

## **Broads Authority**

Minutes of the meeting held on 24 November 2017

### **Present:**

Professor Jacquie Burgess – In the Chair

Mr Kelvin Allen	Ms G Harris	Mr V Thomson
Mr J Ash	Ms L Hemsall	Mr J Timewell (up to Minute 3/11)
Mr M Barnard	Mr B Keith	Mrs M Vigo di Gallidoro
Mr L Baugh	Mr G Munford	Mr B Wilkins
Mr W A Dickson	Mrs N Talbot	
Sir Peter Dixon	Mr H Thirtle	

### **In Attendance:**

Dr J Packman – Chief Executive  
Mrs S A Beckett – Administrative Officer (Governance)  
Mr W Burchnall – Project Manager (Minute 3/1 – 3/9)  
Mr D Harris – Solicitor and Monitoring Officer  
Mr S Hooton – Head of Strategy and Projects Officer (Minute 3/1 –  
3/10)  
Ms E Krelle – Chief Financial Officer  
Mr R Leigh – Head of Communications  
Ms M-P Tighe – Director of Strategic Services  
Mr R Rogers – Director of Operations  
Mr A Clarke – Senior Waterways and Recreation Officer (from Minute  
3/11)  
Mr T Waterfall – Communications Officer (Digital)  
Ms A Leeper – Asset Manager (from Minute 3/11)

**Others Present:** Mr Keith Bacon - Chairman of Broads Forum and Broads Local  
Access Forum

### **3/1 Apologies and Welcome**

The Chairman welcomed everyone to the meeting including members of the public. She also welcomed Mr Bruce Keith to his first meeting as the new Secretary of State Appointee.

Bruce Keith explained that he had previously been Chief Surveyor for English Nature, now Natural England and had then worked for Scottish and Southern Energy. He thanked everyone for the warm welcome he had received, he was honoured to be on board, and looking forward to working with everyone, realizing how much he still had to learn.

Apologies were received from Mr Matthew Bradbury, Ms Sarah Mukherjee and Mr Paul Rice.

The Chairman informed members that Mr Brian Iles had resigned from the Authority for personal reasons. She would be writing to him on behalf of the Authority to thank him and wish him well for the future.

### **3/2 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. This matter was addressed at Agenda Item 3/7. If a member wished to receive a copy of the recording, they should contact the Solicitor and Monitoring Officer.

The Press correspondent indicated that he intended to record proceedings.

#### **(2) Dates to Note:**

The Chairman confirmed the following dates for the **Parish Forum** meetings in 2018.

- Wednesday 21 March 2018 from 6:00 – 8:00 pm Parish Forum – Waveney Room, Yare House, Norwich
- Wednesday 19 September 2018 from 6:00 – 8:00 pm Parish Forum – Venue to be confirmed

She hoped as many members as possible would be able to attend.

#### **Members Away Day**

The Chairman confirmed that the Members Away Day to consider the report from the Peer Review would be on Tuesday 30 January 2018. A meeting with the independent facilitator was due to take place in early December. It was anticipated that the January meeting would be the first in a series of meetings. The report from the Peer Review was expected in December 2017.

#### **(3) National Parks Hero Awards 2017**

The Chairman reported that at the National Park Conference held in the South Downs in October 2017, Gary Cotton, one of our staff at the Great Yarmouth Yacht station was announced as a winner of the National Parks Hero Awards 2017 for his outstanding bravery and quick thinking in saving a child. Gary gave an account of the incident and members expressed their considerable appreciation. The Chairman congratulated Gary and presented him with his certificate and award provided by National Parks UK.

#### **(4) General Proceedings.**

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

### **3/3 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. It was noted that those members who were toll payers were able to fully participate in the item setting the charges for next year.

### **3/4 Items of Urgent Business**

There were no items of urgent business.

### **3/5 Public Question Time**

No public questions had been received.

### **3/6 Minutes of Broads Authority Meeting held on 29 September 2017**

The minutes of the meeting held on 29 September 2017 were approved as a correct record and signed by the Chairman.

### **3/7 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 particular, the Chief Executive took the opportunity to provide further updates concerning:

**Network Rail** The meeting scheduled for 22 November 2017 had been cancelled and the Authority was awaiting an alternative date. However, some progress was being made on a possible solution to the difficulties with Somerleyton and Reedham bridges and further discussions were taking place between Network Rail and the Environment Agency.

**Lease of Moorings on River Thurne:** The Chief Executive assured members that there would be further discussions with the landowner concerning the ambition to provide pontoon moorings. This was dependent on funding.

**Broads Local Plan** This together with supporting documents was now available for public consultation for a period of 8 weeks up until 5 January 2018 at 4pm. The dates for the drop-in sessions were drawn to Members' attention and it was hoped that Members would be able to attend.

### **3/8 Proposed Navigation Charges for 2018/19 in the Navigation Area and Adjacent Waters**

The Authority received a report on the proposed Navigation charges for 2018/19 in the Navigation Area and Adjacent waters following consultation with the Navigation Committee on 19 October 2017. The proposals were based on a thorough review of the 2017 figures to date, particularly taking account of the outcomes from the revised structure of the tolls introduced from 1 April 2017 and the consultation and advice from the Tolls Review Group and the major hire boat operators. Members noted that a 1% increase would provide a standstill. Since the new structure had been introduced for this year, there had been an increase in the size of the private motor boat fleet and a better than anticipated performance in hire boat numbers. Therefore the Authority was in a much stronger financial position than was originally anticipated.

The Navigation Committee had concluded that

- no changes would be necessary to the amended structure implemented on 1 April 2017 which seemed to have achieved one of its goals in stemming the decline in the number of small private motor boats.
- An across the board approach should be adopted with navigation income increasing at the same rate for the whole of the hire fleet and the private fleet and that there was no need to have a different approach within the categories for the two fleets in the next year.

The Committee had been presented with a range of alternatives for additional work as detailed within the report and associated increases in charges for consideration. The Committee had recommended

- that the navigation charges should be increased by 3% in line with the current rate of inflation (CPI) across the board.

Members also noted that dispensing with the display of toll plaques for annual tolls had proved to be very positive, enabling a quicker turn round for processing tolls and freeing up staff-time for monitoring. This together with the Phone App enabling the Rangers to check toll and boat safety compliance had improved efficiency. This had enabled the Authority to review the staffing arrangements and instead of employing two full time and two seasonal members of staff, it was possible to employ three full-time staff which would ensure continuity of skill set and provide a small financial saving as well enable staff to deal with matters out of season, which otherwise would not be possible.

Members were supportive of the proposals and the proposed priorities for expenditure, although did not wish to lose sight of the possibility of increased patrolling in the future. They considered that the right balanced approach was being taken and noted that the overall structure of the system would be reassessed in 2019. A member asked for clarification relating to concerns expressed at the Navigation Committee regarding the discussion on tolls. It was explained that the details of the debate were included within the

Navigation committee minutes and could be accessed following the meeting. Another point was raised about the monitoring of river width by tree and scrub encroachment in certain locations. It was confirmed that river width was monitored regularly.

Members were assured that the priorities for riverside tree management were carefully assessed in line with the matrix and methodology as outlined at the previous meeting, which included overall measurement of river width, and a sensitive balanced approach was taken, although again it was emphasised that much depended on permission from landowners. The necessary information and explanation had now been loaded up onto webpages and Members had been provided with the link.

- o <http://www.broads-authority.gov.uk/looking-after/managing-land-and-water/riverside-tree-and-scrub-management/> nocache

Members expressed appreciation at the clarity in the report particularly with regard to expenditure which had provided a healthy debate.

Nicky Talbot proposed, seconded by Haydn Thirtle and it was

RESOLVED

By 16 votes to 0 with one abstention

- (1) that the Authority follows the advice of the Navigation Committee and raises charges in the Navigation Area and Adjacent Waters for 2018-19 by 3% across the board, in line with the current rate of inflation (CPI), as set out for the main categories in Table 8 of the report, using the additional funding to purchase the new equipment for bankside tree and scrub management and additional safety signs.

Bill Dickson proposed, seconded by Gail Harris and it was

RESOLVED unanimously

- (2) Following the successful two year trial, the Authority stops printing adhesive toll plaques permanently, other than for short visit tolls.

### **3/9 Strategic Direction 2017/18 Update**

The Authority received this year's fourth report on the progress of the Strategic Priorities identified at the January and March meetings 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 helpful progress updates on the Broads Plan and the links to the guiding strategies.

The Chief Executive referred to the excellent news that the Authority had secured £2.4million of Heritage Lottery funding for the Water Mills and Marshes Landscape Partnership Scheme, the successful progress in engaging with farmers as part of the Broadland Catchment Management Partnership; and the development of the innovative Interreg 4 European

funded CANAPE project. He also provided an update on the extra funding secured for the English National Parks from the “Discover England Fund” with the aim of promoting tourism opportunities in the English National Parks to visitors particularly targeting visitors from Germany and Australia as well as the Netherlands and the USA. He also reported on a series of discussions held with SUSTRANS, Norfolk County Council and the LEP to promote cycling routes in the Broads as part of the drive to encourage families to enjoy the special landscape as well supporting the local economy. It was hoped to forge stronger links with the LEP in order to gain support for the Authority’s ambitions for the Broads National Park. The web page relating to LEP’s new Economic Strategy would be included in the minutes. (See below)

<https://newanglia.co.uk/our-economic-strategy/>

Officers then gave presentations highlighting the achievements with regard to the main projects to which it was committed over the next five years.

- (i) **Water Mills and Marshes** – In his presentation, the Project Manager showed the video prepared with the help of the BBC which profiled the laser scanning work on the Mills. He also showed Members a video of BBC Look East coverage of the HLF award. Members were informed of the administrative structure of the projects reporting to the Project Board, the website and social media links, and staffing arrangements. The implementation of the project was due to start in January 2018. The planning applications for the work on the mills were ready to process and would be phased over the next few months subject to the necessary protected species surveys being carried out. Other projects relating to education and skills were also progressing. It was emphasised that engagement with the public and access into remote places such as Halvergate was a vital part of the project and this was documented in the preparation of the bid. The project would be officially launched on 17 January 2018 in the Hostry at Norwich Cathedral where specially commissioned music would be played live.

Members very much welcomed the report and considered it to be an exciting project. A member commented that it would be exceedingly worthwhile if it was possible to extend the functioning of some of the mills over and above public access and apprenticeship, perhaps for example to provide broadband facilities.

Members recognized that the scheme was fundamental to the Authority’s strategic priorities and looked forward to receiving regular updates. These would also be provided through the following links.

Website: [www.watermillsandmarshes.org.uk](http://www.watermillsandmarshes.org.uk)  
Social Media:  
Facebook: [www.facebook.com/watermillsandmarshes](https://www.facebook.com/watermillsandmarshes)  
Twitter: [www.twitter.com/Broads\\_LPS](https://www.twitter.com/Broads_LPS)  
YouTube: [www.youtube.com/channel/UCbma\\_7-l-sokaExkKxitjxw](https://www.youtube.com/channel/UCbma_7-l-sokaExkKxitjxw)  
Instagram: [www.instagram.com/water\\_mills\\_marshes/](https://www.instagram.com/water_mills_marshes/)

**(ii) CANAPE - Creating a New Approach to Peat Ecosystems**

The Director of Strategy and Sustainable Communities reported that the first meeting of all the partners involved in the £5.5 million CANAPE project was held on 11 October 2017. This involved 14 partners in the 5 member states involved – Netherlands, Denmark, Belgium, Germany and the UK. She provided a diagram of the structure with the Authority being the lead beneficiary and outlined the three main packages of activities with which each would be involved and the result indicators concerning flood risk, carbon capture and economic impact.

Members favourably received the two presentations and expressed pleasure at the securing of funds for the two major exciting and ambitious projects. They considered that it was vital that the Authority was able to deliver the projects and although mindful that they would help in carrying out its strategic priorities and delivering the Broads Plan, some concern was expressed about the pressures being placed on the Authority's staff resources. It was emphasised that the Authority had signed up to these projects and was fully committed, as well as to other matters such as the Acle Bridge site and consideration of the Peer Review; therefore the Authority would need to consider carefully how to proceed and provide support. It was also recognized that there could be other, as yet unanticipated benefits arising from the projects.

Members thanked the staff for the detailed and informative presentations.

*The meeting adjourned for 10minutes at this point.*

**(iii) Communications**

The Head of Communications provided a presentation on the developing work of the communications team with particular emphasis on the three main areas currently being given attention – National Park branding; Raising the profile of the Broads National Park at major locations and where the footfall was greatest, such as Norwich Airport, railway stations and roadside locations and key sites including boatyards, as well as working on Discover England, and the Authority's partnership projects as documented above. He provided the Authority with a table showing the media coverage both reactive and proactive over the last three months with 35 stories - 19 having resulted from press releases all of which were positive, - 16 being reactive, three of which were positive. It was important to stress that 5 stories had made it to the national media. Therefore it was considered that the Authority was improving at promoting its own work. The role of the team in design and interpretation, education projects, visitor services, digital and social media was also highlighted.

**(iv) Social media**

The Communications Officer (Digital) provided a presentation on the main areas of digital communication through the website, Facebook, Linked-in and Instagram. The use of these could be classified into three main areas:

- For Promoting Broads Tourism businesses, the wider Broads area and the Visit the Broads website as the Broads National Park.
- Broadcasting news, sharing updates on our work and engaging with stakeholders as the Broads Authority, and
- Communicating project information on dedicated accounts, e.g. Water, Mills and Marshes and the Catchment Partnership.

He highlighted the benefits in being able to engage with stakeholders, getting news out quickly, complementing the traditional PR activities and in helping the Authority to be more transparent.

The Communications Officer referred to possible future developments that would enable certain projects to have a dedicated platform for communication that would involve the specialist officers.

Members welcomed the updates and considered that the proactive developments in communications were excellent in raising the profile of the Authority. They particularly favoured the project with Norwich Airport and were assured that the displays would be refreshed regularly. They noted the difficulties in positioning and amending the brown road signs, controlled through Highways England. While this was an issue with all the National Parks, the irregular boundary for the Broads Executive Area posed particular challenges. Another idea of stickers for cars was suggested.

Members thanked the officers for the interesting and informative presentations.

RESOLVED unanimously

that the updates for 2017/18 on the Strategic Priorities (Appendix 1 of the report) together with the progress on the Authority's strategies be noted.

### **3/9A External Funding Strategy**

The Authority received a report prepared by the small reference group of Members on their progress in developing an approach to securing more funding and support from external sources to help in the implementation of the Broads Plan objectives. Members welcomed the paper and noted the ten strategic elements being put forward as a foundation for the approach and development of a Strategy to improve investment in the Broads. It was clarified that the Authority's National Park Grant had dropped from over £4million per annum in 2010/11 to £3.3million for this year 2017/18.(A 25% cut in total).

Members were mindful of the success in attracting external funding for the major programmes of work mentioned above, and acknowledged the Authority's commitments to these and the need to ensure that they were run effectively as well as fulfilling its commitments to the day to day work. However, Members also considered that it was necessary to look longer term,



with a wider perspective and develop a strategic approach and framework especially with a view to further involvement with the LEP (*New Anglia Local Enterprise Partnership for Norfolk and Suffolk*). The current members of the Group were willing to continue to develop a framework and strategy. Members considered that the membership of the group should be expanded to include other members who may wish to express an interest as well as key staff, such as the Director of Strategy and Sustainable Communities, and the Chief Financial Officer as well as the Head of Strategy and Projects. Peter Dixon proposed Lana Hempsall who commented that she would be happy to join the group. It was considered that details on the membership of the group and its functions could be part of the discussions for the Members' Away Day.

## RESOLVED

that a working group made up of an expanded membership and staff be established to develop the fine details of a strategic approach to external funding. (The group to include Lana Hempsall and other interested members, as well as the Director of Strategy and Sustainable Communities, the Chief Financial Officer and the Head of Strategy and Projects.) *Any Members interested in joining the group are asked to contact the Authority via the Chief Financial Officer (Emma Krelle).*

### **3/10 Financial Performance and Direction:**

#### **(1) Consolidated Income and Expenditure from 1 April to 30 September 2017**

The Authority received a report providing the consolidated income and expenditure for the six month period 1 April – 30 September 2017 and provided a forecast of the projected expenditure at the end of the financial year 31 March 2018.

It was noted that the latest available budget deficit at the end of September was £97,423 and following adjustments the forecast outturn deficit for the end of the year as at 30 September 2017 was £39,792. The figures for the end of October (with reference to Table 1 of the report) gave a total favourable variance of £159,659. There were no changes to the Latest Available Budget at Table 2 of the report or the forecast outturn at Table 3. The Current Reserve balance based on the October figures at Table 4 was £1,557,292; this included the purchase of a replacement vehicle for Construction and Maintenance, the final invoice for the Habitats Regulation Assessment for the Local Plan and the work had started on the repair of the dockyard billet. Much of the variance was due to timing differences, staff vacancies and salary.

The current forecast outturn position for the year suggested a deficit of £63,264 for the national park side and a surplus of £23,472 on navigation resulting in an overall deficit of £39,792 within the consolidated budget, which would indicate a general fund reserve balance of approximately £978,000 and a navigation reserve balance of approximately £349,000 at the end of 2017/18 before any transfers for interest. This would mean that the navigation reserve

would be slightly above the recommended level of 10% of net expenditure during 2017/18.

RESOLVED unanimously

(i) that the income and expenditure figures be noted;

## **(2) Financial Planning and Budgetary Considerations for 2018/19**

The Authority received a presentation on the considerations for future financial planning and the Budget for 2018/19. The main issues being taken into account were:

- The staff structure and the uncertainties around staff salary increases to be negotiated with the possibility of a 1.5% pay rise for the next three years,
- The effect of inflation on non-staff budgets,
- Other increased costs – fuel, insurance premium tax (+10%to12%), inflationary increase for the Vessels and Equipment budget and insurance, increased Yare House rent as well as costs to relocate some of the dredged material in Postwick Tip,
- Additional staff to fund HLF and CANAPE projects – grants to cover costs,
- Budget holders requests for additional expenditure,
- Additional pension deficit payments,
- Additional costs for Columbia clothing for volunteers,
- Funds for policy planning for the Norfolk Strategic Framework to ensure the Authority's duty to cooperate is discharged; and
- Additional operating costs for Mutford Lock.

The Chief Financial Officer provided outline figures for the Draft Budget for 2018/19 together with the areas of budget sensitivity, as well as the Draft Financial strategy for 2018/19 – 2020/21, emphasizing that they were not set in stone. It was noted that the figures relating to the Whitlingham Charitable Trust, where the Authority recharged the Trust for costs incurred, needed to be incorporated. There were also no estimated costs in association with the Acle Bridge site although there were mechanisms in place to consider how this and other sites were to be dealt with. It was noted that the Authority, as with most of the national park authorities, was tied into the Local Government settlement for the staff salary increases. Therefore a prudent approach was being taken.

Members thanked the Chief Financial Officer for the report.

RESOLVED

(ii) That the report be noted.

## **3/11 Engagement with Key Stakeholders and the role of the Broads Forum**

The Authority received a report on the continued engagement with its stakeholders and in particular noted the recent points that emerged from the meeting with the Broads Forum and consideration of its effectiveness which were detailed by Keith Bacon, its Chairman. Members were mindful of the ever growing importance of electronic communications and the importance of attendance at major public events such as the Norfolk Show, the Great Yarmouth Maritime Festival and the Norwich Science Festival. Given these two major themes, as well as the recommendations from the Peer Review, it was important to review the position and understand the new ways and impacts of engaging with different stakeholders and communities. Members were provided with a list of the current organisations associated with the Forum, including the member and substitute representation and were informed that attendance was variable.

Members agreed with the suggestion from the Forum that it would be helpful to review the list of interest groups and organisations not only on the Forum but also those which had an active interest in the Broads National Park. As part of this, it would be opportune to carry out a survey of the sponsoring bodies on the Broads Forum, examine how members communicate with their parent bodies, consider its effectiveness, and inquire as to what other ways might interest groups/stakeholders engage with the Authority.

RESOLVED

that the report be noted and the views expressed be fed into the wider issues around engagement with stakeholders at the Members Away Day on 30 January 2018.

### **3/12 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 Forum Draft – 2 November 2017**

RESOLVED

that the minutes from the Broads Forum meeting held on 2 November 2017 be received.

The Chairman of the Broads Forum also raised the question posed by members of the Forum on the Mooring Strategy at its 27 July meeting, since he had been unable to attend the previous Authority meeting on 29 September 2017. He provided Members with an extract of the minutes. Members considered the request “that the annual report they receive on moorings [see section 10.1 under “Auditing and Monitoring in the 2009 Mooring Strategy] include not only the “SMART” objectives for new Broads Authority moorings - as at present - but also a report on

all the objectives, including those for “moorings available for visitor use”.

The Senior Waterways and Recreation Officer acknowledged that a number of mooring sites or sites used for informal moorings had decreased due to the loss of piling since this was no longer required for flood defense or erosion protection purposes. In addition landowners were often reluctant to maintain areas for mooring especially public moorings due to costs. The Authority would be reviewing the Integrated Access Strategy in 2018/19 and would examine the level of mooring provision, but it would be very difficult to obtain smart targets or retain moorings over which it did not have any control. He assured Members that officers would be examining and monitoring what the Authority provided and those areas where public had access for mooring particularly with regard to safety and would negotiate with landowners where possible. However, the Authority was not in a position to provide information on the loss of informal moorings. It was emphasised that the Authority did not promote the use of informal moorings for safety reasons.

Members were of the view that to provide information on all available moorings in the Broads area especially informal moorings over which the Authority had no control would be inappropriate.

RESOLVED

that the approach being taken for the review of the integrated access strategy be supported and the Authority’s response be provided to the Forum.

(ii) **Broads Local Access Forum – 7 June 2017**

RESOLVED

That the minutes from the Broads Local Access Forum meeting on 7 June 2017 be received.

(iii) **Financial Scrutiny and Audit committee – 25 July 2017**

RESOLVED

That the minutes from the Financial Scrutiny and Audit Committee meeting on 25 July 2017 be received.

(iv) **Navigation Committee – 7 September 2017**

RESOLVED

That the minutes from the Navigation Committee held on 7 September 2017 be received.

(v) **Planning Committee: 15 September and 13 October 2017**

RESOLVED

that the minutes of the Planning Committee meetings held on 15 September and 13 October 2017 be received

**3/13 Asset Management Update**

The Authority received a report providing an update on the development of the Asset Management Plan, the outcome of the internal audit and an update on the status of mooring provision and piling strategy. Members welcomed the report and noted that the outcome of the internal audit was “reasonable assurance”. A member commented that there were a number of structures which had been erected at the time of the millennium, particularly along the Wherryman’s way, that had fallen into disrepair and were becoming a safety hazard. It was noted that Norfolk County Council had the overall responsibility for these and the Authority was assisting in the processes for determining their future.

RESOLVED

that the report be noted.

**3/14 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code**

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

**3/15 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.

**National Parks UK Induction Course:** 31 October to 2 November 2017 in the Lake District.

Bruce Keith and Melanie Vigo di Gallidoro had attended the induction course and commented that they had been very impressed as to how it had been organised and the variety of ideas being exchanged.

They had found the event very beneficial and understood that the next National Park Member induction course was due to be hosted in the Broads. It would be helpful if those members who had not attended an induction course were able to attend.

**How Hill Trust**– John Ash reported on a very positive meeting in the previous week and that the Trust’s balance sheet was looking very good for the year.

The House was fully booked with schools for next year. It was anticipated that the How Hill appeal would hit its target of £500,000.

**National Parks UK and National Parks England.** The Chairman confirmed that she, Bill Dickson, the Chief Executive and Director of Strategy and Sustainable Communities had attended the National Parks Conference in the South Downs in October. She explained that she had not offered herself for re-election as Chair of UK National Parks for 2017-18. . The Chair of the Peak District National Park, Lesley Roberts, was elected Chair of NPUK. The Chief Executive was the Lead Chief Executive for the 15 National Parks Communicators group, and he had attended a meeting at the Sill in Northumberland that was very successful with good progress being made on developing the branding campaign and raising the profile of the National Parks especially with Columbia. He also reported that he had attended the All Party Parliamentary Group with the Chairman and Chief Executives of other National Parks, when Lord Gardiner had given a very positive update on the Government's 8 Point Plan for National Parks.

**Broads Tourism** – Greg Munford reported that the organisation was doing well and maintaining its membership numbers with plenty of renewals. All the Corporate Partners had renewed their membership thus providing substantial and welcome income, recognizing the value of being associated with the Broads National Park. Some of the smaller members of the organisation had benefited from being associated with these larger ones. The publications were selling well particularly the Eating Out Guide. The first of the Customer Care Service courses was held on 23 November and attended by 10 people with very positive feedback. This was being provided at a discounted price, thus helping the smaller businesses. The Broads Tourism collaboration with the Broads Authority was very successful and the work being undertaken by the Broads Authority's Communications Team was much appreciated by the Broads Tourism Board.

**National Parks Partnership** – there were a number of promotional features on the Guardian Website with Columbia clothing.

**Norfolk and Suffolk Broads Charitable Trust** – Louis Baugh reported that the next meeting was to be held on Monday 27 November 2017. The Authority facilitated two workshops to develop a vision for fund raising specifically for individual charities and organisations providing benefits for the Broads in a wider sense. The Trust and the Authority through the Head of Strategy and Projects was now working much closer together, which was pleasing to note. The Authority passed on its condolences to the family of the long standing Chairman of the Trust who had recently passed away.

**Upper Thurne Working Group** Brian Wilkins reported that the next meeting was scheduled for January 2018. The group would be picking up on some of the themes identified by the Communications team.

**Whitlingham Charitable Trust – Whitlingham Country Park.** Vic Thomson reported that the next meeting would be held on 29 November 2017. The

Company Secretary reported that the income from the car parking was holding up well over the last year due to the Authority's staff collecting cash payments because of the difficulties in relation to the contract firm "Parking with Ease". It had been possible to reduce the debt from the contractor down to £8,000 from £28,000 a year ago, but the Trust was not satisfied with the level of service that had been offered and subject to the Trust's agreement would be seeking compensation and arbitration. Other organisations had also had similar problems. In addition to the car parking issue, Trustees would also be considering the lease of the Flint Barn and the website for the Trust. General discussions with the Authority would be required over the next few months.

### **3/16 Items of Urgent Business**

There were no other items of urgent business for consideration.

### **3/17 Formal Questions**

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

### **3/18 Date of Next Meeting**

The next meeting of the Authority would be held on Friday 26 January 2018 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich.

### **3/19 Exclusion of the Public**

Haydn Thirtle proposed, seconded by Gail Harris 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

### **Summary of Exempt Minutes**

### **3/20 Exempt Minutes of the Broads Authority meeting – 29 September 2017**

The exempt Minutes of the Authority's meeting held on 29 September 2017 were received and signed as a correct record.

The meeting concluded at 13.45 pm

CHAIRMAN

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

**Committee:** Broads Authority 24 November 2017

<b>Name</b>	<b>Agenda/ Minute No(s)</b>	<b>Nature of Interest</b> (Please describe the nature of the interest)
Kelvin Allen		Director BASG
John Ash	8	Trustee Director of Wherry Yacht Charter Trust
Nicky Talbot		Toll Payer, NSBA and Norfolk Broads Yacht Club
Brian Wilkins		Chair of NSBA, Vice Chair Navigation Committee
Bruce Keith		Whitlingham Charitable Trust and Broads Charitable Trust
Jacque Burgess	8	Toll payer