

## Notice of Meeting

# Basingstoke Canal Joint Management Committee



Date & time	Place	Contact	Acting Chief Executive
Thursday, 30 November 2017 at 10.05 am	Rushmoor Borough Council, Concorde Room	Richard Plummer Room 122, County Hall Tel 020 8213 2782	Julie Fisher
		<a href="mailto:richard.plummer@surreycc.gov.uk">richard.plummer@surreycc.gov.uk</a>	 We're on Twitter: <a href="https://twitter.com/SCCdemocracy">@SCCdemocracy</a>

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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 Richard Plummer on 020 8213 2782.

## MEMBERS

### Hampshire County Council

Councillor John Bennison  
Councillor Andrew Gibson  
Councillor Anna McNair Scott  
Councillor Charles Choudhary

### Hart District Council

Councillor Simon Ambler  
Councillor Jenny Radley

### Rushmoor Borough Council

Councillor Les Taylor  
Councillor JH Marsh

### Fleet Town Council

Councillor Jeff Smith

### Special Interest Groups

#### Basingstoke Canal Society

Martin Leech  
Philip Riley

#### Parish Councils

Alastair Clark

#### National Trust, River Wey and Godalming Navigations

John Gibson

### Surrey County Council

Councillor Mike Goodman  
Councillor Ben Carasco  
Councillor Paul Deach  
Councillor Colin Kemp

### Guildford Borough Council

Councillor Nigel Kears

### Runnymede Borough Council

Councillor Barry Pitt

### Surrey Heath Borough Council

Councillor David Lewis

### Woking Borough Council

Councillor Kevin Davis  
Councillor Ann-Marie Barker

### Natural England

Adam Wallace

### Inland Waterways Association

Verna Smith

### Basingstoke Canal Boating Club

Liz Murnaghan

### Galleon Marine

Arthur McCaffery

## **TERMS OF REFERENCE**

The Committee is responsible for the following areas:

The Committee is responsible for the following areas:

- The oversight of the completion of the restoration of the Basingstoke Canal;
- The management and maintenance of the Basingstoke Canal as an environmental navigational and recreational asset in accordance with the policy and budgetary framework set for the Committee; and
- The balancing of the interests of all users of the Basingstoke Canal and conservation of the natural environment.

## AGENDA

### 1 ELECTION OF THE CHAIRMAN

To elect a new Chairman of the Basingstoke Canal Joint Management Committee.

### 2 APOLOGIES FOR ABSENCE

### 3 MINUTES OF PREVIOUS MEETING: 26 JULY 2017

To agree the minutes of the previous meeting as a true and accurate record of proceedings.

(Pages 1  
- 14)

### 4 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### 5 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 *[24 November 2017]*.
2. The deadline for public questions is seven days before the meeting *[23 November 2017]*.
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### 6 FUTURE OF THE CANAL UPDATE

**Purpose of the report:** To update Members of the Joint Management Committee on progress regarding the future of the canal and give an overview of the work of the Canal and River Trust (CRT).

- 7 OUTTURN FORECAST 2017/18 AND FORWARD BUDGET 2018/19** (Pages 15 - 32)

**Purpose of the report:** To brief Members on the financial position of the Basingstoke Canal Authority.

- 8 CANAL CENTRE CAMPSITE - DECISION REPORT** (Pages 33 - 38)

**Purpose of the report:** To seek approval for development of the Canal Centre campsite to increase revenue income for the Basingstoke Canal Authority.

- 9 CANAL MANAGEMENT REPORT** (Pages 39 - 40)

**Purpose of the report:** To update Members on the work of the Basingstoke Canal authority undertaken since the last meeting of the Joint Management Committee

- 10 BCA RISK REGISTERS** (Pages 41 - 42)

**Purpose of the report:** To inform the JMC of the key risks associated to the BCA Canal Partnership after annual review and to ensure risks are mitigated as far as possible.

- 11 CANAL SOCIETY REPORT** (Pages 43 - 46)

**Purpose of the report:** To update the Committee on the work undertaken by the Basingstoke Canal Society since its last meeting.

- 12 ACTIONS TRACKER AND FORWARD WORK PROGRAMME** (Pages 47 - 52)

**Purpose of the report:** To review and approve the actions tracker and forward work programme and make comment as required.

- 13 DATE OF THE NEXT MEETING**

The next meeting of the Basingstoke Canal Joint Management Committee will be held on 28 June 2018.

**Julie Fisher**  
**Acting Chief Executive**

Published: Wednesday, 22 November 2017

### **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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**MINUTES** of the meeting of the **BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE** held at Mytchett Canal Centre, Mytchett Place Road, Mytchett, Surrey, GU16 6DD on Wednesday 26 July 2017  
These minutes are subject to confirmation by the Committee at its meeting 22 November 2017.

(\* Present)

**Hampshire County Council**

- \* Councillor John Bennison
- \* Councillor Andrew Gibson
- \* Councillor Anna McNair Scott
- \* Councillor Charles Choudhary

**Hart District Council**

- \* Councillor Simon Ambler
- \* Councillor Jenny Radley

**Rushmoor Borough Council**

- Councillor Les Taylor
- \* Councillor JH Marsh

**Fleet Town Council**

- \* Councillor Jeff Smith

**Special Interest Groups**

**Basingstoke Canal Society**

- \* Martin Leech
- \* Philip Riley

**Parish Councils**

- \* Alastair Clark

**Residential Boat Owners Association**

Alan Wildman

**Surrey County Council**

- \* Councillor Mike Goodman
- \* Councillor Ben Carasco
- \* Councillor Paul Deach
- Councillor Colin Kemp

**Guildford Borough Council**

Councillor Nigel Kearse

**Runnymede Borough Council**

Councillor Barry Pitt

**Surrey Heath Borough Council**

Councillor David Lewis

**Woking Borough Council**

Councillor Kevin Davis

Councillor Ann-Marie Barker

**Natural England**

Adam Wallace

**Inland Waterways Association**

- \* Verna Smith

**Basingstoke Canal Canoe Club**

- \* Liz Murnaghan

**Galleon Marine**

- \* Arthur McCaffery

**Substitutes:**

Hilary Addison, Woking Borough Council

**1/17 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Colin Kemp, Kevin Davis and David Lewis.  
Hilary Addison substituted for Kevin Davis.

**2/17 MINUTES OF PREVIOUS MEETING: 2 NOVEMBER 2016 [Item 2]**

The minutes of the previous meeting were agreed as a true and accurate record of proceedings.

**3/17 DECLARATIONS OF INTEREST [Item 3]**

There were no declarations of interest made.

**4/17 QUESTIONS AND PETITIONS [Item 4]**

There were no questions or petitions received.

**5/17 ELECTION OF VICE-CHAIRMAN [Item 5]**

**Declarations of interest:**

None

**Key points raised during the discussion:**

1. The Chairman proposed Cllr Andrew Gibson to be elected as Vice-Chairman of the Committee. This was agreed unanimously by the Committee.

**6/17 UPDATE ON THE FUTURE OF THE BASINGSTOKE CANAL [Item 6]**

**Declarations of interest:**

None

**Witnesses:**

Lisa Creaye-Griffin, Countryside Group Manager, Surrey County Council  
Jo Heath, Head of Countryside, Hampshire County Council

**Key points raised during the discussion:**

1. Officers outlined the report to the Members of the Committee. It was stressed that Option B presented the most viable option for the future governance arrangements of the Basingstoke Canal. It was noted that this included an investment in the canal to improve viability and to improve the offer of a transfer of assets to the Canal and Rivers Trust (CRT). It was also noted that the CRT would be invited to the next meeting of the Basingstoke Canal Joint Management Committee (JMC) to discuss their work and the proposed offer with Members.
2. It was noted by officers that the service was continually, as part of the options appraisals, considering efficiencies to be made to reduce operational costs to the funding authorities.
3. Officers noted that the County Councils were considering Capital investment in the canal to reduce the current arrears of maintenance and improve future viability of the canal. The overall aim of improving the offer would be a smooth transfer of assets to the CRT.
4. Officers stressed that there would be more information available to Members regarding proposals with the CRT after November 2017.
5. Members expressed support for the work being undertaken with the CRT and highlighted that there was hope that there would be positive engagement between the CRT and the funding authorities. Members also noted the role that District and Borough authorities could have in improvements to the canal and in promoting the canal as a public resource. It was suggested that there could be improved partnership



- work with District and Borough authorities to promote the canal, highlighting digital promotion as a potential area to explore more fully.
6. Members stressed that there was a requirement to put in a strong case to District and Borough authorities when there was a requirement to further develop the canal and that District and Borough authorities would need to have a greater input in the development for the canal.
  7. It was questioned whether the Basingstoke Canal Authority (BCA) was looking for additional income streams to fund projects. Officers confirmed that they had applied for the M3 Local Enterprise Partnership (M3LEP) funding for the Campsite development project and that there were other opportunities that were being looked into of a similar nature by the BCA.
  8. Members suggested that the JMC should meet more frequently to analyse business cases relating to income generation for the Canal. The Chairman suggested that there could be scope to set up a small business case task and finish group to analyse any potential business cases.
  9. It was questioned by Members whether partner authorities should be required to provide their full contributions. Officers noted that the BCA had maintained its service without the full contributions of all partner authorities, and that the service must be realistic as a result of the financial pressures on the partner authorities. However, it was suggested that the Chairman write to partner authorities to highlight the importance of maintaining current funding levels to ensure the effective maintenance of the canal.
  10. Officers stressed that the core priority for the funding authorities was to maintain the safe operation of the canal.

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

The Basingstoke Canal Joint Management Committee agreed:

1. That it would scope out the possibility of a task and finish group to review future business case proposals.
2. That it would approve the business objectives and long term direction for the management of the Basingstoke Canal.
3. That the Chairman would issue communications to all partner authorities encouraging them to maintain their revenue contribution as close to current levels as they can for the next 3-5 years to assist in securing the long term financial future of the Canal.
4. That it would consider the detailed business cases prior to final approval by the relevant authorities.

**7/17 FINAL ACCOUNTS 2016/17 [Item 7]**

**Declarations of interest:**

None

**Witnesses:**

Jane Lovett, Honourary Treasurer, Hampshire County Council

**Key points raised during the discussion:**

1. Officers outlined the report, highlighting an additional income of £15,000 from boat revenue and that there was additional revenue from car parking charges and an improved sales revenue.
2. Officers noted that there was a reserve of approximately £486,309. It was noted that this was considered a healthy reserve and that it could help with one-off investments into the canal in future.
3. Members questioned the potential for the development of more riparian car parks as an income stream for the BCA. Officers noted that funding for the development of the Scotland Bridge Road car park was already in place and that this was planned as a future income stream for the BCA. It was also suggested by officers that the Canal Centre could also implement car parking charges after any future site development. Members questioned whether it was possible to implement car parking charges on all rural car parks. Officers noted that work would be done by the BCA and the Surrey and Hampshire County Council to determine the plausibility of this and report back to the JMC.
4. Members noted that the increase in revenue was positive and that the financial outlook for the BCA 16/17 also looked positive.

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

1. That officers provide a report on potential car parking charges being implemented across all rural, riparian car parks and report back to the JMC in its meeting early 2018.

**8/17 CAPITAL WORKS PROGRESS REPORT [Item 8]**

**Declarations of interest:**

None

**Witnesses:**

James Taylor, Strategic Manager Basingstoke Canal  
 Peter Close, Volunteer Skipper of the *John Pinkerton II*, Basingstoke Canal Society

**Key points raised during the discussion:**

1. Officers noted that there had been a significant amount of Capital works undertaken over the last three years. It was stressed that the service had been looking primarily to resolve high priority safety issues.
2. It was noted that there was leftover Capital funding in the Surrey County Council budget from the previous year, and that there was an agreement to input an additional £150,000 per year for the next three years. It was noted that Hampshire County Council had spent its Capital budget as a result of the Dogmersfield Landslip, but confirmed that a high priority bid for a new project cycle had been submitted to the Executive of Hampshire County Council.
3. Officers noted that the highest priority issues for the service were dredging and bank protection. It was explained that there was a significant build-up of silt in some areas. However, it was noted that dredging operations were a costly endeavour for the service.
4. It was stressed by officers that the BCA and the owning authorities were committed to resolving the backlog of maintenance. It was highlighted that this would also resolve some issues highlighted in the Future of the Basingstoke Canal report of July 2017.
5. Members questioned the scope and purpose of the “Sense Check” with the CRT. Officers noted that it was a way of determining whether the service was working in concert with how the CRT sees the future of the canal and ease the potential transition of the Future of the Canal proposals.
6. Members questioned the continued concerns regarding Swan “Cutting”, and suggested that the resolution of this problem be considered a higher priority by the BCA. The Chairman invited a guest speaker of the *John Pinkerton II* trip boat owned by the Basingstoke Canal Society (BCS) to detail issues regarding the “Cutting” that were experienced by canal users. Officers noted that, while this was considered an important issue it was not primarily a safety issue, and that any resolution would be very complex.. Members accepted this, but noted that they would like to see some resolution to the Swan “Cutting” issue and that the service should submit to the JMC proposed timescales of work to be undertaken.
7. Officers stressed that the key challenge for the BCA and owning authorities was officer time and workload to deliver complex engineering projects.. It was stressed that the work on the Dogmersfield landslip had taken a significant amount of officer resource to resolve. Officers explained that with the completion of this work, more priority could be placed on other projects.
8. Members noted the significant amount of work undertaken with the Dogmersfield landslip and thanked the BCA for their work in resolving

this issue.

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

1. That the BCA provide a detailed timescale of Capital projects to be undertaken over the next five years.

**9/17 FARNBOROUGH ROAD MOORINGS DECISION REPORT [Item 9]**

**Declarations of interest:**

None

**Witnesses:**

James Taylor, Strategic Manager Basingstoke Canal

**Key points raised during the discussion:**

1. Officers highlighted the business proposal and noted the potential income generation opportunities the proposal presented. Officers explained that this site was chosen as an initial project due to its positioning and its status as a previous canal wharf.
2. Officers noted that there was some concern raised by Natural England regarding the Site of Significant Scientific Interest (SSSI) status and that the Runways End had also raised some observations regarding the proposals. It was noted that the service had taken these issues into consideration in the proposal and had addressed any issues raised.
3. It was noted by officers, after questions raised by Members, that one live aboard boater might be considered to police use of the mooring. It was noted that this was considered normal procedure on other waterways and did not contravene any previous rules enforced by the BCA.

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

None

**Resolutions:**

It was resolved that:

1. The Committee approves and authorises officers to implement the proposed moorings and associated alterations to the adjoining car park at Farnborough Road (Wharf) Bridge.

**10/17 CANAL MANAGEMENT REPORT [Item 10]**

**Declarations of interest:**

None

**Witnesses:**

James Taylor, Strategic Manager Basingstoke Canal  
Fiona Shipp, Canal Manager

**Key points raised during the discussion:**

1. Officers outlined the work undertaken by the BCA since the last meeting of the JMC. It was highlighted that the service had performed well in an Emergency Plan test exercise and that the BCA had received a team award from Hampshire County Council for an unusually high number of compliments received during 2016. It was also noted that routine maintenance had been undertaken by the service and that the next scheduled tree survey was to take place in late 2017.
2. Officers noted that it had been a good season for unpowered boat use and that the numbers per trip had increased.
3. Water levels were highlighted as an issue. Officers explained that the unusually dry spring was a cause for the low levels of water. It was stressed that there was a requirement for a prolonged period of wet weather to resolve this, but that the BCA had implemented measures to lessen the impact that this had upon the canal.
4. Officers highlighted the Key Results Indicators (KRIs) in the report, noting that a key reason for the red targets in the Red, Amber, Green (RAG) scale, were due to the high targets that were set by the service.
5. It was noted that the Site of Special Scientific Interest (SSSI) status was an area of required improvement. However, it was stressed by officers that the target did not indicate poor performance by the BCA but that the SSSI status had not improved. The need for improvement on this was recognised by the BCA. It was noted that Natural England were the regulatory authority for SSSI condition, and could in theory prosecute if they considered activities were harming the SSSI. Members noted the need to work in partnership with Natural England, and stressed that their representative on the JMC should be present to help voice any concerns that they have before issues become acute.
6. It was stressed that there were no major safety issues on the Canal and that Capital works were resolving any minor safety concerns.
7. The Committee noted that the BCA should look again at how the KRIs are measured and ensure that they are reported in a meaningful and simple manner for the next report.

8. Members questioned whether there was any bank damage caused by animals and whether this put significant strain on the service. Officers noted that this was a problem, but that the service had taken measures to alleviate it, highlighting the use of dog steps in some areas.
9. Officers noted that telemetry project was still ongoing, and that some progress had been made.
10. The Chairman, on behalf of the Committee, noted it's thanks to the BCA and highlighted the good progress that was being made over the year.

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

1. That the Chairman make representations to the Member representing Natural England to stress the importance of partnership work and request that they attend meetings to highlight concerns raised by Natural England regarding the Canal's SSSI status.
2. That the KRIs contain an explanation as to what the targets set by the BCA and for this information to be circulated to the Committee.

*Mike Goodman left the meeting at 12.04pm. Andrew Gibson resumed the meeting as Chairman.*

**11/17 CANAL SOCIETY REPORT [Item 11]**

**Declarations of interest:**

None

**Witnesses:**

Philip Riley, Chairman of the Basingstoke Canal Society  
Martin Leech, Vice-Chairman of the Basingstoke Canal Society

**Key points raised during the discussion:**

1. The Canal Society outlined work undertaken over the period since the last meeting of the Committee. The Woking Town Wharf development was highlighted particularly as a positive development, noting that this was the first time that M3 LEP funding had been awarded to the Society.
2. It was noted that the Society's trip boats were operational in Woking and that this was a positive development. It was also stressed that the Society was looking to operate a larger trip boat in the future. Members noted the positive work undertaken by the Society in Woking and thanked the Society for their contribution.

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

None

**12/17 APPOINTMENT OF SPECIAL INTEREST GROUPS [Item 12]****Declarations of interest:**

None

**Officers:**

Richard Plummer, Committee Assistant, Surrey County Council

**Key points raised during the discussion:**

1. Officers outlined the procedure for the election of Special Interest Groups to the JMC. It was explained to the Committee that it had received a number of Expressions of Interest from interested groups to join the JMC for a period of four years according to the terms set out in the Memorandum of Agreement of the JMC (2014), which were considered by the Committee.
2. Officers noted that Inland Waterways Association (IWA) was submitting a late bid to provide an Expression of Interest. The Chairman put to the Committee whether to allow for a late representation to be heard. The Committee agreed unanimously to hear the representation from the IWA. This is attached to the minutes as Annex A.
3. The Committee voted on applications for new representation of Special Interest Groups on the JMC.

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

None

**Resolutions:**

It was resolved that:

1. The following four groups be appointed as Special Interest Groups for a period of four years according to the terms set out in the Memorandum of Agreement of the JMC (2014):
  - a. Basingstoke Canal Canoe Club
  - b. National Trust, River Wey and Godalming Navigations
  - c. The Hart District Association of Parish and Town Councils
  - d. Inland Waterways Association

**13/17 FORWARD WORK PROGRAMME AND RECOMMENDATIONS TRACKER [Item 13]****Declarations of interest:**

None

**Officers:**

Richard Plummer, Committee Assistant, Surrey County Council

**Key points raised during the discussion:**

1. The Committee noted the forward works programme and action tracker. Members questioned the absence of the Risk Register in the agenda. Officers noted that, as the Risk Register had not changed since the last meeting of the Committee, they were not included in the report, and referred Members to the previous agenda of the Committee. It was noted that an updated version would be included at the next meeting of the JMC.

**14/17 DATE OF THE NEXT MEETING [Item 14]**

The Committee noted that its next meeting would be on 22 November 2017 at the Mytchett Canal Centre.



Meeting ended at: 12.24 pm

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**Chairman**

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## **IWA Submission**

I am authorised by the National Chairman, Les Etheridge, and the Head of the National Navigation Committee, Gren Messham, to express the Association's interest in being re-appointed to a place on the Basingstoke Canal Joint Management Committee.

The IWA was established to restore Britain's canals from dereliction in 1947, holding one of its first boat rallies at Woking when intrepid boaters travelled with tarpaulins to allow the locks to fill and getting very muddy was the norm. Since then the IWA has continued to support the Basingstoke Canal with technical assistance from their civil engineer, practical help in form of the Waterways Recovery Group who have assisted with major and minor projects along the canal, and finance to support the back pumping projects.

At a national level the IWA provides the secretariat for the All Party Waterways Parliamentary group and has close contacts with the Canal and River Trust and Environment Agency. The local branch of the IWA serves an area from the south coast to Reading and Newbury, which provides useful links to a variety of waterway authorities and a unique insight into the management of individual waterways. A number of these are also in transition to become part of the CRT network.

I serve on the local branch of the IWA and have been the south eastern representative on the navigation committee for four years and have been proposed as the regional chairman, with effect from September 30th 2017. These roles give me links to good nationwide networks with access to varied expertise which could be useful to the Basingstoke Canal.

I grew up a quarter of a mile from the Basingstoke Canal in Knaphill and have canoed/kayaked along its length many times. I moved to Ash Vale to be close to the canal and have continued to enjoy the towpath and navigation. Until recently I was a director of the Basingstoke Canal Society and still help the sales stand at village fairs.

I think that my contacts with the national waterways and organisations could be useful to the JMC as it seeks to safeguard the future of the Basingstoke Canal.

Verna Smith

July 25<sup>th</sup> 2017

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## HAMPSHIRE COUNTY COUNCIL

## Report

<b>Committee/Panel:</b>	Basingstoke Canal Joint Management Committee
<b>Date:</b>	30 November 2017
<b>Title:</b>	Outturn Forecast 2017/18 and Forward Budget 2018/19
<b>Report from:</b>	Report of Honorary Treasurer and Strategic Manager
<b>Contact name:</b>	Jane Lovett, Honorary Treasurer, Hampshire County Council James Taylor, Strategic Manager Basingstoke Canal
<b>Tel:</b>	01962 847518 / 01483 517538
<b>Email:</b>	<a href="mailto:Jane.Lovett@hants.gov.uk">Jane.Lovett@hants.gov.uk</a> / <a href="mailto:james.taylor@surreycc.gov.uk">james.taylor@surreycc.gov.uk</a>

## 1 Executive Summary

1.1 The purpose of this report is to brief Members on the financial position of the Basingstoke Canal Authority. In summary members are asked to:

- Review and agree the outturn forecast for the current year 2017/18.
- Agree the budget for 2018/19.

1.2 Net revenue costs are incurred on behalf of the Joint Management Committee by Hampshire County Council (HCC) and financed through partner contributions from both Hampshire and Surrey County Councils and the Riparian district Councils. Capital expenditure is currently being funded by Hampshire and Surrey County Councils for specific repairs and improvements.

1.3 The outturn forecast shows the Canal will make a contribution to reserves of £44,336. This is mainly due to the postponement of the Principal Survey of Sluices & Weirs which is now due to occur in 2018/19 – see Appendix A.

## 2 Outturn Forecast 2017/18

2.1 The outturn forecast for 2017/18 is set out in Appendix A. Overall the current forecast shows the Canal will make a contribution to reserves of £44,336 rather than maintain the March 2017 level as set out in the original budget.

2.2 The outturn forecast revenue expenditure shows an underspend of £45,221 against the original budget. This variance is broken down by category below with underspends shown as negative figures.

## Employees [ £3,401 ]

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This adverse variance is due to an additional £2,000 for an increase in Health & Safety training. The remaining £1,400 is for additional casual work to cover the unplanned extra operational days for unpowered boat hire and for supporting the campsite.

- **Premises [ £0 ]**

Premises expenditure is anticipated to be in line with the budget.

- **Canal Maintenance [ £4,878 ]**

This forecast overspend is to be largely met from Supplies & Services budgets. Remaining unspent but forecast expenditure includes £54,500 for the tree survey inspection followed by initial immediate tree works following the successful implementation of the contract for the survey. Other major planned expenditure includes:

£1,856 towards the overhaul of backpumping systems;

£12,219 for installation of two sets of lockgates;

£11,500 bankside repairs set aside for programmes works to leaks;

£8,150 reactive treework allocation usually spent in winter period as time of worst weather;

£2,155 on dealing with matters within the canal channel;

£2,111 allocated for potential repairs/replacements to maintenance equipment during heavy use in winter period;

£2,268 Greywell tunnel inspections;

£1,425 set aside for additional emergency callouts if required;

£970 towards second reservoir inspection;

£1,000 set aside for culvert jetting in winter;

£3,881 volunteer costs;

£7,654 towards maintenance of the Canal centre, including replacement flooring in the Centre and repairs to play area equipment.

- **Principal Survey of Sluices and Weirs [ -£50,000 ]**

The survey of sluices and weirs will now be carried out in 2018/19 by the Canal & River Trust.

- **Supplies and Services [ -£3,500 ]**

Supplies and Services are forecast to underspend by £3,500. The underspend comprises an anticipated decrease in equipment purchases of £4,000 due to equipment being in good repair following replacement in recent years, partially offset by an increase in catering provisions of £500.

2.3 The outturn forecast figure for income shows an adverse variance of £885. This variance is broken down by category below. Negative figures reflect additional income over that which was budgeted:

- **General Fees and Charges [ £495 ]**

Camping income is anticipated to come in under budget by £5,000 as the budget was optimistic. However, other fees have increased including unpowered boat licence sales and additional recovery of staff time for providing consultancy on the Wellesley development which reduces this to an overall minor variance.

- **Grants & Contributions – Partnership Contributions [ £0 ]**

Partnership contributions have already been received as per the budget.

- **Grants & Contributions – Other [ £0 ]**

Grants & Contributions – Other are anticipated to be in line with the budget.

- **Rental Income [ £3,986 ]**

The increase in moorings has been lower than anticipated, in part due to the turnover of moorings in the vicinity of the Canal Centre, and also due to the application for further moorings at Farnborough Road not being implemented due to external approval issues.

- **Sales Income [ -£3,596 ]**

Shop sales, Easter and summer activities have all performed better than expected. Chartered trips have proved to be a success on Rosebud, with cream teas anticipated to generate an additional £1,300. A new income stream from sponsored runs and other third party events using the towpath has brought in £400.

### 3 Forward Budget 2018/19

3.1 The forward budget for 2018/19 is set out in Appendix A.

3.2 A balanced budget is presented for approval. Budgets have been thoroughly reviewed to ensure that they reflect accurate assessments of income and expenditure for 2018/19. It is pleasing to be able to report that the one off cost of the survey of sluices and weirs can be accommodated without a draw on the reserves.

3.3 A breakdown of expenditure is set out below with changes from 2017/18 highlighted. Reductions in budgets are shown as negative figures:

- **Employees [ £20,321 ]**

The budget for employees has increased by just over £20,000. £11,797 is as a result of salary increments, the known increase in employer superannuation contribution rates and an assumed 1% pay award; at the present time no allowance has been made in respect of the potential impact of the National Living Wage in 2018/19. £3,725 is to allow for additional lock keeping hours. £2,200 has been allowed for to accommodate the inflation on past service pension contributions. A provision of £1,000 has been made for skipper training for volunteers. £1,599 has been built in for the increase in casual hours for running the unpowered boat hire on more operational days (increased from 78 to 107 days).

- **Premises [ £0 ]**

No change in the forecast budget for Premises.

- **Canal Maintenance [ -£213 ]**

The Asset Management Plan suggests that £168,000 should be spent on Canal Maintenance. It is however possible to plan for a similar level of spend in 2018/19 despite accommodating the survey of sluices and weirs in the overall budget.

- **Principal Survey of Sluices & Weirs [ £0 ]**

The survey of sluices and weirs will be carried out in 2018/19 by the Canal & River Trust.

- **Transport [ £0 ]**

No change in the forecast budget for Transport.

- **Supplies and Services [ £900 ]**

There is an increase in the Supplies and Services budget of £900 mainly due to an increase in catering provisions of £500, £2,000 to extend the cleaning contract to weekends to cover the projected increase in use of facilities for the campsite and function room, £1,000 for anticipated additional Wi-Fi costs, and £1,000 for additional shop purchases (which should generate £2,000 in additional shop sales which is offset by a reduction in equipment budgets of £4,000).

- **Shortfall in Partner Contributions [ £0 ]**

Partner contributions are based on the formula designated in the Memorandum of Agreements and would total £547,682 if all partners paid in full. There is assumed to be a similar shortfall of partner contributions in 2018/19 to the current year. The shortfall in 2017/18 comprises underpayments of £8,869 from Runnymede B.C and £16,282 from Surrey Heath B.C., totalling £25,151 as shown in Appendix A

3.4 A breakdown of income is set out below with changes from 2017/18 highlighted. Increases in budgets are shown as negatives:

- **General Fees and Charges [ -£7,738 ]**

Camping receipts are set to increase by £5,000 due to the 2018 Farnborough Airshow. Function room charges and usage are set to increase in 2018/19 yielding a further £2,000. An additional £600 for boat licenses is also expected.

- **Grants and Contributions – Partner [ £0 ]**

This category includes the contributions from Partners as set out in the Memorandum of Agreement and there is therefore no change from 2017/18. However, not all of these funds are budgeted to be received – see Shortfall in Partner Contributions above.



- **Grants and Contributions – Other [ -£599]**

An additional £600 is built in for recharging electrical costs to the tea rooms.

- **Rental Income [ -£5,011 ]**

An additional £2,300 in rent is expected in relation to the fibre optic cable following a three yearly rent review, a further £1,000 from gate & garden licences is anticipated due to better enforcement and engagement with residents, and £1,700 in mooring income due to inflating fees.

- **Sales Income [ -£7,660 ]**

Shop income has been increased by £2,000 following the increase in shop purchases noted above. Sales of tickets have been increased by £3,400 of which £2,400 is anticipated to come from an increase in charges for public and chartered trips and £1,000 on Santa Cruises, part of which is due to being able to operate slightly more cruises in December 2018 and partly due to a revision of charges. Income from cream teas has been increased by £1,300. Unpowered boat hire is anticipated to increase by £900 by inflating charges.

#### **4 Capital Expenditure Programme**

- 4.1 The Hampshire County Council brought forward balance for capital works was £891,356.
- 4.2 Appendix B shows the budgeted expenditure for 2017/18. £856,549 is expected to be spent, thus leaving a remaining balance of £34,807 at the end of 2017/18. The Hampshire County Council 2018/19 three year capital programme is currently being compiled and the final decision will be made in February 2018.
- 4.3 The biggest expenditure to date has been the completion of repairs to the Dogmersfield Landslip where a further £530,256 has been paid to the contractor, plus £57,467 in engineering costs.
- 4.4 £121,508 has been spent on bank protection works throughout the Hampshire section of Canal, completing works commenced in the 2016/17 year in Surrey. £30,000 is budgeted to be spent on bank protection works in Hampshire during the winter of 2017/18 which will again be procured alongside a similar project in Surrey.
- 4.5 £8,000 remains outstanding on the joint (with SCC) order for a telemetry system – the supplier is having difficulty delivering a reliable system, and no further payments are due until this gateway is reached.
- 4.6 The Surrey County Council funded capital programme brought forward £546,455 and received another £150,000 in 2017/18; totalling £696,455 of funds. £361,026 is budgeted to be spent in 2017/18 leaving a surplus of at year end of £335,430.
- 4.7 Currently only £35,886 has been paid for bank protection and lock structure repairs, however a further £225,816 is committed to works; these include Woking Wharf and repairs to the bank at Ash Vale.

- 4.8 Additional expenditure is expected during the winter when a Principal Inspection of the St John's Locks will be conducted, alongside additional bank protection work.

## 5 Special Projects

- 5.1 Odiham Castle – funds stand at £3,148 with £194 budgeted for signage & maintenance in 2017/18.

- 5.2 Higher Level Stewardship (HLS) funding

### Surrey - HLS Rural Payments Agency

Annual Grassland Maintenance – £2,519 offset staffing costs incurred on grassland maintenance and will be invoiced to Surrey County Council.

### Hampshire - HLS Rural Payments Agency

Annual Grass and Woodland Maintenance – receipts of £5,636 are anticipated for 2017/18. Maintenance work on the grassland is expected to continue under the current agreement until 2022. Receipts will offset the staffing costs incurred by the Canal during 2017/18.

## 6 Reserves

- 6.1 A detailed breakdown of reserves is shown in Appendix C.2.
- 6.2 An analysis of the level of general reserve has been undertaken and taking into account factors including unknown costs such as the National Living Wage, the financial strain on Partner's budgets and any unforeseen expenditure. It is the Treasurer's opinion that the level of general reserve is adequate.
- 6.3 The opening balances for the reserves in 2017/18 were £462,231 Unallocated and £24,078 for Dredging Silt and Disposal, a combined total of £486,309.
- 6.4 No draw or contribution was budgeted for 2017/18 however it is now anticipated a contribution of £44,336 will be made at the end of 2017/18.
- 6.5 The unallocated reserve is projected to stand at £508,567 at the end of 2017/18 and £510,567 at the end of 2018/19 based on the current budget forecasts.
- 6.6 Interest has been assumed on the balances at 0.5%.

## 7 Scheme of Charges

- 7.1 Attached on Appendix D is the scheme of charges produced by the Canal Manager and which have been used when calculating the forward budgets for income.
- 7.2 Members are asked to agree the proposed Scheme of Charges for 2018/19 as set out in Appendix D.

## 8 Conclusion

- 8.1 This report indicates that the forecasted position for the Canal for 2017/18 is better than was originally budgeted, and that a contribution to the reserves of £44,336 will be made.
- 8.2 The budget prepared for 2018/19 is set as a balanced budget. Increases to employees have been offset by increases to income. Canal Maintenance is below the recommended level of £168,000 as suggested in the latest recalculation of the “steady state” model contained in the Asset Management Plan; this may result in a deterioration of the asset condition during 2018/19, however the one off budget for the survey of sluices and weirs in 2018/19 could be reallocated to canal maintenance in future years in order to catch up with any backlog.

## 9 Recommendations

- 9.1 To review and agree the outturn forecast for the current year 2017/18; and
- 9.2 To agree the budget for 2018/19; and
- 9.3 To agree the proposals regarding the scheme of charges for 2018/19 set out in Appendix D.

**BASINGSTOKE CANAL  
FINANCIAL OUTTURN 2017/18**

**APPENDIX A**

7

Actual Outturn 2016/17 £		Original Budget 2017/18 £	Forecast Outturn Sep-17 £	Over/ (Under) Budget £	Actuals 31 Aug'17 £	Forward Budget 2018/19 £
	<b>Expenditure</b>					
417,522	Employees	436,066	439,467	3,401	175,901	456,387
29,202	Premises	33,000	33,000	0	7,839	33,000
176,667	Canal Maintenance	156,266	161,144	4,878	29,259	156,053
4,000	Principal Survey of Sluices & Weirs	50,000	0	(50,000)	0	50,000
52,288	Transport	49,800	49,800	0	13,880	49,800
67,161	Supplies & Services	45,100	41,600	(3,500)	8,672	46,000
25,151	Shortfall In Partner Contributions	25,151	25,151	0	3	25,151
<b>771,991</b>	<b>Total Revenue Expenditure</b>	<b>795,383</b>	<b>750,162</b>	<b>(45,221)</b>	<b>235,554</b>	<b>816,391</b>
	<b>Income</b>					
120,747	General Fees & Charges	97,200	96,705	(495)	72,783	104,938
547,682	Grants & Contributions - Partner	547,682	547,682	0	522,531	547,682
47,331	Grants & Contributions - other	10,501	10,501	0	1,085	11,100
73,589	Rental Income	81,500	77,514	(3,986)	51,255	86,511
59,644	Sales Income	58,500	62,096	3,596	35,424	66,160
5,000	Other Miscellaneous Income	0	0	0	19	0
<b>853,993</b>	<b>Total Revenue Income</b>	<b>795,383</b>	<b>794,498</b>	<b>(885)</b>	<b>683,096</b>	<b>816,391</b>
(82,002)	Contribution (to)/from Reserves	0	(44,336)	(44,336)	(447,542)	0
	<b>Partner Contributions</b>					
153,188	Surrey County Council	153,188	153,188	0	153,188	153,188
39,076	Guildford Borough Council	39,076	39,076	0	39,076	39,076
8,000	Runnymede Borough Council	16,869	8,000	(8,869)	8,000	16,869
10,000	Surrey Heath Borough Council	26,282	10,000	(16,282)	10,000	26,282
53,276	Woking Borough Council	53,276	53,276	0	53,276	53,276
153,188	Hampshire County Council	153,188	153,188	0	153,188	153,188
30,924	Hart District Council	30,924	30,924	0	30,924	30,924
3,048	Crookham Village Parish Council	3,048	3,048	0	3,048	3,048
6,750	Church Crookham Parish Council	6,750	6,750	0	6,750	6,750
240	Dogmersfield Parish Council	240	240	0	240	240
18,309	Fleet Town Council	18,309	18,309	0	18,309	18,309
4,036	Odiham Parish Council	4,036	4,036	0	4,036	4,036
250	Winchfield Parish Council	250	250	0	250	250
42,246	Rushmoor Borough Council	42,246	42,246	0	42,246	42,246
<b>522,531</b>		<b>547,682</b>	<b>522,531</b>	<b>(25,151)</b>	<b>522,531</b>	<b>547,682</b>
	<b>General Reserves</b>					
(402,026)	Opening Balance	(486,309)	(486,309)	0	(486,309)	(532,645)
(82,002)	Contribution (to)/from Reserves	0	(44,336)	0	0	0
(2,281)	Interest on Balances	(2,000)	(2,000)	0	0	(2,000)
<b>(486,309)</b>	<b>Closing Balance</b>	<b>(488,309)</b>	<b>(532,645)</b>	<b>0</b>	<b>(486,309)</b>	<b>(534,645)</b>

	Surrey County Council Countryside  £	Hampshire County Council Capital Fund  £	Hampshire Emergency Repair Fund  £	Total  £
<b>Reported Balance as at 31st March 2017</b>	<b>(546,455)</b>	<b>(891,356)</b>	<b>0</b>	<b>(1,437,812)</b>
<b>Core Capital Contribution</b>	<b>(150,000)</b>	<b>0</b>	<b>0</b>	<b>(150,000)</b>
<b>Expenditure</b>				
Bank Works	111,750	754,104		<b>865,854</b>
Water Management	8,400	8,000		<b>16,400</b>
Equipment				<b>0</b>
Canal Structure	240,876	94,445		<b>335,321</b>
Consultancy				<b>0</b>
<b>Total cost of planned starts 2017/18</b>	<b>361,026</b>	<b>856,549</b>	<b>0</b>	<b>1,217,575</b>
<b>Balance as at 31st March 2018</b>	<b>(335,430) *</b>	<b>(34,807)</b>	<b>0</b>	<b>(370,236)</b>
<b>Core Capital Contribution</b>	<b>(150,000)</b>	<b>0</b>	<b>0</b>	<b>(150,000)</b>
<b>Expenditure</b>				
Bank Works	101,250			<b>101,250</b>
Water Management	52,500			<b>52,500</b>
Equipment				<b>0</b>
Canal Structure	211,500			<b>211,500</b>
Consultancy				<b>0</b>
<b>Total cost of planned starts 2018/19</b>	<b>365,250</b>	<b>0</b>	<b>0</b>	<b>365,250</b>
<b>Balance as at 31st March 2019</b>	<b>(120,180)</b>	<b>(34,807)</b>	<b>0</b>	<b>(154,986)</b>

	Odiham Castle Scheme	HLS Rural Payments Agency SCC	HLS Rural Payments Agency HCC	Total
	£	£	£	£
<b>Balance as at 31st March 2017</b>	<b>(3,148)</b>	<b>0</b>	<b>0</b>	<b>(3,148)</b>
<b>Expenditure</b>				
Grassland Maintenance	0	2,519	5,636	8,155
Special Projects	0	0	0	0
Bank Repairs	0	0	0	0
Consultancy	0	0	0	0
Tree Work	0	0	0	0
Signage & maintenance	194	0	0	194
HLS Grasslands Income	0	(2,519)	(5,636)	(8,155)
HLS Income	0	0	0	0
HLS Match Funding	0	0	0	0
<b>Balance as at 31st March 2018</b>	<b>(2,954)</b>	<b>0</b>	<b>0</b>	<b>(2,954)</b>
<b>Expenditure</b>				
Grassland Maintenance	0	2,519	5,636	8,155
Special Projects	0	0	0	0
Bank Repairs	0	0	0	0
Consultancy	0	0	0	0
Tree Work	0	0	0	0
Signage & maintenance	0	0	0	0
HLS Grasslands Income	0	(2,519)	(5,636)	(8,155)
HLS Income	0	0	0	0
HLS Match Funding	0	0	0	0
<b>Balance as at 31st March 2019</b>	<b>(2,954)</b>	<b>0</b>	<b>0</b>	<b>(2,954)</b>

	Unallocated Reserve £	Dredging & Silt Disposal £	General Reserves Total £
<b>Balance as at 31st March 2017</b>	<b>(462,231)</b>	<b>(24,078)</b>	<b>(486,309)</b>
Income (Interest on Balances)	(2,000)	0	<b>(2,000)</b>
Projected use of reserve	(44,336)	0	<b>(44,336)</b>
<b>Balance as at 31st March 2018</b>	<b>(508,567)</b>	<b>(24,078)</b>	<b>(532,645)</b>
Income (Interest on Balances)	(2,000)	0	<b>(2,000)</b>
Projected use of reserve	0	0	<b>0</b>
<b>Balance as at 31st March 2019</b>	<b>(510,567)</b>	<b>(24,078)</b>	<b>(534,645)</b>

**Basingstoke Canal Scheme of Prices, Charges & Fees**

Prices	2017/18 Charges & Proposed Changes	Justification	Proposal 2018/19
<b>Privately owned Powered Boat Licences (registered on Canal)</b>	Existing scheme (detailed below) + annual increase % to match CPI  £157.00 Mytchett & Hampshire £31.50 Woodham £16.00 Hermitage £8.00 Brookwood	Major revision in licensing arrangements in 2012/13 terms do not need revision; other neighbouring waterway's prices are staying static or increasing by inflation only. Basic annual charge for waterway use – no partial refunds in accordance with existing boating terms and conditions.	£161.60 Mytchett & Hampshire £32.40 Woodham £16.00 Hermitage £8.00 Brookwood
<b>Mooring fees</b>	Existing + inflation (CPI)  £74.88/m/pa Private £130.00/m/pa Standard £149.76/m/pa Premium	Prices have remained static since the major revision in 2012/13 inflation now applied.	£77.10/m/pa Private £133.80/m/pa Standard £154.10/m/pa Premium
<b>Unpowered boats</b>	Annual licence  £40 - No change proposed  British Canoeing member's annual agreement	Revised in 2016/17 to encourage purchase local licences, rather than British Canoeing membership.  Officers collating information on British Canoeing members use of the Canal.	£40  Officers to review during 2018, and agree new terms with British Canoeing
<b>Unpowered boats</b>	Day and weekly prices currently: No change for 2017/18  £3/day £12/wk	Major revision in licensing in 2012/13, other neighbouring waterway's prices are staying static	£3/day £12/wk
<b>All commercial vessels</b>	No change to multiplier but increase based on private vessel rates.  2.5x multiplier of private vessel rates	Similar to other local waterways.	No Change to 2.5x multiplier of private vessel rates



<b>Discount for all commercial vessels operated by charities</b>	No change to discount- 60% discount	Matches C&RT discount for charity operators	No change to 60% discount – Licence fees variable depending on circumstance
<b>Visiting privately owned boat licences</b>	Existing + inflation (CPI)  Existing rates: £40.00/week £60.00/fortnight £90.00/month	Other neighbouring waterway’s prices are staying static or increasing by inflation only	£41.20/week £61.70/fortnight £92.60/month
<b>Visiting trailed boats</b>	Retention scheme and day licences: No change  £15 per annum registration fee and £8 per day per visit	In line with other waterway’s prices.	£15 per annum registration fee and £8 per day per visit
<b>Discount for visiting boats attending rallies</b>	Variable – officer discretion: No change	Use and numbers vary considerably; officer discretion is required to give the most appropriate decision.	No Change - officers discretion
<b>Dry Dock hire</b>	Daily hire charge: Existing + 5%  £40 / day	Dry dock is still significantly cheaper than competitors but improvement of facilities is required before a much greater increase can be made.	£42 /day
<b>Pump out</b>	Per token charge: Existing +100%  £5 / token	Market research showed that our price was the cheapest anywhere on the inland waterway system.	£10 / token
<b>Car parking charges</b>	Published scheme of charges:  No change	Only applies to Reading Road, Fleet car park; seek Hart DC’s advice annually. Hart DC do not advise increase in 2018.	No Change
<b>Canal Centre Function room hire</b>	Existing + 4.5% to weekdays 3.5% on evening /weekends Regular hires 10% discount  £14.50/hr Evenings & weekends & school holidays £11/hr Weekdays	Function room is well used, but lots of market competitors - too sudden increase would lose market share – study of competitor rates undertaken.	£15.00/hr Evenings & weekends & school holidays £11.50/hr Weekdays

**Camping**

Scheme of charges  
(detail below):  
Existing + variable  
percentage

Site suffers from basic  
facilities, but has little  
competition.

**Standard rates**

Tent / night:

*1-3 berth*

£6.00 + 8.3%

*4-6 berth*

£7.00 + 7.1%

*7+ berth*

£9.00 + 5.5%

Motor home / night

£7.00 + 7.1%

+ per person/ night:

*Adults (12+ years)*

£4 + 0%

*Children (6-12 years)*

£2 + 0%

*Young children (under  
6 years)*

Free

**Premium rates** (apply  
at published periods  
eg: Farnborough  
Airshow)

Tent / night:

*1-3 berth*

£9.00 + 5.5%

*4-6 berth*

£10.00 + 5%

*7+ berth*

£12.00 + 4.1%

Motor home / night -

£10.00 + 5%

+ per person/ night:

*Adults (12+ years)*

£8 + 0%

*Children (6-12 years)*

£4 + 0%

*Young children (under  
6 years)*

Free

**Camping rallies**

£170 / night up to 20  
units + additional  
units £8.50/unit/night

**Standard rates**

Tent / night:

*1-3 berth*

£6.50

*4-6 berth*

£7.50

*7+ berth*

£9.50

Motor home / night

£7.50

+ per person / night:

*Adults (12+ years)*

£4

*Children (6-12 years)*

£2

*Young children (under  
6 years)*

Free

**Premium rates** (apply  
at published periods  
eg: Farnborough  
Airshow)

Tent / night:

*1-3 berth*

£10.00

*4-6 berth*

£10.50

*7+ berth*

£12.50

Motor home / night

£10.50

+ per person / night:

*Adults (12+ years)*

£4

*Children (6-12 years)*

£2

*Young children (under  
6 years)*

Free

£180 / night up to 20  
units + additional units  
£9.00/unit/night

<i>OR</i>		<i>OR</i>
If less than 20 units £10/unit/night		If less than 20 units £9/unit/night
<b>Yurt Hire</b> Day hire £40/day £50/night for 1 night £40/night for 2 or more nights (inc. VAT)	Still in growth stage of being an established hire	No change

Charges	2017/18 Charges & Proposed Changes	Justification	Proposal 2018/19
<b>Santa Cruise tickets</b>	Replace existing charges with new 3 tier pricing structure based on demand.  £14 per person weekends/evening and school holidays £11 per person for all other trips	Event very popular, no local competition, 96% sell out on day of release, no capacity to increase numbers. No child discount due to maritime regulation requiring a seat to be made available for all children over 12 months old. Three tier charges, introduced to increase income based on demand. (All prices inc. VAT)	Band A: £15 / person Band B: £14.50 / person Band C: £11.50 / person
<b>Seasonal trails</b>	Per trail price: Existing +20%  £2.50 +20%	Similar rate to other countryside sites. Increase reflects an increase in cost of the prizes	£3
<b>Pond dipping</b>	Per hour hire: No change £5	Very weather dependent. Price to remain the same as 2017	£5
<b>Large towpath based events</b>	Charge per event: No change <i>Up to 100 participants</i> Free <i>101- 500 participants</i> £100 <i>500-999 participants</i> £200 <i>1000 + participants</i> £400 No charge for park runs	Towpath events exceed the public right to wander on countryside land and can cause conflict between users and additional wear. Charges have been introduced to cover costs incurred.	No change <i>Up to 100 participants</i> Free <i>101- 500 participants</i> £100 <i>500-999 participants</i> £200 <i>1000 + participants</i> £400 No charge for park runs

<b>Rowing boat &amp; canoe hire</b>	<p>Hourly or half-hourly hire charge: Existing scheme of fees + % increase</p> <p><i>Rowing boat</i> £14.50/hr + 3.4% £13 / additional hr <i>Canadian canoe</i> £11.50/hr + 4.3% £10/additional hr <i>Pedalo</i> £8/half hour + 6.25% <i>Double kayak</i> £12 + 0% <i>Single kayak</i> £10 + 0%</p>	<p>Very weather dependant, business still continuing to grow. New offer prices on kayaks introduced in 2017/18. (All price inc. VAT)</p>	<p><i>Rowing boat</i> £15 / hr rowing boat £13 / additional hr <i>Canadian canoe</i> £12/hr canoe £10/additional hr <i>Pedalo</i> £8.50/half hour <i>Double kayak</i> £12 double kayak <i>Single kayak</i> £10 single kayak</p>
<b>Public boat trips</b>	<p>Charge per trip: Existing fees + % addition</p> <p>Adult £5 + 20% Child £3.50 + 14.3% Family £15 + 13.3%</p>	<p>Very weather dependant. Based on successful 2016/17 season (all fees inc. VAT)</p>	<p>Adult £6 Child £4 Family £17</p>
<b>Cream Tea trips</b>	<p>Charge per trip: Existing adult charge, deletion of child discount</p> <p>Adult £12.50 + 12% Child £9.00 – rate deleted</p>	<p>Good uptake for first year of operating these trips No differentiation in level of service and only few seats taken up by children.</p>	<p>£14 per seat (no discounts)</p>
<b>Charter hire boat trip</b>	<p>Hourly charge rates: No Change £60/hr daytime £70/hr evenings then</p>	<p>1<sup>st</sup> summer to operate this, still building business (All fees inc. VAT)</p>	<p>£60/hr daytime £70/hr evenings</p>

Fees	2017/18 Charges & Proposed Changes	Justification	Proposal 2018/19
<b>Undertaking searches of records</b>	Hourly charge: Existing + inflation (CPI)  £50 / hr + CPI (inc. VAT) – min 1hr charge	Cost recovery for staff undertaking searches on behalf of solicitors and other professionals engaged in third party enquiries	£51.45 / hr
<b>Non Canal related projects or works</b>	Full recovery – staff time or to be charged at published HCC or SCC charge out rates including overheads, all costs incurred to be fully recharged	To ensure that the BCA covers fully the costs of all staff time deployed on works or other projects not associated with the maintenance of the Canal	

CPI - Consumer Price Index

CPI is based on the difference from August 2016 CPI index at 100.9 and August 2017 CPI index at 103.8, which is an increase of 2.9.

All % increases to be rounded to the nearest whole 10p.

When this equates to less than a 50p increase the price will remain the same for ease of administration.

Where VAT is inclusive this is set at standard rate (current rate 20%) as required by HMRC

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### Key Issue

To seek approval for development of the Canal Centre campsite to increase revenue income for the Basingstoke Canal Authority.

### Summary

To seek approval for the investment of Canal Partnership funds in the Canal Centre campsite to maximise existing permitted use, through providing a new facilities block, hard standings for year round use and landscaping. A business plan shows that over 20 years there is a very positive NPV.

### Officer's recommendation

That the Committee authorises officers to implement the proposed campsite improvements, applying for all necessary consents, and applying for a Rural Development Fund Grant with match funding to be drawn from the BCA reserve; subject to the approval at an appropriate level within SCC that the whole proceeds from the development will be retained by the BCA.

#### 1 Introduction & background

The Canal estate lacks significant areas of land other than the water itself and the Canal Centre, the most significant opportunities for revenue generation therefore have to come from these assets.

The BCA currently generate approximately £50,000 gross revenue from operating a campsite at the Canal Centre. The existing planning permission for the 4.5ha site allows for 75 units or 150 persons on site – but the present shower and toilet block is only capable of allowing about ½ capacity. The campsite has no electric hook up points or areas of hard standing and therefore closes for the winter months.

#### 2 Discussion

The campsite has suffered from a lack of facilities for a number of years, yet still manages to gross £45k-£55k per annum. A proposal to build a new facilities block and canoe changing room in conjunction with the Basingstoke Canal Canoe Club in 2011 stalled due to the desire of SCC Estates Officers to undertake a whole site appraisal of the Canal Centre site in order to maximise revenue. Whilst ultimately the proposals which came out of this proved too costly, their economic consultant “A Different View” did undertake a market appraisal of the camping offer and recommended that there was significant room to expand and make the offer more attractive, this has been useful in building this Business Case.

The existing campsite at the Canal Centre is frequently fully booked and generates enquiries year round, even though it is currently advertised as closed during winter months. It is often fully booked during school holidays and when there are events in the local area (e.g.; festivals, Farnborough Airshow). This demonstrates need and demand for camping facilities as both a leisure activity in its own right and as affordable tourist accommodation.

Demand level for such a facility is high in an area which includes a number of leisure resources including museums, country pursuits - mountain biking, canoeing / boating, angling and walking. The area has large

areas of open land which are open to the public for leisure use as well as a dense public rights of way network and the 32 mile canal itself offering walking, cycling and boating opportunities. Data from our existing operation reveals that there is significant demand for additional nights from our existing clientele, as well as considerable scope for attracting additional customers.

There are 4.5 million people living within a 60 minute drive of the Canal Centre, including much of the M3 corridor and areas of south and west London. In 2014 "A Different View" carried out market research for us using our existing users' postcode data and a local market survey. They concluded that there was significant demand for a leisure campsite in the area and not many sites to fulfil the demand. In particular there was room to develop "glamping" in yurts or eco-pods as the local market research revealed that there was a higher than average number of families in the "rising prosperity" socio-economic grouping. We would be looking to tap into this growing market (by gradually introducing eco-pods, 5 initially, increasing to 10 over the first 5 years of operation), at the same time balancing our offer with more affordable options.

The analysis of existing data showed that our existing clientele is mainly from SE England, but with a slightly different make up than the local market – with more visitors from the “financially stretched” socio-economic group than the local market. This shows that camping is an inclusive leisure activity.

Within a 5 mile radius of Mytchett there is only one other public campsite, Homestead Farm at Normandy. There is a further Caravan Club (Members only) site at Fleet. Within 15 miles there are a further 11 sites, but these are mostly orientated towards touring caravans. We already work collaboratively with Homestead Farm to pool capacity but demand will often outstrip supply and displacement is hugely unlikely.

The occupancy rates for the different offers in the proposed development (camping, electric hook up, and pods) are drawn from actual use data, with growth rates set at the conservative end of the scale.

The design of the proposed camping improvements has drawn on the work undertaken for SCC by David Morely Associates and A Different View, but has built on the knowledge of operating the site. As in the DMA proposal the facilities block moves into the centre of the camping field surrounded by newly landscaped camping glades. This takes the pressure off the existing facilities, which will be retained, for use by the Canoe Club and Function Room hirers.

A circular gravel track with hard standings for motor homes with a number of electric hook up pitches are introduced to allow for year round use; increase from average 190 night per year to 350 nights per year. In order to comply with the existing terms of the planning consent a new perimeter security fence is required so the site can be secured during the nesting season for heathland birds.

The proposed layout in *Annexe 2* should be seen as a draft layout only pending further consultation; but has been deliberately designed to move as much activity away from the neighbouring properties in Mytchett Heath as possible.

### 3 Financial implications

The Business Plan attached as *Annexe 1* shows that the project makes a surplus throughout its proposed 20 year life, except the year of investment - providing that 80% of the investment is obtained through a grant from Rural Development Fund (administered by the Enterprise M3 LEP). Initial discussions with the grant funders have proved positive and an Expression of Interest application has been made in the scheme. The 20% match funding has to be drawn from earned income and therefore can only come from the BCA, it cannot come from any public funder.

The project has a positive Net Present Value of £1.5 million over 20 years, with the Present Value remaining positive in all years but the year of investment; this represents excellent value for money with a quick turnaround on investment. By year 2 the £50k gross / £22k net income has become £111k gross / £62k net.



Should the grant application not succeed, although the project remains positive (a positive NPV of £1.1m over 20 years) it would consume nearly all of the BCA's reserve to pay for the initial investment. The Treasurer considers this to be unwise in present circumstances, so an alternative source of capital funding would be required.

#### **4 Consultation**

The BCA have discussed the matter with SCC Planning officers, who have made some observations on the draft plans. Further consultation with neighbours will be required prior to the submission of a formal planning application. Preparatory ecological studies are already being undertaken.

SCC Estates officers have been consulted; a report will be made to SCC Corporate Asset Panel for approval to increase use of an SCC asset, and may require approval by the appropriate SCC Cabinet Member.

The Treasurer is content that the Business Plan is sound and will be a financial benefit to the BCA Canal Partnership. The Treasurer however has made it clear that BCA reserves can only be used as match funding if all of the revenue generated by the BCA's activity on the site remain with the partnership.

#### **5 Equalities & diversity implications**

The Camping Facilities building is being designed with disabled and family change facilities. The landscaping and unbound stone hard standings will improve access for the less able bodied.

Camping is one of the most affordable ways of staying in the countryside, and the proposed scheme offers a range of options to suit different budgets.

#### **6 Crime & disorder implications**

The site will be secured with a new security fence. Existing staffing will be augmented by increasing the hours of the maintenance officer to full time cover increased maintenance and supervision on the campsite. The 24hour duty ranger will continue cover any out of hours issues.

#### **7 Conclusion and recommendation**

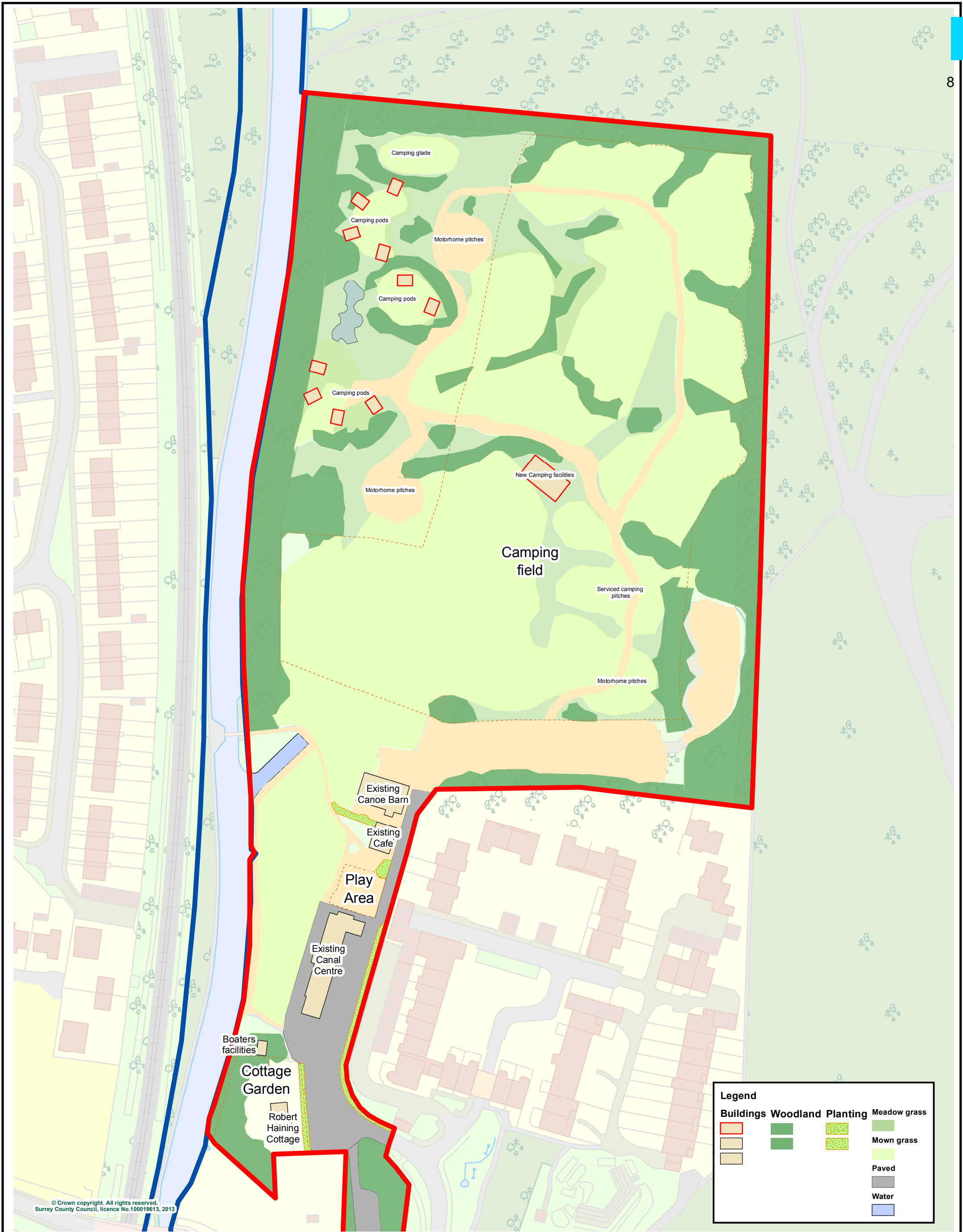
Given that there are likely to be at least some reduction in Local Authority funders in the coming 24 months, this investment in the campsite makes economic sense. They double the existing income stream within 2 years.

It is recommended therefore that the Rural Development Fund grant is pursued to cover 80% of the capital costs of construction, with the balance to be met from the BCA's reserves; subject to approval at the appropriate level within SCC that the all of proceeds from the BCA's activities on the site remain with the partnership to offset the running costs of the Canal. Officers are also authorised to undertake consultation with neighbours and obtain all necessary consents and then implement the project.

#### **8 What happens next**

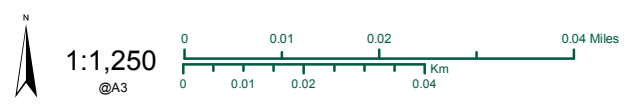
- Officers will consult neighbours, and then obtain consents and implement the project
- Officers will apply for a Rural Development Fund grant for 80% of the capital should their Expression of Interest be approved

Year	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
<b>Income</b>																					
<b>Camping pitches</b>																					
Av occupancy rate % per night	34	16	19	23	23	24	25	26	26	27	28	29	30	30	31	32	33	34	35	36	37
Max potential units	35	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75
Av price per unit (net)	£14.48	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98	£16.98
No nights in season	290	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350
Income from camping (max potential x price x nights in season x occupancy rate/100) [RPI]	£51,170	£72,115	£88,334	£108,545	£114,485	£120,749	£127,357	£134,326	£141,676	£149,428	£157,605	£166,229	£175,325	£184,919	£195,038	£205,710	£216,967	£228,839	£241,361	£254,569	£268,499
<b>Camping pods</b>																					
No. pods		5	6	7	8	9	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Av price per unit (net)		£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00	£32.00
Av occupancy % per night		25	25	25	25	25	25	26	27	27	28	29	30	31	32	33	34	35	36	37	38
Income from pods (no.pods x price x nights in season x occupancy rate/100) [RPI]		£14,336	£17,616	£21,045	£24,629	£28,373	£32,282	£34,048	£35,911	£37,876	£39,949	£42,135	£44,441	£46,872	£49,437	£52,143	£54,996	£58,005	£61,179	£64,527	£68,058
<b>Electric hook up</b>																					
No. Pitches		10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Price per unit (net)		£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75
Av occupancy %		30	31	31	32	32	33	34	34	35	36	37	37	38	39	40	40	41	42	43	44
Income from hook up (no.pitches x price x nights in season x occupancy rate/100) [RPI]		£5,107	£5,334	£5,572	£5,819	£6,078	£6,349	£6,631	£6,926	£7,234	£7,556	£7,892	£8,243	£8,610	£8,993	£9,393	£9,810	£10,247	£10,702	£11,179	£11,676
Grant		£337,122																			
Match funding (draw from BCA reserves)		£84,281																			
<b>Total income</b>	<b>£51,170</b>	<b>£512,961</b>	<b>£111,285</b>	<b>£135,162</b>	<b>£144,933</b>	<b>£155,200</b>	<b>£165,987</b>	<b>£175,005</b>	<b>£184,513</b>	<b>£194,539</b>	<b>£205,110</b>	<b>£216,256</b>	<b>£228,009</b>	<b>£240,401</b>	<b>£253,468</b>	<b>£267,245</b>	<b>£281,773</b>	<b>£297,091</b>	<b>£313,243</b>	<b>£330,274</b>	<b>£348,232</b>
<b>Expendiure</b>																					
Camping pods purchase + maintenance [RPI]		-£35,000	-£7,168	-£7,340	-£7,516	-£7,697	-£7,881					-£1,000							-£1,000		
Ground Works & Utilities installation & signs etc		-£257,403	-£1,000	-£1,500	-£1,000	-£1,000	-£500			-£500			-£500			-£500				-£500	
Shower & toilet block + on-going maintenance costs [RPI]		-£192,000	-£250	-£256.00	-£262.14	-£268.44	-£274.88	-£281.47	-£288.23	-£295.15	-£302.23	-£309.49	-£316.91	-£324.52	-£332.31	-£340.28	-£348.45	-£356.81	-£365.38	-£374.14	-£383.12
Premise maintenance officer [+0.5FTE] [Staff]	-£3,766	-£9,460	-£9,602	-£9,746	-£9,892	-£10,040	-£10,191	-£10,344	-£10,499	-£10,657	-£10,816	-£10,979	-£11,143	-£11,311	-£11,480	-£11,652	-£11,827	-£12,005	-£12,185	-£12,367	-£12,553
Grass cutting contract	-£660																				
Groundcare equipment (etc)		-£1,000	-£1,024	-£1,049	-£1,074	-£1,100	-£1,126	-£1,153	-£1,181	-£1,209	-£1,238	-£1,268	-£1,298	-£1,329	-£1,361	-£1,394	-£1,427	-£1,462	-£1,497	-£1,532	-£1,569
Utility costs (bins, water, elec) [RPI]	-£6,880	-£9,081	-£10,157	-£11,487	-£11,878	-£12,287	-£12,717	-£13,067	-£13,431	-£13,810	-£14,204	-£14,615	-£15,043	-£15,488	-£15,953	-£16,436	-£16,940	-£17,465	-£18,012	-£18,583	-£19,177
Consumables [RPI]	-£1,000	-£4,000	-£4,194	-£4,295	-£4,398	-£4,504	-£4,612	-£4,722	-£4,836	-£4,952	-£5,071	-£5,192	-£5,317	-£5,445	-£5,575	-£5,709	-£5,846	-£5,986	-£6,130	-£6,277	-£6,428
Cleaning (contract) [RPI]	-£2,000	-£6,000	-£6,291	-£6,442	-£6,597	-£6,755	-£6,918	-£7,084	-£7,254	-£7,428	-£7,606	-£7,788	-£7,975	-£8,167	-£8,363	-£8,563	-£8,769	-£8,979	-£9,195	-£9,416	-£9,642
Camping database [RPI]		-£18,700	-£900	-£966	-£990	-£1,013	-£1,038	-£1,063	-£1,088	-£1,114	-£1,141	-£1,168	-£1,196	-£1,225	-£1,254	-£1,285	-£1,315	-£1,347	-£1,379	-£1,412	-£1,446
Staff - admin (1 min per booking) [Staff]	-£9,404	-£1,507	-£1,803	-£2,163	-£2,228	-£2,295	-£2,364	-£2,435	-£2,508	-£2,583	-£2,660	-£2,740	-£2,822	-£2,907	-£2,994	-£3,084	-£3,177	-£3,272	-£3,370	-£3,471	-£3,575
Staff - daily check (60 min per day) [Staff]	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098
Advertising	-£500	-£2,000	-£2,097	-£2,147	-£2,199	-£2,252	-£2,306	-£2,361	-£2,418	-£2,476	-£2,535	-£2,596	-£2,658	-£2,722	-£2,788	-£2,854	-£2,923	-£2,993	-£3,065	-£3,139	-£3,214
<b>Total expenditure</b>	<b>-£28,309</b>	<b>-£540,249</b>	<b>-£48,585</b>	<b>-£51,490</b>	<b>-£52,132</b>	<b>-£53,310</b>	<b>-£54,025</b>	<b>-£46,608</b>	<b>-£47,600</b>	<b>-£49,121</b>	<b>-£49,672</b>	<b>-£51,755</b>	<b>-£52,369</b>	<b>-£53,017</b>	<b>-£54,199</b>	<b>-£55,917</b>	<b>-£56,671</b>	<b>-£58,964</b>	<b>-£59,796</b>	<b>-£60,670</b>	<b>-£62,086</b>
<b>Net value</b>	<b>£22,861</b>	<b>-£27,288</b>	<b>£62,700</b>	<b>£83,672</b>	<b>£92,801</b>	<b>£101,890</b>	<b>£111,962</b>	<b>£128,397</b>	<b>£136,913</b>	<b>£145,418</b>	<b>£155,438</b>	<b>£164,502</b>	<b>£175,640</b>	<b>£187,384</b>	<b>£199,269</b>	<b>£211,329</b>	<b>£225,102</b>	<b>£238,127</b>	<b>£253,447</b>	<b>£269,604</b>	<b>£286,146</b>
Present Value	£22,861	-£25,743	£55,802	£70,252	£73,507	£76,138	£78,929	£85,391	£85,901	£86,073	£86,796	£86,657	£87,288	£87,853	£88,137	£88,180	£88,610	£88,432	£88,793	£89,108	£89,222
NPV to date	£22,861	-£2,882	£52,920	£123,173	£196,680	£272,818	£351,747	£437,139	£523,040	£609,112	£695,908	£782,565	£869,853	£957,706	£1,045,843	£1,134,023	£1,222,633	£1,311,065	£1,399,859	£1,488,966	£1,578,188
<b>Net Present Value</b>	<b>£1,578,188</b>																				



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Legend			
	Buildings		Woodland
			Planting
			Meadow grass
			Mown grass
			Paved
			Water



**Canal Centre, Mytchett  
Phase 1 development site plan**



Drawing No: BC/16/010  
Rev: D

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## Canal Management Report



Lead Officers: James Taylor / Fiona Shipp

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### Operational Report

The BCA Canal Manager reports that:

#### BCA Maintenance & Inspection Works

- Upper and Lower gates replaced at Lock 22 and associated works to replace cills etc
- Winter cut started and already completed between Ash wharf bridge and Claycart bridge Farnborough
- Summer towpath cutting completed several full cuts (64miles/cut) and also mowing and strimming of all lock tops
- Water levels were an issue this summer after a dry spring and Deepcut and Brookwood lock flights had to be closed for 7 weeks between 23<sup>rd</sup> June and 14<sup>th</sup> Aug. An indicator of how dry it has been is that it is still more than -100mm down even now in October, which has meant only 64 visiting boats so far this year. (40% less than would be expected)
- Investigation works into seepage at Sycamore Crescent, Fleet
- Japanese knotweed injection in August
- Himalayan Balsam pulling Deepcut and Crookham areas, staff and volunteer sessions
- Repair of large towpath washouts near Greywell
- Towpath and lock top collapse at lock 4 repaired
- Annual Lock inspections completed

#### Events/Visitor Services

- Santa cruises sold out
- Staff and volunteers attended the River Wey festival with the Canal stand at Dapdune wharf in Guildford.
- Attempted break-in thwarted at canal centre. After improvements to security of doors last year after previous break-ins. We found that our new improved systems had worked and they hadn't managed to gain entry and broke their tools in trying. Nothing of great value is kept on site anymore anyway but it was still quite satisfying.
- A very busy summer on site with record takings for Rosebud trip boat with her new cream tea trips going down very well. The unpowered boat business also had a record year helped by all that hot and dry weather and additions to the fleet of boats.
- We now have 2,281 followers of our facebook page and a post last month regarding santa cruises received our biggest ever audience of 23,653 people. Many concerned over our lack of online booking facilities.

#### Volunteers

- Successful volunteer summer BBQ social held at the canal centre with food and games and over 40 people.
- Floating pennywort clearance over many sessions from lock 7 down to the River Wey. Massive impact on controlling this invasive species and keeping the navigation open to boats.
- Four volunteers and a member of ranger staff from the Tuesday group undertook a 6 week canoe course, completing their BCU 1 star award. Thus enabling them to use canoes to get at the smaller sections of floating pennywort. Another group will hopefully complete the same course in the spring.
- Already starting the winter sapling cutting currently working on sections between lock 2 and lock 4 in Woodham.
- Rosebud was fully crewed and skippered by volunteers and further training planned for the spring as new skippers are required to keep up with the hectic rota for the trip boats.

- Farnborough road car park has had a volunteer session by Aspire who came for a corporate day and helped to reorganise the car park layout and carry out cutting back and surfacing repairs. This was followed up by the Tuesday team and the results are quite dramatic with the canal now very visible from the road slipway and providing great natural advertising for the canal.

### Management Team

The BCA Canal Manager and Strategic Manager have been working on:

- Update of Conservation Management Plan completed in draft form ready to be discussed at next Conservation Steering Group Meeting
- Drafting of a new **tree management policy** for the whole of HCC Countryside Service, so that in respect of the Canal it also fits with SCC's tree safety policy.
- Concerns have been raised by Natural England regarding boat use on the Canal following the submission of the assent application to build Farnborough Road moorings. The Management Team has been engaging with NE to ensure that all factors are properly considered in NE's decision making processes.

### Capital/Strategic Works

The Strategic Manager reports the following works have been undertaken or are planned:

#### Surrey

- **Woking town wharf** – work was expected to start in September, but during neighbour consultations an issue was raised about possible soil contamination, a specialist has had to be brought in to test samples and offer advice. This has meant that that the contractor's autumn window of availability was missed. Start on site delayed until January 2018.
- **Bank protection** – a prioritised list of sites have been surveyed by the BCA and SCC Engineer for a scheme of bank protection throughout the Surrey half of the Canal. Expected work to start in spring 2018.
- **Heath Vale Road Bridge** – the site has posed a number of complex issues and constraints but the contractor has now commenced repairs of the towpath under the bridge, they will also be doing short sections of bank protection on the towpath side at Ash Wharf and at Deedman's Footbridge whilst in the area.
- **Chobham Road turnover bridge** – the Strategic Manager is engaged with design and consents approvals for a Woking Borough Council / SCC project funded by EM3 to provide a new turnover bridge at Chobham Road, Woking. A planning application is expected at Woking BC imminently. The bridge will be owned by Woking BC under an agreement with SCC as Canal owner.
- **Lock inspections / repair** – the St John's Locks will be drained for inspection and maintenance Nov – March.

#### Hampshire

- **Dogmersfield landslip** has finally been completed – however time has been expending in dealing with matters around the conclusion of the project, which went considerably over the estimates in terms of contractor's bills and engineering costs.
- With only about £30k remaining in the HCC capital budget a small number of high priority **bank protection** sites will be added to the SCC bank protection contract in the spring.
- **Swan cutting** – the Strategic Manager has instructed HCC Estates to open discussions with the 12 neighbouring properties.



Basingstoke Canal Partnership Risk Register

Owned by:

Risk ref.	Risk Description	Risk Owner	Impact							Total risk score	Mitigation	Action by who	Revised L'hood	2016 Mitigated Risk Score	2017 Mitigated Risk Score	Date of review	Movement of risk since previous assessment	Notes
			Fin	Service	Safety	Rep'n	Total	L'hood										
BCA 44	The impact of the Comprehensive Spending Review on local government may lead to a reduction or cessation in funding from partners resulting in inability to safely manage the canal with sufficient staff and therefore meet statutory obligations and compromise public safety	JMC	3	3	3	4	13	4	52	Raise political profile of Canal and awareness of AMP / CMP / (BP) to secure adequate funding to meet statutory responsibilities whilst owners review future management options. Analysis undertaken as to cuts in service required at reduced levels of funding	JMC Members	4	52	52	Nov-17	→		
BCA 31	Failure to effectively implement a Canal-wide Business Plan leads to inability to finance the management of the canal in the event of revenue grant cuts	JMC	3	3	2	3	11	3	33	Business Plan developed to demonstrate how the BCA can decrease reliance on Revenue Grants and replace it with income.	James Taylor / Fiona Shipp	3	33	33	Nov-17	→		
BCA 21	Failure of earthworks, due to extreme weather, falling trees, etc., leads to loss of service, flooding, death or injury.	SCC and HCC	4	4	4	4	16	3	48	Adhere to robust inspection monitoring and recording protocols in AMP. Implement a prioritised maintenance programme (partially implemented). BCA to develop prioritised 5 year work programme	James Taylor / Fiona Shipp	2	32	32	Nov-17	→		
BCA 19	Failure to adequately manage lock walls, bywash culverts, wing walls leads to structural failure and loss of service, flooding, death or injury	SCC and HCC	4	3	4	3	14	3	42	Adhere to robust inspection monitoring and recording protocols in AMP. Implement a prioritised maintenance programme (partially implemented). BCA to develop prioritised 5 year work programme	James Taylor / Fiona Shipp	2	28	28	Nov-17	→		
BCA 32	Lack of investment in the camp site leads to loss of potential additional income and inability to fulfill aims of Business Plan	SCC (BCA)	3	1	1	3	8	4	32	SCC to implement Canal Centre redevelopment or support BCA in making sustainable improvements	SCC Estates officers / Lisa Creaye-Griffin / James Taylor	3	32	24	Nov-17	↑	Campsite development report to JMC 30-11-2017	
BCA 17	Failure to adequately manage trees leads to adverse impact on water quality, potential embankment breach, third party damage and loss of habitat resulting in injury and prosecution	BCA	3	3	3	2	11	3	33	Set up and maintain an adequate monitoring and inspection regime. Detailed inventory found tree stock to be in generally good condition. Implement a prioritised maintenance programme	James Taylor / Fiona Shipp / Jon Green	2	11	22	Nov-17	↓	Some evidence that tree growth is outstripping BCA's ability to deal with it.	
BCA 24	Failure to carry out length inspections in an appropriate manner results in initial signs of leaks being missed leading to a breach of the canal	BCA	2	3	3	2	10	3	30	Set up and maintain an adequate monitoring and inspection regime.	Fiona Shipp / Jon Green	2	20	20	Nov-17	→	Audited annually by senior HCC & SCC officers.	
BCA 26	Unauthorised intervention by third parties (vandalism terrorism etc) causes damage to canal infrastructure creating leaks and possible loss of service, flooding, injury or death	HCC and SCC	3	2	2	2	9	3	27	Implement and monitor BCA compliance with the Emergency Response Plan including test exercises.	James Taylor / Emergency Planning Officers	2	18	18	Nov-17	→		
BCA 25	Failure to adequately manage canal boundaries can lead to loss of canal estate which impacts on the ability to maintain the canal.	BCA	2	1	1	2	6	4	24	SCC & HCC Estates / Legal to confirm accurate boundaries. BCA to inform HCC and SCC when encroachments are noted	Fiona Shipp / James Taylor / SCC & HCC Estates	3	18	18	Nov-17	→		
BCA 45	Failure to provide consistent navigation opportunities due to prolonged maintenance activities leads to reduction in income from boat users and potential closure of the Canal.	JMC	2	2	1	3	8	4	32	Priority maintenance carried out 2011-17 generally much improved asset conditions. Managed navigation policy improves access to Canal year round	James Taylor / Fiona Shipp	2	16	16	Nov-17	→		
BCA 41	Failure to effectively implement the Conservation Management Plan leads to adverse impact on the SSSI and potential for prosecution	BCA / HCC & SCC	2	2	1	3	8	2	16	BCA to report actions to Conservation Steering Group and JMC	Fiona Shipp	2	8	16	Nov-17	↓	Some evidence that CMP is not delivering desired results. BCA to engage with Nat Eng & experts to review CMP.	
BCA 22	Failure of lock gates or ancillary equipment leads to loss of service, flooding, death or injury	SCC and HCC	4	3	4	3	14	3	42	Inventory completed. Priority maintenance carried out. AMP cyclical maintenance regime adopted. Ensure AMP inspection regime continues	James Taylor / Fiona Shipp	1	14	14	Nov-17	→		
BCA 53	Failure to adequately manage culverts leads to loss of service, flooding, death or injury.	SCC and HCC	4	3	4	3	14	3	42	Inventory completed. Set up, maintain and record adequate monitoring, inspection. Prioritised maintenance programme partial complete.	James Taylor / Fiona Shipp	1	14	14	Nov-17	→		
BCA 12	Failure to adequately manage school visits, events (including santa cruises) and camp site leads to death or injury and prosecution	BCA	4	2	4	4	14	2	28	Complete and implement adequate risk assessments.	Dean Wall	1	14	14	Nov-17	→		
BCA20	Failure to adequately manage bridges leads to structural failure and loss of service, flooding, death or injury	SCC and HCC / BCA / third parties	4	3	4	3	14	2	28	Liaise with County Council bridge clients to ensure Highway and Rights of Way bridges are maintained in accordance with engineering best practice.	SCC & HCC Bridge clients / James Taylor / Fiona Shipp	1	14	14	Nov-17	→		
BCA 38	Failure to comply with Client responsibilities of CDM Regulations and other Health and Safety legislation leads to injury or death and/or	BCA / SCC & HCC	4	3	4	3	14	2	28	Ensure all works are conducted in accordance with CDM Regulations including the keeping of records and ensuring staff	James Taylor	1	14	14	Nov-17	→		
BCA 10	Failure to effectively implement and monitor the HCC Safety Manual or BCA documentation leads to death or injury and prosecution.	BCA	4	2	4	4	14	1	14	BCA to be regularly assessed for compliance with standards	James Taylor	1	14	14	Nov-17	→		
BCA 49	Prolonged maintenance works requiring closure of tow path creates disruption for recreational users.	BCA / HCC & SCC	1	2	1	3	7	2	14	Legal requirement to keep towpath closures as short as possible. Maintenance works to be properly planned and comply with relevant standards and procedures.	James Taylor / Fiona Shipp	2	7	14	Nov-17	↓	Unexpected issues at Heath Vale Road highlighted lack of resource and complex regulation	
BCA 11	Failure to adequately manage the children's play area or picnic site leads to death or injury and prosecution	BCA	4	2	4	3	13	2	26	Complete and implement adequate risk assessments.	Dean Wall	1	13	13	Nov-17	→		
BCA 18	Failure to manage animals (rats, crayfish etc) leads to breach of embankments resulting in damage to property, injury and death	BCA	3	3	4	3	13	2	26	Implement length inspection regime in AMP. Carryout regular trapping of crayfish to reduce population.	Fiona Shipp / Jon Green	1	13	13	Nov-17	→		
BCA 37	Failure to comply with the Reservoirs Act could lead to enforcement orders and prosecution	SCC	3	3	2	4	12	3	36	Works in the interest of public safety completed. Regular inspections conducted by Inspecting Engineer.	James Taylor	1	12	12	Nov-17	→	Inspecting Engineer generally very happy with level of compliance	

Risk ref.	Risk Description	Risk Owner	Impact							Total risk score	Mitigation	Action by who	Revised L'hood	2016 Mitigated Risk Score	2017 Mitigated Risk Score	Date of review	Movement of risk since previous assessment	Notes
			Fin	Service	Safety	Rep'n	Total	L'hood										
BCA 28	Failure to prepare and implement a comprehensive emergency plan leads to loss of service, closure of the canal, death or injury, and/or prosecution under H&S law.	BCA / HCC & SCC	3	3	3	3	12	2	24	Keep Emergency Response Plan up to date and ensure Emergency Planning Teams have the most up to date copy	James Taylor / Fiona Shipp	1	12	12	Nov-17	→		
BCA 13	Failure to adequately manage the volunteer work force leads to death or injury and possible prosecution	BCA	4	1	4	3	12	2	24	Follow HCC H&S policies to adequately risk assess and supervise works.	Fiona Shipp / Jon Green	1	12	12	Nov-17	→		
BCA 15	Failure to employ sufficient adequately trained staff leads to inability to provide agreed levels of service (including inspection data and emergency cover) and difficulties in implementing the various business plans.	BCA	2	3	4	3	12	2	24	BCA to recruit staff in accordance with HCC policies and systems.	James Taylor / Fiona Shipp	1	12	12	Nov-17	→		
BCA 1	Loss of Canal Centre through fire, flooding or other major event leads to inability to manage the BCA.	BCA / HCC & SCC	3	3	3	3	12	2	24	Implement HCC Business Continuity Plan. SCC to carryout repairs quickly and efficiently	Jo Heath / James Taylor / Fiona Shipp / SCC Estates	1	12	12	Nov-17	→		
BCA 3	Loss of equipment through failure to maintain or theft from buildings, stores and vans results in loss of service and increased costs.	BCA	2	1	2	1	6	2	12	BCA to maintain inventory of equipment and keep up to date maintenance schedules in accordance with HCC systems. Store valuable equipment securely in accordance with Police advice. CCTV and alarms installed.	Fiona Shipp / Jon Green	2	12	12	Nov-17	→		
BCA 23	Failure to maintain or operate sluices effectively leads to flooding and third party damage	BCA	4	2	2	3	11	2	22	Implement and review winter, summer and extreme weather protocols. Ensure telemetry system is installed and working correctly	Jon Green	1	11	11	Nov-17	→		
BCA 30	Failure to adequately manage capital maintenance programme leads to problems with delivery creating disruption, increased costs and potential prolonged closure of the canal and loss of reputation with stakeholders	SCC & HCC	3	3	2	3	11	2	22	Ensure capital works are planned in advanced and delivered in accordance with the financial standing orders of HCC / SCC.	James Taylor	1	11	11	Nov-17	→		
BCA 42	Failure to effectively implement the overall Asset Management Plan, Conservation Management Plan, Emergency Response Plan and Business Plan leads to weak management of the canal, ineffective use of resources and inability to manage risk.	JMC	3	3	2	3	11	2	22	JMC to review officer's actions through monitoring reports offered to the JMC. KPI indicators added to Operational Plan	James Taylor / Fiona Shipp	1	11	11	Nov-17	→		
BCA 47	Leakage from canal creates problems for adjacent land owners.	BCA / SCC & HCC	3	2	2	3	10	2	20	BCA to comply with AMP robust inspection regime (BCA 24) and develop 5 year prioritised works programme	Fiona Shipp / Jon Green	1	10	10	Nov-17	→		
BCA 2	Loss of workshop or store through fire, flooding or other major event leads to loss of maintenance capacity and / or archive material.	BCA / HCC & SCC	2	2	3	2	9	1	9	Implement HCC Business Continuity Plan. SCC or HCC to carryout repairs quickly and efficiently	Jo Heath / James Taylor / Fiona Shipp / HCC and SCC Estates	1	9	9	Nov-17	→		
BCA 27	Disruption to canal navigation and towpath use caused by external maintenance works leading to loss of income and reputation	HCC & SCC / BCA	2	2	1	3	8	3	24	Ensure works agreements are entered into with third parties doing work on Canal property, and contain penalties for extensions to agreed programmes of work.	James Taylor / HCC & SCC Estates Officers	1	8	8	Nov-17	→		
BCA 51	Failure to effectively manage media, including website, leads to loss of reputation, funding and complaints from user groups.	BCA	2	2	1	3	8	2	16	BCA to develop a Marketing Strategy, branding and extensive use of social media	Fiona Shipp / Dean Wall	1	8	8	Nov-17	→		
BCA 29	Failure to provide a robust and resilient ICT system leads to loss of service and increased costs.	HCC	2	2	2	2	8	2	16		HCC IT	1	8	8	Nov-17	→		
BCA 39	Failure to adequately manage works in vicinity of the fibre optic cable leads to claim and financial difficulties	BCA / SCC & HCC	3	1	2	2	8	2	16	Ensure all works comply with CDM Regulations (BCA 38) and safe working practices	Fiona Shipp / Jon Green	1	8	8	Nov-17	→		
BCA 5	Third party pollution incidents lead to damage to wildlife and habitat.	BCA / Environment Agency	1	1	3	3	8	2	16	BCA to inform EA and Natural England (Emergency Planning) promptly. Ensure pollution doesn't spread.	Fiona Shipp / EA / Emergency Planning officers	1	8	8	Nov-17	→		
BCA 36	Excessive use of back pumping system could lead to prosecution by the Environment Agency.	BCA / SCC	2	1	1	4	8	1	8	BCA to ensure compliance with Abstraction Licence and make statutory returns. Implement telemetry system to semi-automate pump control.	Fiona Shipp / Jon Green	1	8	8	Nov-17	→		
BCA 14	Failure to adequately implement HCC HR policies leads to staffing issues and reduced level of service	BCA	2	1	2	3	8	1	8	BCA to adhere to HCC HR policies. Implementation of IBC means staff recruitment is uniform (if very slow)	Fiona Shipp	1	8	8	Nov-17	→		
BCA 48	Failure to adequately maintain water levels in certain pounds leads to stability problems with house boats and claims from owners.	BCA	2	1	2	2	7	2	14	Comply with water level protocols in AMP / CMP / ERP. Carryout regular maintenance of weirs and sluices. Install telemetry system		1	7	7	Nov-17	→		
BCA 4	Failure to control fly tipping and litter on the towpath damages boats, wildlife and habitat and could result in loss of SSSI status	BCA	2	1	2	2	7	2	14	Implementation of volunteer lengthsman scheme	Fiona Shipp / Jon Green	1	7	7	Nov-17	→		
BCA 34	Failure to maximise the potential use of volunteers leads to reduction in levels of service and increased costs	BCA	2	2	2	1	7	2	14	BCA to ensure good relations with user groups and volunteers through regular meaningful engagement	Fiona Shipp	1	7	7	Nov-17	→		
BCA 6	Failure to manage invasive species leads to additional costs and potential for prosecution	BCA	2	1	1	3	7	1	7	BCA to comply with CMP	Fiona Shipp / Jon Green	1	7	7	Nov-17	→		
BCA 43	Conflict of interest between various user groups (recreation / conservation / navigation) leads to failure to effectively manage the canal	BCA	1	1	1	2	5	2	10	BCA to ensure good relations with user groups through regular meaningful engagement	Fiona Shipp	1	5	5	Nov-17	→		



## Report to the JMC 30<sup>th</sup> November 2017

### 1. Work parties

The Society regular work party has recently returned to bank and overhanging tree clearance, mainly at the western end of the Canal. Before that, the main project since the last JMC meeting was to complete a section of bank repair at Colt Hill, including the making safe from protruding tree roots and paving along about 100m of towpath, a job which has been outstanding for a while.



The team has also been working on renovating the Society workboat *Fly II*, and have also recently acquired a third workboat called *Jim (Douglas)* – below. The purpose for having a third workboat, once the work on *Fly II* is complete, is so that the team can have a boat based on each of the three main pounds, which will save a considerable amount of time moving boats about between jobs.



The Society engineering team has also been busy on projects for the BCA. Since the last JMC meeting, these have included repairs to the *Rosebud* trip boat, fitting an engine and making a winter cover and supporting frame for the rescue boat, refurbishing the second work boat, refurbishing a trailer, repairing the Ash Lock saw bench motor, and weedcutter maintenance and clearing hydrocotyle weed near Lock 1.

## 2. Trip boats

The Society's trip boats have enjoyed a very successful season in 2017. The *John Pinkerton II* has carried 5378 passengers on 187 trips including 118 charter trips, 39 public trips and 9 themed trips. The themed trips included the ever-popular Jazz & Ale Specials and our cream tea trips (with piano accompaniment!). We also arranged a special trip for the Hampshire Emergency Services and Police in order to improve their knowledge of the canal and facilitate access to the boat to attend incidents. We also invited a number of councillors on another special trip, a few of whom took the helm.



In Surrey our 12-seater trip boat *Kitty* (*below*) had an excellent first season of operation on the Woking pound where trips were offered from Woking Town Wharf eastwards towards the top lock on the Woodham Flight. 56 trips took place, carrying nearly 400 passengers, and many complimentary comments were made in the visitor book. We now have a dedicated *Kitty* team in Woking who are enthusiastically supporting the new operation. We believe that there is considerable demand for public boat trips in the Woking area and we are looking forward to building on our successful first year by offering more trips next year including trips which are being operated in collaboration with The Lightbox.





### 3. Projects

The Society is very keen to use its volunteer work force and its financial resources to support projects to improve the Canal. However, we are becoming increasingly concerned about the delays in launching new projects. For example, we have previously referred to the proposal to build new moorings at Farnborough Road near Runways End which would provide additional revenue earning potential for the Canal. We have offered to finance the whole cost of this project and to undertake the work with our volunteer team. However, we are very disappointed to learn that the project is further delayed due to unspecified concerns raised by Natural England. If the proposed transfer of the Canal to the Canal & River Trust is to be achieved (and the Society is strongly supportive of that idea), then it is clearly vital that every opportunity should be taken to pursue revenue generating opportunities. In that regard we believe that all the members of the Canal Partnership (including Natural England) should be applying their maximum energies to identify ways in which additional revenue streams can be developed. We are therefore calling for a proper discussion with Natural England on how issues such as Farnborough Road can be resolved without the endless delays which appear to affect modest proposals of this kind.

### 4. Transfer to the Canal & River Trust

The Society has warmly welcomed the announcement by the County Councils in October that they intend to work with the Canal & River Trust over the next 5 or so years to find a feasible way of transferring the management and ownership of the canal to the Trust. We have consistently supported that proposition which we regard as the

only sensible avenue to secure a long term and stable future for the Canal. However, we fully accept that much needs to be done in order to prepare the Canal for the transfer and we would therefore urge all members of the Canal Partnership to propose ways in which they could enhance the attractiveness of the Canal to the Trust. In particular, we believe that all the Partners (and in particular the District Council members) should put the whole of their agreed contributions into the canal budget to enable the BCA to maintain the canal in good order. We also believe that Partnership members could step up their efforts to support the Canal. For example, there is considerable potential for the District authorities to obtain benefits for the Canal through Planning Gain, CIL etc. The Districts and the Counties could also do much more to promote the Canal in their communities and to include the Canal in their community programmes. In this regard we are reminded of the very successful Woking Canal Festival which amply demonstrated that the public are very enthusiastic supporters of ‘their’ canal and want to see improved access to it. Local publicity could certainly assist in achieving that objective.

### 5. Swan Cutting

We must return once again to the difficult issue of the essential repairs needed to Swan Cutting, North Warnborough. We have previously mentioned that our trip boat crews are becoming increasingly frustrated over the difficulty of navigating the cutting, particularly in dry summer months. Clearly urgent action is required and the Society has attempted to alert the County Councils to the developing problem. In March we delivered an engineers report to the County Councils. This included some suggested recommendations on possible solutions to the narrowing and silting of the cutting. At the JMC in July it was agreed that the repairs to Swan Cutting would be elevated from Priority 2 to Priority 1 in Hampshire County Council’s list of outstanding projects. Despite this, we appear to be no nearer a solution. The Society must therefore repeat, yet again, its request for appropriate action to be taken. We hope that the JMC will appreciate that the seriousness of the position at Swan Cutting does merit prompt and effective action.



Philip Riley

Chairman  
The Basingstoke Canal Society

13<sup>th</sup> November 2017

**Basingstoke Canal Joint  
Management Committee  
30 November 2017**



**Actions Tracker and Forward Work  
Programme**

1. The Committee is asked to review its Action Tracker and provide comment as necessary.
2. The Forward Work Plan is attached for the Board's reference.

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**Report contact:**

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**Annexes**

- **Annex 1** - Actions Tracker
- **Annex 2** – Forward Work Programme

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**Basingstoke Canal JMC 2016/17  
ACTIONS AND RECOMMENDATIONS TRACKER**

The recommendations tracker allows Committee Members to monitor responses, actions and outcomes against their recommendations or requests for further action. The tracker is updated following each Committee meeting. Once an action has been achieved and reported to the Committee meeting it will be removed from the tracker.

<b>KEY</b>		
	No Progress Reported	Action In Progress

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
29 June 2017	UPDATE ON THE FUTURE OF THE BASINGST OKE CANAL	6/17	That it would scope out the possibility of a task and finish group to review future business case proposals.	Officers have scoped out the possibility for this and will update the JMC at the meeting in November 2017.	November 2017	James Taylor/Richard Plummer
29 June 2017	UPDATE ON THE FUTURE OF THE BASINGST OKE CANAL	6/17	That the Chairman would issue communications to all partner authorities encouraging them to maintain their revenue contribution as close to current levels as they can for the next 3-5 years to assist in securing the long term financial future of the Canal.	A communication was issued by the Chairman of the JMC to partner authorities on the 18 Oct.	November 2017	Mike Goodman/Andrew Gibson
29 June 2017	FINAL ACCOUNTS 2016/17	7/17	That officers provide a report on potential car parking charges being implemented across all rural, riparian car parks and report back to the JMC in its meeting early 2018.		June 2018	Fiona Shipp/James Taylor
29 June 2017	CAPITAL WORKS PROGRESS REPORT	8/17	That the BCA provide a detailed timescale of Capital projects to be undertaken over the next five years.		June 2018	James Taylor

<b>KEY</b>			
	No Progress Reported	Action In Progress	Action Completed

<b>29 June 2017</b>	<b>CANAL MANAGEMENT REPORT</b>	<b>9/17</b>	That the Chairman make representations to the Member representing Natural England to stress the importance of partnership work and request that they attend meetings to highlight concerns raised by Natural England regarding the Canal's SSSI status.		November 2017	Mike Goodman/Andrew Gibson
<b>29 June 2017</b>	<b>CANAL MANAGEMENT REPORT</b>	<b>9/17</b>	That the KRIs contain an explanation as to what the targets set by the BCA and for this information to be circulated to the Committee.		June 2018	James Taylor



# Basingstoke Canal Joint Management Committee – Forward Work Programme 2017

28 June 2018  
PUBLIC

- Financial Plan Update
- BCA Canal Management Report
- BCA Key Performance Indicators Report
- Canal Society Report

22 November  
2018  
PUBLIC

- TBC

**STANDING ITEMS FOR THE JMC:**

- Financial Update
- Risk Register Update
- Canal Society Report
- Canal Management Report

**ITEMS FOR FUTURE SCRUTINY:**

- Future Management of the Basingstoke Canal