



Minutes

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

Governance		
25/25	Minutes of Commission Meetings – 24th and 26th February The Commission approved the minutes of the Commission meeting on 24 th and 26 th February with some minor amendments, for publication on the Commission webpage on the Trust's website.	Trust
26/25	Actions The Commission reviewed the actions from the previous meeting. It noted that all actions are complete or in progress.	
Feedback on the work of the Commission		
27/25	FOI Request Update The Trust presented an update on FOI requests and responses.	
Stakeholder engagement		
28/25	Survey update The Trust presented a live survey 'dashboard' set up by Campbell Tickell, showing c1,200 responses to date. The Commission discussed availability of summaries of issues and verbatim comments, with the Trust agreed to request from Campbell Tickell.	Trust
29/25	Correspondence Received on Survey Format The Commission noted that a handful of emails had been received with requests for survey in different formats and agreed that, as the survey should be fully accessible and submission of responses in different formats could add significant complexity to the compiling and reporting of responses and that these requests should be refused. Encouragement should be given to responders to submit comments using the online survey.	
Upcoming meetings		
30/25	Boating Committee The Commission discussed the upcoming Boating Committee meeting and confirmed their attendance. The Commission agreed it would be a good opportunity to get the perspective on Trust boat licensing from Trustees.	

31/25	<p>Council meeting The Commission noted the Council meeting on 19 March, where the Commission was an agenda item.</p> <p>AC was shortly recording a video and CK and PB confirmed their attendance in person.</p>	AC
Further briefings		
32/25	<p>Briefing Themes The Commission discussed further detailed briefings from the Trust, beginning with a briefing day on 2 April to consider issues in greater depth.</p>	
AOB		
33/25	<p>Focus Groups The Commission agreed that any decision on focus groups should follow the survey end date of 22 April.</p>	