

Broads Authority

Minutes of the meeting held on 18 November 2016

Professor Jacquie Burgess – in the Chair

Present:

Mr K Allen	Sir Peter Dixon	Mrs N Talbot
Mr J Ash	Ms G Harris	Mr H Thirtle
Mr M Barnard	Mrs L Hemsall	Mr V Thomson
Mr L Baugh	Mr B Iles	Mr J Timewell
Mr M Bradbury	Mr G McGregor	Mr P Warner
Mr W Dickson	Mr G Munford	

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Ms N Beal – Planning Policy Officer (Minute 3/10 – Minute 3/12)
Mr W Burchnall – Project Manager (LPS) Minute 3/9 and 3/23 - 3/25)
Mr D Harris – Solicitor and Monitoring Officer
Mr S Hooton – Head of Strategy and Projects (Minute 3/9 and 3/23 - 3/25)
Ms E Krelle – Head of Finance
Ms A Long – Director of Planning and Resources
Ms L Marsh – Head of Communications (Minute 3/8)
Ms T Wakelin – Director of Operations

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

Others Present: Brian Wilkins - NSBA, Tony Howes BHBF, and 20 Others

3/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public. In particular she welcomed Mr Brian Iles to his first official meeting of the Authority.

Apologies were received from Mr P Rice, Ms S Mukherjee and Mr M Whitaker.

3/2 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) **Variation of the Order of the Agenda**

The Chairman proposed a variation in the order of business in accordance with Standing Order no 3(2) to take items 23 – 25 containing exempt information following agenda item 10 on the Landscape Partnership Scheme due to the links involved and the financial considerations.

3/3 Introduction of Members and Declarations of Interest

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

3/4 Items of Urgent Business

There were no items of urgent business.

3/5 Public Question Time

No public questions had been received.

3/6 Minutes of Broads Authority Meeting held on 30 September 2016

The minutes of the meeting held on 30 September 2016 were approved as a correct record and signed by the Chairman.

3/7 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 Workshops

- **Budget and Broads Business Plan Development 2017/18 and Priorities** Further to Minute 1/6 and the decisions made on 12 May 2016, a workshop to consider priorities for the next five years had been arranged for 8 December 2016 at 1.00pm
- **Code of Conduct Training for All members** – a date was being trawled for January 2017. (*The 20 January 2017 has now been confirmed*)
- **Judicial Review** – the Authority had now received the £5,000 from Mrs Harris as the contribution to costs.
- **Ludham Footpath link to St Benets** – It was noted that the reason for the delay in opening the footpath link was due to a change in

landownership. Most of the necessary documents had now been signed bar one and the necessary accessories/equipment was being put in place. An official opening ceremony would be held in Spring 2017.

- **Appointment to the Navigation Committee** – An advertisement was due to go in the Press at the end of November 2016 with a closing date for applications being 30 December 2016.

3/8 Tolls Review 2016 and Proposed Navigation Charges for 2017/18 in the Navigation Charges and Adjacent Waters

The Authority received a report providing a review of progress over the last year, the final report from the Tolls Working Group on the comprehensive review on the restructuring of charges levied in the navigation area and adjacent waters with its recommendations as well as the translation of those recommendations into a Draft Schedule for Charges for 2017/18. The report also set out the feedback from the formal consultations with the main stakeholder organisations as well as the Navigation Committee. Each of the recommendations from the TRG had been considered in detail at the Navigation Committee meeting on 27 October 2016 and all three of the main recommendations from the Group together with the seven subsidiaries had been supported.

The Chairman commented that in view of the very complex and interrelated issues involved it was important that these were dealt with carefully. Therefore the meeting was conducted as follows:

Louis Baugh as a member of the Tolls Review Group and the Financial Scrutiny and Audit Committee provided a summary of the key issues from the Review;

the Chief Executive provided the details of the report and a summary of the representations received by members together with a considered response;

Nicky Talbot as acting Chairman of the Navigation Committee provided the Members with a summary of the Committee's recommendations.

In presenting the work of the Tolls Working Group (TRG), Louis Baugh explained that it had been a fundamental review over a year drawing on evidence from the Insight Track Stakeholder research conducted in 2014 with statistically representative samples of private boat owners, hire boat operators, Broads residents and Broads visitors and also the views expressed at the workshop held in September 2015 with British Marine (BM), the Broads Hire Boat Federation (BHBF) and the Norfolk and Suffolk Boating Association (NSBA). He emphasised that the review had involved members of the Authority and Navigation Committee at various key points as well as Officers of the BHBF and NSBA. At the September 2015 workshop, the BM and BHBF argued for a reduction in the multiplier with the majority of Broads Authority members considering that the multiplier should be scrapped. This was one of

the major recommendations from the TRG. Louis Baugh commented that the recommendations were in line with the presentation at the workshop on the 14 June 2016 (at which the key stakeholders were present) and some of the proposals had been amended in the light of the representations made at that workshop.

He explained that the recommendations did not involve a redistribution of costs between the private and hire fleet but the main changes would be within the proposed 14 new categories such that there would be a redistribution of costs from smaller boats to larger. They would be based on a 3% increase in the costs for the commercial fleet and 3% increase in costs for the private fleet although there would be variations between the categories in the two fleets. He also explained that the TRG had taken account of the shift in the balance of income from private and hire fleets over the years with a decline in the hire fleet from over 2000 weekly hired craft in the early 80s to an all-time low of 789 in 2016 and an increase in the number of larger private boats. The proposals were partly in response to this shift as well as the disproportionate costs of the toll for tenders and smaller boats in general. He explained why the TRG were proposing to dispense with a fixed plus a variable charge, which had been introduced by the Port and Haven Commissioners in 1981, and was now considered difficult to justify, and move to charging boats an equal amount per square metre. The Group had been careful in evaluating the proposals for every boat in the 14 categories to ensure that no boat should pay more than a 50% increase. With the 3% increase proposed, only 3 boats had crept over this line and these were auxiliary yachts that currently received a double discount for being sailing vessels with an electric motor.

He addressed the issue of potential phasing in of the charges over a number of years, a matter about which the Group had given careful consideration and which had also been considered by the Navigation Committee. He personally had been initially of the view that the introduction of the change should be phased, but on the basis of the complexities and the greater understanding of the matter over the year, and careful consideration by the TRG and debated by the Navigation Committee, was of the view that it would be an unnecessary complication to a proposed new structure and involve a repetition of the debate for setting the charges again next year. The Group had evaluated each of its recommendations against the principles adopted and considered that the proposed new structure would be inherently fairer, simpler and more flexible. He therefore commended the recommendations of the Tolls Working Group with the minor amendments suggested by the Navigation Committee together with the proposed charges in the covering report for 2017/18 for approval.

The Chief Executive gave a detailed presentation of the report explaining the budgetary situation with navigation income for 2016 being below the budgeted figure due to the reduction in the number of boats in the hire fleet, the expenditure required in order to carry out the maintenance of navigation for 2017/18 and the justification for the proposed charges in line with the new structure proposed by the Tolls Review Group. He explained that retaining the fixed and variable rates as proposed by the NSBA would mean that smaller

boats would pay proportionately more than larger boats and therefore the TRG had considered this would not be practical or fair.

The Chief Executive emphasised that the Group had carefully tested the new structure which had then been refined by agreement with the whole group in association with the Chairman and Vice-Chairman of the Navigation Committee. He drew attention to the fact that under the new proposals 44% of vessels would have a reduction in their toll from 2016/17 and 1,576 of rowing boats, canoes would pay an extra 97p. The impact of the proposed charges for each of the categories was examined and the risks considered, one of which was that larger boats would leave the system. However, an analysis of the charges for other Waterways, specifically the Environment Agency's Anglian Waterways taking account of the proposed charges for 2017, should they be implemented, showed that tolls for hired motorcraft in the Broads would in general be 11% more expensive but for private motorcraft generally 23% less expensive. The Chief Executive emphasised that, if implemented, the impact of the proposals would be carefully monitored and as previously advocated by Members, a repeat of the stakeholder survey in 2019 would be beneficial and of good practice.

In referring to the representations received, the Chief Executive commented that the Authority had received 41 representations, about 34 against the proposals, 5 in support and some had asked questions. The majority of those who were against the proposals were from the large private motor boat owners and appeared to have been prompted by an NSBA letter to all its members, and a separate letter to the owners of river cruiser class vessels. He had attempted to respond to all correspondents personally to clarify points and explain the views of the working group. Some of the respondents had come back to thank him for providing a greater understanding of the recommendations.

The Chief Executive highlighted the range of arguments received, including the presumption that there was a bias towards the hire boat industry from the TRG and Navigation Committee; that many tollpayers would be unaware of the proposals; and challenges to the statistical validity of the stakeholder survey results. The two main themes from the representations related to the scale of change particularly when judged by percentages and the view that private boats were being treated more harshly than the hire boat fleet. However, it was important to note the interdependency between the two fleets, the actual increases, and that the cost of the toll was only 9% of the total cost of owning a private boat. Two important points were made which members were asked to take into account in their considerations: one being the economic contribution made by private boat owners and also the recognition that there had been some significant losses of moorings and problems over waste collection, both of which were largely outside the control of the Authority.

Lastly the Chief Executive referred to a comment he had received relating to Passenger boats which pointed out the contribution these made to National Park purposes especially providing people with the opportunity to gain access

to the Broads and that this appeared to have been ignored. It was suggested members may wish to revisit this matter.

The Acting Chairman of the Navigation Committee provided the Authority with an account of the debate at the meeting on 27 October 2016 together with the key points of the discussion and the outcome of the votes for each proposal, the draft minutes for which had been circulated for members' information. The Acting Chairman commented that the Group's proposals had been given careful scrutiny and the tone of the meeting had been purposeful with an acknowledgement of the thoroughness with which the Tolls Working Group and officers had considered matters. The Committee had supported the recommendations by majority with amendments to two of the subsidiary recommendations from the TRG concerning electric boating and Mutford Lock.

Members, particularly those who had not been involved at the time of the surveys and their reception by the Broads Authority, were provided with the background to and assurances of the statistical robustness of the comprehensive Stakeholders survey undertaken by Insight Track in 2014. The survey provided a strong evidence base upon which the TRG based its work. Members were also assured that the planning of the 2014 surveys had been undertaken by a Steering Group which included representatives of the NSBA and BHBF, as well as Authority Members. The results from the Stakeholder Surveys had received wide publicity and had been presented to committee meetings of the BHBF and NSBA during 2015.

Members were also assured that representatives from the NSBA and BHBF had been engaged throughout the last year in the Tolls Review process giving expert evidence and taking part in three workshops, provided with data, and, the Authority's officers as well as Members would continue to work closely with them.

In giving careful consideration to the proposals each member was given the opportunity to express their views. (This included those provided by Sarah Mukherjee who was unable to be present.)

Members were very mindful of the considerable amount of work and scrutiny that the Working group had given to the complex task with which they had been charged and commended the energy, courage and determination with which they had carried out their analysis. They also recognised the financial challenges involved and the emotive nature of the impact of the recommendations. They recognised that the recommendations were probably the most radical since 1981 and accepted the justification for them. There was also recognition of the valuable contribution made to the navigation system, not only by the hire boat fleet but also the private boat owners and given the significant interdependency between the two fleets there was sensitivity to change and ultimately the Authority's finances. It was considered that the new system would provide flexibility and give the Navigation Committee the ability to make recommendations to manage future impacts. Some members considered that if the Authority was to manage the Broads for everyone it

needed to respond to change, acknowledging that in introducing changes to a structure there were bound to be losers as well as winners.

Members expressed appreciation to all those who had written to them in order to help them understand their concerns and were very mindful of these in their deliberations.

Members took into account the risks of introducing such a new structure in that larger private boats might leave the system but also noted that the Broads was considered to be good value in comparison with other waterways; the concern about the growth in the number of larger vessels in both the private and hire boat fleets; and whether there would be an increase in the number of smaller boats as a result of the proposed changes. If so would the additional income from larger boats offset the lost income from smaller boats? They therefore supported the need for the situation being monitored very closely.

Some members expressed disappointment about the apparent hostility to hire boats expressed by some of the private owners and therefore were of the view the Authority should take the opportunity to try and mend that conflict in the relationship between the two fleets. However, other members considered that the responsibility for resolving this apparent antagonism also lay within the boating community itself.

Some members were in favour of a phased introduction in order to help reduce the impact on those who would be affected. However, others recognised that this factor had been given very careful consideration by the TRG and members of the Navigation Committee and that if not introduced as a whole, would pose further difficulties over the years particularly for the Authority's budget.

In response to a member's suggestion that historic vessels and those operated by Charitable Trusts should not pay any toll, it was clarified that the TRG did recognise the cultural heritage contribution such charities and historic vessels made to the area, and therefore the wherries would only pay a flat rate. A member on behalf of the Wherry Yacht Charter Charitable Trust, although expressing appreciation for the suggestion, considered that such boats should make a contribution to the cost of the navigation system as they too benefited from the service provided.

Members considered that Passenger vessels did play an important role in providing access to a large number of people to the Broads as well as in terms of education, generally with a low impact and therefore helped to deliver the Authority's three main purposes. They therefore considered that these should be given further attention and charges for these should be re-examined. It was clarified that the toll for the passenger vessels was not a passenger due.

Members advocated providing all toll payers with a very clear explanation of the reasons for introducing a new structure and the implications as well as

publishing these widely. They also advocated communicating the difficulties the Authority had in relation to Waste Collection and Moorings and publicising the Authority's efforts in contributing to the attempts to resolve these issues.

In conclusion Members considered that the proposed structure had been comprehensively analysed, developed pragmatically and in a balanced way with constant reference to the guiding principles. They considered that it should provide a fairer, simpler and more flexible arrangement and were supportive particularly on the understanding that it would be monitored closely.

Members considered each of the three main recommendations in the report in turn.

Sir Peter Dixon proposed, seconded by Haydn Thirtle, an amendment to the first recommendation that included the subsidiary recommendation (e) relating to electric craft, in that the proposal from the TRG should be retained ie: that any boats using diesel generators to power electric engines should be charged at the normal commercial private motor boat rate. This was on the basis that using the diesel generator would be environmentally unfriendly and anti-social and therefore defeat the objectives of having electric boats. However, other members commented that this had been given very careful consideration by the Navigation Committee. This related to use of a diesel generator as a backup only when there may not be a charging point available.

On being put to the vote the amendment was lost with 4 in favour, 12 against and 2 abstentions.

Bill Dickson proposed, seconded by Kelvin Allen and it was

RESOLVED by 15 votes in favour 1 against and 2 abstentions

- (i) that the recommendations of the Tolls Working Group with the amendments regarding Mutford Lock and electric boating as proposed by the Navigation Committee as set out in Section 6 of the report, be adopted to cover:
 - (a) A new set of Guiding Principles for Tolls based on the Authority's Statutory Responsibility, Flexibility, Fairness – based on economic costs and benefits, Simplicity and Efficiency;
 - (b) A revised charging structure for the tolls based on a square metre size of the craft without a fixed element in which for each class of vessel the owner will pay a set amount per square metre. (Wherries, rowing boats, canoes and kayaks will pay a flat rate charge.)
 - (c) A flexible charging structure, such that different types of vessels in each of the two fleets, commercial and private, can be levied different rates per square metre.

Plus

- (d) Wherries to be charged a flat rate, to reduce their overall costs, promote their important cultural heritage and reflect their iconic status. (There are eight wherries on the Broads system as at October 2016).
- (e) Electric boating should continue to be encouraged through lower rates for private motor boats: that boats with an electric engine for propulsion supported by a diesel generator should continue to be treated more favourably than diesel boats.
- (f) The current discount for early payment offered to the larger hire boat operators should be discontinued but the provision for staged payments should be retained.
- (g) The non-display of toll plaques trial should be extended for a further year.
- (h) The charges for craft in adjacent waters should remain identical to those in the Broads Navigation Area to account for the interconnected relationship between the two.
- (i) The charges for passing through Mutford Lock should ideally balance the annual costs of operation involved but the Authority would like to see this achieved via greater use of the Lock: The existing charge should be maintained for 2017, better data gathered and then reviewed again at the end of the season.
- (j) The current charging policies for short visit tolls and boats removed from the Broads system should be retained.

Mike Barnard suggested that the proposed charges for passenger vessels should be re-examined and that any reduction in those costs be redistributed within the commercial fleet. This was supported by Haydn Thirtle.

Following discussion about the precise wording, the Chairman proposed that recommendation (ii) within the report be accepted with an additional clause “to delegate powers to the Chief Executive to consult with the Tolls Review Group and set the charges for passenger vessels and any redistribution of charges within the commercial fleet. “

RESOLVED by 17 votes to 1 against

- (ii) that the proposed charges for the navigation area and adjacent waters for 2017/2018 as set out in Table 6 of the covering report be adopted; and that the Chief Executive be given delegated powers to consult with the Tolls Review Group and set the charges for Passenger Vessels and any redistribution of charges within the commercial fleet.

John Ash proposed, seconded by Nicky Talbot and it was

RESOLVED by 16 votes to 1 against with 1 abstention

- (iii) that the Authority undertake an objective evaluation of the impact of the changes to the tolls structure in the Autumn of 2019 as part of a second round of stakeholder research, the first round of which informed this tolls review.

The Chairman thanked members for the due care and attention they had given to the matter which would represent a major change. The Chairman also thanked the members of the public for their patience in attendance.

3/9 Landscape Partnership Scheme Presentation

The Authority received a presentation on the progress being made on the development phase for the Landscape Partnership Scheme (LPS) which included a promotional video setting out the main elements of the scheme as well as an animation video encouraging provision of biodiversity and wildlife habitats within gardens. The latter would be available on the South Yare Wildlife Group website and taken to schools as part of the educational elements of the scheme.

Members were particularly impressed with the results from the Laser scanning equipment and techniques being used for surveying windpumps and its potential for the future with a suggestion that it might be worth the Authority investing in its own equipment.

The Project Manager endorsed by the Director of Planning and Resources emphasised that the project was essentially a Landscape Project that was currently in its developmental phase and therefore, although, as suggested by one member, it might appear to be fragmented, there was cohesion between all of the different components and elements involved. An identity for the LPS with a single logo and brand was being designed by Norwich Art students as part of the scheme. The HLF would not have contemplated funding the scheme if it had not been comprehensive with tangible and new and innovative projects which could provide a legacy.

Members were assured that although not specifically mentioned in the presentation, the Suffolk Wildlife Trust was contributing to the scheme. A member expressed disappointment that the Broads Angling Strategy had not been in a position to provide more input. However, it was noted that there may be opportunities to promote angling through the educational element and the Community Grant fund due to be available in 2018.

Members noted with pleasure that one of the projects involved the re-creation by the Lowestoft Boat Building College of a 1,000 year old boat found by the River Chet, and the vessel would be the centerpiece of an entry at the 2017 Chelsea Flower Show.

Members noted that officers would be meeting with HLF officers for the mid-term review on 22 November 2016. The intention was that the next submission to HLF would be May 2017 with a decision on the proposed implementation phase due in October 2017.

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

RESOLVED

that the progress on the Landscape Partnership scheme be noted and endorsed.

3/10 Broads Local Plan: Preferred Options Local Plan, Sustainability Appraisal, Habitat Regulation Assessment for Consultation

The Authority received a report setting out the Preferred Options version of the Broads Local Plan with the accompanying Sustainability Appraisal and Habitats Regulation Assessment set out as follows:

- Appendix A Preferred Options Local Plan
- Appendix B Sustainability Appraisal
- Appendix C Habitats Regulations Assessment
- Accompanying Draft Policy Maps (25)

The Planning Committee had considered most of the Preferred Options Local Plan in a series of bite size pieces between April and October 2016 and considered the full version before members at their last meeting on 11 November 2016. They recommended that the Authority agree to all of the documents being presented for consultation over a nine week period from December 2016 to February 2017.

Gail Harris proposed, seconded by John Timewell and it was

RESOLVED unanimously

that the Broads Local Plan Preferred Option Documents including the Sustainability Appraisal, Habitats Regulation Assessment, be subject to public consultation from 5 December 2016 to 3 February 2017.

3/11 Broads Local Plan: Flood Risk Supplementary Planning Document (SPD) for Consultation

The Authority received a report setting out a new Draft Flood Risk Supplementary Planning Document (SPD), updated from the previous one from 2007 and in association with Policy DP29 of the current Development Management document, with the aim of raising awareness of the nature of flood risk in the Broads area and give advice to developers and others about the Authority's approach to the issue of development and flood risk and

emphasising the need to maintain a high standard of design for new waterside development. The SPD had been produced in association with the colleagues within the Environment Agency and Lead Local Flood Authorities. The document had been supported by the Planning Committee at its meeting on 14 October 2016 who were recommending it be approved for public consultation. The Planning Policy Officer proposed that the end of the consultation period be amended from 16 December to 23 December 2016.

John Ash proposed, seconded by Nicky Talbot and it was

RESOLVED unanimously

that the Draft Flood Risk Supplementary Planning Document be subject to public consultation from 21 November 2016 to 23 December 2016.

3/12 Broads Local Plan: Adopting the Biodiversity Enhancement Guide Waterside Chalet and Bungalow Guide

The Authority received a report on the Information Guides produced to help applicants meet requirements placed upon them to enhance wildlife as part of their development proposals as well as give guidance and advice to those intending to alter waterside residences.

Both Guides had been the result of extensive consultation and the Waterside Chalet/Bungalow Guide built on the work undertaken when compiling the Local List. The Planning Committee considered the responses and amendments to the guides at its meeting on 14 October 2016 and resolved that the responses and amendments to the guides are noted and recommended that the revised guides as shown at Appendix B of the report are adopted by the Broads Authority. Members were assured that the general location of the chalets pictured as examples within the guide would be included within the final documents.

Bill Dickson proposed, seconded by Haydn Thirtle and it was

RESOLVED unanimously

that the Biodiversity Enhancement Guide and Waterside Chalet/Bungalow Guide as set out in Appendix B to the report be adopted.

3/13 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 terms of progress. In particular, Members noted

- **Member and Stakeholder Workshop 3 November 2016** hosted by the Broads Forum to consider the ways forward following 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”, had been attended by over 60 people. Led by an independent facilitator, this had been a very successful event. As follow up, the Chairman had written to the Broads constituency MPs requesting a meeting with them in the new year. She had also written to the Leaders of the District and County Councils suggesting a meeting to brief them on the Report and the outcomes of the Workshop.

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.

3/14 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 30 September 2016 which also provided figures for the latest available budget and the overview of Forecast Outturn 2016/17.

The current forecast outturn position for the year suggested a surplus of £27,884 for the national park side and a deficit of £2,096 on navigation resulting in an overall surplus of £25,788 within the consolidated budget, which would indicate a general fund reserve balance of approximately £1,072,000 and a navigation reserve balance of approximately £331,000 at the end of 2016/17 before any transfers for interest. This would mean that the navigation reserve would be just above the recommended level of 10% of net expenditure during 2016/17.

RESOLVED

that the income and expenditure figures for 1 April 2016 to 30 September 2016 be noted.

3/15 Appointment of External Auditors for 2018/19

The Authority received a report outlining the Local Audit and Accountability Act (2014) and the necessity for local authorities to establish an auditor panel and manage their own procurement. Members noted the options available, the associated benefits, and the proposed conclusion for a preferred route for the Authority for the appointment of the External Auditor as had been recommended by the FSAC.

Mike Barnard proposed, seconded by Haydn Thirtle and it was

RESOLVED

- (i) that the Authority agrees to join the national collective scheme, led by the Public Sector Audit Appointment (PSAA), as recommended by the Financial Scrutiny and Audit Committee on 27 September 2016;
- (ii) that delegated authority be given to the Section 17 Officer to communicate the willingness of the authority to join the scheme to PSAA and to enter into the scheme after a satisfactory examination / negotiation of the proposed terms and conditions is concluded.

3/16 Annual Report on Partnership Arrangements

The Authority received a report providing details of the Strategic Partnerships which were currently registered with the Broads Authority. Members noted the financial, contributions, financial and partnership risks and the mitigation measures outlined as detailed within Appendix 1. It was noted that an Action Plan as indicated within the report was not required at present. It was suggested that for the next annual review, an evaluation of the partnerships against the Broads Authority's objectives also be provided.

RESOLVED

that the current Register of Partnerships at Appendices 1 and the results of the Management Team's annual review of the Partnerships at paragraph 2.3 of the report be noted.

3/17 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.

3/18 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: 8 September 2016**

RESOLVED

that the minutes of the Navigation committee meeting held on 8 September 2016 be received.

(ii) **Planning Committee: 16 September**

RESOLVED

that the minutes of the Planning Committee meetings held on 16 September be received.

3/19 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.

Campaign for Rural England – Peter Warner undertook to provide a note of the recent meeting for circulation to all members.

Broads Tourism – Greg Munford reported that the last meeting held at the Waveney River Centre had been very successful and he thanked Jacquie Burgess and John Timewell for their support. The group was making good progress on providing incentives and encouraging businesses to join. It was hoped to launch the new website very shortly and to provide extra training. The next event was due to be held in the Waveney Hotel in Beccles on 22 November 2016. There would also be a networking event on one of the Passenger Boats on the 8 December 2016.

Norfolk Broads Charitable Trust – John Ash reported that following useful discussions with Simon Partridge it was proposed to set up a seminar with a professional fund raiser to take matters forward.

Norfolk Windmills Trust – Jacquie Burgess reported that the Trust should receive a decision about the HLF funding for the Stracey Arms project on 7 December 2016. David Gurney would be leaving Norfolk County Council's employment on 21 December 2016.

3/20 Items of Urgent Business

There were no other items of urgent business for consideration.

3/21 Formal Questions

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

3/22 Date of Next Meeting

The next meeting of the Authority would be held on Friday, 27 January 2017 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

These items were taken between Items 9 and 10.

3/23 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

3/24 Exempt Minutes of the Broads Authority meeting – 30 September 2016

The exempt Minutes of the Authority's meeting on 30 September 2016 were received.

3/25 Landscape Partnership Scheme Procurement

The Authority received a report containing exempt information concerning the development of certain pieces of work for the Landscape Partnership Scheme Project and the need to award an extension of a contract for this to be carried out. The report set out the results of the procurement process, the reasons for the need to waive standing orders extension including the timing to fit in with the development phase prior to submitting the second phase of the project to the HLF.

Following careful consideration, Members were supportive of the approach being taken and the justifications being put forward.

Bill Dickson proposed, seconded by Kelvin Allen and it was

RESOLVED unanimously

that the extension of Claritie's contract to include the additional development phase work identified for the Landscape Partnership Scheme be endorsed.

The meeting concluded at 13.45pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 18 November 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Brian Iles		Appointed by Norfolk County Council
Gail Harris		Whitlingham Charitable Trust Trustee/Director Cllr Norwich City Council
Kelvin Allen		Member of Broads Angling Strategy Group Member of Waveney River Trust
John Ash	8	Toll Payer, Director/Trustee Wherry Yacht Charter Charitable Trust. N&SB Charitable Trust, How Hill Trust
Bill Dickson	8	Toll payer, Member of TRG, Chairman of Local owners association and Broads Property owner,
Greg Munford	8	Toll Payer, Chairman of Broads Tourism, BMBS, BT Mooring Resident, CEO of Richardsons Leisure ,
Vic Thomson		Director Whitlingham Charitable Trust
Nicky Talbot	8	Toll Payer, NBYC, NSBA
Peter Dixon	8	Toll Payer, BCU, WBYC, NSBA
Guy McGregor		Appointed by Suffolk County Council
Matthew Bradbury	8	Toll Payer, BCU Member, Director of Whitlingham Charitable Trust
Louis Baugh	-	Director of Whitlingham Charitable Trust
Jacquie Burgess	8	Toll Payer, NSBYC