



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>
--	---

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.
-----	--

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.