

Broads Authority

Minutes of the meeting held on 21 November 2014

Present:

Dr J S Johnson - in the Chair

Mr K Allen	Mr N Dixon	Mrs L Hemsall
Mr M Barnard	Sir Peter Dixon	Mr P Ollier
Miss S Blane	Mr C Gould	Mr J Timewell
Mr D A Broad	Mr G McGregor	Mr R Stevens
Mrs J Brociek-Coulton	Dr J M Gray	Mr P Warner
Prof J A Burgess		

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
Dr Dan Hoare – Environment and Design Supervisor
Mr S Hooton – Head of Strategy and Projects
Mr T Hunter – Rivers Engineer
Ms A Kelly – Senior Ecologist
Ms A Leeper – Asset Officer
Ms A Long – Director of Planning and Resources
Ms L Marsh – Head of Communications
Mr J Organ – Head of Governance and Executive Assistant
Mr D Johnson – For Solicitor and Monitoring Officer

Also in attendance

Dr K Bacon	Chairman, Broads Forum and Chairman of Broads Local Access Forum
Mr Mike Edwards	Team Leader, Norfolk and Suffolk, Natural England
Mr P Murphy	On behalf of Norfolk County Council Historic Environment
Mr D Gurney Ms A Yardy	Norfolk County Council Historic Environment

Public in attendance who spoke:

Mr Geoff Doggett – River Waveney Trust (Chairman)
Mr Jolyon Oxley – Geldeston Parish Council (Vice-Chairman)

3/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public and those who wished to provide Statements.

Apologies were received from Mr L Baugh , Mr P Durrant, Mr G W Jermamy and Mr J Sharpe.

3/2 Chairman's Announcements

(1) Openness of Local Government Bodies Regulations 2014

Following a request from the Chairman, no members of the public indicated that they would be recording or filming the proceedings.

(2) Various Events and Future Dates to Note

The Chairman confirmed the following dates:

Planning Committee Site Visit – 28 November 2014 to view BA/2014/0336/HOUSEH Landfall, Coltishall, prior to the next Planning Committee meeting.

Planning Policy Workshop – 5 December 2014

There would be a workshop for all members of the Authority on the afternoon following the Planning Committee on 5 December 2014. This would help to shape the Broads Local Plan and was timetabled to fit in with the Local Development Scheme agreed by the Planning Committee at its meeting on 12 September 2014. Members were encouraged to attend.

Review of Consultation on Branding and the Responses to Stakeholder Surveys

The Member Workshop was now confirmed for Tuesday **6 January 2015**. This was also referred to at Minute 3/7 under the Summary of Progress.

(3) Electronic Agendas and Reports

The Chairman reminded members that as part of the measures to make savings as a result of the Government Spending Review, they had agreed to sign up to receiving Committee agendas and reports electronically. It was therefore intended that as from the January meeting 2015 all papers would be distributed electronically. Therefore this would be the last full Authority meeting when paper bound copies

would be distributed. Those who required the necessary electronic device were requested to contact the Governance team.

(4) Green Apple Award

The Chairman reported that he and the Chief Executive had attended a ceremony relating to the Green Earth Appeal on 10 November 2014 at the Houses of Parliament attended by a wide variety of organisations and businesses for their contributions to reducing carbon emissions and green production processes. The Authority was awarded a Bronze Green Apple Award for the Salhouse Broad Project.

(5) Farewell to Titus Adam as Head of Finance

The Chairman announced that this would be Titus Adam's last full Authority meeting as he would be leaving the Authority in early January 2015 to join Norfolk County Council. On behalf of members he wished Titus all the very best, expressing appreciation for the way in which Titus had provided greater clarity and improved understanding of the Authority's finances which had been exceedingly beneficial.

(6) Proposal to Vary Order of Agenda

The Chairman announced that in view of the public interest in Agenda Item 14 Geldeston Landholdings, he proposed to take this following Agenda Item 7. It was also intended to take items 15, 16 and 17 following item 10 before items 11, 12 and 13. Members were in agreement.

3/3 Introduction of Members and Declarations of Interest

Members introduced themselves and expressed declarations of interest as set out in Appendix 1 to these minutes.

3/4 Items of Urgent Business

No items of urgent business had been received.

3/5 Public Question Time

Statements had been received from Geoff Doggett on behalf of the River Waveney Trust and Alison Norman on behalf of the Geldeston Parish Council relating to the Geldeston Landholdings. Mr Doggett spoke to his Statement and Julian Oxley read out the statement on behalf of Geldeston Parish Council both of which welcomed the recommendations in the Officer's report and are attached at Appendix 2 to these minutes. The Chairman thanked both parties for their statements emphasising that the subject would be discussed later in this meeting when their comments would be taken into account.

3/6 Minutes of Broads Authority Meeting held on 26 September 2014

The minutes of the meeting held on 26 September 2014 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.

Members noted that some of these also linked in with the Strategic Priorities report at Minute 3/8. In particular, members noted the updates concerning:

External Funding Opportunities Minute 3/7(Objective 4.4 in Summary of Progress.) The Chief Executive confirmed that he, Kelvin Allen and Phil Durrant intended to meet in mid to late January, following the Members Workshop reviewing the responses to the Branding Consultation and Stakeholder Surveys, to consider potential income generation from external funding sources such as Europe and the Lottery. The aim was to review the areas of need and potential sources and prioritise these with a view to reporting back to the March meeting. With reference to discussions about potential works relating to Hickling Broad, he reported that officers were in the very early stages of discussions with a company in the Netherlands which had a site with similar issues with a view to seeking European Interreg funding.

Catfield Fen Water Abstraction – “the minded to” decision by the Environment Agency had now been issued. There would be a consultation period of 4 weeks from 17 November 2014 when the parties involved would be able to provide comments. Details of this were available from the Defra website and members were encouraged to study this.

<https://www.gov.uk/government/publications/catfield-norfolk-abstraction-licences/catfield-fen-norfolk-abstraction-licences>

The Chief Executive reminded members that in the Authority’s role as independent consultee, it had already submitted comprehensive evidence based advice after commissioning hydrology experts and in accordance with its objectives would continue to balance the conservation and enhancement of natural resources with the needs of important economic interests. In supporting the correct decision making process, the date for and details of the Broadland Fen Seminar to be hosted by the Authority would be confirmed once the final decision had been received.

David Matless Lecture at UEA as part of the 25th Anniversary Celebrations.

The lecture had been well attended and very well received. Thanks were expressed to the Vice-Chair together with the Head of Communications for organising the successful event.

***Stakeholder Surveys and Branding the Broads: Member Workshop
(Minute 1/3 and 2/8)***

Some members expressed concern that with the deadline for receipt of consultations on the Branding of the Broads being 31 December 2014, they would not have sufficient time to receive or view any results from any of the consultations prior to discussions at the Member Workshop on 6 January 2015. Some members considered that it might be useful to have sight of some of the comments already received as soon as possible.

The Chairman commented that the intention to hold the workshop on that date was so that members would be the first to receive the information as a whole from both the Stakeholder Surveys as well as the Branding consultation, together with analysis from the professional organization commissioned to carry out the work. The workshop was not for decision making. Members would then be able to give detailed consideration to the reports on the outcome of the consultations and deliberate on potential ways forward at the Authority's meeting on 23 January 2015.

A member queried appropriate statistical representation from the residents' survey given the tight boundary of the Broads Authority executive area, noting that some of those who may live in a village associated with the Broads or whose work was Broads related might not be covered. The difficulties the Authority's boundary posed were recognized. However, it was noted that the largest component of the surveys were tollpayers and other views could be gained from the Visitor Surveys. The funding available would not have been able to extend to a much wider sample. The Chief Executive would be discussing the issues with Insight Track within the next week and would also seek clarification on progress.

Agenda Item 3/14 was dealt with at this juncture

STRATEGY AND POLICY

3/8 Strategic Direction: Strategic Priorities 2014/15

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 had 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, and the projects and key outcomes to meet the Strategic Priorities for 2014/15 which had been agreed at the meeting on 21 March 2014.

Members noted that four objectives had reached completion and the remaining projects were on track apart from Objective 1.1 concerning the preparation of a Revised Climate Adaptation Plan for Consultation with Stakeholders.

The Chief Executive reported that the Authority had consulted the Broads Forum and would be consulting with the Navigation Committee on the initial Draft Strategic Priorities for 2015/16 prior to consultation with the Parish and Town Councils for the Authority to review and consider in March 2015. He explained that five key areas had been identified for consideration all of which were major pieces of work and would take up considerable resources in addition to the ongoing work programme:

- The Landscape Partnership Bid to HLF.
- The Lake Review including potential Hickling project(s)
- The outcomes from the Stakeholder Surveys and a Strategy for Navigation
- The Outcome of the Branding Consultation and the need to review the Tourism Strategy
- The consideration of The Broads Plan from 2016/17.

Members were requested to give thought as to whether there were any other items which should be considered for inclusion.

The Authority was mindful that there was due to be a General Election in 2015 which would be critical for all the national parks. A decision on the Authority's National Park Grant for next year was due to be made by Defra in December. Although Lord de Mauley (Parliamentary Under-Secretary of State Defra) had recently commented that he had made strenuous efforts to shelter the protected landscapes, this could not be guaranteed going forward and there were tremendous uncertainties which would have a bearing on the Authority's strategic direction. Therefore it was important to be prudent with the Authority's finances and its resources as well as being mindful that there were limited resources available to the local authorities and other organisations. Following attendance at the National Association for Areas of Outstanding Natural Beauty 'Landscape for Life' Chairmen's conference, the Chairman had extended an invitation to Lord de Mauley to visit the Broads in February 2015.

RESOLVED

- (i) that the performance of the different projects to meet the Strategic Priorities for 2014/15 in the accompanying schedule Appendix 1 to the report be noted;
- (ii) that the potential key milestones for inclusion in the Draft Strategic Priorities for 2015/16 as set out above be noted.

3/9 Financial Performance and Direction

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

Section 2: Consolidated Income and Expenditure from 1 April – 30 September 2014

The Authority received the details of the consolidated actual income and expenditure for the six month period to 30 September 2014 together with a forecast of the projected expenditure at the end of the financial year 31 March 2015 for the whole Authority (National Park and Navigation). It was noted that core income was slightly behind the profiled budget at the end of the six month period but expected to be broadly in line at the year end. The operations expenditure was very much in profile, however, there was a significant underspend on Planning and Resources budgets due to delayed projects, cancellation of the Whitlingham Development Project and significant receipt of additional income from planning fees, strategy and project grants, partnerships and from the Visitor Centres and Yacht Stations resulting in an overall favourable variance of £194,465 at the end of September 2014.

Members noted that the forecast outturn indicated income was expected to be broadly in line with budget with total forecast income of £6,233,961, Total expenditure forecast was £6,369,774 resulting in a forecast deficit for the year to be £135,813 (£15,166 navigation and £120,647 National Park.) which was more favourable than expected.

Members reiterated their appreciation to the Head of Finance for the clarity of the report.

RESOLVED

- (i) that the consolidated income and expenditure figures from 1 April 2014 to 30 September 2014 be noted.

Section 3: Advertising and Sponsorship Policy

The Authority received a report outlining the proposed Advertising and Sponsorship Policy designed to provide a framework for the Authority's activities in this area and the various responsibilities and associated levels of decision making which would be required to help ensure best practice and that legislative requirements were followed. This was based on the Guidance to Departments on Sponsorship of Government Activities (Cabinet Office, 2007) and the draft NPUK Sponsorship Policy Guidelines which had recently been developed.

Members welcomed the report and were in agreement with the proposed Policy and suggested that Food and Agriculture should be included within the criteria for identifying suitable advertisers and sponsors. With reference to Section 10 Dealing with Complaints, it was noted that these would be dealt with in the same way as the Authority's main Complaints Procedure and similarly members considered that they should be made aware of these. It was considered that the Authority should proceed with caution and have measures in place to deal with sponsors who may inadvertently cause embarrassment and/or be a reputational risk. A member commented that he

would hope the Authority could also tap into the European Fisheries fund within 2015.

The Chief Executive reported that at the UK level the National Parks were in the process of setting up a company limited by guarantee that would act on behalf of all national parks in order to tap into sources of funding. The Authority's Chairman would be representing the Authority at the meetings of the National Parks UK Board when reviewing the Articles of Association for the new company. In addition he reported that as part of the AirWick sponsorship the Authority had received a further payment of £3,000. Staff had been asked to consider ideas for where this could be allocated in order to demonstrate to AirWick how a specific project had benefitted. Such a decision would be delegated to the Management Team in line with the Advertising and Sponsorship Policy and members were content with this approach.

RESOLVED

- (ii) that the Advertising and Sponsorship Policy be approved subject to amendments to some of the wording, the inclusion of Food and Agriculture within the list of suitable advertisers and sponsors and a refinement of the Complaints procedure; and
- (iii) that the responsibilities for Sponsorship be noted:
 - Decisions regarding large scale (sponsorship arrangements worth more than £100,000 annually) be referred to the Full Authority eg in case of potentially controversial partners, or where a significant or sensitive asset is identified for sponsorship
 - Decisions relating to significant sponsorship (Sponsorship arrangements worth more than £5,000 annually) about acceptance of advertising and uncontroversial sponsorship opportunities to be taken by the Management Team, taking account of the criteria within the policy. Cumulative value and impact of individual sponsorship arrangements to be taken into account.
 - Day to Day decisions about advertising to be taken by Officers (generally within the Communications Team) with ultimate control by the Authority.
 - That the Policy be reviewed every three years, the responsibility for regular reviews being that of the Head of Finance.

Potential Sponsorship Opportunity

The Authority considered the approach from a local Insurance broker as a prospective sponsor for Norwich Yacht Station and potentially also Great Yarmouth Yacht Station and Reedham Quay. Members noted the associated issues and the negotiations required. Although cautious, members considered that the potential proposal was worthy of pursuing, specifically for Norwich Yacht station in the first instance as a test asset given its high profile sensitive significance.

RESOLVED

- (iv) that the Authority agrees to the principle of progressing the potential sponsorship in respect of Norwich Yacht Station and delegate to the Chief Executive and the Management Team to explore this possibility and negotiate with the potential sponsor and Norwich City Council in line with the Advertising and Sponsorship Policy.

3/10 Navigation Charges 2015/16 and Draft Financial Strategy to 2017/18

The Authority received a report and presentation providing members with information for consideration of a Financial Strategy for Income and Expenditure for three years 2015/16 to 2017/18. The Baseline Financial Strategy demonstrated that an increase of 1.7% in navigation income annually for that period, would enable the Authority to continue to deliver current levels of service and make provision for the necessary ongoing maintenance costs including replacement of vehicles, vessels and equipment taking account of the Authority's Mooring Strategy and servicing of the revised Asset Management Plan over ten years. This was subject to boat numbers continuing to remain stable and took into account reductions in central costs and the revised allocation of practical work in association with the ongoing pressure on National Park Grant.

The Navigation Committee had considered the matter at its meeting on 23 October, looking at various options, and supported the approach recommending that tolls be increased by a flat rate of 1.7%. Members considered that any potential changes to the hire boat multiplier and the relative costs for different sized boats would follow from the outcomes of the stakeholder surveys and could be built into decisions for charges in 2016/17.

Members noted that the baseline figures did not include costs relating to dredging works at Hickling Broads, the funding of significant development in waste collection provision or developing new moorings. Members noted the deliberations of the Navigation Committee in relation to these factors where there was general support amongst the Committee for the aspiration to progress dredging of Hickling in the future, but that plans were not advanced enough to justify allocating larger sums at this stage. However, members proposed that in the event there was capacity within operations budgets and/or work plans, consideration should be given to whether they could be allocated for this purpose. Members noted that this was a longer term project and would welcome external sponsorship.

Members welcomed the Financial Strategy proposed recognising that this could alter depending on other factors as previously identified.

RESOLVED

- (i) that the proposed increase in Navigation charges of 1.7% for 2015/16, and recommended by the Navigation Committee, be approved;

- (ii) That the Financial Strategy for 2015/16 to 2017/18 be adopted.

The presentations from Natural England, Historic Environmental Services and the Authority's Project Manager were taken before the items 3/11 to 3/13.

3/11 Mooring Strategy

The Authority received a report which provided an update on the progress on the review of the Mooring Strategy that was being undertaken. The report identified a ten year action plan for repiling the Broads Authority's existing piled moorings as informed by the Authority's Asset Management Strategy and took account of the comments made at the stakeholder mooring workshop held on the 22 of July 2014 and the Navigation Committee on 23 October 2014. With regard to the boardwalk at Paddy's Lane, this had not been a priority for retention in the Asset Management Strategy and the Broads Local Access Forum had concurred with this. However, the Navigation Committee had been of the view that it was of benefit to boaters and they would be prepared to consider some navigation funding for its upkeep, if it was not possible to reach agreement with the Norfolk Wildlife Trust regarding its transfer. Given that it was unlikely that there would be any national park grant available to fund this, members considered that the matter should be referred back to the Navigation Committee for consideration.

RESOLVED

- (i) that the ten year repiling Action Plan set out at Appendix 3 to the report be adopted; and
- (ii) that an annual budget of £150,000 (index linked) be allocated from the navigation expenditure for the necessary repiling works;
- (iii) that the approach outlined in paragraphs 6.1 to 6.3 of the report be adopted involving the reduction in the moorings at Hoveton Viaduct by 50%, and not renewing the lease for the mooring at Thorpe River Green when it expires in 2017; and
- (iv) that the boardwalk at Paddy's Lane be referred back to the Navigation Committee for consideration as to whether the costs for maintaining it should be transferred to the navigation account.

3/12 Strategic Review of Waste Facilities

The Authority received a report which set out the current position in relation to waste facilities throughout the Broads Area together with proposed action following the changes in the Controlled Waste Regulations introduced on 1 April 2012 and reclassification of what constituted household and commercial waste and the resultant discussions between the local authorities.

The Navigation Committee was consulted on this issue at its meeting on 23 October 2014 where members supported replacement waste facilities at Ranworth, on the basis that the Broads Authority as landowner was liable. The Committee had advised against taking on liability for facilities on third party land, such as at Ludham Bridge, a view with which members concurred emphasising that efforts should be made to remind the Environment Agency of its responsibilities. Members expressed concerns about fly tipping and although it had been proposed that the position be monitored over the next year, to see whether further issues arose at other sites, the Chairman together with others emphasised that the matter required more than monitoring. It was considered that the Authority should continue to be involved in a strategic approach along with the other local authorities to consider a more comprehensive waste facility provision in future years should the need be determined. Members expressed appreciation to all those Local Authorities who had been cooperating and were engaged with the Norfolk Waste Partnership.

RESOLVED

- (i) that the report be noted and officers monitor the situation and take part in considering further strategic provision of facilities over the next year.
- (ii) that the Authority fund replacement waste facilities for Ranworth Staithe

3/13 Adoption of the Statement of Community Involvement

The Authority received a report on the Statement of Community Involvement which set out how the Authority consulted and involved local communities and stakeholders in preparing the Broads Local Plan as well as involvement in the consideration of planning applications and also informing the Management Plan for the Broads. Members noted that the updated SCI reflected new planning regulations, the new Local Development Scheme and new ways of engaging the community given the Localism Act and development in social media. Following agreement by the Planning Committee at its meeting on 10 October 2014, a four week consultation period had been carried out between 13 October to 7 November 2014, and members noted the responses set out in Appendix B to the report, which were considered relatively minor.

Since the report had been written, two further responses had been received from Somerton Parish Council and the Nancy Oldfield Trust, who wished to be included in Broads Specific consultee lists. It was noted that following the implementation of the recent reorganizational decisions, due to come into effect in April 2015, some amendments would be required, specifically concerning the Lead Officer for the Authority's Complaints procedure.

RESOLVED

that the Statement of Community Involvement be adopted subject to appropriate amendments following March 2015.

This item was considered following Item 7

3/14 Geldeston Landholdings

The Authority received a report that summarised its current landholdings in the Geldeston area and identified the reasons for the retention or disposal of each parcel of land. The Navigation Committee had been consulted at its meeting on 23 October 2014, and agreed with the officer conclusions and proposed way forward. Members noted that the Asset Management Strategy set out the criteria to be considered when seeking to dispose of Broads Authority assets and therefore were mindful that their consideration of the land holding should be according to these with additional consideration given to public access, transfer of liability and the Management Plan for the land to include intended short/long term use and overall best value for the Broads Authority.

Although in agreement with the overall approach, particularly the retention of the 24 hour mooring and marsh, members had some concerns that the disposal of the Authority's assets deemed to be for the public could generate expectations which might be difficult to deliver. In different economic times when resources were more plentiful, the Authority might have a different approach. Although some members were more favourably disposed to conclude satisfactory arrangements and partnership with the River Waveney Trust, the Authority had to be mindful of its public finances as well as the interests of the community. Therefore it was considered that there needed to be a clawback clause within any agreement for disposal of the woodland to ensure the area was protected.

Given the public interest and the issues involved, it was considered that it would be unfair to place the responsibility on the Chief Executive and the Chairman or just the Financial Scrutiny and Audit Committee and therefore the final decision relating to the woodland should be brought back to the Authority following the expiry of the moratorium period for the submission of bids on 4 March 2015.

RESOLVED

- (i) that the 24 hour mooring and marsh at Geldeston be retained;
- (ii) that the Authority dispose of the woodland, following the regulatory Community Asset process and appropriate evaluation of all bids received, and that the Authority places a restriction on the sale that allows the continuation of public access to this area as well as a clawback clause; and
- (iii) that once bids had been received following the expiry of the moratorium period on 4 March 2015, the matter be brought back to the Authority for consideration and conclusion.

PRESENTATIONS

3/15 Agri-Environment Schemes, Rural Payments and Assessment of current Intentions of Grazing Marsh Farmers in Reponse to some of these Changes

The Authority received a report and presentation from Mike Edwards from Natural England that summarized the current changes in the European Union's Common Agricultural Policy and the 2015 changes in the UK's Rural Development Programme, including agri-environment payments to include development of the Countryside Stewardship Schemes. It was noted that the main focus for the new scheme was environmental land management in line with the Rural Development Programme in England. Over the next seven year investment cycle, Defra would be investing over £3.5billion to support environment productivity and growth as well as restoring, preserving and enhancing the natural environment. Of this £3.1bn, 71% was accounted for through existing scheme commitments and therefore there would be £900m for new agreements although it was not quite clear how this would be allocated. Members noted that Countryside Stewardship could deliver multiple environmental outcomes with biodiversity being the main priority followed by water quality and flood risk. Members noted that the new programme would commence in March 2015 and catchment sensitive farming would work more closely with other Water Framework Directive measures. It was clarified that reed and sedge harvest was not specifically classified as an agricultural product although fens and reed beds were a priority habitat and their management could qualify for higher level stewardship funding.

The Senior Ecologist provided members with an outline of the main messages as a result of the Authority's commissioned questionnaire and analysis to investigate marsh farmers' views and intentions in response to some of these changes and their impacts within the grazing marsh environment. Members noted that although the survey indicated that given the current economic climate and prices, the incentive to turn marshes to arable was significantly reduced at the moment, in a volatile market this was unlikely to always remain the case. Although unlikely to go under the plough the results suggested that there may be significant intensification in terms of management and inputs applied. The appreciation of the Broads environment by those who had responded was noted.

The Authority recognised the significant contribution which agriculture and land management made to the Broads Landscape and therefore were mindful of the potential impacts which the changes to the CAP and agri-environment payments would have to this. They also recognised the limited resources available.

RESOLVED

- (i) that the implementation of the new Rural Development Programme for 2015 and findings of the Management of the Marshes report be noted;

- (ii) that the Authority support ongoing collaborative working through existing partnerships and where possible communicate and facilitate access to the new Rural Development Programme;
- (iii) that the Authority support further farmer collaboration and landscape scale delivery through such schemes as the proposed HLF Landscape Partnership and involvement in the RSPB Futurescape; and
- (iv) that the Authority use the Broads Authority mapping and the findings of the Management of the Marshes report to feed into the targeting and prioritisation work for Countryside Stewardship.

3/16 Archaeology: Statement of Significance to the Broads

The Authority received a presentation from Peter Murphy the Historic Consultant formerly of English Heritage providing an outline of the significance of archaeology in the Broads which would help to contribute to the Broads Landscape Partnership Bid to the Heritage Lottery Fund (HLF) as it highlighted the importance of archaeology as well as geology to the general shaping of the landscape. Although referred to in the Broads Plan it had not been fully integrated into the Authority's work and the Landscape Partnership would help to raise awareness.

The Chairman thanked Pete Murphy for his fascinating appraisal and the exciting possibilities within the Landscape Partnership Scheme.

RESOLVED

that the presentation and the report and importance of archaeology be noted and welcomed as a valuable contribution to the Landscape Partnership Scheme.

3/17 The Broads Landscape Partnership Scheme Application: Water Mills and Marshes

The Authority received a report together with presentation from the Project Manager on the proposed progress on the Broads Landscape Partnership Scheme for the application to the Heritage Lottery Fund (HLF) with the view to submitting a first round application by 1 June 2015. Members noted the make-up of the Project Board and that a number of the 15 members also had interests/ or could reflect the interests of other organisations, such as Wild Anglia and the Norfolk Archaeological Trust, even although those bodies might not be specifically included on the Board. It was understood that the HLF would wish to see a workable decision-making Board and therefore it was recognised that other organisations/ stakeholders would need to be kept informed. It was considered that it was important to have a professional educationalist involved in the project and in addition to links with the Broads Educational Network, members supported the aim of recruiting a Head Teacher on to the Board.

It was noted that the bid was being drawn up on the basis of the 9 criteria set out by the HLF and the proposed scheme contributed to a number of the current Broads Plan Strategic Priorities and also BA strategies including Integrated Access, Biodiversity, Water and Education and would be focusing on the community. The first Project Board had been held on 13 November 2014 where it was agreed to extend the project area, beyond linking the urban centres of Norwich, Great Yarmouth and Lowestoft along the rivers Yare, Bure and Waveney to include Beccles and up to Thurne Mouth. It was important that the total area of 200 square kilometres was explained in terms of Landscape Character with appropriate evidence. The Heritage Asset Review Group had been in favour of the extension and members concurred.

Members noted the risk elements, the most significant being failure to achieve funding from project partners as well as failure to achieve landowner permissions, as well as the risks around success and expectations.

Members complimented the team on putting the project together in an exemplary way and providing a clear understanding of the process.

RESOLVED

- (i) that the Terms of Reference for the Project Board and the Draft Partnership Agreement steering the project be approved;
- (ii) that the Strategic risks associated with the project set out in Section 4 of the report be noted;
- (iii) that the Authority agree in principle to the submission of a first round application to the HLF of the Landscape Partnership Scheme, and delegate to the Project Board the signing off of the application.

GOVERNANCE

3/18 Public Question Time Review

The Authority received a report on the proposal to amend the Public Question time procedures following recent experiences at the Authority and Navigation Committee meetings in order to enable members of the public to ask a question, make a statement or present a petition without being present at the meeting. Members noted that the Planning Committee had a specific Public Speaking scheme to enable applicants and objectors to development proposals to speak at that Committee and therefore a revised wording to Appendix 1 of the report had been circulated in order to clarify this.

RESOLVED

that the amended Public Question Time Scheme of Operation for full Authority and Committee meetings as detailed in the amended Appendix 1 of the report be adopted and that this be reviewed in a year's time.

3/19 Delegation to Financial Scrutiny and Audit Committee

The Authority received a report setting out a proposal to provide a standing delegation to the Financial Scrutiny and Audit Committee to determine payments or honoraria to staff which were not within the powers delegated to the Chief Executive. It was noted that this would provide consistency with other decisions relating to HR matters which had been delegated to the FSAC. Special meetings of the FSAC could also be convened more easily to deal with such matters when expediency was important and would help minimise costs to the Authority.

Members agreed with the proposal, subject to an amendment to the proposed paragraph 32 of the Terms of Reference for the Financial Scrutiny and Audit Committee stating a limit of £50,000 and therefore retaining paragraph 29 with an amendment of G under Matters Reserved to the Broads Authority: “to determine any ex-gratia payments or honoraria to staff which are not within the scope of the powers delegated to the Financial Scrutiny and Audit Committee”

RESOLVED

that the Authority approve amendments to the Broads Authority’s Terms of Reference of Committees as indicated in Appendix 1 to the report, providing a standing delegation to the FSAC to determine any payments or honoraria to staff which are not within the scope of the powers delegated to the Chief Executive up to the value of £50,000 and subsequent amendment to para 29 in G of ‘matters reserved to the Broads Authority’.

3/20 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

The Head of Safety Management reported that there were no items which needed to be raised under this item.

3/21 Minutes Received

(1) Broad Local Access Forum – 10 September 2014

RESOLVED

that the minutes of the Broads Local Access Forum meeting held on 10 September 2014 be received.

(2) Planning Committee: 12 September and 10 October 2014

RESOLVED

that the minutes of the Planning Committee meetings held on 12 September and 10 October 2014 be received.

(3) **Financial Scrutiny and Audit Committee – 23 September 2014**

RESOLVED

that the minutes of the Financial Scrutiny and Audit Committee meeting held on 23 September 2014 be received.

(4) **Navigation Committee: 23 October 2014**

Members noted that the Navigation Committee's discussions particularly relating to the items on the agenda had been fed into the discussions at this meeting and would be fed into reports for future meetings.

RESOLVED

that the minutes of the Navigation Committee meeting held on 23 October 2014 be received.

3/22 Feedback from Lead Members and Those Appointed to Represent the Authority

Campaign for National Parks (CNP)

The Chairman reported that Peter Warner as representative on the Campaign for National Parks had attended the CNP AGM on 13 November 2014 at which the Chair, Ann Robinson in introducing the proceedings specifically highlighted the National Parks 'manifesto' for the 2015 General Election "National Parks for the 21st Century". Among its six aims were:

- To protect and enhance landscapes
- Protect against major developments (successes and concerns eg: power lines in Dartmoor versus Potash mining proposals in North Yorkshire).
- Ensure a fair share of resources for Parks
- Investment in public transport
- Funding to ensure educational and school visits to Parks. Also to look after the National Parks and promote greater access – highlighted the success of the Mosaic projects.
- Plan for future Parks through a Commission (extending existing Parks and AONBs).

The parks in England and Wales have 13 unique landscapes but the economy must be the top priority in the parks – local economies should not be neglected.

The highlights within the speech from the Guest Speak, Brandon Lewis, Minister of State for Housing and Planning, had been that in respect of National Parks, he believed in the principle of "living landscapes", he was an advocate of good design: it must integrate with the local vernacular and good

design leads to a greater acceptance of new development within communities, and that Right to build proposals would not carry a presumption of an “Ok to build” in National Parks.

Water Ski Review Panel

David Broad reported that the Water Ski Review Panel had held its last meeting on 22 October 2014 when it had agreed to formalise the existing Water Ski Zones relating to Breydon Water in accordance with the various Acts following the necessary consultations and consideration. Members welcomed the outcome.

How Hill Trust

Robert Stevens reported that he had been elected to the Finance Committee of the How Hill Trust. He reported that the Trust’s deficit had been reduced from £80,000 to £20,000 over the last year and it was aimed to break even and possibly obtain a surplus in the next year, the main income streams being through education and other matters such as the tea rooms, ice creams and various events. He reported that there would be carol concerts at 7pm on the 18 and 19 December 2014.

Sholeh Blane as a How Hill Trustee commented that efforts were being made to remodel the Trustee Board enabling members to become more involved and an Education Manager for the Trust was being appointed to support the Director. This was welcomed.

3/23 Items of Urgent Business

There were no items of urgent business.

3/24 Formal Questions

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

3/25 Date of Next Meeting

The next meeting of the Authority would be held on Friday 23 January 2015 commencing at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

The meeting concluded at 14.50

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 21 November 2014

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Murray Gray	Item 3/14	Member of Waveney River Trust Member of South Norfolk Council
Colin Gould	Item 3/14	Member of South Norfolk Council
Philip Ollier	Item 3/10 General	Toll Payer
David Broad	Items 3/6 - 3/22 19	Toll Payer, Member of Great Yarmouth Port Consultative Committee Member of FSAC
Guy McGregor	Item 19	Member FSAC Member of Suffolk County Council – Chairman of Suffolk Flood Risk Scrutiny Committee
Kelvin Allen	All 14	Broads Angling Strategy Group Member of Waveney River Trust

Public Question Time

Statements submitted by Geoff Doggett and Jolyon Oxley

Statement Submitted by Geoff Doggett on behalf of River Waveney Trust concerning purchase of Woodland at Geldeston Locks

Note: This Statement refers to the Asset Officer's report presented to the Broads Authority meeting on 21 November 2014 and particular Appendix 3 (due for consideration at Agenda Item no 14)

The River Waveney Trust has been holding discussions with the BA concerning the disposal of woodland behind the 24 hour moorings at Geldeston Locks. The Trust successfully applied and subsequently had registered, the asset by South Norfolk DC under the "Community Right to Bid" legislation. The Trust has expressed an interest in acquiring the freehold of the woodland and has until 4 March to complete a transfer, subject to satisfactory negotiations with the BA.

This report confirms the Trust's willingness to negotiate a transfer of ownership and proposes the following notes to guide the transfer:

1. The River Waveney Trust is pleased to note that the BA is recommended to continue to own and manage the marsh and associated access (Appendix 4). We believe this secures an important habitat and car park provision and the Trust would like to offer support in the BA's management of these assets.
2. The Trust accepts the requirements relating to full public access (the current situation) for the woodland and this is embedded in the Mems and Arts of the Trust as a charity, ensuring ongoing governance.
3. The Trust will survey the site, especially the tree conditions, and produce a Phase One habitat survey during 2015 to guide future habitat management .
4. The Trust notes that maintenance of the woodland has been poor in recent years. It will improve this via regular inspections by local members and scheduled working parties and use of contractors to enhance public safety and enjoyment. The Trust is mindful of the importance of the 24 hour moorings which we note will not require any investment for the next 10 years(Mooring Strategy site no.5)
5. The Trust will provide suitable insurances including public liability in line with current practice and would expect sight of the BA's current insurance conditions so as to comply with current requirements.
6. The Trust will need to know of any dependencies on the site eg; with the Locks Inn and the management of the 24 hour moorings and dyke to the

North of the site. The Trust will seek to work with the BA on suitable signage and management of the area, especially regarding visitors arriving by boat.

7. The Trust will pay its own legal fees and Land Registry fee and expects the BA to bear its own legal costs.
8. Bearing in mind the mandate and policies of the River Waveney Trust to enhance public access and enjoyment of the River Waveney, enhance habitats and biodiversity and participate as a partner in the Broadland Catchment Plan, the Trust considers a transfer for a consideration of £1 to be correct. The Trust will relieve the BA of liabilities and costs relating to insurances and maintenance, signage, officer time and surveys. As amenity woodland and with restrictive development potential due to public access needs, the land has low value on the open market. The Trust would hope that the BA as a responsible public body would be prepared to accept this transfer for no consideration in the spirit of the community asset registration by a charity with proven asset management capabilities note – the Trust holds a long term lease on 25 acres of buildings, woodland and marsh at Earsham and is negotiating currently with Mid Suffolk DC on taking on a 55 year lease at Scole Pocket Park for similar community use).

G.M.Doggett, River Waveney Trust.

Statement Submitted by Alison Norman on behalf of Geldeston Parish Council regarding landholdings in Geldeston. Read by Jolyon Oxley, Vice-chair of Geldeston Parish Council

The Parish Council is in support of all three recommendations in the report, believing that the retention of the moorings, marsh and car park by the Authority and the intention to retain public access over the copse are in the best interest of both Geldeston residents and visitors.

Working with the Broads Authority regarding the issues around these pieces of land has often been challenging for the Parish Council, and I am sure that it has been similarly time consuming and frustrating for you.

We would like to be able to build stronger, more timely communication between our organisations in future. I know from talking to both Officers and Members that the Broads Authority, like the Parish Council, wish to do the best for Geldeston.

Alison Norman – Chair of Geldeston Parish Council