

STAKEHOLDER ADVISORY GROUP – Terms of Reference

1. Introduction / Purpose

- 1.1. The Southwold Harbour Management Committee ('HMC') will establish a group, to be known as the **Southwold Harbour Stakeholder Advisory Group** ('the Advisory Group'). The HMC will regularly consult the Advisory Group on all matters substantially affecting the conservation, protection, regulation, management, maintenance and improvement of the Southwold Harbour and its navigation.

2. Aims and Objectives

- 2.1. The core Objective of the Advisory Group is to represent a wide range of stakeholder opinion and viewpoint and to provide feedback and advice to the HMC to assist in managing Southwold Harbour in the best interests of stakeholders including the local community.
- 2.2. The Advisory Group is entrusted with the following mission:

“To consider matters of interest to the HMC related to conservation, protection, regulation, management, maintenance and improvement of the Southwold Harbour and its navigation. To identify matters of interest to harbour users and other stakeholders and make recommendations that they should be considered by the HMC. To provide advice and opinion to the HMC on matters under consideration.”

3. Form and Composition

- 3.1. The Advisory Group shall consist of up to 18 persons appointed by the HMC (or such other number as the HMC from time to time approves). These persons shall be invited from the following organisations and stakeholder groups:
 - (a) Four Councillors shall be appointed, one nominated by Southwold Town Council, one nominated by Reydon Parish Council, one nominated by Blythburgh Parish Council and one nominated by Walberswick Parish Council;
 - (b) one appointed on the nomination of the Southwold Haven Port Stakeholders Group, one appointed on the nomination of the Blyth Estuary Partnership and one appointed on the nomination of the Southwold and River Blyth Users Association;
 - (c) two appointed on the nomination of the Southwold Caravan Owners Association;
 - (d) one appointed on the nomination of the Southwold Sailing Club to represent the interest of the Clubs using the harbour including sailing, rowing and any other leisure clubs with vessels;
 - (e) one appointed on the nomination of the RNLI;
 - (f) one appointed on the nomination of the Environment Agency;
 - (g) one appointed to represent the Commercial Fishermen using the harbour;
 - (h) one appointed to represent the Charter Boat Associations in the harbour including both dive and fishing charters;
 - (i) one appointed to represent local residents;
 - (i)) two appointed to represent the interests of shoreside traders / businesses close to the harbour;

(j) one appointed to represent commercial passenger carrying vessels' interests in the harbour including trip boats, mackerel boats, rowing boats and pedalos (during such time as such activities are taking place within the harbour).

- 3.2. If the Council does not receive a nomination for any reason from any of the organisations mentioned in Clause 3.1 (a) to (f) above, the Council may, after consulting with such other organisations it thinks appropriate, appoint a suitable alternative or none at all. This procedure will also be followed should no appropriate appointee be found in respect of 3.1 (g) to (j), and if any of the organisations mentioned in Clause 3.1 (a) to (j) above cease to exist or the function of the organisation changes significantly.
- 3.3. The Council shall not be obliged to appoint a person who is duly nominated in accordance with any of sub-paragraphs 3.1 (a) to (f) above but may request the body or bodies who made the nomination to nominate another person.
- 3.4. The term of office of a member of the Advisory Group shall be **three years** from the date of his/her appointment and, on ceasing to hold office, (s)he shall be eligible for re-appointment for a further three year term, but he/she has no right to be reappointed. If there are suitable alternative persons available for nomination and appointment, it is anticipated that no person will serve more than two consecutive terms. Service of a term as chairperson shall not count as a term of membership under this provision.
- 3.5. A member of the Advisory Group may at any time, by notice in writing to the HMC, resign his/her office.
- 3.6. The Advisory Group shall nominate its own Chairperson, and shall conduct itself in accordance with these terms of reference.
- 3.7. A member of the Advisory Group shall not also be a member of the HMC.

4. Meetings

- 4.1. The Advisory Group shall meet not less than twice a year (and may meet more often).
- 4.2. Meetings shall be convened by notice in writing to each member.
- 4.3. Minutes of all meetings will be prepared and circulated in advance of the next meeting. These minutes will be approved at the next meeting.
- 4.4. Without prejudice to paragraph (1) above, the HMC shall seek the views of the Advisory Group on:-
 - a) The Southwold Harbour Business Plan;
 - b) Proposals to vary any charges in relation to business and recreational use of the harbour and its use by any vessels;
 - c) The making of byelaws or directions;
 - d) Any harbour revision order application;
 - e) Any changes to these terms of reference or the HMC terms of reference and MoU;
 - f) Proposals to construct or license any significant works in the harbour including dredging;
or
 - g) Changes to the use of the harbour.
- 4.5. The HMC shall take into consideration any matter, recommendation or representation which may from time to time be referred or made to them by the Advisory Group, whether or not it has been consulted by the HMC on the matter, recommendation or representation so referred or made.

- 4.6. Members may, on giving notice in writing to the chairperson and the HMC, nominate a substitute to attend the Advisory Group meetings: Provided that, no person may act as a substitute (whether on behalf of the same member or a different member) more than once in any three year period without the prior approval of the HMC.
- 4.7. In the absence of the Chairperson at any meeting, the Chair shall be taken by a member of the Advisory Group selected in advance by the Chairperson or, failing that, elected by a majority of those present.
- 4.8. The HMC will find a venue and provide secretarial support for the Advisory Group meetings.
- 4.9. The Southwold Harbour Master (or authorised deputy) may attend Advisory Group meetings to observe and advise but will have no voting rights.

5. Quorum

- 5.1. A minimum number of 5 members are required in attendance at a meeting of the Advisory Group for it to be quorate.

6. Voting

- 6.1. Each member attending any meeting, shall have one vote. Decisions will be by simple majority. In the event of a hung vote, the Chairperson, or person presiding, shall have the casting vote.