



SOUTHWOLD HARBOUR LANDS JOINT COMMITTEE

Friday, 5 July 2019

GOVERNANCE OF THE SOUTHWOLD HARBOUR LANDS

EXECUTIVE SUMMARY

1. On 6 March 2019, following a consultation exercise and detailed review of the position, the Southwold Harbour Lands Joint Committee (**JC**) rescinded resolutions about previous planned governance changes, which had proved inappropriate, and made the recommendations set out in section 5 of this report, including proposals for a Harbour Management Committee (**HMC**) to enable short term governance improvements and plan for medium term improvements (the **March Resolutions**).
2. On 15 March 2019, Waveney District Council (**WDC**)'s Cabinet and Southwold Town Council (**STC**) noted and endorsed these recommendations and, as recommended, directed the JC to arrange to consult professional advisers and stakeholders and advise WDC's Cabinet and STC on proposals for a HMC to succeed the JC and:
 - (i) enable short term governance improvements (including more local involvement and engagement in management and delivery) in line with the key principles in the June 2014 consultation document and the Ports Good Governance Guidance issued by the Department for Transport in March 2018; and
 - (ii) design proposals to deliver medium term improvements (which are likely to be made by application to the Marine Management Organisation for a Harbour Revision Order), addressing future ownership and providing for the long term welfare, sustainability, responsibility, liability and delivery of the Southwold Harbour Lands.
3. Pursuant to those directions and the JC's recommendations which informed them, professional advisers have been instructed (Appendix A to this report) and have provided:
 - (i) an explanatory note (Appendix B to this report);
 - (ii) draft terms of reference for the proposed HMC (Appendix C to this report); and
 - (iii) a draft Memorandum of Understanding (Appendix D to this report).
4. This report outlines the background to this matter, with links to the detailed reports and documentation already considered in relation to the future governance of the Southwold Harbour Lands, and proposes a further consultation exercise to enable the JC to consider and finalise proposals to recommend to WDC's Cabinet and STC.

Is the report Open or Exempt?	Open
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Wards Affected:	Southwold
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Cabinet Member:	Councillor C Rivett Deputy Leader and Cabinet Member with responsibility for Economic Development
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Supporting Officer:	Kerry Blair Head of Operations 01502 523 007 kerry.blair@eastsoffolk.gov.uk
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1 INTRODUCTION AND GLOSSARY

1.1 Links to the documents referred to in this report are provided in the table at the end of this report.

1.2 For ease of reference, the following expressions used in this report, and the background reports referred to in it, have the following meanings:

2015 Resolutions: the resolutions made by the JC on 18 March 2015, including the resolutions that the legal model for the new governance arrangements for the SHL should be a charitable company with a trading subsidiary and that the statutory function of harbour authority should be transferred to that company.

December Report: the report to the meeting of the JC on 18 December 2018. The December Report explains the background, the establishment and terms of reference of the JC, the range of issues which had prevented previously planned governance changes and new proposals to improve the governance of the SHL pursuant to the PGGG.

December Resolutions: the resolutions made by the JC on 18 December 2018.

DfT: the Department for Transport.

February Report: the report to the meeting of the JC on 6 March 2019. The February Report explains the December Resolutions and the interim results of the consultation exercise arranged pursuant to those resolutions for the JC to consider on 6 March 2019. Later results up to the end of the main consultation exercise (28 February 2019) and deadline for e-mail representations (1 March 2019) were published with the February Report and were made available to the JC and online on 6 March 2019.

Harbour Order: the Southwold Harbour Order 1933, the governing legislation for the harbour undertaking, as summarised in section 2 of the December Report.

Harbour Revision Order: an order to change the legislation governing the management of a harbour. Application for such an order would be to the Marine Management Organisation under Section 14 of the Harbours Act 1964, as explained in paragraph 6.2 of the December Report.

HMC: a Harbour Management Committee, as explained in paragraphs 5.20 to 5.24 of the December Report by reference to the PGGG.

JC: the Southwold Harbour Lands Joint Committee, which was established by the resolutions made by STC and WDC's Cabinet in 2014, modified by the resolutions made by WDC's Cabinet and STC on 15 March 2019, comprising four elected members from each of STC and WDC, as described in more detail in section 4 of the December Report.

March Resolutions: the resolutions and recommendations made by the JC on 6 March 2019.

OSC: the Overview and Scrutiny Committee of WDC.

PGGG: the Ports Good Governance Guidance issued by the DfT in 2018 (a copy of which is available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/684839/ports-good-governance-guidance.pdf).

PMSC: the Port Marine Safety Code published by the DfT and the Maritime and Coastguard Agency (a copy of which is available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/564723/port-marine-safety-code.pdf).

SCOA: the individuals describing themselves as the Southwold Caravan Owners Association (who are understood to represent most of the users of the caravan site on the SHL), whose website is at: <http://www.southwoldcaravanowners.co.uk/index.php>.

SHL: Southwold harbour and neighbouring lands, including the relevant stretch of the River Blyth, Buss Creek, Salt Creek, the caravan and camping site and commercial properties leased to independent operators to generate rental income for the harbour.

SHPSG: the individuals describing themselves (from about May 2018) as the Southwold Haven Port Stakeholders Group, whose website is at: <http://southwoldharbour.info/>, who claim to represent “*individuals, organisations and businesses with expertise in offshore and onshore marine management, business owners, property owners and lessees, fishermen, caravan owners, those engaged in tourism and experience of senior management across a wide range of industries including local government*”.

SHRBUA: the individuals describing themselves as the Southwold Harbour and River Blyth Users Association.

STC: Southwold Town Council.

WDC: Waveney District Council (or where, appropriate, East Suffolk Council, which replaced Waveney District Council and Suffolk Coastal District Council on 1 April 2019).

2 DECISION TO REVIEW PREVIOUS PLANNED CHANGES

- 2.1 In December 2018, the Southwold Harbour Lands Joint Committee (**JC**) reviewed the background and the problems encountered when seeking to implement previously planned changes to the governance of the Southwold Harbour Lands (**SHL**), meaning Southwold harbour and neighbouring lands, including the relevant stretch of the River Blyth, Buss Creek, Salt Creek, the caravan and camping site and commercial properties leased to independent operators to generate rental income for the harbour.
- 2.2 The report to the JC for their meeting on 18 December 2018 (**December Report**), which is available at the link in the table at the end of this report, explains the background in detail, including in particular:
- 2.2.1 in section 2, a summary of the Southwold Harbour Order 1933 (**Harbour Order**), the governing legislation for the harbour undertaking, which should be updated;
 - 2.2.2 in section 3, a summary of the history of management of the SHL by WDC for more than 40 years, ever since 1974 (replacing Southwold Borough Council, the original Corporation under the Harbour Order, on local government reorganisation);
 - 2.2.3 in paragraphs 4.1 to 4.5, the background and consultation in June 2014 which proposed what it described as key principles and led to the establishment of the JC and the resolutions made by WDC’s Cabinet and Southwold Town Council (**STC**) on 28 July 2014 to adopt those key principles, establish the JC and enable the JC to:
(a) provide a strategic steer (*ensuring compliance with legislation and holding the management to account for the operation and delivery of the SHL within the budgets set by the Councils*); (b) investigate, (c) instruct professional advisers; and (d) develop a community engagement strategy;
 - 2.2.4 in paragraphs 4.6 to 4.7, the resolutions made by the JC on 18 March 2015 (**2015 Resolutions**), including the resolutions that the legal model for the new governance arrangements for the SHL should be a charitable company with a trading subsidiary and that the statutory function of harbour authority should be transferred to that company;

- 2.2.5 in paragraphs 4.8 to 4.18, introduction of the issues which had been encountered while seeking to implement the 2015 Resolutions in 2016 and then the local authority trading company model which had been investigated in 2017 as an alternative;
- 2.2.6 in section 5, further details of those issues, including:
- (i) the (informal) advice from the Department for Transport (**DfT**) that the Harbour Order should be updated before any transfer;
 - (ii) the risks for WDC that it would lose control of the SHL but remain liable for the SHL directly (through any guarantee, or other security, required by the DfT for consent to transfer the SHL to a charity, company or other body) or indirectly (to manage flood risks etc. and as the only body with sufficient resources to advance very substantial funds);
 - (iii) the advice from Coastal Partnership East that advances of several million pounds would be needed to bring the caravan site up to date, repair harbour structures and address upstream changes on the River Blyth; and
 - (iv) the recommendations made in the new Ports Good Governance Guidance (**PGGG**) issued by the DfT in 2018 promoting the establishment of a harbour management committee (**HMC**) as one way to meet the requirements of the PGGG;
- 2.2.7 in section 6, the (informal) suggestion made by the DfT, when consulted in July 2018, of looking at interim governance improvements (such as establishing a harbour user's committee or HMC, advisory or otherwise) and working on a longer term project to update the Harbour Order through an application for a Harbour Revision Order or the like; and
- 2.2.8 in section 7, the further consultations which had been carried out already, particularly during 2017 and early 2018 when alternative governance models were being considered.

3 DECEMBER RESOLUTIONS

- 3.1 On 18 December 2018, having considered the December Report and appendices, heard from members of WDC and STC and considered responses from officers to the questions raised and comments made by those members the JC resolved to:
- 3.1.1 revisit the 2015 Resolutions;
 - 3.1.2 note the December Report, including the proposals that the JC rescind the 2015 Resolutions and recommend modification of the role of the JC to advise on proposals for a Harbour Management Committee (**HMC**) to succeed the JC;
 - 3.1.3 arrange a consultation exercise; and
 - 3.1.4 note that the JC kept an open mind and all potential outcomes (as to the 2015 Resolutions, the future of the governance arrangements for the SHL and the future role of the JC) remained open and that the JC intended fully to take into account the results of the consultation exercise before it made its decision, (the **December Resolutions**).

4 CONSULTATION PURSUANT TO THE DECEMBER RESOLUTIONS

- 4.1 The report to the next meeting of the JC, on 6 March 2019 (the **February Report**), and the documents published with it, are available at the links in the table at the end of this report. The February Report explains developments since the December Report in detail, including in particular:
- 4.1.1 in section 4, the consultation exercise carried out in accordance with the December Resolutions, from the first event on 16 January 2019, providing for the main consultation exercise to conclude on 28 February 2019 and with a final deadline for written representations by e-mail of 1 March 2019;
 - 4.1.2 in section 5, the complaints about historic issues relating to the SHL which had been made to the Overview and Scrutiny Committee (**OSC**) of WDC and considered by the OSC on 7 February 2019;
 - 4.1.3 in section 6, further points relevant to the proposed HMC arrangements arising from informal consultation with the Department for Transport (**Dft**);
 - 4.1.4 in section 11, the other governance options which had been considered; and
 - 4.1.5 in section 12, the reasons for the recommendations made in the February Report and specific points arising out of the consultation to be taken into account in future if the recommendations were accepted, all subject to any new grounds or considerations submitted by any potentially interested person by 1 March 2019.
- 4.2 The further consultation responses, representations and other information received after the print deadline for the February Report and by 1 March 2019 were published on the WDC website, and made available to the JC, on 6 March 2019.
- 4.3 Copies of these consultation responses are available at the links in the table at the end of this report. These further consultation responses were largely in line with the preceding consultation responses or made suggestions which were either not appropriate or should be taken into account in future. However, three particular requests emerged from the consultation as having been made by a range of stakeholders:
- 4.3.1 to have reassurance, in view of allegations which had been made by third parties, that surplus income from the SHL would - so far as possible - be protected for the benefit of the SHL (generally expressed in wide terms, including for example any works needed to address upstream changes on the River Blyth, outside the SHL but recognised as being for their benefit);
 - 4.3.2 to have reassurance that WDC would not seek to sell the SHL; and
 - 4.3.3 to ensure that the planned short term governance improvements would correspond with and not be replaced by proposed long term governance improvements, which included a potential application for a Harbour Revision Order to update the existing Harbour Order.
- 4.4 The JC wished to recommend such reassurances. It was mindful that they would either conflict with or be to confirm, change or supplement the provisions of the current Harbour Order (which has specific provisions, relied upon by some stakeholders, governing issues such as the application of the income from the harbour undertaking and

any sale of the harbour undertaking), so should be made by an application for a Harbour Revision Order or the like, that some stakeholders (such as the DfT or the Marine Management Organisation) may have specific restrictions or requirements in relation to any such provisions and that legal advice should be sought to ensure that any such provisions are carefully considered, well drafted and do not cause unforeseen problems in future.

5 MARCH RESOLUTIONS

- 5.1 Accordingly, at the meeting on 6 March 2019, after considering the February Report with appendices and the further consultation responses, representations and other information referred to above, and after hearing from members of STC and WDC (who were complimentary about the consultation exercise which had been conducted), the JC resolved to:
- 5.1.1 rescind the 2015 Resolutions because, having considered the circumstances which had emerged and developed since the 2015 Resolutions were made and the results of the consultation exercise arranged pursuant to the December Resolutions, the JC was satisfied that the 2015 Resolutions are no longer appropriate;
- 5.1.2 recommend to WDC's Cabinet and STC that they modify the resolutions made by them on 28 July 2014, to withdraw the delegation to the Joint Committee to act as an "Initial Strategic Board" and direct the Joint Committee to, in line with its terms of reference, arrange to consult professional advisers and stakeholders and advise WDC and STC on proposals for a Harbour Management Committee to succeed the Joint Committee and:
- (i) enable short term governance improvements (including more local involvement and engagement in management and delivery) in line with the key principles in the June 2014 consultation document [*improvements that reflect the culture and character of Southwold, local influence and accountability, working in partnership, discharging statutory obligations, financial transparency, investment and local re-investment and viability and sustainability (both financially and in terms of governance)*] and the PGGG; and
 - (ii) design proposals to deliver medium term improvements (which are likely to be made by application to the Marine Management Organisation for a Harbour Revision Order), addressing future ownership and providing for the long term welfare, sustainability, responsibility, liability and delivery of the Harbour Lands,
- 5.1.3 recommend that, when planning the short term improvements described in 5.1.2(i) above, the points set out in section 12 of the February Report should be taken into account, including places on the proposed Committee for member(s) of STC and other external appointees to represent local and other stakeholders;
- 5.1.4 recommend that, when designing the medium term improvements described in 5.1.2(ii) above, specific safeguards should, subject to legal advice and the requirements of stakeholders including the Department for Transport/Marine Management Organisation, be included:

- (i) to protect surplus income from the Harbour and Harbour Lands, for the protection and benefit of the Harbour and Harbour Lands;
 - (ii) to preserve the Harbour Lands in the ownership of WDC and its successor local authority; and
 - (iii) to complement the short term governance improvements made in accordance with the resolutions above,
- 5.1.5 arrange to instruct professional advisers to advise on the appropriate constitution for a HMC as outlined above; and
- 5.1.6 make stakeholder engagement arrangements to consult community stakeholders and all other relevant stakeholders on the improvements outlined above.

6 DIRECTIONS FROM WDC'S CABINET AND SOUTHWOLD TOWN COUNCIL

- 6.1 At their simultaneous meeting on 15 March 2019 at the Stella Peskett Millennium Hall, Southwold, WDC's Cabinet and STC considered the matters outlined above, heard from members of WDC and STC (and, under STC's provisions for public comment at their meetings, from members of the public), and from WDC officers responding to questions raised, and resolved to:
- 6.1.1 note and endorse the recommendations made by the JC in their March Resolutions (as set out in section 5 above); and
 - 6.1.2 modify the resolutions made by WDC's Cabinet and STC on 28 July 2014 to withdraw the delegation to the JC to act as an "Initial Strategic Board" and direct the JC to instead, in line with its terms of reference, arrange to consult professional advisers and stakeholders and advise WDC's Cabinet and STC on proposals for a HMC to succeed the JC and:
 - (i) enable short term governance improvements (including more local involvement and engagement in management and delivery) in line with the key principles in the June 2014 consultation document and the Ports Good Governance Guidance issued by the Department for Transport in March 2018; and
 - (ii) design proposals to deliver medium term improvements (which are likely to be made by application to the Marine Management Organisation for a Harbour Revision Order), addressing future ownership and providing for the long term welfare, sustainability, responsibility, liability and delivery of the Southwold Harbour Lands.

7 EAST SUFFOLK COUNCIL

- 7.1 On 1 April 2019, East Suffolk Council replaced WDC. All property, rights and liabilities of WDC transferred to and vested in East Suffolk Council by operation of law (the East Suffolk (Local Government Changes) Order 2018 and the Local Government (Boundary Changes) Regulations 2018).
- 7.2 Elections to East Suffolk Council took place on 2 May 2019 and the newly elected members took up office on 6 May 2019.

8 PROFESSIONAL ADVICE ON THE CONSTITUTION OF THE PROPOSED HMC

- 8.1 Following the March Resolutions and the directions from WDC's Cabinet and STC, as described above, arrangements were made to instruct professional advisers to advise on the appropriate constitution for the proposed HMC, to fit with the constitution of, and within the legal powers and restrictions which apply to, East Suffolk Council.
- 8.2 As explained in the February Report, the DfT had (informally) suggested liaising with Littlehampton and/or Langstone harbour. When we did so, Littlehampton harbour recommended Ashfords LLP and suggested other potential firms for comparison purposes.
- 8.3 We contacted these firms to ask them to carry out conflict checks. Matters were slightly delayed because Ashfords had previously been sent information by a third party seeking to instruct them in relation to Southwold Harbour. Ashfords had not acted for that third party and confirmed they would not disclose the information they had been provided with, but would have to contact that (unnamed) third party and give them an opportunity to object before they could confirm whether they could act. With our agreement, Ashfords did so. They then confirmed that the third party had consented and that they were accordingly free to act. The other firms of solicitors confirmed that they were likewise able to act.
- 8.4 We prepared detailed draft instructions and provided these to STC on 3 May 2019 to check for any comments. A copy of these instructions is at Appendix A to this report.
- 8.5 These instructions deliberately set out the background and the points from the various consultations and meetings in detail, to ensure that these would be taken into account. The instructions emphasised the JC's recommendation in the March Resolutions that, when planning the short term governance improvements which the HMC is intended to enable, the points set out in section 12 of the February Report should be taken into account, including places on the proposed HMC for member(s) of STC and other external appointees.
- 8.6 The draft instructions were provided to the potential firms of solicitors to enable them to provide their initial cost estimates and proposals.
- 8.7 The proposal from Ashfords LLP was potentially more expensive than the other firms (with various components depending on the effect of the relevant legal restrictions and a likely total cost between £7,250 and £11,750) but more considered and realistic, and should deliver better value than those provided by the competitor firms; it appeared that Ashfords were likely to provide higher quality advice and to work within their estimates rather than exceeding them.
- 8.8 Accordingly, after comparing their proposals and allowing a suitable period for any comments from STC on the draft instructions, we instructed Ashfords on 22 May 2019.
- 8.9 Ashfords have now provided, as requested:
- 8.9.1 an explanatory note, for the JC and for use in the consultation proposed below, of their advice (produced at Appendix B to this report); and
- 8.9.2 their draft constitution for the proposed HMC, comprising:
- (i) Terms of Reference (produced at Appendix C to this report) to create the proposed HMC in accordance with the East Suffolk Council constitution; and

- (ii) a Memorandum of Understanding (produced at Appendix D to this report) to set out matters in more detail, in line with the PGGG.

9 STAKEHOLDER CONSULTATION AND CONSIDERATION

- 9.1 Accordingly, following the March Resolutions and the directions from WDC's Cabinet and STC, as described above, we propose to make arrangements to consult stakeholders on the proposed way forward.
- 9.2 We propose to arrange the consultation by:
 - 9.2.1 publishing the advice note and the draft constitution from Ashfords LLP on the East Suffolk Council website;
 - 9.2.2 inviting any new written representations by e-mail by a suitable date, making it clear that there is no need to repeat representations made in the previous consultation exercise because those will continue to inform future planning; and
 - 9.2.3 arranging a public event at a suitable location in Southwold, to enable stakeholders to make representations and ask questions in person if they prefer.
- 9.3 The JC can then meet to consider the results of the consultation exercise and the next steps. Subject to the outcome of that consultation exercise, that is likely to include:
 - 9.3.1 making any appropriate changes to the draft constitution for the HMC;
 - 9.3.2 considering whether to arrange preparation of an initial business plan and any other documentation at this stage; and
 - 9.3.3 making proposals to WDC's Cabinet and STC to create the HMC and disestablish the JC.

10 HOW DOES THIS RELATE TO THE EAST SUFFOLK BUSINESS PLAN?

- 10.1 In the East Suffolk Business Plan, published by WDC and Suffolk Coastal District Council in 2015, it was anticipated that Southwold Harbour would be transferred to a new local trust, pursuant to the 2015 Resolutions.
- 10.2 It became clear that, for the reasons summarised in the December Report and updated in the February Report, this would not be appropriate. Accordingly, the alternative models explained in those reports were investigated to enable improvements in the governance of Southwold Harbour while working in line with the key principles adopted from the 2014 consultation, as described above.
- 10.3 The proposed approach is to work towards creation of the proposed HMC. This will enable improved governance of the SHL, in accordance with the PGGG and in the interests of all stakeholders.

11 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 11.1 East Suffolk Council agreed to advance funds to enable instruction of the external solicitors to advise on the appropriate constitution for the HMC.
- 11.2 This has been arranged through Legal and Democratic Services at East Suffolk Council to control expenditure and work cost-effectively with the arrangements for the new constitution for East Suffolk Council. The estimated fees are described in section 8 above.

- 11.3 The longer term financial and governance considerations for the SHL are described and considered in section 12 of the February Report.

12 OTHER KEY ISSUES

- 12.1 This report has been prepared having taken into account and reviewed the results of an Equality Impact Assessment (EIA), as published with the February Report and available at the link in the table at the end of this report. The EIA was carried out to ensure that the proposed way forward takes into account any potential impact on groups with protected characteristics. These groups may share particular and protected characteristics, such as gender, sexual orientation or disability. Please refer to the EIA for full details, but in particular:

12.1.1 As to the physical environment of the SHL, we consider that the facility in its current condition is accessible to all groups. Due to the nature of the marine environment, access to vessels may require special adaptations. However, the pontoons and jetties themselves are, where possible, level and accessible. The Head of Operations at East Suffolk Council is arranging a review of access to jetties for marine users to better understand parameters for their use and inform planning for future improvements whatever governance structure applies.

12.1.2 The facility is free to access. While there are some commercial outlets on the Blackshore and harbour areas, it is not a requirement that people spend money to access the harbour. Therefore, it is considered that the harbour and its facilities are open to people regardless of socio-economic status.

- 12.2 We consider that the proposal will not adversely affect the status quo and should improve it. Currently, the SHL is managed by officers of East Suffolk Council, in consultation with SHRBUA, and SCOA, and others. The proposed HMC would be well placed to enhance equality of access. In particular, external appointees would be engaged following open advertisement, in accordance with the PGGG.
- 12.3 No points have been made by consultees during the previous consultation exercise about any potential impact on groups with protected characteristics, other than general comments about the need to give priority to good access by land and sea to ensure future viability and a suggestion for improved roadways and footpaths. Any new points made in the proposed further consultation exercise can be taken into account by the JC when it meets again to decide on the way forward.

13 CONSULTATION

This report has been prepared taking into account the results of the consultation exercises referred to above and proposes the further consultation exercise described in section 9 of this report.

14 OTHER OPTIONS CONSIDERED

- 14.1 The proposals made in this report are to implement the March Resolutions made by the JC. Before those resolutions were made, the JC considered all of the other options described in section 11 of the February Report.
- 14.2 Although it may not be necessary to carry out a further consultation exercise, some consultees in the previous consultation exercise did ask for this and, in the March Resolutions, the JC did resolve to arrange further consultation, as described in section 5 above.

15 REASON FOR RECOMMENDATION

- 15.1 The recommendations made in this report are to implement the March Resolutions made by the JC and are made for the reasons summarised in this report and explained in more detail in the reports referred to in it (which are available at the links in the table at the end of this report).
- 15.2 At the simultaneous meeting on 15 March 2019, while recognising the time which would be needed for the move to East Suffolk Council in April and the election process in May, members of WDC's Cabinet and members of STC asked that we aim to obtain the draft constitution by the end of July 2019 for the JC to consider, with a view to carrying out the proposed consultation exercise thereafter and helping to progress this matter.

East Suffolk Council

24 June 2019

RECOMMENDATIONS

That the Joint Committee resolves to:

1. Note the report dated 24 June 2019 to the Joint Committee (**Report**) and appendices;
2. Arrange a further consultation exercise by:
 - (i) publishing on the East Suffolk Council website the explanatory note (as produced at Appendix B to the Report) and the draft Harbour Management Committee constitution (as produced at Appendices C and D to the Report) from Ashfords LLP;
 - (ii) inviting any new written representations by e-mail by a suitable date, making it clear that there is no need to repeat representations made in the previous consultation exercise because those will continue to inform future planning; and
 - (iii) arranging a public event at a suitable location in Southwold, to enable stakeholders to make representations and ask questions in person if they prefer.
3. Meet again after an appropriate period to decide the way forward, taking into account the results of that consultation exercise.

APPENDICES

Appendix A	Instructions to solicitors
Appendix B	Explanatory note from Ashfords LLP
Appendix C	Draft Terms of Reference from Ashfords LLP
Appendix D	Draft Memorandum of Understanding from Ashfords LLP

BACKGROUND PAPERS		
Date	Type	Available From
6 March 2019	The documents considered by the JC on 6 March 2019 as referred to in this report, including the specific items listed below for ease of reference	https://www.eastsuffolk.gov.uk/yourcouncil/council-meetings-and-decisions/agendas-reports-and-minutes-of-council-meetings/waveney-district-council-meetings/2019-meetings/march-2019-meetings/southwold-harbour-lands-joint-committee-6-march-2019/
June 2014	Consultation Document	https://www.eastsuffolk.gov.uk/assets/Your-Council/WDC-Council-Meetings/2019/March/Southwold-Harbour-Lands-Joint-Committee-06-03-19/Item-06-Appendix-C-Southwold-Harbour-Lands-Consultation-June-2014.pdf
28 July 2014	Minutes of the simultaneous meeting of WDC's Cabinet and STC	https://www.eastsuffolk.gov.uk/assets/Your-Council/WDC-Council-Meetings/2019/March/Southwold-Harbour-Lands-Joint-Committee-06-03-19/Item-06-Appendix-E-Minutes-of-the-WDC-Cabinet-and-STC-meetings-on-28-July-2014.pdf
November 2018	Equalities Impact Assessment (EIA)	https://www.eastsuffolk.gov.uk/assets/Your-Council/WDC-Council-Meetings/2019/March/Southwold-Harbour-Lands-Joint-Committee-06-03-19/Item-06-Appendix-I-Equalities-Impact-Assessment.pdf
December 2018	December Report	https://www.eastsuffolk.gov.uk/assets/Your-Council/WDC-Council-Meetings/2019/March/Southwold-Harbour-Lands-Joint-Committee-06-03-19/Item-06-Appendix-J-Report-on-Future-of-Southwold-Harbour-Lands.pdf
February 2019	February Report	https://www.eastsuffolk.gov.uk/assets/Your-Council/WDC-Council-Meetings/2019/March/Southwold-Harbour-Lands-Joint-Committee-06-03-19/Item-006-Southwold-Report.pdf

6 March 2019	March Resolutions	https://www.eastsuffolk.gov.uk/assets/Your-Council/WDC-Council-Meetings/2019/March/Southwold-Harbour-Lands-Joint-Committee-06-03-19/Decision-Notice-for-Southwold-Harbour-Lands-Joint-Committee.pdf
15 March 2019	Resolutions by WDC's Cabinet	https://www.eastsuffolk.gov.uk/assets/Your-Council/WDC-Council-Meetings/2019/March/WDC-Cabinet-and-Southwold-Town-Council-Meeting/99-Decision-Notice-Simultaneous-Cabinet-15-March-2019.pdf