

Broads Authority

Minutes of the meeting held on 16 March 2018

Present:

Professor Jacquie Burgess – In the Chair

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

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer (Governance)
Ms N Beal – Planning Policy Officer (Minute 5/11 and 5/12)
Mr S Birtles – Head of Safety Management
Ms M Conti – Strategy Officer
Mr D J Harris – Solicitor and Monitoring Officer
Mr S Hooton – Head of Strategy and Projects
Ms E Krelle – Chief Financial Officer
Mr R Leigh – Head of Communications
Mr R Rogers – Director of Operations
Mr N Punchard – Broadland Catchment Partnership Officer (Minutes 5/1 to 5/8)
Ms C Smith – Head of Planning (Minutes 5/11 and 5/12)
Ms S Taigel – Catchment Coordinator (Minutes 5/1 to 5/8)
Ms M-P Tighe – Director of Strategic Services

5/1 Apologies and Welcome

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

Apologies had been received from Sir Peter Dixon, Mr G Munford and Mr J Timewell

5/2 Chairman's Announcements

- (1) **Openness of Local Government Bodies Regulations 2014**
The Chairman reminded members this meeting would be recorded and that the Broads Authority retained the copyright with the purpose of the recording being as a back-up for accuracy. If a member wished to

receive a copy of the recording, they should contact the Solicitor and Monitoring Officer.

The Press correspondent Mr Andrew Stone indicated that he would be recording the meeting.

- (2) **Dates to Note: Parish Forum: Wednesday 21 March 2018.**

This would be held at Yare House, 62-64 Thorpe Road, Norwich. Members were invited to attend and to inform the Governance team if they were able to do so for catering purposes. A member expressed a concern relayed to him that limited notice had been given to the Parish Councils, although he was assured that all the Parish Councils had been informed of the date almost 6 months previously with reminders one month and two weeks before the event. It was considered that it would be worth sending out a reminder and also posting a notice on social media. Those Members appointed by their Local Authority's would undertake to remind their parishes of the event.
- (3) **Broadcaster 2018 and Broadsheet February 2018**

The 25th edition of Broadcaster and the Broadsheet for 2018 (circulated to all Tollpayers in February) were now available.
- (4) **Sir Peter Dixon**

The Chairman announced that this would have been Sir Peter Dixon's last full Authority meeting and he was sorry not to be here. He had expressly wished that there be no fulsome comments. The Chairman wished to acknowledge Peter's contribution to the Authority. Peter had served for 8 years since being appointed in April 2010 and been an enthusiastic member of the Navigation Committee for all of his term. He had been Vice-Chairman of the Authority since July 2015 nearly 3 years, and also Chairman of the Planning Committee since April 2016 for 2 years as well as being on the FSAC from 2015 to 2017. He had played a very valuable and major role on the National Parks Partnership as Company Secretary and been particularly instrumental in the Columbia bid.

The Chairman commented that Peter had asked her to pass on his thanks to staff saying what a pleasure it has been to work with such professional, courteous, friendly and committed people.

Members thanked Peter for his contribution and wished him well.
- (5) **Third Party Transactions**

Members were required to complete the declaration forms on Third Party Transactions that had been circulated. The Chief Financial Officer emphasised that it was essential that they do so as these were part of the Authority Statement of Accounts. Please could they make sure that their declarations corresponded with their interests on the Register of Member Interests.

(6) **General Proceedings.**

The Chairman commented that she would take it that Members had read the papers and therefore the emphasis would be for members to ask questions and debate the issues.

5/3 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.

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 26 January 2018

The minutes of the meeting held on 26 January 2018 were approved as a correct record and signed by the Chairman subject to a correction to the word in Minute 4.3 from “monetary” to “monetarily”.

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 and further progress was included within the Strategic Direction report. In addition a number of the subjects listed were also covered as separate items on the agenda.

Recording of meetings. With regard to the recording of meetings being placed on to the website, it was clarified that this had been considered at the last meeting (Minute 4/15) and it was decided not to pursue the option.

Data Protection Regulations – A date for Member training would be arranged for May 2018.

Members noted the report.

5/8 Tesco Project and Catchment Partnership

The Authority received a report and presentation on the progress being made on the Catchment Partnership and in particular the Water Sensitive Farming (WSF) pilot partnership project between Tesco and the Authority undertaken in 2017. It was noted that this proved an effective way to help deliver the catchment management strategic priority and for Tesco to trial a mechanism to reduce the environmental impact of its products via its supply chain that

could be replicated in other sourcing locations. The approach which worked through farmer-to-farmer liaison rather than the standard method of offering advice, had been very well received and appeared effective in engaging with the “harder to reach” farming community as well as improving relationships with those already engaged with sustainable farming and protection of local water bodies. It had also provided opportunities for future projects using existing funding streams and staff resources in place. The aim of the project was to reduce the risk of losses of soil, water and chemicals from agricultural land, thereby helping to sustain farm profits which had the added benefit of being environmentally more sustainable. The Catchment Partnership Officer emphasised that the project was based on voluntary cooperation and good practice guidelines. The Authority did not have a mandatory role, the aim being to work together to find suitable solutions. If there were any issues relating to possible contamination this would be the responsibility of the Environment Agency as the regulatory body. There were also Catchment Sensitive Farming Officers dedicated to certain areas who could be contacted for advice. These were available from the website.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/683248/csf-contacts.pdf

It was clarified that as part of the next phase of the project, the aim was to include further collaboration with the water companies. The Catchment Partnership Officer commented that the project was assisted by Sarah Taigel as Catchment Coordinator on a part-time basis, who he introduced to Members.

Members expressed appreciation for the excellent work and the approach which could provide a sound basis upon which to build and progress. This could also be linked with the agri-environment pilot project bid.(Minute 5/19).They considered that it was excellent in encompassing the Authority's purposes, its core values as well as achieving the aspirations within the Broads Plan through innovation, engagement with essential stakeholders by them and for them, corporate companies and through a practical approach. They acknowledged and thanked the collaborative input from the Authority's officers and partners including Louis Baugh who had been instrumental as a facilitator and paid tribute to the enthusiasm involved.

The Chief Executive commented that the project was an important reminder of the two key components in undertaking or not undertaking projects – such as being opportunistic and personalities.

Sarah Mukherjee proposed, seconded by Bruce Keith and it was

RESOLVED unanimously

- (i) to welcome and note the report.
- (ii) To continue to provide officer support to facilitate catchment plan actions including future kit trials via the Broadland Catchment Partnership (BCP).

- (iii) To support the suggestion to use ring fenced Tesco funding in the Catchment budget to purchase a new piece of innovative technology and expand engagement to include sugar beet and maize growers; and
- (iv) To continue to explore opportunities for private sector funding and strengthen the Tesco relationship to progress actions in the Broads Plan 2017 and Broadland River Catchment Plan beyond 2018.

5/9 Strategic Direction

Strategic Priorities 2017/18

The Authority received the final report for the year on the progress of the Strategic Priorities for 2017/18; these were guided by the themes within the Authority's Broads Plan 2017 - 2022, adopted in March and officially launched on 26 July 2017.

Members noted the considerable achievements over the year and that the major projects listed were in addition to the regular maintenance work for which the Authority was responsible. They also noted that these would be carried through as Strategic Priorities for 2018/19. They expressed appreciation to staff.

With reference to the Water Mills and Marshes project, a member commented that the BBC Television "Inside Out" programme wished to do a feature on the Chet boat and a follow up programme on the educational elements with schools.

RESOLVED

that the report be noted and endorsed .

5/10 Financial Performance and Direction:

(1) Consolidated Income and Expenditure from 1 April to 31 January 2018

The Authority received a report made up of three elements providing the consolidated income and expenditure for the tenth month period 1 April – 31 January 2018, a forecast of the projected expenditure at the end of the financial year 31 March 2018 as well as Annual Treasury and Investment Strategy for 2018/19 and the waiving of standing orders approved by the Chief Executive.

The Chief Financial Officer was able to provide updated figures for the end of February 2018. With reference to Table 1 of the report there was a favourable variance of £480,572, an increase of £214,025. There were no changes to the Latest Available Budget at Table 2 of the report and forecast budget holders

had until the 23 March to provide updates for the forecast outturn at Table 3. The Current Reserve balance at Table 4 had decreased to £1,472,211.

The current forecast outturn for the year (at the end of January) suggested a deficit of £19,934 for the national park side and a surplus of £81,313 on navigation resulting in an overall surplus of £61,379 within the consolidated budget, which would indicate a general fund reserve balance of approximately £1,022,000 and a navigation reserve balance of approximately £407,000 at the end of 2017/18 before any transfers for interest. This would mean that the navigation reserve would be above the recommended level of 10% of net expenditure during 2017/18.

A member commented that although the Authority was undertaking a considerable amount of work, there appeared to be a significant amount of savings. Could these be utilised for other projects?

The Chief Financial Officer explained that there were two significant factors influencing the outcome figures. These related to the changes in the Tolls Structure that had provided the Authority with an additional £78k ahead of that expected and vacancies in the Construction and Maintenance Team. Although the Authority had been fortunate in filling vacancies through internal recruitment, there was still a knock-on effect. These had been examined in detail by the Financial Scrutiny and Audit Committee who recognised the time lapses involved.

The Chief Executive commented that the Authority's finances were vulnerable to sudden fluctuations. There were a number of ways in which the Authority could work more efficiently especially through the use of technology. However, this was very expensive although potentially a very beneficial investment for the long term which the Management Team was examining. Work was also being undertaken with the National Parks to examine ways of procurement collaboration and having a common platform, for example with the planning systems. Members advocated a report and presentation from the IT team on the ways in which the Authority was providing and improving data gathering, monitoring and efficient working.

Members also considered the Annual Treasury, Investment and Capital Financing Strategy for 2018/19, a draft of which had been reviewed by the Financial Scrutiny and Audit Committee on 6 March 2018. It was noted that capital borrowing powers were reviewed on an annual basis as part of the budgeting process but in practice long term borrowing was limited to the acquisition of the dredging operation from May Gurney. The Strategy also provided the introduction of non-treasury investments that included investment properties. The details of investment and debt limits remained as in previous years.

Members noted that the waiving of standing orders in order for payment to be made for the Visitor Experiences project as part of the Discover England Fund bid by the National Parks would be recharged in full to the Peak District.

The Chairman put the recommendations to the vote and it was

RESOLVED unanimously

- (i) that the income and expenditure figures be noted;
- (ii) that the Treasury and Investment Strategy be adopted; and
- (iii) that the waiver to standing orders relating to part of the Discover England Fund bid to create and market visitor experiences and appoint a business support consultant to work with local businesses be endorsed.

5/11 Submission of the Broads Local Plan

The Authority received a report from the Planning Policy Officer introducing the Local Plan submission documents, the comments made at pre-submission consultation together with responses and proposed changes for consideration by the Inspector as well as explaining the submission and examination process. She provided details of the Navigation Committee comments on specific issues, namely residential moorings, their management, location and nomination of sites for residential moorings. The Planning committee had considered the documents and the views of the Navigation Committee had been sought. It had welcomed the comments and agreed on the topic of anti-social behaviour and had supported the allocations for residential moorings at Somerleyton and Horning, but did not support the allocation at St Olaves. They did not support change to the number of residential moorings allocation at Loddon Marina from 10. The Planning Committee had recommended the submission of the Local Plan to the Planning Inspectorate.

The Planning Policy Officer provided potential timescales for the Examination. The aim would be for the Local Plan to be submitted to the Inspectorate in the next week. The Authority would expect to receive questions on the matters and issues to be considered within three weeks. It was anticipated that the Hearing would take place 10 weeks following submission (May/June) although this could be open ended. The Authority had met all the deadlines required of it. It was noted that the NPPF review was currently out for consultation but the examination of the Authority's Local Plan would be conducted under the current NPPF. Members would be provided with regular updates.

The Chief Planning Officer commented that a report on the proposed changes to the NPPF and its potential implications for the Broads would be provided to the next Planning Committee meeting in April.

Haydn Thirtle proposed, seconded by Melanie Vigo di Gallidoro and it was

RESOLVED unanimously

that the Local Plan for the Broads is submitted to the Planning Inspectorate for the Examination in Public.

5/12 Duty to Cooperate: Norfolk Strategic Planning Framework – official endorsement

The Authority received a report on the Norfolk Strategic Planning Framework (NSPF) following its amendment after consultation. At the December Norfolk Strategic Planning Member Forum it had been agreed to recommend that all Local Planning Authorities in Norfolk endorse the NSPF. The Planning Committee meeting in February gave this consideration and recommended that it be endorsed. It was noted that as the NSPF had been finalised, the Duty to Cooperate Statement that accompanied the Local Plan for the Broads had been updated to take this into account.

RESOLVED unanimously

that the Norfolk Strategic Planning Framework be endorsed.

5/13 Acle Bridge

The Authority received a report on the first meeting of the Acle Bridge site working group together with three additional volunteers, as well as the result of further discussions at a second meeting on 8 March 2018. The group had considered options for the interim use of the site for 2018 and development of longer-term aspirations and a draft list of facilities to be provided. Officers were suggesting that a number of architectural practices be approached as part of a competition to provide initial design ideas for the site.

The Chief Executive informed the Authority that following the meeting of the group on 8 March 2018, officers had examined some of the key components for the detailed brief for development of the site in more detail. Officers had been uncomfortable about the possibility of operating day boats from the site from a safety point of view and on the understanding that such an operation had existed on the opposite side of the river. With regard to the potential for a marina, it was recommended that this be not taken up since there were a number of potentially significant detrimental impacts particularly relating to the impact on the landscape that would be contrary to planning policies in the first instance. This point had also been made by the Chairman of the Planning Committee especially given one of the major components of the brief advocating a landmark building on the site.

Members recognised that access was going to be an issue and therefore officers were engaging with the Highways Authority, the parish councils and businesses.

With regard to the matter of appointing a mobile café operator for the 2018 season and selling alcohol, this had been discussed with the Head of Safety Management and the Deputy Head of Ranger Services who considered that it would not be appropriate for the Broads Authority as a responsible navigation authority advocating such sales directly to those using the water, given the advice it was already giving on the safety issues involved. Members therefore considered that the sale of alcohol from a mobile café would not be

appropriate. The possibility of having a function room with a bar for evening events within the proposed building would require further consideration and would be dependent on the licensing authorities.

Members considered that the fact that the site was within Flood Risk Zone 3b was especially important. It could also present a real opportunity to demonstrate how a building could be adapted to manage the challenges of the risk of increased flooding events in the future. Therefore early discussions with the Environment Agency were advocated.

With regard to the brief for the potential architect for the building, the aim was to have a relatively modest innovative and exciting, sustainable landmark and multi-purpose building to attract the public and provide an opportunity to inform them about the special qualities of the Broads. The competition approach and the brief would give an indication of the potential costs of providing such a building. It was suggested that the opportunity to provide a design be open to young architects, not just established practices and as part of the competition a small prize of perhaps £2,000 plus VAT be offered to the winning design. The winning design could be the one that best answered the brief but that the Authority would not be committed to delivering the winning brief. Members supported this. It was also suggested that a Quantity Surveyor be involved in the process and there should be an independent voluntary chairman of the judging panel.

Paul Rice proposed seconded by Nicky Talbot and it was

RESOLVED unanimously

- (i) that Linda Aspland, Lana Hemsall and James Knight are appointed to the working group;
- (ii) A quality mobile café operator be appointed for the 2018 season following an appropriate procurement process; and any mobile operators shall be required to undertake not to sell alcohol during the coming season;
- (iii) that the outline list of key components for the development list of facilities as set out in section 3 of the report be supported with the exception of the potential for a marina and day boat operation; and
- (iv) to invite a range of architectural practices with experience in designing visitor centres to participate in a competition to submit initial design ideas, the Working Group to judge the submissions and recommend a design approach to the Authority. (*Demonstration elements – flood risk management/development, sustainability and electric charging points to be given greater importance in the Brief*)

5/14 Peer Review Update

Members had attended an independent facilitated Workshop on 30 January 2018 to consider the recommendations from the Peer Review report carried out in October 2017. Following the outcomes from that meeting, the Peer Review Group met on 8 March 2018 and considered proposals for a future work programme. All Members including the co-opted members of the Navigation Committee were then invited to discuss, review and make further comments on a potential work programme to address the issues raised by the Peer Review.

The Chief Executive reported that he and the Strategy Officer were using the ideas from the workshop to develop an Action Plan and this would be brought back to the next Authority meeting in May. The report would particularly focus on a number of options relating to governance.

RESOLVED

that the report be noted.

5/15 Planning Committee Membership

The Authority received a report on the membership of the Planning Committee, which currently stood at 10 with one vacancy following Haydn Thirtle having replaced Brian Iles as one of the two Members appointed from Norfolk County Council. In addition, Sir Peter Dixon, currently on the Committee would be leaving the Authority officially at the end of this month. There was no requirement for a specific number and numbers had varied from 14 to 11 over the last ten years. Three members had expressed an interest in joining the Committee.

Following on from the Peer Review recommendations and discussions, Officers would be preparing an options report for consideration at the May Authority meeting on the appointment of members. It was therefore proposed that prior to the annual appointment of Committees in July, taking account of the decisions made in May, those three members who had expressed an interest, be appointed in the interim.

RESOLVED

- (i) Until the Annual Meeting in July, the size of the Planning Committee be increased from 11 to 12 and James Bensly, Bruce Keith and Lana Hemsall be appointed to the Committee with immediate effect.
- (ii) Officers to research the methods used by the National Park Authorities to appoint members to Committees and other bodies with a view to bringing an options paper on this and other relevant matters to the next meeting.

5/16 Committee Timetable of Meetings 2018/19

The Authority received a draft timetable of meetings for the period July 2018 to July 2019 taking account of the deadline for the preparation and approval of accounts. Following the report of the Peer Review Team it was acknowledged that members wished to review the number and frequency of meetings but it was proposed that in the interim the draft timetable be adopted.

RESOLVED

that the timetable of meetings for the following Committee year 2018/19 set out at Appendix 1 to the report and Appendix 2 to these minutes be adopted on the understanding that there could be some changes following further consideration of the recommendations and outcomes of the Peer Review.

5/17 Broads Authority Safety Management System External Audit Findings and SMS Update

The Authority received a report that set out the findings from the recent external audit of the Authority's Safety Management System (SMS) and the proposed update to the SMS. The Boat Safety Management Group and the Navigation Committee had been consulted and supported both the findings and the proposed update.

The Chairman of the Navigation Committee expressed appreciation to officers for the work involved. It was noted that a number of the recommendations from the audit did not relate to the SMS document but would be processed through the Boat Safety Management Group and the FSAC. It was also noted that the Auditors had recognised the uniqueness of the Authority and recommended it might be helpful in having an audit review by an external body with similarities. It was noted that the Authority had already a beneficial relationship with the Scottish Canals and a reciprocal relationship might be advantageous and cost neutral in the long term.

RESOLVED

- (i) that the Audit report as set out in Appendix 1 to the report be noted;
- (ii) that the Safety Management System version 7 be adopted and the Authority continues to support the ongoing development of detailed supporting operational procedures.

5/18 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 Head of Safety Management confirmed that there were no matters which needed to be raised under this item.

5/19 Pilot Agri-Environment Scheme for the Broads

Further to Minute 4/10 (ii) and in line with the resolution, the Authority was informed that an expression of interest for a pilot agri-environment scheme for the Broads had been submitted to Defra, a copy of the document being attached as Appendix 1 to the report. Members considered that the pilot bid was an excellent document noticeably building on the Authority's valuable past experience and demonstrating the work on the Catchment Partnership. It successfully built on the Environment Plan and the Food and Farming Consultation paper from the Oxford Farming conference.

The Chief Executive and Louis Baugh would be discussing with the NFU how to progress the scheme in more detail.

RESOLVED

that the contents of the submission to Defra for a pilot agri-environment scheme for the Broads, which builds on the partnership work with the National Farmers Union and local land managers and prepared with the assistance of the local conservation NGOs be welcomed and noted.

5/20 National Park of the Year

The Authority received a report informing them of the outcome of the BBC's Countryfile Magazine National Park of the Year award where the Broads had been featured as one of the five top finalists and come third.

The Chief Executive expressed appreciation to the Eastern Daily Press for helping to raise the profile of the Broads area over the last few weeks. In particular he wished to pay tribute to the press representative, Andrew Stone as he would be leaving the area. His coverage and involvement in providing balanced reporting of some very complex issues with which the Authority was dealing was much appreciated.

RESOLVED

To welcome the fact that the Broads had been shortlisted as a National Park of the Year and that this acknowledged the good work on habitat management.

5/21 Minutes Received

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

RESOLVED

(i) **Broads Local Access Forum – 6 December 2017**

RESOLVED

that the minutes from the Broads Local Access Forum meeting held on 6 December 2017 be received.

(ii) **Navigation Committee – 14 December 2017**

RESOLVED

That the minutes from the Navigation Committee held on 14 December 2017 be received.

(iii) **Planning Committee: 5 January and 2 February 2018**

RESOLVED

that the minutes of the Planning Committee meetings held on 5 January and 2 February 2018 be received.

5/22 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.

Broads Tourism – Greg Munford was now no longer Chairman of Broads Tourism. Ruth Knight had assumed the role of Chairman. Greg had sent his apologies for this meeting and wished to explain that he had been very involved with a major development at Hemsby which it was hoped to have opened by Good Friday. All Members would be invited to the official opening in May.

National Parks UK and National Parks England – The Chairman stated that there had been a National Parks UK meeting in March at which it had been resolved to establish a charity to which corporate bodies could donate.

National Parks UK New Members Induction Course – this had taken place from 13 – 16 March in the Broads. James Bensly and Brian Wilkins from the Authority had attended and reported that they had found it extremely useful, informative and enjoyable as well as exceeding their expectations. In addition to the talks from officers and members from other national parks, they had attended an informative walk around Norwich City provided by Angela Garner - Authority staff and a Norwich City guide and also a site visit involving a boat trip from Wroxham to Salhouse courtesy of Barbara Greasley, followed by a visit to How Hill where Simon Partridge gave an overview of the work of the Trust. On the best day of the year, it had been a privilege to show off the Broads, which appeared to have been much appreciated. NPUK would be able to provide feedback from the course.

How Hill Trust– John Ash reported that the Trust’s finances appeared to be very sound and the Education Centre was almost fully booked for schools for 2018.

Norfolk and Suffolk Broads Charitable Trust – Bruce Keith reported that the funds for the Trust were reasonably sound although the figures were small. Trustees were looking for opportunities to expand and were examining the Lake District’s Partnership Scheme. The Trust would also like to link into the External Funding working group.

Upper Thurne Working Group - Brian Wilkins reported that the group was concerned about water quality issues and at a future meeting hoped to take account of the Tesco Project. The Broads by Bike leaflet was being updated for this next season.

Whitlingham Charitable Trust – Whitlingham Country Park. Mathew Bradbury reported that the last meeting had been on 14 March 2018 and parking issues were as testing as usual. The Trust had had useful conversations about apprenticeships. He commented that the actual structure of the Trust in association with the Country Park could be frustrating.

A member suggested that this point in the agenda would be a good opportunity for the Local Authority members to report to the Authority on the main issues in their districts of relevance.

5/23 Items of Urgent Business

There were no other items of urgent business for consideration.

5/24 Formal Questions

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

5/25 Date of Next Meeting

The next meeting of the Authority would be held on Friday 18 May 2018 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich.

5/26 Exclusion of the Public

The Chairman 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 meeting. The audio recording was suspended.

Summary of Exempt Minutes

5/27 Exempt Minutes of the Broads Authority meeting – 26 January 2018#

The exempt Minutes of the Broads Authority meeting held on 26 January 2018 were confirmed.

5/28 Exempt Minutes of the Navigation Committee meeting – 14 December 2017

The exempt Minutes of the Navigation Committee meeting held on 14 December 2017 were received.

5/29 Swing Bridges

The Authority received a report containing exempt information concerning the options for the replacement or refurbishment of the Somerleyton and Reedham Swing Bridges based on the findings of the Network Rail Multi-Criteria Analysis reports. Members were informed of the discussions of the Navigation Committee meeting on 22 February 2018 and were requested to provide guidance on the preferred options. Members concurred with the views of the Navigation Committee with a preference for Option 1, the construction of a new movable bridge – for both bridges.

RESOLVED

that Network Rail be informed of the views of the Authority and its preference for Option 1, the construction of a new movable bridge – for both bridges.

The meeting concluded at 12.50 pm

CHAIRMAN

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

Committee: Broads Authority 16 March 2018

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Brian Wilkins		Vice Chair Navigation Committee, None other than those previously advised.
Paul Rice		Chairman of Broads Society
Sarah Mukherjee		CEO Crop Protection Association
Bruce Keith		Whitlingham Charitable Trust and Broads Charitable Trust
Mike Barnard		<i>None other than those already declared</i>
Melanie Vigo di Gallidoro		<i>None other than those already declared</i>
Nicky Talbot		Chair of Navigation Committee, NSBA, NBYC, Toll Payer
John Ash		Trustee Director of Wherry Yacht Charter Trust, Trustee Whitlingham Charitable Trust, and How Hill Trust
Bill Dickson		<i>None other than those already declared.</i>
Mathew Bradbury	I	Whitlingham Charitable Trust BC member
James Bensly		<i>None other than those already declared</i>

APPENDIX 2

Committee Timetable 2018/2019 Adopted (subject to possible review)

	2018								2019							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	20	17	14	12	9	7	11	8	8	5 April	3 and 31	28 June	19	16
<i>Planning Cttee Site Visit * provisional if required</i>	<i>Fri</i>	<i>10.00 am</i>	<i>6*</i>		<i>7 Sept</i>	<i>5/ & 26</i>	<i>30</i>		<i>4</i>	<i>1</i>	<i>29</i>	<i>26</i>	<i>24</i>	<i>14 or 21 Design Tour</i>	<i>12</i>	
Broads Forum	Thurs	2.00 pm	12				1			1		25			11	
Local Access Forum	Wed	2.00 pm			5			5			13			5		
Navigation Committee	Thurs	2.00 pm			6	25		13		21		11		13		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	24		25		13				5				23	
BROADS AUTHORITY	<u>FRI</u>	10.00 am	27		28		23		25		22		17		26	
Members Annual Site Visit (tbc)	Thurs		5/13												4	
New Members Induction Day	Wed															

* Scheduled dates if required

Bank Holidays	27 August 2018, Tues and Wed 25, 26 December 2018/ Tues 1 January 2019, Good Friday 19 April, Easter Monday 22 April, 6 and 27 May 2019
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FSAC meeting on 25 September 2018 subsequently amended to 13 November 2018 .