

Broads Authority

Minutes of the meeting held on 13 May 2016

Present:

Professor J A Burgess – in the Chair

Mr K Allen	Sir Peter Dixon	Mr G Munford
Mr J Ash	Mr N Dixon	Mr P Rice (Minute 6/9 –6/29)
Mr M Barnard	Ms G Harris	Mr V Thomson
Mr L Baugh	Mrs L Hemsall (6/1-6/9)	Mr J Timewell
Miss S Blane	Mr G McGregor	Mrs N Talbot
Mr M Bradbury	Ms S Mukherjee	Mr P Warner

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Mr S Birtles – Head of Safety Management (Minute 6/19)
Mr B Hanson - Tourism Promotion Officer (Minute 6/14)
Mr S Hooton – Head of Strategy and Projects (minute 6/8-6/12)
Ms E Krelle – Head of Finance
Ms A Long – Director of Planning and Resources
Ms L Marsh – Head of Communications
Mr R Rogers – Head of Construction Maintenance and Environment

Also in attendance: Dr K Bacon – Chairman, Broads Forum and Chairman of Broads Local Access Forum

Also Present: Mr David Harris – Member of the Public (appointment as Solicitor to be taken up on 31 May 2016)

6/1 Apologies and Welcome

Apologies were received from Mr Michael Whitaker

The Chairman welcomed everyone to the meeting including members of the public and Keith Bacon, Chairman of Broads Forum and Broads Local Access Forum.

The Chairman particularly welcomed the two new Secretary of State Appointees Mr Greg Munford and Ms Sara Mukherjee; and Mr David Harris, who had been appointed as Solicitor to the Authority as from 31 May 2016. The Chairman invited each to provide a few words about themselves.

Sarah Mukherjee expressed delight at being appointed as she was passionate about the Broads having visited relations in the area since

childhood. She had been the BBC Environment Correspondent for 20 years and was involved in various programmes including *Today* and *Countryfile*. She was currently Director of Environment at Water UK Policy Unit for all the Water Industries. Therefore she would need to declare an interest and absent herself from any discussions affecting Anglian Water. She was particularly interested in increasing diversity and encouraging people to enjoy this unique and magical waterland.

Greg Munford explained that he was Chief Executive of Richardsons Leisure Industries, the largest boating operation on the Norfolk Broads. He had been appointed as Chairman of Broads Tourism, (12 May 2016). He was pleased that the recent meeting of Broads Tourism had been very well attended by more than 50 people. He was also Director of the Southampton Boat Show. He had his own boat and was therefore a personal toll payer as well as working for the largest Toll Payer in the Broads.

David Harris informed the meeting that he was originally from Wales. Having taken his degree at UEA he had been practicing law in Norwich for 29 years, latterly with Spire Solicitors. He had had many holidays on the Hunter Fleet and was looking forward to new challenges working for the Broads Authority.

6/2 Chairman's Announcements

(1) Openness of Local Government Bodies Regulations 2014

Following a request from the Chairman, no members of the public indicated that they would be recording or filming the proceedings.

(2) Various Events and Future Dates to Note

The Chairman drew attention to the following:

- **Broads Outdoors Festival 7 – 22 May 2016.** This included the Authority's **Annual Open Day** at Whitlingham Country Park on 7 May, which had been well attended and its new format was considered to be worth repeating in the future.
- **Planning Committee – 27 May 2016**
- **Tolls Review Workshop with Stakeholders – 14 June 2016** between 6.00 – 8.00pm. All Members invited to hear views.
- **Navigation Committee – 2 June 2016.** Meeting to be replaced by a Site visit to Hickling to view the project being undertaken.
- **National Parks UK and National Parks England – 8/9 June 2016** summer meeting in the Broads. A reception will be held on 8 June to which members of the Authority are invited. This will provide Members of the Authority with an excellent opportunity to meet the Chairs and Chief Executives of all the 15 National Parks. If Members wished to attend, they were requested to inform the Governance staff as numbers were crucial. (An email would be circulated)

- **Waste Review Workshop** – 15 July 2016 at Yare House. To date only two members had responded and in order to make this worthwhile, given the concern raised, members were requested to confirm their attendance with either the Administrative Officer or Asset Officer.
- **Volunteer Celebration Day** – Saturday 17 September 2016. Details to be confirmed. – This is an opportunity to say thank you to volunteers.

(3) **Members of the Authority**

Gail Harris

The Chairman congratulated Gail Harris on her re-election. Ms Harris confirmed that she had been selected by Norwich City Council to serve on the Authority for another year 2016/2017.

Sholeh Blane

The Chairman announced that this would be Sholeh Blane's last full Authority meeting as she would be going to live in Dubai following her recent marriage. She has been a Secretary of State appointee on the Authority since April 2009. During her time with the Authority she had been a valuable member of the Planning Committee. She had also been on the Navigation Committee, as well as Lead Member on Education and latterly Heritage Champion and has represented the Authority on Whitlingham Charitable Trust, How Hill Trust and the Norfolk Mills and Pumps Trust. She would be greatly missed and on behalf of the Authority the Chairman presented her with two books to remind her of the Broads.

In response Sholeh thanked the Chairman for her very kind words. She had thoroughly enjoyed being on the Authority. She had come to realise that there was much more to learn about the Broads and that there was a great deal being undertaken by the Authority. She particularly wished to thank the Chief Executive as well as the Chairs Stephen Johnson and Jacquie Burgess for providing her with the opportunity to serve. She also wished to thank all the officers, who she considered were second to none in being helpful, professional and kind and without whom the Authority would not be able to achieve as much as it did.

6/3 Appointment of Co-Opted Members to the Broads Authority

The Authority received a report concerning the appointment of the two co-opted Members from the Navigation Committee to the Authority in accordance with the procedures and following the Navigation Committee meeting's recommendation on 21 April 2016.

The Navigation Committee agreed to appoint Mr Michael Whitaker as Chairman and Mrs Nicky Talbot as Vice-Chairman of the Navigation

Committee and had recommended that they both be appointed to the Authority for the forthcoming year.

RESOLVED unanimously

that Mr Michael Whitaker and Mrs Nicky Talbot be appointed to the Authority until the Broads Authority meeting on 19 May 2017.

6/4 Introduction of Members and Declarations of Interest

Members introduced themselves and expressed declarations of interest as set out in Appendix 1 to these minutes.

6/5 Items of Urgent Business – The Berney Arms

The Chairman stated that an item of urgent business had been received concerning the future of Berney Arms as consideration was required immediately since it could affect the sensitivity and safety of the area. It was proposed to take the matter after Agenda Item 9 and in private session due to potential implications, negotiations and commercial sensitivity.

6/6 Public Question Time

No public question had been received.

6/7 Minutes of Broads Authority Meeting held on 18 March 2016

The minutes of the meeting held on 18 March 2016 were approved as a correct record and signed by the Chairman.

6/8 Summary of Progress/Actions Taken Following Decisions of Previous Meetings

The Authority received and noted a schedule of progress/actions taken following decisions of previous meetings. It was noted that a number of the items on this agenda were very much interrelated.

In particular, members noted the updates concerning:

Waste Disposal Review

The Chief Executive reported that he had had a series of letters from Norman Lamb MP regarding North Norfolk District Council's potential removal of waste facilities in the Broads. He had used the discussions by Members at the Authority, Navigation Committee and Broads Forum meetings as the basis for his reply.

He had stated that the removal, or threat of removal, of waste bins by the district councils had caused great consternation amongst Broads Authority Members, the companies operating in the tourism sector, private boat owners and residents. The constituent local authorities had a legal duty to have

regard to the Broads Authority's purposes and there was a strong argument that the collection of waste by the district councils was part of their contribution to the management of the Broads National Park and support for the important visitor economy.

He had explained that the Broads Authority considered it unreasonable that it should take over complete responsibility for waste collection from all the sites across the area. The Authority's experience at Ranworth showed that the waste at these sites came from a number of sources: residents, visitors, anglers as well as from boats. There was undoubtedly commercial waste that was also ending up in the bins. It would be most unfortunate if the partnership work with Broads Tourism to promote the area was undermined by the district council's removal of these facilities. Given that material from boats was part of the waste stream it was not unreasonable for the Authority to make a contribution to the costs of waste collection from Navigation income.

The Chief Executive had therefore suggested that Mr Lamb might broker a potential solution whereby the district councils not only maintained waste collection at key sites in the Broads but also enhanced it with waste recycling/separation and that the Broads Authority made a contribution from its Navigation Income.

Members endorsed the approach taken.

It was noted that there was a Norfolk Waste Partnership to which the Authority had not yet been invited despite approaches by officers. John Timewell volunteered to bring the matter to the Partnership's attention via Norfolk County Council while Vic Thomson would do so via South Norfolk.

External Funding Opportunities (20 March 2015 Minute 5/15)

The Head of Strategy and Projects had been making good progress on the prospectus for how businesses would be able to support the Authority. The Chief Executive referred to a large bid being prepared for submission to the HLF to improve Wet Grassland across England with the Broads and an area of North Norfolk being selected as part of this. Andrea Kelly had led on the Broads bid.

National Park Partnership (22 January 2016 Minute 4/17)

The National Park Partnership was launched on Monday 9 May 2016, details of which could be found via the website <http://www.nationalparks.co.uk/>. The new Board was pursuing a number of possible sponsorship ideas examples of which included outdoor clothing companies, other retailers and vehicle manufacturers. The initiative had already helped the Authority and as a result active discussions were taking place with one of the major supermarket companies about how it might support the Authority's catchment work.

Member Allowances for Care – (15 May 2015 Minute 6/2(3) and Minute 1/9)

Despite attempts to follow the matter up with Defra to obtain allowances for child care/care for Secretary of State appointees, there appeared to be no appetite from the civil servants to pursue this with the DCLG as it would require changes in legislation. This was very disappointing to those Members with children or dependents requiring care as it favoured a certain demographic, was considered to be discriminating, unfair and contrary to equalities legislation and counter to government diversity agenda.

It was agreed that the matter be raised directly with Ministers as well as at the September Conference on Women in Public Services to be attended by the Chairman, Jacqui Burgess.

6/9 Business Plan

The Authority received a report and presentation setting out the Draft Annual Business Plan for 2016/17 aimed at providing an overview of the Authority's priorities, activities and use of resources for the coming year. This provided a link between the Broads Plan, the Financial Strategy and the Work Plans of the Directorates. As such the presentation linked into the other reports on the agenda but also alerted Members to potential issues for forthcoming reports. The Chief Executive reminded members of the Authority's core values with the aim that these be embedded in all the Authority's practices. He referred to the Judicial Review and the lessons learnt from it notably that the Authority's purposes were not equal nor did any one purpose have priority over the other. It was up to the Broads Authority's discretion to decide on priority and resource allocation, depending on circumstances. It was accepted that the Broads was not legally a National Park but the Authority could refer to the area as the Broads National Park for branding and marketing purposes. It was also accepted that tourism and the marketing of the area fitted into the Authority's second purpose.

Members noted the challenges which included a number of identified ambitions emerging from the new Broads Plan as well as other matters including Tolls Review, implications of the National Park Plan, future of the mills at How Hill, which were outside the Landscape Partnership Project, implementation of the Sustainable Tourism Strategy, scale of resources for the Catchment Management Plan, Waste disposal, the matters relating to the River Chet discussed at Navigation Committee, the future of the Berney Arms particularly in relation to the interests of the Broads Authority for the moorings and the RSPB concerning its reserve and newly acquired land. Another matter requiring attention was communications and dealing with social media. These would need to be taken into account when considering the budget in the Autumn and a decision on relative priorities. It was noted that staff resources were fully committed to delivering work programmes and that the Authority's income and expenditure was finely balanced. Therefore prudent management was required.

The Chief Executive drew members' attention to a small booklet that was available for all members published by Mission Explore with National Parks UK. This was produced following the Educators Conference held in the Yorkshire Dales in 2015 and to which the Authority had contributed. It provided an excellent illustration of the importance of being part of the National Parks family and the importance of branding the Broads area as a National Park and the contribution to the National Park Plan.

Members thanked the Chief Executive for an excellent presentation that set the framework for the Authority's operations. They welcomed and supported the approach being taken and particularly the identification of the potential risk element. Members were mindful that the risk register, which was monitored and updated regularly by the FSAC, should be embedded into the policy process. It was considered this would also help to develop the Authority's strategy for projects and to provide a focus for fund raising. A Member expressed some disappointment that the Authority had not progressed as much as anticipated in seeking external funding over the last year. However, it was clarified that in undertaking projects it was important that these fitted into the Broads Plan currently under review and the Authority's financial strategy. In addition, the Authority was now looking into the possibility of an internship to enable the Authority to target companies with which it could be associated and officers would be seeking support for that process at a future meeting. A member cautioned that developing a strategy of expensive projects could itself be very expensive and time consuming, but investing in a fund raising strategy for raising resources was important.

Members also gave particular attention to the question of social media and considered that there was a need to separate out the Authority's accounts (including twitter) from those of Tourism. It was recognised that it was important to refresh the websites especially the Enjoy the Broads website. It had become apparent that there was a need for a strong level of support in dealing with social media and that the Authority was under resourced in this area of communications activity, in particular. It had become more of a front line service than a backroom operation, given the rapidly developing world of social media sites and uses.

RESOLVED

- (i) to adopt the Business Plan 2016/17;
- (ii) that the additional challenges identified in Section 2 of the report and as identified in the Chief Executive's presentation are noted . That these be considered in the Autumn when the necessary information is available;
- (iii) that the development of a robust smart Risk Register be fully embedded in policy papers to take account of the challenges identified and provide guidance on priority and strengthen fund raising possibilities ;

- (iv) so that a Longer term strategy to seek external funding may be developed; and
- (v) that a report be prepared for the next meeting on Communications to consider the Authority's capacity and requirements for dealing with press and social media as well as the implementation of the Sustainable Tourism Strategy including the development and refreshment of the Broads Tourism website.

Consideration of Item of Urgent Business under Section 100b (4)(B) of the Local Government Act 1972

6/9a Exclusion of Public

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involved the likely disclosure of exempt information as defined by Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

The public left the meeting

Summary of Excluded Minutes

6/9b The Berney Arms, Halvergate Marshes

The Chief Executive provided Members with exempt information relating to the future of the Berney Arms public house and its adjacent moorings. The location of the property and in particular the associated moorings were of considerable significance to the area particularly for safety reasons, involving access to and crossing Breydon Water.

Following detailed consideration it was

RESOLVED

- (i) that the Chief Executive and Management Team explore and investigate the details of the property, particularly the moorings; further.
- (ii) that the Chief Executive in consultation with the Chairman, Vice-Chairman and Chairman of the Financial Scrutiny and Audit Committee be given delegated authority to take action and pursue the matter if considered appropriate.

Members of the public were re-admitted

6/10 Broads National Park: Outcome of the Judicial Review

The Authority received a report setting out the outcome of the Judicial Review into the decision by the Broads Authority on 23 January 2015 to adopt the brand Broads National Park when marketing and promoting the area. Members noted that the claim for judicial review was dismissed on all three challenges made by Mr and Mrs Harris, and the claimant's application for permission to appeal was dismissed. It was noted that since the report had been written, Mr Harris was seeking leave to appeal to the Appeal Court against the decision. It appeared that Mr and Mrs Harris considered that conservation was the Authority's prime purpose, although this had been dismissed by the Judge. Mr Harris had submitted a 22 page skeleton case in support of his appeal to which the Authority had responded. It was anticipated that a decision would be made by the summer recess of Parliament.

Members expressed considerable disappointment and regret that Mr Harris had decided to take the matter further given the strength and detail of the Judge's decision. It was hoped that the matter could be resolved as soon as possible.

RESOLVED

- (i) that the Judge's ruling on the Judicial Review Hearing and the confirmation it provided for the legality of the decision the Authority took in January 2015 be welcomed;
- (ii) that the leave to appeal to the High Court by Mr Harris be noted.

6/11 National Parks Plan

The Authority received a report on the Government's recently published National Park Plan and the implications particularly for the Broads Authority, details of which had been referred to in the Chief Executive's presentation. It was noted that the Plan was heavily focused on the second National Park purpose i.e. "promoting opportunities for the understanding and enjoyment of the special qualities of the Broads for the public". Members noted that the plan fitted in with much of what the Authority was already doing or planned to do. The Plan would be delivered through the collective effort of the nine National Park Authorities in England and the Broads Authority, and therefore the Park authorities would focus on different elements within the plan. Members noted the National Park Plan aspirations for each of the eight points and the Authority's assessment of its contribution and potential realistic ways in which it would contribute to each of the eight National Parks Plan aspirations.

In association with point 1 connecting young people, a member commented that there should be more within the Broads Plan to support such initiatives as Forest Schools in order to encourage young people into the Broads. It was considered that this could also be achieved through the Promotion of Food, and that this could be widened to include Food Festivals. Other suggestions included having a Junior Council or a young Broads Society. The Chairman

requested that further suggestions be passed to the Head of Strategy and Projects. It was noted that these matters could be taken into account when reviewing the Volunteers and Education Strategy as indicated in the Strategic Direction report Agenda item 6/12.

RESOLVED

- (i) that the contents of the National Park Plan are noted together with the Authority's contributions, subject to the addition of "access by foot" in Point 8 Health and Wellbeing in National Parks at (xvii); and
- (ii) that the delivery of the relevant items in the National Parks Plan be considered alongside the new Broads Plan in the autumn.

6/12 Strategic Direction

Strategic Priorities for 2016/17 (including Broads Plan)

The Authority received a report setting out the Broads Authority's activities in delivering progress against the Broads Plan 2011 through the six key Strategic Priorities agreed at the Authority's meeting on 18 March 2016, where the Authority had been identified as the lead partner for the year 2016/17. It was noted that at this stage in the year, nearly all the items identified were shown as being on track. There were also other projects not specifically mentioned but were still ongoing.

In addition the report set out the key guiding strategies that set the direction for many of the aspects of the Authority's work on which progress would be reported biannually to the Authority.

RESOLVED unanimously

- (i) that the performance of the different projects to meet the Strategic Priorities for 2016/17 in the table at Appendix 1(a) to the report be noted; and
- (ii) that the key strategic documents to help provide the direction for the Authority's work be noted.

6/13 Financial Performance and Direction

The Authority received a report providing a strategic overview of the current key financial issues and items for decision. This included the consolidated Income and Expenditure up to 31 March 2016 and the Standing Tender list for Piling Contractors and Fen management.

(1) **Consolidated Income and Expenditure from 1 April to 31 March 2016**

The Head of Finance presented a revised Table 1 of the report showing the Actual Consolidated Income and Expenditure for the twelve month period to 31 March 2016. The Head of Finance reported that adjustments had been made to these figures within the report in light of additional information concerning the Judicial Review and the Judge's decision that the Authority be awarded costs up to the £10,000 maximum allowed. These showed a surplus of £93,828 on the national park side and a surplus of £61,707 for navigation resulting in a consolidated surplus of £155,535. After the year-end adjustments for interest to the earmarked reserves the general fund reserve was £1,044,406 and a navigation reserve £333,090. It was noted that this meant that the navigation reserve would be above the recommended level of 10% at of 11.3% net expenditure at the end of 2015/16. The figures outlined to Members would form the basis of the Statement of Accounts.

As referred to at para 4.2 in the report, the Head of Finance provided an update on the Carry Forward Requests. These related to £600 in National Park Grant for the Barn Owl project in the Biodiversity Strategy, £24,989.45 in NPG of income from partners ring-fenced for Broadland Catchment Partnership projects, and £441.62 (£260.56 NPG, £181.06 Navigation) for the Equal Pay Audit. These had been reviewed by the Management Team and agreed for recommendation to the Authority for inclusion in the 2016/17 budget.

RESOLVED unanimously

- (i) that the updated Income and Expenditure figures from 1 April to 31 March 2016 be noted; and
- (ii) that the Carry Forward requests be approved and the effect on the 2016/17 budget be noted.

(2) **Standing Tender List of Piling Contractors and Standing List of Contractors for Fen Management**

The Authority noted the process through which contractors had been invited and assessed for inclusion on the standing list of contractors both the piling contractors and fen management. These were compiled in accordance with Section 15 of the Authority's Standing Orders relating to Contractors.

RESOLVED

- (i) that the eight contractors listed below and at para 7.10 in the report be included on the Standing List for Piling Contractors:

- Miles Waterscapes
- Land and Water Services
- Amis Piling and Dredging
- Drake Towage
- Olympic Ltd.
- Topbond
- G T Rochester Plant
- AGA Bioengineering Systems Ltd

(ii) That the eleven contractors listed below and in para 7.17 of the report be included on the Standing List of Contractors for Fen Management:

- Chris Henshaw
- William Burgess
- Robert Fransham
- David Fransham
- Rowan Nichols
- Paul Eldridge
- Jeremy Nicholls
- Lawrence Watts
- Bev Blades
- Marcus Satchel
- Michael Nichols

6/14 Draft Strategy and Action Plan for Sustainable Tourism in the Broads 2016 - 2020 Feedback on Consultation

Further to Minute 4/9 of the January 2016 meeting, the Authority received and welcomed a report setting out the final version of the Strategy and Action Plan for Sustainable Tourism in the Broads, for the years 2016 – 2020 following a review of the strategy which covered the previous five years. A consultation period of five weeks was held and the responses from eight consultees were noted. Since the report had been written the Habitats Regulations Assessment had been received which confirmed that the strategy conformed with the required legislation. (Details of this were on the Authority's website : http://www.broads-authority.gov.uk/_data/assets/pdf_file/0008/759158/Broads-HRA-tourism-strategy-110516-final.pdf)

There were three top priorities identified within the strategy for completion in year one:

- Develop and maintain a high quality up to date destination website
- Develop and maintain a strong digital/social media presence and PR Activity
- Develop and package high profile wildlife experiences

The Authority would be working closely with Broads Tourism in the delivery of the actions.

John Timewell proposed, seconded by Sholeh Blane and it was

RESOLVED unanimously

- (i) that the Strategy and Action Plan for Sustainable Tourism as amended following consultation be adopted.
- (ii) that the three top priorities for completion in Year 1 be noted and a report be brought to a future meeting on their implementation.

6/15 Adopting the Brundall Neighbourhood Plan

The Authority received a report on the Brundall Neighbourhood Plan that had been the subject of referendum on 11 March 2016 when 873 residents voted in favour of the Plan and 74 against. This represented a majority yes vote of 91.9%. The submitted Brundall Neighbourhood Plan was the third Neighbourhood Plan to be considered for adoption by the Authority, and had been through all the correct procedures. The part of the Plan which fell within Broadland District Council had been adopted by that Council.

RESOLVED unanimously

that the Brundall Neighbourhood Plan be accepted and adopted as part of the Development Plan/Local Plan for the Broads.

6/16 Guidance from the Members' Annual Review 2015/16

The Authority received the report from the Chairman summarising the key points that arose from this year's one to one meetings with Members and the dominating themes relating to Governance, Planning and Communications. It was noted that there had been a very good response with 22 out of 27 members and co-opted members of the Authority (85% of all Members) completing the Annual Review 2015/16 process. The process would help provide a foundation for future Member development activities, including the Member Development Programme for 2016/17. Members noted that they would need to be mindful of the Authority's capacity to deliver additional activities. They welcomed the report and thanked the Chairman for the work she had done to produce the report.

Some members suggested that it would be useful in terms of building a stronger acceptance of collective responsibility to have a meeting when they could discuss matters informally and get to know each other better. It was noted that the Member Development Day involving the Annual Site visit was a good opportunity for such purposes. Other members expressed a note of caution concerning informal sessions, commenting that the Authority had introduced a system of having informal meetings prior to the main meeting a few years previously. However, this had provided some challenges with not everyone attending or being able to attend for the duration of the informal as well as the formal meetings. It had also been necessary to ensure there was

no discussion of matters that would be on the main agenda for that meeting, in the interests of transparency.

Some members requested having a Broads Authority twitter account. Although it was considered this could be helpful, given the concerns over the last year, where adherence to the Code of Conduct had been an issue, some members expressed caution and emphasised that members would require very clear guidelines, if such a facility was provided.

Members gave consideration as to whether it would be appropriate to seek agreement from the local authorities to limit the appointment of any individual Member on the same basis as the Secretary of State and Navigation members. However, it was noted that each of the Districts operated differently. Some appointed their members to the authority annually, others on a two or four year term. In addition, Local Authority appointed members were responsible to their electorate as well as their own District. Depending on where the party political balance lay, this would have a bearing on appointments to the Authority. It was considered important that the Local Authorities were informed of the skill sets required of a member to the Authority and that consistency was required.

Members were supportive of the recommended actions within the three areas highlighted, although with regard to limiting the appointment of any individual Member of a Local Authority on the same basis as the Secretary of State and Navigation members, this was considered to be more problematic.

RESOLVED

that the key points raised by Members be noted and action taken as follows:

Governance

- (a) that in line with the Internal Audit recommendations, the Code of Conduct for Members, training for Members including the induction of new Members and the Complaints procedures will be reviewed this summer.
- (b) that a common understanding be built amongst all members about the role, responsibilities and duties of being a Member, whether appointed by the Secretary of State, a local authority or by the Broads Authority.
- (c) To consider limiting the Appointment of any individual Member of a Local Authority on the same basis as the Secretary of State and Navigation member. To ensure that the Local Authorities are informed of the skill sets required of a member to be appointed to the Broads Authority and for them to be mindful of consistency where possible.

Planning

- (d) To ensure that all Members have a thorough knowledge of the Authority's responsibilities as the local planning authority for an area that has an equivalent status to that of a National Park.

Communications

- (e) that the Chief Executive review the level of staffing in the Communications Team to consider how the Authority can be more proactive in the press, PR and social media. (Recommendation (v) of Minute 6/9)

Workshops and Site Visits

- (f) that the Chairman and Chief Executive review and come back with proposals to the next meeting on how the Authority manages its business to streamline the arrangements to reduce the number of meetings in order to increase the number of workshops, briefings and site visits.

6/17 Appointment of Solicitor and Monitoring Officer

The Authority received a report on the proposal to appoint a Monitoring Officer to the Authority once the newly appointed Solicitor was in place. Members were asked to approve the Appointment of David Harris as the Authority's Monitoring Officer when he takes up his post as Solicitor on 31 May 2016. However, as part of the formal approval process, a member requested details of David Harris' background and qualifications to provide them with confidence in his credentials for the position.

RESOLVED

that Members be provided with a brief note setting out Mr Harris' qualifications for the position of Monitoring Officer and subject to these being satisfactory, the Authority approve the appointment of David Harris as the Monitoring Officer to the Broads Authority, with effect from 31 May 2016.

6/18 Appointment of Two Independent Persons to the Broads Authority

The Authority received a report concerning the appointment of two Independent persons for the Authority requesting nomination of a member to join the Chair and Vice-Chair on the Interview Panel. The appointment of Independent Persons was to deal with allegations of breach of the Code of Conduct and other matters in order to comply with the standards regime under the Localism Act 2012.

RESOLVED

that Guy McGregor be appointed to the Interview Panel along with the Chairman and Vice-Chairman to consider the appointment of two independent persons to the Broads Authority.

6/19 Health and Safety

The Authority received a report that outlined the further development of the Safety Management System Issue 6 to include updated hazards following a review by stakeholders in order to provide an integrated safety management system. In addition, the report provided the annual health and safety report and annual review of marine incidents.

RESOLVED unanimously

- (i) that the integrated Safety Management System be adopted and the Authority continues to support the ongoing development of detailed supporting operational procedures;
- (ii) that the Hazard log be kept under review, subject to a formal review in Spring 2019 and thereafter every three years from the date of publication of this report;
- (iii) that the priorities for action on internal health and safety for the coming year be noted:
 - (a) to continue to implement and monitor application of the condition monitoring system on all Broads Authority sites;
 - (b) to continue to promote the safety observations system to help to influence a positive change in culture and to capture near miss events;
 - (c) to carry out five internal audits of key processes to audit control measures; and
- (iv) that the Annual Marine Incident Statistics be noted.

6/20 Summary of Formal Complaints

The Authority received a report summarising the formal complaints dealt with by the Authority during 2015/16 together with the outcome of the complaints.

RESOLVED

that the report be noted.

6/21 Annual Report on Requests to Waive Standing Orders relating to contracts

The Authority received a report that provided the annual summary of instances where Contract Standing Orders had been waived by the Chief Executive during 2015/16. Members considered that all of these had been appropriate.

RESOLVED

that the report be noted.

6/22 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

The Head of Safety Management reported that there were no items which needed to be raised under this item.

6/23 Minutes Received

The Chairman stated that she would assume that members had read these minutes and the Chairman of each of the Committees would be available to answer any questions.

RESOLVED

(i) Navigation Committee – 25 February 2016

that the minutes of the Navigation Committee meeting held on 25 February 2016 be received

(ii) Planning Committee: 4 March and 1 April 2016

that the minutes of the Planning Committee meetings held on 4 March and 1 April 2016 be received.

Members noted that Sir Peter Dixon had been appointed Chairman of the Planning Committee and Mrs Lana Hempsall remained as Vice-Chairman. Given the comments and themes raised as part of the member interviews, the Chairman of Planning Committee drew attention to some of the key issues dealt with at the recent meetings.

The Chairman of the Broads Forum and Broads Local Access Forum commented that there had been meetings of both these Committees on 4 February and 2 March 2016 respectively. By the time the Minutes had been approved at their next meetings, and eventually submitted to the Authority, much of the information was history. He queried whether the time lapse could be narrowed.

6/24 Feedback from Members appointed to represent the Authority on outside bodies

Members of the Authority appointed to outside bodies were invited to provide feedback on those meetings they had attended on behalf of the Authority.

Norfolk Farming Group

Louis Baugh reported that he had recently chaired a meeting of the Norfolk Farmers Group attended by 14 people with Neil Punchard, the Broadland Catchment Partnership Officer and Rob Wise from the NFU Regional Policy Office. The group had discussed the processes of wider engagement with the Catchment Plan, as well as the lack of funding from Defra despite it being noted as a priority. There was acknowledgement that the Broads Catchment Plan was well ahead of others. The meeting had also emphasized the importance of involving relevant landowners in discussions relating to any bids for funding.

Broads Tourism

Greg Munford reported that the meeting of Broads Tourism on 12 May 2016 had been very encouraging with a favourable turnout of twice as many people as for previous meetings. It appears that there was now a more engaged membership which it was hoped would be beneficial for the future.

Campaign for National Parks

Peter Warner reported that he would be attending a meeting of the Campaign for National Parks on 19 May 2016.

Norfolk and Suffolk Broads Charitable Trust

John Ash reported that the next meeting of the Charitable Trust was to be held in the week of 23 May 2016.

Whitlingham Charitable Trust

(Louis Baugh, Mathew Bradbury, Gail Harris and Vic Thomson) The Trust was now focusing on fundraising.

Upper Thurne Working Group

Kelvin Allen reported that the next meeting was due to be held on 14 June 2016.

6/25 Items of Urgent Business

There were no other items of urgent business for consideration.

6/26 Formal Questions

There were no formal questions of which due notice had been given.

6/27 Date of Next Meeting

The next meeting of the Authority would be held on Friday 8 July 2016 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich. This would be the Annual Meeting of the Authority.

6/28 Exclusion of the Public

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

Members of the Public left the meeting

6/29 Exempt Minutes of the Navigation Committee meeting – 25 February 2016

The exempt Minutes of the Navigation Committee meeting on 25 February 2016 were received.

The meeting concluded at 14.00pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 13 May 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Nicky Talbot	-	NSBA, NBYC, Toll Payer
Kelvin Allen	-	Member of Broads Angling Strategy Group Member of Waveney River Trust
Mathew Bradbury		Toll Payer, BCU Member, Trustee of Whitlingham Charitable Trust
Gail Harris		Whitlingham Charitable Trust Trustee Director Cllr Norwich City Council
Peter Dixon		Hickling Resident for Navigation committee site visit on 2 June 2016
John Ash		Toll Payer as Chairman/Trustee Wherry Yacht Charter Charitable Trust. N&SB Charitable Trust
Guy McGregor	-	Member of Suffolk County Council
Sara Mukherjee		Water UK staff Member
Greg Munford	-	Richardson , Broads Tourism, BCLMSH Marine
Jacquie Burgess	-	Toll Payer