats along the canal to ensure they all have licences and the right licences.
7. The Canal Manager thanked the Canal Society for their help throughout this period as the support had enabled work to take place while the Authority were concentrating on storm damage clear up.
8. Officers had attended a dredging conference and hoped to work with the Environment Agency to produce better guidelines on dredging which could be used nationally.
9. The Committee were informed that work was still taking place with Greenhouse Graphics to establish a branding for the canal and the aim was to have an update report at the next meeting.
10. Members queried whether a telemetry system was still being procured and were informed that officers were discussing this with the Hampshire County Council procurement team.
11. Officers informed the Committee that they were still looking into making a Heritage Lottery Fund bid, but that this would require dedicated officer time which was not possible at the time. It was suggested that the Business Sub-Group could consider this during their meetings.

RESOLVED: That

1. The report be noted.
2. The Business Sub-Group consider a Heritage Lottery Fund bid.

Actions/further information to be provided:

The Committee to receive a report on the branding of the canal at a meeting in June 2014.

Committee next steps:

None.

9/14 CANAL SOCIETY UPDATE [Item 9]

Declarations of interest: None.

Officers:

Philip Riley, Basingstoke Canal Society
Martin Leech, Basingstoke Canal Society

Key points raised during the discussion:

1. The Committee were informed that the Canal Society had been removing and selling logs and to-date had sold around a quarter for around £1,000. The money which is made is reinvested into the canal.

2. The Canal Society had arranged for three visits from the Waterway Recovery Group for 2014, two weekend visits and one week long visit.
3. The John Pinkerton II had had a successful season and had netted around £50,000 for the Society, however there were now concerns on how to get it down the canal into Surrey as they Society planned to arrange trips for the all authorities. It was hoped the trips would encourage the councils to fund the canal. The Canal Society was currently looking into whether they could crane the boat out of the lake and transport it by road.
4. The Canal Society felt that it was important that the canal was dredged and to have Swan Cutting cleared up as the community were no longer able to use the towpath.
5. The Canal Society stated that they felt that Members should assist in developing planning guidance so there are mooring sites along the canal. The officers informed the Committee that a number of partner authorities did consult the Canal Authority when a planning application was made for land within metres of the canal, however to benefit from S106 or CIL monies they often had to make a case before the planning application was made. Members felt that it was important that planning officers in the Boroughs and Districts had a common view with regards to the canal. It was suggested that officers could raise the issue of flooding and drainage with the planning departments.
6. The Society stated if the Canal Centre is redeveloped then a maintenance base would need to be developed and suggested that they continue conversations with the Ministry of Defence regarding land at Ash Lock. The Chairman explained that resources had been stretched in Hampshire County Council. Officers stated that a business plan would need to be produced and discussions with Rushmoor Borough Council, as the planning authority, would need to take place before a procurement application could be taken to the Leader of Hampshire County Council for consideration.

RESOLVED: That

1. The report be noted.

Actions/further information to be provided: None.

Committee next steps: None.

10/14 DATE OF THE NEXT MEETING [Item 10]

The Committee noted that the next meeting would take place on Thursday 26 June 2014 at the Mytchett Canal Centre.

Meeting ended at: 11.30 am

Chairman

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Committee/Panel:	Basingstoke Canal Joint Management Committee
Date:	26 June 2014
Title:	Final Accounts 2013/14
Report From:	Report of the Honorary Treasurer

Contact name: Jane Lovett, Finance Business Partner, Hampshire County Council

Tel: 01962 847518

Email: Jane.Lovett@hants.gov.uk

1. Executive Summary

- 1.1. The purpose of this report is to brief Members on the final financial outturn position of the Basingstoke Canal Authority for 2013/14.
- 1.2. Net revenue costs are incurred by Hampshire County Council (HCC) and recharged to the Joint Management Committee. Capital expenditure is financed by the two County Councils.
- 1.3. In 2013/14 the Basingstoke Canal has made a contribution of £13,183 to the reserves against a budget of £1,454 savings to be identified. This position is as a result of higher than expected income and a reduction in expenditure due to the October and January storms. The costs of tree survey works was lower than expected but was partially offset by additional costs incurred following the storms. In summary the trading position is as follows:

	£000's
Income (Partner Contrib's & Trading Income)	693
Revenue Expenditure	<u>680</u>
Contribution to reserves	<u>13</u>

2. Final Accounts 2013/14

- 2.1. The 2013/14 financial statement set out in Appendix A shows that instead of the budgeted savings to be identified, a net contribution of £13,200 was achieved, an overall increase of £14,600 against the revised budget. When compared to the reported outturn position in February an increase of £21,500 was achieved.
- 2.2. The gross revenue expenditure of £680,000 is £21,000 more than the revised budget and £3,000 less than reported in the forecast outturn in February 2014,

with only employees and supplies & services being over spent. The actual expenditure compared against the outturn forecast is detailed below:

- **Employees (+£35,700)**

The final outturn resulted in an overspend of £35,700 this was due to a combination of overtime and additional payments to staff for increased staffing during the recent storm and restructuring costs.

- **Premises and Canal Maintenance (-£35,400)**

Due to the winter storms in 2013/14 planned maintenance on the Canal was delayed leading to an underspend of £31,400 compared to the forecast outturn. Tree works and other repairs required as a result of the storms took priority to ensure the Canal was open and safe for users. Planned maintenance not carried out in 2013/14 will be carried forward and completed alongside the planned maintenance for 2014/15, as far as the overall budget permits. The premises budget has an underspend of £4,000, due to savings against refuse collection and electricity other utility charges, with an offsetting overspend on general maintenance due to unplanned costs incurred for the storm damage.

- **Transport (-£7,900)**

All types of transport costs were lower than anticipated in the forecast outturn in February. The main reasons for the underspend were that charges were not levied in March for vehicles hired through Hampshire Transport Management resulting in an underspend of £4,000 and the forecast for the cost of fuelling vehicles was overestimated by £2,500 leaving an underspend when compared to the outturn forecast.

- **Supplies and Services (+£4,400)**

The final outturn was £4,400 higher than the forecast outturn presented in February. There has been an increase in expenditure of £10,000 compared with previous projections, which relates to an adjustment in the reallocation of costs and funding of Hampshire Rural Payments Agency Higher Level Stewardship (HLS) special projects. This additional expenditure is offset by a corresponding amount of income, meaning there is no net overspend.

The remaining change against the Supplies and Services heading results from savings made on shop purchases of £3,000, uniforms £600, hospitality £1,000 and promotions £1,000.

3. Income

- 3.1. The February forecast outturn expectations were exceeded by £18,400 and exceeded the budget by £26,600. The main increases include camping, function room hire, mooring fees, shop sales and events. Interest was received on reserves of £1,000 at the agreed rate of 0.25%. Additional income was received from the Hampshire Rural Payments Agency Higher Level Stewardship (HLS) annual maintenance funds to meet the costs of staff time spent on the annual grassland and woodland maintenance project, £6,400 for Surrey and £5,400 for Hampshire, further details in section 4.

4. Capital Expenditure Programme

- 4.1. The current position on the main capital schemes is detailed in Appendix B, showing final costs for 2013/14 and a revised projected spend for 2014/15.
- 4.2. **Hampshire** - £121,000 was rolled forwards from the main capital fund from 2012/13 with £136,000 spent against this funding with £15,000 being carried forward to spend in 2013/14.
- 4.3. £200,000 of capital funding was allocated for 2013/14 with a total of £75,000 spent during the year on consultancy costs, with much of these costs relating to the landslip at Dogmersfield.
- 4.4. The remaining £110,000 will be rolled forwards and added to the 2014/15 allocation, with funds set aside for the purchase of a new telemetry system which did not take place during 2013/14 and is planned for 2014/15.
- 4.5. Funds of £22,000 originally set aside in an emergency repair fund in 2009/10 will be allocated against the purchase of emergency equipment during 2014/15 as there is no longer a requirement to hold this fund separately.
- 4.6. During 2014/15 further consultancy work is planned in relation to work at Dogmersfield, as well as various culvert repair works and the purchase of emergency equipment.
- 4.7. **Surrey** – A £16,000 overspend from the main capital fund from 2012/13 was offset against the £500,000 capital funding allocated for 2013/14.
- 4.8. A total of £540,000 was spent during the year, with the majority being spent on the Mytchett Lake embankment.
- 4.9. Overall expenditure exceeded the budget by £40,000 which will reduce the 2014/15 allocation accordingly.
- 4.10. Funds of £9,500 originally set aside for vegetation scheme works in the Surrey section will be allocated against the purchase of lock gates during 2014/15 as there is no longer a need to hold this fund separately.

- 4.11. The capital plan for the Surrey section has been updated for 2014/15 to bring forward works on the Ash embankment, with the majority of the funding being allocated against various embankment works.
- 4.12. Consultancy cost relating to the redevelopment of the Canal Centre totalled £68,000 during 2013/14 with £32,000 remaining to roll forward of the separate capital fund of £100,000 held by Surrey's Estates Department.

4 Special projects

- 4.1. The current position on externally funded special projects currently managed by the Canal is shown in Appendix C.
- Rushmoor TAG Project – The project is now complete with £230 spent on towpath works in 2013/14.
 - Odiham Castle – funds stand at £3,600 with no expenditure in 2013/14. The balance will be carried forward to 2014/15 and funds will remain unspent unless there is a requirement to replace interpretation signs due to vandalism or general wear and tear.
 - Higher Level Stewardship (HLS) funding

Surrey - HLS Rural Payments Agency

Annual Grassland Maintenance - £2,500 carried forward from 2012/13 has been added to by a further £2,500, received for work completed during 2013/14.

Other projects - A further claim for £2,400 has been submitted to offset the Denton Survey costs of £1,000 and other professional help with the implementation plan.

In total £6,400 has been transferred against the staffing costs incurred by the Canal during 2013/14.

It is anticipated that one project will be undertaken from the Surrey capital plan during 2014/15 with the specific details yet to be confirmed.

Hampshire - HLS Rural Payments Agency

Annual Grass and Woodland Maintenance - £5,500 has been received during 2013/14 for maintenance work carried out in specific areas. This has been transferred against the staffing costs incurred by the Canal during 2013/14.

Other projects – A further claim of £40,000 has been submitted to cover special project work including the Bat Grille project, bank protection and tree works carried out during 2013/14. Costs of £3,300 have been transferred to the Canal to cover the match funding element.

The majority of work planned for 2014/15 will be tree related with a combination of felling and tree surgery planned in various locations in the Hampshire section.

5 Reserves

- 5.1. The general reserves have increased in 2013/14 by £13,180 to £304,640. A detailed breakdown of these reserves is in Appendix D.
- 5.2. There was no expenditure from the general reserves during the year.
- 5.3. The revenue contribution has been transferred into the unallocated reserve for redistribution when required for future work on the Canal.
- 5.4. A review of the designated reserves had confirmed that, with exception to the Dredging and Silt Disposal reserve, these are no longer required for the purpose for which they were originally established. It is therefore recommended to Members that these sums are incorporated within the main unallocated reserve. Appendix D reflects this proposal.

6 Looking Forward

- 6.1 In 2014/15 the Canal will face additional financial challenges with the cessation of the income received from Surrey for the Fibre Optic rental and the tearooms rent, this will add £20,400 to the £29,000 savings to be identified.
- 6.2 The planned tree survey works not completed in 2013/14 will need to be programmed into 2014/15. The costs of these works have been quoted at £35,000.
- 6.3 As a result of the 2013/14 storms the build of the new mooring has been delayed, which will result in a reduction in a £6,400 reduction in the projected additional mooring income for 2014/15, identified in the February report.
- 6.4 The additional savings now required for 2014/15 will be £91,200, of which potential solutions of £39,400 have been identified.

• Farnborough Air show additional camping	£5,000
• Events Income	£2,800
• Hire of function room	£2,000
• Additional Shop profit	£8,000
• New mooring – 6 months mooring fees	£8,600
• Increased mooring fees - pricing policy change	£13,000

Additional solutions continue to be sought to meet the projected shortfall and to ensure projections are robust.

7 Conclusion

5

- 7.1 The final outturn shows that despite the economic climate and more recent weather conditions the Canal has managed to exceed its income targets in 2013/14.
- 7.2 The Canal continues to maintain good standards despite continued financial pressures and the effects of the winter storms. The constraints on the Partners' budgets continue to be an ongoing pressure for the Basingstoke Canal finances.

Recommendations

- 1 That Members note the figures for the outturn for 2013/14 as set out in Appendix A.
- 2 That Members approve the transfer of designated reserves into the main unallocated reserve as reflected in Appendix D.

BASINGSTOKE CANAL

FINANCIAL OUTTURN 2013/14

APPENDIX A

Actual Outturn 2012/13 £		Revised Budget 2013/14 £	Forecast Outturn Feb '14 £	Final Outturn 2013/14 £	Over/ (Under) Forecast OT £	Over/ (Under) Rev Budget £	Original Budget 2014/15 £
	Expenditure						
297,284	Employees	365,200	359,710	395,446	35,736	30,246	399,200
64,273	Premises	33,800	38,967	34,983	(3,985)	1,183	32,300
109,098	Canal Maintenance	153,000	173,918	142,531	(31,387)	(10,469)	153,000
53,059	Transport	61,300	73,102	65,203	(7,899)	3,903	59,300
50,093	Supplies & Services	42,500	37,058	41,451	4,393	(1,049)	42,400
0	Savings to be identified	(1,454)	0	0	0	1,454	(29,354)
0	Potential Shortfall In Partner Contributions	4,116	0	0	0	(4,116)	27,002
573,806	Total Revenue Expenditure	658,462	682,755	679,614	(3,142)	21,151	683,848
	Income						
24,130	Boat Licences	24,100	21,300	20,702	(598)	(3,398)	24,100
8,389	Sales	6,100	8,514	8,378	(136)	2,278	6,100
11,705	Angling	11,200	11,200	11,704	504	504	11,200
72,773	Rents and Hire of Facilities	55,800	77,330	85,094	7,764	29,294	58,300
20,255	Group Activities	19,700	21,775	21,488	(287)	1,788	19,700
48,549	Fibre Optic Cable	20,401	16,188	16,189	1	(4,212)	20,401
30,429	Donations	200	1,438	519	(919)	319	200
36,961	Interest/Other income	0	0	12,078	12,078	0	0
253,191	Total Revenue Income	137,501	157,745	176,152	18,407	26,573	140,001
(195,030)	Contribution (to)/from Reserves	0	8,365	(13,183)	(21,548)	(13,183)	0
515,645	Net Revenue Expenditure	520,961	525,010	503,462	(21,549)	(5,422)	543,847
	Partner Contributions						
153,188	Surrey County Council	153,188	153,188	153,188			153,188
34,960	Guildford Borough Council	39,076	34,960	34,960			39,076
8,000	Runnymede Borough Council	8,000	8,000	8,000			16,869
10,000	Surrey Heath Borough Council	10,000	10,000	10,000			26,283
53,276	Woking Borough Council	53,276	53,276	53,276			53,276
153,188	Hampshire County Council	153,188	153,188	153,188			153,188
30,000	Hart District Council	30,000	30,000	30,000			30,924
3,048	Crookham Village Parish Council	3,048	3,048	3,048			3,048
6,750	Church Crookham Parish Council	6,750	6,750	6,750			6,750
240	Dogmersfield Parish Council	240	240	240			240
18,309	Fleet Town Council	18,309	18,309	18,309			18,309
4,036	Odiham Parish Council	4,036	4,036	4,036			0
200	Rotherwick Parish Council	200	0				200
250	Winchfield Parish Council	250	250	250			250
40,200	Rushmoor Borough Council	41,400	41,400	41,400			42,246
515,645		520,961	516,645	516,645			543,847
	General Reserves						
96,427	Opening Balance	291,457	291,457	291,457			291,457
0	Capital Expenditure	0	0	0			0
0	Capital Income	0	0	0			0
96,427	Sub total	291,457	291,457	291,457			291,457
195,030	Revenue Variance	0	(8,365)	13,183			0
291,457	Closing Balance	291,457	283,091	304,641			291,457

Basingstoke Canal - Capital Projects Reconciliation

APPENDIX B

5

	Surrey County Council Estates	Surrey County Council Countryside	Surrey Vegetation Scheme	Hampshire County Council Capital Fund	Hampshire Emergency Repair Fund	Total
	£	£	£	£	£	£
Balance as at 31st March 2013	0	15,943	(9,507)	(120,775)	(22,059)	(136,398)
Core Capital Contribution	0	(500,000)	0	(200,000)	0	(700,000)
Surrey Estates Capital Contribution	(100,000)	0	0	0	0	(100,000)
Expenditure						
2012/13 Starts						
Hard Bank Protection	0	0	0	20,842	0	20,842
Stop Plank Grooves	0	0	0	64,215	0	64,215
Soft Bank protection	0	0	0	30,000	0	30,000
Consultancy	0	0	0	14,885	0	14,885
2013/14 Starts						
Lock Gates	0	68,368	0	0	0	68,368
Hard Bank to seal leak	0	48,096	0	0	0	48,096
Bank Repairs	0	0	0	0	0	0
Emergency Equipment	0	0	0	0	0	0
Telemetry System	0	0	0	0	0	0
Mytchett Lake Embankment	0	400,593	0	0	0	400,593
Consultancy	67,666	3,037	0	74,695	0	145,398
Tree Work	0	4,129	0	5,718	0	9,847
Balance as at 31st March 2014	(32,334)	40,166	(9,507)	(110,421)	(22,059)	(134,154)
Core Capital Contribution	0	(500,000)	0	(1,000,000)	0	(1,500,000)
Expenditure						
2014/15 Starts						
Structural integrity of Canal	0	575,750	0	1,270,191	0	1,845,941
Public safety	0	0	0	0	0	0
Major maintenance	0	0	9,507	0	0	9,507
Water management	0	0	0	0	0	0
Heritage	0	0	0	0	0	0
Spend to save	0	0	0	0	0	0
Equipment	0	0	0	0	22,059	22,059
Consultancy	32,334	0	0	0	0	32,334
Balance as at 31st March 2015	0	115,916	0	159,771	0	275,687
Core Capital Contribution	0	(500,000)	0	(800,000)	0	(1,300,000)
Expenditure						
Balance as at 31st March 2016	0	(384,084)	0	(640,230)	0	(1,024,314)
Core Capital Contribution	0	(500,000)	0	0	0	(500,000)
Expenditure						
Balance as at 31st March 2017	0	(884,084)	0	(640,230)	0	(1,524,314)

Basingstoke Canal - Special Projects Reconciliation

	Rushmoor TAG Project	Odiham Castle Scheme	HLS Rural Payments Agency SCC	HLS Rural Payments Agency HCC	Total
	£	£	£	£	£
Balance as at 31st March 2013	(231)	(3,600)	(2,519)	0	(6,350)
Expenditure					
Grassland Maintenance	0		5,038	5,636	10,674
Special Projects	231		0	2,716	2,947
Bank Repairs	0		0	39,520	39,520
Consultancy	0		2,400	1,000	3,400
Tree Work	0		0	0	0
Signage & maintenance		0			0
HLS Grasslands Income			(2,519)	(5,526)	(8,045)
HLS Income			(2,400)	(40,040)	(42,440)
HLS Match Funding				(3,306)	(3,306)
Balance as at 31st March 2014	0	(3,600)	0	(0)	(3,600)
Expenditure					
Grassland Maintenance			2,519	5,636	8,155
Special Projects			0	0	0
Bank Repairs			0	0	0
Consultancy			0	0	0
Tree Work			0	21,690	21,690
Signage & maintenance		0			0
HLS Grasslands Income			(2,519)	(5,636)	(8,155)
HLS Income			0	(11,045)	(11,045)
HLS Match Funding			0	(10,645)	(10,645)
Balance as at 31st March 2015	0	(3,600)	0	(0)	(3,600)
Expenditure					
Grassland Maintenance			2,519	5,636	8,155
Special Projects			0	0	0
Bank Repairs			0	0	0
Consultancy			0	0	0
Tree Work			0	0	0
Signage		0			0
HLS Grasslands Income			(2,519)	(5,636)	(8,155)
HLS Income			0	0	0
HLS Match Funding			0	0	0
Balance as at 31st March 2016	0	(3,600)	0	0	(3,600)
Expenditure					
Balance as at 31st March 2017	0	(3,600)	0	0	(3,600)

APPENDIX D

Basingstoke Canal Reserves 2013-15

	Unallocated Reserve	Mooring Basin & Canal Centre	Colt Hill Toilet Block & Car Park	Dredging & Silt Disposal	Canal Infrast'ure	General Reserves Total
	£	£	£	£	£	£
Balance as at 31st March 2013	(237,814)	(22,888)	(1,753)	(24,078)	(4,924)	(291,457)
Income (Interest on Balances)	(1,032)	0	0	0	0	(1,032)
Plus Net Contribution For The Year	(12,151)	0	0	0	0	(12,151)
Transfers between reserves	(29,565)	22,888	1,753	0	4,924	0
Balance as at 31st March 2014	(280,562)	0	0	(24,078)	0	(304,640)
Planned Reserve Transfers	0	0	0	0	0	0
Balance as at 31st March 2015	(280,562)	0	0	(24,078)	0	(304,640)

Committee/Panel:	Basingstoke Canal Joint Management Committee
Date:	26 June 2014
Title:	Small Bodies Annual Return 2013/14
Reference:	
Report From:	Report of the Honorary Treasurer

Contact name: Jane Lovett, Finance Business Partner, Hampshire County Council

Tel: 01962 847518 **Email:** jane.lovett.hants.gov.uk

1. Introduction

1.1. The Basingstoke Canal is required to submit an annual return by 30 June 2014 summarising its financial activities for the financial year 1 April 2013 to 31 March 2014. This return comprises four sections:

- the Accounting Statements
- the Annual Governance Statement
- the external auditor's certificate and opinion
- the internal auditor's report

2. Annual Governance Statement

- 2.1. The Annual Governance Statement for the 2013/14 financial year is attached at Appendix A. Appendix B contains some explanatory notes to demonstrate how the Canal complies with the requirements of the statement.
- 2.2. The Committee is requested to consider and approve the Annual Governance Statement, so it can be signed by the Chair and the Committee Clerk and submitted for audit.

3. Accounting Statement 2013/14

- 3.1. The Accounting Statement provides a high level summary of the 2013/14 financial activity of the Basingstoke Canal Authority, which is attached at Appendix C. It reflects the detailed financial position covered in the Final Accounts Report, which is presented as a separate item on the Agenda.
- 3.2. The Committee is requested to approve the Accounting Statement, so it can be signed by the Chair and the Committee Clerk and submitted for audit.

4. External auditor's certificate and opinion

- 4.1. BDO LLP are the appointed external auditors for the Basingstoke Canal Authority and will complete this section of the return following the conclusion of their audit.

5. Internal auditor's report

- 5.1. An internal audit of the Basingstoke Canal is carried out once every three years as part of a risk assessed cyclical programme.
- 5.2. Where appropriate, reliance is placed on assurance work carried out on HCC corporate systems used by the Basingstoke Canal to avoid duplication and additional cost to the body.
- 5.3. The internal auditor's report is attached at Appendix D.

6. Recommendations

- 6.1. That the Annual Governance Statement for 2013/14 is agreed by the Committee and signed by the Chair and Clerk.
- 6.2. That the Accounting Statement for 2013/14 is approved by the Committee and signed by the Chair.

Basingstoke Canal – Annual Governance Statement

6

1. The Canal Partnership budgets are governed by the financial standing orders and procedures of Hampshire County Council, with the accounts prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom.

2. HCC's financial systems and procedures ensure segregation of duties, including financial limits of responsibility.

Fraud and irregularity prevention, detection and investigation is covered by HCC's internal auditors, including the assessment of the effectiveness of controls and detection processes.

3. The officers are kept informed of changes in the law and regulations (through a variety of groups and forums) which could have an effect on the running of the Canal or its finances. The Canal has not knowingly acted outside its legal powers.

4. A "Notice of Public Rights" is displayed in the Canal Visitor Centre each year, inviting anyone to arrange a time to inspect the accounts between specific dates (20 working days).

5. The Canal management team discuss and assess all risks at their regular meetings, and decide upon a course of action. The Canal is covered by HCC's self-insurance scheme. The Canal also benefits from regular advice visits and inspections by the Culture, Communities and Business Services (CCBS) Risk & Safety team. Financial advice is provided by Hampshire County Council as is the Internal Audit service.

The Memorandum of Agreement (February 2014) confirms that the Canal land remains the property of Surrey and Hampshire County Councils and that therefore all associated risks and liabilities arising from the land and built assets remain with those Councils. The Canal Partnership is therefore responsible for the financial risks associated with the running of the Basingstoke Canal Authority only.

Financial reports are produced for and discussed at each of the regular meetings of the Joint Management Committee. These reports cover capital investment for maintaining and improving the Canal as well as the core running costs of the Canal.

The Basingstoke Canal Authority staff are currently employed by Hampshire County Council. The staff work under the operational procedures, including financial and health and safety, of Hampshire County Council. This applies even where they are working on that part of the Canal owned by Surrey County Council.

6. The Basingstoke Canal Authority uses HCC's financial systems and procedures.

Internal audit of the Canal is carried out on a cyclical basis (currently once every three years, due in 2014/15) with reliance placed on assurance work carried out on HCC's corporate systems to avoid duplication and additional costs for the Canal. This is considered an appropriate, proportionate and risk based approach to the internal audit requirements of the Canal.

7. The Canal staff have responded to all matters brought to their attention via internal and external audits.

The Committee supported the Officer responses to the Issues Arising report from the external auditors at the meeting of 27 February 2014.

8. The annual financial accounts take into account everything relating to each financial year regardless of when the activity took place.

Section 100 D – Local Government Act 1972 – background papers

The following documents disclose facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of this report. NB this list excluded:

1. Published works.
2. Documents which disclose exempt or confidential information as defined in the Act.

TITLE	FILE
None	*

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Section 1 – Accounting statements 2013/14 for:

Enter name of reporting body here:

**BASINGSTOKE CANAL
JOINT MANAGEMENT COMMITTEE**

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	96,427	291,457	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	NIL	NIL	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	768,836	692,797	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	297,284	395,446	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	276,522	284,168	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	291,457	304,640	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	291,457	304,640	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	NIL	NIL	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

6

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

x

x Date

I confirm that these accounting statements were approved by the body on:

x

and recorded as minute reference:

x

Signed by Chair of meeting approving these accounting statements:

x

Date x

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Section 2 – Annual governance statement 2013/14

We acknowledge as the members of **BASINGSTOKE CANAL SMC** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

x

x dated

Signed by:

Chair x

dated x

Signed by:

Clerk x

dated x

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.

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Basingstoke Canal



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DRAFT



Brand Guidelines

Item 8

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About the Guide



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This brand guide aims to unify the look and feel of the 32 mile Basigstoke Canal stretch, which runs from Greywell Village in Hampshire to Woodham in Surrey.

It provides guidance and rules for any branded signage and mapping that may be found along the canal as well as printed and digital collateral.

The objective is to provide functional, concise and clear means of navigation and communication throughout the canal that will work together in making everyone's experience of the area enjoyable and effortless.

About the Canal



Page 30

Construction of the canal began in 1788, opened in 1794. The Canal linked Basingstoke to London allowing materials such as flour, timber and coal to be transported more quickly and cheaply. The Canal was however destined to struggle commercially from the start. There were prosperous periods for the Canal during the construction of Aldershot garrison and of the London to Southampton railway. Once built, however, the railway proved to be an unbeatable competitor. Over the next century the canal slowly fell into a state of dereliction under a series of private owners.

In the mid 1970's Hampshire and Surrey County Councils purchased the derelict canal following a campaign by local residents. These residents formed what is now the Basingstoke Canal Society. This volunteer workforce restored the canal, with the County Councils providing funding and technical back up. The Canal Society still supports projects today and plays an important role in supporting the future of the canal.

The Basingstoke Canal Authority (BCA) was formed by Hampshire and Surrey County Councils in 1990 as the managing agent for the restored Canal.

The BCA employs a team to manage the Canal including Canal Rangers that carry out maintenance of the navigation and the towpath, and ensure the conservation of its wildlife. The Canal has been declared a Site of Special Scientific Interest for its rare aquatic plants and its fantastic habitat for dragonflies.

The Authority manages the balance between recreation and conservation providing a beautiful facility that offers fantastic opportunities for everyone.



Identity Values

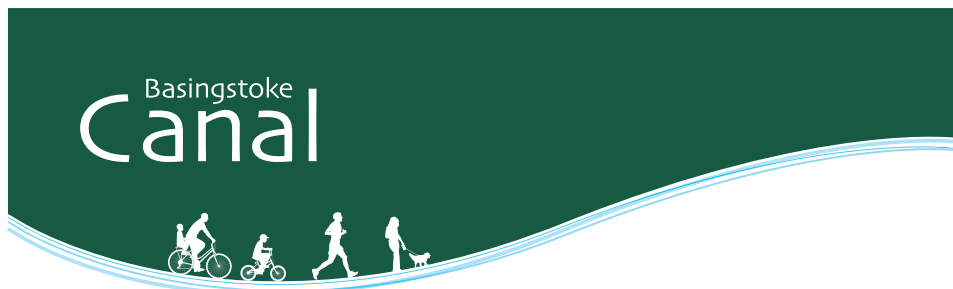
The Vision for the Basingstoke Canal is to create a thriving natural environment for wildlife and public enjoyment and a vibrant recreation and heritage resource. Central to the Vision is to create a navigable waterway serving multiple users incorporating water and land based recreation and education activities. The Vision seeks to unlock the potential economic contribution of the Canal and its corridor and also to become a focal point for increased community and volunteer involvement and use. The ambition is to become a well loved, distinctive and well known destination for an extended market including day visitors and tourists attracted to discover and enjoy its peaceful setting and unique character.

- To provide an identifiable facility that is recognised as being the Basingstoke Canal
- A tranquil environment recognised as improving quality of life for local residents
- To provide a welcoming message and safe environment to visitors
- A desirable place to live close to

Logos: Canal

Do's

The correct uses of the logo include white on brand green, green on white and black on white. The logo must be clear and not obstructed by any other element.



Don'ts

Prohibited uses and manipulation of the logo include: colour alteration, rotation, illegible size, cropping and distorting proportion. Also, use of backgrounds that distort the lettering.



Logos: Canal

The Basingstoke Canal logo should have a clear space around it of equivalent of the "Canal" x-height.



Logos: Other

Hampshire Council Logo



PANTONE 5395
C100 M71 Y39 K95
R3 G32 B47
HEX #03202f



PANTONE 485
C0 M96 Y100 K0
R213 G43 B30
HEX #d52b1e

Surrey Council Logo (also used in reverse on green)



PANTONE 336
C95 M11 Y70 K48
R0 G103 B81
HEX #006751

On the right of the Surrey County Council logo there is a small space to place another logo if required.



Fonts

News Gothic must be used for main text areas in any document or display.

News Gothic Roman The quick brown fox jumps over the very lazy dog.
1234567890!@£\$%^&*)

News Gothic Italic *The quick brown fox jumps over the very lazy dog.*
1234567890!@£\$%^&)*

News Gothic Bold **The quick brown fox jumps over the very lazy dog.**
1234567890!@£\$%^&*)

News Gothic Bold Italic ***The quick brown fox jumps over the very lazy dog.***
1234567890!@£\$%^&*)

Skia as well as being used in the main logo also appears in labels for mapping.

Skia Regular The quick brown fox jumps over the very lazy dog.
1234567890!@£\$%^&*)

Fonts: Web

Arial must be used for anything that involves internal electronic use e.g Power Point presentations, as well as coding for web or email.

Arial Regular The quick brown fox jumps over the very lazy dog.
1234567890!@£\$%^&*)

Arial Italic *The quick brown fox jumps over the very lazy dog.*
1234567890!@£\$%^&)*

Arial Bold **The quick brown fox jumps over the very lazy dog.** 1234567890!@£\$%^&*)

Arial Bold Italic ***The quick brown fox jumps over the very lazy dog.*** 1234567890!@£\$%^&*)

Colour Palette

Primary Palette



PANTONE 554
C85 M22 Y77 K69
R29 G92 B66
HEX #1d5c42



PANTONE 5807
C9 M3 Y23 K3
R216 G218 B186
HEX #d8daba

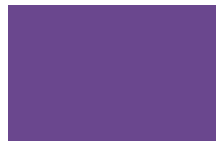
Secondary Palette



PANTONE 349
C91 M12 Y92 K44
R0 G105 B60
HEX #00693c



PANTONE 3985
C12 M13 Y100 K45
R151 G135 B0
HEX #978700



PANTONE 7678
C71 M79 Y9 K1
R106 G72 B142
HEX #6a488e



PANTONE 368
C70 M0 Y100 K0
R105 G190 B40
HEX #69be28



PANTONE 7752
C19 M26 Y93 K5
R209 G175 B34
HEX #d1af22



PANTONE 7435
C15 M100 Y21 K51
R130 G36 B78
HEX #82244e



PANTONE 580
C20 M0 Y34 K0
R204 G219 B174
HEX #ccdbae



PANTONE 7758
C21 M15 Y97 K2
R213 G195 B3
HEX #d5c303



PANTONE Pro. Mag.
C0 M100 Y0 K0
R209 G0 B116
HEX #d10074



PANTONE 291
C38 M4 Y0 K0
R160 G207 B235
HEX #a0cfef



PANTONE 7408
C0 M33 Y100 K0
R242 G175 B0
HEX #f2af00



PANTONE 485
C0 M96 Y100 K0
R213 G43 B30
HEX #d52b1e



PANTONE 2995
C83 M1 Y0 K0
R0 G169 B224
HEX #00a9e0



PANTONE 716
C0 M63 Y99 K0
R236 G122 B8
HEX #ec7a08



PANTONE 1797
C2 M98 Y85 K0
R196 G38 B46
HEX #c4262e



PANTONE Pro. Blue
C100 M13 Y1 K2
R0 G136 B206
HEX #0088ce



PANTONE 160
C16 M67 Y100 K72
R98 G60 B27
HEX #623c1b



PANTONE 7687
C99 M79 Y13 K1
R26 G66 B138
HEX #1a428a

Imagery Treatment



General pointers:

Images/photographs are mostly rounded. Cut out shapes are advised to reflect the organic nature of the design.

Wildlife imagery should be limited, it should only support the other photographs and graphic native to the canal and specific locations.

The back-drops are created with a sepia effect and should not compete with the text or the other imagery.

Graphic imagery includes:

- the green and blue wave
- white silhouette figures of people that are mostly placed on the wave
- maps and mapping symbols
- historical drawings, where used they are always set back in the background to add the traditional feel and texture
- visual aid e.g. the white ring to highlight key area

Photographic imagery includes:

- cut out elements such as the kingfisher and the flower
- partly cut out imagery e.g. the boat, where it blends into the background
- photographs placed in a circle
- historical black and white photographs treated in the same way as all the other colour photographic imagery

Signage: Maps



Designed in A2 size (W594x H420mm) and scalable to A1 and A0.

Signage: Welcome and Interpretation

Page 46

Basingstoke Canal

Hampshire County Council
Basingstoke Canal Authority
SURREY

Welcome

Uciata ne quiam haria quas seque ped experep erroro ili insec peribus sit quam, nonsecero comnieniente evenda quam volese resius.

Basingstoke Canal Authority 01252 370073
IN AN EMERGENCY CALL 999

- No Littering
- Permit only
- No Motorcycles
- No Riding
- No Fouling

Basingstoke Canal

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Hampshire County Council
Basingstoke Canal Authority
SURREY

Fast Facts

- The canal was the first agrarian canal in the country
- The Basingstoke Canal runs for 32 miles
- The canal was completed in 1794 at a cost of £154,463
- Built to connect Basingstoke with the River Thames
- Timber, flour and chalk were the principal cargoes to London
- Odiham Castle is situated at the Greywell end of the canal
- The last commercial boat reached Basingstoke in 1910
- The canal was taken over by the Army at the beginning of the First World War

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Om nihil ipit ant fac las allatla vella volit nihil scilicet aut eicilape labore pudant inuquam lita verum desum faciusa cor rem ipsam abo.

Both boards designed in A2 size (W594× H420mm) and scalable to A1 and A0.

Signage: Footpaths

CYCLISTS PLEASE DISMOUNT

**CYCLISTS
PLEASE DISMOUNT**

CYCLISTS PLEASE DISMOUNT

**CYCLISTS
PLEASE DISMOUNT**

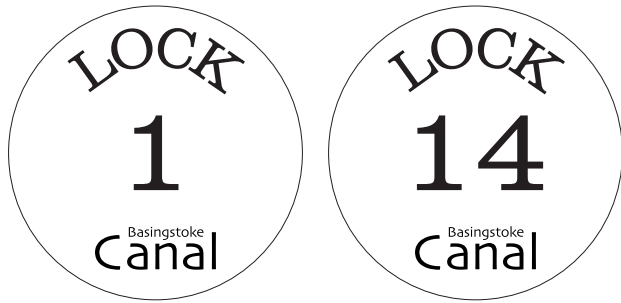
dimensions: H100 × W400mm

dimensions: H100 × W600mm

Signage: Waterways

Lock Numbers

dimensions: diameter 100mm
font: Clarendon BT Light



Lock Flight

dimensions: H190 × W190mm



Information

dimensions: H315 × W190mm

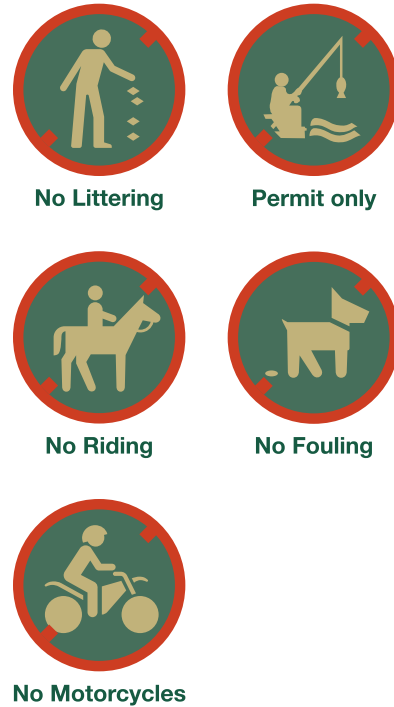


Symbols

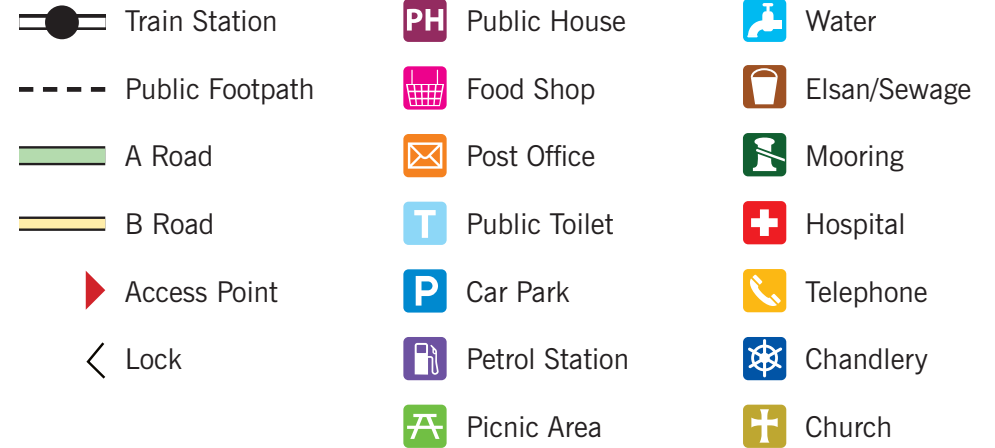
Standard symbols for Inland UK Waterways



Symbols used around footpaths



Symbols used in mapping



Vehicle Livery

Some vehicle branding is already in place and is now used as a reference point to further development in the future.



Contact

Basingstoke Canal Authority

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Mytchett
Surrey
GU16 6DD

01252 370073

www.basingstoke-canal.co.uk

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Basingstoke
Canal

Canal Managers Update June 2014

Works

- New gates were installed at locks 5, 14 and 15 in March
- Works are still underway on the new moorings at the canal centre.

Staffing

- Steve Livesey Bennet (Lock Keeper) has joined us as a Canal Ranger to cover Sara's maternity leave. Steve has many years experience as a Ranger and will be an asset to the team.
- Mark Foster will be leaving us as lock keeper and starting a new role as assistant ranger with the Blackwater Valley Countryside Project.
- We have just interviewed for 3 new lock keepers
- Unfortunately we have lost Phil Allen from the management team. Thank you to Phil for his hard work over the last few years on the canal. He will be greatly missed. James Taylor will be filling his role and now working full time on the canal on behalf of both Surrey and Hampshire.

Volunteers

- The Tuesday volunteer group has been working on installing new bollards at Mytchett Lake and working on soft bank protection opposite the canal centre. They have also been clearing up through Woking and Sheerwater and clearing hydrocotyle weed. They have now also started the summer lock spruce up of cutting and painting.
- The Canal Society Lengthsman scheme continues to provide us with regular updates from out on the Canal.

Weedcutter

- The weedcutter has started its weed onslaught down in Woking. The weed however has proved a tough opponent and the weedcutter had to undergo some repair and reinforcement. It is now back working again. It will be heading back up towards deepcut when it has finished in woodham.

New Charges update

- Role out of the new licence fee collection in March was successful and all existing licence holders have either paid for the full year or are set up on a direct debit system.
- Stage 2 is now to start working through the unlicensed boats on the canal. This is going to be a door knocking exercise based on the boat surveys that have been recently carried out by volunteers and lengthsman. We will also be speaking to canal side residents with unpowered boats in their gardens and informing them of the licence requirements which we believe many are unaware of.

Management Team

- The tree survey has been delayed, but now due to start ASAP
- The summer car park cut has been tendered for and Norris and Gardner will be continuing with this. A few areas have been added to the scheme this year such as bridge barn.
- A blue green algal bloom affected Hampshire in May, but thankfully only lasted a couple of weeks.

Brief Updates from other Meetings (full minutes available on request)

Conservation Management Steering Group 30th April 2014

- Review of Hall and Groom report by Dr Eaton, Dr Eaton concluded that the canal SSSI condition may have become 'unfavourable recovering' for the first time.
- Presentation by Paul Hope (PH) on bats in the Greywell tunnel. PH confirmed that the species recorded in the tunnel are Natterers, Daubentons, Whiskered and Brandt. The long eared bat was recorded but this was more than 10 years ago and appeared to only be one individual. During swarming surveys the Barberstein and Beckstein bats were recorded, but not during hibernation.
- Discussions with EA regarding water quality analysis of the canal. Concluded we are within required parameters. Number of survey points to be reduced by EA but may be able to be picked up by ranger staff instead.
- Alkalinity/acidity was judged to still be of appropriate gradient along the canal.

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THE BASINGSTOKE CANAL SOCIETY

Report to the Joint Management Committee – 26th June 2014

1. Recent work on the canal

Work on renovating the historic barn at Colt Hill, Odiham is almost complete and the Chairman of Hampshire County Council, Cllr Thornber, unveiled a plaque in May to record the efforts of the volunteers in restoring the building. The barn is now the base for the John Pinkerton trip boat which provides excursions on the western end of the canal throughout the summer.

Following the complete renovation of the Basingstoke Canal Authority's weedcutter, Society volunteers have been using the weedcutter to tackle the extensive weed growth in the Woking area and a significant section of the navigation has been cleared.

The Canal Society will be organising work camps for visiting volunteers this summer. Work will be undertaken at Brookwood and on the Deepcut flight of locks. These work camps continue a long tradition of volunteer working on the canal which dates back to the restoration phase in the 1970s and 1980s. The work camps are attended by young people from all over the country (and some from abroad) who spend part of their annual holiday undertaking all kinds of construction and renovation work on the canal. The Canal Society is indebted to Hampshire County Council for making its accommodation at the Runways End activity centre available this year for the visiting volunteers at an affordable cost.

2. Canal Society work party efforts

Since the February meeting of the JMC, Society work parties on the canal have undertaken 204 man-days work or approximately £18000 Equivalent Value in Kind (EVIK). The Society has also invested its charitable funds in the purchase of materials, the hiring of plant and equipment and the acquisition of parts for the weedcutter.

3. John Pinkerton 11

The outlook for the 2014 cruising season looks very promising with bookings at record levels. The charters this year will include a private charter for the Farnborough Air Show and several themed trips. These will comprise a Pirates trip, a Jazz and Ale Special, an 'Acoustic' trip, a Creamed Tea (with piano accompaniment) cruise and a 'Cruise with the Blues'. All these trips emphasize the importance of the John Pinkerton to the promotion of the canal. In the Canal Society's view there is no doubt that the John Pinkerton is an excellent ambassador for the canal providing both enjoyment to many hundreds (if not thousands) of people who would otherwise be unaware of its attractions. The trip boat

also generates considerable revenue which is then re-invested into the canal through the Society's work parties.

With the successful introduction of John Pinkerton 11, we have decided to sell John Pinkerton 1 which has served us well over the last 34 years. The boat is likely to go to a new home on the Kennet & Avon canal.

4. Planning

In the Canal Society's view there remains a vital need to ensure that the canal benefits from new developments in the canal corridor. This has been a recurrent theme in these reports but the fact remains that (unlike our sister waterway, the R Wey Navigation, for example) there is no 'joined up' approach to planning on the Basingstoke Canal. We can only repeat our suggestion that both counties and all six districts should make a real effort to formulate planning policies for the whole canal so that any new developments that are proposed, in canal-side locations, are required to provide benefits (including financial contributions) to the canal which is clearly used by developers as a basis for securing premiums for properties with canal frontages or access to the canal. Proper canal-based planning policies would also provide a very useful means of ensuring that developments on the rural sections of the canal are prevented or adequately controlled.

5. Magna Carta

In 2015 the 800th anniversary of the sealing of Magna Carta by King John at Runnymede in 1215 will be celebrated throughout the country. This creates an important opportunity to promote the canal next year. It is generally thought that King John was at his castle in North Warnborough immediately before he left for Runnymede to seal the Charter. This important connection with King John will be marked in Odiham by several events including a medieval fair, the recital of a specially commissioned anthem in the church, and an archery contest. The Canal Society is planning to hold a boat rally at Colt Hill in Odiham in May 2015 as part of the 800th anniversary celebrations. We will also be running specially themed 'King John' trips with commentaries on the historic events of 1215. A long distance walk is also planned from Odiham to Runnymede to re-enact the king's passage to the historic site on the Thames. All these activities will enable the canal to be promoted as a unique link (via the Thames) between Odiham and Runnymede. The support from all the members of the Canal Partnership would be very much welcomed in contributing to the success of this important anniversary.

6. Visitors Centres

The Canal Society warmly welcomes Surrey County Council's plans for a new visitor centre at Mytchett and we would be very pleased to offer our active support for this project. However, given that the canal is 32 miles in length, there is, in our view, a need for smaller visitor centres (or visitor information centres) at the eastern and western ends of the canal. Suitable locations need to be identified but suitable sites might exist in Woking and Odiham. We would urge the JMC to undertake a review on the options for

further visitor centres including a consideration of location, funding, staffing (could volunteers be used?) and design options. There is an obvious need to market the canal more effectively and the experience of other canals (for example the Wey & Arun, Grand Western, Kennet & Avon) would indicate that visitor centres are an effective way of attracting support (both financial and volunteer) to waterways.

Philip Riley
Chairman
The Basingstoke Canal Society

17.06.14

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