

Broads Authority

Minutes of the meeting held on 21 March 2014

Present:

Dr J S Johnson – in the Chair

Mr K Allen	Sir Peter Dixon	Mr G McGregor
Mr M Barnard	Mr P Durrant	Mr P Ollier
Mr L Baugh	Mr C Gould	Mr J Sharpe
Miss S Blane	Dr J M Gray	Mr J Timewell
Mr D A Broad	Mrs L Hemsall	Mr P Warner
Mrs J Brociek-Coulton	Mr M Jeal	Mr R Stevens
Prof J A Burgess		
Mr N Dixon (from Min 4/19)		

In Attendance:

Dr J Packman – Chief Executive
Mr T Adam – Head of Finance
Mrs S A Beckett – Administrative Officer
Mr S Birtles – Head of Safety Management
Mr W Burchnall – Project Manager
Ms H Franzen – Press Officer
Mr B Hansen – Tourism and Promotion Officer
Dr D Hoare – Environment and Design Supervisor
Sue Stephenson and Emma Harris – Environment Officers
Mr S Hooton – Head of Strategy and Projects
Ms A Kelly – Senior Ecologist
Ms A Leeper – Asset Officer
Ms A Long – Director of Planning and Resources
Mr J Organ – Head of Governance and Executive Assistant
Mr C Skinner – for Solicitor and Monitoring Officer
Ms T Wakelin – Director of Operations
Ms C Weller – Head of Communications
Ms B Williams – Volunteer Coordinator

Also in attendance:

Prof R Card – Chairman of Broads Forum
Ms Clare Pastorias – Volunteer Leader Training Officer
Paul Blathwayt)
Steve Hart) – Volunteer Leaders
Martin Chapman)
Dougie Martin}

5/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting.

Apologies were received from Mr N Dixon who would be arriving late.

5/2 Chairman's Announcements

(1) Volunteer Leader Certificates

The Chairman reported that as part of the Volunteer Strategy, the Authority, with the help of Clare Pastorius, had developed the Volunteer Leading training programme. The training was currently being undertaken by six volunteers, four of whom were present today. Clare Pastorius provided the Authority with a brief outline of the training which included both written and practical assessments. The role of the Volunteer Leader provided the Authority with the ability to increase volunteering opportunities at weekends, gave volunteers opportunities of progression and further training and enabled staff to engage more often with the vulnerable and young.

The Chairman presented Paul Blathwayt, Steve Hart, Martin Chapman and Dougie Martin with their Volunteer Leader Certificates which now qualified them to lead other volunteers thus freeing up other staff to carry out other duties. The Authority thanked Clare and all those involved in the development of the programme.

(2) Meeting with Mott Macdonald

The Chairman reported that the consultants commissioned by Network Rail, Mott MacDonald, to carry out the review of the railway bridges would be coming to the Authority's offices on Monday 24 March 2014 to provide members with a preview of their results and the various options involved.

(3) Various Dates to Note

The Chairman reminded members of the following dates:

- **Planning Committee Design Quality Tour – 11 April 2014**
There were a few spaces available for other members in addition to the Planning Committee to attend. The visits would be concentrating in the northern area from Stalham, Rollesby and Norwich. Members were invited to inform the Administrative Officer (Governance) if they wished to attend.
- **National Parks UK Workshop: 14 May 2014**
This was due to be held in Perth (Scotland). Sholeh Blane and Colin Gould had already expressed an interest. Any others wishing to attend were invited to inform the Administrative Officer (Governance).

- **Broads Authority Annual Public Meeting: Saturday 28 June 2014.**

The Annual Public meeting would be held at the Dockyard, details of the format were still to be arranged.

(4) **Broadcaster**

Copies of the Broadcaster as well as booklets on STEP were available for members to take away with them.

(5) **Variation in Order of Business**

The Chairman drew members' attention to the different format of the agenda on this occasion in order to deal with the confidential items prior to other matters, given that they would have a bearing on the other items to be discussed. Members of the public had been informed.

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

The Chairman announced that he intended to take an item of urgent business as an issue had arisen relating to one of the Authority's properties which required urgent consideration. He proposed to take this as an exempt item at agenda item 32 as it involved information as defined by Paragraphs 1, 2 and 3 of Schedule 12A of Section 100A of the Local Government Act 1972 as amended.

5/5 Public Question Time

No public questions had been received.

5/6 Exclusion of the Public

RESOLVED

that the public be excluded from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 2 and 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

5/7 Exempt Minute of Broads Authority Meeting held on 17 January 2013

The exempt minute of the meeting held on 17 January 2014 was approved as a correct record and signed by the Chairman.

5/8 Exempt Minutes of the Financial Scrutiny and Audit Committee meeting held on 11 February 2014

RESOLVED

that the exempt minute of the Financial Scrutiny and Audit Committee meeting held on 11 February be received. The points raised would be considered under the relevant agenda items.

5/9 Strategic Response to National Park Grant Reductions Budget Options for 2014/15 and Financial Strategy to 2016/17

The Authority received a report containing exempt information providing an overview of the implications of the recently announced reductions in National Park Grant for 2014/15 and 2015/16 and details of proposed changes to accommodate the reductions without impacting on front line staff. Members noted the deliberations of the Financial Scrutiny and Audit Committee and that to do nothing was not an option. Members noted and agreed on the guiding principles previously adopted and on which the current changes were also based accepting that staff were the Authority's most valuable asset. The proposed strategy was designed to be a prudent way for managing the limited resources available to build on the work already underway across the organisation and to continue to deliver the Authority's key priorities over the next three years. It represented a direction of travel to deliver maximum possible efficiencies and savings and to minimize the impact on front line activity.

Members gave the proposals careful and detailed consideration, seeking clarification on a number of points including clarification about the future provision of legal advice as had been requested. Members noted the current apportionment for practical work between National Park and Navigation and that in practice the actual delivery over the last two years had been nearer to 35:65, although the current year was in line with the budgeted 40:60. The proposals to increase the level of navigation activity, and consideration of which areas of the Operations budget this should relate to, would require consultation with the Navigation Committee to identify priorities and the most appropriate means of delivery.

Following detailed discussion and consideration of the impact on the budget and Financial Strategy to take account of the proposals, it was

RESOLVED

(i) That the Authority adopts the five/six key proposals set out in the report and supported by the Financial Scrutiny and Audit Committee as follows:

(a) to end the programme of Sustainable Development Fund Grants with all the existing funded projects supported to a conclusion to March 2015 and a celebratory event held this summer **(Saving £150,000 per annum (£138,000 in 2014/15))**;

(b) to amalgamate and reduce project funding combined with a new emphasis on seeking financial support from sources such as the Local Economic Partnership, the Lottery, Europe and corporate sponsors, the latter activity undertaken with the rest of the national park family **(Saving £90,000 per annum (£85,000 in 2014/15))**;

By 15 votes to 3 with one abstention

(c) to establish a new post of Solicitor and Monitoring Officer with management responsibility for Governance and HR;

(d) to move to the electronic provision of papers for Broads Authority and Committee meetings with the necessary training **(Total Saving for (iii) and (iv) £75,000 per annum from 2015/16)**;

By 16 votes to 1 with 3 abstentions

(e) to restructure the Communications Team and reduce project expenditure on communications **(Saving £75,000 per annum from 2015/16 (£15,000 in 2014/15))**;

By 19 votes with one abstention

(f) Proposing Changes to the apportionment for Operations activities from the current level of 40:60 between National Park and Navigation, to 35:65 in 2015/16 with a view to further increasing the proportion devoted to Navigation to 70% in 2016/17 **(Net Saving nil, approximately £50,000 indicative increase in Navigation works expenditure in 2015/16 (cumulative £105,000 by 2016/17))**.

(ii) That the Chief Executive engage and consult with the staff in the teams impacted by these changes and the financial impact of any redundancies will be taken to the FSAC for approval.

5/10 Whitlingham Visitor Centre Development: Project Progress

The Authority received a report containing exempt information which provided members with the progress on the development of a potential partnership project to deliver an enhanced Visitor Centre at Whitlingham Country Park.

Members noted the current position, and gave consideration to the property matters and the terms of lease with the Trustees of the Arminghall Settlement. Members also noted the strategic risk assessment and the mitigation measures identified as well as the key requirements to enable the submission of a Heritage Lottery Fund grant application.

RESOLVED

- (i) that the revised Terms of Reference for the Member Working Group steering this project be approved;
- (ii) that the strategic risks associated with the project as set out in Section 3 of the report be noted;
- (iii) that the Authority is not at this moment prepared to continue to develop the project or submit a bid for external funding in light of the issues still to be resolved relating to partnership, lease arrangements, and HLF requirements; and
- (iv) that submission of a first round application to the Heritage Lottery Fund for a Heritage Grant is deferred pending further clarification of details.

The Public were re-admitted to the meeting

5/11 Minutes of Broads Authority Meeting held on 17 January 2013

Mr Ollier proposed, seconded by Mr Broad the inclusion of an additional paragraph at Minute 4/9 concerning the Rivers Catchment Plan. The Chairman commented that the minutes were a reflection of the debate and for the sake of brevity did not include every comment made. The point was encapsulated within the minutes. On being put to the vote, the motion was lost by 4 votes to 10 and two abstentions.

The minutes of the meeting held on 17 January 2014 were approved as a correct record and signed by the Chairman.

5/12 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.

In addition, members noted the updates concerning:

(1) Minute 4/7 Habitat Management and Water Levels

The Senior Ecologist had been involved in discussions with the Environment Agency on 19 March and it was anticipated that the "minded to" decision from the Agency would be available within six

weeks' time. The Authority would provide a report to members on its receipt.

(2) **Minute 1/14 Broads Local Plan Site Specifics Policies Development Plan Document (DPD)**

The public consultation period for the modifications to the Site Specifics DPD would be held from 17 March to 25 April 2014.

5/13 Minutes Received

(1) **Planning Committee: 3 January, 31 January and 28 February 2014**

RESOLVED

that the minutes of the Planning Committee meetings held on 3 January, 31 January and 28 February 2014 be received.

(2) **Broads Forum – 6 February 2014**

In particular members noted that there had been a full debate on Waste Disposal and it had taken a strong line that the Authority should not be responsible for this as it would be an unjust burden. However, they recognised that it was an essential service to provide a quality environment for visitors who provided a significant contribution to the local economy. The Forum agreed that the Authority should resist making a contribution towards waste disposal costs if requested by district councils, especially as the “polluter” could not be clearly identified.

Other points from the meeting had been fed into the reports for this meeting.

RESOLVED

that the minutes of the Broads Forum Meeting held on 6 February 2014 be received.

Chairman of Broads Forum

The Chairman commented that this would be the last meeting that Richard Card would attend as Chairman of the Broads Forum as he had announced his intention to stand down. He thanked Richard for chairing the Broads Forum for the last year and paid tribute to his impartial and patient leadership which had enabled the Forum to address some difficult issues. The Authority recorded its appreciation.

(3) **Financial Scrutiny and Audit Committee – 11 February 2014**

RESOLVED:

The minutes of the Financial Scrutiny and Audit Committee meeting held on 11 February 2014 be received. The comments from the committee had been fed into the reports for this meeting.

(4) **Navigation Committee: 27 February 2014**

In particular members noted the discussions particularly relating to waste disposal and the grading of boat waste as commercial and that it would be useful for further discussions with the Norfolk Waste partnership.

It was also noted that the decision taken by the Chief Executive in consultation with the Chairman of the Authority, the Chairman and the Vice-Chairman of the Navigation Committee to carry out urgent repairs to Mutford Lock had been fully supported.

The comments from the Navigation Committee would be fed into the discussions at this meeting as well as reports for future meetings.

RESOLVED

that the minutes of the Navigation Committee meetings held on 27 February 2014 be received.

Presentations

5/14 Tourism: Final STEP Report – the GREAT CAMPAIGN and Future Work Programme

The Authority received a report and detailed presentation on the key achievements of the STEP Intereg Programme (Sustainable Tourism in Estuary Parks) which was formally closed in June 2013. Members noted the Authority's programme of work on tourism for the last year with the new post of Tourism and Promotion Officer being created and the plans for participation by the English National Parks in the major Visit Britain marketing campaign showcasing the National Parks entitled the GREAT Campaign. Members noted that the Broads Authority had received considerable recognition of its part in promoting sustainable tourism and was now considered one of the leading practitioners in the UK.

Members noted the considerable progress enabled by the STEP programme and welcomed the involvement of local businesses as well as the wide range of activities incorporated.

Members thanked the Tourism and Promotion Officer for the informative, helpful and reflective presentation and supported the proposal to be engaged

in the GREAT campaign at a cost of £7,000 to the Authority in order to raise the profile of the national parks in overseas markets.

RESOLVED

- (i) that the report be noted and the progress to date be welcomed;
- (ii) that the Authority's engagement in the Government's GREAT Campaign at a cost of £7,000 be supported.

5/15 Conservation Management – Update on Practical Work and Monitoring Strategy and Policy

The Authority received a report and presentations by the Environment and Design Supervisor and the Environment Officers which provided a summary of the practical conservation work delivered from the Authority's revenue budgets and by its operational workforce. It was noted that the Conservation practical work, and other work requiring ecologically sensitive delivery was planned and managed by the Environment and Design Team and that the direction of the programme was guided by the Biodiversity and Water Strategy. In particular members were made aware of the importance of fen management to the Broads environment generally, the significance of routine fen management in the annual work plan as well as the largest source of regular income, and the integrated nature of construction and maintenance work in delivering a range of corporate priorities and projects. Members noted the ongoing challenges in planning effective surveying and monitoring both on land and water and the review of the methodologies currently taking place to provide improvements. Members were appreciative of the availability of the long term data on the Broads which contributed to the assessment of the effectiveness of management. They expressed appreciation for the range of work being undertaken and the involvement with landowners and cooperation with the Authority's partners thus avoiding duplication.

RESOLVED

- (i) that the progress on the practical conservation work delivered by the Authority be noted and welcomed.
- (ii) that the proposed expansion of fen sites under Authority management set out in Section 2 of the report involving the monitoring of the impacts of mechanised fen harvesting and evaluation of the operational practice and effect on peat structure and vegetation growth, be supported;
- (iii) that the proposed review and changes to water plant monitoring outlined in Section 4 of the report be supported and that a report be brought back to the Authority.

5/16 **Strategic Direction including**

- ***Progress on Strategic Priorities for 2013/14***

The Authority received a report setting out the Broads Authority's activities in delivering progress against the Broads Plan 2011 through a series of Strategic Priorities designed to meet those objectives where the Authority has been identified as the lead partner, following the three key themes in the Broads Plan together with an organisational priority as agreed in March 2011. Members noted the progress made towards the objectives, projects and key milestones for the Strategic Priorities for 2013/14 and that these, particularly the most substantial ones, were largely completed. They noted the exceptions relating to the progress on community engagement on climate change where disappointingly there had not been sufficient interest to hold some of the planned events; the Broads Site Specifics DPD; Delivering of enhanced de-masting mooring provision, Document Management and National Park Status noting that these would be included within the priorities for 2014/15.

With reference to Strategic Priority 4.1 on improved engagement with stakeholders, Members welcomed the report from the Director of Planning and Resources on the second of the Parish Forums held in Reedham Village Hall concentrating on the Yare and Chet Valleys. It was noted that this had been well attended by approximately 50 people, excluding staff and members of the Authority and that the opportunities for questions and answers as well as for one to one discussions with staff had been much appreciated. Members noted that future Parish Forums were planned for the Thurne and Bure in June, the Waveney/Breydon in September and the Ant/Bure in October 2014 and thus carried forward for the Strategic Priorities in 2014/15.

RESOLVED

- (i) that the performance of the different projects to meet the Strategic Priorities for 2013/14 in the accompanying schedule Appendix 1 to the report be noted.

- ***Setting of Strategic Priorities for 2014/15***

Members noted that the Navigation Committee, Broads Forum and parish and town councils, had all been consulted on the setting of the Draft Strategic Priorities for 2014/15 in line with the recommendations from the National Park Authority Performance Assessment report to engage more with the Authority's stakeholders. Members noted the responses from the parish and town councils, some of which deviated from the objectives already adopted by the Authority and related to the responsibilities of other organisations. It was considered appropriate and essential that feedback would be provided to them.

RESOLVED

- (ii) that the objectives, projects and key milestones to meet the Strategic Priorities for 2014/15 as detailed in Appendix 3 to the report be adopted.

5/17 Financial Performance and Direction

The Authority received a report providing a strategic overview of current financial issues. They took each of the matters in turn.

Section 1: Consolidated Income and Expenditure figures from 1 April to 31 January 2014

The Authority received the details of the consolidated actual income and expenditure for the ten month period to 31 January 2014. The Latest Available Budget was unchanged from the previous report to the Authority and provided for a deficit of £73,752. As at the end of January 2014, the forecast outturn for the year indicated that income was expected to be approximately £42,000 lower than originally budgeted with the total forecast income being £6,457,107, total expenditure to be £6,486,523 and the resulting deficit for the year forecast to be £29,416. The forecast outturn position for the year suggested a surplus of £76,536 for the national park side and a deficit of £105,952 on the navigation resulting in an overall deficit of £29,416 within the consolidated budget, which indicated a general fund reserve balance of approximately £681,000 and a navigation reserve balance of approximately £248,000 at the end of 2013/14.

Members noted the consolidated income and expenditure figures and considered that the budgetary provisions were much improved from previous years and that they were on track for the next two months.

RESOLVED

- (i) that the Consolidated Income and Expenditure figures from 1 April 2013 to 31 January 2014 be noted.

Section 2: New National Park Grant Update

The Authority noted that as a result of the Government's Spending the Authority would be receiving a reduction in its National Park Grant of £302,054 between 2013/14 and 2014/15. This meant that the Authority would receive NPG of £3,245,393 in 2014/15 and £3,188,952 in 2015/16. Members noted that no announcement for NPG in 2016/17 had been made. The National Park Grant deficit based on current budget figures would be approximately £230,000 in 2014/15.

Members noted that the Navigation committee had been consulted on the draft Budget for 2014/15 and that no significant changes would be made to the navigation elements of the Authority's budget for this next year.

Bearing in mind the national park deficit particularly in 2015/16 and 2016/17, the FSAC had given consideration to detailed proposals to address the National Park Grant reduction, details of which had been considered at Minute 5/9 and agreed and to provide a full Budget for submission to the Authority in March 2014 as presented. Members noted the key assumptions that had been applied to the budget, as well as the key proposals including those relating to the Sustainable Development Fund and those for each of the Directorates.

It was noted that the budget had been prepared with the aim of delivering maximum possible efficiencies and savings from within the central budget in order to minimise the impact on front-line activity requiring difficult decisions about important services, largely relating to savings within support services which would be the subject of consultation in 2014/15 to take effect from 2015/16.

RESOLVED

- (ii) that the reductions in National Park Grant and the additional proposed changes be noted and the assumptions applied in the preparation of the Budget be endorsed; and
- (iii) that the Budget for 2014/15 be adopted.

Section 4 Annual Investment Strategy

Members received the details of the proposed Annual Investment and Capital Financing (borrowing) Strategy for the next financial year as required by the Prudential Code for capital finance in local authorities. This set out the prudential indicators designed to support and record local decision making in a manner that was publicly accountable. The Authority's borrowing was limited to the acquisition of the dredging operation and it was noted that the expenditure proposed including the loan interest and capital repayments to the Public Works Loan Board, had been incorporated into approved budgets.

RESOLVED:

- (iv) that the Annual Investment Strategy for 2014/15 as set out at Appendix 5 of the report be approved.

5/18 Development of the Integrated Safety Management System (SMS)

The Authority received a report that outlined the further development of the Safety Management System Issue 4 as part of its clear commitment to the standard of safety required within the Broads to comply with the Port Marine Safety Code and included an identification and review of land based hazards which had been consulted upon with the Local Access Forum. It was noted that the majority of the accidents that took place were at the water/land interface. The Authority was a Harbour Authority but also had other

responsibilities and therefore it was considered that it was important to involve different expertise for the different issues given the holistic nature of the Authority's role. It was important to ensure that the tree policy included within the Safety Management System was fit for purpose.

RESOLVED

- (i) that the Integrated Safety Management System be adopted;
- (ii) that the Authority continues to support the ongoing development of detailed supporting operational procedures; and
- (iii) to examine adequate means of reviewing the procedures both internally and externally to insure that the Policy is robust.

5/19 Wakeboarding Trial Findings

The Authority received a report setting out the findings of the trial of recreational wakeboarding including "getting air" on the River Yare and River Waveney, which had taken place from 1 April 2013, and the results of a consultation following the review panel recommendations. Members noted that the Broads Forum and Navigation Committee had been consulted and were largely supportive of the proposals. Although the RSPB and Ted Ellis Trust had expressed concerns about disturbance at Strumpshaw and Wheatfen, this did not necessarily relate to disturbance to wildlife or the effect on the riverbanks but related more to the impact of noise on the users/visitors to the reserves. However, no direct complaints or specific evidence had been received. Members also noted that there had not been a significant increase in permits in overall waterskiing on the rivers since the allowance of getting air. The Authority would continue to monitor the situation and where necessary use powers in the Broads Act to further regulate if required.

RESOLVED

that the form of Wakeboarding including "getting air" to take place alongside water skiing on the River Yare Zones 2 and 4 and the River Waveney Zone 3,4 and 5 from 1 April 2014 be approved.

5/20 Navigation Committee Engagement

The Authority received a report that detailed the points raised during a meeting with the Chairman and Vice-Chairman of the Authority, the Chairman and Vice-Chairman of the Navigation Committee and other members of the Navigation Committee as well as the Chief Executive to discuss how the work of the Navigation Committee could be better managed in order to ensure that its guidance and advice to the Authority on strategic matters was of high quality, timely and focused. The Navigation Committee had considered the report together with the action plan and welcomed the clarification on the role and responsibilities of the Chairman and Vice-Chairman of the Navigation

Committee and had requested further information relating to the communications strategy.

RESOLVED

- (i) that the report be noted;
- (ii) that the enhanced responsibility of the Chairman and Vice Chairman of the Navigation Committee in contributing to the organization of the Committee's business be welcomed; and
- (iii) that the provision of a briefing note to all members, providing further clarification on the Communications Strategy and the role of members with regard to communications be supported.

5/21 Committee Timetable 2014/15

The Authority received a report which set out the proposed timetable for meetings for the period July 2014 to July 2015.

RESOLVED

that the Timetable from July 2014 to July 2015 be approved as set out in Appendix 2 to these Minutes.

5/22 Breydon Water and Water Ski Zone Designation Update

The Authority received a report setting out the current position of the trial of waterskiing on Breydon Water.

RESOLVED

- (i) that the designation zone remains in force; and
- (ii) that the review of Water Skiing on Breydon Water be deferred until the Spring of 2015.

5/23 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 confirmed that the Head of Safety Management had no items which needed to be raised under this item.

5/24 Feedback from Lead Members and Those Appointed to Represent the Authority

Broads Flood Alleviation Project

Mr Phil Durrant, the Lead member for Flood Alleviation reported that the project was now coming to the end of the major structural phase with only the

capital projects which were problematic remaining – Compartments 17 Postwick Marshes, Compartment 28 Peto’s Marsh and Compartment 19 South bank of the River Yare. It was anticipated that the capital works would be completed by 2015. The next phase would involve repair and maintenance.

5/25 Date of Next Meeting

The next meeting of the Authority would be held on Friday 16 May 2014 commencing at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

5/26 Items of Urgent Business

The item of urgent business would be dealt with as an exempt item.

5/27 Formal Questions

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

5/28 Exclusion of the Public

RESOLVED

that the public be excluded from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 2 and 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information

5/29 To receive the Exempt Minutes of the Navigation Committee meeting held on 12 December 2013

RESOLVED

that the exempt minutes of the Navigation Committee meeting held on 27 February 2014 be received.

Summary of Exempt Minutes

5/30 Sale of Woodland

The Authority received a report containing exempt information that summarized the current situation with regard to a woodland site. They gave consideration to options within the report.

RESOLVED

that the Authority proceed with the sale.

5/31 Item of Urgent Business: Ludham Fieldbase

The Authority received a report containing exempt information concerning the Ludham Field base. They gave consideration to the offer and the advice received. They considered the options available. The Authority was mindful of its current policy in relation to the property and being able to discharge its statutory functions in a proper, rational and transparent way with due regard to its fiduciary duty and avoid the risk of challenge.

RESOLVED

That the original policy relating to the Ludham Field base be maintained.

The meeting concluded at 15.00 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 21 March 2014

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
P Ollier	Item 5/31	Member of Friends of Hunter Fleet
J M Gray	Item 5/30	Member of River Waveney Trust
D A Broad	Items 5/6 – 5/30	Toll Payer, Member of Great Yarmouth Port Consultative Committee
J Sharpe	Items 5/19 and 5/22	Employee of RSPB
M Barnard	Item 5/30	Lobbied by would be purchaser and 2 Local District Councillors
G K D McGregor		Member of Suffolk County Council

Committee Timetable 2014/15

	2014								2015							
	Day	Time	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	18	15	12	10	7	5	9	6	6	Thurs 2	1/29	26	24	21
Planning Cttee Site Visit	Fri	10.00 am	4	1/29		3/24	28	19	30	20	27	17	22	12	17	7
Broads Forum	Thurs	2.00 pm	31				6			5		30			30	
Local Access Forum	Wed	2.00 pm			10			3			4			10		
Navigation Committee	Thurs	1.00 pm			4	23		11		26		23		4		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	8		23					10					7	
BROADS AUTHORITY	FRI	10.00 am	11		26		21		23		20		15		10	
Member Development Day																
New Members Induction Day	Wed				17											

ANPA New Members Induction Courses	Tues 16 to Thurs 18 September 2014 – Brecon Beacons
------------------------------------	---

NB: Local Government Election 2014 will be held on 22 May to coincide with the European Parliamentary Election
ANPA Workshop will be held on 14 May 2014 – in Perth