

## **Broads Authority**

Minutes of the meeting held on 19 March 2010

### **Present**

Dr J S Johnson – in the Chair

Mrs S Blane	Mr A Duce	Mrs A Haswell
Mr D A Broad	Mr P Frost	Mr A S Mallett
Mrs J Brociek-Coulton	Mr C Gould	Ms R Varma
Mr M C Broom	Dr J M Gray	Mr P Woodcock
Mrs E A Burrows		

### **In Attendance**

Dr J Packman – Chief Executive  
Mrs S A Beckett – Administrative Officer  
Mr S Birtles – Head of Waterways Strategy and Safety  
Mr R G Holman – Director of Corporate Services  
Mr S Hooton – Director of Conservation and Countryside Management  
Mr K R Hounsome – Solicitor and Monitoring Officer  
Ms A Long – Director of Planning and Strategy  
Mr J W Organ – Head of Administration and Executive Assistant  
Mrs L Shute – Administrative Officer  
Ms T Wakelin – Director of Waterways

### **Also Present**

Mr J Bowman – Chairman, Broads Forum  
Mr M Cook – Chairman, Standards Committee  
Mr S Middleton – Brand Strategy Guru  
Dr S Gerrard – Low Carbon Innovation Centre, UEA  
Mr C Brown – Senior Solicitor, Norfolk County Council

### **4/1 Apologies and Welcome**

The Chairman welcomed Mr Simon Middleton, Brand Strategy Guru, Dr Simon Gerrard, Low Carbon Innovation Centre, UEA and Mr Chris Brown Senior Solicitor, Norfolk County Council to the meeting.

Apologies for absence were received from Mr N Dixon, Mr S Dorrington, Mr P Durrant, Mr G W Jermay, Mr G McGregor, Mr J Sharpe and Ms C Sheridan.

The Chairman announced that this would be the last Authority meeting for Mrs Elizabeth Burrows, member of the Authority and Mr Keir Hounsome, Broads Authority Solicitor and Monitoring Officer (please also see minute 4/17). He went on to express his appreciation of the level of commitment, knowledge, integrity and enthusiasm Elizabeth had shown during her 10 years as a member. Her unique perception and thoughtfulness would be missed.

In reply Mrs Burrows thanked the Chairman for his kind comments and reflected on her time as a member expressing her appreciation of the high quality of knowledge and experience shown by both staff and members. She went on to convey her independent view that there should be greater member involvement in the conservation work of the Authority and expressed the opinion and reasons why the Broads should be referred to as a national park.

Members joined with the Chairman in thanking Elizabeth for her contribution to the work of the Authority.

## **4/2 Chairman's Announcements**

### **(1) Future Dates**

The Chairman reminded members that the Broads Plan Workshop would be held on Friday 9 April 2010 at 9.30am and the LDF Workshop on Friday 16 April both at Dragonfly House.

The Open Day due to take place at Dragonfly House on 10 April 2010 had been postponed to 11 September 2010.

There would be an open day event at Whitlingham Country Park on Sunday 28 March from 10.00am to 3.30pm.

### **(2) Visit by Minister**

Members noted that Huw Irranca-Davies (Minister for Marine and Natural Environment) made a short visit to the Broads on 15 March 2010. He viewed the mud pumping work at Ormesby and received briefings on the background to the project and the ecological benefits which this provided. The visit also provided the opportunity to stress the importance of incorporating the Additional National Park Grant into the Authority's core grant.

### **(3) Mr Barry Green**

It was with great regret the Chairman announced that Barry Green, who was IWA's Eastern Region chairman, and involved with Broads Authority committees for many years, had passed away. Family, friends and colleagues had been invited to join Barry's widow, Mary, at the Colney Woodland Burial Hall, Norwich at 2.00 p.m. (after the meeting) to celebrate Barry's life.

### **(4) Waterways Trust Renaissance Awards**

The Vice-Chairman gave details of the Water Renaissance Awards Ceremony which had taken place at Salford Quays, and announced that the Broads Authority Trinity Broads Restoration project had won the Natural Environment Category with the Whitlingham Country Park receiving a commendation.

#### **4/3 Items of Urgent Business**

There were no items of urgent business.

#### **4/4 Introduction of Members and Declarations of Interest**

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

#### **4/5 Public Question Time**

No questions were raised by members of the public.

#### **4/6 Minutes of the Broads Authority Meeting held on 22 January 2010**

The minutes of the meeting held on 22 January 2010 were approved as a correct record and signed by the Chairman subject to the amendment of the date of the Standards Committee in Appendix 2 to the minutes from 9 June 2011 to 8 June 2011.

#### **4/7 Summary of Progress/Actions Taken Following Decisions of Previous Meetings**

The Authority considered and noted a schedule of the progress/action taken following decisions of previous meetings.

##### **(1) Draft National Park Circular**

It was noted that the Circular had been published on 18 March with various changes. It was pleasing to note that the Broads still had a high profile within the document.

#### **4/8 Minutes Received**

##### **(1) Planning Committee: 8 January and 5 February 2010**

RESOLVED

that the minutes of the Planning Committee meetings held on 8 January and 5 February 2010 be received.

(2) **Broads Forum: 11 February 2010**

RESOLVED

that the minutes of the Broads Forum meeting held on 11 February 2010 be received.

(3) **Financial Scrutiny and Audit Committee: 16 February 2010**

RESOLVED

that the minutes of the Financial Scrutiny and Audit Committee meeting held on 16 February 2010 be received.

(4) **Navigation Committee: 25 February 2010**

RESOLVED

that the minutes of the Navigation Committee meeting held on 25 February 2010 be received.

**4/9 Branding the Broads**

The Authority received a report which updated members on progress made in developing the Broads brand.

Simon Middleton, a leading local expert in brand development, had been commissioned to develop the concepts of branding through the STEP (Sustainable Tourism in Estuary Parks) Interreg project and gave a presentation on his conclusions and the reasons behind his proposals of how to take the brand ideas forward.

It was noted that his conclusions had been presented to and favourably received by the Broads Tourism Forum on 4 March 2010 with which the Authority was working closely.

Members made various comments on the proposals and noted that some of the resources from the STEP budget would be used to develop detailed work to support the brand identity to generate a consistent set of messages about the special qualities of the Broads, the opportunities it afforded for enjoyment and how it could be cared for to ensure it could continue to be enjoyed.

RESOLVED

- (i) that the report be received; and
- (ii) that the development of the detail behind the brand as set out in the report be authorised. This would contribute to the tourism website and a package of support for the tourism industry using the funding allocated in the STEP budget.

#### **4/10 Carbon Audit of the Broads and the Broads Authority**

The Authority received a presentation by Dr Simon Gerrard on a Carbon Audit of the Broads, which had been commissioned by the Authority and carried out as a joint collaboration by Best Foot Forward and the Low Carbon Innovation Centre. It included details of the carbon management process, including current practices, how carbon was stored and proposals for its monitoring and actions for the future, including its control and monitoring of the Authority's actions.

Members noted that the report was in the process of being finalised, with priorities being set, and agreed that the Authority should do all it could as an organisation to reduce its carbon footprint and act as an example to others.

RESOLVED

that the presentation be noted.

#### **4/11 Waterways for Everyone**

The Authority received a report setting out the development of a successor document to the DETR Waterways for Tomorrow policy document. Since the policy document had been published in 2000, there had been a number of developments to improve the understanding of the benefits of waterways across government and how waterways could contribute to a wide range of public policy objectives. Government recognition of the importance and value of waterways was very welcome.

Members supported officers' comments on the policy document as set out in the report and a comment was made that tourism should be included in the response to question 21 on the Authority's draft response to the specific questions identified in Section 3 of the report.

RESOLVED

- (i) that the report be noted; and
- (ii) that the proposed response be endorsed.

#### **4/12 Great Yarmouth Harbour Revision Order**

The Authority received a report giving details of the background and key issues relating to an application to the Secretary of State for Transport by the Great Yarmouth Port Company Ltd for a Harbour Revision Order (HRO) which included the designation of the Great Yarmouth Port Company Ltd as the harbour authority instead of the Great Yarmouth Port Authority with formal transfer of responsibilities.

The publication of the draft HRO raised a number of issues which included appointments to the Navigation Committee, consultation arrangements with

stakeholders and the arrangements for the transfer of management of Breydon Water and the Lower Bure.

The period for objections to the Order expired on 19 March 2010 and members considered whether a formal objection should be made by the Authority.

Members noted that the Chief Executive had recently met with representatives of the Port Company who had agreed that provision could be made for regular liaison between the Port Company, the Authority and users of the Port. Members agreed that until a legally binding agreement was in place an objection should be lodged to protect the Authority's position.

RESOLVED

that an objection be lodged to the recently published Great Yarmouth Harbour Revision Order on the grounds that the proposed governance arrangements do not make provision for the establishment of appropriate consultative arrangements.

#### **4/13 Broads Authority Act 2009: Implementation**

The Authority received a report setting out the proposed application of an exemption from Third Party Insurance requirement and the proposed application of Construction Standards within the Broads Authority Act 2009.

RESOLVED

- (i) that the report be noted; and
- (ii) that the recommendations at paragraphs 2.3, 3.2 and 3.3 of the report be approved as set out below:
  - (a) that for visiting craft only the application of the exemption for
    - a. any unpowered vessel in the navigation area which has a block area of less than 6sq metres, except in accordance with a resolution of the Navigation Committee; and
    - b. any unpowered vessel in adjacent waters which has a block area of less than 6sq metresbe determined on the length of the vessel rather than block area and that visiting unpowered craft 4m and under in length be exempted from the requirement to hold third party liability insurance;
  - (b) that the construction standards adopted under section 12 of the Act apply to:
    - a. all motor vessels other than exempt motor vessels;

- b. all steam powered vessels; and
  - c. all vessels (whether powered or unpowered) carrying fuel or fitted with cooking, heating, refrigerating or lighting appliances, other than exempt motor vessels or any vessel (whether powered or unpowered) in respect of which a Load Line Certificate issued under the Merchant Shipping (Load Line) Regulations 1998 (SI 1998 No. 224) is for the time being in force;
- (c) that the following definitions apply to the standards:
- a. “hire vessel” means a vessel which is, let, hired or engaged for pay or reward;
  - b. “motor vessel” means a vessel which at any time is propelled by a motor of any kind, including an outboard motor.

#### **4/14 Residents Newsletter**

The Authority received a report outlining a plan to produce a newsletter for local residents which would promote understanding of the Broads and the work of the Authority.

RESOLVED

that the development and circulation of a newsletter as based on the report be supported.

#### **4/15 Norfolk Public Service Leaders Board: Leadership of Place Programme**

The Authority received a report setting out the background to the recently established Public Service Leaders Board. Members agreed that given the current economic climate there was a need to work collaboratively with partner bodies and more effectively and efficiently with other public bodies in Norfolk.

RESOLVED

that a contribution of £5,000 be made to the Leadership of Place Programme.

#### **4/16 Resource Allocation Member Working Group: Proposed Terms of Reference**

The Authority received a report proposing terms of reference for a Resource Allocation Member Working Group, the setting up of which had been agreed at the previous Authority meeting.

RESOLVED

- (i) that the Terms of Reference as appended to the report be adopted;

and

- (ii) that the membership of the Group consist of the Chairman, Vice Chairman, Mr D Broad, Mr P Frost and Mr J Sharpe.

#### **4/17 Appointment of Monitoring Officer**

The Authority received a report explaining the role of the Monitoring Officer and recommending the appointment of Norfolk County Council's Head of Law, Victoria McNeill, to the position replacing the Authority's Solicitor and Monitoring Officer, Keir Hounsome with effect from 1 April 2010. In practice Mr Chris Brown who was Senior Solicitor at Norfolk County Council, would be attending Committee meetings.

The Chairman thanked Keir Hounsome for helping to establish the legislative framework of the Authority, for his clear advice, depth of knowledge, and for steering the Authority in the right direction over the years. The Authority would miss him and his positive nature. Mr Broom and Mr Mallett joined the Chairman in making personal tributes and thanking Keir for his contribution to the work of the Navigation and Standards Committees.

In reply, Keir thanked members for their kind comments saying that he had come to Norfolk in 1984 on a two year contract but had ended up staying, which was in part because he had found the culture positive with a good relationship between members and officers.

RESOLVED

- (i) that the appointment of Ms Victoria McNeill as the Authority's Monitoring Officer and Solicitor be confirmed with effect from 1 April 2010; and
- (ii) that Keir Hounsome be formally thanked for his many years of service to the Authority.

#### **4/18 Annual Investment Strategy 2010/11**

The Authority received a report appending the Investment Strategy for 2010/11, as required by the Prudential Code.

RESOLVED

that the Annual Investment Strategy for 2010/11, including approval of an authorised borrowing limit of £500,000, be approved, subject to an additional paragraph confirming that the Authority has in place adequate financial guarantee insurance arrangements with Zurich Municipal as part of its overall insurance management arrangements.

**4/19 Review of Standing Orders Relating to the Business of the Authority and its Committees**

The Authority received a report reviewing the Standing Orders relating to the Business of the Authority and its committees and setting out proposed changes.

RESOLVED

that the Standing Orders be amended with immediate effect, in accordance with the proposals appended to the report.

**4/20 Any Other Items of Business**

There were no further items of business which the Chairman decided should be considered as a matter of urgency pursuant to Section 100B (4) (b) of the Local Government Act.

**4/21 Formal Questions**

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

**4/22 To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code**

The Head of Navigation Strategy and Safety confirmed that there were no items which needed to be raised under this item.

**4/23 Strategic Priorities for 2009/10**

The Authority considered a report by the Chief Executive which set out the projects and actions used to deliver the strategic priorities adopted for the year 2009/10. Members noted that the Sustainable Development Fund had received a further grant of £17,500 from Defra.

RESOLVED

that the performance of the different projects in the schedule accompanying the report be noted.

**4/24 Consolidated Income and Expenditure: 1 April 2009 to 31 January 2010**

The Authority received a report which summarised the actual income and expenditure for the ten month period to 31 January 2010 compared to the profiled budget. The report provided a list of major variances and reasons for those variances. Members noted and welcomed the abbreviated format.

RESOLVED

that the report be noted.

## **4/25 Feedback from Lead Members and those appointed to represent the Authority**

Lead members provided feedback on the meetings they had recently attended on behalf of the Authority.

### **(1) Member Development**

Mrs Haswell reported that in addition to the two dates mentioned in minute 4/2, Chairman's Announcements, the following three be noted:

- Thursday 3 June 2010 - Responsibility of the Duty Holder for the Port Marine Safety Code (morning before Navigation Committee)
- Wednesday 7 July 2010: Annual Site Visit - Valley approach and Landscape Partnership, including wetland management, interpretation of nature and effects of access versus disturbance.
- Friday 22 October 2010 - Design Quality Tour.

Further Development Days would be scheduled should specific strategic issues require comprehensive understanding.

A Member Development Strategy would be brought to the next meeting on 14 May 2010.

### **(2) Equalities**

Ms Varma reported on a meeting of the Campaign for National Parks pointing out that the Authority's 2007 Equality and Diversity Policy would need reviewing. This was integral to the Authority's work and she would be collecting data to review what was happening in the Authority and carrying out monitoring with a view to reporting in more detail to members at a later date.

It was noted that a new Equalities Act was expected later this year and this would need to be taken into account.

### **(3) Sustainability**

Mr Paul Woodcock reported that the Sustainability Exchange Group had met three times. They would be reviewing the Carbon Audit, a presentation to staff on travel choices, web and telephone conferencing and the environmental impact of Dragonfly House.

**4/26 Date of Next Meeting**

The next meeting of the Authority would be held on Friday 14 May 2010 at Dragonfly House, 2 Gilders Way, Norwich, commencing at 10.00am.

The meeting concluded at 1.00pm

CHAIRMAN

## Code of Conduct for Members

**Declaration of Interests**

Committee: Broads Authority

Date of Meeting: 19 March 2010

<b>Name</b> <b>Please Print</b>	Agenda/ Minute No(s)	<b>Nature of Interest</b> (Please describe the nature of the interest)	Please tick here if the interest is a Prejudicial Interest ✓
A S Mallett	General  4/6, 4/8 (i) and (ii)	Appointed by Broadland District Council, Toll payer, Member of various clubs Minutes BA - Navigation and Planning Committees	
C Gould		Member of South Norfolk District Council, Navigation and Planning Committees	
M C Broom	4/8, 4/11, 4/12, 4/13	Toll payer, Broads Hire Boat Federation, Member Norfolk and Suffolk Boating Association, Great Yarmouth Port Authority and Royal Yachting Association	
D A Broad	4/11 – 4/25	Toll payer Item 8 Chair Ropes Hill Dyke Residents Association Item 12 Cruising Assn Representative, Great Yarmouth Harbour Consultative Committee	
S Dorrington		Toll payer	