



Minutes

Title:	Future of Boat Licensing Review Commission	
Date:	6 February 2025	
Venue:	Teams	
Present:	Andrew Cowan Sir Chris Kelly Penelope Barber (teams)	Chair
In attendance Canal & River Trust :	Tom Deards Poppy Welburn	Legal & Governance Director Project & Infrastructure Lawyer

Governance		Who
8/25	<p>Minutes of Commission Meeting 14 January 2025</p> <p>The Commission approved the minutes of their inaugural meeting on 14 January with some minor amendments, for publication on the Commission webpage on the Trust's website.</p>	Trust
9/25	<p>Actions</p> <p>The Commission reviewed the actions from the previous meeting. It noted that all actions are complete or in progress.</p>	Trust
External Communications & Publicity		
10/25	<p>Press Coverage</p> <p>There has been some coverage of the Commission's work by the BBC in the past week, including an online article and an item on BBC Radio London and BBC 1 London TV news, including interviews with continuous cruisers and with a member of the Trust's communications team. It was noted that all of these focused on continuous cruiser liveboards and mainly on the London region. Members agreed that it was important that the work of the Commission considered all users but that equally this group of users are an important part of canal life and their views helpful to keep at the front of our minds.</p>	Trust
11/25	<p>Freedom of Information Requests</p> <p>The Trust had received a number of freedom of information requests relating to the work of the Commission and the Trust is currently keeping a schedule of these. The Commission asked to be kept updated on these requests and Trust responses because the Commission was interested in learning from the questions and the responses to them.</p>	
Commission Webpage		
12/25	<p>Wording of webpage</p> <p>The Commission agreed some amendments to the wording on the Commission webpage on the Trust website, to reflect that the Commission had now started work. These changes would be made to the website shortly.</p>	Trust
13/25	<p>Webpage Layout</p>	

	The Commission were happy with proposals on the layout of the webpage, including presentation of minutes and other materials. This would also be updated shortly.	Trust
Stakeholder Engagement		
14/25	<p>Timescales and Methodology for Engagement</p> <p>Members discussed the kick off stakeholder engagement exercise. Commission members believed that feedback from the outset was important to informing their work. Trust colleagues recommended the appointment of specialist external consultants who had suitable experience in carrying out similar engagement exercises. It was noted that the consultants would not be asked to advise the Commission on its work but would provide assistance on the initial stakeholder engagement. Members agreed in principle to proceed with the consultancy for the stakeholder engagement exercise, but asked to meet the consultants before providing final approval so that members could understand how the consultants would carry out the engagement exercise and provide their views on the proposals, based on previous similar work they have carried out.</p> <p>It was noted that this was not a formal consultation exercise – it was an exercise to seek views from as wide a variety of stakeholder as possible to help inform the work of the Commission. Formal consultation would be required should the Trust board decide to bring forward any proposals arising from the work of the Commission.</p> <p>The members discussed the questions they would be interested in having views on at this stage and how they should be framed so as to be accessible, insightful and open.</p> <p>It was noted that on the original project plan, final sign off on the questions was anticipated by the end of the week. Nonetheless, members believed it was important that further thought was given about them and this should be prioritized over the timetable. Members debated and provided feedback and suggestions to Trust colleagues on the questions and asked for the updates to be circulated so they could be considered by members further.</p>	Trust
15/25	<p>Council Meeting - 19th March</p> <p>As part of the wider stakeholder engagement exercise, AC agreed to record a video for the Trust Council meeting on 19 March (which the Trust agreed to facilitate) to introduce the Commission's work. CK and PB both planned to be present at the meeting and were happy to respond to questions from Council members.</p>	Trust
16/25	<p>Timeline</p> <p>The Committee discussed timelines for the stakeholder engagement exercise.</p>	
AOB		
17/25	<p>Further Dates</p> <p>The Commission discussed and agreed further dates for meetings. As there was no other business, the Chair drew the meeting to a close.</p>	