

## **Broads Authority**

Minutes of the meeting held on 24 March 2017

Professor Jacquie Burgess – in the Chair

### **Present:**

Mr K Allen	Mr B Iles	Mrs N Talbot
Mr J Ash	Mr G McGregor (up	Mr H Thirtle
Mr L Baugh	to Minute 5/16)	Mr V Thomson
Mr M Bradbury	Ms S Mukherjee	Mr J Timewell
Sir Peter Dixon	Mr P Rice	Mr P Warner
Ms G Harris		

### **In Attendance:**

Dr J Packman – Chief Executive  
Mrs S A Beckett – Administrative Officer  
Ms N Beal – Planning Policy Officer (Minute 5/ 11)  
Mr S Birtles – Head of Safety Management  
Mr W Burchnall – Project Manager (LPS) (Minute 5/9)  
Mr D Harris – Solicitor and Monitoring Officer  
Mr S Hooton – Head of Strategy and Projects (Minute up to 5/12)  
Ms E Krelle – Head of Finance  
Ms A Long – Director of Planning and Resources  
Mr R Rogers – Director of Operations  
Ms C Smith – Head of Planning (Minute 5/9 - Minute 5/29)

**Others Present:** Brian Wilkins – Navigation Committee

### **5/1 Apologies and Welcome**

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

Apologies were received from Mr M Barnard, Mr W Dickson, Mrs L Hempsall Mr G Munford and Mr M Whitaker.

### **5/2 Chairman's Announcements**

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

The Chairman reminded members that in line with the decision made at the previous meeting, the proceedings from this meeting would be recorded. She emphasised that the Broads Authority retains the copyright and the purpose of recording was as a back-up for accuracy. Investigations were being made as to how these would be available from the Authority's website. Following a request from the Chairman,

no members of the public indicated that they would be recording or filming the proceedings.

(2) **Members Annual Reviews**

On behalf of the Acting Chairman of the Navigation Committee, Nicky Talbot, and the Vice-Chairman Peter Dixon the Chairman thanked everyone who had taken part in the Members Annual Reviews. She was pleased that as many as 24 out 25 had taken part and she would be preparing a report for the next Authority meeting in May that would inform the Member Development Programme for 2017/18.

(3) **Broadcaster 2017** This year's issue of the Broadcaster was now available and Members were invited to take a copy as well as distribute copies to others.

(4) **Dates to Note:**

The Chairman informed members of the following events:

- Broads Authority Annual Open Day – Saturday 13 May 2017 at Whitlingham Country Park
- Broads Planning Design Quality Tour: Friday 16 June 2017. This was for the Planning Committee but other members are invited.
- Members Annual Site Visit: 13 July 2017. This would focus on the Southern Broads and all Members were encouraged to attend.

(5) This would be the last meeting for **Peter Warner** whose term of office finished on 31 March 2017 after having been with the Authority for four years. He had taken a very active role in the Planning Committee for two years and served on the Broads Local Access Forum. He had also been the Authority's representative on the Campaign for National Parks. Having now moved to Cornwall he had with regret decided to stand down. As a mark of appreciation, the Chairman presented Peter with a small gift from the Authority. In response, Peter thanked all the Members and staff for their support and in particular the Chairman.

(6) **Lorna Marsh** – The Chairman announced that Lorna Marsh who as Head of Communications had been a lynch pin for the Authority's activities over the last 4 years, would be leaving the Authority on 12 May 2017 to take up the role as Associate Editor at Content Consultants, a local communications and PR agency specialising in health advice and messaging for mothers and children, including the third world. Members wished her well in her future career.

(7) **Sarah Mullarney** – The Chairman introduced and welcomed Sarah Mullarney, our new Administrative Officer in the Governance Team. One of Sarah's main duties would be to deal with Member Allowances.

### **5/3 Introduction of Members and Declarations of Interest**

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

### **5/4 Items of Urgent Business**

There were no items of urgent business.

### **5/5 Public Question Time**

No public questions had been received.

### **5/6 Minutes of Broads Authority Meeting held on 27 January 2017**

The minutes of the meeting held on 27 January 2017 were approved as a correct record and signed by the Chairman.

### **5/7 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:

**Ludham Bridge Footpath** – After four years, it was with pleasure that the Chief Executive announced that the footpath was now open to the public and the official opening was arranged to coincide with the Outdoors Festival on 2 May 2017. Members welcomed the information and the successful conclusion.

**Lease of Moorings on River Thurne** – This was included as an item on the agenda (Minute 28). Negotiations were still ongoing. One of the issues here was waste.

**Moorings and Waste Facilities** – The Chief Executive commented that waste had been a considerable issue in association with moorings in general. However, through the officers of Norfolk County Council and North Norfolk District Council, a potential solution had been found in association with the parish councils. If a parish council took a lease of the waste site then the District Council would collect the waste and the County Council would not charge a commercial rate for collection. Sites in Ludham and Horning had been the most significant.

The Chief Executive read out an email received from Horning Parish Council explaining that agreement had been reached with North Norfolk District Council and the County Council whereby a concrete pad with wooden posts would be installed to locate waste bins. This proposal has been agreed with the Environmental Service Manager at NNDC. The costs of installing this concrete pad, and the wooden posts, were estimated to be £940.00. Unfortunately, due to timings the parish council had not been able to include a provision for the expenditure when setting the precept for the forthcoming financial year and did not have the sum available in its existing reserves. Given that the Authority had indicated that it would be prepared to make some contribution due to the difficulties encountered, the Chief Executive proposed that the Authority pay the full costs of installing the facilities from its maintenance budget. Members fully supported this initiative subject to the parish council's lease arrangements with the District Council. They also suggested that the possibility of recognition of the facility being within the Broads National Park through branding be included. It was noted that similar discussions were taking place with Ludham Parish Council.

Members were appreciative of the efforts that had been taken to pursue a satisfactory solution and thanked the officers of North Norfolk District Council and Norfolk County Council for finding a degree of flexibility around the regulations to resolve the issue.

#### RESOLVED

That the Authority pay the full costs of providing waste facilities for the moorings site in Horning from its maintenance budget, subject to the lease arrangements between the Parish Council and the District Council being of a suitable length and suitable wording on the facility to recognise the new branding of the area as the Broads National Park.

**Enjoy the Broads/Visit the Broads Website** – Joint Project with Broads Tourism: Very good progress was being made and it was on target for it to be officially launched by the end of March 2017. Particular thanks were given to Lorna Marsh, Steven Linford , Karen Sayer, Vicky Short and others for their efforts in developing the site. It had been very favourably received by Broads Tourism.

#### **Member Allowances** – relating to care for dependents.

The Authority had been informed that a civil servant had been allocated the task of examining the matter. It was noted that this was a cross department issue and would probably require legislation. Although, it might not be a priority due to the considerable amount of work involved with "Brexit", there could be the opportunity for this to be included as a clause within any amended relevant legislation. Members considered that it was important to monitor the situation and keep raising the issue. It was agreed that the matter should be referred to in the Secretary of State appointees' Annual Reviews when submitted to Defra.

**External Funding Update – CANAPE bid** – this had been submitted and requests for more information had been received subsequently.

**The Member Working Group on External Funding** – The Chief Executive referred to item 17 on the Peer Review which would take up considerable time and staff resources and therefore would have a bearing on priorities for the Authority's work programme. Between the final submission of the Landscape Partnership Scheme and decision in October, the Project Manager would be able to work with the Head of Strategy and Projects on a potential funding strategy. Kelvin Allen, Mathew Bradbury and John Ash had volunteered to be involved to act as a reference group to support this initiative.

## 5/8 Landscape Partnership Scheme Presentation

The Authority received a report and presentation on the progress being made on the development phase for the Landscape Partnership Scheme (LPS) prior to submission in May 2017 with a decision on the proposed implementation phase due in October 2017. If successful the delivery phase would commence in January 2018 with completion in December 2022 although there could be an extension of 3 – 6 months. Members had received the 4 appendices concerning the Project Summary, the Access report, the Heritage Skills and Training report as well as the Learning, Interpretation and Audience Development report. The Project Manager provided specific reference to the Landscape Character Assessment which had been produced in three sections with the assistance of colleagues at Norwich City Council. As suggested by the Heritage Asset Review group, this would be submitted to the Landscape Institute annual awards competition. The aim was to provide separate publications for each of the individual character areas and for these not only to be available on the website but also in coffee table style at the Tourist Information Centres. Members requested that thanks be conveyed to officers from Norwich City Council for their assistance.

Particular reference was also given to the excellent data, analysis and interpretive material provided to a very high technical standard by the innovative scanning device for the historic landscape and cultural heritage aspects of the project, notably the Mills. This would provide long term benefits for future projects for example in developing Stones Mill as a Wildlife Habitat Mill and in the general restoration work on 12 Mills in the first instance. The Project Manager also referred to the valuable involvement of the Heritage Training Skills Group and the International Boatbuilding College at Lowestoft. The aim would be to extend the skills training base beyond the Broads area.

The Project Manager explained that the involvement of the community was one of the most important aspects of the scheme and efforts were being made to engage with key individuals who actively participated in their local community.

Members noted the strategic risk assessment and the identified mitigation measures. They were assured that partnership arrangements were being finalised for the 38 projects as part of the £4.5million programme. Officers

were in the process of obtaining additional confirmation from those partners already signed up to the project including financial commitments. (A list would be made available). Members considered that it would be beneficial to promote the project through various types of media not just via the website/internet, suggesting contact be made with BBC Norfolk TV and Radio, and Mustard TV. It was also suggested that it would be useful to feed into the HLF the Authority's experiences in developing the project.

Members enthusiastically welcomed the considerable progress made and congratulated the officers on the achievements. Particular thanks were expressed to the staff at Norwich City Council for the outstanding work in developing the Landscape Character Assessment for publication.

Members thanked the Project Manager for his interesting presentation.

Sarah Mukherjee proposed, seconded by Paul Rice and it was

**RESOLVED** unanimously

- (i) that the progress on the Landscape Partnership scheme be noted and endorsed;
- (ii) that the strategic risks associated with the project set out in Section 2 of the report are noted;
- (iii) that the Authority fully supports the submission of a second round application to the Heritage Lottery Fund, of the Landscape Partnership Scheme.

## **5/9 Broads Plan 2017 - 2022**

The Authority received a report on the Broads Plan for 2017 - 2022 together with the consultation comments received. It was noted that the Plan captured a great deal of work within the Landscape Partnership scheme. It was also a plan for the Broads and following a detailed process and consultation period that began October 2015 and with 2 periods of public consultation in 2016. As a result of the consultations, changes had been made to the draft plans as appropriate. In addition, appropriate changes had been made to the statutorily required Sustainability Appraisal (Appendix C) and the Habitats Regulations Assessment of the draft plans which were the subject of consultation at the same time. It was noted that ways of cross referencing to other documents and partners would be included together with links and the final version of the plan would be professionally designed with illustrations. The formal launch would be in the summer possibly June/July 2017.

Members noted that the Broads Plan was a plan for the Broads and not just the Authority and its success and benefits would be judged on its implementation. The plan would provide the structure and golden threads for the Authority's strategic priorities and therefore these would help to monitor

progress. Members requested to be notified in advance about the details of the launch.

The Chairman on behalf of Members wished to express gratitude to all those involved in producing such an excellent document, which acted as a showcase and guidance for the work of the Authority and its partners in the Broads.

Haydn Thirtle proposed, seconded by Nicky Talbot and it was

RESOLVED unanimously

- (i) that the consultation responses received to the revised Draft Broads Plan 2017 are noted;
- (ii) that the Broads Plan 2017, subject to minor changes, be adopted.

#### **5/10 Education and Volunteer Strategies for adoption**

The Authority received a report providing the final versions of the Broads Education Strategy 2017- 2022 and the Broads Volunteer Strategy 2017- 22 following the targeted public consultation since January 2017. Members noted the responses received and that all responses to the documents had been considered and appropriate changes made to the final strategies. Members noted and welcomed the considerable interrelationship between the two strategies, that they were in conformity with the emerging Broads Plan 2017- 22 and had strong links with the HLF project themes in the Broads Landscape Partnership Scheme: Water, Mills and Marshes.

Members welcomed the strategies. In particular they emphasised the importance of encouraging health and wellbeing and the ability to contribute to this through the promotion of outdoor activities and the valuable resource of the volunteering programme. It was noted that officers would be exploring this further. Members emphasised that partnerships with educational establishments as well as the Authority's staff who supervised volunteers were key to implementing the strategies and engaging with young people. It was noted that the Broads Society was keen to engage with the Authority's volunteering programme and rangers and hoped to work closely with the Authority in this area and in arranging events in the future.

Mathew Bradbury proposed, seconded by Gail Harris and it was

RESOLVED unanimously

That the Broads Education Strategy 2017-22 and the Broads Volunteer Strategy 2017-22 be adopted for implementation from April 2017.

#### **5/11 Broads Local Plan: Flood Risk Supplementary Planning Document (SPD) for adoption**

The Authority received a report setting out the new Flood Risk Supplementary Planning Document (SPD) following the consultation carried out in December 2016. This updated the previous SPD from 2007 and was developed 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.

The SPD had been produced in association with the colleagues within the Environment Agency and Lead Local Flood Authorities. The document had been recommended for adoption by the Planning Committee at its meeting on 3 March 2017.

John Ash proposed, seconded by Nicky Talbot and it was

RESOLVED unanimously

that the report be noted and the new Flood Risk Supplementary Planning Document be adopted.

#### **5/12 Stalham Staithes Conservation Area (re-Appraisal) for adoption.**

The Authority received a report on the Stalham Staithes Conservation Area Re-Appraisal following a detailed, extensive and successful consultation. The re-appraisal had been considered on a number of occasions by the Authority's Heritage Asset Review Group. The Authority's Planning Committee had considered this at its meeting on 3 March 2017 and welcomed the thoroughness of the work involved and particularly the positive engagement with the local community, which had resulted in the formation of the Stalham Staithes Forum which was now dealing with a number of issues outside the scope of the CA appraisal and to which officers had been invited. The Committee had recommended that the Conservation Area re-appraisal be adopted.

Peter Dixon proposed, seconded by Vic Thomson and it was

RESOLVED unanimously

that the Stalham Staithes Conservation Area re-appraisal and management plan for that part of the Area within the Broads Authority executive area, be adopted.

#### **5/13 Housing White Paper: Planning Fees**

The Authority received a report on the Government's proposal to enable local planning authorities to increase planning fees, currently nationally set, by 20% from July 2017. This would be on the basis that planning authorities committed to invest that additional fee income for their planning service, the aim being to speed up the planning process and increase the number of houses being built. The CLG requested a response to such a proposal from

all local authorities by 31 March 2017 and for this to be signed by the Section 151 officer. (The time limit had been extended from the original requirement for a response).

It was noted that the other Local Authorities within the area as well as most of the National Parks would be indicating their acceptance of the 20% increase. It was noted that the Authority already carried out a number of the additional tasks required, it had an up to date Local Plan, consistently met statutory targets for speed and quality in determining planning applications, it did not charge for pre-application advice and customer satisfaction was good. However, it was recognised that there was always room for improvement, particularly with regards to monitoring and enforcement. Although it was considered that the Authority would not be in a position to speed up the process for additional housing, it would be seen to be out-of-step with the other LPAs if it did not accept the increase. Some members considered that such a provision would not achieve what the government was attempting and the additional costs would be a burden on individuals. It was considered it would be counter-productive to the Government's aims.

In general, provided the additional fees, amounting to approximately £15,000 were specifically targeted to tangible benefits to improve the authority's planning service, members considered the 20% increase should be accepted. It was proposed that the Planning Committee give consideration to which aspects of the service the additional fees should be targeted.

Haydn Thirtle proposed, seconded by Vic Thomson it was

RESOLVED by 14 votes in favour, 2 against that

- (i) the Authority responds to the Government indicating that it would accept the offer of a 20% increase in application fees from July 2017.
- (ii) the Authority commits to spending this additional fee income in the planning department on tangible planning benefits.
- (iii) that the Planning Committee gives consideration to where the additional income should be targeted but that consideration be given to extending the proactive Condition Monitoring scheme and Enforcement.

#### **5/14 Strategic Direction 2016/17**

The Authority received the last report for this year 2016/17 that set 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. 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 which had been successfully completed. The Tolls Review, although not specifically a strategic priority, had been a major piece of work and the new structure was now being implemented and a significant amount of income for 2017-18 had already been received in advance of the start date of the 1 April 2017. Consideration

of waste and the development of an agreed way forward had also been a major issue.

The Chief Executive commented that it had been an unusual year in that there had been three high court cases all of which had provided clear and helpful decisions. It was pleasing to note that good progress was being made in the development of the Landscape Partnership Scheme, and the practical work at Hickling involving dredging and the creation of reed beds was successful and completed on time. In addition the Authority's work with National Park Partnerships was proving fruitful; the Chief Executive provided information on an exciting new corporate national park sponsorship with a proven international clothing company which would be important in raising the profile of National Parks. The scheme was due to be launched in London in May with the national parks benefiting from clothing supply in October. It was hoped that this would pave the way for a series of successful corporate sponsorships.

#### **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.

#### **5/15 Financial Performance and Direction: Income and Expenditure and Investment Strategy**

The Authority received a report providing a strategic overview of the current key financial issues and items for decision. This included the consolidated income and expenditure figures from 1 April 2016 to 31 January 2017 which also provided figures for the latest available budget and the overview of Forecast Outturn 2016/17. The Head of Finance also provided an update on the latest figures to the end of February 2017 which meant the variance in Table 1 had moved to a favourable variance of £353,046. The main reasons for the variances continued to be the same. Table 4 was now showing that the earmarked reserves were now £1,274,156.

The forecast outturn position for the year at the end of January suggested a surplus of £36,475 for the national park side and a deficit of £3,771 on navigation resulting in an overall surplus of £32,704 within the consolidated budget, which would indicate a general fund reserve balance of approximately £1,081,000 and a navigation reserve balance of approximately £329,000 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.

It was noted that the income from hire craft tolls for this last year was below budget but it was also noted that many of the hire craft operators were reinvesting in their fleets and investing in larger more well-appointed vessels which were proving popular with holiday-makers. .

The Authority also received and considered the proposed Annual Treasury Investment and Capital Financing Strategy for 2017/18, given that the Authority was now bringing the Section 17 and Treasury functions in house as from 1 April 2017 and took into account the guidance from CIPFA's Treasury Management Code of Practice and its guidance for Smaller Public Service Organisations. The capital borrowing powers were reviewed on an annual basis as part of the budgeting process.

The Chairman of the Financial Scrutiny and Audit Committee endorsed the strategy commenting that the risks were exceptionally low. Members accepted that it was appropriate to take a low risk approach in the first instance.

Guy McGregor proposed, seconded by Peter Dixon and it was

**RESOLVED**

- (i) that the income and expenditure figures for 1 April 2016 to 31 January 2017 be noted
- (ii) that the Treasury and Investment strategy as set out at Appendix 3 to the report be adopted.

**5/16 Broads Authority Act 2009: Amendment to Licensing Conditions for Small Passenger Vessels**

The Authority received a report outlining the amendments to the licensing conditions as a result of the changes in legislation. Consultation had taken place with a number of organisations who were all content with the conditions.

John Ash proposed, seconded by Louis Baugh and it was

**RESOLVED unanimously**

That the amended licensing conditions in Appendices 1 and 2 of the report be adopted and implemented from 1 April 2017.

**5/17 Peer Review**

The Authority received a report on the proposal for the Authority to undertake a peer review of its governance arrangements, following the discussions at the previous Authority meeting (Minute 4/22) and consideration by the Financial Scrutiny and Audit committee on 7 February 2017. It was noted that the matter had formed a major part of the discussions within the Members Annual Reviews. The FSAC had unanimously recommended that the Authority support the principle of undertaking a Peer Review to examine the Authority's governance arrangements but that these should be designed to be in line with the NPAPA process to meet the specific needs of the Broads Authority. The Committee proposed the arrangements as set out in the report covering membership of the peer review team, scope and terms of reference,

the approach and the expected output, recognising that this would have resource implications.

The Chief Executive reported since the FSAC meeting there had been discussions with the LGA who were content with the approach, scope and time scale of the arrangements proposed. The Authority had been a member of the LGA since 1989, the cost of membership being £2,000 per annum. The LGA would be prepared to administer the process for a cost of approximately £13,000. Officers had consulted with the National Park Authorities regarding membership of the LGA and 6 out of the 9 had indicated that they would continue to be associate members. The Chief Executive proposed that given their experience with reviews, the LGA be involved and therefore the Authority renew its membership for this year and review this in a year's time. He advocated that the Authority embrace the process to examine where improvements could be made around the Authority's governance arrangements and its relationship with the Local Authorities.

Members were supportive of the principle, although considered that it was regrettable since they were mindful of the resources that would be required and the demands on staff time when these were already under pressure. However, it was agreed that it was necessary to reset certain standards and perceptions and dispel underlying currents of discontent and differences as well as consolidate views and roles of the Local Authority and Secretary of State Members.

On the basis that it was voluntary, Members were supportive of the principle of a peer review and that it should be aimed at improvement, help move matters forward and therefore should be embraced. The Chairman commented that a small group of members would be required to support the process but stated that all members needed to take full responsibility for it.

Gail Harris proposed, seconded by Paul Rice and it was

RESOLVED unanimously

- (i) A peer review, in line with the recommendations of the Financial Scrutiny and Audit Committee, be undertaken into the governance arrangements of the Authority and that financial provision of £25,000 is made available to fund the exercise.
- (ii) Given the importance of the process and the resources required the peer review is recognised as a strategic priority for 2017/18 replacing the external funding project previously identified.
- (iii) That the Authority renew its Associate Membership of the LGA for 2017/18 at a cost of £2,000 per annum and that this be reviewed in a year's time.

## **5/18 Appointment of Navigation Committee**

The Authority received a report on the recruitment for the vacancy on the Navigation Committee following the appointment of Bill Dickson as a Secretary of State appointee on the Broads Authority. Members noted the process for the appointment and that the Navigation Committee had been consulted on the short list. It was noted that the decision and recommendation of the appointments panel was unanimous.

**RESOLVED**

That Mr Simon Sparrow be appointed as a co-opted member on the Navigation Committee until May 2019 in line with the other Navigation Committee co-opted member appointments.

**5/19 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.

**5/20 Minutes Received**

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

**RESOLVED**

**(i) Financial Scrutiny and Audit Committee – 27 September 2017**

**RESOLVED**

That the minutes of the Financial Scrutiny and Audit Committee held on 27 September 2016 be received.

**(ii) Broads Local Access Forum – 7 December 2016**

**RESOLVED**

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

**(iii) Navigation Committee: 15 December 2016**

**RESOLVED**

that the minutes of the Navigation committee meeting held on 15 December 2016 be received.

**(iv) Planning Committee: 6 January 2017 and 3 February 2017**

**RESOLVED**

that the minutes of the Planning Committee meetings held on 6 January and 3 February 2017 be received.

- (v) **Broads Forum – 28 July 2017 and Draft Broad Forum minutes 2 February 2017.**

**RESOLVED**

that the confirmed minutes of the Broads Forum meeting held on 28 July 2016 and the Draft Broads Forum minutes from the meeting held on 2 February 2017 be received

**5/21 Feedback from Members appointed to represent the Authority on outside bodies**

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

**Broads Tourism** – John Timewell reported that the group was going from strength to strength with there now being over 100 members.

**National Parks UK And National Parks England** - The Chairman reported that John Packman had been appointed to lead the Heads of Communications for the fifteen National Parks to pull together a strategy. The next meeting for National Parks England would be in April.

**Norfolk and Suffolk Broads Charitable Trust** – John Ash reported that John Organ had been appointed as the new trustee on the Trust and Jane Bryant as the business Liaison Officer.

**Norfolk Windmills Trust** – Jacquie Burgess reported that the details relating to the HLF funding for the project on Stracey Mill were being finalised.

**Whitlingham Charitable Trust** – Trustees reported that they had attended a meeting on 22 March 2017 where they had received very positive reports on the involvement of volunteers. It was likely that there would be a small credit balance. The most important item related to the issues with the parking contractors and problems associated with this. Unfortunately parking had been the focus for some time due to this being the main source of income for the Trust. Other streams of income were needed and therefore fund raising was a major issue of concern, especially noticeable when considering the purchase of a tractor. Therefore it was recognised that this should be the focus for the future. Members were also informed that David Harris had been appointed as Company Secretary.

**5/22 Items of Urgent Business**

There were no other items of urgent business for consideration.

**5/23 Formal Questions**

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

**5/24 Date of Next Meeting**

The next meeting of the Authority would be held on Friday, 19 May 2017 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

**5/25 Exclusion of the Public**

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the items below on the grounds that they involved the likely disclosure of exempt information as defined by Paragraphs 1, 3, 5 and 6 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

Members of the Public left the meeting

**Summary of Exempt Minutes**

**5/26 Exempt Minutes of the Broads Authority meeting – 27 January 2017**

The exempt Minutes of the Authority's meeting on 27 January 2017 were received and signed as a correct record.

**5/27 Ludham Field base**

The Authority received a report containing exempt information concerning the background and current options available for the future of the Ludham Field Base. Following careful consideration of the various options

Paul Rice proposed, seconded by John Ash and it was

RESOLVED unanimously

that Option A as set out in paragraph 3.1 of the report be confirmed as the preferred option for the Ludham Field base.

**5/28 Priority for Moorings 2017/18**

The Authority received a report containing exempt information concerning the relative priority between purchase, leasing and repair of three different moorings for 2017/18. The Navigation Committee had received an initial verbal report on the matter at its meeting on 23 February 2017.

Nicky Talbot proposed, seconded by Kelvin Allen and it was

**RESOLVED**

- (i) that the recommended priorities and actions in respect of the moorings at Acle Bridge, Hoveton Viaduct and Boundary Farm as set out in the report with a minor amendment are supported.
- (ii) that a further report be brought back to the next Authority meeting on the progress of discussions and to decide how the allocated funds in the 2017/18 budget should be used.
- (iii) that when the investment programme for moorings is settled the Authority works with the Norfolk and Suffolk Boating Association and the Broads Hire Boat Federation, the River Cruiser Class and the East Anglian Cruiser Club to explain to users at large the priority and programme of works for these moorings.

**5/29 Thorpe Island**

The Authority received a report containing exempt information concerning the long standing enforcement matter at Thorpe Island and the compliance with the requirements of the High Court Injunction obtained by the Authority in June 2016. It was noted that part of the Injunction relating to the removal of sunken vessels had not been complied with and the Authority had sought counsel's advice with regard to referring the matter back to the High Court. The Authority had been granted an oral examination in the courts in respect of the monies already owed to the Authority on 4 April 2017 in Great Yarmouth.

Members gave consideration as to whether the Authority take direct action to remove the sunken vessels and recharge the costs to the landowner. It was noted that the landowner had been made aware that the Authority would be considering this.

Members were informed of the costs involved of taking direct action, the potential recovery of those costs, Counsel's opinion, the risks involved and the financial implications. They were also informed of a letter received from solicitors.

John Timewell proposed, seconded by Brian Iles and it was

**RESOLVED unanimously**

Subject to the Order to Obtain Information Hearing demonstrating that there is sufficient equity in the land to support the additional cost of removing the

sunken vessels at Thorpe Island, and this proposition being agreed by the High Court, the Authority authorise and make preparations for the taking of direct action to remove the sunken vessels and thereafter, if the costs are not paid, register these as a charge against the land and then proceed with an order for sale.

The meeting concluded at 13.15pm

CHAIRMAN

**APPENDIX 1****Code of Conduct for Members****Declaration of Interests**

**Committee:** Broads Authority 24 March 2017

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Sarah Mukherjee	ALL	Chief Executive of Crop Protection Association
Kelvin Allen		Chair of Broads Angling Strategy Group Member of Waveney River Trust
Gail Harris		Whitlingham Charitable Trust Trustee/Director Cllr Norwich City Council
Vic Thomson		Director Whitlingham Charitable Trust
Matthew Bradbury		Toll Payer, BCU Member, Director of Whitlingham Charitable Trust
Paul Rice		Chair of Broads Society, IDB member
Brian Iles		Councilor NCC, Norfolk Churches Trust Acle and Marshes.
John Ash		Toll Payer, Director/Trustee Wherry Yacht Charter Charitable Trust. N&SB Charitable Trust, How Hill Trust
Nicky Talbot		Toll Payer, Acting Chair of Navigation Committee
Guy McGregor		Appointed by Suffolk County Council Member of SALEP Transport Board
Louis Baugh		Director of Whitlingham Charitable Trust Norfolk and Suffolk Broads Charitable Trust.
Jacquie Burgess		Toll Payer, NSBYC