

Notice of Meeting

Basingstoke Canal Joint Management Committee

Date & time

Friday, 15 July 2022
at 1.35 pm

Place

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

Contact

Joss Butler
joss.butler@surreycc.gov.uk

Chief Executive

Joanna Killian

MEMBERS

Hampshire County Council

Councillor Jonathan Glen
Councillor Rod Cooper
Councillor Stephen Parker
Councillor Timothy Davies

Surrey County Council

Councillor Marisa Heath
Councillor Riasat Khan
Councillor Paul Deach
Councillor Saj Hussain

Hart District Council

Councillor Simon Ambler
Councillor Ken Crookes

Guildford Borough Council

Councillor Angela Gunning

Runnymede Borough Council

Councillor Scott Lewis

Rushmoor Borough Council

Councillor John Marsh
Councillor Paul Taylor

Surrey Heath Borough Council

Councillor Helen Whitcroft

Fleet Town Council

Councillor Ellie May

Woking Borough Council

Councillor Kevin Davis
Councillor Rob Leach

Special Interest Groups**Basingstoke Canal Society**

Mr Ian Moore/Mr Tony Balch

Hart District Association of Parish Councils

Mr David Jackson

Basingstoke and Deane Borough Council

Mr Mark Ruffell

Natural England

Mr Adam Bates

Inland Waterways Association

Mrs Verna Smith

Basingstoke Canal Canoe Club

Mr Bill Hansell

Galleon Marine

Mr Arthur McCaffrey

AGENDA

1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING: 26 NOVEMBER 2021

(Pages 1
- 8)

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

3 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.

4 QUESTIONS AND PETITIONS

To receive either any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00 noon four working days before the meeting [11 July 2022].
2. The deadline for public questions is seven days before the meeting [8 July 2022].
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION TRACKER AND FORWARD WORK PROGRAMME

(Pages 9
- 14)

To note the action tracker and forward work programme.

6 VERBAL REPORT ON DREDGING

For the Strategic Manager – Basingstoke Canal to provide a presentation on dredging.

- 7 FINAL ACCOUNTS 2021/22** (Pages 15 - 24)
- The purpose of this report is to present the final accounts of the Basingstoke Canal for the year ended 31 March 2022, to the Joint Management Committee for approval.
- 8 CANAL MANAGEMENT REPORT** (Pages 25 - 30)
- To inform the Committee of actions taken by the Strategic Manager and BCA Canal Manager in managing, maintaining and operating the Canal since the preceding meeting, and look forward work likely to happen in the 2nd half of 2022; and to report the work of the Conservation Steering Group.
- 9 POTENTIAL FUNDING SOURCES FOR THE CANAL PARTNERSHIP** (Pages 31 - 34)
- This paper is in response to items on funding for the Canal in the Committee's action tracker (A4/19 and A1/21). It seeks to consolidate previous discussion about alternative funding sources.
- 10 UPDATE: LOCK COTTAGE, DEEPCUT** (Pages 35 - 36)
- To note an update report on Lock Cottage, Deepcut.
- 11 BASINGSTOKE CANAL SOCIETY UPDATE REPORT** (Pages 37 - 40)
- To note an update report from the Basingstoke Canal Society.
- 12 REVISED TERMS OF REFERENCE: NAMED SUBSTITUTES** (Pages 41 - 46)
- The Committee is being asked to adopt the revised Terms of Reference of the Basingstoke Canal Joint Management Committee (JMC) to require members to appoint named deputies.
- 13 DATE OF THE NEXT MEETING**
- The next meeting of the Basingstoke Joint Management Committee will be held on 3 November 2022.

Joanna Killian
Chief Executive
Published: Thursday, 7 July 2022

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MINUTES of the meeting of the **BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE** held at Eastwood Leisure Centre, Albert Dr, Sheerwater, Woking GU21 5RF on 26 November 2021.
These minutes are subject to confirmation by the Committee at its next meeting.

*= in attendance

<p>Hampshire County Council Councillor Jonathan Glen* Councillor Rod Cooper* Councillor Stephen Parker* Councillor Timothy Davies*</p>	<p>Surrey County Council Councillor Marisa Heath* Councillor Riasat Khan* Councillor Paul Deach* Councillor Saj Hussain*</p>
<p>Hart District Council Councillor Simon Ambler* Councillor Ken Crookes</p>	<p>Guildford Borough Council Councillor Angela Gunning* Runnymede Borough Council Councillor Scott Lewis* Surrey Heath Borough Council Councillor Helen Whitcroft Woking Borough Council Councillor Kevin Davis* Councillor Rob Leach*</p>
<p>Rushmoor Borough Council Councillor John Marsh* Councillor Paul Taylor Fleet Town Council Councillor Peter Wildsmith</p>	
<p>Special Interest Groups Basingstoke Canal Society Mr Ian Moore*/Mr Tony Balch Hart District Association of Parish Councils Mr Alastair Clark Basingstoke and Deane Borough Council Mr Mark Ruffell</p>	<p>Natural England Mr Adam Bates Inland Waterways Association Mrs Verna Smith* Basingstoke Canal Canoe Club Mr Bill Hansell Galleon Marine Mr Arthur McCaffrey*</p>

1121 ELECTION OF CHAIRMAN [Item 1]

The Vice-Chairman, Jonathan Glen, proposed Marisa Heath, to be elected Chairman of the Joint Management Committee (JMC). This was seconded by Cllr Rod Cooper. It was agreed unanimously that Marisa Heath be elected Chairman of the Committee.

1221 APOLOGIES FOR ABSENCE [Item 2]

Apologies were received from Mark Ruffell, Paul Taylor, Helen Whitcroft and Tony Balch

John Turner acted as a substitute for Tony Balch.

1321 MINUTES OF PREVIOUS MEETING: 18 NOVEMBER 2020 [Item 3]

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

1421 DECLARATIONS OF INTEREST [Item 4]

Rod Cooper declared a non-pecuniary interest that he was a member of the Basingstoke Canal Society.

1521 QUESTIONS AND PETITIONS [Item 5]

There were no questions or petitions received.

1621 ACTIONS TRACKER AND FORWARD WORK PROGRAMME [Item 6]**Declarations of interest:**

None

Officers:

None.

Key points raised during the discussion:

1. The Chairman introduced the actions tracker and forward work programme. The Committee did not raise any comments.

Actions/ further information to be provided:

None.

Resolved:

The Joint Management Committee (JMC) noted that Actions Tracker and Forward Work Programme.

1721 FINAL ACCOUNTS 2020/21, FORECAST OUTTURN 2021/22, FORWARD BUDGET 2022/23 [Item 7]**Declarations of interest:**

None

Officers:

James Taylor, Strategic Manager – Basingstoke Canal

Key points raised during the discussion:

1. The Chairman noted that the purpose of the report was to present the final accounts of the Basingstoke Canal for the year ended 31 March 2021, the forecast outturn for the year ending 31 March 2022 as at September 2021, and the Forward Budget for the year ending 31

March 2023 to the Joint Management Committee for approval. The Strategic Manager made the following points:

- a. That there was a £32,000 surplus, including £1000 interest, which was largely due to slipped works not carried out during the year.
 - b. The net financial impact due to COVID was fairly small.
 - c. Staffing costs were underspent due to there being a number of vacancies.
 - d. Canal maintenance was significantly underspent due to slipped works.
 - e. Income was under budget due to lost bookings and shop sales. This was offset due to the increase in boat licencing.
 - f. The revised budget for the present financial year reflected the slipped works from the previous year.
 - g. A budget for a Tree Officer post had been moved from the staffing budget to the maintenance budget to allow Surrey County Council's Arboriculture Team to undertake works on a contract basis. It was noted that works had been completed in the Surrey area and were beginning in the Hampshire area.
 - h. The forecast budget for 21/22 was generally on budget.
 - i. Restrictions had continued to affect bookings and that a wet summer had caused limits in camping.
 - j. Income budget had been increased to reflect the increase in boat licences which was expected to continue.
2. The JMC had a short discussion on the dredging of the canal. It was noted that there were different types of dredging, spot dredging and systematic dredging. Spot dredging funding would come out of the maintenance budget and ideally would be undertaken but the Canal's dredger but noted that it was currently broken. If unable to be fixed going forward, officers stated that contractors may need to be brought in to complete works. Systematic dredging had not been completed since 2002 and was a very complicated subject with positives and negatives attached. Members noted that there was no maintenance provisioning the budget and that provision in the capital budget had been relocated to other projects.
 3. A Member asked whether any grants had been received throughout the pandemic. Officers stated that the canal was local authority funded and mostly ineligible for grants.
 4. The JMC noted that there was no current plans for signposting work on the canal due to other matters taking priority.
 5. The Strategic Manager explained that there was no disbenefit in drawing on the expertise of Surrey County Council's Arboriculture Team when required in comparison to having a specific Arboriculture post in the canal's team. There was still a cost to using the service but it was usual practice to have an arrangement like this with one of the partner authorities.

Actions/ further information to be provided:

None.

Resolved:

It was agreed:

1. That the final accounts for the 2020/21 financial year be approved by the Committee.
2. That the Committee approves the revised budget for the 2021/22 financial year.
3. That the Committee notes the forecast outturn for the 2021/22 financial year.
4. That the Committee approves the forward budget for the 2022/23 financial year.

1821 CAPITAL WORKS REPORT [Item 8]

Declarations of interest:

None

Officers:

James Taylor, Strategic Manager

Key points raised during the discussion:

1. The Strategic Manager introduced the report and made the following points:
 - a. That during the last 10 years there was funding in the capital budget to deal with the maintenance backlog.
 - b. That officers had now successfully reduced the backlog, especially in the Surrey area. Officers were now focusing work on cyclical maintenance rather than a backlog of deferred maintenance.
2. The Strategic Manager provided an overview of the expenditures outlines within annex 1 and 2 of the report.
3. The Strategic Manager also provided detail on special works which including renewing the Surrey houseboat moorings and the provision of funding for a new cycle route. Further details were outlined within the report.
4. The JMC had a discussion on funding from Section 106 agreements. A Member expressed that there was a need to agreed how best to look for contributions from developments which were adjacent from the Basingstoke Canal and would therefore impact the Canal. The Strategic Manager explained that when developments were near the Canal then they often had an impact on the Canal and so officers would look to the development to offset impacts due to wear and tear, biodiversity and more. Further to this, the JMC noted that the Canal Management Team were not a statutory consultee for planning and development projects however a number of boroughs did consult Canal management of a discretionary basis and that officers from Surrey and Hampshire, who are statutory consultees, were able to highlight any upcoming projects to the management team. The Strategic Manager also added that it was usual for developers to contact the management team in advance of submitting a planning application to begin conversations.

5. The JMC noted that the Basingstoke Canal Society also provided the Canal Management Team with a monthly 'planning tracker' which provided an overview of any new developments within a certain area of the Canal. Members went on to state that it was important to begin conversations early with developments to ensure the best outcome.
6. Following discussion, the JMC agreed an action to consider how county, borough and district council planning departments, as statutory consultees, could coordinate their resources to identify upcoming developments within the vicinity of the Basingstoke Canal and seek to receive Section 106 funding to benefit the Canal.

The Chairman, Marisa Health, left the meeting at 12:00pm. It was agreed that the Vice-Chairman, Jonathan Glen, would be chairman for the remainder of the meeting.

7. Members further discussed issues related to dredging and that the Canal's dredger was currently unusable.
8. Rod Cooper moved a motion, seconded by Stephen Parker, to form a working group of Surrey County Council, Hampshire County Council and the Basingstoke Canal Society to consider issues around dredging of the Basingstoke Canal and seek to identify any mitigating actions. The JMC unanimously agreed therefore the motion was carried.

Actions/ further information to be provided:

1. JMC agreed an action for the Chairman and Strategic Manager – Basingstoke Canal to consider how county, borough and district council planning departments could coordinate their resources to identify upcoming developments within the vicinity of the Basingstoke Canal and seek to receive Section 106 funding to benefit the Canal.
2. The JMC agreed to form a working group of Surrey County Council, Hampshire County Council and the Basingstoke Canal Society to consider issues around dredging of the Basingstoke Canal and seek to identify any mitigating actions.

Resolved:

That the Committee note the contents of the report, and delegates final approval of the programmes in each County to the Assistant Director of Natural Environment & Recreation for Hampshire County Council, and the Natural Capital Group Manager for Surrey County Council.

1921 BCA RISK REGISTER [Item 9]

Declarations of interest:

None

Officers:

James Taylor, Strategic Manager – Basingstoke Canal

Key points raised during the discussion:

1. The Strategic Manager introduced the report and provided a brief summary. Officers made the following comments:
 - a. That there were a number of risks that had gone in the wrong direction due to not having enough staff resource.
 - b. That there were issues filling vacant posts.
 - c. That risks related to inspections and works were going in the wrong direction.
 - d. That there was a draft Tree Risk Improvement Plan attached to the report which outlined the current Tree risk situation and potential solutions.
2. Members asked how the Canal Authority had advertised vacancies within the team. The Strategic Manager confirmed that advertisements had been placed within job search platforms, industry journals, the Hampshire Council website and various social media platforms.
3. Members noted that there was currently a national staffing shortage for the 'ranger' posts which the Canal Authority sought to fill.

Actions/ further information to be provided:

None.

Resolved:

The JMC noted the annual revision of the Risk Register.

2021 CANAL MANAGEMENT REPORT [Item 10]

Declarations of interest:

None

Officers:

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

Key points raised during the discussion:

1. The Canal Manager introduced the report and provided the committee with a detailed overview. The detail noted can be found within the officer report.
2. During a discussion about staff vacancies, a member of the JMC asked whether officers had considered recruiting for an apprentice. Officers stated that they had not formally considered an apprentice post however consideration had been put into the creation of lower level posts to allow progression in to higher level posts over time.
3. A Member of the JMC thanked Surrey County Council for resolving an issue related to the Canal Centre Café. Members further stated that they felt the situation could have been handled better but were pleased it reached a conclusion.
4. Members noted that the Basingstoke Canal had a positive summer for visiting boats using the Canal.
5. Officers informed the JMC that the Conservation Management Plan had a limit of 1300 boat movements within any section of the Canal in

one year. During the last boat survey it was seen that the Canal was quite a way under the maximum figure in some areas, but at or near the limit in others..

Actions/ further information to be provided:

None.

Resolved:

The JMC noted the report.

2121 BASINGSTOKE CANAL SOCIETY REPORT [Item 11]

Declarations of interest:

None

Officers:

None.

Key points raised during the discussion:

1. Ian Moore, representative from the Basingstoke Canal Society, provided a short overview of the update report.
2. Members asked how many anonymous people donated towards the Basingstoke Canal Society. Ian Moore confirmed that the total figure was close to 20.
3. The JMC thanked the Basingstoke Canal Society for their contribution to the Basingstoke Canal.

Actions/ further information to be provided:

None.

Resolved:

The JMC noted the report.

2221 ANY OTHER BUSINESS [Item 11a]

The JMC agreed to amend the Terms of Reference to include the requirement to appoint named substitutes for each voting Member of the Joint Management Committee. A report would be considered at the next meeting for the approval of an updated JMC's Terms of Reference.

2321 DATE OF THE NEXT MEETING [Item 12]

The Committee noted that its next meeting would be on 9 June 2022.

Meeting ended at: 12.35 pm

Chairman

Basingstoke Canal Joint Management Committee

15 July 2022

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.

Report contact:

Joss Butler Committee Manager, Democratic Services SCC

Contact details:

Email: joss.butler@surreycc.gov.uk

Annexes

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

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Annex 1

Basingstoke Canal JMC 2022 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.

KEY			
	No Progress Reported	Action In Progress	Action Completed

Date of meeting	Item	Action Ref:	Recommendations/Actions	Achieved/Outstanding?	Responsible Cabinet Member/Member/Officer
26 June 2019	Invitation to the Canal Centre	A3/19	The Committee agreed that an invitation to the Canal Centre would be sent to the new leader of Surrey Heath Borough Council.	<p>Completed, letter sent 8 July 2019.</p> <p>November 2019 - Members noted that the Leader of Surrey Heath Borough Council had not yet responded to an invitation to visit the Canal Centre. The Committee agreed to resend the invitation as an email and include Cllr Paul Deach and Cllr Sarah Jane Croke.</p> <p>November 2020 - The new Leader of Surrey Heath Borough Council was happy to accept the invitation however the visit has been delayed due to the coronavirus pandemic.</p>	James Taylor/ Chairman
26 June 2019	Lotteries/Funding	A4/19	Members (Councillors) to go back to relevant councils to discuss lotteries and funding schemes.	July 2022 – An item on 'potential funding sources for the Canal Partnership' is due to be discussed at meeting in July 2022.	Members of the Committee
26 June 2019	Commemorative Bench	A6/19	The Committee agreed to look into the options of providing a commemorative bench for Robin Higgs OBE, a former Basingstoke Canal Society chairman.	July 2022 – Due to the staff shortages and other pressing matters this has not been progressed.	Fiona Shipp

KEY		
	No Progress Reported	Action In Progress

Date of meeting	Item	Action Ref:	Recommendations/Actions	Achieved/Outstanding?	Responsible Cabinet Member/Member/Officer
26 Nov 2022	Capital Works Project	A1/21	To consider how county, borough and district council planning departments could coordinate their resources to identify upcoming developments within the vicinity of the Basingstoke Canal and seek to receive Section 106 funding to benefit the Canal.	July 2022 – An item on 'potential funding sources for the Canal Partnership' is due to be discussed at meeting in July 2022.	Chairman and Strategic Manager – Basingstoke Canal
26 Nov 2022	Capital Works Project	A2/22	To form a working group of Surrey County Council, Hampshire County Council and the Basingstoke Canal Society to consider issues around dredging of the Basingstoke Canal and seek to identify any mitigating actions.	July 2022 – verbal report on dredging is due to be presented at meeting in July 2022.	Strategic Manager – Basingstoke Canal

Basingstoke Canal Joint Management Committee Forward Work Programme 2022

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Basingstoke Canal Joint Management Committee			
Date of Meeting	Item	Description	Method
Standing Item	Financial Update	To present the financial situation of the Basingstoke Canal Authority to the Committee.	Agenda Item
Standing Item	Risk Register Update	To provide an update of the Basingstoke Canal Authority's key risks	Agenda Item
Standing Item	Canal Society Report	To provide the Committee updates on the work of the Basingstoke Canal Society.	Agenda Item
Standing Item	Canal Management Report	To update the Committee on actions taken by the Strategic Manager and BCA Canal Manager in managing, maintaining and operating the Canal.	Agenda Item

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HAMPSHIRE COUNTY COUNCIL

Report

Committee/Panel:	Basingstoke Canal – Joint Management Committee
Date:	14 July 2022
Title:	Final Accounts 2021/22
Report from:	Report of Honorary Treasurer and Strategic Manager

Contact name: Jenny Wadham, Honorary Treasurer, Hampshire County Council
James Taylor, Strategic Manager Basingstoke Canal

Tel: 03707 798929 / 01483 517538 **Email:** jennifer.wadham@hants.gov.uk / james.taylor@surreycc.gov.uk

Purpose of this Report

1. The purpose of this report is to present the final accounts of the Basingstoke Canal for the year ended 31 March 2022, to the Joint Management Committee for approval.

Recommendations

2. That the final accounts for the 2021/22 financial year be approved by the Committee.

Executive Summary

3. The net revenue costs of the Basingstoke Canal are incurred on behalf of the Joint Management Committee by Hampshire County Council (HCC) and financed through partner contributions from Hampshire and Surrey County Councils (SCC) and the riparian district councils. Capital expenditure is currently being funded by Hampshire and Surrey County Councils for specific repairs and improvements.
4. The final outturn position for the year to 31 March 2022 shows a draw from reserves of £31,650, comprising of £33,459 net expenditure on revenue activities, partly offset by £1,809 of interest received.
5. The £31,650 draw represents a significant improvement on the £145,000 budgeted draw, although this is partly due to £50,500 of planned works that will now be undertaken in the 2022/23 financial year. The remaining positive variance against the budget includes £29,000 of cost savings on Principal Surveys, and a significant increase in boat licence income as usage of the Canal increased following the pandemic, contributing to an overall £30,000 overachievement of income.

6. The balance held in reserves for Basingstoke Canal as of 31 March 2022 was £801,852, comprising of £697,774 in the general reserve and £24,078 and £80,000 allocated respectively for dredging & silt disposal and Wellesley. Adjusting for the slipped work as above, the total reserves balance is projected to decrease to £721,859 by 31 March 2023.

Final Accounts 2021/22

7. The final outturn position (as shown in Appendix 1) is a £31,650 draw from reserves. This represents an £112,000 improvement against the 2021/22 revised budget which provided for a £145,000 draw from reserves.

Expenditure

8. Expenditure for the year totalled £869,000, £82,000 below the £951,000 budget, primarily due to significant underspends on Canal Maintenance and Principal Surveys, offset by a budget pressure on supplies and services as detailed below.
9. Canal Maintenance was £61,000 underspent, including £50,500 relating to works that have slipped into 2022/23 as follows:
- £33,000 on the Brookwood Moorings re-decking which has been delayed a further year due to staff capacity.
 - £17,500 Tree Inspection Survey costs relating to the Hampshire section of the canal, with the survey works on the Surrey section completed in year
10. In addition, soft bank protection works and planned emergency cover came in under budget. These reductions in spend were partially offset by a £23,000 pressure arising from reactive tree works required following February's storms.
11. Principal Survey costs were £29,000 lower than budget due to savings of £19,000 against the estimated cost of the Reservoir inspection and £10,000 against the estimated cost of the inspection of Embankment works, although the final report is still pending and therefore potentially there may be some additional costs that will fall within the next financial year.
12. The £25,000 pressure on Supplies & Services includes £13,000 for the purchase of Interpretation Boards for display around the Canal funded by the Canal Society and £4,000 for the design of a gas pipe, funded by Grainger (Aldershot) Ltd. The remaining pressure mainly relates to £11,000 unbudgeted spend on four new bell-tents at the Campsite, purchased in response to the increased demand for UK holidays resulting from Covid-19, partly offset by various smaller savings including on uniforms and postage.
13. Other minor budget variances include a £9,000 saving on transport costs attributed to changes in staff behaviour following Covid 19; £6,000 savings on Premises costs partly due to lower bookings of the function room that was closed until July due to Covid restrictions, and a saving of £2,000 on the running of pumps with the Frimley pump being out of action and Woodham back-pumping running less than last year.

Income

14. Income for the year was £836,000, £30,000 higher than the revised budget of £806,000 mainly due to increased revenue from boat licences and recovered costs.
15. General Fees & Charges income overachieved the budget by £22,000, with a £40,000 increase in boat licence income as more people used the Canal, as well as additional commercial unpowered boat agreements and the introduction of new boat licence charges resulting from the boat licence review. The increased usage of the Canal has continued despite the Covid-19 restrictions having been eased and then lifted through the course of the year.
16. This increase was partially offset by further delays to the receipt of the £15,000 one-off premium for improvement works from Basingstoke Canal Canoe Club as the legal terms of the lease agreement are still in the process of being finalised. However, this is simply a timing delay, and the 2022/23 income budget will be adjusted to reflect this. The Canoe Club have paid their usual contribution for the use of Canal facilities.
17. Other Grants and Contributions income was £23,000 over budget mainly due to an additional £21,000 of cost recovery (for Interpretation Boards and the design of a gas pipe). The sale of unpowered boats and an increase in general donations also contributed to this figure.
18. The works to the Farnborough moorings have resulted in a £6,000 pressure on the rental income budget, however, following completion of the works, the moorings spaces are now in the process of being filled with lots of enquiries and two new boats already moored there.
19. Rosebud Cruise sales were impacted due to a late start to the season caused by Covid restrictions, and difficulty in finding volunteers to run the trips, resulting in a £10,000 shortfall. This was partially offset by increased Santa Cruise sales later in the year, which have again proved to be incredibly popular.
20. At £523,000 the total partner contributions make up the majority of the Canal's income and are therefore fundamental to the successful running of the Canal.

Capital Expenditure Programme

21. Appendix 3 shows the final capital outturn for 2021/22 and the budgeted expenditure for 2022/23.
22. Capital expenditure for the Canal is managed as two separate capital programmes by Hampshire County Council and Surrey County Council.

Hampshire County Council

23. In 2020/21 the third and final £500,000 instalment was received of the further £1.5m capital funding allocated by Hampshire County Council in 2017, and any remaining capital balance will roll forward each year until fully spent.
24. As of 1st April 2021, the balance available in the Hampshire County Council capital programme was £1.372m, brought forward from the previous financial year.
25. Orders were placed during the year to the value of £360,000 however the contract covering the largest proportion of this has not been successfully completed, giving carried forward available funds for 2022/23 of £1.242m.

Surrey County Council

26. Surrey County Council agreed an annual allocation of £150,000 per annum for their capital programme for five years up to and including 2023/24. An annual allocation of £100,000 per annum from 2024/25 to the end of their current Medium Term Financial Plan is now proposed.
27. The total budget for 2021/22 was £231,000, consisting of the core capital contribution of £150,000, plus £67,000 reprofiled from previous allocations and £14,000 rolled forward from 2020/21. Orders were placed in year to a total value of £152,196.
28. Works to improve the towpath and bank protection were completed largely as planned, however the lock gate repair works were delivered right at the end of the financial year and the costs will be reflected in 2022/23. Two other schemes were not delivered whilst reports were awaited from SCC Land & Property. As a result, £72,000 has been carried forward; £39,000 into 2022/23 and £33,000 into 2023/24.

Special Projects

29. In addition to the main revenue budget for the Basingstoke Canal there are a number of special projects with ringfenced budgets related to the Canal.

Odiham Castle

Funding of £2,212 remains from the historic HLF project to restore Odiham Castle, with this balance available to refresh the signs and paths. There was spend of £90 against this fund in the 2021/22 financial year, and it is now planned to spend the remainder in the 2022/23 financial year on replacing the interpretation boards.

Higher Level Stewardship funding

30. Higher Level Stewardship (HLS) funding is received from the Rural Payments Agency by both Hampshire and Surrey County Councils for grassland maintenance. The funding is used to offset staffing costs of the Canal, with the amounts for the 2021/22 and 2022/23 financial years shown in the table below.

	Surrey County Council £'000	Hampshire County Council £'000	Total £'000
2021/22 financial year	2,519	5,226	7,745
2022/23 financial year	0	5,226	5,226

31. Maintenance work on the grassland/woodlands ceased under the current agreement with Surrey County Council in October 2021 (a full year's payment has been accrued in the 2021/22 accounts) and Hampshire County Council's agreement will end on November 2022 (a full year's payment was budgeted for in 2022/23), when the funding will cease.

Hampshire County Council Path Recovery programme

32. Although entirely separate to the Basingstoke Canal, the establishment of a £500,000 Path Recovery programme was agreed by Hampshire County Council in 2021/22 to carry out remedial works to improve the condition of the worst affected rights of way and countryside paths in Hampshire affected by the Covid 19 pandemic. £30,000 of this sum has been allocated to spend along the Basingstoke Canal towpath, with £13,000 spent in the 2021/22 financial year on improvements to the Ash Lock towpath, leaving £17,000 available to be spent in the 2022/23 financial year.

Reserves

33. The Basingstoke Canal reserves consist of three reserve funds as follows:

- Unallocated Reserve – the general reserve to hold annual revenue surpluses
- Dredging & Silt Disposal reserve – specifically to cover cyclical dredging works
- Wellesley Reserve – established from a commuted sum from the Ministry of Defence and Grainger (Aldershot) Ltd specifically for keeping the improved area of towpath between Aldershot and Farnborough in repair.

34. The total reserves for the Basingstoke Canal Authority were £801,852 as of 31 March 2022, a reduction of £31,650 from the position at the end of 2020/21. A detailed breakdown of the reserves is shown in Appendix 4.

35. The balance on the Unallocated Reserve as at 31 March 2022 was £697,774, which equates to just under nine months of budgeted expenditure.

36. In 2021/22 interest of £1,809 was received, paid at the agreed rate of 0.19% on all reserve balances.

37. There was no draw from either the Dredging & Silt Disposal reserve or the Wellesley reserve, which remained at £24,078 and £80,000, respectively.

38. The 2022/23 budget provides for a further draw from the Unallocated Reserve of £30,000, however, after accounting for the £50,500 of works that have slipped into 2022/23, the projected balance is £617,774, equating to just under eight months of budgeted expenditure.
39. There are no planned draws from the other reserves for either 2021/22 or 2022/23.

Conclusion

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40. The final outturn for 2021/22 is better than budgeted and forecast, with a £31,650 contribution to reserves rather than the budgeted draw of £145,000. However, £50,500 of this improved position is due to expenditure that has slipped into the following year.
41. Covid-19 has continued to have a significant impact on the sales and bookings income of the Canal. However, there have been offsetting reductions in expenditure and increased boat licence income as more people are using the Canal, which has meant the net Covid financial impact has been fairly small. It is hoped that as well as the sales and bookings income recovering to pre-Covid levels, the additional boat licence income will continue.
42. Whilst the Surrey Capital Programme has progressed largely as planned, the Hampshire Capital Programme has been delayed due to its complexity and reduced staffing resource resulting from the pandemic.
43. The total balances within reserves at £801,859 as of 31 March 2021, and projected to fall to £721,859 at 31 March 2023, appear relatively healthy. However, the balance within the Unallocated Reserve equates to only eight months of budgeted expenditure, which is considered a reasonable but not excessive level.

Appendix 1 - Final Outturn for the Year Ended 31 March 2022

	Revised Budget 2021/22 £'000	Forecast Outturn September £'000	Final Outturn 2021/22 £'000	Over/ (Under) Budget £'000
Expenditure				
Employees	496	501	494	(2)
Premises	26	26	20	(6)
Canal Maintenance	267	271	206	(61)
Principal Surveys	59	44	30	(29)
Transport	42	36	33	(9)
Supplies & Services	61	72	86	25
Total Expenditure	951	950	869	(82)
Income				
General Fees & Charges	125	144	147	22
Grants & Contributions - Partner	523	523	523	0
Grants & Contributions - Other	17	15	40	23
Rental Income	62	51	56	(6)
Sales Income	79	68	70	(9)
Other Miscellaneous Income	0	0	0	0
Total Income	806	801	836	30
Contribution from/(to) Reserves	145	149	33	(112)
General Reserves				
Opening Balance	833	833	833	0
Contribution from/(to) Reserves	(145)	(149)	(33)	112
Interest on balances	1	1	2	1
Closing Balance	689	685	802	113

Appendix 2 – Partners Contributions for the Year Ended 31 March 2022

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	Contributions per the Original Agreement £	Notified & Actual Contributions £	Variance £
Partner Contributions			
Hampshire County Council	153,188	153,188	0
Surrey County Council	153,188	153,188	0
Guildford Borough Council	39,076	39,076	0
Hart District Council	30,924	30,924	0
Runnymede Borough Council	16,869	8,000	(8,869)
Rushmoor Borough Council	42,246	42,246	0
Surrey Heath Borough Council	26,282	10,000	(16,282)
Woking Borough Council	53,276	53,276	0
Church Crookham Parish Council	6,750	6,750	0
Crookham Village Parish Council	3,048	3,048	0
Dogmersfield Parish Council	240	240	0
Fleet Town Council	18,309	18,309	0
Odiham Parish Council	4,036	4,036	0
Winchfield Parish Council	250	250	0
Total Partner Contributions	547,682	522,531	(25,151)

Appendix 3 – Basingstoke Canal Capital Programme 2021 – 2022

	Surrey County Council Programme £'000	Hampshire County Council Programme £'000	Basingstoke Canal Total £'000
Balance as at 31 March 2021	0	1,372	1,372
Funds in:			
Core capital contribution	150	0	150
C/fwd from 2019/20	67	0	67
C/fwd from 2020/21 – Deepcut			
Depot	14	0	14
Total Funds in	231	0	231
Bank repairs	(116)	(65)	(181)
Structure	(21)	(65)	(86)
Water management	0	0	0
Equipment	0	0	0
Engineering fees	(22)	0	(22)
Total Funds out	(159)	(130)	(289)
Balance as at 31 March 2022	72	1,242	1,314

Appendix 4 – Basingstoke Canal Budgeted Reserves

	Unallocated Reserve £	Dredging & Silt Disposal £	Wellesley Reserve £	Reserves Total £'000
Balance at 31 March 2021	729,424	24,078	80,000	833,502
Income (interest on balances)	1,809	0	0	1,809
Transfers To / (From) Reserves	(33,459)	0	0	(33,459)
Projected Balance at 31 March 2022	697,774	24,078	80,000	801,859
Income (interest on balances)	500	0	0	500
Additional draw re slipped works	(50,500)	0	0	(50,500)
Budgeted Transfers To / (From) Reserves	(30,000)	0	0	(30,000)
Projected Balance at 31 March 2023	617,774	24,078	80,000	721,859



BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE

Date: 15 June 2022

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Canal Management Report

Lead Officers: Fiona Shipp / James Taylor

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Key Issue

To inform the Committee of actions taken by the Strategic Manager and BCA Canal Manager in managing, maintaining and operating the Canal since the preceding meeting, and look forward work likely to happen in the 2nd half of 2022; and to report the work of the Conservation Steering Group.

Officer's Recommendation

That the Committee note the content of the report, and authorise the Strategic Manager and Treasurer to:

- a) authorise additional expenditure over the budgeted amount of up to £24,000 on spot dredging to be funded from the allocated Dredging Reserve
- b) authorise additional expenditure over the budgeted amount of £28,000 for the purchase of an Asset and Issue Management system for the BCA to be drawn from the Unallocated Reserve.

Operation & Maintenance

BCA Maintenance & Inspection Works

- Winter reactive tree works – 111 tree incident reports from the storms over 18th –20th Feb. This took our limited staff team (with 2 weeks of help from a team of contractors) a month to clear. This was strongly supported by our volunteer lengthsmen who provided very quick and important reports on tree locations which was vital to allow us to prioritise and react accordingly.
- Length Inspections, Supplemental Inspections, Reservoir Surveillance Inspections have all been carried out
- Lock repair works were carried out in late March and early April to carry out the most urgent end of season works at some of the locks, including replacement of old paddle frames, lock gate replanking and replacement of cills.
- The upper gates at lock 27 were finally able to be adjusted and installed successfully.
- Much staff time has been taken with training of new staff (see below – staffing)
- Contractors replaced the old access steps at Coxheath bridge
- Contractors repaired the entrance to Barley Mow car park
- With funding from the 'Safer Streets Project' and working in partnership with Surrey Police and Woking Borough Council, extensive graffiti removal has taken place by a contractor, throughout all the Woking and St Johns stretch of canal, particularly on all the bridges. They have now been coated in anti-graffiti paint to try and prevent reoccurrence and allow easier removal in future.

Staffing

- The remaining Lock keeper left in January for a new job working on developing volunteer teams with the Canal and Rivers Trust. We hope he can pass on some of the good work we have been doing on the Basingstoke for many years now.
- Canal Ranger, Andy Loader, retired from his post at the beginning of April after 26 years. We would like to thank him for his long and dedicated service to the Canal.
- We have recruited three new permanent and one temporary members of staff, but have been unable to find suitable candidates to fill two vacant Waterway Ranger positions. The filled positions are:
 - **Inspector (Ranger)** – this role will focus on the inspection of assets to ensure that all of the inspections are carried out according to the Asset Management Plan timetable; a keen eye for detail is essential. In addition, they will receive training to manage water levels, will be part of the out of hours “duty” rota system often in sole charge of the waterway, and assist the other Rangers on group projects.
 - **Assistant Waterway Ranger** – this position is to assist the Waterway Rangers and Lock Keepers carrying out maintenance on the waterway. This role will not undertake “duty” cover.
 - **Temporary Assistant Waterway Ranger** – this position is for 6 months to assist the new and remaining staff carry out practical tasks on the canal, particularly whilst we are carrying two Ranger grade vacancies.
 - **Lock Keeper** – this role will primarily be to manage water levels and boat traffic through the Surrey lock flights. They will support the Rangers and Assistant Rangers in carrying out practical tasks. A second Lock Keeper role was advertised, and a job offer made - we are expecting the second lock keeper to start in July.
- All of the new staff are undergoing a period of extensive training; both formal courses for key skills, tools and equipment, but also job shadowing of the two remaining Rangers to find out how the Canal actually works.

Events/Visitor Services

- Santa Cruises was its usual success (despite some difficult weather for staff and volunteers to endure) with people so happy to see Santa in person again on the lead up to Christmas. Income £25,763 (gross, but net of tax).
- We now have 7,719 followers on our Facebook page (up approx. 700 since Oct 21), 1,848 followers on Twitter and 1,195 on Instagram (as of 26th April 2022).
- All the boat licence renewals have been sent out for the season and we are currently preparing to send out the commercial licenses.
- Easter School holidays was steady trade for the Canal businesses with a bumper Easter weekend in the middle.
- Businesses are now staffed/operating in a more normal fashion with no Covid restrictions on boat hire or camping. As a result of Covid we had to bring in new measures, some of which proved very successful however, and we have now been able to improve our service as a result with for example advance bookings for boat hire.
- *Rosebud* trip boat has a full summer season booked in with the usual speciality trips planned up to the end of Sept. and fully staffed by volunteers.
- A full kids/families events programme is planned for the season with trails, competitions and pond dipping all available through the school holidays.
- The Bell tents are planned to be put back up hopefully during June ready for the height of the camping season.
- Staff checked over 700 boat licenses for compliance last year and already over 100 so far this new financial year. This has helped with the marked increase in income from unpowered licenses.

Conservation

- The Conservation Management Steering Group meeting was held on 20th April. Discussion was again held regarding water level monitoring in the Common Standards for Assessment which the Strategic Manager did not consider an appropriate measure of draw down levels on canals. Natural England were asked again to look into this matter.

- The Frimley pumping system was discussed which has not been operational for the last 2.5 years. The system runs from a railway sump 800m across a development site, across Frimley Lodge Park into the Canal. The developer and Surrey Heath Borough Council have proposed moving the pump into Frimley Lodge Park with open ditches, swales and ponds to accept the railway drainage, before entering a shorter pumped system. This may benefit habitat within SHBC land and will make maintenance access easier for SCC/BCA. Initial data from a water quality and sediment analysis of the drainage system is promising for the Canal. The CMSG raised no strong objections to this proposal as it was not a new water source.
- There was a brief discussion around spot dredging and the intention to get a contractor to start to carry this out in high priority areas such as bridge holes under the agreed scheme of management.
- Other topics included the control of invasive species, particularly floating pennywort, and crayfish
- John Edwards (Surrey County Council Ecologist) announced he is retiring from Surrey County Council at the end of April and said he was happy to be leaving the Canal on a much more positive footing.

Volunteers

- Volunteers have been operational each Tuesday and some additional days, organised and overseen by a Canal Ranger and Volunteer Leaders who are taking a greater role. We continue to use the online booking system and manage group numbers depending on the task we are undertaking. Winter sapling cutting was undertaken in as many areas as possible.
- Car parks had their potholes filled in where possible and general spruce ups.
- Volunteer Skippers and crew have been undertaking their early season refresher training and had a good Easter running public trips on Rosebud.
- The Head Skipper organised a recruitment drive for new skippers and crew in March which was a very successful day resulting in 30 expressions of interest and 22 new volunteers. Five volunteers have been put forward as new skippers, with those who didn't already have them being trained to RYA Inland Waterway Helmsman standards.
- The BCA Patrol boat which is mainly volunteer crewed was out for 182 hours in 2021/22.
- Three volunteer Santa's supported the Santa Cruises event this Dec and one even grew a Santa beard, there is dedication for you.

Management Actions

Partnership finance

We were disappointed to be notified in late May that Rushmoor Borough Council have almost halved their revenue contribution to the BCA partnership - resulting in a cut of £23,000. As a result of not being notified 12 months in advance the planned BCA budget agreed at the November JMC meeting has been affected. There will now be a real pressure around ensuring safety related tree works can be completed, and the repairs to the decking of the Brookwood Visitor Mooring can no longer be afforded in this years' budget.

The planned works to spot dredge in the Hampshire Pound over the winter can also no longer be afforded unless there is a planned draw on the reserve. The Strategic Manager is therefore recommending to the Committee that the £24,000 in the allocated Dredging Reserve should be used for this purpose.

The BCA's asset management database system is now aging, and Hampshire County Council's IT Department will shortly cease to support the platform on which it is based. It also doesn't provide functionality around issue management, which is considered a significant defect in risk control. An alternative system is therefore required, the Strategic Manager has looked at possible systems with colleagues and is recommending that the system used by both Hampshire and Surrey County Councils for asset management and issue tracking for their public rights of way networks is adopted. A quotation has been provided by the supplier to provide additional licences, transfer of data, set up costs, and staff training to bolt the Canal's requirements onto the existing Hampshire County Council system. In order to purchase the system a draw on the reserve of £28,000 will be required.

Staffing

As stated in the Canal Manager's report above the BCA have continued to be very stretched for the last 6 months in terms of staffing. Leaving us with only 2 fully trained rangers trying to cover 24hr duty 7 days a week between them. Understandably leaving them exhausted, in addition to train up new staff and dealing with the array of usual reactive works. The Canal Manager has now re-advertised the two vacant Waterway Ranger positions, and we are hoping for a better level of interest from candidates.

The Canal Manager and Strategic Manager have also been working on the following matters:

- **Regular Liaison Meetings** – Basingstoke Canal Society (BCS), Boat User Group, Basingstoke Canal Angling Association, Woodham Houseboat Tenant engagement sessions and regular meetings with a number of commercial/quasi-commercial operators.
- **New Commercial Licences** – 2 licenses are now in place for businesses to advertise on our land. These are both for services that we consider are helpful to Canal users.
- **Tree Inspections** – SCC's Arborists will now carry out an inspection of the Hampshire half of the Canal over the coming months.
- **Mytchett Lake Reservoir** – The independent Inspecting Engineer has carried out the 10-year assessment of the reservoir. He will require a draw down study, and a re-examination of the 2010 flood study in the light of new inflows and evidence. These have been referred to SCC for funding as they are a consequence of SCC's ownership not maintenance or repair issues. The Inspecting Engineer also requires a number of mostly minor works to be undertaken – some of which have already been completed, but some will need to be funded from the SCC capital programme over the coming years. The independent Supervising Engineer (who inspects the Lake and connected section of canal twice a year) has been asked to certify the On-site Plan for the Reservoir, but he required substantial modifications to the plan resulting in a significant amount of work; this however has now been certified. The Strategic Manager is also seeking legal advice from SCC's lawyers on requirements by the Inspecting Engineer that SCC are responsible for works on parts of the lake which are not in SCC ownership.

Asset Management Programme

The following works from the County Councils' "capital" asset management programme were planned for the 2021/22 programme:

Surrey

- **Towpath Repair Works** – the section of towpath between Deepcut High Bridge and Frimley has now been surfaced, and some areas of the sealed surface at Brookwood and St John's which had started to degrade were resurfaced with Tarmac; a buff surface dressing stone will be added in warmer weather to maintain the semi-rural character of the site.
- **Bank repairs** – Three minor leak sites identified by the Embankment Principal Inspection in Woking have now been repaired.
- **Lock gates** – this year funding went into the re-planking of a number of lock gates at the mid-point in their lifecycle rather than a complete replacement set of gates.

Hampshire

- **Crookham Deeps** – this project has halted after the contractor left site without completing the works. The Strategic Manager is being advised by appropriate Hampshire County Council legal and procurement colleagues with a view to resolving the matter as soon as possible. We are currently holding water levels in the Hampshire Pound lower than normal (at a maximum of -150mm) for safety reasons due to ongoing leakage. This means that we are starting from a lower level than normal, and it is highly likely that we will need to suspend all powered navigation on the Hampshire Pound at some point this summer - without substantial prolonged rainfall. This is likely to have a similar knock-on effect on the Mytchett Pound. This will affect all of the commercial and quasi-commercial boat operations including the BCA at Mytchett.
- **Swan "cutting", North Warnborough** – The Canal Manager and Strategic Manager together with Engineering and other professional colleagues at Hampshire County Council continue to work on this project. Hampshire County Council geotechnical engineers are currently drawing up the design for this project which will then

need to be agreed by all parties and put out to tender. This is a long-term project with no works expected on site until next winter at the earliest.

- **Reading Road Weir Repairs** – replacement of handrails on the footbridge over the weir are now complete.
- **Bank Repairs** – Sections of towpath embayment's were repaired throughout Hampshire by our contractor. A further set of works is planned for winter 2022.

Special funding

- **Hampshire Path Recovery Programme** The section of towpath between Ash Lock to Ash Embankment Railway Bridge was particularly badly worn during the Covid lockdowns. The Hampshire County Council Path Recovery fund paid for the repair of this section. Further plans for a section of towpath repairs near Norris Bridge that also suffered during Covid from increased use – this was to be repaired by staff, the BCA dredger and volunteers - but has been delayed by lack of availability of both staff and dredger.

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BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE

Date: 15 July 2022

Lead Officer: James Taylor

Tel: 01252 370073

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Potential funding sources for the Canal Partnership

Key issue

This paper is in response to items on funding for the Canal in the Committee’s action tracker (A4/19 and A1/21). It seeks to consolidate previous discussion about alternative funding sources.

Sources of funding

The following is a brief synopsis of the types of funding which might be available and its possible purpose on the Canal. It should be noted that the majority of the schemes will not replace Business as Usual “revenue” funding to pay staff or employ contractors to do regular maintenance works, funding is primarily geared towards capital projects to provide brand new infrastructure.

Source	Quantum	Use	Who might lead for the Canal
Development - CIL (Community Infrastructure Levy)	£-££	Capital and major maintenance: CIL funds are held by Local Planning Authorities - schemes are added to standing lists, but many are oversubscribed leading to competition.	Strategic Manager / BCA can recommend schemes where these might meet CIL criteria. ¹
Development - S.106	£-£££	Capital schemes required to mitigate for a specific development.	Strategic Manager / BCA supported by BCS volunteers and SCC / HCC Officers react to proposed schemes.

¹ SCC now require all CIL applications affecting SCC land to be assessed centrally.

Development - Biodiversity Net Gain (BNG)	£-££	Funding from development to enhance biodiversity. Guidance indicates that already protected sites such as SSSI will not be funded. This only leaves the Woking Section of the Canal as a potential beneficiary.	Strategic Manager / BCA Officers work with Woking Borough Council and SCC Officers to identify potential biodiversity enhancement schemes in Woking.
Development - SANGS	£-££	Funding from development as an alternative greenspace to Thames Basin Heath SPA sites.	Canal fails the criteria to become a SANG on a number of counts - already attractive, high use, linear route, and a protected site.
Heritage Lottery Fund	£-£££	Capital schemes to enhance public engagement with heritage. Projects are very competitive and difficult for the public sector to obtain.	N/A - Not suitable for the Canal at present. BCS would be best placed to bid for any schemes that are identified.
Private Trusts and Specialist Grant givers	£-££	Capital schemes that chime with the grant giver's charitable aims - which vary quite widely.	BCA or BCS as specific projects are identified
BCS	£-££	As a charity the BCS can give grants for capital projects or fund anything which benefits the Canal.	BCS decide on which if any projects to fund.
Countryside Stewardship and Environmental Land Management Scheme (ELMS)	£	Agri-environment based grants from NE / DEFRA aimed primarily at improving farming practice	N/A - not a good fit for the Canal's needs
EU Growth Fund	££	Primarily aimed at rural business growth - Not yet replaced by UK Government	N/A - previous Canal based bid failed - no longer available
Community Foundations SCF/HIWCF	£	Capital grants for Heath & Wellbeing and Environment projects.	
Targeted Community Funds	£	Both SCF / HIWCT will hold and administer a targeted fund for the Canal. This will only fund capital projects. Will require a funding source to generate the fund	Currently not set up - would only be useful with a source of income (see membership, crowd funding, wills etc)
Membership	£	Can fund revenue or capital schemes - or could be used to create a community fund specifically for the Canal.	BCS are best placed to develop a membership scheme

		Memberships are hard for local authorities to do well due to public attitudes to provision of services.	
Crowd Funding	£-£££	To be successful there needs an identifiable purpose or cause for the public to buy into. Lends itself to capital schemes but can be used for any purpose. Local authorities are not best placed to use this route.	BCS are best placed to campaign for causes
Wills and legacies	£-£££	Estates are frequently left to charitable causes - both the BCA and BCS receive occasional small amounts for people wanting to remember the canal.	BCS are best placed to target wills and legacies to support specific campaigns
Levy on development	££-£££	Whilst this could provide substantial income for a Community Fund - there is no legal mechanism to enable this at present.	Requires political lobbying for primary legislation. Would compete for other environmental causes.

Funding from development

Funding as a result of development often needs to be reactive to development proposals - as mitigation against increased use or other harmful effects; schemes may not be appropriate unless there is a need for mitigation. There has been a mixed result of success and failure in obtaining s.106 depending on the competing demands of other mitigations relevant to the development (eg: SANGS, parks, public rights of way, other greenspaces). All s.106 schemes must be directly relevant to the development which is funding it.

Other strands of development funding, such as CIL may be open to canal related schemes, but are competitive and will be considered alongside other priorities for the owners and local authorities. These will not replace revenue funding.

SANGS and BNG are largely not open for the Canal due to its conservation designations.

Conclusion

Most sources of external funding are for “capital” type projects not to replace revenue funding. In many instances capital projects are not what is required to make the Canal Partnership financially sustainable - although the purchase of replacement equipment such as the dredger or weedcutter vessels might fit some funding streams.

In other instances, a capital project might defer the need of maintenance some years down the line (eg: to upgrade a length of towpath to accommodate new development), or be required to mitigate for a development happening close to the Canal.

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Basingstoke Canal Joint Management Committee 15 July 2022

Update: Lock Cottage, Deepcut

Lock Cottage at Deepcut was vacated by its residential tenants in November 2021. Surrey County Council commissioned a review of the options for future land use. The Cottage was purchased as part of the Compulsory Purchase Order by the Council and, as such, its use is required to support the vision for the Basingstoke Canal:

'To create a thriving natural environment for wildlife and public enjoyment and a vibrant recreation and heritage resource.'

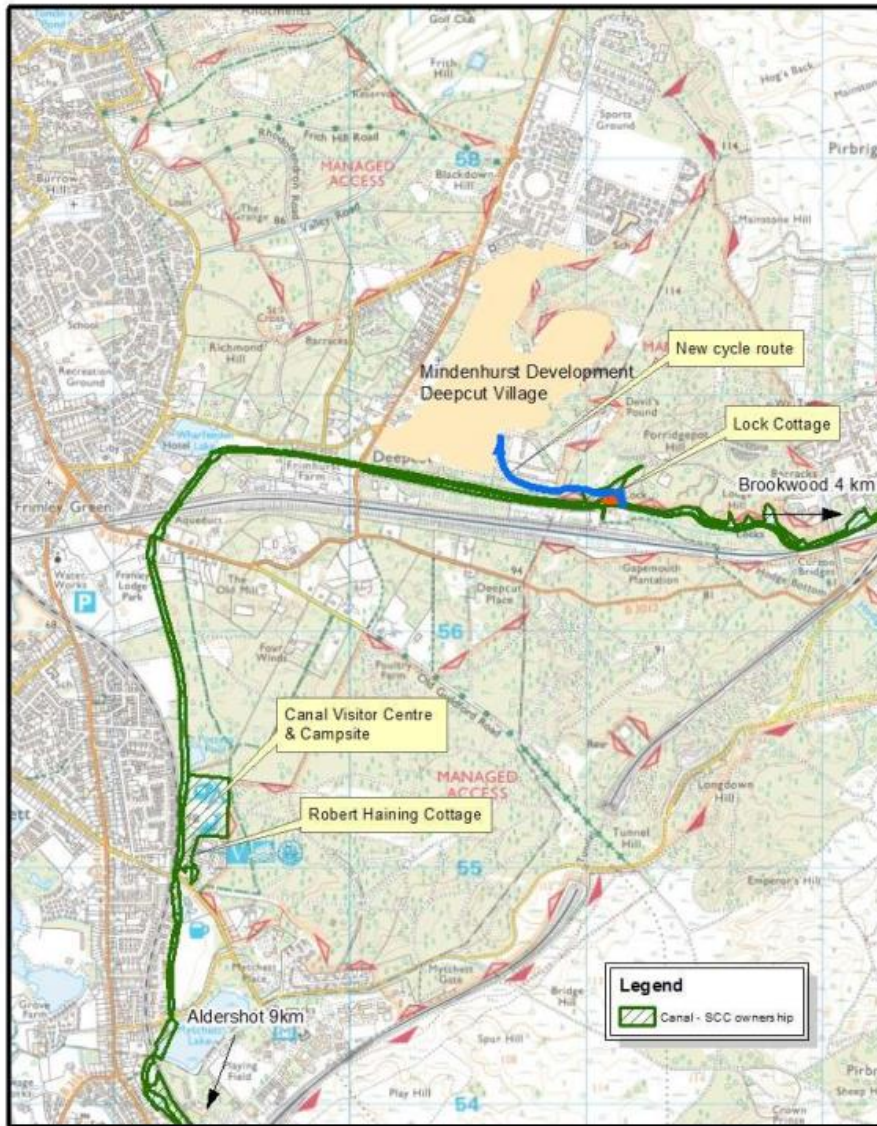
As such, various options have been considered, including commercial use for supplying food and beverages, glamping and holiday lets. Challenges include the access road and planning permission, but these are not considered insurmountable. The site may not have direct access by car but it has a regular through flow of visitors to the canal towpath in the summer and shoulder months, a significant increase in local residents living in walking distance and links to the new cycle path connecting it to new residential areas. The scheme will be commensurate with the quiet surroundings and other providers along the canal.

The Council are currently preparing to source an operator to provide food and beverage on site and are working with leisure specialist surveyors to overcome the issues identified. All funds raised by the project post investment will contribute towards the Council's contribution to the upkeep and management of the canal.

Figure 1: Location Plan

Canal Cottages - Location Plan

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Figure 2: Lock Cottage 2021





BCS report to JMC July 2022

Executive Summary

Like most charities and businesses, The Basingstoke Canal Society (BCS) is emerging from the Covid year 2021/22, which saw a 300% increased usage of the Basingstoke Canal, but which impacted the ability for volunteers to provide their labour to working parties to aid the Basingstoke Canal Authority (BCA). This challenged operating environment also severely reduced BCS revenues from trip boat operations (usually representing approximately 2/3rds of the Society's annual income).

Notwithstanding this, in 2021 the BCS contributed over 28,000 man hours of volunteer labour (costed at £10 per hour therefore total value £280,000) to aid clearing the navigation channel of weeds, towpath and car park vegetation management, litter collection and lock furniture painting, car park surface repairs, etc., as well as helping to maintain and move the BCA boats around, when required, to support the BCA.

The 80 plus volunteer lengthsman, provide regular patrols of the entire Canal, some of whom are supporting Surrey Police in Woking through the Canal Watch scheme. All these efforts help the BCA and the local community.

The BCS also raised £25,000 of funding towards 15 new information boards (and installed them) along the Canal towpath, BCA training contributions, plus considerable administrative assistance to the BCA (2 dedicated BCS volunteers are ex planners) towards monitoring planning applications and preparing submissions to try and secure developer CIL/S106 funding for the Canal.

Notable achievements during the year have been celebrating the 30th anniversary of the re-opening of the Basingstoke Canal on 5 May 2022 (postponed from 2021 due to Covid) to coincide with Surrey Heath Borough Council's Platinum Jubilee celebrations and the Canal Society's AGM, which had a record attendance. The event was attended by boats from all over the country.

The BCS has also spearheaded the move towards electrification of the Canal through its major £200k fundraising campaign to replace Woking trip boat Kitty with an all-electric trip boat. This will have a considerable reduction on our carbon emissions and enhance passenger and towpath user experience. The Society is working in collaboration with the BCA, WBC, SCC, the local MP and Premier Inns to install electric charging points initially along the Woking section. The BCS appreciates all the support from the many individuals involved in the project.

The BCS continues to work closely with the BCA through monthly operations meetings, quarterly strategy meetings and general ad hoc meetings on projects, planning and other issues of mutual relevance. A draft MoU between the two parties has been prepared that will formalise the relationship, roles and responsibilities of each organisation to the betterment of the Basingstoke Canal.

It is recognised that there are a number of major challenges that need to be resolved in order to maintain the safe passage of the Basingstoke Canal corridor for all users. These include an ongoing programme of dredging, improved *hydrocotyle* and *cabomba* weed management and removal. The lowered water levels in the Hampshire pound (Crookham Deeps leak) and Swan Cutting (slope stability issues) do have a major detrimental impact on the trip boat operation of the JP II, which is a significant source of revenue for the BCS.

In these financially challenging times, the Society is happy to offer to deploy resources to support the BCA in cost justified projects, such as buying and operating another weed cutter (for example) to supplement the BCA's own weed cutting assets. As an example, the BCS bought and transferred to the BCA two electric hedgecutters to help reduce overall carbon emissions. The MoU process will assist allow the BCS to supplement the BCA's own efforts in pursuit of a thriving and viable Basingstoke Canal for future generations to come, which currently costs the contributing Riparian Council's the equivalent of 50p per resident each year and is an extremely value for money asset to the communities health and wellbeing.

The Year in Summary

Promoting the new positioning – Keeping the Canal Alive and Vibrant. New strapline included on all BCS material. Ongoing communications and events programme. Championing activities and projects that support the vibrancy of the Canal i.e. Odiham Raft Race, social media posts, trip boat operations in Surrey and Hampshire.

Society Name Change – from Surrey and Hampshire Canal Society Ltd (historical reasons due to original Basingstoke Canal Company objections) to The Basingstoke Canal Society (a registered charity)

Implementation of Five Year Plan – the four key planks of cultural, social, environmental and economic are being actioned as follows:

Cultural	Social	Environmental	Economic
<ul style="list-style-type: none"> development of on-line archive ongoing local events programme support and promotion of projects designed to bring more activity to and on the Canal 	<ul style="list-style-type: none"> promotion of health & wellbeing aspects of the Canal through dedicated team regular communications through newsletters and social media 	<ul style="list-style-type: none"> development of an electric boat to replace Kitty and installation of electric charging points 15 new information signs funded and installed 	<ul style="list-style-type: none"> planning admin support to BCA to seek to secure CIL contributions from developments along the Canal continue trip boat ops in Surrey and Hants

Financial Structure of the Society – the Year in figures

Fee paying Members – **1044**

Total Funds Raised - **£55,000**

Regular volunteers - **250**

Active Lengthsmen - **82**

Events attended - **9** including Odiham Raft Race and 30th Anniversary of Canal re-opening / Queens Jubilee Celebrations

Monies transferred to BCA - **£25,000**

Volunteer hours - **28,000** (£280,000 equivalent using HLF guidelines)

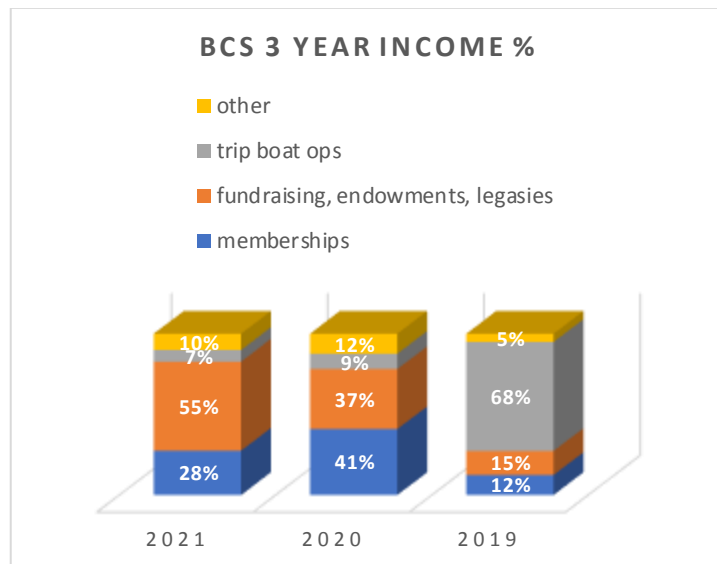
Planning Applications assisted with - **11**

Newsletters mailed - **16** issues

Trip Boat operations undertaken - **240**

Social Media posts - **150** per annum Followers - **10,000** per month

Documents archived - **15,000**



Note: decline in revenues from trip boat operations 2020 - 2021.

Future Projects

Following the last JMC in November 2021 there has been ongoing dialogue between the BCS and BCA to prioritise projects / funding which will benefit in a navigable and sustainable canal and operating income generation.

- Kitty II electric trip boat construction
- Electric charging infrastructure in Woking section
- Potential Colt Hill Moorings (subject to securing long term access)
- On line historical Archive
- Wellesley boat basin concept development (subject to developer Grainger feasibility)

Urgent Support needed

There are a number of major operational challenges that the owning County Councils/BCA need to resolve. These include:

- an ongoing programme of dredging (especially spot dredging),
- improved *hydrocotyle* and *cabomba* weed removal,
- the plan and timeframe to safely restore the water levels in the Hampshire pound through the resolution of Crookham Deeps and,
- the plan and timeframe to resolve the Swan Cutting slope stability issue

The last two in particular are having a major detrimental impact on the BCS's trip boat operation of the JP II, with trips currently suspended to King John's Castle while trips east to the Barley Mow are taking up to an hour longer.

Lastly, as pressure mounts to cut funding for the Canal, the Riparian Councils need to maintain or increase their current level of funding support for the Basingstoke Canal, which equates to **just 50p per local resident** in each Council area. Surrey Heath and Runnymede BC's also should step up to the full funding contribution proposed under the Canal Partnership Funding Agreement, as these two are currently some £28,000 per annum under funding and have done so for over a decade.

The Basingstoke Canal has been ranked in the top 100 waterways in the world as 13th, it is a world class asset and needs all the support from the community and their representatives in order to pass it onto future generations to enjoy.

Basingstoke Canal Joint Management Committee 15 July 2022

REVISED TERMS OF REFERENCE: NAMED SUBSTITUTES

Purpose of the report:

The Committee is being asked to adopt the revised Terms of Reference of the Basingstoke Canal Joint Management Committee (JMC) to require members to appoint named deputies.

Recommendations:

It is recommended that the Committee adopt the proposed changes to the Terms of Reference (Annex 2) to require Basingstoke Canal Joint Management Committee (JMC) members to appoint named deputies.

Terms of Reference:

1. The Basingstoke Canal Joint Management Committee is governed by Terms of Reference which were last updated in June 2019. This version is attached as [Annexe 1](#).
2. The Terms of Reference specify in section 4(iii) that each Authority may nominate individuals to serve as deputies to attend meetings of the Joint Management Committee.
 - iii. Each Authority may nominate individuals to serve as deputies to attend meetings of Joint Management Committee on behalf of and in the absence of the person for whom they are nominated to deputise.
3. It is proposed that this should be amended as follows to require each Authority to appoint named deputies. New text is shown in bold:
 - iii. Each Authority **is required to** nominate individuals, **with a limit of one named deputy per member**, to serve as deputies to attend meetings of Joint Management Committee on behalf of and in the absence of the person for whom they are nominated to deputise.

4. A revised version of the Terms of Reference showing the proposed changes is included as Annex 2.

Reasons for change:

5. Requiring members to appoint named deputies to attend in their absence will help ensure that each authority is represented at meetings.
6. Requiring members to appoint named deputies will enable each deputy to develop an understanding of the JMC's remit.

Financial and value for money implications

7. 'None'.

Legal implications

8. 'None'.

Report contact: Joss Butler, Committee Manager

Contact details: joss.butler@surreycc.gov.uk

Sources/background papers: None

Annex 1

TERMS OF REFERENCE AND CONSTITUTION BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE

1. The name of the committee shall be the Basingstoke Canal Joint Management Committee.
2. The objects of the Committee shall include:-
 - a. the oversight of the completion of the restoration of the Basingstoke Canal.
 - b. 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.
 - c. the balancing of the interests of all users of the Basingstoke Canal and the conservation of the natural environment.
3. The Committee shall be a joint committee of the constituent authorities in pursuance of Section 102(i)(b) of the Local Government Act 1972.
4. The Committee shall comprise 18 elected members from the constituent Councils and up to eight advisory non-voting individuals and representative of special interest groups.
 - i. The elected Members shall be appointed in the following proportions:-

Hampshire County Council	4
Surrey County Council	4
Guildford Borough Council	1
Hart District Council	2
Runnymede Borough Council	1
Rushmoor Borough Council	2
Surrey Heath Borough Council	1
Woking Borough Council	2
Fleet Town Council	1
 - ii. Each Authority shall appoint its representative or representatives according to the constitution of that authority for a period of not less than one year to run from the annual meeting of the appointing authority but each authority shall use its best endeavours to secure continuity of membership by reappointing the same representatives for the four year period between County Council elections.
 - iii. Each Authority may nominate individuals to serve as deputies to attend meetings of Joint Management Committee on behalf of and in the absence of the person for whom they are nominated to deputise.

- iv. The Joint Management Committee shall co-opt two representatives from the Basingstoke Canal Society and one from Natural England plus up to five other non-voting individuals and representatives of special interest groups as necessary.
- v. Representatives and any named deputies shall normally be co-opted for periods of four years but shall be eligible for further periods of co-optation

5. The Chairman and Vice-Chairman shall be elected annually from among the County Council representatives and shall not normally hold that office for a period of more than two-years consecutively. The Chairman and Vice Chairman shall be drawn from different County Councils and the Chair will normally alternate between the two County Councils at the end of a Chairman's term of office.

6. The Standing Orders and General delegations for the summoning of and the execution of the business of the Committee shall be those operated by whichever County Council supplies the officer acting as Honorary Secretary to the Committee from time to time.

7. The Financial Regulations and Personnel Codes of whichever County Council supplies the officer acting as Honorary Treasurer to the Committee from time to time shall apply in relation to the employment of staff and discharge of the role of accountant and paymaster.

8. Not less than two meetings a year shall be held, of which one shall be timed to meet the budgetary cycles of the constituent authorities.

9. Meetings ordinarily begin at 10.05am with an informal public question session five minutes before the start time. This meeting is held in public, but it is not a public meeting i.e. the public may not interfere with proceedings, they must only observe. The public must not be able to attend part/all of a meeting where there is any disclosure of confidential information (see Standing Order 15.2 k SCC Constitution 21 May 2019).

1. The deadline for Member's questions is 12.00 noon four working days before the meeting.
2. The deadline for public questions is seven days before the meeting.
3. The deadline for petitions is 14 days before the meeting (See Standing Order 88 of Surrey County Council's Constitution for more information).

10. The ownership of the Canal shall remain vested in the County Councils. Subject to any policies or directions laid down by the County Councils from time to time the Committee shall have general authority to manage the Canal and resources on behalf of the County Councils as owners of the Canal Lands. In formulating and implementing policies or decisions for the development and management of the Canal and the recreation and amenity uses of it, the Committee shall not act to the prejudice of the County Councils as landowners and any policy or decision of the Committee that may cause such prejudice or departs from the policies laid down from time to time by the County Councils shall not be implemented without first obtaining the consent of the County Councils.

- Basingstoke Canal Joint Management Authority June 2019

Annex 2

TERMS OF REFERENCE AND CONSTITUTION BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE

1. The name of the committee shall be the Basingstoke Canal Joint Management Committee.
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 - b. 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.
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 - iii. Each Authority is required to nominate individuals, with a limit of one named deputy per member, to serve as deputies to attend meetings of Joint Management Committee on behalf of and in the absence of the person for whom they are nominated to deputise.

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- iv. The Joint Management Committee shall co-opt two representatives from the Basingstoke Canal Society and one from Natural England plus up to five other non-voting individuals and representatives of special interest groups as necessary.
 - v. Representatives and any named deputies shall normally be co-opted for periods of four years but shall be eligible for further periods of co-optation
5. The Chairman and Vice-Chairman shall be elected annually from among the County Council representatives and shall not normally hold that office for a period of more than two-years consecutively. The Chairman and Vice Chairman shall be drawn from different County Councils and the Chair will normally alternate between the two County Councils at the end of a Chairman's term of office.
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