

Broads Authority

Minutes of the meeting held on 20 November 2015

Present:

Professor J A Burgess – in the Chair

Mr K Allen	Mr M Bradbury	Mrs L Hemsall
Mr J Ash	Sir Peter Dixon	Mr J Knight
Mr M Barnard	Mr N Dixon	Mr P Rice
Mr L Baugh	Mr P Durrant	Mr V Thomson
Miss S Blane	Ms G Harris	Mr M Whitaker

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

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Ms M Conti – Strategy Officer (Item 3/1 – 3/10)
Mr P Ionta – Solicitor and Monitoring Officer
Ms A Kelly – Senior Ecologist (Item 3/1- 3/9)
Ms E Krelle – Head of Finance
Ms A Leeper – Asset Officer (Item 3/12)
Ms A Long – Director of Planning and Resources
Ms L Marsh – Head of Communications
Ms T Wakelin – Director of Operations

3/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public, Mr Ollier from the NSBA, and Keith Bacon, Chairman of Broads Forum.

Apologies were received from: Dr J M Gray, Mr G W Jermany, Mr G McGregor, Mr J Timewell and Mr P Warner.

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) **Member Development – Chairing Skills Training**

The Chairman reported that a further training session on Chairing skills specifically tailored to the Authority's needs has been arranged for 15,16, or 17 March 2016 provided by Clare Forrest from Structured Learning Ltd. The session would be for a morning, starting at 10.00 am followed by a sandwich lunch. It would be open to officers and all Members and it was hoped that as many members as possible would attend. The session would include characteristics of effective and ineffective meetings; the role of the Chair, Secretary, Members and Officers; design, structure and use of agendas; format and structure of meeting items with a mixture of group activities, questions and discussions and quiz. Members were requested to respond to the doodle poll which would be circulated.

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

The Chairman reported that, although unable to be present, Guy McGregor had provided comments and these would be fed by her into the discussions.

The Chairman drew attention to the following dates:

Tolls Review Group – 1 December 2015
Planning Committee – 4 December 2015
Navigation Committee – 10 December 2015

(4) **Solicitor and Monitoring Officer**

The Chairman reported that Piero Ionta, Solicitor and Monitoring Officer had handed in his notice and was returning to London. His expertise has been particularly useful when handling issues such as the current Judicial Review. On behalf of the Authority she wished him well in his future career. In the meantime arrangements were being made for NPLaw to resume the role as legal advisors and Victoria McNeil as the Monitoring Officer.

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

No items of urgent business had been received.

3/5 Public Question Time

A question had been received from Mr Phil Ollier relating to the review of the tolls structure. Mr Ollier read out his question and the Chairman provided the Authority's response (as attached at Appendix 2 to these minutes).

The Chair invited Mr Ollier to ask a supplementary question. In doing so Mr Ollier questioned whether having set up a task and finish Review Group "to develop a small range of options for change which are modelled /tested and their intended/unintended consequences fully considered" would the Authority not agree that it would be perverse to pre-empt the process by accepting the recommendation from the Navigation Committee contained in Agenda 13 of today's meeting, to adjust the relationship between the toll rates for hire craft and private craft without any such consideration? He commented that although he would normally encourage the Authority to accept the recommendations of the Navigation Committee, he considered that in the current recommendation they had acted hastily and cut across the processes that the Authority had put in place. He thanked the Chairman for the opportunity to pose his questions and Members for their attention.

3/6 Minutes of Broads Authority Meeting held on 25 September 2015

The minutes of the meeting held on 25 September 2015 were approved as a correct record and signed by the Chairman.

(A member commented that the Authority had also been given an indication of potential costs of the Judicial Review at the previous meeting, although it was clarified these were not definitive and further information would be provided later in this meeting (Minute 3/11).

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. Members noted that some of these also linked in with the Strategic Priorities report at Minute 3/10.

In particular, members noted the updates concerning

Members Allowances and claim for child care and/ or caring in general

Further to Minutes 1/9 and 6/2(3), the Chief Executive reported that if the opportunity arose he intended to raise the matter when he was meeting with the Permanent Secretary for Defra on 3 December 2015. Given that Government was pressing all public bodies to widen the pool of applicants to the national park authorities it was considered that there was a real gap in providing equal opportunities.

External Funding Opportunities

Sir Peter Dixon, as a Director on the National Parks Partnership UK, emphasized that the aim of the organisation was to try to obtain sponsorship

on a relatively large scale for all National Parks. It was now not intended to be a limited liability company as this had proved to be problematic in terms of tax. The Partnership was in the process of approaching one or two corporate bodies but it was not intended to cut across individual parks seeking sponsorship for specific projects. It was intended to bring a report to the January meeting of the Authority.

Network Rail Consultation

A further high level meeting was due to be held in December 2015.

3/8 Climate Change Adaptation Plan: Response to Consultation

The Authority received a report on the results from the public consultation on the Draft Broads Climate Change Adaptation Plan (full and summary versions) which was carried out between July and September 2015. This included the proposed responses to those comments. Members noted that the comments highlighted the complexity of the subject and the view that actions needed to be related to everyday situations or that a bolder set of actions was required to take matters forward. They recognized that this matter was still one of the major issues with which the Authority needed to deal. Members considered the proposed next steps which had been supported by the Climate Change Adaptation Panel at its 5 November meeting. These included a revision of the Adaptation Plan taking account of the responses received, improvement in interpretation and help in understanding through the Broads Plan and other Plans, using protected landscape adaptation action, providing support to selected interested parties in priority groups, further work on saline incursion through research and working with the Environment Agency for them to revisit their work on barriers; and especially partnership working.

Members were assured that targeting the younger generation was part of the Authority's approach recognising that this was the demographic of the future. The suggestion of using greater visual interpretation, for example of water levels and the effect of these on habitats, was welcomed but the sensitivities and the need for a cautionary and balanced approach being required were recognised.

Kelvin Allen proposed, seconded by John Ash and

RESOLVED unanimously

- (i) that the comments received and the proposed responses in modifying the full draft climate adaptation plans be noted and endorsed for inclusion in submission to Defra by end of 2015;
- (ii) that the principles outlined in para 2.3 of the report be noted:
 - (a) The concept of taking a climate-smart approach continues to be promoted.

- (b) The importance of working together to develop integrated responses to a changing climate. This will grow in importance to ensure sector actions do not develop unintended adverse impacts elsewhere.
 - (c) The need to increasingly seek a holistic approach to water management and to embed understanding on how critical good water care is for the Broads.
 - (d) The Broads Plan (currently under review) is the document to express the aspirational and guiding strategic approach to get the best for the Broads from a changing climate. However some more detailed and specific plans to take integrated action and make a difference are also needed.
- (iii) that the recommendations from the Climate Change Adaptation Panel about the proposed next steps be supported (as set out in para 3 of the report to include developing clear collaborative actions, more work around saline incursion, finding resources to advance interpretation and help changes in understanding and behaviour through the Broads Plan and other plans such as water management, and protected landscape adaptation actions).

3/9 Fen Habitat, Strategic Priorities, Opportunities and Fen Survey

The Authority received a report and presentation from the Senior Ecologist on the opportunities to develop the strategic priorities in relation to the fens as guided by the Biodiversity and Water Strategy. Members expressed disappointment that the bid for funding for “managing Multifunctional Peatland Landscapes for Everyone” (Multi-PLE – Interreg, North Sea Region) had not been successful although noted that the Authority had received some very valuable feedback for a potential more focused future bid. Members noted that the fens provided the most wildlife rich habitat in the Broads and therefore one of the area’s most precious assets and that this was where the Authority could play a leading role as part of its three main purposes. Having shown a recent loss and change they recognised that the fens required ongoing protection and enhancement but with understanding from a sound evidence base. They were therefore in favour of a targeted repeat of the fen survey to track the reported decline in biodiversity value of some areas and success of fen management in other areas, recognizing that this was critical to their protection.

Paul Rice proposed, seconded by Sholeh Blane and it was

RESOLVED unanimously

that the contents of the report be noted particularly:

- (i) the strategic priorities for fens set out in Section 2 of the report;

- (ii) the proposed programme of work under the Managing Multifunctional Peatland Landscapes for Everyone (multi-PLE) Interreg North Sea Region bid and that this be further considered for a potential future more focused bid.
- (iii) the indicative conclusions of the draft Fen Survey Scoping Report; and
- (iv) the need to continue to work with partners to agree a programme of work for the fen survey and seek the necessary funding.

3/10 Strategic Direction

(1) Strategic Priorities for 2015/16 (including Broads Plan)

The Authority received a report setting out the Broads Authority's activities in delivering progress against the Broads Plan 2011 through the five key Strategic Priorities agreed at the Authority's meeting on 20 March 2015. The Strategic Priorities were designed to meet those objectives where the Authority had been identified as the lead partner for the year 2015/16. Members noted the progress made on the five key priorities and particularly welcomed the successful bid to the HLF for the first phase of the Landscape Partnership Project considering this to be a tremendous achievement. They paid tribute to all the staff and partners involved and particularly Will Burchnall as Project Manager.

With reference to the issues identified in the Stakeholder Action Plan as well as the review of the format for the Parish Forums, the first of the topic related Forums had been held on 26 October at Hickling for the Bure and Upper Thurne group concentrating on the Hickling Enhancement Project. Members noted that this had been very productive and successful and agreed that the format should be continued, with the next topic related forum being in the Waveney/Chet/Yare triangle with the focus on the Landscape Partnership Project.

RESOLVED

- (i) that the performance of the different projects to meet the Strategic Priorities for 2015/16 in the accompanying table Appendix 1 to the report be noted particularly the successful bid for the Landscape Partnership Project and the success of the focused format of the Hickling Parish Forum which would be continued.

(2) Strategic Priorities 2016/17

With regard to the setting of the Strategic Priorities for 2016/17 Members were aware that most of those which had been set for 2015/16 would be of a longer term nature than a year and that many of

these would continue into 2016/17. They agreed that in addition to those listed, the Strategic Priorities for 2016/17 should also include climate change and sea level rise as well as the Comprehensive Spending Review (CSR). It was noted that the Authority was unlikely to receive details of its grant from Defra before the end of December 2015. Members recognised the uncertainties relating to the CSR and the potential cut in the levels of funding. They supported the proposal that, subject to the decisions in the CSR, the Authority would establish a members group in association with the Management Team to consider the implications for the Authority in a measured way for the longer term and considered that the Financial Scrutiny and Audit Committee, given its membership and remit, would be the most appropriate body. The Members of the Committee would make recommendations for consideration by the Navigation Committee prior to the Authority.

RESOLVED unanimously

- (ii) that the same five Strategic priorities of 2015/16 be retained for 2016/17, together with two additional areas of focus, namely climate change and sea level rise, and the Comprehensive Spending Review; and
- (iii) that the Financial Scrutiny and Audit Committee, in association with Management Team, undertake consideration of how to respond to the Comprehensive Spending Review.

3/11 Financial Performance and Direction

The Authority received a report providing details of the actual income and expenditure for the six month period to 30 September 2015, together with a forecast of the projected expenditure at the end of the financial year (31 March 2016) and the key financial issues requiring more detailed consideration.

Consolidated Income and Expenditure from 1 April to 30 September 2015

The Head of Finance reported that the overall October actual variance had reduced and was now showing as £8,090 adverse. Members noted that the current forecast outturn position for the year indicated a surplus of £28,637 for the national park side and a deficit of £1,518 for navigation resulting in an overall surplus of £17,119 forecast within the consolidated budget. This indicated a general reserve balance before year-end adjustments of approximately £982,094 and a navigation reserve balance of approximately £268,620 at the end of 2015/16. It was noted that this would mean the navigation reserve would fall below the recommended level of 10% of net expenditure to 8.9% during 2015/16.

- The total forecast income is £6,206,038, or £34,594 behind the LAB
- Total expenditure is forecast to be £6,188,919

- The resulting surplus for the year is forecast to be £17,119

Thorpe Island Costs

Members recalled that the Authority had resolved to pursue injunctions at Thorpe Island (Planning Committee in August 2015 and October 2015). The costs to do so were estimated to be in the region of £20,000. As there had been savings within the allocation of the Planning Delivery Grant following the tendering process for the Habitats Regulations Assessment for the Broads Plan, Broads Local Plan and Sustainable Tourism strategy, members agreed that part of the costs for the Thorpe Island Injunction be provided from this budget with only £5,000 being required from the Planning Delivery Grant reserve. It was noted that the decision by the Planning Committee had been made solely on planning merits and in the interests of public duty and accountability as a responsible planning authority.

Update on Costs for Judicial Review – National Park branding

The Solicitor and Monitoring Officer reported that the full hearing on the claim for Judicial Review concerning the Authority's decision on National Park branding was due to take place on 10 and 11 February 2016. Much of the legal work in responding to the claim had already been done with costs already incurred reported to members at the last meeting. Experienced Counsel had been instructed on the Authority's behalf and the anticipated final external legal expenditure was likely to be in the region of £60,000.

RESOLVED unanimously

- (i) that the Income and Expenditure from 1 April to 30 September 2015 be noted;
- (ii) that the additional expenditure from the Planning Delivery Grant (PDG) reserve set out in paragraph 6.2 of the report, totalling £5,000, be approved; and
- (iii) that the costs incurred and anticipated end costs relating to the Judicial Review be noted.

3/12 Asset Management Plan

The Authority received a report on the progress on the Asset Management Plan and the budgetary provisions required to satisfy audit recommendations, as well as the reviewed Plan for endorsement. Members considered that the precautionary approach of concentrating on those areas where the Authority could make a difference was the right one in the current climate with ongoing constraints on the Authority's budget.

Vic Thomson proposed, seconded by Phil Durrant and it was

RESOLVED

- (i) that the progress made in the development of the Asset Management Plan be noted, and the revised Strategy at Appendix 1 be endorsed; and
- (ii) the proposed financial provisions in relation to future maintenance and replacement of countryside and conservation assets as set out in section 3.2 and 3.3 of the report be approved:
 - *that the asset management plan for countryside sites focusses on a short list of sites where the Broads Authority is the landowner, and where other organisations are unlikely to take over responsibility; also*
 - *that officers seek to reduce the number of National Park assets over time, thus reducing the financial provision required for replacement/ renewal; and*
 - *that an annual provision of £65,000 is made for contribution to reserves for the replacement/ renewal of key countryside assets. This should be funded £46,000 from National Park Grant and £19,000 from the Upper Thurne Enhancement Fund income, to be ring fenced specifically for the maintenance of assets in Potter Heigham.*
- (iii) that the financial provision does not need to be made in respect of conservation assets or interpretive signage, as these should be funded on a project basis.

3/13 Navigation Charges 2016/17

The Authority received a report on proposals relating to the Navigation Charges for the next year 2016/17 from 1 April 2016 following detailed consideration by the Navigation Committee at its meeting on 22 October 2015 that included options for navigation expenditure and taking account of the reserves policy. Since that meeting, it had been possible to update the data for the number of boats registered on the Broads and projected income for the current year and therefore provide information for the implications of the Navigation Committee's proposal for the 2016/17 budget. An amendment was made to the figures in the concluding paragraph to the report stating: "*The proposed reduction in the hire boat multiplier for motor cruisers gives some relief to the industry reducing the increase charge for a 48m² boat from £57.69 to £32.50 (+2.5%) and bringing it closer to the £26.18 (+5.4%) cash increase for the same sized private boat."*

In the first instance members noted that further to Minute 2/10, the Tolls Member Review Group, set up after the last Broads Authority meeting, had met on two occasions, and its terms of reference were presented for consideration. Two members expressed dissatisfaction with points (i) and (ii)

of the Terms of Reference as set out and expressed concern that the group was going beyond its original remit which was to deal specifically with the Tolls Structure and not the financial management of navigation or develop a new strategy since the Group was only advisory.

Other members considered that the Terms of Reference rightly involved the Group being congruent with its statutory obligations which included its constitution as set up by the Broads Acts and its purposes from which flowed its financial management (including that specifically relating to navigation) and strategies. It was right that this should set the context for the work of the Tolls Review Group. Members of the Group emphasised that they were sensitive to the historical obligations and statutory duties, recognising that it did not have any powers, and was only charged with exploring and reporting back and making recommendations, through the Financial Scrutiny and Audit Committee in the first instance and Navigation Committee. The Group had considered what services could be offered and would be focusing on the Tolls mechanism. It was recognised that only the Authority itself could make decisions. Members therefore agreed to amend clause (ii) in the Terms of Reference of the Group to delete the phrase referring to developing a new strategy.

Michael Whitaker proposed, seconded by Kelvin Allen and it was

RESOLVED

By 15 votes to one against

- (i) that the Terms of Reference of the Tolls Review Group 2016 as amended and set out at Appendix 3 of these minutes be approved and adopted.

In presenting the report on the Navigation Charges for 2016/17, the Chief Executive referred to and addressed the issues in a letter from the NSBA. He considered that the discussions at the Navigation Committee had been well informed not only at the meeting but also within the Tolls Workshop. The trends in the entire fleet and the pressure on income and expenditure and the maintenance of the system were well understood, details of which were contained and updated in the current report before Members (as detailed in Section 2 of the report). The recommendation to change the multiplier had come from the Committee itself. This would not compromise the deliberations of the Tolls Review Group. The Multiplier had been an issue for some time and there had been previous decisions to reduce it in steps for a number of years. In taking the decision the outcome of the Stakeholders Survey was also borne in mind. It was explained that there were in fact three different multipliers for the weekly hire boats, day hire boats and tenders (not just motor).

The Chairman and Vice-Chairman of the Navigation Committee as well as other members of the Committee confirmed that the Committee had had a very comprehensive well informed, robust and balanced debate in which a

variety of views were expressed. They had taken into consideration the operational pressures, state of reserves and the views from the Stakeholder Surveys, which represented a considerable financial investment by the Authority in order to provide an objective evidence-base for decisions relating to navigation charges. It was considered that the flat rate increase was proportionate. It was disappointing that there had been criticism, given the general realization that the hire boat industry and private boating were reliant on and benefitted each other. Members had accepted that with the lowest ever increase of 1.7% for the current year 2015/16 plus the pressures for more practical work and the delivery of the dredging of Hickling Broad, this meant that an above inflationary increase was necessary. However, they also recognised that there would be changes in the future, particularly where there were uncertainties in relation to the implications of the Government's Comprehensive Spending Review; it was considered that the recommendations would not fetter the deliberations of the Tolls Review Group.

Members considered that it would be very difficult to provide any justification for voting against the Navigation Committee's recommendations, given the Authority's commitments to navigation and the well informed deliberations which had formed its decision.

John Ash proposed, seconded by James Knight and it was

RESOLVED by 15 votes to 0 with one abstention

- (ii) that in line with the recommendations of the Navigation Committee, navigation charges for 2016/17 be raised such that overall navigation income from tolls rises by 4.5% to meet the costs of the additional activity set out in the report to the Navigation Committee (Appendix 2 of the report); and
- (iii) that the multiplier for weekly hired boats is reduced from 2.62 to 2.55.

3/14 River Bank Stabilisation and Mooring Guide for Adoption following consultation

The Authority received a report on the results of the consultation on the proposed River Bank Stabilisation and Mooring Guides which took place between 14 July 2015 and 4 September 2015. Members of the Navigation Committee had been updated on progress at their meeting on 22 October and the Planning Committee had recommended that the Guides be adopted at its meeting on 9 October 2015. Although not Supplementary Planning Documents the guides would be signposted to those proposing moorings and riverbank stabilisation development and used in giving weight when determining planning applications and subsequent appeals if required.

Members welcomed the revised guides following consultation and considered that they were very positive, well-structured documents that would help to

inform strategies for the future. They commended officers on the excellent collaborative approach in the development of the documents.

Paul Rice proposed, seconded by Lana Hempsall and it was

RESOLVED

- (i) that the report be noted and welcomed; and
- (ii) that the Mooring Guide and Riverbank Stabilisation Guide be endorsed and adopted.

3/15 Public Question Time Scheme of Operation

The Authority received a report which provided an overview of the Authority's Public Question Time Scheme of Operation together with some proposals for minor amendments designed to improve the efficiency of all Authority and Committee meetings, other than the Planning Committee. The existing and proposed scheme was very similar to those adopted by the other National Parks and other neighbouring Local Authorities. The scheme also did not apply to dealing with planning applications. It was explained to members that in no way was the scheme intended to restrict members of the public commenting or providing the Authority with views or provide statements and petitions. There were alternative, existing ways of providing for members of the public to interact with the Authority and its members.

Members expressed concern that although the proposed amendments were not intended as a restriction on engagement, the removal of dealing with statements and petitions as part of the scheme could be misinterpreted. It was recognised that there were alternative forums for engaging with the public, but the proposed changes did not provide the kind of improvements that they would like to introduce. One member commented that he would be looking for a more radical approach.

Members were mindful that the purpose of the Question Time on the agenda was to provide an official space for members of the public to ask questions and for the Authority to respond fully either at the meeting or, where issues raised required more detailed information and debate, highlighting the need to provide a report for a future meeting. The aim of making any changes would be to move to a more modern way of engaging with the public and more effective use of the public speaking allotted time but which did not impinge on the efficient running of the official business of the meeting.

RESOLVED unanimously

- (i) that the Authority retains the existing Public Question Time Scheme of Operation for all Authority and Committee meetings including reference to petitions and statements, recognising that the Planning Committee had its own scheme for dealing with planning applications; and

- (ii) that the Authority consider in due course a review of the scheme and consider other ways of active engagement with the public.

3/16 Membership of Broads Planning Committee

The Authority received a report on the proposal to appoint a member of the Authority currently on the Navigation Committee on to the Planning Committee in order to ensure liaison and links between the two committees. Sir Peter Dixon had volunteered to undertake this role.

RESOLVED by 13 votes to 0 and 3 abstentions

that Sir Peter Dixon be appointed as a member of the Authority's Planning Committee as from 20 November 2016, for the following year until the Annual meeting of the Authority in July 2016.

3/17 Annual Report on Partnership Arrangements

The Authority received a report providing details of the Strategic Partnership Arrangements that were currently registered with the Authority, based on set criteria. Any actions required to address weaknesses and manage risk were detailed within the Partnership Action Plan attached to the report. Members noted that there were other organisations with which the Authority worked in order to deliver its statutory objectives as contained within the Broads Plan but these did not always appear on the Register as they did not meet the specific criteria required under the Authority's Partnership Protocol. A member suggested that it would be useful to have an additional column to Appendix 1 of the Register that provided an evaluation of the benefits to the Authority in terms of fulfilling its three purposes, (in monetary terms where appropriate recognising that this was not always quantifiable).

Lana Hemsall proposed, seconded by Gail Harris and it was

RESOLVED

- (i) that the current Register of Partnerships and Partnership Action Plan at Appendices 1 and 2 of the report and the results of the Management Team's annual review of the Partnerships at paragraph 2.3 of the report be noted; and
- (ii) that in future the Register include an additional column providing an evaluation of the benefits of the Partnership in helping to fulfil the Authority's three main purposes.

3/18 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

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

3/19 Minutes Received

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

RESOLVED

(1) **Navigation Committee – 3 September 2015**

RESOLVED

that the minutes of the Navigation Committee meeting held on 4 June 2015 be received.

(2) **Planning Committee: 11 September and 9 October 2015**

RESOLVED

that the minutes of the Planning Committee meetings held on 11 September and 9 October 2015 be received.

3/20 Feedback from Members appointed to represent the Authority on outside bodies

Members of the Authority appointed to outside bodies were invited to provide feedback on those meetings they had attended on behalf of the Authority.

Campaign for National Parks (CNP) Peter Warner had provided a summary of the AGM and General Business meeting he had attended on 12 November with particular reference to an emerging policy statement from CNP on land management/hill farming areas of national parks which could have value to the Authority relating to land management and alternative uses such as housing in rural areas and supporting farming and related activity. The Chairman reported that she and the Chief Executive with Peter Warner would be meeting CNP in January about the potential of raising the profile of National Parks.

Norfolk Mills and Pumps Trust - Sholeh Blane reported that she had attended a meeting together with other new members of the Trust at which they had requested a much needed inventory of the Mills. In addition there was to be a mid-term review in January concerning the HLF bid of £700,000 for the Stracey Arms mill.

National Parks Conference - Louis Baugh, Jacquie Burgess, Peter Dixon, John Packman and Andrea Long had attended the National Parks Conference in Dartmoor between 14 – 16 October 2015. Some of the interesting topics of conversation related to the income from car parks and directly elected members. One of the messages from the conference was that although concentrating on the main National Park purposes, the duties should be

aligned with these. They had heard some very interesting talks including a thought provoking one from George Monbiot on “re-wilding” the uplands which he described as being “sheep-wrecked”. It was emphasised that the national parks contained some of the best levels of biodiversity in the UK , with the Broads having the highest biodiversity of the whole family of national parks. The Minister from Defra with responsibility for National Parks, Rory Stewart had attended the conference, expressing his support for them. Part of the proceedings included awards to those who had made an outstanding contribution to National Parks. These included Fiona Reynolds formerly of CNP and Director General of the National Trust, Ian Mercer formerly Dartmoor National Park Director, and the Authority’s former Chairman, Stephen Johnson.

National Parks England and National Parks UK – Jacquie Burgess reported that she had attended a recent one day conference involving the Chairmen from the AONBs and National Parks England to promote businesses and attract funding. Rory Stewart had attended to witness the signing of the accord between the two sets of organisations. This provided recognition that 25% of the UKs land came within the definition of “protected landscapes”.

Broads Tourism – Jacquie Burgess and Kelvin Allen reported that they had attended the workshop on Sustainable Tourism on 10 November 2015, which was facilitated by Richard and Jackie Denman of the Tourism Company. The work would contribute to the Sustainable Tourism Strategy. Although there was a positive atmosphere at the workshop, it was considered that Broads Tourism would need to review its remit. It was noted that its budget to market the Broads was only £30,000 per annum compared to Visit Norwich having a budget of £300,000.

Broads Charitable Trust and Love the Broads Scheme

John Ash reported that in 2014/15 the Broads Trust had provided £9,000 in grants. There were over 80 businesses participating in the “Love the Broads” campaign, which had an excellent website. If every visitor to the Broads gave £1, this would provide £7 million. However, in 2014/15 the scheme received £10,000.

Whitlingham Charitable Trust – Louis Baugh, Mathew Bradbury, Gail Harris and Vic Thomson reported that the Broad had recently suffered from an outbreak of blue green algae which had an impact on the Outdoor Education Centre. There had been an unfortunate protracted change-over of the company operating the car parks but it was hoped that this was now fully in operation. Vic Thomson reported that he had recently attended the annual Friends of the Country Park meeting and some of those attending had been under the misapprehension that the car parking fees went to Norfolk County Council or Norwich City Council and had not realised that no car parking fees meant “no Country Park”. There were two children’s play areas due to be transferred to the Trust in December. However, some of the equipment was deemed not to be appropriate for the Trust, and instead will be passed to the Outdoor Education Centre. South Norfolk Council had agreed to remove all

the equipment and store this until the necessary funds were available. The Trust also reviewed the Risk Register as well as considered the potential impact of the Generation Park planning application on Whitlingham Country Park.

3/21 Items of Urgent Business

There were no items of urgent business.

3/22 Formal Questions

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

3/23 Date of Next Meeting

The next meeting of the Authority would be held on Friday 22 January 2016 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

3/24 Exclusion of Public

RESOLVED

to exclude the public from the meeting under section 100A of the Local Government Act 1972 for 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 outweighed the public benefit in disclosing the information.

3/25 Exempt Minutes – Broads Authority – 25 September 2015

RESOLVED

that the exempt minutes from the Broads Authority meeting held on 25 September 2015 were confirmed and signed by the Chairman

3/26 Exempt Minutes – Navigation Committee – 3 September 2015

RESOLVED

that the exempt minute of the Navigation Committee meeting held on 3 September 2015 be confirmed.

The meeting concluded at 13.22 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 20 November 2015

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Louis Baugh	3/9	Own Farm 60 Hectares of Peat Land
Kelvin Allen	-	Member of Broads Angling Strategy Group Member of Waveney River Trust
Mathew Bradbury	-	Member of ACU, Trustee of Whitlingham Charitable Trust, Toll Payer
Gail Harris	3/17-3/19	Trustee Whitlingham Charitable Trust
Peter Dixon		As already disclosed including Toll payer
James Knight	3/6-3/26	Hire Boat Operator, Toll Payer , Member of Boating Associations/Yacht Clubs and general Interest
Paul Rice		Member of Broads Society NSBA Member
John Ash	3/13	Toll Payer, Trustee Director of Wherry Yacht Charter Charitable Trust
Michael Whitaker	3/7 – 3/18	Toll payer, Hire Boat Operator and Chair of the BHBF
Jacque Burgess	-	Toll Payer

Public Question Time

Question submitted by Phil Ollier with Broads Authority Response

Review of Tolls Structure

The question with the Broads Authority's response is set out below:

Will the Authority confirm that it is its policy to base any change to the structure of the tolls system on a sober and considered review of the evidence for and against any such proposed change together with an equally sober and considered analysis of the possible consequences of those changes?

Broads Authority Response

A full-day Member Workshop on tolls was held on 23 September 2015. The event was independently facilitated and included three expert witnesses including the Chairman of the NSBA, the Secretary of the BHBF and the Head of External Relations for the British Marine Federation. They provided evidence and were questioned by members. The whole event together with analysis of the feedback from the Stakeholder Surveys means that members of the Authority and its Navigation Committee have a good understanding of the workings of the tolls system, the present structure of charges and the consequences of any changes. The decisions taken by Members today will be with that knowledge and understanding of the evidence and the impact of any changes, along with the briefing in the papers themselves.

While this meeting will deal with setting charges for 2016/17 a detailed evidenced-based review of the tolls structure for 2017/18 onwards has commenced and the terms of reference for the Working Group are appended to Item 13 (*and below as agreed*).

**Tolls Member Working Group
Role and Terms of Reference**

Membership of the Group

Prof J A Burgess	Joint-chairman	Secretary of State BA member, Chair BA, toll payer
Mr M Whitaker	Joint-chairman	Chair Navigation Committee, BA member, Chair BHBF, toll payer
Mrs N Talbot	Co-opted member	Navigation Committee, NSBA, toll payer
Mr B Dickson	Co-opted member	Navigation Committee, toll payer
Mr L Baugh	BA member	Secretary of State BA member, Finance Scrutiny & Audit Committee
Mr K Allen	BA member	Secretary of State BA member
Mr P Durrant	BA member (until 31.03.16)	Secretary of State BA member, Navigation Committee

Role

A Task and Finish Member working group to review the current structure of the Navigation Charges and develop a set of recommendations so that it will be fit-for purpose for the next 5 year period; and to produce a set of recommendations to be scrutinised by the Financial Scrutiny and Audit Committee in July prior to going to the Navigation Committee and decision by the Broads Authority in September 2016 so that any agreed changes can be incorporated into decisions made by the Broads Authority in November 2016 with a view to implementation in April 2017.

Terms of reference

- (i) To be cognizant of the Authority's three main purposes and statutory duties. The Review is to be informed by and linked to the strategic issues identified in the Broads Plan (2016-21) and other strategies including Sustainable Tourism (2016-21), Mooring Strategy/ Sediment Strategy/Asset Management Strategy.
- (ii) To develop a structure for the collection of tolls which is fair and reasonable and which will provide the basis for setting toll charges on a 3 year cycle.
- (iii) To review the processes, outputs and outcomes of previous Tolls Reviews (2005, 2009, 2012), taking forward unresolved issues such as the fixed and variable charging, fixed multipliers between different parts of the fleet, and the frequency/uncertainties associated with setting navigation charges.
- (iv) To develop a small range of options-for-change which are modelled/tested and their intended/unintended consequences fully considered
- (v) To call for evidence from a range of stakeholder groups, including those directly involved in previous Tolls Reviews and other interested parties, and to invite presentations to the Group as and when required.

- (vi) To report to the Navigation Committee and the Authority on progress on a regular basis.

Broads Authority Purposes:

- *Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;*
- *Promoting opportunities for the understanding and enjoyment of the special qualities of the broads by the public; and*
- *Protecting the interests of navigation*

While having regard to:

- *The national importance of the Broads as an area of natural beauty and one which affords opportunities for open-air recreation;*
- *The desirability of protecting the natural resources of the Broads from damage; and*
- *The needs of agriculture and forestry and the economic and social interests of those who live or work in the Broads.*