

## **Broads Authority**

Minutes of the meeting held on 8 July 2016

### **Present:**

Mr K Allen	Mr W Dickson	Mr H Thirtle
Mr J Ash	Sir Peter Dixon	Mr V Thomson
Mr M Barnard	Mr N Dixon	Mr J Timewell (from Minute 1/15)
Mr L Baugh	Ms G Harris	Mrs N Talbot
Mr M Bradbury	Mrs L Hemsall (1/11 –1/14)	Mr P Warner
Prof J A Burgess	Mr G Munford	Mr M Whitaker (Minute1/1 - 1/17)

### **In Attendance:**

Dr J Packman – Chief Executive  
Mrs S A Beckett – Administrative Officer  
Mr A Clarke – Senior Waterways and Recreation Officer  
Ms M Conti – Policy and Strategy Officer  
Mr D Harris – Solicitor and Monitoring Officer  
Mr S Hooton – Head of Strategy and Projects  
Ms E Krelle – Head of Finance  
Ms L Marsh – Head of Communications  
Ms C Smith – Head of Planning  
Ms T Wakelin – Director of Operations

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

### **1/1 Apologies and Welcome**

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

Apologies were received from Mr G McGregor, Ms S Mukherjee and Mr P Rice. Mrs L Hemsall and Mr J Timewell would be arriving later in the meeting.

### **1/2 Appointment of Chairman**

The Chief Executive invited nominations for the appointment of Chairman for the forthcoming year.

Kelvin Allen proposed the nomination of Professor Jacquie Burgess and this was seconded by Gail Harris.

There being no further nominations

RESOLVED

that Professor Jacquie Burgess be appointed as Chairman until the Annual meeting of the Authority in July 2017.

### **Jacquie Burgess in the Chair**

Jacquie Burgess thanked everyone for appointing her to a challenging and rewarding role. It was an honour and a privilege to work with everyone.

#### **1/3 Appointment of Vice-Chairman**

The Chairman proposed the nomination of Sir Peter Dixon as Vice-Chairman for the Authority for the forthcoming year.

This was seconded by Michael Whitaker. There being no further nominations

RESOLVED

that Sir Peter Dixon be appointed as Vice-Chairman until the Annual meeting of the Authority in July 2017.

#### **1/4 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) Membership**

The Chairman particularly welcomed the two new members: Mr Haydn Thirtle, who had been appointed by Great Yarmouth Borough Council and Mr Bill Dickson who had been appointed by the Secretary of State to replace Miss Sholeh Blane.

The Chairman invited each to provide a few words about themselves.

Haydn Thirtle explained that his ward included the parishes of Filby and Stokesby and therefore he had a natural affinity for the Broads and was very pleased to have been appointed to the Authority.

Bill Dickson congratulated the Chairman and officers for the Broads Village and the Authority's own stand at the Norfolk Show.

Bill Dickson thanked the Chairman for her welcome. He was delighted to have been appointed to the Authority, which he felt he could never have aspired to had he not been on the Navigation Committee, a very interesting experience.

(3) **Staff – Recognition of 25 Years’ Service: Simon Bunting**

The Chairman commented that she had great pleasure in presenting Simon Bunting with angling vouchers as a token of his twenty five years’ service with the Authority. Having joined the Authority in January 1991 as Project Technician working with his father Bob Bunting, he had now progressed to being Senior Operations Technician within the Construction, Maintenance and Environment Team. His excellent carpentry skills (now extended to and involving fen management), his gifted, calm and methodical personality, dedication and commitment to the Broads area had also made him an ideal choice for a role as Training Officer. Now his knowledge and experience were being utilised to pass on his skills to one of the new apprentices.

(4) **Various Events and Future Dates to Note**

The Chairman drew attention to the following:

- **Waste Review Workshop** – 15 July 2016 at Yare House.
- **Planning Committee Site Visit to Aldeby** – 15 July 2016  
2.30pm
- **Members Annual Site Visit** - 21 July 2016 at How Hill
- **Planning Committee Site Visit** – 18 August 2016 to Hickling
- **Planning Committee** – 19 August 2016
- **Navigation Committee** – 8 September 2016
- **Volunteer Celebration Day** – Saturday 17 September 2016.  
Details to be confirmed. – This is an opportunity to say thank you to volunteers.
- **Members Workshop on Governance/Role of Members/Chairing Skills** – 29 September 2016 – The Chairman commented that this would be very useful and important and all members should attend if they possibly could.
- **Statement of Accounts Workshop** to be arranged, possibly in September.

(5) **Register of Members’ Interests.**

The Chairman reported that the Register of Members’ Interests needed to be updated annually. Therefore advance warning was being given that Members would be receiving an email reminding them to update their form following this meeting. Forms (electronically) were to be returned as soon as possible so they would then be available for signature.

**1/5 Introduction of Members and Declarations of Interest**

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

## **1/6 Items of Urgent Business**

There were no items of urgent business.

## **1/7 Public Question Time**

No public questions had been received.

## **1/8 Minutes of Broads Authority Meeting held on 13 May 2016**

The minutes of the meeting held on 13 May 2016 were approved as a correct record and signed by the Chairman.

### **Confirmation of Appointment of Monitoring Officer**

The Chairman drew attention to Minute 6/17. Following provision of details of David Harris' credentials, and a positive response from Members, Mr David Harris was now confirmed as the Authority's Monitoring Officer.

## **1/9 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 received updates concerning:

### **Lease of Moorings on River Thurne**

A member made a plea that the agreement concerning the moorings on the River Thurne be expedited as soon as possible especially with the busy summer season approaching. The Head of Planning explained that officers were in the process of finalising a number of issues around the Section 106 Agreement with the landowner, and there was confidence that the moorings would soon be available. Officers were very mindful of the time factor.

### **Tolls – Display of Plaque for short term**

There was a request for clarification concerning short term tolls and proof that these had been paid. The Chief Executive would be discussing this with the Collector of Tolls. He also reported that the Authority was hoping to produce an on-line tool for checking whether a boat had paid a toll and would hope that members could trial this.

*(Post Note: Experience and reporting from the rangers has shown that there have been no problems concerning vessels on short term visits as there is a requirement that a plaque for a short term toll has to be displayed. It has been clarified that only those paying an annual toll do not need to display a plaque since their full details will be maintained and available electronically.)*

## **1/10 Strategic Direction**

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. The strategic priorities helped to target resources and make the most of partnership working and external funding opportunities. There were also other projects not specifically mentioned but were still ongoing.

Members noted that the Authority was broadly on track. In particular, the first phase of the development of the Landscape Partnership project now had 11 projects involved and being developed covering a wide range of matters from laser scanning of windmills to work on connecting children with the countryside, aerial photography to identify archaeological features, ecology and oral history. In addition the feedback from the HLF was encouraging.

With regard to the Integrated Flood Risk Management and Climate Smart Communities, the Chief Executive clarified that the Environment Agency had commissioned work on behalf of the Climate Change Adaptation Panel which involved consideration of the costs of the:

- Long term maintenance of the coastline over the next 50 years,
- Post Broads Flood Alleviation Project - scenarios for maintenance
- Potential flood barriers for the Yare and Bure.

The importance of the work and how it was presented was not to be underestimated.

### **RESOLVED**

that the performance of the different projects to meet the Strategic Priorities for 2016/17 in the table at Appendix 1 to the report be noted.

## **1/11 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 key issues arising from the Authority's Summary of Statement of Accounts for the financial year 2015/16, the consolidated income and expenditure outturn figures as well as Revenue Account Outturn Figures and Balance Sheet expenditure for the year.

The Head of Finance reported that the Financial Scrutiny and Audit Committee had considered the contents of the report at its meeting on 5 July 2016. The Audit had been completed on 1 July and a Director review would be carried out on 14 July 2016. There were no major issues that had been identified although as part of the drive to simplify the Statement of Accounts it had been suggested that some of the lines with zeros be removed. The Auditors had drawn attention to the Related Party Declarations (RPD) and

emphasised that Members needed to be clear in defining their actual relationship within their disclosures.

It was noted that rather than a year-end net overspend, as stated in para 3.3 of the report relating to the Revenue Account Outturn figures, there was an underspend of £30,353 against the final forecast. The additional income related in particular to the catchment partnership, the 'Slow the Flow' project, visitor centre and yacht stations income.

**(1) Summary of Statement of Accounts 2015/16**

It was noted that the Draft Statement of Accounts for 2015/16 showed revenue reserves of £1,377,496 (general reserves £1,044,406, navigation reserves £330,090) which were considered to be adequate. The navigation reserve at the end of 2015/16 stood at 11.3% of net expenditure, slightly higher than the prediction in the Financial Strategy.

This would help to offset the fall in the hire boat incomes experienced at the end of month 2 in 2016/17 and it was pleasing to note that the income from tolls had slightly improved for month 3, although the income from hire craft was still below that originally forecast. The outturn figures for 2015/16 and their implication for the overall level of reserves, would be taken into account in future budgeting proposals and making decision about income and expenditure in 2016/17.

The Vice-Chairman of the Financial Scrutiny and Audit Committee reported that the report from the audit gave a good degree of confidence in the accuracy of the accounts and confirmed that the Authority's reserves were considered to be sound and the accounts were in good order.

Members congratulated the staff on the management of the finances and for meeting the new timetable targets for the Statement of Accounts on a trial basis which boded well for adopting the new timetable for the 2016/17 accounts when the official change came into operation in 2017/18. The Head of Finance also thanked all the budget holders for their cooperation in meeting the deadlines set.

Sir Peter Dixon proposed, seconded by Matthew Bradbury and it was

RESOLVED unanimously

that the Summary of Statement of Accounts 2015/16 and the revenue account outturn figures be noted.

## 1/12 External Funding Opportunities

The Authority received a report updating them on the recent progress made in developing an approach to securing funding and support from external sources. This included a proposed interim strategy for the next 12 months.

Members noted the work undertaken by the Management Centre for the South Downs National Park Authority and the deliberations at the National Parks UK AGM in June which showed how the Authority could benefit from that work. Members also noted the number of charitable bodies with which the Authority had direct dealings. The risks associated with the development of an external funding strategy were noted. It was also noted that the review of the Broads Plan provided the opportunity for Members to consider the priorities specifically for the Authority over the next five years and it was intended to draw up a paper for this purpose. Members noted the proposed National and Local Priorities and that after the submission of the HLF Landscape Partnership Scheme Stage 2 application there would be the opportunity for the Project Manager to work up an overall external funding strategy for both the short and longer terms.

Members welcomed the report and the coordinated approach, particularly involving the Broads Charitable Trust. They recognised the fundamental importance of the Broads Plan to help identify priority projects. They were mindful that work in seeking external funding should not be underestimated. Some members commented that it was important that the Authority should not be funding-led, but that a strategic directional approach be adopted as was suggested. In recognising that the Broads Plan was not just for the Authority, working with other organisations and charitable bodies was to be welcomed since the Authority's role was to promote partnerships and relationships. Some members were concerned about the resources available to the Authority; especially with the market being so competitive, a sophisticated approach was required and therefore professional help would be needed. However, at the local level it was considered it would not be sensible to replicate the work of National Park Partnerships. Members were assured that the Authority had an excellent range of expertise amongst staff and with the help of the current Project Manager in the interim period from the submission of the phase 2 Landscape Partnership scheme, this would aid in the provision of the necessary framework for seeking external funding. Ultimately it was the delivery of any specific project, on time and on budget which counted.

The Chairman proposed, seconded by Kelvin Allen and it was

RESOLVED unanimously

- (i) that the conclusions from the workshop led by the South Downs National Park be noted;
- (ii) that the three National Priorities identified and the five Local Priorities identified in Section 4 of the report associated with external funding be supported, namely:

### **National Priorities**

Collaborative working with the national park family is critical with the following three priorities.

- Continue support of National Parks UK in raising the profile of the 15 National Parks
- Support National Park Partnerships in ambitions with corporate sector and be prepared to react quickly and professionally to opportunities arising
- Respond positively to a collaborative initiative regarding other fund raising opportunities.

### **Local Priorities**

- To ensure success and implementation of the Stage 2 bid for Water, Mills and Marshes Landscape Partnership
- To develop a strong productive relationship with the Norfolk and Suffolk Broads Charitable Trust for mutual benefit and define a way of working together and establish a programme of collaboration for the short and longer term
- To use the review of Broads Plan to identify priorities for action over the coming five years to improve the Broads. Consideration of the priorities for Broads Authority in progressing the Broad Plan to be embedded in the process. Review of strategic priorities that emerge to provide guidance on work priorities and identification of potential addition funding to form core of external funding strategy
- To continue to develop the potential European funding bid for Hickling – CANAPE and support Natural England/England Biodiversity Group's Wet Grassland bid for EU Life and HLF funding
- To complete the internship and produce a portfolio for information about potential supporters and "appeal" information", sharing with the Norfolk and Suffolk Broads Charitable Trust to inform future collaborative activities.

## **1/13 Broads Authority Local Enforcement Plan (Planning)**

The Authority received a report concerning the preparation and adoption of a local Enforcement Plan for dealing with how the Authority will address breaches of planning control. This had come out of the NPPF and as a result of the audit of the planning service. It was noted that there were no changes to the way in which the Authority dealt with Enforcement; the plan actually set out how the Authority operated. A draft of the Plan had been considered by the Planning Committee at its meeting on 27 May and following minor amendments was recommended to the Authority for adoption.

Members welcomed the report and the main principles which were applied – expediency, proportionality, consistency and negotiation and the need to be realistic. It was also noted that in addition to the monthly schedule on Enforcement action being taken to the Planning Committee, it would also receive a quarterly report on the complaints/ issues that had arisen which had not resulted in having to seek Committee's views on taking enforcement



action. The approach was welcomed as being proportionate, reasonable and pragmatic.

It was noted that the Authority always started with negotiation and where issues required attention these would be approached sensitively.

A member commented that para 5.18 and 5.19 of the Plan seemed to imply that where there had been a breach of condition and lapse of time, the Authority would not take action. The Head of Planning confirmed that in all cases enforcement action was discretionary and that all the principles would be applied.

Lana Hemsall proposed, seconded by Vic Thomson

RESOLVED unanimously

that the Enforcement Plan be adopted subject to any minor amendments that may be required to clarify matters.

#### **1/14 Committee Membership and Member Appointments**

The Authority received a report setting out the proposals for Member appointments to committees and outside bodies until the Annual Meeting in July 2017. It was noted that there were four new members for 2016/2017 three new Secretary of State appointees – Bill Dickson, Greg Munford and Sarah Mukherjee and one new local Authority appointment – Mr Haydn Thirtle appointed by Great Yarmouth Borough. This provided the opportunity of resetting the membership of the Committees as set out in the report.

It was noted that the recent appointment of Mr Bill Dickson by the Secretary of State created a vacancy in the co-opted members of the Navigation Committee that would need to be advertised in due course. It was also noted that following the last round of appointments to the Navigation Committee, members had agreed to review the appointments process. Therefore it was intended that the Chief Executive together with the Chairman and the Chairman of the Navigation Committee meet with the Norfolk and Suffolk Boating Association and Broads Hire Boat Federation to refine the process and seek improvements.

The Chairman stated that since the writing of the report, it was proposed that Lana Hemsall be not appointed to the Planning Committee from 2016. This was supported by Sir Peter Dixon. He explained that, as members would be aware from a number of emails, issues had arisen in relation to a planning matter where it was considered that the member's behaviour had been inappropriate, particularly towards a planning officer. It was considered that this would undermine the functioning of the Planning Committee particularly when it had subsequently been referenced in social media. It was not considered to be a code of conduct matter, but to do with inappropriate behaviour as a member of the Planning Committee.

Mrs Hemsall explained that the matter referred to was her disagreement with officer advice concerning a telephone box over which she had sought extensive alternative advice and attempted to have a reasonable discussion with the officer. She did not feel that she had been disrespectful but as an elected member she considered that she was perfectly entitled to her views and expressed extreme disappointment that the matter was being referenced in this meeting.

A member commented that he was saddened that the matter had been brought up at this point, but spoke in support of the proposal. He explained that as the Planning Committee was a quasi-judicial body of the Authority, where it made life-changing decisions it was crucially important that the public had confidence in the members of the Committee and it was incumbent on all of those members to follow procedures and act corporately and appropriately. He did not believe there was a lack of awareness on behalf of the member concerned but unfortunately a lack of judgement.

A member expressed concern that not all members had had the benefit of having seen all the correspondence, much of which was private, or the facts of the matter in order to make a judgement and therefore it was suggested that this be collated by the Solicitor and provided for members' information. Therefore, Peter Warner proposed that in the meantime, Mrs Hemsall's place on the Committee be considered as a vacancy. This was supported by Vic Thomson.

The Solicitor and Monitoring Officer commented that the suitability of any Member for appointment to a Committee would be a matter for Members' judgement. If it was a Code of Conduct matter, which it did not appear to be, a full process would be required. In the current situation, Members of the Authority had to be seen to act reasonably in the *Wednesbury* sense and therefore they should not form any such judgment on the basis of facts which were both an issue and where there was no opportunity to clarify them, prior to a decision being made. The current meeting did not, accordingly, provide an appropriate forum for a decision to be made.

Sir Peter Dixon therefore proposed another amendment which involved the Solicitor collating all the correspondence to provide all members with the same awareness and the opportunity to make a judgement. This was seconded by Nigel Dixon.

Louis Baugh clarified that he was a member of the Broads Local Access Forum but in his capacity as a stakeholder. Jacquie Burgess also clarified that she had been on the How Hill Trust in a personal capacity but she had since resigned. A member queried whether there should not be a member appointed to the Catchment Partnership, although it was noted that this was an officer level body.

Following further debate it was

## RESOLVED

- (i) that the Broads Authority member appointments to the Financial Scrutiny and Audit, Navigation and Local Access committees as set out in the Appendix 2 of these minutes, be confirmed for the period until the Annual Meeting in July 2017;  
  
By 16 votes with one abstention
- (ii) that the Solicitor collate all the correspondence/ material in relation to the matter referred to in the meeting concerning Mrs Hemsall to be provided for members to give them the opportunity to make a judgement as to the Member's suitability to serve on the Committee;  
  
By 11 votes to 1 against and 4 abstentions
- (iii) that Mrs Hemsall be not appointed to the Planning Committee at this time but that the membership of the Planning Committee be as set out in Appendix 2 with one vacancy until the next meeting of the Authority;
- (iv) that the appointments to outside bodies as set out in in Appendix 2 be confirmed for the period until July 2017. To include John Ash on the How Hill Trust with Ms S Mukherjee; and the Climate Change Adaptation Working Group to include Jacquie Burgess, John Ash and Sarah Mukherjee as attendees;
- (v) that in terms of fairness and democracy the procedures for the appointment of Members to Committees be reviewed and clarified.

### **1/15 Appointment of Two Independent Persons and Appointment to the Waterskiing and Wakeboarding Appeals Panel**

The Authority received a report concerning the appointment of two Independent Persons for the Authority. 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. Further to Minute 6/18 the Appointments Panel interviewed four candidates on 27 June 2016 and decided to offer the posts to Mrs Christine Lee and Mr Simon Smith. Both had confirmed that they were willing to accept.

The Solicitor commented that Mr Smith had been a Solicitor for 34 years having being associated with two well-known regional firms. He had considerable legal experience and associations with the Norfolk Citizens Advice Bureau. He had greatly impressed the interview panel. Mrs Lee had returned to live in Great Yarmouth and had considerable experience as a lawyer and barrister in corporate governance.

The Solicitor further reported that he would be seeking the views of one of the independent persons when reviewing the Code of Conduct. In addition one of the Independent Persons would be required for the Water Skiing and Wake Boarding Appeals Panel and the most appropriate person would be considered following consultation with them.

Michael Whitaker, proposed, seconded by Mike Barnard

RESOLVED

- (i) that Mrs Christine Lee and Mr Simon Smith be appointed as the two independent persons for the Authority
- (ii) That one of these Independent Persons be appointed to the Water Skiing and Wake Boarding Appeals and that they be consulted on the appointments of members of those panels appointed under paragraph 3(c) of schedule 2 of the Broads Authority Act 2009.

**1/16 Review of Code of Conduct for Members**

The Authority received a report updating Members on the position regarding the new Draft Code of Conduct for Members prepared by the Solicitor in response to the Annual Governance Statement for 2015/16 and requirements from Internal Audit that it be reviewed as part of the Action Plan. Account had been taken of current guidance issued on 9 May 2016 for the Local Government Standards in England, House of Commons Library Briefing Paper Number 05707. In addition reference had also been made to other publicly available Codes of Conduct for Members of Local Authorities and correspondence with Wigan Council involving Counsel's opinion.

The Financial Scrutiny and Audit Committee had considered the Draft at its meeting on 5 July 2016 where it had been favourably welcomed. The Solicitor explained that he had not provided any detailed examples because he had not been able to find local authority or national park authorities that had taken that approach. He drew attention to the contents of the proposed code - Principles and Core Values, the registering and declaring of disclosable pecuniary and other non-pecuniary registrable interests and gifts, the complaints procedure, Local Resolution Procedure and Hearing Procedure as well as the criteria for consideration of complaint by the Monitoring Officer.

He had already received some useful comments including those pertaining to para 3.10 concerning housing and schools that were not specifically relevant to the duties of the Authority. The terms of reference of the Hearings Committee would be included at the relevant section. He invited Members to send further comments directly to him. Following consultation and review in association with the Independent Persons, a revised code would be prepared for the Authority's meeting in September for adoption.

Members welcomed the report considering this to be very thorough and a good foundation of how members should be working together. This would also be supplemented by the Protocol on Member and Officer Relations in the Broads Authority. It was considered that there should be consideration of various scenarios in order to "road test" the Code of Conduct before formal

adoption. Members also welcomed the proposal that it be reviewed by the Independent Persons.

**RESOLVED**

- (i) that members provide the Solicitor and Monitoring Officer with any further comments;
- (ii) that a number of scenarios be provided and considered in order to “Road Test” the Code of Conduct;
- (iii) that following consultation, the Draft version be discussed and reviewed with the Independent Persons prior to being submitted to the Broads Authority meeting in September 2016 for adoption; and
- (iv) that the Protocol on Member and Officer Relations in the Broads Authority was being updated be noted.

**1/17 Annual Report of the Broads Local Access Forum**

The Authority received a report outlining the key matters considered by the Broads Local Access Forum during the last year relating to the development and improvement of public access within the Broads. The final Annual Report would include illustrations as well as brief biographies of all the Forum Members. It was noted that 9 out of the 21 members were newly appointed. It had been a very busy year and members were pleased to note that there had been more joint working with the other Norfolk and Suffolk Access Forums. The main challenges for the Forum had been the continuing pressure on public funding for countryside access across all local authorities and funding from the flooding.

A member commented that within para 2.4 of the Annual report, reference should also be made to the work of the Two Community Rail Partnership which Peter Warner attended on behalf of the Forum and the Authority.

A member reported that the Three Rivers Way was due to be opened on 22 July and a press release and invitations, which included the Chairman of the Authority and Broads Local Access Forum, were due to be sent out on 8 July 2016.

Members welcomed the report.

**RESOLVED** unanimously

that the work of the Broads Local Access Forum be noted and welcomed.

**1/18 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.

**1/19 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) Planning Committee: 29 April 2016 and 27 May 2016**

RESOLVED

that the minutes of the Planning Committee meetings held on 29 April and 27 May 2016 be received.

The Chairman of Planning Committee drew attention to some of the key issues dealt with at these two recent meetings by way of a summary note circulated for Members' information. He drew attention to the fact that the Planning Committee was dealing with the development of the Broads Local Plan in "Bite Size" chunks. In addition, a training session on planning would be provided for all members in the Autumn.

**(ii) Broads Local Access Forum: 2 March 2016**

RESOLVED

That the minutes of the Broads Local Access Forum meeting held on 2 March 2016 be received.

**1/20 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.

**Broads Tourism**

Greg Munford reported that following the meeting of Broads Tourism on 12 May 2016 there had been an encouraging increase in the number of new members to the group. The first email newsletter was due to go out in the following week. The September meeting would have a change of venue to accommodate the increase in numbers. It appeared that there was now a more engaged membership which it was hoped would be beneficial for the future. He was particularly complementary of the Authority's team under the

Head of Communication's leadership in cooperating with Broads Tourism to move it forward.

### **Campaign for National Parks**

Peter Warner had provided notes of the meeting of the Campaign for National Parks he had attended on 19 May 2016.

### **National Parks UK and National Parks England**

The Chairman reported that the meetings of National Parks UK and National Parks England on 8 and 9 June 2016 had been very successful. It was particularly pleasing that BA members had been able to attend the dinner in the evening of 8 June, which had proved very worthwhile. The Chairman also reported that she had been elected as Chairman of National Parks UK.

### **Norfolk and Suffolk Broads Charitable Trust**

John Ash reported that it appeared that there were many more projects coming forward for consideration than in the previous year.

### **Whitlingham Charitable Trust**

*(Louis Baugh, Mathew Bradbury, Gail Harris and Vic Thomson)*

The substantial matters raised at the meeting on 22 June related to the issues with the new car parking system, funding of projects and the management of the site in association with the Authority.

## **1/21 Items of Urgent Business**

There were no other items of urgent business for consideration.

## **1/22 Formal Questions**

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

## **1/23 Date of Next Meeting**

The next meeting of the Authority would be held on Friday 30 September 2016 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

## **1/24 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

**1/25 Exempt Minutes of the Broads Authority meeting – 13 May 2016**

The exempt Minutes of the Authority's meeting on 13 May 2016 were received subject to an amendment to include reference to the suggestion made at the meeting of investigating the serving of a Section 215 Untidy Land Notice. The Chief Executive provided an update on progress.

It was noted that Officers would be monitoring the situation.

The meeting concluded at 13.10 pm

CHAIRMAN



## Code of Conduct for Members

## Declaration of Interests

Committee: Broads Authority 8 July 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Michael Whitaker	9 - 25	Toll Payer, Hire Boat Operator, Chair of BHBF
Mathew Bradbury		Toll Payer, BCU Member, Trustee of Whitlingham Charitable Trust
Kelvin Allen	-	Member of Broads Angling Strategy Group Member of Waveney River Trust
Nicky Talbot	-	NSBA, NBYC, Toll Payer
Gail Harris		Whitlingham Charitable Trust Trustee Director Cllr Norwich City Council
Peter Warner		Member East Norfolk Transport Users Association
Bill Dickson		Broads resident. Property owner, Toll payer, Chairman of Local owners association
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
Greg Munford	-	Richardson , Broads Tourism, BCLMSH Marine
Louis Baugh	-	Trustee Norfolk and Suffolk Boating Trust Trustee of Whitlingham Country Park
Jacquie Burgess	-	Toll Payer

## Committees Appointments and Appointment to Outside Bodies.

Table 1

<b>Planning Committee</b>	
Mr M Barnard Professor J A Burgess Mr W A Dickson <i>Mr N Dixon (as from 8 July no longer BA member)</i> Sir P Dixon Ms G Harris	Mr P Rice Mr H Thirtle Mr V Thomson Mr J Timewell (1 vacancy)
<b>Financial Scrutiny and Audit Committee</b>	
Six Broads Authority members:  Chairman of the Authority Vice Chairman of the Authority Chairman of the Navigation Committee Mr L Baugh Mr N Dixon ( <i>as from 8 July no longer BA member</i> ) Mr G McGregor	
<b>Navigation Committee</b>	
Five Broads Authority members:  Mr K Allen Mr J Ash Mr M Bradbury Sir P Dixon Mr G Munford	Plus eight co-opted members:  Mrs L Aspland Mr A Goodchild Mr M Heron Mr J Knight Mrs N Talbot Mr B E Wilkins Mr M Whitaker (1 vacancy)
<b>Local Access Forum</b>	
Two Broads Authority members:  Mrs L H Hempsall Mr P Warner – (Also attends the Two Community Rail Partnership (See Minute 1/17))	

**Table 2 External Appointments**

<b>External appointments</b>	<b>Appointee(s)</b>
Broads Tourism	Prof J Burgess Mr J Timewell
Campaign for National Parks	Mr P Warner
How Hill Trust	Ms S Mukherjee Mr J Ash
National Parks UK National Parks England	BA Chair
Norfolk and Suffolk Broads Charitable Trust	Mr J Ash Mr L Baugh
Norfolk Mills and Pumps Trust	Prof J Burgess
Upper Thurne Working Group	Mr K Allen
Whitlingham Charitable Trust	Mr L Baugh Mr M Bradbury Ms G Harris Mr V Thomson
Climate Change Adaptation Working Group attendees	Prof J Burgess Mr J Ash Ms S Mukherjee