

Broads Authority

Minutes of the meeting held on 27 January 2017

Professor Jacquie Burgess – in the Chair

Present:

Mr K Allen	Mrs L Hempsall (up	Mr P Rice
Mr J Ash	to and including	Mrs N Talbot
Mr M Barnard	Minute 4/22)	Mr H Thirtle
Mr L Baugh	Mr G McGregor	Mr J Timewell (From Minute
Sir Peter Dixon	Mr G Munford	4/12
Ms G Harris	Ms S Mukherjee	Mr P Warner

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Mr S Hooton – Head of Strategy and Projects (Minute 4/9 and 4/ - 4/15)
Ms E Krelle – Head of Finance
Mr N Sanderson – Education Officer (Minute 4/15)
Ms C Smith – Head of Planning
Ms A Leeper – Asset Officer (Minute 4/12)
Ms L Marsh – Head of Communications (Minute 4/21)
Ms T Wakelin – Director of Operations
Ms B Williams – Volunteer Coordinator (minute 4/15)

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

4/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public.

Apologies were received from Mr M Bradbury, Mr W Dickson, Mr B Iles, Mr V Thomson and Mr M Whitaker. Mr Timewell hoped to join the meeting later.

The Chairman reported that she had received comments from some of those who could not attend and would provide these for the relevant items.

4/2 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) **Annual Report 2015/16**

The Chairman drew attention to the copies of the Annual Report for 2015/16 which had been circulated. This was also available in digital form and was an excellent demonstration of the range and quantity of work the Authority was carrying out in support of the Broads National Park. She urged members to let people know of its availability.

(3) **Staff Changes**

Director of Operations – Trudi Wakelin

The Chairman informed members that this would be Trudi Wakelin's last meeting as she would be leaving the Authority to take up a post with the Marine Management Organisation based in Newcastle in February 2017. Trudi had been with the Authority for almost 20 years from when she joined as Rivers Engineer until her position now as Director of Operations. The Vice-Chairman explained that he had known Trudi for much of that time through the links with Hickling and paid tribute to her expertise in balancing both the conservation and navigation interests. He recalled how she had made the best excuse ever of not being available for a Navigation Committee "that she had fallen off a camel." He commented that she would be sorely missed.

The Chairman presented Trudi with a bouquet of flowers from all the Members as a mark of appreciation and wished her good luck in her new position.

Trudi thanked all the members for their kind comments. She was grateful to the former Chief Executive, Aitken Clark for having taken a gamble at that time for taking on a young female Rivers Engineer and given her the opportunities and experience the Authority provided including purchasing of amazing pieces of equipment as well as being involved in taking legislation through Parliament. She had learnt a huge amount from members particularly Dr Martin George on conservation and Martin Broom on navigation. It had been a very interesting experience and for the vast majority of the time she had enjoyed it.

The Chairman congratulated **Rob Rogers**, currently Head of Construction, Maintenance and Environment who has been appointed in Trudi's place as Director of Operations from 6 February 2017.

Administrative Officer – Regina Green

The Chairman announced that we would also be saying farewell to Regina Green who had been Administrative Officer for nearly 35 years as she would be retiring at the end of February 2017. Although members may not have seen Regina very often she has been a vital member of the Governance team and tremendous support to the

Authority including organising the Members' Annual Reviews and making sure members' expenses were paid.
As Regina did not work on a Friday, the Chairman had presented Regina with a bouquet on Thursday afternoon from all the members. Regina had been very appreciative and wished her thanks to be conveyed to everyone.

(4) Member Annual Reviews

The Member Annual Review and Development Interviews were due to take place in February and March. An email offering dates would be sent to all members very shortly and they were requested to respond as soon as possible. The Review form was being revised and it was hoped that all members, not just the Secretary of State appointees and co-opted Members for whom it was compulsory, but also the local authority members would take this opportunity to engage in the process.

4/3 Introduction of Members and Declarations of Interest

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

4/4 Items of Urgent Business

There were no items of urgent business.

4/5 Public Question Time

No public questions had been received.

4/6 Minutes of Broads Authority Meeting held on 18 November 2016

A member considered that the minutes under 3/8 Tolls Review were inaccurate. It was noted that the Administrative Officer had amended the draft minutes in accordance with her notes to accurately reflect what had taken place with regard to the resolution concerning Passenger Craft. The issue had been raised at the Navigation Committee and was considered to be one of interpretation. A member who had previously objected in relation to the resolution explained that he was now satisfied with the amended minute.

Haydn Thirtle proposed, seconded by Nicky Talbot

RESOLVED by 14 votes to 1 against, and one abstention (as the member had not been at the meeting)

that the minutes of the meeting held on 18 November 2016 be approved as a correct record. They were signed by the Chairman.

4/7 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:

- **Judicial Review** – As the Authority had now received the decision on Mr Harris’s leave to appeal as being dismissed, it would now be able to proceed with the branding of the area as the Broads National Park.
- **Appointment to the Navigation Committee** – Following the advertisement being placed in the press, expressions of interest had been received from 13 people. The Navigation Committee would be considering the short list at its meeting on 23 February and interviews were due to take place on 1 March 2017.
- **Updating Enjoy the Broads Website** – Work on this was going very well. The website would now be called “Visit the Broads”. This had received support from the National Parks portal with a collaborative effort from its staff.
Greg Munford praised Authority staff for their management of the project. He reported that the whole of the Broads Tourism board was very pleased with the results and considered it would be a tremendous platform to market their businesses.

4/8 Using Audio Recording or Webcasting to Increase the Openness and Transparency of Broads Authority Meetings

The Authority received a report providing an analysis of the potential for introducing audio recording and possible video streaming for all Committee meetings in order to increase transparency, greater engagement, openness in line with the Nolan principles and ensure accuracy relating to decisions. An investigation of how some of the other National Parks had approached the matter had been made and was noted.

Members were fully in favour of audio recording considering it to be an excellent way forward in providing stakeholders with a greater access and understanding of the workings of the Authority in line with delivering good governance. Members advocated the use of microphones in any case as this had benefits for all. There was concern that the room may not be suitable for video recording but it was considered that this should be investigated and a business case made. A member suggested that a possible skype system might be investigated, perhaps for dealing with public questions for those who might not be able to attend.

Hadyn Thirtle proposed, seconded by Greg Munford and it was

RESOLVED unanimously

- (i) that the audio recording of all Broads Authority public meetings be adopted on a trial basis for the next six months to assist in the preparation of minutes and during that time the Authority's existing equipment is tested to see if it is suitable for the task and the issues involved in making the recordings available on the Authority's website are investigated;

Haydn Thirtle proposed, seconded by Sarah Mukherjee and it was

RESOLVED unanimously

- (ii) that the webcasting of Broads Authority public meetings be further investigated and officers report back to a future meeting.

4/9 Committee Timetable 2017/2018

The Authority received a report concerning the timetable of meetings from July 2017 to 2018. This took into account the deadline for the preparation of the accounts as well as the views of the Chairman and Vice-Chairman of committees. The Chairman of Broads Forum commented that the date for the Forum meeting in November 2017 had unfortunately been omitted.

RESOLVED

that the timetable of meetings for the period July 2017 to July 2018 be approved as set out in Appendix 2 of these minutes with the inclusion of 2 November 2017 for the Broads Forum meeting.

4/10 Business Plan and Strategic Priorities 2017/18

The Authority received a report that followed on and took account of the recent Business Planning workshop for members held on 8 December 2016. At this there had been recognition of the Authority's limited resources and the staff resources that were already committed and guidance had been provided on what the Authority should and should not be doing. Members gave consideration to the revised set of Strategic Priorities for 2017/18 which took account of the Broads Plan 2017 and the range of information in a draft Business Plan for 2017/18 and were included within that Business Plan.

It was noted that the Business Plan provided staff and members with an overview of the Authority's priorities, activities and use of resources for the coming year whilst the Strategic Priorities provided a focus on Authority led projects and helped to target resources as well as make the most of partnership working and external funding opportunities. Members supported the six priorities under the three key headings of having a pro-active approach in light of "Brexit" in order to progress catchment management and integrated flood risk management as well as the future of agri-environment; raising the profile of the area and reputation of the organisation; as well as external funding support to include progressing the developing Landscape Partnership Project, the potential CANAPE project in association with the Hickling Broad

Enhancement Project and particularly the progress on benchmarking with the other National Park Authorities.

With regard to the Landscape Partnership Project, Members sought assurances that the Authority had made sufficient provision for all the management costs and resources required and suggested a benchmarking with other organisations with similar projects. The Head of Strategy and Projects clarified that this matter had been raised and taken into account with the HLF Liaison officer and it was believed the Authority had made the sufficient necessary provisions for the management of the project.

With regard to catchment sensitive farming, a member commented that one of the difficulties had been that it was largely driven by Natural England and had been based on the worst case scenarios, was very fragmented and underfunded. The establishment of the Catchment Partnership Officer within the Broads had been a great improvement and with the mapping now in place to be able to target certain areas should help with progress. The announcement by Natural England of 6 new permanent contract posts for Norfolk to support Catchment Sensitive Farming should also provide improvements.

With regard to Integrated Flood Risk, a member considered that it was important that more positive milestones were included within the strategic priorities. It was recognised that some of these could not be more definite until the way forward was clearer following meetings with MPs, Local Authority leaders and the Defra Minister. Officers agreed to give further consideration to potential milestones within this priority.

The Chairman drew attention to the work identified within the Business Plan in relation to tolls. It was important that Members were in the forefront in dealing with the implementation of the new tolls structure as well as the paperless tolls system as a result of the Tolls Review and therefore the Tolls Review Group would remain in place until October to support this.

Members fully endorsed the work involved in developing the Business Plan and the Strategic Priorities for 2017/18 and congratulated staff on the valuable efforts into producing this as well as the practical work being undertaken.

Nicky Talbot proposed, seconded by Haydn Thirtle

RESOLVED unanimously

- (i) to adopt the strategic priorities for 2017/18 set out in Appendix 1 of the report;
- (ii) to Adopt the Draft Business Plan 2017/18 set out in Appendix 2 of the report.

4/11 Strategic Priorities 2016/2017

Members received a report setting out the progress in implementing the Authority's Strategic Priorities for this year 2016/17 and noted that these were progressing well and actions being completed (gold stars). It was noted that it was easy to under estimate the amount of work involved in producing the Broads Plan and Broads Local Plan and staff were commended on the considerable progress made within the adopted timescales. It was also pleasing to note that the Authority had had very positive feedback following the mid-term review with the HLF.

The regular updates from the Chief Executive to Parish Clerks and other stakeholders as part of the Stakeholder Action Plan, were welcomed. Thought was being given to how this could be extended to the Local Authorities. As Members received the Chief Executive Briefings, a member commented that it was the responsibility of all local authority members appointed to the Authority to report back and inform their own Districts of the work being undertaken.

RESOLVED

that the performance of the different projects to meet the Strategic Priorities for 2016/17 in Appendix 1 to the report be noted and welcomed.

4/12 Budget 2017/18 and Financial Strategy to 2019/20

The Authority received a report setting out information for the Authority to consider the consolidated income and expenditure budget for 2017/18 and a three year Financial Strategy to 2019/20. The latter was based on the previous four-year settlement for National Park Grant until 2019/20, the adopted overall 2.7% increase in navigation charges for 2017/18 and an assumption of 2.5% per annum increase in the subsequent two years.

Members noted the key factors for consideration of the Budget that included continued reductions to the Hire Boat Fleet, resourcing of the Asset Management Plan, changes to the pension costs and the Apprenticeship Levy being introduced from April 2017. They also noted the key assumptions made in preparing the Budget and the central and shared costs and cost apportionment between National Park Grant and Navigation. Subject to planning permission being granted, Members were also apprised of the situation with regard to funding options for the proposed pontoons north and south of Boundary Farm Dyke particularly as there was currently no provision in the budget for extra expenditure. A report would be brought to the next Authority meeting.

As part of the budget report, members also received details on the Asset Management Plan, noting that following the tender process, the Authority had changed its property consultants in June 2016. The consultants had since carried out detailed survey work on each of the Authority's buildings and identified and produced a detailed planned maintenance programme for each

building. This included the Ludham Fieldbase where the repairs and work identified were over and above that which had originally been budgeted for and included as part of the lease arrangements. In response to a member advocating that the status of the Ludham Field base be reviewed, it was clarified that the Authority had considered whether to sell or lease the asset on a number of occasions in the last four years. It had been seen as appropriate to retain the base as a significant potential income earner rather than sell since there were a number of restrictions on the site. It was clarified that 92% of the costs of the field base were allocated to National Park expenditure and therefore most of the proceeds from any sale could not be used for navigation expenditure. Officers would again investigate the potential for selling the property. A member suggested that professional indemnity policy in association with the previous property consultants be investigated. Members welcomed the monitoring and review procedures being adopted to enable adjustments to be made to the maintenance programmes and annual contributions.

Paul Rice proposed, seconded by Nicky Talbot and it was

RESOLVED unanimously

- (i) That the assumptions made and applied in the preparation of the Budget be endorsed and the 2017/18 Budget be adopted.
- (ii) That the Earmarked Reserves Strategy for the period 2017/18 to 2019/20, and the proposed contributions to and from Earmarked Reserves for the period 2017/18 to 2019/20 be adopted.
- (iii) That the additional contribution to reserves as set out in paragraphs 13.4 and 14.1 of the report following the Asset Management buildings and launch review, be adopted:
 - To include a total annual provision of £50,000 as contribution to property reserves to cover the costs of required external works for Broads Authority Assets. – this to be funded £36,000 from National Park Grant and £14,000 from the Navigation Budget; and
 - The first year's contributions to be met from the normal maintenance budget and existing property reserves with suggested contributions starting in 2018/19.
 - Increase of the navigation contribution to reserves by £3,000 per annum from 2018/19 as detailed in Appendix 4 of the report noted. Review of Ranger Services for 2017/18 to include a review of the launches prior to any further purchase.
- (iv) The cost benefit analysis of Ludham Field Base be re-investigated.

4/13 Consolidated Income and Expenditure from 1 April to 30 November 2016

The Authority received a report providing a strategic overview of the current key financial issues. This included the consolidated income and expenditure figures from 1 April 2016 to November 2016 which also provided figures for the latest available budget and the overview of Forecast Outturn 2016/17.

A verbal update was provided on the actual figures up until the end of December. The total variance in table 1 had decreased slightly to a favourable variance of £297,591.

The current forecast outturn position for the year suggested a surplus of £24,924 for the national park side and a deficit of £18,802 on navigation resulting in an overall surplus of £6,122 within the consolidated budget, which would indicate a general fund reserve balance of approximately £1,069,000 and a navigation reserve balance of approximately £314,000 at the end of 2016/17 before any transfers for interest. This would mean that the navigation reserve would be just at the recommended level of 10% of net expenditure during 2016/17.

RESOLVED

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

4/14 External Funding Update

The Authority received a report on the recent progress made in developing an approach to securing more funding and support from external sources based on the set of priorities adopted by the Authority in July 2016 relating to national priorities in supporting the National Park Partnerships and Local Priorities. Members noted and welcomed the progress made against each of the priorities. Members noted and welcomed the good progress that had been made on the top two priorities of HLF Mills and Marshes Project and developing a closer relationship with the Broads Charitable Trust. They also noted the commercial successes as part of the National Park Partnership initiatives, and the expression of interest for the two year project Visit England: Discover England Fund. Members welcomed the internal audit report on the review of external funding and noted the necessary risk analysis undertaken and proposed issues to be addressed.

In particular members gave consideration to the submission of the CANAPE bid for European funding towards the implementation of the Hickling vision, details of which were provided in a presentation by the Director of Operations. The project involved a Broads Authority commitment of €800,000 including the purchase of equipment and €252,000 for community engagement considered to be essential. The match funding required for the project to continue would be £60,000 per year for a further four years beyond 2017/18 shared 50/50 National Park/Navigation. (£30,000 National Park Grant/£30,000

Navigation)The key outputs in relation to the Hickling enhancements included improving the littoral margins in Hickling Broad, reusing dredged material and improving habitats; the project would also be exploring the potential for reuse of fen materials such as composting or biofuels and potential marketing of these, to assist the Authority in its fen management and create carbon benefits. Joint working with partners in Europe on communication and dissemination activities and linking into the catchment work would also be important outputs from the project. The Authority was to be the lead partner. In view of the expertise required and additional administration involved officers had contracted Norfolk County Council to undertake the bid writing and to tender for providing project management support if the bid was successful, given that they had the necessary expertise. It would also be beneficial to develop the relationship with Norfolk County Council for the future. Based on the knowledge from PRISMA, it was explained that the level of audit for such an INTEREG funded project was much greater than that of HLF funded projects and the approach being taken was considered to be in the best interests of the Authority. It was recommended that a ring fenced reserve fund be set up to cover this with an initial contribution from existing reserves to cover cash flow issues, to be repaid at the end of the project. The deadline for submission of the application was 31 January 2017 and a decision was expected in June 2017 with the potential start of January 2018.

In general Members welcomed the project especially the proposed engagement with farmers and the potential long term benefits including creation of new markets and possible income streams as well as the links in knowledge with work done and being done in other European countries. Members noted that the Navigation Committee had been updated on the project and supported its benefits. One member considered that he did not have sufficient information to support the proposal at this stage.

As had been suggested at the Member Business Plan Workshop on 8 December 2016, Members also considered the proposal to set up a Member Working Group, the purpose of which would be to develop a funding strategy for the medium and long term to access external funding including commercial activity to support the implementation of the new Broads Plan 2017.

Peter Dixon proposed, seconded by Nicky Talbot

RESOLVED by 14 votes to 0 with 2 abstentions.

- (i) to approve the submission of the CANAPE bid with the Broads Authority as the lead partner, and note the commitment towards the matched funding and recognition that if successful this will divert some of the Authority's practical work towards the implementation of the Vision for Hickling Broad.

Sarah Mukherjee proposed, seconded by Kelvin Allen

RESOLVED unanimously

- (ii) that a Member Working Group be established with the task of developing a draft medium term external funding strategy whose aim is to support the delivery of the Broads Authority's priority activities in the new Broads Plan. The Terms of Reference to be developed by the Working Group and brought back to the Authority's next meeting for approval.

4/15 Draft Education and Volunteer Strategies

The Authority received a report together with the two key strategies on Education and Volunteering which had recently been updated with a view to them being in conformity with the emerging new Broads Plan for 2017 – 2022 particularly relating to Aspiration 10. *“Strengthen connections between a wide audience, particularly local communities and young people, and the Broads Environment”*. The Education Officer and the Volunteer Coordinator provided further information on the strategies both emphasising that they would also have strong links with the Landscape Partnership Project and that the two strategies were closely inter-related.

Members expressed appreciation for the presentations and the work that had been undertaken already and in developing the next phase. They noted that the strategies were ambitious but noted, welcomed and were fully supportive of them. They also welcomed the focus on encouraging young people as well as wider audiences. It was suggested that a footnote be provided to clarify what was meant by “local schools”. This related to schools within a 5 mile radius of the Broads area boundary. Most of the schools in Norwich, Yarmouth and Lowestoft would fall within this category. It was clarified that any equipment to be provided for use by volunteers would be supplied and paid for by the Authority. A member commented that as part of Aspiration 10 How Hill provided an excellent resource as demonstrated by the 1,532 people attending residential courses and 1,634 attending day trips in the last year. A member encouraged others to attend the Volunteer Celebration day.

Given that the strategies had distinct audiences and it was important that those groups had the opportunity to feed into them, members welcomed the proposal to carry out further targeted consultation prior to adoption at the end of the financial year.

RESOLVED

that the Draft Education and Volunteer Strategies be approved for consultation with targeted appropriate organisations.

4/16 Loddon Conservation Area Re-Appraisal for adoption

The Authority received a report on the Loddon and Chedgrave Conservation Area Re-Appraisal following the public consultation undertaken in July 2016, together with the management plan and proposed amended boundary. It was noted that the Re-Appraisal was part of the Authority's ongoing programme for re-appraising the 25 Conservation Areas within the Broads.

The Planning Committee received this report together with a presentation at its meeting on 6 January 2017. The Committee considered that the area identified by the boundary map including the extension and area described in the appraisal and management plan of Loddon and Chedgrave was worthy of Conservation Area designation following the detailed assessment, public and stakeholder consultation. They therefore recommended that the appraisal and management plan for the Loddon and Chedgrave Conservation Area, for that part of the Area within the Broads Authority executive area, is formally adopted by the Broads Authority.

RESOLVED

that the Loddon and Chedgrave Conservation Area re-appraisal and management plan that falls within the Broads Authority executive area be adopted.

4/17 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.

The Chairman of the Broads Forum drew attention to the fact that there were no minutes from the last meeting of the Broads Forum coming to this meeting as this had taken place in July, and a special meeting in November on climate change and flood risk had replaced the normal meeting. Therefore there had not been another meeting to ratify those minutes in the meantime and the Authority was receiving information that was well out of date. It was agreed that the Draft Minutes from the Broads Forum (and Broads Local Access Forum) be provided for the Authority meetings prior to being finally approved by their respective next meetings.

RESOLVED

(i) Broads Local Access Forum – 7 September 2016

The Chairman of BLAF drew attention to the Committee's consideration of the Norfolk County Council Rights of Way Improvement Plan which appeared to have some serious omissions in relation to the Broads, the Authority's work with the City Council on developing access to tourist facilities and exceedingly limited mention of the Broads National Park in general. The Member appointed by Norwich City Council expressed appreciation for the work of the access forum particularly on behalf of the Norwich residents.

RESOLVED

that the minutes of the Broads Local Access Forum meeting held on 7 September 2017 be received.

(ii) **Navigation Committee: 27 October 2016**

RESOLVED

that the minutes of the Navigation Committee meeting held on 27 October 2017 be received.

(iii) **Planning Committee: 14 October, 11 November and 9 December 2016**

RESOLVED

that the minutes of the Planning Committee meetings held on 14 October, 11 November and 9 December 2016 be received.

4/18 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.

4/19 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 National Parks– Peter Warner commented that the next meeting would be in May. As he would be leaving the Authority a replacement Broads representative would be required.

Broads Tourism – Greg Munford reported that the membership of Broads Tourism had now increased by 50% in the last few months to 103 with the aim of doubling this to over 200. The development of the website in association with the Authority was progressing very well. The organisation's presence at the London Boat Show had been successful and Broads Tourism would also be present at the Outdoors Show.

How Hill – John Ash reported that the last meeting of the Trust had been very positive. For the first time the Trust was demonstrating a funds surplus. However, the Centre was very dependent on donations. The appeal that was set up in 2016 was going well and discussions concerning the maintenance of the house were on going. All the activities were also going well and bookings from schools within term time for 2017 were full.

Norfolk and Suffolk Broads Charitable Trust – John Ash reported that good progress was being made on developing the wider role of the Trust in association with the work of the Authority but also establishing the Trust's independence.

Norfolk Windmills Trust – Jacquie Burgess reported that the HLF bid from the Trust to develop Stracey Arms was looking hopeful. The next meeting of the Trust would be on 9 March 2017 at Yare House.

Upper Thurne Group – Kelvin Allen reported that a bid for drainage structures on the whole of the Upper Thurne was being progressed. A new group had been created as part of the Catchment Plan for the Wensum. As well as funds from the Authority and the Rivers Trust, attempts were also being made to gain support from the Environment Agency.

Whitlingham Charitable Trust – Gail Harris reported that the Trust had held its annual meeting on 25 January 2017. It was noted that although the Trust was attempting to be sustainable, it was heavily reliant on income from the car park. The Trust applauded the excellent job the Broads Authority's Finance team was doing. The quality of the reports gave the Directors and Trustees confidence.

4/20 Items of Urgent Business

There were no other items of urgent business for consideration.

4/21 Formal Questions

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

4/22 To consider a motion of which notice has been received :under Standing Order 4

A motion was received from Mrs Lana Hemsall in accordance with Broads Authority Standing Order Part A Clause 4.2 proposing a Corporate Peer Challenge from the Local Government Association set out as follows:

Sector led improvement has real momentum. Many Local Authorities across the country are adopting the approach and taking up the Local Government Association's offer of support. At the heart of this offer is corporate peer challenge. Corporate peer challenge is delivered by the sector for the sector. It is voluntary in nature and tailored to the needs of each Authority. This flexibility is making it a real asset and delivering improved outcomes. Members of the Broads Authority are asked to endorse this approach and progress the delivery of a Corporate Peer Challenge from the Local Government Association."

Mrs Hemsall commented that in deference to the information that had been circulated to all members the day before, which appeared to suggest a number of reasons why a review by the LGA should not be undertaken, she wished to make an amendment to the proposal. She considered that a peer review would be very beneficial to the Authority and therefore proposed that she and Guy McGregor and others prepare a balanced report for consideration in a paper to the FSAC. Her amendment would be that a paper

be prepared for the FSAC for them to consider and a report brought back to the March meeting of the Authority.

Gail Harris commented that if put she would not support the motion. She proposed a counter motion which was circulated to all members.

“We ask that the Financial Scrutiny and Audit Committee considers the need, scope and terms of reference for a peer review involving the National Park Authorities and independent experts into the governance arrangements of the Broads Authority and how they can be modernised.”

Gail Harris expressed concern that a peer review was not appropriate for the LGA to carry out as they had no experience of reviewing National Parks. She expressed support for a peer review but it was important that the actual scope of the review was established and that those carrying it out should be independent and that the scope and terms of reference should be examined by the FSAC.

Louis Baugh fully supported this.

In support, Louis Baugh commented that the Authority had gone through two NPAPA reviews and the easier-to-identify issues had already been examined in terms of improvements, therefore he suspected it would be harder in a third review to identify the areas requiring further improvements.

Guy McGregor, although in support of a peer review, considered that a potential peer review should not be limited but also include local authorities and the LGA. He commented that the LGA did have considerable experience of governance arrangements and as the Authority was a local government body it would be appropriate for members of the LGA to carry out a peer review. If the motion was limited to not include the LGA he could not support it.

Another member commented that there may have been political discussions among local authority members of which the Secretary of State appointees had not been party to and therefore were unaware of the background to the motion.

The Chairman then put the motion proposed by Gail Harris and seconded by Louis Baugh, to the vote.

RESOLVED by 10 votes in favour and 6 against:

that the Financial Scrutiny and Audit Committee considers the need, scope and terms of reference for a peer review involving the National Park Authorities and independent experts into the governance arrangements of the Broads Authority and how they can be modernised.

A member drew attention to a remark made by another member that was considered to be totally inappropriate and disrespectful, particularly in the light

of the Authority's recent Code of Conduct Training. The member later apologised if his remark (which was said under his breath) had caused offence and subsequently withdrew it.

4/23 Date of Next Meeting

The next meeting of the Authority would be held on Friday, 24 March 2017 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

4/24 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

4/25 Restructuring the Communications Team

The Authority received a report containing exempt information relating to the recent review of the Communications Team as requested by Members. The restructuring of the Team addressed the challenges facing the Authority in association with its three purposes particularly relating to promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public particularly in relation to communications. The changes in the team were designed to strengthen the Authority's ability to maintain both the Broads Authority and 'Visit the Broads' websites, deal with the press, publicity, engage with social media and take a more proactive stance in its promotion of the area and the work of the Authority. The changes in the team required expenditure outside the normal delegation.

Members supported the proposed restructuring of the team and the costs involved.

Louis Baugh proposed, seconded by Sarah Mukherjee and it was

RESOLVED by 14 votes to 0 with 1 abstention.

- (i) that a redundancy payment and associated pension fund strain cost as set out in the report to implement the new structure for the Communications team be approved.
- (ii) that a pension fund payment to allow the flexible retirement of a member of staff within the team be made.

4/26 Update and Proposed Action at Thorpe island

Mr Munford, having declared an interest in the item, left the room for the discussion.

The Authority received a report containing exempt information concerning the long standing enforcement matter at Thorpe Island and a High Court injunction being obtained in June 2016 as well as final charge in favour of the Authority on 2 December 2016.

Members endorsed the proposed approach and action.

Paul Rice proposed, seconded by John Timewell and it was

RESOLVED unanimously.

- (i) the Authority firstly seeks an Order to Obtain Information (OOI) from the judgment debtors, by way of an oral examination.
- (ii) thereafter, if the Authority is unable to recoup the debt owed, it seeks to enforce its charging order by an order for sale of Thorpe Island.

The meeting concluded at 13.38 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 27 January 2017

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen		Chair of Broads Angling Strategy Group Member of Waveney River Trust
Paul Rice		Chairman of Broads Society NSBA
Greg Munford	4/26	Chairman of Broads Tourism Ltd, Chairman BMBS, CEO of Richardson's Leisure , HB TD Director of British Marine Personal TP Thorpe Island – Richardson's Leisure has a charge over land.
Gail Harris		Director Whitlingham Charitable Trust
John Ash		Director/Trustee Wherry Yacht Charter Charitable Trust. N&S Broads Charitable Trust, How Hill Trust
Sarah Mukherjee		Director of Environment, Water UK Trustee How Hill, As of March 2017 CEO of Crop Protection Association.
Other Members in attendance		Interests as previously declared.

Committee Timetable 2017/18

	2017								2018							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning Committee	Fri	10.00 am	21	18	15	13	10	8	5	2	2/23	27	25	22	20	17
Planning Committee Site Visit *	Fri	10.00 am	7	4	1	6/20		1	19	16		20	11	8	6	3
Broads Forum	Thurs	2.00 pm	27				2			1		26			12	
Local Access Forum	Wed	2.00 pm			6			6			7			6		
Navigation Committee	Thurs	2.00 pm			7	26		14		22		19		14		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	25				14				6				24	
BROADS AUTHORITY	<u>FRI</u>	10.00 am	28		29		24		26		16		18		27	
Member Annual Site Visit	Thurs		13												5 or 13	
Member Development Reviews**																

* Scheduled dates if required

** These will take place in February and March 2018 (dates to be agreed)

Bank Holidays	28 August 2017, 7 May and 28 May 2018
Good Friday	30 March 2018
Easter Monday	2 April 2018