

Broads Authority

Minutes of the meeting held on 27 July 2018

Present:

Mr J Ash	Ms G Harris	Mrs N Talbot
Mr K Allen	Mrs L Hemsall	Mr H Thirtle
Mr M Barnard	Mr B Keith	Mr V Thomson
Mr L Baugh	Ms S Mukherjee	Mr J Timewell
Mr M Bradbury	Mr G Munford	Mrs M Vigo di Gallidoro
Prof J Burgess	Mr P Rice	Mr B Wilkins
Mr W A Dickson		

In Attendance:

Dr J Packman – Chief Executive
Ms N Beale – Planning Policy Officer (Minute 1/14)
Mrs S A Beckett – Administrative Officer (Governance)
Mr A Clarke – Senior Waterways and Recreation Officer (Minutes 1/13 and 1/15 and 1/11)
Ms M Conti – Strategy and Project Officer
Mr D J Harris – Solicitor and Monitoring Officer
Mr S Hooton – Head of Strategy and Projects
Ms E Krelle – Chief Financial Officer
Ms A Leeper – Asset Officer
Mr R Leigh – Head of Communications
Mr R Rogers – Director of Operations
Ms M-P Tighe – Director of Strategic Services

Guests:

Philip Bodie and Pavel Nasadi – Feildon and Mawson Architects.

1/1 Apologies and Welcome

The outgoing Chair, Jacquie Burgess welcomed everyone to the meeting.

Apologies had been received from Mr Charles Reynolds.

1/2 Appointment of Chair

The outgoing Chair reported that nominations for the Chair had been invited in line with the new procedures adopted following the Authority's May meeting.

Haydn Thirtle had been proposed by Bill Dickson and seconded by Melanie Vigo di Gallidoro.

Lana Hemsall had been proposed by Kelvin Allen and seconded by Brian Wilkins

Ballot papers were distributed, collected and counted by the Solicitor and Administrative Officer (Governance)

RESOLVED by 12 votes to 7

that Haydn Thirtle be appointed as Chairman of the Authority for the forthcoming year 2018/19.

Haydn Thirtle in the Chair

1/3 Appointment of Vice-Chair

Haydn Thirtle had proposed the nomination of Bill Dickson as Vice-Chair, seconded by Louis Baugh.

Lana Hemsall confirmed that she was prepared to stand as Vice-Chair. Kelvin Allen proposed the nomination of Lana Hemsall and this was seconded by Vic Thomson.

Ballot papers were distributed, collected and counted by the Solicitor and Monitoring Officer and the Administrative Officer (Governance)

RESOLVED by 11 votes to 8

that Bill Dickson be appointed as Vice-Chair of the Authority for the forthcoming year 2018/19.

1/4 Chairman's Announcements

- (1) Chair hand over. The new Chairman thanked Members for their support. He expressed appreciation for the excellent turn out of all members. He went on to pay tribute to Jacquie Burgess for how she had managed business over the last few years. Her commitment and contribution had been phenomenal and she had left a significant legacy from which we could all hope to drive a way forward.

Jacquie Burgess responded by saying she had found it an absolute privilege to have been Chair of the Authority with its excellent, professional dedicated staff, led with exemplary skill by the Chief Executive and Senior management team and a really interesting group of members who had passion, expertise and a depth of local knowledge. She referred to the Peer Review, which had been the basis of an overhaul of the Authority's governance and reminded Members of the complementary nature of much of the report with its praise for the Broads Plan, recognition of professionalism of officers and encouragement in continuing our good work. She acknowledged the importance of and need to listen to and engage with our local

communities and stakeholders emphasising that the Stakeholder survey in 2014 had been part of this complex work, which would be repeated in 2019. The survey had influenced the decision to change the format of the Broads Forum to widen its appeal for all stakeholders. She emphasised that Members had a collective responsibility for the strategic direction and management of one of the UKs National Parks with an equal responsibility to the 7 million plus visitors to the area, colleagues in the UK National Park family and to national government. The Authority also had a responsibility to the international community of organisations who cared for protected areas. This was part of the Peer Review's strong steer to be less parochial and inward looking, but to be more proactive, less self-effacing about achievements and braver in taking the Authority's place in the wider political economic landscape.

(2) **Openness of Local Government Bodies Regulations 2014**

The Chair reminded members this meeting would be recorded and that the Broads Authority retained the copyright with the purpose of the recording being as a backup for accuracy. If a member wished to receive a copy of the recording, they should contact the Solicitor and Monitoring Officer. No one else indicated they would be recording or filming the meeting.

(3) **Dates to Note:**

Swing Bridge Workshop with Network Rail: 1 August 2018

This was to be held in the Waveney Room at Yare House between 12.30 and 3.00pm. All members were invited to attend and to inform the Chief Executive and Governance team.

Volunteer Celebration Day: Sunday 16 September 2018, at the Norfolk Snow Sports Club, Whitlingham between 9.30am and no later than 3.00pm with activities and lunch. This day was for volunteers to express thanks for all the time and effort they give to help look after the Broads. The day would provide an opportunity for volunteers, staff and members to get to know each other, learn what people do around the Broads and to chat to some amazing likeminded people. The Vice-Chair encouraged all members to attend if they could.

Parish Forum: Wednesday 19 September 2018.

This would be held at Yare House, 62-64 Thorpe Road, Norwich at 6.00pm.

(4) **General Proceedings.**

The Chairman commented that he would take it that Members had read the papers and therefore the emphasis would be for members to ask questions and debate the issues. It was hoped to complete the main business by 12 noon as the winning Architects for Acle Bridge would be arriving to give a presentation at this point. However, there might be a need to vary the order of the agenda to accommodate the item.

1/5 Introduction of Members and Declarations of Interest

Members indicated they had no further declarations of interest other than those already registered, and as set out in Appendix 1 to these minutes.

1/6 Items of Urgent Business

There were no items of urgent business.

1/7 Public Question Time

No public questions had been received.

1/8 Minutes of Broads Authority Meeting held on 18 May 2018

The minutes of the meeting held on 18 May 2018 were approved as a correct record and signed by the Chairman subject to minor amendments to clarify the time for the Parish Forum and Minute 6/10 to add to the beginning of paragraph 3 “In response to a Member’s question regarding timescale, it was anticipated.....”

1/9 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 and further progress was included within the Strategic Direction report. A number of the subjects listed were also covered as separate items on the agenda. A number of the actions agreed at the last meeting on the Peer Review had been implemented. The Code of Conduct has been amended and the Members Handbook was now on the Authority’s website.

Further updates were provided on the following matters:

Mutford Lock - Transfer It was pleasing to report that after a long process over a number of years, the transfer was nearing completion. The aim was to submit the applications for the two Harbour Revision orders by 3 August 2018. This would be followed by the statutory advertisements during the following two weeks.

Broads Local Plan – Part of the examination in public (EIP) had taken place on 2 and 3 July 2018 but unfortunately the Inspector had been taken ill. It had subsequently been confirmed that the remainder of the EIP would now take place on 6, 7 and 10 September 2018.

Agri-Environment Scheme for the Broads. The Authority had been able to submit a partnership response at short notice and was awaiting a response from Defra. It was noted that there was a great deal of uncertainty within this

area and the focus from Defra had been on the upland areas. However, the lowland Broads grazing marshes were equally if not more important and it was vital that the work with landowners over the last twenty plus years was not lost. Therefore officers together with members were taking every opportunity in bringing this to the attention of the Defra Ministerial Team, for example with the Secretary of State at the Norfolk Show, and through various meetings with the NFU and other organisations.

Future Arrangements for the Broads Forum and Engagement with Stakeholders – A number of key topics for discussion were being considered. It was anticipated that the next event would be in early November to review the Integrated Access Strategy which would bring together access on the water and on land to include prioritizing moorings and the work being undertaken in conjunction with Norfolk County Council relating to the Norfolk Access Improvement Plan. The topic for the spring could consider collectively what further action might be taken to increase biodiversity in the Broads. It was hoped that Members would be able to support the events.

Members noted the report.

1/10 Strategic Direction

Strategic Priorities 2018/19

The Authority received the second report for the year for the Strategic Priorities for 2018/19 which were guided by the themes within the Authority's Broads Plan 2017 – 2022, adopted in March 2018. It was pleasing to note that the work on the Water Mills and Marshes Project and the CANAPE contract were making good progress.

With regard to the *Broadland Futures Initiative*, it was anticipated that this could be developed into a workshop, being mindful that it involved partnership working particularly with the statutory body responsible, the Environment Agency. A substantial amount of work was required especially in engaging the wider community and the Authority was well committed through the Broads Plan to drive this forward.

With reference to *Water Catchment Management* and reduction in erosion and silt run off, the Chief Executive referred to the successful Members Annual Site visit where the methods for monitoring and resolving such issues not only through agricultural methods but also other practical means had been demonstrated. It was evident that an integrated approach through discussions with landowners and the Highway Authorities was required. The Authority's Catchment Partnership Manager would be happy to provide further details and the written documentation provided for those attending the site visit would be circulated to those who had been unable to attend.

Acle Bridge Site - It was confirmed that at this point the Authority had not committed to a particular course of action but that the next stage involved employing external consultants to provide a business analysis and it was

intended that a report would be provided for the Authority meeting in September.

Hobhouse Review of National Parks and AONBs - It was noted that the review was at a very early stage with the leader Julian Glover and an advisory group having been only recently appointed. Details of what would be required of the Authority were as yet unclear although it was anticipated that the Authority was likely to be called to give evidence towards the end of the year. Sarah Mukherjee reported that she had been appointed to the panel and commented it would be a lifetime opportunity for the Authority to influence government.

The Chairman put the recommendation to the vote and it was

RESOLVED unanimously

that the report on implementing the Strategic Priorities 2018/19 is noted.

1/11 Annual Governance Statement

The Authority received a report setting out the legal requirement, background and purpose of the Annual Governance Statement (AGS) and the requirement to carry out an annual review of the Authority's systems of internal control and governance arrangements. The Annual Governance Statement was required to accompany the Statement of Accounts and took into account the guidance from CIPFA. The document provided a useful brief on how the Authority operated and was to be commended.

The Financial Scrutiny and Audit Committee had considered the AGS at its meeting on 24 July 2018 and recommended that it be approved subject to some minor amendments: to retain reference to the Financial Scrutiny and Audit Committee since this had been the Committee for 2017/18. It had received the opinion of "reasonable" from the Internal Auditors, which was welcomed.

RESOLVED

- (i) That the Annual Governance Statement for 2017/18 and Action Plan for 2018/19 as amended are approved.
- (ii) That the Authority notes, subject to implementation of the improvements identified in the Action Plan, that the Authority's internal control systems and governance arrangements are considered to be adequate and effective.

1/12 Financial Performance and Direction: Statement of Accounts 2017/18

The Authority received a report summarising the Broads Authority's Statement of Accounts for the year ending 31 March 2018 for approval. Members had had the opportunity to attend a briefing session on the Authority's financial

arrangements and processes for monitoring and compiling the budget and Accounts on 19 July 2018, which had been welcomed by those able to be present. It was noted that the Statement of Accounts and Annual Audit Results had been considered by the Financial Scrutiny and Audit Committee (FSAC) on 24 July 2018 where the external auditors had attended. Their draft audit results and opinion, which was “unqualified” (a positive opinion), would be inserted into the accounts once approved. It was noted that the narrative report had been updated to draw together and explain the Authority’s main objectives and strategies and the principal risks. The Chief Financial Officer explained that the main adjustment since the draft statement of accounts, related to the pension fund assets that had increased in value following advice from the pension fund Actuary, the timing over which the Authority had no control. She reassured Members that the Authority was part of the pension deficit reduction arrangements.

The Chairman of the FSAC commented that the external auditors were fulsome in their praise for the financial team, which had made the audit very straightforward. However, due to the lack of complexity, the Authority’s accounts had been audited early in the general cycle, which had put pressure on the staff, a challenge that the Chief Financial Officer and her team had embraced. It also meant that due to the amendments following the pension fund snapshot review, the accounts had had to be re-evaluated at short notice. He praised and thanked the team for their diligence and in achieving an unqualified report. He commended the report to the Authority.

Members also expressed their thanks and welcomed the report. It was noted that there would be a reduction in the Audit fee over the next five-year period as a result of the Authority opting into the public sector auditor appointment process, provided the auditing was straightforward.

The Chairman put the recommendations to the vote and it was

RESOLVED unanimously

that the Statement of Accounts for 2017/18 be adopted and signed by the Chairman.

1/13 Expression of interest in the New Anglian Local Enterprise Partnership for the Broads Cycling Country

The Authority received a report and short video presentation informing it of a partnership project officers were developing with Sustrans and Norfolk County Council with a view to seeking funding from the New Anglia Enterprise Partnership for the installation of Dutch style cycling signage in the Broads. The purpose of the project was to be able to better promote the Broads National Park for visitors from the near continent, as it would be in a style familiar to them. The report’s purpose was to set out a first phase scheme.

It was noted that LEP had indicated that it was interested in the project and would be prepared to formally consider an Expression of Interest (EIO) for

funding up to £200,000. Match funding from some of the other partners had been confirmed but at this stage, this was only indicative. The project needed a further £20,000 and the Authority's internal Project Development Group (PDG) had fully supported the project and the allocation of funds from the PDG budget recognising that if successful this would deliver multiple Broads Plan objectives and draw down significant external funding. It was noted that the PDG group had specific criteria by which it assessed projects.

In response to questions, Members were assured that Sustrans would provide practical advice and help provide a trial area as well as promoting the concept. Sustrans was also in discussions with other cycle route providers such as STRAVA, and the Ordnance Survey. All the partners were sensitive to the possible pitfalls, the need to connect with the existing facilities and providers, as well as the safety aspects of routes. The routes would and had been carefully chosen and audited by Norfolk County Council's road safety team and traffic planning team. It was noted that Norfolk County Council's overall policy was to reduce signage clutter and discussions with the Council had indicated that the level to be provided with the project would be acceptable.

Some Members expressed some concerns relating to the use of a phone app, especially given that some areas in the Broads had unsatisfactory internet connection and considering it needed to link in with other app providers. Other Members considered it was the way to move forward and to be encouraged. It was clarified that this aspect of the scheme would not be funded by LEP but would be a Sustrans element and developed at a later stage in the scheme. The aim of the project was for people to plot their own routes from the website from home, obtain maps and then use the signs. The signage was considered to be the best way to promote the scheme in the first instance.

Members were very supportive of the project bid but considered that it was important to clarify whether British Cycling had been approached/ or involved in discussion and to make sure that the project was complementing or working in association with other organisations rather than setting up in competition, especially so as to avoid confusion. It was noted that the Broads Local Access Forum was wholly supportive of the project and wished it to proceed.

Although supportive of the scheme a Member wished to understand the processes and mechanisms and criteria by which these projects were brought to the Authority and the processes by which the PDG operated to ensure that it was not preventing other projects being brought forward.

The Chairman put the recommendations to the vote and it was

RESOLVED by 18 votes with one abstention.

That the Authority supports the proposal for a pilot project to install Dutch Style cycling signage in the Broads and the allocation of £20,000 from the Projects budget to the project costs subject to clarification that British Cycling

and other relevant organisations had been contacted.

1/14 Local Plan: HRA (Habitats Regulations Assessment) - Amended

The Authority received a report concerning the amended Habitats Regulations Assessment originally adopted by the Authority in September 2017, after a recent Court of Justice of the European Union judgment relating to Habitat Regulation Assessments. The Inspector appointed to conduct the examination into the Broads Local Plan had specifically requested that the Authority take this into account and revisit the HRA that had been undertaken. It was noted that Natural England had described the original completed work on the HRA by Footprint Ecology as exemplary. Footprint Ecology in liaison with Natural England assessed the situation and provided a way forward, as set out in an appendix to the report and proposed that the HRA be amended in light of the Judgement. This had been sent to the Planning Inspector in draft format as the Authority, as the Competent Authority needed to endorse the HRA. The Planning Committee had considered the amendments at its meeting on 22 June 2018 and recommended that the amendments be adopted.

RESOLVED unanimously

that the amended Habitats Regulation Assessment (HRA) for the Local Plan for the Broads be endorsed.

1/15 River Wensum Strategy for adoption

Gail Harris, having declared an interest, left the room for this item.

The Authority received a report on the River Wensum Strategy providing an update since the public consultation, which took place in 2017 and the final version produced by the strategy partnership that took account of the responses received including those of the Broads Authority. It was noted that the final version included policies and proposals that sought to raise the profile, enhance biodiversity, water quality and boating and land access to the River Wensum. Fundamentally, the strategy had not been changed since the draft version supported by the Authority at its meeting on 29 September 2017, with only some minor changes to highlight certain environmental and historical aspects of the river corridor, potential projects and draw attention to the upstream of the river and not just the city centre. It was also noted that the subject of moorings for residents and short-term day moorings would be one of the future projects to be considered. One of the first projects involved easy access improvements to accommodate wheelchairs.

It was noted that the strategy had been well received and supported by the Navigation Committee and the Broads Local Access Forum. It had been adopted by Norwich City Council's cabinet and was due to be considered by Norfolk County Council in September.

Members were very supportive of the project especially as it was an example of successful partnership working and such a collective effort could make a

dramatic impact on the city, plug some of the gaps in providing improved access and facilities to allow for increased activity on and by the river, which had been neglected in the past. It had been a long time in development and was very much welcomed. There were also plenty of navigational opportunities and the strategy could be successfully linked in with the Authority's Integrated Access strategy. It was considered that potential projects could attract funding from such bodies as the LEP and the HLF and these avenues would be explored.

In response to a Member's question concerning opening up some of the river for organised team rowing to be more visible in the City, it was clarified that there was no restriction on rowing, but areas were subject to navigation byelaws and the restrictions were on speeding vessels which would affect the use of coaching vessels. There were set areas for coaching vessels further down the river. The routes would need to be carefully planned to ensure safety.

The Chairman put the recommendation to the vote and it was

RESOLVED unanimously

that the River Wensum Strategy be supported and adopted together with its action plan for implementation as resources allow.

The meeting was adjourned for a ten minute break following which

Item 1/29 The Acle Bridge Competition Presentation was dealt with at this point in the meeting.

1/29 Acle Bridge Architectural Competition

The Chief Executive introduced the item by giving an outline of the background to the architectural competition for the Acle Bridge site following the Authority's approval of the process together with a design brief at its meeting on 16 March 2018. He emphasised that the site had been identified in the mooring strategy as being one of the most important sites with a great deal of potential but it was also recognised that there was a significant number of constraints associated with it.

It was emphasised that the competition had attracted far more interest than had been expected with 163 expressions of interest both nationally and internationally and then 93 high quality submissions, the architects for which had all been anonymous to members, staff and the Panel. He explained that the judging panel, which included Greg Munford and was chaired by Professor John Last Vice-Chancellor of Norwich University of the Arts, narrowed the final short list down to three entries; one from a well-established practice based in Norwich, one from a newly-formed practice from London, another from a well know firm based in Cambridge. The decision of the panel on the winner had been unanimous. The Chief Executive was pleased to announce that the Norwich based architectural practice Eildon and Mawson

had won the architectural competition for the Broads National Park Visitor and Education Centre and introduced Mr Phil Bodie and Pavel Nasadi from the practice.

Philip Bodie and Pavel Nasadi commented that they were proud and delighted to have produced the winning design, especially in such a competitive field. They provided Members with a detailed presentation of the conceptual design and how they had approached the project, taking account of the constraints of the site including space, the bridge, flooding and highways, access to the Weavers Way and the landscape, vernacular of buildings and craft using the Broads, although not wishing to totally replicate that vernacular but to embrace some of the concepts. They had taken account of the need to accommodate visitors by car/coach as well as access for the disabled. The aim was for the building to be as simple, flexible and versatile as possible, to take account of the bridge, the need for 360° views and the need to have access to the moorings and not to block views of the river. The idea was to have three principal spaces to accommodate a reception/ exhibition space, an area for education and interactive museum and café kitchen/service area. They had given careful consideration to the materials to be used taking account of environmental sustainability emphasising that replication helped to reduce costs as it could reduce the time on site. They were looking at blending natural materials with modern concepts, updated technology and environmental sustainability but the details would need to be further developed together with risk analysis, which would be for the next stage in the design. They referred to the current toilet block explaining that their idea was for this to be retained and upgraded with the main entrance away from the river. The concept was for the new Visitor and Education Centre to trigger interest and be a Broads landmark worthy of this special area.

Members thanked the architects and congratulated them on a very interesting concept.

The Chief Executive emphasised, confirmed by Greg Munford, that the whole competition was as a concept rather than the submission of a final design which would necessarily be the subject of a detailed business analysis and a great deal of work required before the Authority could commit itself to proceeding further. External consultants were undertaking a business analysis and in parallel with that the Authority was examining the costs of repairing and maintaining the moorings. If it eventually resulted in a planning application, an external planning consultant would deal with this in the correct way.

1/16 Committee Membership and Member Appointments

The Authority received a report setting out the proposals for Committee Membership and Appointments to outside bodies for 2018-19 following expressions of interest provided by members and review by the Chairs group on 3 July 2018. It was noted that there was a vacancy for a Secretary of State appointee on the Authority, the announcement of which had not yet been made by Defra, since it was government policy to announce the appointments to all the National Parks simultaneously. There could also be

other gaps. Therefore, it was suggested that the Chief Executive after consultation with the Chairman be given delegated authority to appoint additional members to Committees where there may be gaps.

Given that there were some uncertainties regarding the membership of the Planning Committee at present, it was suggested that Jacquie Burgess and John Timewell be retained as members of the Planning Committee. This was accepted.

The Chairman put the recommendation to the vote with the additional proposals concerning membership of the Planning Committee and the delegation of committee membership to the Chief Executive, in consultation with the Chairman on any gaps.

RESOLVED unanimously

- (i) that the Broads Authority member appointments to the Planning, Audit and Risk, Hearings, Navigation and Local Access Committees, as set out in Table 1 of the report with the addition of Jacquie Burgess and John Timewell to the Planning Committee, be confirmed for the period until the Annual Meeting in July 2019 (and attached at Appendix 2 to these minutes)
- (ii) that the appointments to outside bodies as set out in Section 2 of the report be confirmed for the period until the Annual Meeting in July 2019. (Attached at Appendix 2 to these minutes)
- (iii) that the Chief Executive in consultation with the Chairman be given delegated authority to appoint members to Committees where there may be gaps.

1/17 Terms of Reference of Committees July 2018

The Authority received a report that provided a review of the Terms of Reference of Committees to ensure consistency with other constitutional documents as a result of the deliberations following the Peer Review and decisions made at the previous meeting on 18 May 2018, particularly relating to the re-purposed Finance Committee to Audit and Risk Committee and the Hearings Committee. The FSAC had considered the revised terms of reference at its meeting on 24 July 2018 and recommended that these be adopted subject to a minor amendment to:

Section 3 Hearings Committee – para (2) delete “which will include” to read “three other members from a group of six nominated by the Authority at its annual meeting, **plus** the Chairman of the Audit and Risk Committee.”

With reference to the Planning Committee, it was confirmed that there were no changes suggested to these terms of reference at present. However, the Head of Planning had indicated that this section required reviewing by the

Planning Committee in the first instance and a report would be brought to the Committee in due course.

RESOLVED

that the amendments highlighted in the Appendix to the report together with the change suggested by the Financial Scrutiny and Audit Committee, be noted and adopted.

1/18 Scheme of Delegated Powers: Updated.

The Authority received a report providing updates to the Scheme of Delegated Powers to reflect the changes in Directorates and the recommendations from internal audit. The changes corrected outdated paragraphs, included a small number of additional powers that reflected operational need and was designed to improve the wording in some sections in the interest of clarity.

The Chairman put the recommendation to the vote and it was

RESOLVED unanimously

that the changes set out in the draft Scheme of Powers Delegated to officers are adopted.

1/19 Annual Report of Broads Local Access Forum

The Authority received a report on the key matters considered by the Broads Local Access Forum during the last year relating to the development and improvement of public access within the Broads and reflected in the Annual Report. It was noted that the key issues included the Defra consultation on the future of food, farming and the environment and potential loss of permissive footpaths that originally came under the Countryside Stewardship schemes; and the Norfolk County Council's consultation on the new Norfolk Access Improvement Plan.

RESOLVED

that the work of the Broads Local Access Forum be welcomed and noted and the Annual report be received.

1/20 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

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

1/21 Minutes Received

The Chairman indicated that he would assume that members had read these minutes and were invited to ask any questions.

RESOLVED

(i) **Financial Scrutiny and Audit Committee – 14 November 2017**

RESOLVED

That the minutes from the Financial Scrutiny and Audit Committee meeting held on 14 November 2017 be received.

(ii) **Navigation Committee – 19 April 2018**

RESOLVED

That the minutes from the Navigation Committee meeting held on 19 April 2018 be received.

(iii) **Planning Committee: 27 April and 25 May 2018**

RESOLVED

that the minutes of the Planning Committee meetings held on 27 April and 25 May 2018 be received.

(iv) **Broads Local Access Forum – 7 March 2018**

RESOLVED

That the minutes of the Broads Local Access Forum held on 7 March 2018 be received.

1/22 Feedback from Members appointed to represent the Authority on outside bodies

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

Norfolk and Suffolk Broads Charitable Trust – Keith Bruce reported that he and Louis Baugh had attended a very productive meeting of the Trust on 23 July 2018 where they had discussed looking at how they could expand the work of the Trust and use the charitable status of the Trust as a vehicle for seeking and bringing in external funding in association with the Broads Authority. An example of such a beneficiary could be a possible spin-off project from the Water, Mills and Marshes project being developed by Andrew Farrell looking at virtual reality and educational tools. The projects which had received grant aid from the Trust had received very encouraging publicity.

Upper Thurne Working Group – Brian Wilkins reported that they were having limited success in engaging with the Environment Agency as to the

practicalities once the Broads Flood Alleviation Strategy was completed. It was a work in progress.

Whitlingham Charitable Trust – Bruce Keith and Vic Thomson reported that the Trust was looking at how the Trust could develop its future strategy. They had had a very interesting visit to Nene Valley Park at the invitation of Matthew Bradbury which had been useful and inspiring, the scale of which was phenomenal. The Solicitor and Monitoring Officer/ Company Secretary reported that with regard to car parking it had been possible to reduce the amount owed to the Trust. The only source of income for the Trust was from the car parking, which was stable, although it was recognized that the arrangements with the car parking company were unsatisfactory and were of reputational concern. The contract with the current provider ran until September 2020. Alternative contractors were being examined. It was noted that this was just one of the issues that needed to be dealt with at a strategic level for the future.

Local Authority updates:

John Timewell (appointed by **Norfolk County Council**) reported that with regard to a previous item on the agenda (Minute 1/10 Strategic Priorities - Water Catchment) concerning silt on roads, there was an opportunity to work with the EDT and the Authority to move matters forward.

Melanie Vigo di Gallidoro (appointed by **Suffolk County Council**) reported that she had now joined Mike Barnard as a member of Waveney District Council. She was pleased to have the news about Mutford Lock. She reported that Carlton Marshes was a real success. Cycling had been one of the items on the agenda at a recent Suffolk County Council meeting and it would be useful to work with the Authority to achieve a route in the Oulton Broad and Beccles area.

Mike Barnard (appointed by **Waveney District Council**) reported that Parliament had approved the formation of East Suffolk Council which would replace East Suffolk Council and Suffolk Coastal as from 1 April 2019.

Lana Hemsall (appointed by **Broadland District Council**) commented that the arrangements for South Norfolk Council and Broadland District Council to work collaboratively were now in hand.

Vic Thomson (appointed by **South Norfolk Council**) further commented that it was intended that the two authorities would be sovereign authorities with one Managing Director not two Chief Executives with the emphasis on shared services.

1/23 Items of Urgent Business

There were no items of urgent business for consideration.

1/24 Formal Questions

There were no formal questions.

1/25 Date of Next Meeting

The next meeting of the Authority would be held on Friday 28 September 2018 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich. This was intended to concentrate on one main item.

1/26 Exclusion of the Public

Jacquie proposed, seconded by Nicky Talbot and it was

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involved the likely disclosure of exempt information as defined by Paragraphs 1 and 3 and 5 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.

Members of the public left the room.

The audio recording was suspended.

Summary of Exempt Minutes

1/27 Exempt Minutes of the Broads Authority meeting – 18 May 2018

The exempt Minutes of the Broads Authority meeting held on 18 May 2018 were confirmed.

1/28 Purchase of Land for Site Improvements

The Authority received a report containing exempt information concerning the opportunity for the potential purchase of land for site improvements. Given the prospective use of the site for multiple purposes, Members considered that it was worth pursuing its purchase.

RESOLVED

That the Chief Executive be given authority to further negotiate with the landowner concerned with a view to purchasing a slightly increased area of land with the opportunity of a lease back arrangement and a further report be brought to the Authority in September to explore a range of options.

1/30 Member announcement

The Chairman announced that Sarah Mukherjee would be leaving the Authority after this meeting as she had been appointed to the panel for the Hobouse Review into National Parks and AONBs. He thanked her for her unique range of skills which had been a wonderful asset to the Authority.

Sarah Mukherjee thanked the Chairman commenting that it had been a pleasure to be part of the Authority for the last two years. She explained that it would have become increasingly difficult to delineate her roles had she continued with the Authority. She wished everyone well for the future.

The meeting concluded at 13.50 pm

CHAIRMAN

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

Committee: Broads Authority 27 July 2018

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Gail Harris	1/15	River Wensum Strategy. Pecuniary Interest. Norwich City Council is the lead and project manager and I am a Councillor for Norwich City Council. (Will leave the room for this item.)
Greg Munford		None other than previously declared. Updated British Marine Role is now personal.
Bruce Keith		Whitlingham Charitable Trust and Broads Charitable Trust
Bill Dickson		None other than those already declared.
Kelvin Allen		As previously declared
Paul Rice		Chairman of Broads Society
Nicky Talbot		Chair of Navigation Committee, NSBA, NBYC, Toll Payer
Haydn Thirtle	1/13	Norfolk County Council and GYBC Councillor re SUSTRANS/ LEP expression of interest.
John Ash		As previously declared
Brian Wilkins		As previously disclosed
Sarah Mukherjee		CEO Crop Protection Association, Glover Commission and Director Oxford Farming Conference

Appointments to Committees

Planning Committee	
Mr M Barnard Prof J A Burgess Mr W A Dickson Ms G Harris Mrs L Hemsall Mr B Keith Mr C Reynolds	Mr P Rice Mr H Thirtle Mr V Thomson Mr J Timewell Mrs M Vigo Di Gallidoro (possible Secretary of State appointee)
Audit and Risk Committee	
Six Broads Authority members: to include the Chairs of the Authority and Navigation Committee	
Mr L Baugh Prof J Burgess Ms G Harris	Mr G Munford Mr H Thirtle Mrs N Talbot (Chair of NC)
Hearings Committee	
Chair of the Audit and Risk Committee plus Pool of six members Mr W A Dickson Mr B Keith Mrs N Talbot Mr H Thirtle Mrs M Vigo di Gallidoro Mr B Wilkins	
Navigation Committee	
Five Broads Authority members: Mr K Allen Mr J Ash Mr M Bradbury Mr W Dickson Mr G Munford	Plus eight co-opted members: Mrs L Aspland Mr A Goodchild Mr M Heron Mr J Knight Mr S Sparrow Mrs N Talbot Mr B E Wilkins Mr M Whitaker
Local Access Forum	
Two Broads Authority members: Mr K Allen Mrs M Vigo di Gallidoro	

Appointments to Outside Bodies

Table 1 External Appointments and Representation

How Hill Trust	Prof J Burgess, Mr C Reynolds
Norfolk and Suffolk Broads Charitable Trust	Mr B Keith, Mr B Wilkins
Whitlingham Charitable Trust	Mr K Allen, Mr J Ash, Mr M Bradbury, Mr B Keith

Watching Brief

External appointments	Appointee(s)
Broads Tourism	Mr P Rice
Upper Thurne Working Group	Mr B Wilkins