

**MINUTES** of the meeting of the **BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE** held virtually on 18 November 2020.

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

**(Surrey County Council)**

Councillor Natalie Bramhall\*  
Councillor Ben Carasco\*  
Councillor Paul Deach\*  
Councillor Saj Hussain

**(Surrey Heath Borough Council)**  
Councillor Sarah Jane Croke\*

**(Hampshire County Council)**

Councillor Rod Cooper\*  
Councillor Jonathan Glen\*  
Councillor Anna McNair Scott\*  
Councillor Charles Choudhary\*

**(Woking Borough Council)**  
Councillor Kevin Davis  
Councillor Rob Leach\*

**(Hart District Council)**

Councillor Simon Ambler\*  
Councillor Wendy Makepeace-Browne\*

**Special Interest Groups**  
**(Basingstoke Canal Society)**  
Mr Ken Sankey\*/Mr Neil Sutherland\*

**(Rushmoor Borough Council)**

Councillor John Marsh\*  
Councillor Veronica Graham-Green\*

**(Basingstoke and Deane Borough Council)**  
Paul Johnston\*

**(Fleet Town Council)**

Councillor Peter Wildsmith\*

**(Natural England)**  
Mr Adam Bates

**Guildford Borough Council**

Councillor Angela Gunning\*

**(Inland Waterways Association)**  
Mrs Verna Smith

**(Runnymede Borough Council)**

Councillor Brian Clarke

**(Basingstoke Canal Canoe Club)**  
Mrs Liz Murnaghan\*

**Galleon Marine**  
Mr Arthur McCaffrey

**4620 OUTGOING CHAIRMAN'S REMARKS [Item ]**

Cllr Jonathan Glen made the following remarks as outgoing Chairman of the Joint Management Committee (JMC).

**Highlights of the previous two years include:**

- Completion of the refurbishment of the Working Wharf.
- A visit from the Duke of Kent to present the Basingstoke Canal Society with the Queen's Award for Voluntary Service.
- Raft races at Odium, Colt Hill Wharf.

- Boat trips on the John Pinkerton canal boat. Cllr Glen also thanked the crew of the John Pinkerton for their work.

**Welcomes and thanks on behalf of the JMC:**

- Welcomed Paul Johnston who would be representing Basingstoke and Deane Borough Council as a special interest group.
- Welcomed Jennifer Wadham, Principal Accountant, who would be working with the JMC going forward.
- Said farewell and thank you to Jane Lovett, the outgoing finance officer.
- Thanked Mr Philip Riley for all his hard work and contributions towards the JMC and as Chairman of the Basingstoke Canal Society (BCS). It was noted that Co-Vice-Chairmen Ken Sankey and Neil Sutherland would be representing the BCS going forward.

**Thanks was given to the following officers:**

- Carolyn McKenzie
- Lisa Creaye-Griffin
- Jo Heath
- James Taylor
- Fiona Shipp

**4720 ELECTION OF CHAIRMAN [Item 1/20]**

The outgoing Chairman, Jonathan Glen, proposed Natalie Bramhall, to be elected Chairman of the Joint Management Committee (JMC). This was seconded by Charles Choudhary. It was agreed unanimously that Natalie Bramhall be elected Chairman of the Committee.

Natalie Bramhall proposed Jonathan Glen to be elected Vice Chairman of the JMC. This was seconded by Rod Cooper. It was agreed unanimously that Jonathan Glen be elected Vice-Chairman of the Committee.

**4820 APOLOGIES FOR ABSENCE [Item 2/20]**

It was noted that Cllr Kevin Davis would be late to the meeting.

Mr Arthur McCaffrey experienced technology issues and was therefore unable to join the meeting.

**4920 MINUTES OF PREVIOUS MEETING: 21 NOVEMBER 2019 [Item 3/20]**

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

**5020 DECLARATIONS OF INTEREST [Item 4/20]**

None received.

**5120 QUESTIONS AND PETITIONS [Item 5/20]**

One question was received from Mr Stuart Lanceman. The question and response was published in a supplementary agenda on 17 November 2020.

As a supplementary question, Mr Lanceman asked whether his neighbour had the right to access the garden he currently used under licence and whether he could access the garden his neighbour used under licence. The Chairman confirmed that a response would be provided outside the meeting and that she would request an officer investigate the matter further when appropriate.

## **5220 ACTIONS TRACKER AND FORWARD WORK PROGRAMME [Item 6/20]**

### **Declarations of interest:**

None

### **Officers:**

None.

### **Key points raised during the discussion:**

1. The JMC noted the Actions Tracker and Forward Work Programme.

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

None.

### **Recommendations:**

The JMC noted that Actions Tracker and Forward Work Programme.

## **5320 FINAL ACCOUNTS 2019/20 [Item 7/20]**

### **Declarations of interest:**

None

### **Officers:**

Jenny Wadham, Principal Accountant

### **Key points raised during the discussion:**

1. Officers introduced the report and provided a brief summary. Members noted that the report covered the financial outturn of the Basingstoke Canal Authority. Members had previously been asked to review the outturn position for the year 2019/20 following the cancellation of the June planned meeting due to Covid-19.

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

None.

### **Recommendations:**

The JMC:

1. Agreed the outturn position for the year 2019/20; and
2. Noted the likely draw on reserves due to slipped expenditure.

**5420 FORECAST OUTTURN 2020/21 AND FORWARD BUDGET 2021/22 [Item 8/20]**

**Declarations of interest:**

None

**Officers:**

Jenny Wadham, Principal Accountant

**Key points raised during the discussion:**

1. Officers introduced the report and provided Members with a summary of the forecast outturn 2020/21 and the revenue budget for 2021/22. Members noted that the JMC were also asked to review and agree the proposed scheme of charges for 2021/22 set out in Appendix D of the report. Full details were outlined from page 29 of the agenda.

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

None.

**Resolved:**

The JMC:

- agreed the revenue outturn forecast for the year 2020/21; and
- agreed the revenue budget for 2021/22; and
- agreed the proposed scheme of charges for 2021/22 set out in Appendix D of the report.

**5520 BOAT LICENCE REVIEW [Item 9/20]**

**Declarations of interest:**

None

**Officers:**

James Taylor, Strategic Manager

**Key points raised during the discussion:**

1. Officers introduced the item and provided a brief summary of the report. Members noted that the report was to update the scheme of charging and boat licence categories for boats using the Canal in order to allow for new categories that may be required in the near future. The report could be found from page 45 of the agenda.

2. A Member highlighted that two seater racing canoes and kayaks were over six metres and asked whether they would be classed as larger boats. It was further asked that the Basingstoke Canal remain within the British Canoeing Membership scheme. Officers stated that they would also prefer the agreement to continue however there were ongoing negotiations taking place with British Canoeing on the matter.
3. With regard to electric and hybrid boats, a representative from the BCS highlighted that they were working with the Basingstoke Canal Association to introduce electric charging points along the Canal.
4. A representative from the BCS informed the Committee that the John Pinkerton usually raised around £50,000 a year which was then used to further benefit the Canal.
5. Due to the impact of the pandemic to businesses, a Member asked whether there was the possibility to defer an increase to fees to April 2022. Officers highlighted a proposal within the report which stated that, if difficulties continued, an immediate deferral of all fees would be offered for six months, and where significant hardship could be demonstrated, an agreement would be made with the boat operator on an appropriate level of discount based on the financial situation of the operator.
6. With regards to Swan Cutting, a Member asked if the top-end of the canal was impacted or closed, whether there would be a review of licence fees. Officers said that this would be considered when necessary.

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

None.

**Resolved:**

The JMC:

- a) Approved the new scheme of licensing for Boats using the Canal.
- b) Authorised officers to licence boats according to the proposed scheme.
- c) Authorised officers to charge the revised categories of boat according to the revised license charging scheme.
- d) agreed to review the scheme annually and add up to and no more than the cost of inflation (CPI) to individual charges without further reference to the Committee.

**5620 CANAL MANAGEMENT REPORT [Item 10/20]**

**Declarations of interest:**

None

**Officers:**

Fiona Shipp, Canal Manager  
James Taylor, Strategic Manager

**Key points raised during the discussion:**

1. The Canal Manager and Strategic Manager introduced the item and provided the Committee with a summary of the report. An update was provided on Basingstoke Canal maintenance and inspection works, events/visitor Services, conservation, Volunteers, Management Actions and the Asset Management Programme.
2. A Member asked for clarification on whether there was a 300% increase of cyclists during the lockdown within the Woking area of the Basingstoke Canal. Officers confirmed that this was correct however noted that there had been some complaints from walkers due to cyclists riding at speed on the shared path.
3. A representative from the Basingstoke Canal Society expressed that a 300% increase in cyclists was good news and stated that they wished to reach out to new users and local councils to raise the profile of the Basingstoke Canal and discuss future fund raising. Other Members of the committee agreed that it was important to discuss fund raising opportunities.

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

None.

**Resolved:**

The JMC noted the report.

**5720 BASINGSTOKE CANAL AUTHORITY RISK REGISTER [Item 11/20]**

**Declarations of interest:**

None

**Officers:**

James Taylor, Strategic Manager

**Key points raised during the discussion:**

1. The Strategic Manager introduced the report and provided Members with a summary. Members noted that there were two risks specifically related to the pandemic which were BCA 52, a red high risk related to finance, and BCA 53, related to filling sufficient staff. Officers further informed the Committee of changes to the risk register which could be found from page 75 of the agenda.

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

None.

**Resolved:**

The JMC noted the annual revision of the Risk Register.

## **5820 BUSINESS DEVELOPMENT PLAN 2021 - 2025 [Item 12/20]**

### **Declarations of interest:**

None

### **Officers:**

Jo Heath, Head of Countryside, Hampshire County Council

### **Key points raised during the discussion:**

1. The Head of Countryside introduced the report and provided the Committee with a brief summary. Members noted that the report had been compiled in response to the recommendations made in the Investment Strategy Phase 1 report produced by TriloByte Land Management in June 2020. Members were asked to support the draft development plan approach and agree the projects and initiatives not captured by the consultants, to support the priority list to date while recognising that it was a live document, and to recommend other sources of funding or resources that would assist with the delivery of the Business Development Plan.
2. A Member asked whether it was the intention to work with the M3 Local Enterprise Partnership (LEP). Officers stated that they were aware of the LEP and that they had previously submitted a bid for campsite funding to the M3 LEP however it was not approved because it did not meet certain criteria.

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

None.

### **Resolved:**

- a) Agreed the list of projects and the priority allocation.
- b) Authorised officers to identify any other projects and initiatives, especially those that other organisations will be leading on, that aim to generate an income and add them to the Plan.

## **5920 REPORT OF THE BASINGSTOKE CANAL SOCIETY [Item 13/20]**

### **Declarations of interest:**

None

### **Officers:**

James Taylor, Strategic Manager  
Jo Heath, Head of Countryside, Hampshire County Council

### **Key points raised during the discussion:**

1. The representative from the BCS thanked Cllr Glen, Vice-Chairman, for his support to the BCS over previous years. It was noted that the

BCS had a constructive meeting with Cllr Glenn, Jo Heath and James Taylor at which it was agreed that they would work more closely together going forward. Contact would also be made with all borough councils to increase cooperation going forward. The representative also raised concerns related to the impact of swan cutting on the John Pinkerton and asked for clarification on future plans. Officers stated that they were currently not in a position to share information on the swan cutting matter however details would be available when appropriate.

2. The representatives from the BCS were thanked for their input to the JMC.

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

None.

**Resolved:**

The report was noted.

**6020 DATE OF THE NEXT MEETING [Item 14/20]**

The Committee noted that its next meeting would be on 23 June 2021.

Meeting ended at: 11.45 am

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**Chairman**