

East Suffolk House, Riduna Park, Station
Road, Melton, Woodbridge, IP12 1RT

Southwold Harbour Management Committee

Members:

Mr David Gledhill
Mr Alistair MacFarlane
Mr Richard Musgrove
Mr Mike Pickles
Councillor Maurice Cook
Councillor James Mallinder
Councillor David Ritchie
Councillor Craig Rivett
Councillor Letitia Smith

HMC Members are invited to a **Meeting of the Southwold Harbour Management Committee**
to be held in the Stella Peskett Millenium Hall, Mights Road, Southwold, IP18
6BE
on **Thursday, 8 July 2021 at 4.00pm**

An Agenda is set out below.

Part One – Open to the Public

Pages

- | | | |
|----------|---|--------------|
| 1 | Election of a Chairman
To elect a Chairman for the 2021/22 municipal year. | |
| 2 | Election of a Vice-Chairman
To elect a Vice-Chairman for the 2021/22 municipal year. | |
| 3 | Declarations of Interest
HMC Members and Officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered. | |
| 4 | Harbour Management Committee - Terms of Reference ES/0831
To note the agreed Terms of Reference. | 1 - 4 |
| 5 | Co-Opted Members' Allowances ES/0832
To approve the Co-Opted Members' Allowances. | 5 - 8 |

- 6 Appointments to the Southwold Harbour Advisory Group ES/0833 9 - 18**
To review the public notice and letter for appointments to the Southwold Harbour Advisory Group.
- 7 Harbour Undertaking and Assets included**
To receive a presentation from the Asset Management Team.
- 8 HMC Work Programme 19 - 19**
- 9 Date of Next Meeting**
To note that the next meeting will be held on Thursday, 23 September 2021.
- 10 Calendar of Meetings**
To agree dates/times of future meetings of the HMC in November 2021 and January 2022.

Part Two – Exempt/Confidential

There are no Exempt or Confidential items for this Agenda.

Close



Stephen Baker, Chief Executive

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democraticservices@eastsoffolk.gov.uk



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HARBOUR MANAGEMENT COMMITTEE
Terms of Reference

1. Introduction

- 1.1. The Council is the Owner and Statutory Harbour Authority for Southwold Harbour (the 'Harbour').
- 1.2. Under the Constitution, any function of the Council as Harbour Authority is a Cabinet responsibility.
- 1.3. The Cabinet has resolved to dissolve the existing Southwold Harbour Lands Joint Committee and replace it with the Harbour Management Committee (the 'Committee') to manage the Harbour.
- 1.4. The Committee will manage the Harbour in accordance with the provisions of the Harbours Act 1964, the Southwold Harbour Order 1933 and the Harbour Docks and Piers Clauses Act 1847 (as incorporated), as amended from time to time (the 'Harbour Legislation').
- 1.5. The Southwold Harbour Order 1933 includes protective provisions in relation to any sale of the harbour undertaking and the revenue from the harbour undertaking. Further, the Council has endorsed the recommendations made by the Southwold Harbour Lands Joint Committee on 6 March 2019 [and 3 February 2020], including the recommendations that:
 - 1.5.1. the Committee should be established to replace the Southwold Harbour Lands Joint Committee, enable short-term governance improvements and design proposals for long-term improvements, including an application for a Harbour Revision Order to update the Southwold Harbour Order 1933;
 - 1.5.2. when designing these long-term improvements, by applying for a Harbour Revision Order or otherwise:
 - 1.5.2.1. specific safeguards should, subject to legal advice and the requirements of stakeholders, be included to protect income from the Harbour and preserve the Harbour in the ownership of the Council; [and
 - 1.5.2.2. the Committee should consider whether any appropriate additional powers should be sought, including powers of general direction and/or to carry out or fund works to the Blyth estuary, outside the Harbour, for the protection of the Harbour.]

2. Purpose of the Committee

- 2.1. To, in respect of the Harbour, perform functions:

- 2.1.1. within the definition of a Harbour Authority in Section 57(1) of the Harbours Act 1964 and the Southwold Harbour Order 1933 and the Harbour Docks and Piers Clauses Act 1847 (as incorporated), as amended from time to time; and
 - 2.1.2. arising out of any Byelaws made by the Council under the above legislation.
- 2.2. The discharge of these functions within any policy and budget approved by Council to be delegated as set out in the Memorandum of Understanding between the Committee and the Council.
- 2.3. The Committee shall not incur any expenditure, enter into any obligations or take any other action except:
 - 2.3.1. within the budget determined by the Council in accordance with the following provisions; and
 - 2.3.2. as set out in the harbour business plan approved by the Cabinet in accordance with the following provisions (the 'Harbour Business Plan').
- 2.4. The Committee shall only make decisions regarding the management, acquisition and disposal of assets in accordance with the Council's acquisitions and disposals policy, financial procedure rules and contracts procedures rules.
- 2.5. The Committee shall not make decisions on the disposal or acquisition of property assets unless:
 - 2.5.1. the decision(s) accord with the provisions of the Harbour Legislation and Council's plans, policies and strategies and in particular the Harbour Business Plan; and
 - 2.5.2. 21 days' prior notice has been given to the Council's Asset Management Service; and
 - 2.5.3. the Cabinet of the Council has not requested that the decision(s) be referred to the Council for consideration and decision; and
 - 2.5.4. it involves a transaction value of £25,000 or less.
- 2.6. The Committee shall not make disposals or acquisitions of assets with a value in excess of £25,000 but shall make recommendations to the Cabinet in respect of such transactions.
- 2.7. The Committee will review and then recommend an annual budget, (including rental charges and central re-charges to the Council) and an annual schedule of charges and dues for the Harbour and these will be determined by the Cabinet.

- 2.8. The Committee will monitor performance against approved budgets and take appropriate action where this is required.
- 2.9. The Committee will make a six monthly and annual report to the Cabinet reporting on performance against budget.
- 2.10. The Committee will publish a Harbour Business Plan and any other plan required from time to time following approval from the Cabinet.
- 2.11. The Harbour Business Plan and other plans should promote the Harbour to be financially self-sustainable in the long term, reducing the risk of the need to call upon the Council's General Fund.

3. Form and Composition

- 3.1. The Committee will be comprised of nine members (9), five (5) members will be appointed by the Cabinet and four (4) non-elected members will be co-opted onto the Committee following an appointment process to assess the skills and expertise that they can bring to the Committee.
- 3.2. The Chair and Vice Chair of the Committee shall be elected members of the Cabinet.
- 3.3. The co-opted members will be recommended to the Cabinet for appointment and their appointment is subject to ratification by the Cabinet. Co-opted members will serve the Committee in accordance with the following arrangements:-
 - 3.3.1. Co-opted Membership for the first term of the Committee shall be as follows:
 - 1 Co-opted Member will sit for only 1 year
 - 2 Co-opted Members will sit for only 2 years
 - 1 Co-opted Member will sit for a full term of 3 years
- 3.4. Co-opted Members who sit for only one or two years in the first term may be appointed for one or two subsequent three-year terms without further competition being required.
- 3.5. Following this transition period, terms for Co-opted Members will remain at three years from appointment.
- 3.6. A Co-opted Member may be appointed to a second three-year term without recourse to open competition, subject to the agreement of both the Chairman and the Co-opted Member, and the Committee's assessment that the Member has performed satisfactorily during the first term (all Membership of the Committee is subject to

ratification by the Cabinet).

- 3.7. Re-appointment of a Co-opted Member for a third term shall involve competition with other candidates.

4. Meetings

- 4.1. The Committee shall meet at least 6 times a year and be governed by the Cabinet Procedure Rules as set out in the Council's Constitution.
- 4.2. All members of the Committee shall abide by the Council's Code of Conduct;
- 4.3. The quorum for meetings of the Committee shall be 5 save that at no time shall there be less than 3 Cabinet elected members present at the meeting.
- 4.4. The Committee shall consider the following business:
 - 4.4.1. Approval of the Minutes of the previous meeting;
 - 4.4.2. Declarations of Interest, if any;
 - 4.4.3. Report and feedback from any Stakeholder Forum(s);
 - 4.4.4. The business otherwise set out on the Agenda for the meeting;
- 4.5. An Annual Meeting of the Committee will take place during the year. This will be an informal meeting and include invitation to all members of Stakeholder Forums.



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 08 July 2021

Subject	CO-OPTED MEMBERS' ALLOWANCES
Is the report Open or Exempt?	OPEN
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:

To approve the Co-opted Members' allowances.

Recommendation/s:

That the Chairman determines the meeting allowance of co-opted members which the ESC Constitution requires be between 1% to 4% of the Basic Allowance.

Impact Assessment

Governance:

The reasons for the establishment of the HMC have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. The necessary appointments have been made to bring the HMC into existence.

Environmental:

The Harbour Management Committee (HMC) must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

Equalities and Diversity:

In the various reports which have been taken to the Southwold Harbour Lands Joint Committee, about the establishment of the HMC, going back to March 2019, an Equality Impact Assessment (EIA) has been carried out, and up-dated accordingly to take account of each stage of the process. The EIA has been up-dated to take account of the impact of the establishment of the HMC on those with protected characteristics. No adverse impacts have been identified.

Financial:

The HMC is a Committee of the Cabinet. Its costs of administration will be absorbed by the Democratic Services/Members' budget, in the same way as any other Committee of the Council is accounted for.

Co-opted Members of the HMC will receive an allowance per meeting, being the Basic Allowance (currently £7706.25) multiplied by between 1% to 4%, the equivalent of between £77.06 and £308.25 per meeting.

The Members' Allowances Scheme allows Co-opted Members to claim travel and subsistence, as well as the potential to claim transport costs and carers / childcare costs to enable their attendance at meetings.

Legal:

No impact.

Risk:

There are no particular risks identified with these proposals.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

Background and Justification for Recommendation

1 Background facts	
1.1	At a meeting of East Suffolk Council's (ESC) Cabinet which was held simultaneously with a meeting of Southwold Town Council (STC), on 2 March 2021, it was agreed by both the Cabinet and STC to establish a HMC for the Southwold Harbour lands.
1.2	It was agreed that there would be a 21-day period during which possible candidates for the Co-opted seats on the HMC could apply for those roles. This ran from 9 – 30 April 2021.
1.3	An Appointments Panel sat on 17 May 2021 and it was unanimously agreed that Alistair MacFarlane, David Gledhill, Richard Musgrove and Mike Pickles be recommended to Cabinet for their appointment as co-opted members on the HMC.

2 Current position	
2.1	Cabinet approved the appointments to the HMC at their meeting on 1 June 2021.
2.2	In accordance with the Council's Constitution, co-opted Members of the HMC will receive an allowance per meeting. The co-opted members ought to be appropriately recompensed for the time they give to the HMC.
2.3	The amount payable as an allowance for co-opted HMC Members is an amount per meeting, being the Basic Allowance (currently £7706.25) multiplied by between 1% to 4% the equivalent of between £77.06 and £308.25 per meeting.
2.4	The Constitution sets out that % is to be determined at the discretion of the Chair of the Committee on which the co-opted Member sits.

3 How to address current situation	
3.1	The Chair of the HMC to determine the % payable, at the first meeting of the HMC.

4 Reason/s for recommendation	
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4.1	The Chair of the HMC is asked to consider the appropriate allowance to be payable to the Co-opted Members.
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SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 08 July 2021

Subject	APPOINTMENTS TO THE SOUTHWOLD HARBOUR ADVISORY GROUP
Is the report Open or Exempt?	OPEN
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:

To review the public notice and letter for appointments to the Southwold Harbour Advisory Group (Advisory Group).

Recommendation/s:

That the Harbour Management Committee (HMC) approves the public notice for appointments to the Advisory Group and letter requesting nominations from the agreed organisations and stakeholder groups.

Impact Assessment

Governance:

The reasons for the establishment of the HMC and Advisory Group have been agreed in previous reports to the Southwold Harbour Lands Joint Committee.

Environmental:

The HMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

Equalities and Diversity:

No adverse impacts have been identified.

Financial:

There will be a minimal cost to advertising, which will be funded through the Southwold Harbour Accounts.

Legal:

No impact.

Risk:

There are no particular risks identified.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>

T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

Background and Justification for Recommendation

1 Background facts	
1.1	At a meeting of East Suffolk Council's (ESC) Cabinet which was held simultaneously with a meeting of Southwold Town Council (STC), on 2 March 2021, it was agreed by both the Cabinet and STC to establish a HMC for the Southwold Harbour lands which would include setting up an Advisory Group.
1.2	Terms of Reference for the Advisory Group which have previously been approved are attached at Appendix A.
2 Current position	
2.1	With the HMC now formed, the Advisory Group can now be established.
2.2	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.
2.3	The Advisory Group is entrusted to: <i>"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."</i>
2.4	The Advisory Group will be formed of a maximum of 18 persons, appointment by the HMC, from the following organisations and stakeholder groups: <ul style="list-style-type: none"> • <i>One person from Southwold Town Council</i> • <i>One person from Reydon Parish Council</i> • <i>One person from Blythburgh Parish Council</i> • <i>One person from Walberswick Parish Council</i> • <i>One person from Southwold Haven Port Stakeholders Group</i> • <i>One person from Blyth Estuary Partnership</i> • <i>Two persons from Southwold and River Blyth Users Association</i> • <i>One person from Southwold Caravan Owners Association</i> • <i>One person from Southwold Sailing Club</i> • <i>One person from the RNLI</i> • <i>One person from the Environment Agency</i> And persons in respect of the following positions: <ul style="list-style-type: none"> • <i>One person to represent the Commercial Fishermen using the harbour</i> • <i>One person to represent the Charter Boat Associations in the harbour including both dive and fishing charters</i> • <i>One person to represent local residents</i> • <i>Two persons to represent the interests of shoreside traders / businesses close to the harbour</i> • <i>One person to represent commercial passenger carrying vessels' interests in the harbour including trip boats, mackerel boats, rowing boats and pedalos</i>

	<i>(during such time as such activities are taking place within the harbour).</i>
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3 How to address current situation

3.1	A letter found at Appendix B will be sent to organisations and stakeholders listed above, requesting their nominated person to become a member of the Advisory Group.
3.2	A public notice found at Appendix C will be placed on the Council’s website and local press, asking for applications for the remaining positions.
3.3	All nominated persons and applicants will be required to complete a short application form.
3.4	Should the HMC not receive nominations from any of the organisations, stakeholders or other mentioned groups, they may choose to appoint a suitable alternative or none at all.
3.5	The HMC is not obliged to appoint the person nominated and may ask for an alternative.

4 Reason/s for recommendation

4.1	The HMC are asked to approve the public notice and letter so that applications can be received, and the Advisory Board set up.
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Appendices

Appendices:	
Appendix A	Advisory Group Terms of Reference
Appendix B	Draft Letter
Appendix C	Draft Public Notice

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.

Dear [insert name]

Nominations sought for appointment of members to the Southwold Harbour Stakeholder Advisory Group

We are contacting you to request that [insert name of organisation – see list at the end] nominates one [two (for Southwold Caravan Owners' Association)]. person to become a member of the new Southwold Harbour Stakeholder Advisory Group ('the Advisory Group'), which is being established by the Southwold Harbour Management Committee ('HMC').

[In line with the published Terms of Reference (see below) the person Southwold Sailing Club nominates will be required to represent the interest of all leisure clubs with vessels using the harbour including sailing and rowing]. *For Southwold Sailing Club letter only.*

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.

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."

The Advisory Group will meet a minimum of twice a year (and may meet more often). Terms of appointment are for three years. The Terms of Reference that apply to the Advisory Group are published at [insert link].

In accordance with the published Terms of Reference, nominations are also being sought directly from Southwold Town Council, Reydon Parish Council, Blythburgh Parish Council Walberswick Parish Council, Southwold Haven Port Stakeholders Group, Blyth Estuary Partnership, Southwold and River Blyth Users Association, Southwold Caravan Owners Association, Southwold Sailing Club to represent the interest of the Clubs using the harbour including sailing, rowing and any other leisure clubs with vessels, the RNLI and the Environment Agency. [delete the organisation the letter is addressed to from this list].

In addition, applications are being sought (through public advertisement) from persons to represent Commercial Fishermen using the harbour, the Charter Boat Associations in the harbour including both dive and fishing charters, local residents, the interests of shoreside traders / businesses close to the harbour and commercial passenger carrying vessels' interests in the harbour including trip boats, mackerel boats, rowing boats and pedalos.

As such the Advisory Group will have a maximum of 18 members.

For further information please contact [insert appropriate details]

Alternatively further information is available at:

<https://www.suffolkjobsdirect.org/eastsuffolkcouncils>

Nominations should be made by completing the attached form and returned to [insert email address] no later than 12.00 pm on [insert date] 2021.

Applications sought for appointment of Members for the Southwold Harbour Stakeholder Advisory Group

Six stakeholder representatives are being sought to join the new Southwold Harbour Stakeholder Advisory Group, which is being established by the Southwold Harbour Management Committee ('HMC').

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.

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."

Applications are sought from persons in respect of the following positions:

- (a) one person to represent the Commercial Fishermen using the harbour;
- (b) one person to represent the Charter Boat Associations in the harbour including both dive and fishing charters;
- (c) one person to represent local residents;
- (d)) two persons to represent the interests of shoreside traders / businesses close to the harbour;
- (e) one person 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).

The Advisory Group will meet a minimum of twice a year (and may meet more often). Terms of appointment are for three years. The Terms of Reference that apply to the Advisory Group are [insert link].

In addition, in accordance with the published Terms of Reference, nominations are being sought directly from Southwold Town Council, Reydon Parish Council, Blythburgh Parish Council Walberswick Parish Council, Southwold Haven Port Stakeholders Group, Blyth Estuary Partnership, Southwold and River Blyth Users Association, Southwold Caravan Owners Association, Southwold Sailing Club to represent the interest of the Clubs using the harbour including sailing, rowing and any other leisure clubs with vessels, the RNLI and the Environment Agency.

As such the Advisory Group will have a maximum of 18 members.

For further information please contact [insert appropriate details]

Alternatively further information and application forms are available at:

<https://www.suffolkjobsdirect.org/eastsuffolkcouncils>

Applications should be returned to [insert email address] no later than 12.00 pm on [insert date] 2021.



Southwold Harbour Management Committee

Forward Plan

Induction Session	<ul style="list-style-type: none"> • Lunch • Training Session • Code of conduct • ESC Overview • Harbour Tour
July 2021	<ul style="list-style-type: none"> • Election of Chair and Deputy Chair • Co-opted Members Allowances • Calendar of Meetings • Advisory Group – approve public notices • Harbour Undertaking and assets included
September 2021	<ul style="list-style-type: none"> • Establishment of the Advisory Group • Operation of the Harbour • Health and Safety • Review of the findings of the Royal Haskoning Harbour Survey • Financial Overview
November 2021	<ul style="list-style-type: none"> • Review of Caravan Site Development Report • Asset List • Rent Review
January 2022	<ul style="list-style-type: none"> • Harbour Revision Order – with support from Lara Moore • Business Plan
March 2022	<ul style="list-style-type: none"> •
May 2022	<ul style="list-style-type: none"> •
July 2022	<ul style="list-style-type: none"> •