

Broads Authority

Minutes of the meeting held on 26 July 2019

Contents

1.	Apologies and welcome	3
	Openness of Local Government Bodies Regulations 2014	3
	Committee papers and accessibility	3
2.	Appointment of Chairman	3
	Bill Dickson in the Chair	4
3.	Appointment of Vice-Chairman	4
4.	Chairman's announcements	5
	Chair handover	5
	Dates to note	5
	General proceedings	6
5.	Introduction of members and declarations of interest	6
6.	Items of urgent business	6
7.	Public question time	6
8.	Minutes of Broads Authority meeting held on 17 May 2019	6
9.	Summary of actions and outstanding issues following decisions at previous meetings	6
10.	Strategic direction 2019/20	6
11.	Review of Annual Governance Statement 2018/19 and Code of Corporate Governance	7
12.	Financial performance and direction	8
13.	Integrated Access Strategy and 3-year action plan: Final draft for adoption	10
14.	Broads Biodiversity and Water Strategy and Action Plan 2019- 2024: Final draft for adoption	10
15.	Permissive footpath at Reedham: Recommendation from Broads Local Access Forum	11
16.	External funding	11
17.	Committee membership and member appointments to outside bodies	12
18.	Safety Management System update	13

19.	Annual Report of the Broads Local Access Forum	13
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	13
21.	Minutes received	13
22.	Feedback from Members appointed to represent the Authority on outside bodies 2019/2020	14
	Outside bodies	14
	Local Authority feedback	14
23.	Other items of business	15
24.	Formal questions	15
25.	Date of next meeting	15
26.	Exclusion of the public	15
	Summary of Exempt minutes	16
27.	Exempt Minutes from the Navigation Committee – 11 April 2019	16
28.	Launch replacement programme	16
29.	Moorings provision – priorities	16
	Appendix 1	17
	Declaration of interests Broads Authority, 26 July 2019	17
	Appendix 2	18
	Appointment to Committees	18

Present

Haydn Thirtle – in the Chair for Minute 1.

Kelvin Allen, Louis Baugh, Harry Blathwayt, Julie Brociek-Coulton, Matthew Bradbury, Jacquie Burgess, Bill Dickson, Andree Gee, Lana Hemsall, Tristram Hilborn, Tim Jickells, Bruce Keith, James Knight, Leslie Mogford, Greg Munford, Simon Roberts, Simon Sparrow, Nicky Talbot, Haydn Thirtle, Vic Thomson, Melanie Vigo di Gallidoro, and Fran Whymark.

In attendance

John Packman – Chief Executive, Sandra Beckett – Administrative Officer (Governance), Steven Bell – Monitoring Officer, Maria Conti – Head of Governance, Andrea Kelly – Senior Ecologist (up to and for Minute 14), Emma Krelle – Chief Financial Officer, Rob Rogers – Director of Operations, Rob Leigh – Head of Communications.

1. Apologies and welcome

The Chairman welcomed everyone to the meeting. In particular he welcomed the new members: Harry Blathwayt, Julie Brociek-Coulton, Andree Gee, Tristram Hilborn, Tim Jickells, James Knight, Leslie Mogford and Fran Whymark.

The Chairman welcomed back those members who had been re-appointed by their County or District councils: Lana Hemsall and Melanie Vigo di Gallidoro and Vic Thomson now appointed by Norfolk County Council.

No apologies were received.

Openness of Local Government Bodies Regulations 2014

The Chairman reminded members that the meeting would be recorded as a back-up for accuracy. The Broads Authority retained the copyright. If a member or a member of the public wished to receive a copy of the recording, they should contact the Governance Team. No-one else indicated that they would be recording or filming the meeting.

Committee papers and accessibility

The Chief Executive referred to the new format and style of the papers, which had been redesigned to comply with the accessibility regulations for public sector websites that came into effect in September 2018. He paid tribute to the Governance, Communications and IT teams in implementing this change, commenting that it had required a considerable amount of work and a radical change to the process of compiling the reports. Feedback from members would be welcomed.

2. Appointment of Chairman

The Chairman explained the procedures under Standing Orders. A member suggested that as there were a number of new members, each candidate might provide a resume of themselves and explain their reasons for wishing to be Chairman.

The retiring Chairman, Haydn Thirtle, responded that this had not been included in the agenda procedures. He considered it would be unfair if one candidate had prepared a resume and the other had not. The appointment would proceed as set out in the agenda.

A member asked whether the introductions and appointment of the Chair should be taken by the Chief Executive, as had happened on past occasions. The Monitoring Officer commented that as he understood it, the outgoing Chairman remained as Chairman until such time as they were replaced. The Chief Executive commented that he had been the one to invite nominations in the past when the current Chair was up for re-election. Circumstances were different on this occasion, and he referred to the Norfolk and Suffolk Broads Act 1988 Schedule 1 Paragraph 5 and (6) which states that “the chairman shall, unless he resigns or becomes disqualified, continue in office until his successor becomes entitled to act as chairman.”

The retiring Chairman proceeded and reported that nominations for the Chair had been invited in line with the procedures set out in the Standing Orders adopted in November 2018 following on from the decisions in May 2018 as a result of the Peer Review.

Bill Dickson had been proposed by Bruce Keith and seconded by Melanie Vigo di Gallidoro.

Lana Hemsall had been proposed by Kelvin Allen and seconded by Vic Thomson.

Ballot papers were distributed, collected and counted by the Head of Governance and the Administrative Officer (Governance), overseen by the Monitoring Officer.

Resolved by 15 votes to 6 to appoint Bill Dickson as Chairman of the Authority for the forthcoming year 2019/20.

Bill Dickson in the Chair

Haydn Thirtle stepped down. Fran Whymark took his place at the table as the new member appointed by Norfolk County Council.

3. Appointment of Vice-Chairman

Bruce Keith had proposed the nomination of Matthew Bradbury as Vice-Chair of the Authority, seconded by Nicky Talbot.

Lana Hemsall confirmed that she was prepared to stand as Vice-Chair, proposed by Kelvin Allen, seconded by Vic Thomson. Ballot papers were distributed and counted by the Head of Governance and Administrative Officer (Governance) and overseen by the Monitoring Officer.

Resolved by 16 votes to 5 to appoint Matthew Bradbury as Vice-Chair of the Authority for the forthcoming year 2019/20.

4. Chairman's announcements

Chair handover

The Chairman thanked members for appointing him. He would endeavour to live up to the trust placed in him and hoped all would work together in a positive new spirit. He felt it would be a good opportunity to remind everyone of three basic principles. It was important that the way forward and overall agenda set reflected the Broads Plan and the strategic priorities flowing from it. Members were present as part of the Authority with a duty to act in the best interests of the Broads rather than as members of any particular interest groups. All would have different experiences, perspectives and valuable skills to offer, ensuring diversity. It was important that members assumed corporate responsibility for the decisions made and supported these publicly, acting as ambassadors for the Authority. Therefore, as members we should constantly be asking ourselves whether our actions and decisions were in the best interests of the Broads as a whole.

The Chairman paid tribute to the outgoing Chairman. He and Haydn had both been appointed in 2016 and therefore he had come to know him well, particularly working very closely during the last year when he had the privilege of being his Vice Chairman, not only at Yare House but also in meeting a wide range of contacts in the region and at Westminster, and forging closer links with the rest of the National Park family. The Chairman had been impressed by the number of activities attended by Haydn between Authority meetings, which bore testimony to his energy and dedication, and the extent to which Haydn had always acted honourably and with integrity, often in difficult circumstances. The Chairman found it deplorable that, throughout his tenure, Haydn had been subject to a barrage of unwarranted challenges from outside sources. In spite of this, Haydn remained resolutely determined to place the interests of the Broads first, refusing to compromise his principles. He considered that Haydn had been an exemplary ambassador for the Broads and for the Authority. It was with sadness that the Authority was to lose not only his leadership as Chair but also his role as a member. He thanked him for all he had done and wished him well for the future. This was endorsed by Members.

In response, Haydn Thirtle thanked the Chairman for his kind and elegant words, worthy of his diplomatic skills. He was saddened to leave as it had been a great privilege to be a member and to be Chairman. The Authority was a very precious organisation. He believed that National Parks had a significant part to play and he was pleased to have been able to contribute to the Glover Review. It was reassuring to see that the submission made so far, supported the views contributed by the Authority. He paid tribute to the tremendous attitude of the staff, its management and its members. Staff being an organisation's greatest asset was particularly true of the Authority. He thanked everyone for the memories of being part of the organisation. He would always remain a champion of the Authority and wished everyone well for the future.

Dates to note

The Chairman reported that there were amendments to the 2019/20 timetable.

Parish Forum – this would now be on 16 October 2019. The **Audit and Risk Committee** would be on 19 November 2019. The timetable was updated on the website on the Members Handbook page.

General proceedings

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

5. Introduction of members and declarations of interest

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

6. Items of urgent business

There were no items of urgent business.

7. Public question time

No public questions had been received.

8. Minutes of Broads Authority meeting held on 17 May 2019

The minutes of the meeting held on 17 May 2019 were approved as a correct record and signed by the Chairman.

9. Summary of actions and outstanding issues following decisions at 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 the agenda were interrelated and further progress was also included within the Strategic Direction report.

10. Strategic direction 2019/20

The Authority received a report on the progress in implementing the Authority's annual strategic priorities. The priorities focused on Authority-led projects that had high resource needs or a very large impact on the Broads, or were politically sensitive. The report provided the first update of the year following approval at the March meeting. The Chief Executive drew particular attention to:

Marketing promotion and media relations / Development of partnership projects – This also included the collaborative work with Norfolk County Council in procurement of external funding. It was pleasing to note the successful bid to the EU with the Interreg EXPERIENCE project.

The Visit the Broads A6 guides for the summer season were proving far more popular than the previously produced A5 guides and a further print run was required. They were being distributed through Tourist Information Centres, parish councils, boatyards and events.

The National Parks UK (NPUK) Communications team of a Communications and Marketing Manager and a Digital Officer had been appointed, with both recruits from East Anglia. The Authority was due to host all 15 National Parks UK Heads of Communication teams in the Broads in September 2019. Members commended the Chief Executive and the Head of Communications in achieving agreement on this project to help raise the profile of National Parks. The Chairman paid tribute to their diligence and hard work on what had proved to be a challenging process.

Agri-environment pilot project – Defra had confirmed the funds for the test and trial Environment Land Management Scheme and the Authority was due to submit the final adjustments in the following week. The successful progress so far had been achieved through significant cooperation with Natural England, the NFU and the Farming and Wildlife Advisory Group. It was noted that there had been a period of delay while the procurement rules were retrofitted. There had been a decrease in the level of engagement from when the original pioneering schemes in the Broads Area had been introduced and it was hoped this could be reversed. It was noted that framework for payments to farmers post-Brexit would be one of the major risks.

CANAPE - A member commented that it was pleasing to see the public interest in the marketing of charcoal at the Norfolk Show in June and that it was also on sale at three other venues before September 2019 as part of the marketing test.

It was resolved to note the report.

11. Review of Annual Governance Statement 2018/19 and Code of Corporate Governance

The Authority received a report on the Annual Governance Statement to accompany the Statement of Accounts for 2018/19 together with the Code of Corporate Governance. The Statement reviewed the Authority's governance and internal control systems including risk management. This was supported by the Code of Corporate Governance to show how the Authority was complying with the principles of good governance. The Code helped to develop the governance framework based on best practice and external guidance and was updated annually. The Audit and Risk Committee had considered the documents at their meeting on 23 July 2019 and recommended them for approval.

Members noted that the Head of internal Audit concluded that the Authority's framework of governance and risk management and controls was "reasonable". A number of suggestions had been made, which were included in the Statement action plan for 2019/20. These focused largely on risk management and communications and branding.

The Chair of the Audit and Risk Committee commented that “reasonable” was the highest level that the Authority could achieve on the basis of the organisation’s size. To achieve “substantial” would require use of a disproportionate amount of resources. However, the Authority’s finance controls and systems had achieved a “substantial” conclusion from internal audit. Although the external audit had not yet been carried out (referred to below), the Authority could approve the Annual Governance Statement and Action Plan for 2019/20. Once approved, the documents would be signed by the Chair and Chief Executive and the Action Plan implemented.

Nicky Talbot proposed, seconded by Bruce Keith and it was **resolved by 20 votes to 0** (one member being absent from the room when the vote was taken)

- (i) To approve the Annual Governance Statement for 2018/19 and Action Plan for 2019/20 and**
- (ii) To note that, subject to the implementation of improvements identified in the Action Plan, the Authority’s systems of governance and internal control are considered to be adequate and effective.**

12. Financial performance and direction

The Authority received a report providing an update on the Broads Authority’s Statement of Accounts and its audit for the year ended 31 March 2019. The draft year-end figures provided in the report at the Authority’s May meeting were used to produce the draft Statement of Accounts, which were signed and published on 30 May 2019. There had been no significant changes to this year’s accounts since then. However, the largest adjustments required related to the actuary report on pensions. This had moved since the draft accounts had been signed, as a result of the McCloud court case on public service pensions and the High Court ruling on Guaranteed Minimum Pensions (GMP) concerning the changes in 2014 and protections in place. The final accounts would require adjustments to the figures in the income and expenditure statement and the balance sheet.

The Audit and Risk Committee (ARC) had considered the report at its meeting on 23 July 2019. It was clarified that the Authority was required to submit the audited Statement of Accounts 2018/19 to Defra as soon as possible after 31 July 2019. The Authority had completed the Statement of Accounts on this basis, working on the assumption that the onsite external audit work week would commence on 15 July, and the Authority had timetabled meetings accordingly. Ernst and Young LLP, contracted through procurement PSAA (Public Sector Audit Appointments), had informed the Authority that the onsite external audit would not now take place until October 2019 due to a resource issue. The Chairman of the ARC reported that the Committee expressed deep concerns and annoyance about the delay by Ernst and Young LLP, and their views were made clear to the external audit team present at that meeting. The external auditors had been asked to prepare a letter for submission to Defra as the original letter provided had been deemed confidential. The ARC considered this inadequate in explaining the delay was not the fault of the Authority, and that it was necessary to publish the explanation on the website. Although members were made aware of the situation at the

informal financial training workshop, it had not been possible to provide a detailed paper before today's meeting due to the timescales of meeting with the external auditors involved.

Members expressed extreme regret at the situation since it could cause erroneous and unnecessary reputational damage for the Authority, and they fully supported the views of the ARC. Given there were other local authorities experiencing similar problems, it was suggested that a collective response be provided to the PSSA. Although this was accepted, it was noted that the timetable for the Authority, as it involved Defra, was different to that of the other local authorities involved and there was an urgency to make an independent representation. Members also discussed whether the Authority should continue with Ernst and Young LLP since they had not delivered the service within the timescale required by the Authority. It was pointed out that the Authority was contracted via PSAA with Ernst and Young LLP until 2022/23. To terminate the contract could be unnecessarily costly, although the general feeling was that an alternative firm might be more desirable. This would need to be investigated. A member commented that he understood there to be a shortage of auditors nationally.

Members agreed that as a matter of urgency, the situation needed to be explained to Defra and the strong views of the Authority communicated to Ernst and Young LLP and the PSAA. The Chief Executive provided a form of words.

Melanie Vigo di Gallidoro proposed, seconded by Bruce Keith and **it was resolved unanimously**

- (i) To note the delayed audit for the reasons set out in paragraph 5.1 of the report, and that the audit Statement of Accounts for 2018/19 and results will be brought back in due course once the audit has been completed.**
- (ii) To note that the Broads Authority expresses its extreme concern and deep disappointment that the Authority's external auditors have been unable to carry out the audit on the Statement of Accounts to meet the statutory deadline of 31 July 2019 because of a shortage in the auditors' resources.**
- (iii) To delegate to the Chief Executive and the Chief Financial Officer the writing of a series of letters to Defra and the PSAA informing them of the Authority's concerns and explaining the reason for the delay in providing the external audited Statement of Accounts and requesting a meaningful letter from Ernst and Young LLP to place on the Authority's website by a specific deadline.**
- (iv) To investigate the potential review of the contract with the auditors Ernst and Young LLP through the PSAA.**

13. Integrated Access Strategy and 3-year action plan: Final draft for adoption

The Authority received a report on the Integrated Access Strategy for the Broads, the draft of which had been endorsed and approved for further consultation at its meeting on 17 May 2019. The Navigation Committee had reviewed the strategy at its meeting on 13 June 2019 and made no further comments. It was noted that it was an ambitious plan and that the implementation of the action plan would be dependent on partnership working with stakeholders. A member commented that he would welcome the inclusion of track changes from the previous versions.

Jacquie Burgess proposed, seconded by Bruce Keith and **it was resolved unanimously: to adopt the Broads Integrated Access Strategy and Action Plan 2019-2021.**

14. Broads Biodiversity and Water Strategy and Action Plan 2019- 2024: Final draft for adoption

The Authority received a report and presentation on the final draft of the Broads Biodiversity and Water Strategy and Action Plan 2019-2024. This linked to other guiding strategies for the Broads, including the Broadland Rivers Catchment Plan and the Integrated Access Strategy. It was aimed at maintaining and enhancing biodiversity and water quality in the Broads as well as being used to influence policymakers to make sure the benefits of a healthy Broads ecosystem were recognised locally, regionally and nationally. The review updated the previous strategy (2013-18) and was guided by the Broads Plan 2017 as well as input from the Broads Biodiversity Partnership, other key bodies and participants at the Broads Engage workshop in April 2019. It was noted that the successful delivery of the Action Plan would rely on strong partnership working, especially in developing and attracting external funding. The Senior Ecologist's presentation highlighted some key projects involved in delivering the strategy such as CANAPE, the Test and Trial Land Management Scheme, the Tipping the Balance project at Barton and Ranworth, the Water, Mills and Marshes Scheme, the Broadland Futures Initiative and the inclusion of natural capital.

Members welcomed the report, particularly the inclusion of natural capital and the cooperative links with other organisations in the delivery of the strategy. It was noted that some monitoring within the projects would provide long-term evidence bases. It was recognised that a balanced approach to conservation and recreation was required and that there were different views as to how certain sites might be managed, such as at Hoveton Great Broad where Natural England proposed to close the Broads to Fish Passage. The need to link public benefits to biodiversity was recognised.

Simon Roberts proposed, seconded by Tim Jickells and **it was resolved by 20 votes in favour and Kelvin Allen voting against: to adopt the Broads Biodiversity and Water Strategy and Action Plan 2019-2024.**

15. Permissive footpath at Reedham: Recommendation from Broads Local Access Forum

The Authority received a report about the possibility of creating a public footpath over a section of the Wherryman's Way long distance footpath at Reedham. The section had previously been used by agreement with the landowner but was closed for safety reasons in 2015 after inspection by Authority officers. Reedham Parish Council had been negotiating with the landowner to seek an agreement with a view to reinstating the permissive route. The Broads Local Access Forum considered the matter at its meeting on 5 June 2019 and as a result recommended that the Authority should create a public footpath over this section, given that resolution of the situation had been prolonged.

A member reported that she had received an email from the landowner indicating that only one issue required resolution. Members hoped to proceed in a collaborative manner and considered that prior to taking any further action it would be advisable to liaise again with the parties involved to determine the exact situation and to understand the financial and operational implications if more formal powers were to be used.

It was resolved to instruct Broads Authority officers to continue discussions with Norfolk County Council, Reedham Parish Council and the landowner to find a collaborative solution to the missing permissive footpath link at Reedham.

16. External funding

The Authority received a report that developed initial work by a small group of members and officers on the Authority's strategic approach to external funding, and proposed principles and key areas of work. External funding was sought to help deliver the Broads Plan, linked guiding strategies and relevant corporate plans. The report highlighted current partnership projects including two major ones led by the Authority, CANAPE and Water, Mills and Marshes, from which there were many other spin-offs and where there should be focus. Other projects involved the RSPB, Norfolk Wildlife Trust, EXPERIENCE with Norfolk County Council and the National Parks Partnership. It was emphasised that it was important to be mindful of the Authority's resources and operational capacity when pursuing external funding.

Members agreed with the proposed key principles and areas for external funding proposals (Use it or lose it, reinforcement of success, inspire the future, and locally connect, and the areas of work where external funding should be pursued - namely, moorings and access, mill restoration and engagement, and place making). It was noted that some projects were long-term. The members who had supported and helped with the development of the principles were Matthew Bradbury, Bill Dickson, Bruce Keith and Simon Roberts. A member commented that it was important for members to maintain a strategic role and not get involved with day-to-day detail, which was the role of officers. It was suggested a timeline be included and it was anticipated that a report would be brought to the Authority in November 2019.

Jacquie Burgess proposed, seconded by Matthew Bradbury and **It was resolved unanimously: to agree the proposed principles and key areas of work for external funding, as set out in**

the report, to be developed by officers for further discussion with members to include the immediate next steps:

- (i) Recruit a replacement Waterways and Recreation Officer with external funding bid writing experience;**
- (ii) Continue to work with the Broads Charitable Trust to align our priorities;**
- (iii) Through the Broads Charitable Trust, submit bids for funding to charities already identified as having the potential to support the Water, Mills and Marshes programme;**
- (iv) Explore with Norfolk County Council opportunities for further joint submissions for external funding; and**
- (v) Continue discussions with the Norfolk Coast Partnership on potential areas for joint working and collaboration, including external fundraising.**

17. Committee membership and member appointments to outside bodies

The Authority received a report setting out the proposals for committee membership and appointments to outside bodies until the Annual Meeting in July 2020, following expressions of interest by members and a review by the Chairs' Group on 8 July 2019. The recommendations from the Chairs' Group were also based on the need to provide a proportionate balance and a sufficient number of members on each committee and outside body, and to ensure continuity. The Chief Executive reported that both new Secretary of State appointees had agreed to be on the Planning Committee, and Tristram Hilborn had also agreed to join the Audit and Risk Committee. Harry Blathwayt agreed to be appointed to the Upper Thurne Working Group.

Jacque Burgess commented that as her term of office would end next March, she proposed to stand down from the How Hill Trust. Any member interested in taking Jacquie's place was asked to contact the Chairman.

The Chairman put the recommendation to the vote, including the additions referred to above **and It was resolved**

- 1) To confirm the Broads Authority member appointments for the period until the annual meeting in July 2020 as set out in the Appendix 2 to these Minutes for:**
 - (i) the Planning Committee, Audit and Risk Committee, Hearings Committee, Navigation Committee and Broads Local Access Forum as set out in Table 1 of the report with the additions of the new Secretary of State appointees.**
 - (ii) Outside bodies (Table 2 of the report)**
 - (iii) Tolls Reference Group (Table 3 of the report)**

- 2) **To delegate to the Chief Executive, following consultation with the Chairman, to appoint a member to the How Hill Trust. (Following the meeting, Julie Brociek-Coulton volunteered to be appointed).**

18. Safety Management System update

The Authority received a report setting out a proposed update to the Authority's Safety Management System (SMS) to meet the needs of the updated Port Marine Safety Code. A Stakeholder Hazard Review was held on 13 March 2019 and the SMS updated to incorporate the new Hazard Log and a number of routine revisions. The Boat Safety Management Group and Navigation Committee were consulted on the review and supported the SMS.

Nicky Talbot proposed, seconded by Melanie Vigo di Gallidoro and **It was resolved to adopt the Safety Management System (Version 8) and to continue to support its ongoing development.**

19. Annual Report of the Broads Local Access Forum

The Authority received a report introducing the Broads Local Access Forum (BLAF) Annual Report 2018/19 covering the development and improvement of public access within the Broads. The sad passing of former BLAF member George Saunders was highlighted and the fitting tribute paid to him in the Eastern Daily Press welcomed and noted. A member reported that the Norwich Access Group was hoping to name a walk in George's memory. This was welcomed.

It was resolved to note the Broads Local Access Forum's Annual Report 2018/19.

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

There were no matters to report under this item.

21. Minutes received

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

It was resolved to note the minutes from:

The Navigation Committee meeting on 11 April 2019

The Planning Committee meetings from 26 April 2019, 31 May 2019, 28 June 2019 and

The Broads Local Access Forum on 13 March 2019.

22. Feedback from Members appointed to represent the Authority on outside bodies 2019/2020

Outside bodies

Broads Tourism – the Head of Communications reported that the A6 guides had been a big success, as had Broads Restaurant week. The Board was looking at a new format for next year's guide.

How Hill Trust – Jacquie Burgess reported that the 50th Anniversary appeal had been very successful, there was a new sedge roof and the new Trustees were enthusiastically taking matters forward.

Broads National Parks UK and England – the Chief Executive and former Chairman Haydn Thirtle had attended the 70th Anniversary of the 1949 legislation for the National Parks England in Exmoor, attended by the Duke and Duchess of Cornwall. With regard to National Parks England, apart from the establishment of the Communications team there was to be a meeting of English National Park officers in September of officers to discuss climate change.

Norfolk and Suffolk Broads Charitable Trust – Bruce Keith reported that, in addition to the 70th anniversary of National Parks, the 50th anniversary of How Hill and the 30th birthday of the Broads statutory Authority, this year was the 10th Anniversary of the Broads Trust. A successful occasion had been attended by 94 people and it provided an excellent opportunity to meet with stakeholders and inform them of the strategy developed by the Trust over the last few months. Marie-Pierre Tighe and Andrew Farrell had attended the meeting on 22 July 2019 and it was hoped that the Trust could work more closely with the Authority, particularly to develop their 'hub' projects.

Local Authority feedback

Broadland District Council – Lana Hemsall reported that Broadland, with South Norfolk, was making progress with its new Local Plan. It would include many references to the Broads Authority's policies and standards and hope to lessen the impact on sensitive areas. Broadland was also preparing work with Norwich City and South Norfolk on the environment and green infrastructure and there were proposals to open a new country park.

North Norfolk District Council – Harry Blathwayt commented that there appeared to be a lack of understanding of Broads Authority work within his parishes and he would welcome more communication with them. It was hoped that all parishes under the Authority's auspices could send their minutes to the Authority when it was mentioned. He would raise this matter at the Parish Forum in October.

South Norfolk Council – James Knight reported that Broadland DC and South Norfolk Council were undertaking collaborative work on the Local Plan and a number of other areas. He had been asked to raise the issue of the footpath on the Weavers Way on the River Chet. The Director of Operations commented that the Authority was recruiting a new Waterways and Recreation Officer and this would be included within their work priorities. The Authority was

having discussions with Norfolk County Council on this matter and a report would be brought back to the Authority in the Summary of Progress.

Norwich City Council – Julie Brociek-Coulton referred to the River Wensum Strategy and was assured by the Chief Executive that the work with the City Council was very productive and the Authority was looking forward to taking some of the initiatives.

Great Yarmouth – Leslie Mogford commented that Great Yarmouth was becoming a progressive and exciting place to be, with the new road and bridge. The Borough Council was making efforts to acquire land in the North Quay to regenerate that area of the port leading into the River Bure and the Yacht Station to tidy the approach for people entering and exiting the Broads. It was recognised that this would be a long-term project.

Suffolk County Council – Melanie Vigo di Gallidoro commented that Oulton Broad was seen as the jewel in Lowestoft's crown and it was excellent to see new development and investment in the area, although it was recognised that there was some disquiet from Oulton Broad Parish Council. The work being undertaken by the Authority on dredging and collaborative work with the Suffolk Wildlife Trust at Carlton Marshes was much appreciated.

Norfolk County Council – Fran Whymark commented that it was pleasing to see the collaborative work with the County Council. Vic Thomson reported that it was likely that there would be more to report on the Wherryman's Way concerning the reinstatement of footpaths.

23. Other items of business

There were no other items of business

24. Formal questions

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

25. Date of next meeting

The next meeting/workshop of the Authority would be held on Friday 27 September 2019 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich. The meeting after that will be on 22 November 2019.

26. Exclusion of the public

Melanie Vigo di Gallidoro proposed, seconded by Nicky Talbot and **it was resolved** to exclude the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the following items on the grounds that they involved the likely disclosure of exempt information as defined by Paragraph 1, 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.

The public left the meeting and the recording was suspended.

Summary of Exempt minutes

27. Exempt Minutes from the Navigation Committee – 11 April 2019

It was resolved to receive the Exempt minutes of the Navigation Committee meeting on 11 April 2019.

28. Launch replacement programme

The Director of Operations provided an update of the Launch Replacement Programme, following consideration of the exempt information in the Navigation Committee minutes of 11 April 2019 at Minute 27 above. A group of members and officers had visited the Seaworks exhibition in Southampton on 11 June to look at potential boats to replace the Authority's launches when at the end of their life span. Further investigations and action were underway.

It was resolved to note the report.

29. Moorings provision – priorities

The Authority received a report containing exempt information that provided an update on the Authority's strategy for the provision and maintenance of its network of free 24-hour moorings. This set out the status of specific key locations and highlighted costs, longevity of piles and overall condition, with a suggested position for each site on the mooring refurbishment list. The Navigation Committee, at its meeting on 13 June 2019, had made recommendations on each of the sites and these were considered.

Nicky Talbot proposed, seconded by Simon Sparrow and

It was resolved to approve the Navigation Committee's recommendations on the strategic approach for the mooring locations in paragraphs 2 to 6 of the report.

The meeting ended at 13.18

Signed by

Chairman

Appendix 1

Declaration of interests Broads Authority, 26 July 2019

Member	Agenda/minute	Nature of interest
Kelvin Allen	14	Director, Broads Angling Strategy Group
James Knight	8 – 20	As previously declared: South Norfolk Councillor, Hire Boat Operator, Waveney River Centre
Greg Munford	-	Chief Executive, Richardson's. President, British Marine. Resident. No specific interest.
Andree Gee	-	East Suffolk Council
Bruce Keith	15	Trustee, Broads Charitable Trust
Simon Roberts	-	-
Melanie Vigo di Gallidoro	-	No declarations
Nicky Talbot	-	Chair of Navigation Committee. No declarations
Matthew Bradbury	-	As previously declared
Tim Jickells	-	As previously declared
Harry Blathwayt	-	North Norfolk District Council
Leslie Mogford	-	Great Yarmouth Borough Council
Simon Sparrow	8 – 20	As previously declared
Tristram Hilborn	-	As previously declared
Louis Baugh	10	Agreement Holder within current Agri-Environment Scheme
Vic Thomson	16	Norfolk County Council
Lana Hempsall	15	Broadland District Council – Personal Interest, Reedham footpath as this came within my ward.

Appendix 2

Appointment to Committees

Table 1

Appointments to committees

Committee	Members
<p>Planning Committee Minimum 11 BA members</p>	<p>Harry Blathwayt Julie Brociek-Coulton Jacquie Burgess - to March 2020 Bill Dickson Andree Gee Lana Hemsall Tristram Hilborn Tim Jickells Bruce Keith James Knight Leslie Mogford Vic Thomson Melanie Vigo di Gallidoro Fran Whymark</p>
<p>Audit and Risk Committee Six BA members, to include Chairs of Broads Authority and Navigation Committee</p>	<p>Bill Dickson - Chair of Broads Authority Nicky Talbot - Chair of Navigation Committee Louis Baugh - to March 2020 Lana Hemsall Greg Munford Fran Whymark Tristram Hilborn</p>
<p>Navigation Committee Five BA members in addition to eight co-opted members</p>	<p>BA members Kelvin Allen Harry Blathwayt Matthew Bradbury Leslie Mogford Greg Munford</p> <p>Co-opted members John Ash Linda Aspland Mike Barnes Andy Hamilton Simon Sparrow</p>

Committee	Members
	Nicky Talbot Paul Thomas Alan Thomson
Broads Local Access Forum Two BA members	Kelvin Allen Julie Brociek-Coulton
Hearings Committee Chair of Audit and Risk Committee plus pool of six BA members	Bill Dickson Bruce Keith Greg Munford Simon Roberts Nicky Talbot Melanie Vigo di Gallidoro

Table 2

Appointments to outside bodies

Outside bodies	Recommended appointments
How Hill Trust	Julie Brociek-Coulton
Norfolk and Suffolk Broads Charitable Trust	Bruce Keith, Simon Roberts
Whitlingham Charitable Trust	On hold
Broads Tourism	Simon Sparrow
Upper Thurne Working Group	Harry Blathwayt

Table 3

Appointments to Tolls Reference Group

Representative	Recommended appointments
Chair of Broads Authority	Bill Dickson
Chair of Navigation Committee	Nicky Talbot
Broads Authority members	Simon Sparrow, Fran Whymark
Broads Authority member – not a navigator	Louis Baugh
Angling community	Kelvin Allen
Hire boat industry	James Knight
Private boating and sailing community	Jacque Burgess