

## **Broads Authority**

Minutes of the meeting held on 28 July 2017

### **Present:**

Mr J Ash	Sir Peter Dixon	Mrs N Talbot
Mr M Barnard	Ms G Harris	Mr H Thirtle
Mr L Baugh	Ms L Hemsall	Mr V Thomson
Mr M Bradbury	Ms S Mukherjee	Mr J Timewell
Prof J Burgess	Mr G Munford	Mrs M Vigo di Gallidoro
Mr W A Dickson	Mr P Rice	

### **In Attendance:**

Dr J Packman – Chief Executive  
Mrs S A Beckett – Administrative Officer  
Ms N Beal – Planning Policy Officer (Minutes 1/14 and 1/15))  
Mr S Birtles – Head of Safety Management  
Mr A Clarke – Senior Waterways and Recreation Officer  
Mr D Harris – Solicitor and Monitoring Officer  
Mr S Hooton – Head of Strategy and Projects  
Ms E Krelle – Chief Financial Officer  
Mr R Leigh – Head of Communications  
Ms A Long – Director of Planning and Resources  
Mr R Rogers – Director of Operations  
Ms C Smith – Head of Planning (Minute 1/14 and 1/15)

**Others Present:** Mr Keith Bacon - Chairman of Broads Forum and Broads Local Access Forum  
Mr Michael Whitaker – Member of the Navigation Committee  
Professor Tom Williamson – Guest speaker (For Minute 1/10)  
Mr James Knight – Member of Navigation Committee

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

The Chief Executive welcomed everyone to the meeting including members of the public.

Apologies were received from Mr Brian Iles and Mr Brian Wilkins. Sarah Mukherjee would be arriving later.

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

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

Haydn Thirtle 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 2018.

**Jacquie Burgess in the Chair**

Jacquie Burgess thanked everyone for appointing her. She expressed appreciation for their confidence in her.

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

The Chairman invited nominations for the appointment of Vice-Chairman. Nicky Talbot proposed the nomination of Sir Peter Dixon as Vice-Chairman for the Authority for the forthcoming year.

This was seconded by Bill Dickson. There being no further nominations

RESOLVED

that Sir Peter Dixon be appointed as Vice-Chairman until the Annual meeting of the Authority in July 2018.

**1/4 Chairman's Announcements**

**(1) Openness of Local Government Bodies Regulations 2014**

The Chairman reminded members that in line with the decision made previously, the proceedings from this meeting would be recorded. She emphasised that the Broads Authority retains the copyright and the purpose of recording was as a back-up for accuracy. The system was still being trialled. If a member wished to receive a copy of the recording, they should contact the Solicitor and Monitoring Officer. Following a request from the Chairman as to whether anyone present intended to record the meeting, Mr Knight, a Member of the Navigation Committee indicated that he would be recording the proceedings.

**(2) Welcome to New Members: Melanie Vigo di Gallidoro**

The Chairman welcomed Melanie Vigo Di Gallidoro who had been appointed by Suffolk County Council, to her first meeting of the Authority. The Chairman also welcomed those members who had been re-appointed by their Authorities including those who had been re-elected in the County Council elections.

**(3) Register of Member Interests**

The Chairman announced that the Register of members Interests needed to be updated annually. Therefore Members would be receiving an email reminding them to update their form following this meeting. Members were requested to return their form (electronically) to Sarah

Mullarney as soon as possible so they could then be available for signature and publication on the website.

(4) **New Staff: Demelza Craven and Lydia Bennett**

The Chairman welcomed Demelza Craven as the Authority's new recruit to the Communications Team dealing with Media and PR and Lydia Bennett to the HR team.

(5) **Goodbye to Director of Planning and Resources**

The Chairman announced that sadly Andrea Long would be leaving the Authority on 4 August to move to Yorkshire. She had joined the Authority in 2009 when the Authority had just moved to Dragonfly House. On behalf of all Members and in particular the Planning Committee, the Chairman presented her with a hydrangea as an expression of their thanks stating that they all had a tremendous respect for the clarity with which she had given advice. They would miss her robust responses and salty wit. She could be very proud of the work that had been achieved under her leadership culminating in the publication of the new Broads Plan 2017.

In Andrea's appreciative response, she commented that it had been a pleasure to work with such a group of members who gave as much care and consideration as they did in the decisions that they made.

(6) **Broads Plan 2017**

The Chairman announced that copies of the Broads Plan 2017 were available for those unable to attend the launch on Wednesday 26 July 2017 at Whitlingham Country Park. The launch had been very well attended and it had been an excellent opportunity to show case the work being undertaken in the Broads, not only by the Authority but also the other organisations involved in looking after the Broads.

(7) **Dates to Note:**

The Chairman informed members that following the launch of the Broads Plan on 26 July 2017, it had been agreed to have a special event for the Parish Councils. Therefore a Parish Forum to which the Chairman and Clerks of all the Parish Councils had been invited would be held on Wednesday 20 September at the Kings Centre, 63 – 65 King Street, Norwich, the timing of which would change to 6pm to enable as many people as possible to attend.

(8) **General Proceedings.**

The Chairman commented that this was a very full agenda but it was hoped to complete the business by 13.30 pm. As at the last meeting, the Chairman stated that she would take it that Members will have read the papers and therefore the emphasis would be for members to ask questions and debate the issues.

She also emphasised that she would aim to stick to the provisions in the Standing Orders that normally members speak once on a motion.

(9) **Variation in the Order of the Agenda**

The Chairman announced that in accordance with Standing Order No 5(1) (c) she proposed to vary the order of the Agenda to take Item 32 after agenda item 13. This was to ensure that all Members were able to attend and take part in the debate and that the Authority could have the benefit of Michael Whitaker's expertise.

**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 19 May 2017**

The minutes of the meeting held on 19 May 2017 were approved as a correct record and signed by the Chairman.

**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 and further progress was included within the Strategic Direction report.

In particular, members received updates concerning:

**Network Rail**

The final reports on Somerleyton and Reedham bridges were very substantial technical documents and a report would be prepared for the Navigation Committee meeting in due course.

**Water Mills and Marshes: Landscape Partnership Scheme**

The date of the decision on the second round application for Heritage Lottery funding was due to be brought forward to September. Indications from HLF were favourable.

## **1/10 Staithes Research Project**

The Authority received a presentation from Professor Williamson on the Staithes Research Project. He explained that the research had been commissioned by the Authority through requests from the Broads Forum and Broads Local Access Forum. The analysis had involved 83 landing places or staithes in the Broads and given the definition and evolution over time, the status of individual sites was not straightforward. He explained the complexities involved and the documents upon which most of the research had relied e.g. the Enclosure Acts and maps, involving the owner of the manor and a set number of people with a right to use, the Tithe awards, maps and schedules from 1840 and the Inland Revenue and Finance Act of 1910 valuation schedules as well as other historical maps.

The Enclosure Act indicated that a public staithe was for example “to be used by the owners and occupiers of Estates in the said parish ... for laying and depositing corn, manure, and other things thereon”, or “for the conveyance of corn, manure and other goods to and from the river by owners and occupiers of the Parish” . It was for the loading and unloading of vessels not specifically for mooring. The right of navigation did not automatically provide a right to moor. He indicated that most staithes were probably “customary” in character and had developed organically. The overwhelming majority of public staithes were on common land or at points where a public road ran down to a river and connected to highways or at points where roads cross rivers, by a ferry or a bridge. Not all staithes would have similar status.

One of the main questions which arose from the research was who was responsible for maintaining the staithes. Over the years the responsibility would have passed through a number of bodies and there was not always an orderly line of succession. It was also doubtful whether lack of use had extinguished the right of use. One of the other questions which arose was whether the use of a staithe by visiting holiday makers could be considered as a contribution to the economic well-being of the parish and thus reflecting what had originally been envisaged by the enclosure awards. The maintenance and rights raised a number of questions and again this was often complex involving legal interpretation. Professor Williamson commented that it was often the role of the historian to complicate matters and for the lawyers to unravel and interpret them.

Members welcomed the interesting and informative presentation and looked forward to seeing the final document which would include maps and photographs. The Chairman thanked Professor Williamson for his enlightening presentation.

## **1/11 Strategic Direction 2017/18 Update**

The Authority received this year's second report on the progress of the Strategic Priorities identified at the January and March meetings for 2017/18; these were guided by the themes within the Authority's Broads Plan 2017 - 2022, adopted in March and officially launched on 26 July 2017. The priorities focused on Authority led projects with high resource needs, having a large impact on the Broads or were politically sensitive. Given the scale of some of these, they were likely to continue over a number of years. It was noted that the event which launched the Broads Plan had been very favourably received. It had been excellent to have the involvement of some of the Authority's partners in delivering and supporting the Plan.

In addition the Strategic Direction report included a progress report on the three main priorities agreed in May 2016 on the Sustainable Tourism Strategy. It was noted that Priority 3 involving the developing and packaging of high profile wildlife experiences would also include the Suffolk Wildlife Trust.

RESOLVED unanimously

that the updates for 2017/18 on the Strategic Priorities ((Appendix 1 of the report) be noted including the progress on the key priorities identified in the Sustainable Tourism Strategy.

## **1/12 Financial Performance and Direction:**

### **(1) Statement of Accounts 2016/17**

The Authority received a report summarising the Broads Authority's Statement of Accounts for the year ending 31 March 2017 for approval. Members had had the opportunity to attend a briefing session on the Authority's financial arrangements and processes for monitoring and compiling the budget and Accounts on 20 July 2017 which had been welcomed. It was noted that the Statement of Accounts and Annual Audit Results had been considered by the Financial Scrutiny and Audit Committee on 25 July 2017 following which there were some minor caveats in making reference to the CANAPE bid. It had to be recognised that the Statement of Accounts was a snapshot of the accounts at 31 March 2017. There had been no subsequent changes to those figures provided in the Financial Performance and Direction report to the Authority in May.

The Chief Financial Officer reported that the Auditors had attended the meeting on 25 July. Since the meeting an omission had come to light. A co-opted member of the Navigation Committee had inadvertently failed to include a declaration of a related third party transaction for the year despite registering an interest. This had involved substantial sums. An amendment covering the point had subsequently been made to Page 56 of the Statement of Accounts to reflect this. She reminded members that it was vitally important that they accurately completed the related transactions forms since this affected the final accounts, the Authority's requirements for openness and transparency and were regularly reviewed by the Auditors. A similar reminder

would be given at the next meeting of the Navigation Committee. The Acting Chairman of the Financial Scrutiny and Audit Committee endorsed this.

Louis Baugh explained that as Guy McGregor had been the Chairman of FSAC and was now no longer a member of the Authority, he had chaired the previous meeting as Vice-Chairman. He reported that the external Auditors had provided an “unqualified” opinion on the Statement of Accounts which was to be welcomed. The majority of the 19 internal audit recommendations identified earlier in the year had now been completed. The Auditors had commented on the high standard of compliance achieved and officers were to be congratulated.

Reference was made to the pension deficit. It was confirmed that the Authority belonged to a stabilising scheme whereby this was being addressed.

Louis Baugh proposed, seconded by Mathew Bradbury and it was

RESOLVED unanimously

that the Statement of Accounts 2016/2017 be adopted and signed by the Chairman.

## **(2) Annual Governance Statement 2016/17**

The Authority received a report setting out the legal requirement, background and purpose of the Annual Governance Statement and the requirement to carry out an annual review of the Authority’s systems of internal control and governance arrangements. The Annual Governance Statement was required to accompany the Statement of Accounts and this had been appended to the report for consideration. The Financial Scrutiny and Audit Committee had considered the AGS at its meeting on 25 July 2017 and recommended that it be approved. It was noted that under the 2016/17 Action Plan Summary of Progress the words “Equality Audit” be included under column 4 (page 15 of the report). It was noted that the draft Annual Governance Statement for 2016/17 was a newly drafted document which reflected recent 2016 changes to CIPFA guidance.

In response to a member’s question, it was clarified that, although the Broads Authority shared many characteristics with local authorities, it was not governed in the same way. The Authority did not operate with political parties and decisions were taken by either the Authority as a whole or delegated to a Committee, such as the Planning Committee or to officers. The Authority had a more collaborative collegiate approach where the members of the Authority collectively had the responsibility for making decisions rather than individual members such as Committee Chairs in a local authority. It was noted that the roles and responsibilities of Members would be examined in detail under the Peer Review on Governance. The Solicitor and Monitoring Officer highlighted from the draft Annual Governance Statement that in the past year the Head of Internal Audit had carried out a review of the decision-making processes and

procedures in the Authority, the results of which had concluded that the Authority performed well.

Members welcomed the clarity of both the report and draft Statement and expressed the view that the new Annual Governance Statement should be part of a new member's induction pack.

Haydn Thirtle proposed, seconded by Mike Barnard and it was

RESOLVED unanimously

- (i) that the Authority expresses satisfaction concerning the internal control systems and governance arrangements in place.
- (ii) that the Annual Governance Statement for 2016/17 and Action Plan for 2017/18 are approved.
- (iii) that the Authority notes, subject to implementation of the improvements identified in the Action Plan, that the Authority's internal control systems and governance arrangements are considered to be adequate and effective.

### **1/13 Anti-Social Behaviour**

The Authority received a report on the recent coverage in the press concerning anti-social behaviour on the Broads and the Authority's priority to manage safety on the waterways to a reasonable level to enable those using them to appreciate and enjoy the special qualities of the National Park. It was noted that although the Authority's Rangers would assist wherever possible in certain instances, the prime responsibility for dealing with severe incidences of anti-social behaviour rested with the police. There was a close working relationship between the Broads Authority's Rangers and the Norfolk Constabulary through the police officers seconded to Broads Beat. The matter had been discussed at the Broads Forum meeting on 27 July 2017 when 4 members of the public who had been witnesses to the particular incident had been present and expressed their significant distress.

Members were mindful of the sensitivities involved and the need to put the incident in context and view the matter proportionately although not to underestimate the seriousness of the issue. It was recognised that such anti-social behaviour should not be tolerated since it could damage the reputation of the area. It was the Authority's duty to attempt to disseminate this message emphasising the special qualities of the area for all to enjoy whilst having consideration for others. It was recognised that it would be difficult to attribute anti-social behaviour solely to those on hired cruisers as it could also be caused by those in private boats or those hiring day boats and the factual evidence of the number of incidents needed to be carefully assembled, scrutinised and a balanced approach taken. The majority of those using the Broads did not cause offence and the Authority would not wish to deter groups from enjoying the Broads National Park. It was also not a new problem



as demonstrated by an article from 1882. It was considered that one of the main ways in which the Authority could address the matter was through emphasis on safety, the need for people using the Broads to have care for themselves as well as others. Broads Tourism would provide an excellent opportunity for taking the message forward. The need to report any incidents to the police by dialling 101 was emphasised.

Members noted the report and the actions discussed with the NSBA and BHBF in response to the recent anti-social incidents, also noting that discussions with the police were vitally important.

Paul Rice proposed seconded by Sarah Mukherjee and it was

RESOLVED unanimously

that a short term working group of Members and officers be set up to look at Anti-Social Behaviour on the Broads engaging with the Hire Boat Federation, the NSBA, Broads Society, PCC (Police and Crime Commissioner) through Lorne Green and report back to the Authority.

**Agenda item 32, following exclusion of the press and public under Section 100A of the Local Government Act 1972 was dealt with at this point in the meeting. Following consideration, the public were invited back into the meeting.**

#### **1/14 Salhouse Neighbourhood Plan**

The Authority received a report setting out the details of the procedures involved in the development of the Salhouse Neighbourhood Plan in accordance with appropriate planning legislation and the referendum held in relation to its acceptance. The Planning Policy Officer reported that the Referendum was held on 19 July 2017 and the vote had been a resounding “yes” with 288 votes in favour and 24 against. The Planning Committee had received this information at its meeting on 21 July 2017 and recommended the adoption of the plan.

RESOLVED unanimously

that the Salhouse Neighbourhood Plan be adopted and therefore become part of the Broads Development Plan.

#### **1/15 Landscape and Landscaping Guide for adoption**

The Authority received a report on the information guide that had been produced to help applicants for planning consent to address landscape and landscaping in relation to their schemes. These had been the subject of consultation and the Planning committee had considered the responses as

well as the proposed guide at its meeting on 21 July 2017 following which they recommended that it be adopted.

RESOLVED unanimously

that the Landscape and Landscaping Guide be adopted.

## **1/16 Feedback from Members' Annual Reviews**

The Authority received a report from the Chairman providing feedback from the Annual Member Reviews carried out in the early Spring. This included a questionnaire and one-to-one interviews offered with the Chairman, Vice-chairman or Chairman of the Navigation Committee. Members welcomed the process, noted the attendance at meetings, the high points and low points from individual members and the general summary of the comments received. They considered that the report was highly informative and reflected the views and full range of opinions expressed in a transparent way. It was considered that the principles in the recommendation would help to improve and build on the collaborative nature of the Authority for the benefit of the Broads.

Bill Dickson proposed, seconded by John Timewell and it was

RESOLVED unanimously

- (1) that the following principles be adopted:
  - (i) a more limited number of workshops/site visits a year be agreed, to include the annual site visit; two strategy development/training type events, the site visit for the Navigation Committee. (Note: two specific training sessions for Members of the Planning Committee are held per annum in addition to the Design Tour);
  - (ii) days are set aside for these informal events/workshops at the same time as the annual calendar of formal meetings is agreed;
  - (iii) informal reference groups drawn from Members with appropriate expertise are used to work with Officers on short term projects related to the Authority's Strategic Priorities;
  - (iv) the induction process for new Members be reviewed and any weaknesses addressed;
  - (v) to enable local authority Members to play a greater role in formulating strategy and policy, substantive presentations on each of the Authority's strategic priorities for 2017-18 be embedded in the agendas of the Broads Authority meetings at a rate of one per meeting; and
- (2) that it be noted that Officers are preparing a training session for Members of the Planning Committee on appeals for October.

## **1/17 Report on Standards Complaints**

The Authority received a report on the complaints dealt with during the past two years under the Members' Code of Conduct. It was noted that the number of complaints by the public about the conduct of Members remained very small at two and this was welcomed. However, there had been a large number of complaints by members against each other which took up a significant amount of the Authority's Monitoring Officer's time as well as costs of £1,500 employing an independent lawyer to investigate complaints which was of concern. All complaints that had been completed had been dismissed. There remained two outstanding.

Members noted that the new Members' Code of Conduct adopted in September 2016 contained provision for the assessment of complaints and this together with the recording of meetings, the use of Independent Persons and the new Social Media policy should help to reduce the number and assist in speedy resolution. There were now procedures and policies in place that built on best practice and high standards of behaviour were expected from all Members.

Louis Baugh proposed, seconded by Bill Dickson and it was

RESOLVED unanimously

that the report be noted and the two outstanding complaints should be concluded before instructing the Solicitor and Monitoring Officer to prepare a paper to review the outcomes of these complaints with recommendations for a way forward.

## **1/18 Committee Membership and Member Appointments**

The Authority received a report setting out the proposals for Committee Membership and Member Appointments to various outside bodies for 2017 - 2018 to the annual meeting of the Authority in July 2018. The Chairman asked Members to consider the recommendations She explained that the membership proposals had been discussed with each of the individuals concerned.

Prior to taking these, Vic Thompson proposed, seconded by Paul Rice the following motion\*:

“That all council appointed members be included on the Planning Committee subject to a Member:

- declining with the permission of their Council Leader; and
- being unable to serve during a period of suspension invoked by the Broads Authority “

The Members in support of the motion explained that the reasoning for this was that the Broads umbrella for planning sat over the District areas. Some representatives on the Authority from their councils covered a number of parishes and were a valuable asset on the Planning Committee since they had close contact with their local communities including attending parish

meetings. It was therefore important that they should be on the Planning Committee in providing links with those communities and putting forward their views to the Authority.

Members acknowledged the experience, knowledge and expertise provided by those Members appointed by local authorities and their contribution to the planning process. However, the view was that once appointed to the Authority, members were not there to represent their local authority or their area specifically but to look after the interests of the Broads in a wider context. It was considered that it was important for the Planning Committee to have a mixture of both Secretary of State and Local Authority appointees acting as individuals to reflect the Authority's purposes and being over-prescriptive could make it exclusive and set a precedent for other Committees. Some members considered that the proposal was unhelpful and could be divisive. It was for the Authority itself to decide who should be on the Planning Committee and it was important to have the most appropriate individuals on the Committee. The view was expressed that the Authority would not wish to be operating on the basis of political control elsewhere. Members considered that it was not appropriate to consider such a proposal without considering it as part of the comprehensive review of governance and therefore it would be more appropriate for it to be included in the context of the forthcoming Peer Review.

Sarah Mukherjee proposed, seconded by Bill Dickson, an amendment to the motion.

That the question recently tabled \*(concerning the composition of the Planning Committee) is considered as part of the forthcoming Governance Peer Review.

On being put to the vote, the amendment (as proposed by Sarah Mukherjee) was carried by 12 votes to 3 against and with 1 abstention.

The Chairman explained that the proposed composition of the Planning Committee reflected the Authority's three different purposes. The Chairman then asked members to consider the recommendations within the report.

Nicky Talbot proposed, seconded by Sarah Mukherjee

RESOLVED (by 13 votes to 2 against and 2 abstentions)

- (i) that the Broads Authority member appointments to the Planning, Financial Scrutiny and Audit, Hearings, Navigation and Local Access Committees, as set out in Table 1 of the report, be confirmed for the period until the Annual Meeting in July 2018 (and attached at Appendix 2 to these minutes)

Sarah Mukherjee proposed seconded by Haydn Thirtle

RESOLVED (unanimously)

- (ii) that the appointments to outside bodies as set out in Section 2 of the report be confirmed for the period until the Annual Meeting in July 2018. (Attached at Appendix 2 to these minutes)

### **1/19 Code of Conduct for Planning Committee Members and Officers**

The Authority received a report providing a review of the Code of Conduct for Planning Committee Members and Officers to ensure consistency with the updated Code of Conduct, other government documentation recently adopted and the latest best practice. The Planning Committee had considered the proposed amendments at its meeting on 21 July 2017 and recommended that they be adopted.

Bill Dickson proposed, seconded by Louis Baugh and it was

RESOLVED by 16 votes to 1 against

that the revised Code of Conduct for Members on Planning Committee and Officers be adopted.

### **1/20 Governance and Peer Review**

The Authority received a report providing an update on progress in preparation for the Peer Review on Governance due to take place in October 2017 and the output to date from meetings of the Reference Group including recommendations with regard to training for new members and a person specification for local authority appointees. Following the three meetings of the Reference Group, it was also noted that a Members' Handbook would be published as a webpage on the Authority's website and a Broads Brief sent to all councillors in the constituent Local Authorities.

Members welcomed the report and gave particular attention to the proposed induction programme as part the Member Development Protocol. A member expressed the view that the last National Park induction conference (2016) which had been attended by three members, had been disappointing, although another member who had attended in a previous year had had a different experience. Therefore it was important that the agenda for the event was scrutinised to ensure that it was inclusive and relevant for all national park authorities. Members also considered that reference should also be made to equalities and diverse communities within the induction programme.

With regard to the guidance for local authorities, this had been discussed with the Chief Executives and considered to be a way of strengthening relationships and demonstrating cooperation. Given the principle that Members of the Broads Authority were all part of that one Authority it was considered that the title of Appendix 3 be altered to reflect that it was a Guide for Local Authorities when they were making their appointments to the Broads Authority. This was welcomed.

The Chairman put the proposals to the meeting.

RESOLVED

- (i) That the progress on the peer review as set out in Appendix 1 to the report be noted:

Sarah Mukherjee proposed, seconded by Lana Hemsall

RESOLVED unanimously

- (ii) that the revised Member Development Protocol set out in Appendix 2 of the report be adopted with the updated induction process in which new members will be required to tick off the ten elements to also include awareness of equalities and diverse communities (under section 4 of the Induction Programme);

Nicky Talbot proposed, seconded by Haydn Thirtle and it was

RESOLVED by 16 votes to 1 against.

- (iii) that the amended Guidelines for Local Authorities set out in Appendix 3 of the report to help the constituent local authorities make their appointments to the Broads Authority, be adopted.

## **1/21 Amendments to Standing Orders: Voting**

The Authority received a report providing a proposed amendment to the Standing Orders which had been adopted at the previous meeting as a result of a “needs attention” recommendation by Head of Internal Audit on the conduct of Authority business in relation to voting.

RESOLVED

that the Broads Authority notes and adopts the amendment on voting as set out below in paragraph 2.2. of the report:

- 14 (1) Save where specifically provided to the contrary within Standing Orders or in circumstances required by law, voting is by a simple majority vote of those present. Save for cases falling within Standing Order 15 (2) voting is by show of hands. But any member who wants the individual votes on any matter recorded to show how each member voted must ask for this to be done either before or immediately after a vote is taken, and the request will be allowed if at least one third of the members present show their support by raising their hand at the time of the request. An individual's vote will only be recorded if the named member says "Yes" or "No" immediately after being called to do so.*
- 14(2) Where an equality of votes occurs during the course of any meeting, the person presiding at that meeting shall have a second or casting vote. For the avoidance of doubt the casting vote is where the person*

*presiding has previously voted or has abstained on the same matter being voted upon.*

## **1/22 Review of Terms of Reference of Committees**

The Authority received a report that provided a review of the Terms of Reference of Committees to ensure consistency with other constitutional documents and a “needs attention” recommendation by the Head of Internal Audit. In particular the proposed amendments concerned inclusion of the terms of reference for the Hearings Committee and related to changes in the planning system. The Financial Scrutiny and Audit Committee had referred to this at their meeting on 25 July 2017. Although the Committee was mostly an advisory Committee it was also a monitoring and Audit Committee and therefore did have powers of approval for the Authority’s Financial Regulations, Standing Orders relating to Contracts and counter fraud, corruption and bribery arrangements. As well as determining payments or honoraria to staff not within the scope of the Chief Executive’s delegated powers up to a maximum of £50,000 per event. The Solicitor therefore proposed additional wording to reflect this which was accepted.

RESOLVED unanimously:

that the amendments highlighted in the Appendix to the report be noted and adopted including alterations to the wording in para 4 to read:

*The Financial Scrutiny and Audit Committee, save for its powers in para (4) and (15) is a consultative non-decision making committee appointed by the Broads Authority .....*

## **1/23 Social Media Policy**

The Authority received a report including a proposed Social Media Policy to provide guidelines for Members and Officers due to the ever increasing use of online communication channels to communicate and engage with the Authority’s stakeholders and the public in an appropriate way so as to nurture and protect the reputation of the Authority.

Members welcomed the report and commended its clarity and readability. It was proposed that at para 6.4 the words “or Officers” should be inserted. Members concurred.

It was suggested that a training session on social media be included within the Member Development Programme.

Gail Harris proposed, seconded by Sarah Mukherjee and it was

RESOLVED unanimously

that the Social Media Policy – Guidelines for Members and Officers is

adopted with the inclusion of “or Officers “ at para 6.4 after “gratuitously abusive comments about other Members”

#### **1/24 Annual Report of Broads Local Access Forum**

The Authority received the Annual Report on the work of the Broads Local Access Forum. The Senior Waterways and Recreation Officer reported that the River Wensum Strategy was launched on Wednesday 26 July 2017. The project demonstrated the excellent relations with Norfolk County Council in terms of the Cycle and Access Plan. Similar relations were being developed with Suffolk County Council.

RESOLVED

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

#### **1/25 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 reported that there were no items which needed to be raised under this item.

#### **1/26 Minutes Received**

The Chairman indicated 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: 28 April 2017, 26 May and 23 June 2017**

RESOLVED

that the minutes of the Planning Committee meetings held on 28 April 2017, 26 May and 23 June 2017 be received.

The Chairman of the Committee drew attention to the item from 26 May where approval had been given for the replacement of Bureside House adjacent to the Water Works at Water Works Lane, Horning, and on which work had started. He also referred to the fact that Thorpe Island had now been taken off the Enforcement Schedule as compliance had largely been achieved. The results of the Customer Satisfaction Survey received on 23 June 2017 demonstrated a high level of satisfaction from applicants and agents and the service was to be commended.

##### **(ii) Broads Local Access Forum – 1 March 2017**

RESOLVED



that the minutes from the Broads Local Access Forum meeting held on 1 March 2017 be received.

#### **1/27 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 a new Member Development Officer – Caroline Groombridge was now in place. It had been necessary to print another 10,000 Eating Out Guides as the publication had been very popular. He thanked the Authority's Communications Team in helping to launch the website and Andrea Long for challenging and invigorating the partnership. He extended an invitation to the Authority Members to attend the next meeting on 21 September 2017.

**Campaign for National Parks** – The Chairman reported that CNP were restructuring their Board and therefore there was no longer a need for the National Park Authorities to nominate a representative member as part of this.

**How Hill Trust**– John Ash reported that there would be a meeting in two weeks' time. The new rose garden was now open and worth a visit.

**National Parks UK and National Parks England.** Jacquie Burgess reported that the discussions concerning Brexit were dominating proceedings. She reported that the Secretary of State for the Environment (Defra) was currently considering the appointment of members to the National Parks. The Authority should be informed of its new appointee shortly.

**Norfolk and Suffolk Broads Charitable Trust** – John Ash reported that there would be a meeting on 31 July 2017 to consider grant applications. The Business and Development Officer was making good progress.

**Norfolk Windmills Trust** – Jacquie Burgess reported that three new council members had been appointed; the new chairman was Martin Wilby from Norfolk County Council.

**Whitlingham Charitable Trust** – Whitlingham Country Park. It was reported that the new tractor had arrived to the delight of staff.

#### **1/28 Items of Urgent Business**

There were no other items of urgent business for consideration.

#### **1/29 Formal Questions**

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

**1/29 Date of Next Meeting**

The next meeting of the Authority would be held on Friday, 30 September 2017 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

**1/30 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 items below on the grounds that they 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.

Members of the Public left the meeting

**Summary of Exempt Minutes**

**1/31 Exempt Minutes of the Broads Authority meeting – 19 May 2017**

The exempt Minutes of the Authority's meeting on 19 May 2017 were received and signed as a correct record.

**1/32 Floating Classroom** (This item was taken following item 1/13)

The Authority received a report containing exempt information concerning the opportunities and options of purchasing a boat to be used as a Floating Classroom in association with the Water Mills and Marshes, Landscape Partnership Scheme. A full report from a naval architect on the options available was considered and noted.

Members fully supported the principle of the project but prior to making a commitment wished to receive further details and fuller financial costings.

RESOLVED

that the purchase of a boat for use as Floating Classroom be deferred for further details and fuller financial costings.

**1/33 Reference from the Planning Committee**

The Authority received a report containing exempt information relating to a blog regarding the principle as to whether moorings should be permitted at the western end of Thorpe Island referred to the Solicitor and Monitoring Officer and the Authority by the Planning Committee on 23 June 2017.

RESOLVED

- (i) that the matter referred from the Planning Committee concerning allegations against staff be noted;
- (ii) that any further steps to be taken are subject to legal advice.

The meeting concluded at 13.35pm

CHAIRMAN

**Code of Conduct for Members  
Declaration of Interests**

**Committee:** Broads Authority 28 July 2017

<b>Name</b>	<b>Agenda/ Minute No(s)</b>	<b>Nature of Interest</b> (Please describe the nature of the interest)
Louis Baugh		Trustee of Norfolk and Suffolk Broads Charitable Trust.
Paul Rice		Chairman of Broads Society
Vic Thomson		Director Whitlingham Charitable Trust
Greg Munford		Broads Tourism Ltd (Chairman) Chief Executive of Richardsons Toll Payer and Local Resident
Nicky Talbot		Chair of Navigation Committee Toll Payer, Member of NBYC and NSBA
Peter Dixon		General – Governance Issues
Melanie Vigo-di Gallidoro		<i>None on this agenda</i>
Gail Harris		Whitlingham Charitable Trust Trustee/Director
Bill Dickson		None other than those previously reported
Matthew Bradbury		Director of Whitlingham Charitable Trust Member BC, Toll Payer
John Ash		Toll Payer, Director/Trustee Wherry Yacht Charter Charitable Trust. N&SB Charitable Trust, How Hill Trust
Sarah Mukherjee		Chief Executive of Crop Protection Association None on this agenda.

**Table 1 Appointments to Committees**

<b>Planning Committee</b>	
Eleven Broads Authority members:	
Mr M Barnard	Mr P Rice
Professor J A Burgess	Mr H Thirtle
Mr W A Dickson	Mr V Thomson
Sir P Dixon	Mr J Timewell
Ms G Harris	Mrs M Vigo Di Gallidoro
Mr B Iles	
<b>Financial Scrutiny and Audit Committee</b>	
Eight Broads Authority members:	
Chairman of the Authority	
Chairman of the Navigation Committee	
Mr W A Dickson	
Mr L Baugh	
Ms G Harris	
Ms S Mukherjee	
Mr G Munford	
Mr H Thirtle	
<b>Hearings Committee</b>	
Pool of five members.	
Chair of the Financial Scrutiny and Audit Committee	
Mr W A Dickson	
Sir P Dixon	
Ms S Mukherjee	
Mr H Thirtle	
<b>Navigation Committee</b>	
Five Broads Authority members:	Plus eight co-opted members:
Mr K Allen	Mrs L Aspland
Mr J Ash	Mr A Goodchild
Mr M Bradbury	Mr M Heron
Sir P Dixon	Mr J Knight
Mr G Munford	Mr S Sparrow
	Mrs N Talbot
	Mr B E Wilkins
	Mr M Whitaker

<b>Local Access Forum</b>
Two Broads Authority members: Mr K Allen (Melanie Vigo di Gallidoro – volunteered following the meeting)

## 2 Appointments to Outside Bodies

**Table 2 Recommended External Appointments and Representation**

<b>External appointments</b>	<b>Appointee(s)</b>
Broads Tourism	Mr J Timewell
How Hill Trust	Mr J Ash, Prof J Burgess
National Parks UK National Parks England	BA Chair
National Park Partnerships	Sir P Dixon
Norfolk and Suffolk Broads Charitable Trust	Mr L Baugh, Vacancy
Norfolk Mills and Pumps Trust	Prof J Burgess
Upper Thurne Working Group	Mr B Wilkins
Whitlingham Charitable Trust	Mr J Ash, Mr M Bradbury, Mr V Thomson , Vacancy

The Chair and Vice-Chair of the Planning Committee share the specific responsibilities on external bodies namely appointment to:

- Greater Norwich Development Partnership
- Norfolk Duty to Cooperate Member Forum
- Norfolk Strategic Framework
- Water Management Partnership

The Planning Committee also appoints the Heritage Asset Review Group from its own membership to advise on cultural heritage including historic buildings and Conservations Areas. This meets twice a year or as and when business requires. Membership automatically includes the Chairman and Vice-Chairman of the Planning Committee.

## 3. Working and Reference Groups

**Table 3 Working and Reference Groups**

<b>Area of activity</b>	<b>Member (s)</b>
Tolls Review WG	Mr K Allen, Mr L Baugh, Prof Burgess, Mr W A Dickson, Mrs N Talbot, Mr M Whitaker
Climate Partnership WG	Mr J Ash, Prof J Burgess, Ms S Mukherjee

Safety Management - Lead	Mrs N Talbot (Chair of the Navigation Committee)
Developing and implementing a branding strategy RG	Mr G Munford, Ms S Mukherjee
Developing a medium term external funding strategy RG	Mr K Allen, Mr J Ash, Mr M Bradbury
Peer Review and Governance RG	Prof. Burgess, Mr Louis Baugh, Mr W A Dickson, Mr G Munford, Mrs N Talbot, Mr H Thirtle
Lead Member for Safety	Chairman of Navigation Committee – Nicky Talbot