

Broads Authority

Minutes of the meeting held on 30 September 2016

Professor Jacquie Burgess – in the Chair

Present:

Mr K Allen	Ms G Harris	Mr P Rice (Minute 2/1 – 2/12)
Mr J Ash	Mrs L Hemsall	Mr H Thirtle
Mr M Barnard	Mr G McGregor	Mr V Thomson
Mr L Baugh	Ms S Mukherjee	Mrs N Talbot
Mr M Bradbury	Mr G Munford	Mr P Warner
Mr W Dickson		
Sir Peter Dixon (Excluding Minutes 2/20 – 2/25 and 2/29)		

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Mr A Clarke – Senior Waterways and Recreation Officer (Minute 2/9)
Ms M Conti – Policy and Strategy Officer (Minute 2/1 – 2/10)
Mr D Harris – Solicitor and Monitoring Officer
Mr S Hooton – Head of Strategy and Projects
Ms E Krelle – Head of Finance
Ms A Kelly – Senior Ecologist (Minute 2/1 – 2/9 and Minute 2/28)
Ms A Long – Director of Planning and Resources
Ms L Marsh – Head of Communications
Ms J Penn – Treasurer and Financial Adviser
Mr N Punchard – Water Catchment Partnership Officer (Minute 2/8)
Ms T Wakelin – Director of Operations

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

2/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public, Keith Bacon, Chairman of Broads Forum and Jill Penn, Treasurer and Financial Adviser.

Apologies were received from Mr B Iles, Mr J Timewell and Mr M Whitaker. Ms S Mukherjee would be arriving a little later in the meeting.

2/2 Chairman's Announcements

(1) Openness of Local Government Bodies Regulations 2014

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

(2) Membership

The Chairman announced that Mr Nigel Dixon's appointment by Norfolk County Council (NCC) had not been renewed. The new member appointed by NCC was Mr Brian Iles, who unfortunately was unable to attend today but had sent in some comments on the Code of Conduct to the Solicitor and Monitoring Officer.

Mr McGregor wished to place on record his sincere thanks for the excellent contribution Mr Nigel Dixon had made to the Authority and to the Financial Scrutiny and Audit Committee as its Vice-chairman in particular. He would be a hard act to follow. Members endorsed his comments.

2/3 Introduction of Members and Declarations of Interest

Members introduced themselves and expressed declarations of interest as set out in Appendix 1 to these minutes. It was noted that some Members had received an email relating to Agenda Item no 19 from Mr David Broad.

2/4 Items of Urgent Business

There were no items of urgent business.

2/5 Public Question Time

No public questions had been received.

2/6 Minutes of Broads Authority Meeting held on 8 July 2016

The minutes of the meeting held on 8 July 2016 were approved as a correct record subject to an amendment to Appendix 1 relating to Declaration of Interests from Mr L Baugh to amend Broads Boating Society to Broads Trust. The Minutes were then signed by the Chairman.

2/7 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:

Member Allowances

The Chief Executive reported that the matter of Member Allowances for National Parks and the Broads relating to care was now being investigated further by Defra officials.

Member Workshops

- **Planning Committee - 14 October 2016** the meeting would be followed by briefings as part of Member Development and training. This would be on legal issues, the framework within which the Authority operated as well as an update on the Housing and Planning Act. All members of the Authority were invited to attend.
- **Member and Stakeholder Workshop 3 November 2016** at Carrow Road. In light of the forthcoming publication of the Report commissioned by the Broads Climate Change Partnership on the “High Level Review on Flood Management for the Coast and the Broads”, there would be a Workshop on 3 November 2016 between 5pm – 8pm to consider the ways forward. The event would enable the consultants to present their findings and enable parties to receive the information at the same time. The event would have the benefit of a facilitator.
- **Budget and Broads Business Plan Development 2017/18 and Priorities** Further to Minute 1/6 and the decisions made on 12 May, a workshop to consider priorities for the next five years would be arranged for November/December 2016 and a doodle poll to assess the most convenient date for all parties would be set up.
- **Statement of Accounts** – As part of the regular briefing for Members, The Head of Finance would provide a workshop between May and July 2017 to include the new members and to coincide with the new CIPFA arrangements for dealing with the accounts.
- **Site Visit for Members** – to be arranged

Network Rail

The Director of Operations reported that Network Rail had received the draft report and proposed to send it to the Authority once the report was finalised, which was expected in November. The status of the document for circulation was not clear at this point.

2/8 Water Catchment Partnership

The Authority received a presentation from the Broadland Catchment Partnership Officer with an introduction from the Senior Ecologist on the progress in relation to the Broadland Water Catchment Partnership Project. In particular Members noted the emphasis on collaborative working through the different working groups and multiple agencies within Norfolk and Suffolk, all of which contributed to the Broadland Catchment Partnership. The aim was to encourage and promote the uptake of cost effective sustainable measures and therefore encourage changes in attitude and behaviour; and to target the right measures in the right places for multiple benefits. This was being achieved through the Slow the Flow project, the EU WaterLIFE/WWF-UK and Coca-Cola Freshwater Partnership and Water Sensitive Farming as well as the use of improving technology including GIS mapping to enable targeting of those areas at greatest risk.

The presentation provided examples of some of the achievements through demonstration schemes for potential solutions to extreme weather conditions with the aim of finding long term solutions and achieving good practice. Members were mindful that the achievements of the project were set against the backdrop of European support and the implications of Brexit and therefore the use of ecosystem services would help in providing further opportunities especially as there was a move within agriculture to provide more sustainable food production.

Members welcome the achievements of the Broadland Catchment Partnership which was considered to be pioneering. They congratulated all the officers involved for their excellent work.

RESOLVED

that the presentation be welcomed and noted.

2/9 Broads Plan Review: Revised Draft for Consultation

The Authority received a report and presentation on the second revised Draft Broads Plan following consultation between February and April 2016. As the key strategic management plan for the Broads, it was intended to set the vision until 2030 and provide a high level strategy not just for the Authority but other partners and organisations within the Broads area. Therefore the involvement of partners, key stakeholders and local communities was also a key part of the plan review process. It was noted that the Navigation and Recreation sections of the proposed revised draft Broads Plan were considered by the Navigation Committee at its meeting on 8 September 2016 and given support. It was intended that following deliberations at this Authority meeting, the revised draft plan would be published for consultation between October and December with the intention of formal adoption in March 2017. All the consultations received would be published together with responses and circulated with the revised consultation document. The document would also include graphics to illustrate the themes and aspirations.

Members gave thorough consideration to each of the 8 themes and 10 headline aspirations noting that the emphasis was on providing certainty of delivery. Members praised the contents of the report, considering it to be an excellent document in highlighting the strategic actions and key outputs up until 2022 as well as identifying the lead/joint delivery partners, funding sources and indicators.

In providing comments on each of the sections, Members considered that it would be worthwhile referring to Defra's 25 year plan for the environment and highlighting the links of each of the sections in relation to the National Parks & Point Plan. It was also considered important to provide links and cross referencing to other sections within the Plan in order to emphasise the inextricable links between each of the themes. It was noted that this could be provided through the graphics and in particular the Ecosystems Diagram. Members noted the emphasis on the catchment approach and the importance of long term data sets such as those provided by the Lake Review. They also recognised that the Landscape Partnership Scheme would provide a significant benefit and legacy for the rest of the Broads as it involved a number of additional organisations in delivering the Broads Plan and would provide multiple benefits. It was therefore considered that this should be given greater emphasis within the consultation document. It could also provide scope for providing facilities for such schemes as Junior Rangers and possibly the Duke of Edinburgh Award scheme. A member suggested that there should be some consideration given to the consequences of "Brexit" although it was recognised that these would be heavily linked directly into the environmental sections, and risks associated with climate change.

It was also noted that in delivering some of the aspirations these were included within the Authority's strategies; for example the Sustainable Tourism and Integrated Access Strategies. These took account of tourism within the southern Broads as well as the provision of moorings throughout the system, about which a member commented that unless a more imaginative solution was found there would be constraints on developing tourism and business in general. With regard to noise, light pollution and dark skies, it was clarified that these issues were dealt with in more depth within the Broads Local Plan. A member suggested that reference should also be made to water based heritage assets as well as those that were land based.

Members commented on the health benefits that could be provided through the Broads particularly with access to water and queried the Authority's ability to provide these and its involvement with other organisations in promoting health benefits. The Director of Planning and Resources commented that it had not been possible to do as much as officers would have wished to in this area due to lack of resources and the fact that the Authority had a facility it did not own and was reliant on others for its provision. It was very much an aspiration reliant on other organisations and therefore referred to within the Access Strategy and could be included in Section 10 of the Plan.

Members provided some detailed comments on some wording within the document and potential omissions such as mention of the Whitlingham Charitable Trust as one of the Broads Plan partners.

Members received the Draft State of the Park Monitoring data set and noted that the challenge for the Authority in obtaining some data was due to the area's boundary cutting into and being part of other areas where data was collected.

Members welcomed the progress made and congratulated the officers on the work they were doing.

RESOLVED

that the Draft Broads Plan be endorsed for public consultation subject to the incorporation of some amendments to take account of comments made.

2/10 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, it was noted that the Authority was still awaiting a decision on the funding application for the CANAPE project.

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.

2/11 Annual Governance Statement 2015/16

The Authority received the Annual Governance Statement for 2015/16 the production of which was a legal requirement in order to provide an annual review of the Authority's systems of internal control and governance arrangements, and had to be approved by the Authority, signed by the Chairman and accompany the Statement of Accounts. The Financial Scrutiny and Audit Committee had recommended approval of the Annual Governance Statement at their meeting in July 2016 and this had been the subject of internal audit. It was pleasing to note that the Head of Internal Audit had provided the overall opinion that the framework of governance, risk management and control at the Broads Authority for 2015/16 was deemed to be "reasonable".

In particular Members attention was drawn to the Action Plan for 2016/17. The Chairman of the Financial Scrutiny and Audit Committee (FSAC) reported that at its meeting on 27 September 2106 the Committee had given this extensive consideration and the matter of training (as referred to at Minute 2/7) was considered to be very important particularly on the Statement of Accounts since all members were responsible. Planning training was also important in light of recent matters before the Authority. Although the training scheduled for 29 September on Governance had been cancelled, it was noted that the Solicitor would be arranging training on the Code of Conduct and protocols. Members recognised that there was an obligation on all to attend such training sessions, but that in practice it might not be achievable. It was agreed that the programme for member development be examined with the suggestion that training days be built into the meetings timetable to ensure all members have plenty of advance warning in order to maximise attendance.

Louis Baugh proposed, seconded by Guy Mcgregor and it was

RESOLVED unanimously:

- (i) that the Annual Governance Statement for 2015/16 and Action Plan for 2016/17 are approved;
- (ii) that the Authority confirms, 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;
- (iii) that the Authority notes likely forthcoming changes to the CIPFA/SOLACE governance framework during 2016 and that these are likely to require a consequential review and update of key Authority governance documents;
- (iv) that the programme for member development be reviewed with the aim of a set of dates being allocated for Training Days with the obligation on all members to attend.

2/12 Statement of Accounts 2015/16

The Authority received a report setting out the Statement of Accounts for the year ended 31 March 2016 together with the final outturn figures for general and navigation income and expenditure. The FSAC had scrutinised the accounts on 5 July 2016 and recommended them for approval. There had been no changes to the figures since the Authority had met and seen them at the meeting on 8 July 2016. The External Auditors had undertaken and completed the audit of the accounts by the end of July 2016. The Annual Audit Results Report had been prepared and had been considered and approved by the FSAC at its meeting on 27 September 2016. Members noted that this would be the last time the Authority would receive the Statement of Accounts in September due to the changes in the CIPFA rules for next year when they would need to be signed off in July.

Members noted that at the end of 2015/16 the navigation reserves increased by £53,000 and national park reserves by £91,000. Both of these were above the recommended minimum (Navigation 11.3% and National Park 33.6%).

The Chairman of the FSAC assured Members that the amended presentation of the accounts was working well and the controls and checks provided had resulted in few problems to the satisfaction of the Auditors. He considered that the Authority could be assured that the accounts were in good order and that it was getting good value. A member commented that to receive an “unqualified” comment from the Auditors was excellent.

Guy McGregor proposed, seconded by Mike Barnard and it was

RESOLVED unanimously

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

2/13 Financial Performance and Direction

The Authority received a report providing a strategic overview of the current key financial issues and items for decision. This included the consolidated income and expenditure figures from 1 April 2016 to 31 July 2016 which also provided figures for the latest available budget and the overview of Forecast Outturn 2016/17. The Head of Finance also provided Members with the most up to date figures in Table 1 of the report to the end of 31 August 2016.

These provided a favourable variance of £136,089. There were no changes to the Latest Available budget or the forecast at this point. The consolidated earmarked reserves balance stood at £1,514,724. The Financial Scrutiny and Audit Committee had noted these figures at their meeting on 27 September 2016.

RESOLVED

that the income and expenditure figures for 1 April 2016 to 31 August 2016 be noted.

2/14 Draft Policy on Waste Collection and Disposal in the Broads National Park

The Authority received a report setting out the current position on waste facilities throughout the Broads following the amendments to the definitions of commercial waste in the Controlled Waste Regulations 2011 and subsequent changes to the charging policy by Norfolk County Council and the District Councils reviewing their provision of waste facilities in the Broads. Members noted the deliberations and presentations from the workshop held on 15 July 2016 and the subsequent correspondence and meetings held with local MPs.

Members noted the proposed approach for partnership arrangements with the District and Parish Councils to identify strategic sites and that this had been supported by the Navigation Committee on 8 September 2016. Members noted the current provision set out in Appendix 3 of the report as being the minimum acceptable to form the basis of the agreed strategic network with the possible additional inclusion of Stokesby. The proposed Strategic Sites which indicated those of priority were set out at Appendix 6.

A member requested that South Walsham and Upton be included in the list of strategic sites as they were some of the key access points to the Broads. Members considered that although the Authority would have preferred to include all sites, the definition of strategic was to ensure a reasonable geographic spread across the whole area and the sites proposed had been given thorough consideration at the workshop and at subsequent meetings as well as support from the Navigation Committee. With the adoption of the policy and in terms of specific sites, the Authority, districts and parish councils would be working together and there may be the possibility of expanding the list to include Upton in the future. The aim was to take the partnership approval forward.

It was noted that the Controlled Regulations were due to be reviewed by the Government in 2017. Members agreed that the changes to the 2011 regulations had appeared to have had unintended consequences for the Broads National Park. It was proposed that the Authority work with the local authorities and local MPs to jointly seek an amendment to the regulations so that waste from hired boats in the Broads is classified as Domestic rather than Commercial Waste.

Louis Baugh proposed, seconded by Haydn Thirtle and it was

RESOLVED by members (18) with one abstention

that the Draft Policy as set out below, and proposed actions set out in Section 2 of the Report (with reference to Appendix 6 of the document concerning strategic sites) be approved.

“The Broads Authority will work with the constituent county, district and parish councils and local businesses to encourage visitors and residents to minimise the creation of waste and recycle as much material as possible.

The Authority recognises that nevertheless a network of appropriate waste collection facilities is required across the Broads National Park for use by visitors and local people visiting the Park. It will work in partnership with the local authorities and local businesses to ensure that a network of strategic sites is in place. The Broads Authority will fund the costs of appropriate facilities and the disposal of rubbish from such strategic sites that it owns or controls. On other sites it will work in partnership with the county, district and parish councils as well as commercial operators within the Park to make appropriate provision.”

2/15 Asset Management Plan: Vessel and Equipment Strategy Update Purchase of replacement equipment

The Authority received a report providing an update to the vessels and equipment strategy within operational use following reassessment of the plant and changes in monitoring health, safety and performance.

It was noted that the Authority made an annual contribution to the reserve for vessels and equipment of £92,000 of which £64,400 from Navigation income and £27,600 from National Park Grant and that at 1 April 2016 the reserve stood at £162,000. It was proposed that the following expenditure was required in addition to the final 10% on the third wherry (£11,333):

- Purchase of second hand Berky weedharvester – £30,000
- Purchase of Volkerbrook (new set of link floats) – £116,000
- Replacement of small equipment to reduce hand arm vibration impact £20,000

This would leave a balance of £77,535 in the reserve. At its meeting on 8 September 2016, the Navigation committee was very supportive of the proposal.

Nicky Talbot proposed, seconded by Gail Harris and it was

RESOLVED unanimously

that the spend from reserves as detailed in Section 5 of the report be approved for this financial year 2016/17, namely that the authority approves the additional expenditure of £166,000 to the plant vessels and equipment reserve.

2/16 Great Place Scheme

The Authority received a report providing information on a potential funding opportunity through a Scheme for 12 pilot areas to form a partnership to put arts, culture and heritage into strategic planning, targeting and implementation of specific locations as a tool to help social and economic development. There was potential for £0.5 to £1.5m grant aid from Arts Council England, HLF and Historic England with a 10% cash minimum contribution. The funding would be allocated through a competitive bidding process to be spent from 1 April 2017 to the end of March 2020. Expressions of interest were required to be registered by 6 October 2016.

Members noted that the Scheme appeared to fit the aspirations and objectives of developing the brand of the Broads National Park. It was designed to fund projects in areas where there was already a strong local partnership approach and commitment to embed arts culture and heritage into the strategies. The Head of Strategy and Projects reported that discussions had been held with an eclectic mix of organisations and people including a

local writer who had expressed interest in being involved. It could run in parallel with the Landscape Partnership Scheme.

Members were supportive of the idea in principle, recognising that the Broads was a unique landscape that embraced cultural assets and the project would raise awareness of the area's national status in cultural terms. However, some concerns were expressed about the commitment of resources that may be required in the future given the other priority demands on the Authority. They were therefore very supportive of submitting an expression of interest but asked that the whole project be reviewed in detail should the Authority be successful in being asked to submit a detailed bid.

RESOLVED unanimously

that the Authority submit an expression of interest under the Great Place Scheme in time for the deadline of 6 October 2016 and if successful the details and implications to be reviewed by the BA to ensure the Authority has sufficient resources to commit to a full scale project.

2/17 Updating Enjoy the Broads Visitor Website.

The Authority received a report that followed on from the approval of the new Sustainable Tourism Strategy for the Broads (Minute 6/14 of 13 May 2016) where updating of the Enjoy the Broads visitor website as a high quality destination website had been identified as one of the top three priorities for the first year. This was also included in the Business Plan 2016/17. In order to take account of the Tourism Strategy's aims, Members had also wished to review the need to strengthen the Communications Team and this was currently being undertaken by the Director of Planning and Resources and Head of Communications.

With regard to the development of the website, the provisional estimated cost had been £30,000 in addition to staff time. However, in working with Broads Tourism, it was now proposed to use a Broads' tailored version of the National Parks UK website design in association with a company called Headscape, saving around £5,000. A further £13,700 of existing ICT budget (funded from the Planning Delivery Grant) was now available and Broads Tourism have pledged £3,000. This left a shortfall of £10,000 that could be funded from the National Park Planning Delivery Grant Reserve.

A member commented that Broads Tourism was very much in favour of collaborating and aligning with the National Parks and this approach would enable and guarantee a high standard of design to be achieved as well as contributing to the efficiency of marketing the facilities of the area.

Some members commented on the functionality of the Authority's own website and that of the National Parks suggesting areas for improvement in clarity particularly for those with visual impairment and ease of access for donations. It was noted that it would be possible to address these matters when considering a review of the Communications Team.

Peter Dixon proposed, seconded by Haydn Thirtle and it was

RESOLVED unanimously

- (i) that the expenditure of £10,000 from the National Park Planning Delivery Grant budget for the redesign and updating of the content on the Enjoy the Broads visitor website be approved;
- (ii) that Headscape be commissioned to help design the website in order to align the Enjoy the Broads Website with the National Parks portal;
- (iii) that a review of resourcing of the Communications Team is underway be noted.

2/18 Review of Code of Conduct for Members

Further to Minute 1/16 the Authority received a report updating Members on the new Draft Code of Conduct for Members. 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. Consideration had been given to various scenarios in order to “road test” the Code of Conduct and as a result some amendments had been made to the Hearings Procedure. Following consultation, changes were made and minor corrections undertaken. The Draft was provided to the two Independent Persons and discussed with them on 9 September 2016 and no further amendments were made. The Financial Scrutiny and Audit Committee had considered the Draft at its meeting on 27 September 2016.

It was noted that the Protocol on Member and Officer Relations in the Broads Authority would supplement the code. Additional comments had been received from the new member Brian Iles concerning the definition of confidentiality – this was set out in Schedule 100 Section 12 A of the Local Government Act, as well as leadership. Members gave consideration to the proposed changes highlighted in the report. It was noted that there was no appeals procedure. A member commented that the word “dismissed” in para 4.10 could be interpreted as being without foundation. It was clarified that this was not the intention. It was suggested it could be substituted with alternative wording such as “not upheld”. Another member queried whether sanctions that might include the removal from a Committee should also include the removal of privileges and/ or other functions such as appointments to outside bodies. It was suggested that any complaint should include a declaration with signature in order to meet legal standards.

Guy McGregor proposed, seconded by Haydn Thirtle and it was

RESOLVED unanimously

- (i) that the revised Draft Code of Conduct for Members subject to amendments be adopted with immediate effect and

- (ii) that all Members including co-opted Members sign the new Code.

2/19 Appointments to the Navigation Committee

The Authority received a report setting out a series of minor changes to the appointments procedures for the eight co-opted members to the Navigation Committee following consultation with the officers of the Broads Hire Boat Federation (BHF) and Norfolk and Suffolk Boating Association (NSBA). Since the procedures had been modernised in 2008, they had worked well and the minor changes were intended to streamline and improve the process. Members were mindful that the appointments to the Committee were governed by the Broads Act. The report included seven recommendations and the Chief Executive provided an explanation for each and expressed thanks to Richard Card, President of the NSBA and Emeritus professor of law, for his assistance.

In particular the Chief Executive addressed the issue raised by a former member concerning the interpretation of category (d). It had been contended that the nominee under category (d) should not be interpreted as representing "tollpayers in general" but should be filled by commercial members. However, from the evidence examined through the minutes and various background papers since 1988, in practice the consultation had been wide ranging (including the Norfolk and Suffolk Yachting Association, the Broads Society, Norfolk Canoeing Association and Suffolk Water Sports Association) and the members appointed under that category had not all represented commercial interests. Category (d) had therefore been interpreted as representing toll payers in general.

Members considered that the most important element of the appointments procedures was that the best and most appropriate candidates able to speak on behalf of a cross section of user interests should be selected.

Members were satisfied with the amendments particularly on the basis that the procedures allowed for an extensive pool of people to participate in the consultation and a wide range invited to apply and that the best candidates would be appointed in line with the requirements of the 1988 Act.

Mike Barnard proposed, seconded by Nicky Talbot that the recommendations in the report be accepted

(The vote on this matter was taken after consideration of
agenda items 2/26 and 2/29)

RESOLVED with one member, Mrs Lana Hempsall voting against

- (i) that the Authority continues to interpret category (d) of the Act as referring to organisations representing the payers of tolls on craft in general;

- (ii) that the point of consultation with listed organisations be amended so that they are informed of the process and timetable at the outset but then consultation on the appointments takes place only once, when the Appointments Panel has short listed the applicants;
- (iii) that the Independent Chair of the Appointments Panel be one of the two Independent Persons;
- (iv) that the Navigation Committee be consulted once, at the shortlisting stage, before the Panel interviews the shortlisted candidates;
- (v) that the maximum term of office be amended to ten years for Co-opted Members of the Navigation committee to realign it with the return to the arrangement for Secretary of State appointees;
- (vi) that appointments to the Committee to be made from 1 April and the timetable for the process designed to meet that deadline.
- (vii) that the current vacancy on the Navigation Committee be advertised for a replacement in October with an appointment running concurrently with the existing appointments until March 2019.

The Chairman agreed to vary the order of Business to take items 2/26 – 2/29 at this juncture to enable Sir Peter Dixon to provide information (as a member of the National Parks Partnership) for the discussion.

2/20 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 Director of Operations reported that there were no items which needed to be raised under this item.

2/21 Minutes Received

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

RESOLVED

- (i) **Navigation Committee: 21 April 2016**

RESOLVED

that the minutes of the Navigation Committee meeting held on 21 April be received.

(ii) **Planning Committee: 24 June 2016, 22 July 2016, 19 August 2016**

RESOLVED

that the minutes of the Planning Committee meetings held on 24 June, 22 July and 19 August 2016 be received.

In view of the Chairman of the Planning Committee having to leave before this item was dealt with, he subsequently sent round a note highlighting some of the key issues considered at these three recent meetings.

(iii) **Broads Local Access Forum – 8 June 2016**

RESOLVED

that the minutes of the Broads Local Access Forum meeting held on 8 June 2016 be received.

2/22 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.

World Canals Conference – Inverness 20 – 22 September 2016

Bill Dickson provided a brief account of the conference he had attended with the Chief Executive and the Head of Construction, Maintenance and Environment. He concluded that he had been impressed by Scottish Canals but that the Broads Authority was a very different organisation from many of the others represented. He was very proud to have been able to represent the Authority.

2/23 Items of Urgent Business

There were no other items of urgent business for consideration.

2/24 Formal Questions

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

2/25 Date of Next Meeting

The next meeting of the Authority would be held on Friday 18 November 2016 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

The following items of Business were taken before items 2/22 – 2/25

2/26 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 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

2/27 Exempt Minutes of the Broads Authority meeting – 8 July 2016

The exempt Minutes of the Authority's meeting on 8 July 2016 were received

2/28 Water Sensitive Farming Project – Potential Funding

The Authority received a report containing exempt information concerning a potential source of funding with a major retailer for a Water Sensitive Farming Project. This was in accordance with the Government's encouragement for National Park Authorities and the Broads Authority to look for new sources of funding and the work of the National Park Partnerships to engage with the corporate sector.

Following careful and considerable debate taking account of the risks and the benefits, Sarah Mukherjee proposed, seconded by Kelvin Allen and it was

RESOLVED by 13 votes to 1 against

- (i) that the principle of a project in association with a major retailer to deliver a Water Sensitive Farming Project in the Broads Catchment be supported;
- (ii) that the outline details of the Project as set out in Section 2 of the Report be approved; and
- (iii) that a one year project as a first phase or "proof of concept" be approved to focus on providing a farm technology fund and latest practical information to all farmers who farm in the Broadland catchment.

The Head of Finance left the meeting for the next item

2/29 Appointment of Chief Finance Officer Section 17 of the Norfolk and Suffolk Broads Act 1988

The Authority received a report containing exempt information concerning the appointment of the Chief Finance Officer under Section 17 of the Norfolk and

Suffolk Broads Act 1988 when the present service level agreement with Broadland District Council comes to an end on 31 March 2017.

Members considered the risks of bringing the role in-house and the consultations received, notably those from Broadland District Council, the Internal Auditor and External Auditor, all of whom were supportive provided an exit strategy was agreed. The Financial Scrutiny and Audit Committee had also been supportive of the proposal.

It was noted that both parties intended to continue their good working relationships over a wide range of issues.

RESOLVED

- (i) that the Head of Finance be appointed as the Chief Finance Officer for the Broads Authority with effect from 1 April 2017 when the present service level agreement with Broadland District Council comes to an end;
- (ii) that the Chief Executive writes to Broadland District Council's Chief Executive and Treasurer thanking both of them for their support; and
- (iii) that the Head of Finance investigates the appointment of an appropriate deputy Chief Finance Officer from one of the National Park Authorities.

The meeting concluded at 2.00pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 30 September 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen		Member of Broads Angling Strategy Group Member of Waveney River Trust
Greg Munford	-	Richardson , Broads Tourism, BMBS, Moorings, BCLMSH Marine Toll Payer
Gail Harris		Whitlingham Charitable Trust Trustee Director Cllr Norwich City Council
Paul Rice	19	Lobbied by email – NSBA Member, Broads Society Trustee Broads River Watch Founder
Bill Dickson		Broads resident. Property owner, Toll payer, Chairman of Local owners association
John Ash	19	Lobbied by Email. Toll Payer, Director/Trustee Wherry Yacht Charter Charitable Trust. N&SB Charitable Trust, How Hill Trust
Guy McGregor		Member of Suffolk County Council
Matthew Bradbury		Toll Payer, BCU Member, Director of Whitlingham Charitable Trust
Nicky Talbot	-	Lobbied by email, NSBA, NBYC, Toll Payer
Louis Baugh	-	Trustee Norfolk and Suffolk Boating Trust Trustee of Whitlingham Country Park
Jacquie Burgess	-	Toll Payer