

AGENDA

18 March 2016

10.00am

- | | Page |
|---|---------|
| 1. To receive apologies for absence and welcome | |
| 2. Chairman's Announcements | |
| 3. Appointment of Co-Opted Members to the Broads Authority
Report by Chief Executive (herewith) | 4 |
| 4. Introduction of Members and Declarations of Interest | |
| 5. To note whether any items have been proposed as matters of urgent business | |
| 6. Public Question Time
To note whether any questions have been raised by members of the public | |
| 7. To receive and confirm the minutes of the Broads Authority meeting held on 22 January 2016 (herewith) | 5 - 22 |
| 8. Summary of Progress/Actions Taken following Decisions of Previous Meetings
To note schedule (herewith) | 23 - 29 |

PRESENTATIONS

- | | |
|---|---------|
| 9. Operational Update
Presentation by Director of Operations | |
| 10. Broads Water Plant Survey Results
Presentation by Environment and Design Supervisor
Report by Environment Officer and Environment and Design Supervisor (herewith) | 30 - 33 |

STRATEGY AND POLICY

- | | | |
|-----|--|---------|
| 11. | Strategic Direction
Report by Chief Executive (herewith)
<i>To include:</i>
<i>(1) Progress on Strategic Priorities 2015/16</i>
<i>(2) Draft Strategic Priorities 2016/17</i> | 34 - 40 |
| 12. | Budget 2016/17 and Financial Strategy to 2018/19
Report by Head of Finance (herewith) | 41 - 54 |
| 13. | Financial Performance and Direction
Report by Head of Finance (herewith)
<i>To include:</i>
<i>(1) Consolidated Income and Expenditure from 1 April 2015
– 1 January 2016</i>
<i>(2) Annual Investment Strategy</i> | 55 - 70 |
| 14. | Royal Norfolk Show
Report by Head of Communications (herewith) | 71 - 72 |

REPORTS FOR INFORMATION

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

MINUTES TO BE RECEIVED

- | | | |
|-----|---|-----------|
| 16. | To receive minutes of the following meetings: | |
| | Financial Scrutiny and Audit Committee - 22 September 2015 (herewith) | 73 -81 |
| | Broads Forum – 5 November 2015 (herewith) | 82 – 88 |
| | Broads Local Access Forum – 9 December 2015 (herewith) | 89 – 93 |
| | Navigation Committee – 10 December 2015 (herewith) | 94 – 104 |
| | Planning Committee – 8 January 2016 (herewith) | 105 – 117 |
| | Planning Committee – 5 February 2015 (herewith) | 118 – 129 |
| 17. | Feedback from Members appointed to represent the Authority on outside bodies | |
| | Broads Tourism – Prof J Burgess and Mr J Timewell | |
| | Campaign for National Parks – Mr P Warner | |
| | How Hill Trust – Miss S Blane | |
| | National Parks UK and National Parks England – Prof J Burgess | |
| | Feedback from National Park Induction Course – Linda Aspland, John Ash, Matthew Bradbury, Bill Dickson, Vic Thomson | |
| | Norfolk and Suffolk Broads Charitable Trust – Mr J Ash and Mr L Baugh | |
| | Norfolk Mills and Pumps Trust – Prof J Burgess and Miss S Blane | |

Upper Thurne Working Group – Mr K Allen
Whitlingham Charitable trust – Mr L Baugh, Mr M Bradbury, Ms G Harris
and Mr V Thomson
(Climate Change Adaptation Partnership – Prof J Burgess, John Ash)

18. **To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972**
19. **To answer any formal questions of which due notice has been given**
20. **To note the date of the next meeting – Friday 13 May 2016 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich**
21. **Exclusion of the Public**
The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraph 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.
22. **To receive and confirm the exempt minutes of the Broads Authority meeting held on 22 January 2016 (herewith)**

130 - 131

Appointment of Co-opted Member to the Broads Authority
Report by Chief Executive

<p>Summary: This report sets out the recommendation from the Navigation Committee meeting on 25 February 2016 relating to the appointment of a co-opted member to the Authority.</p> <p>Recommendation: That Mrs Nicky Talbot be appointed to the Authority until the Broads Authority meeting on 13 May 2016 replacing Mr James Knight.</p>
--

1 Introduction

- 1.1 At its meeting on 25 February 2016, the Navigation Committee recommended that Mrs Nicky Talbot be appointed to the Authority replacing Mr James Knight.
- 1.2 At the Authority meeting on 20 March 2015, the Authority agreed that the term of appointment of the co-opted members of the Navigation Committee should be on an annual basis and therefore the current appointments run until the Broads Authority meeting on 13 May 2016. For consistency it is recommended that Ms Nicky Talbot be appointed to the Authority until the 13 May 2016.

Background papers: Nil

Author: John Packman
Date of report: 26 February 2016

Broads Plan Objectives: None
Appendices: None

Broads Authority

Minutes of the meeting held on 22 January 2016

Present:

Professor J A Burgess – in the Chair

Mr K Allen	Dr J M Gray	Mr P Rice
Mr J Ash	Ms G Harris	Mr V Thomson
Mr L Baugh	Mrs L Hemsall	Mr J Timewell
Miss S Blane	Mr J Knight	Mr P Warner
Sir Peter Dixon	Mr G McGregor	Mr M Whitaker
Mr N Dixon		

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Ms N Beal – Planning Policy Officer (Item 4/14)
Ms M Conti – Strategy Officer (Item 4/1 – 4/10)
Ms E Krelle – Head of Finance
Ms A Leeper – Asset Officer (Item 4/11)
Ms A Long – Director of Planning and Resources
Ms L Marsh – Head of Communications (Item 4/1 to 4/9)
Mr B Hanson – Tourism and Promotion Officer (Item 4/9)
Ms T Wakelin – Director of Operations

Also in attendance: Dr K Bacon – Chairman, Broads Forum and Chairman of Broads Local Access Forum

Also Present: Bill Dickson

4/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public, Dr Richard Denman and Keith Bacon, Chairman of Broads Forum.

Apologies were received from: Mr M Barnard, Mr M Bradbury, Mr P Durrant, Mr G W Jermany and Ms V McNeil (Solicitor)

4/2 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) **Member Development – Chairing Skills Training**

The Chairman reminded Members that the training session on “Chairing skills/Governance” specifically tailored to the Authority’s needs has been arranged for 15 March 2016 starting at 10.00am. This would be provided by Clare Forrest from Structured Learning Ltd. The session would be for a morning, followed by a sandwich lunch. It would be open to officers and all Members and she encouraged as many Members as possible to attend. The session would include characteristics of effective and ineffective meetings; the role of the Chairman, Secretary, Members and Officers; design, structure and use of agendas.

(3) **Various Events and Future Dates to Note**

The Chairman drew attention to the following dates:

Planning Committee Site Visit – 29 January 2016 at 10.00am for BA/2015/0354/FUL – Compartment 37 Upton Dyke
Planning Committee – 5 February 2016
Tolls Review Group – 25 February 2016 and
Navigation Committee – 25 February 2016

(4) **Members Reviews**

The Chairman reported that she and the Chief Executive had reviewed the Member Annual Appraisal form and the resulting redesigned form, supported and approved by the Vice-chairman and Chairman of the Navigation Committee, would be circulated shortly. This year, the reviews would include all members and co-opted members of the Authority as previously agreed. Dates for one to one discussions would be arranged during February and March. Michael Whitaker as Chairman of Navigation Committee would have 1:1 discussions with Members of the Navigation Committee while Peter Dixon as Vice-Chairman and the Chairman would share the interviews with all other members. This would be a two way process and opportunity to comment on progress and the way forward for the Authority. The Chairman made clear that local authority appointed members were not obliged to take part in the review but hoped that they would take the opportunity to do so anyway.

4/3 Introduction of Members and Declarations of Interest

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

4/4 Appointment of Solicitor and Monitoring Officer

The Authority received a report concerning the appointment of a Solicitor and Monitoring Officer to the Authority following the departure of Mr Piero Ionta on

4 January 2016. The Chief Executive after consultation with the Chairman of the Authority reappointed Ms McNeil Nplaw as the Authority's Solicitor and Monitoring Officer who had previously been acting as Deputy Monitoring Officer. Mr Stephen Bell who had provided advice to the Authority on planning matters, would act as Deputy. The appointment of an internal Solicitor and Monitoring Officer post brought considerable benefits and therefore a recruitment process had therefore been instituted to fill the vacancy and the market would be tested. Depending on the success of this process, the arrangements with Nplaw would continue in the interim. Nplaw had advised the Authority that it would not be necessary for the Solicitor to be present at all meetings but only to attend if it was considered necessary. However, officers would seek advice for meetings as required, as had been done for this meeting.

In answer to a member's query, it was clarified that although it was not necessary for the Monitoring Officer to be a solicitor it was considered advisable, given the duties, responsibilities and the statutory requirements of the post.

Murray Gray proposed, seconded by Michael Whitaker and it was

RESOLVED unanimously

- (i) that the appointment of Ms Victoria McNeil as Solicitor and Monitoring Officer to the Authority and Mr Stephen Bell as Deputy Monitoring Officer be confirmed;
- (ii) that the process for recruiting to the vacant post of Solicitor and Monitoring Officer be noted.

4/5 Items of Urgent Business

No items of urgent business had been received.

4/6 Public Question Time

No public questions had been submitted.

4/7 Minutes of Broads Authority Meeting held on 20 November 2015

The minutes of the meeting held on 20 November 2015 were approved as a correct record and signed by the Chairman.

4/8 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 many of these also linked in with the Strategic Priorities report at Minute 4/14. The Chief Executive reported that it had been suggested that the Authority's reports

should identify any potential risks. This suggestion had been adopted for the three reports on the agenda for this meeting where risks were considered to be significant. He confirmed that the Authority would continue with its Risk Analysis and this would be updated at the Financial Scrutiny and Audit Committee.

In particular, members noted the updates concerning:

Members Development Workshop Programme: Workshop on Waste Disposal Facilities (Minute 1/14 and 1/15 of 10 July 2015)

The Navigation Committee had received a report on general waste facilities at its meeting on 10 December 2015 and following a thorough discussion supported the need to continue monitoring the situation. It recommended that a Member's Workshop be held at the end of the 2016 season in order to seek an evidence based approach in determining the next steps. Officers would liaise with members on a potential date and on the scope for the workshop.

It was noted that some members had received comments from members of the public about Ranworth and the proposed withdrawal of waste disposal sites particularly those indicated by North Norfolk District Council. Although the concerns were noted and with which there was sympathy, it was recognised that the Authority was only specifically responsible for those sites where the Authority was the landowner including Ranworth. A member expressed the view that a workshop should be held before the 2016 season to include representatives from organisations such as Broads Tourism and the Broads Hire Boat Federation. However, members agreed to support the views of the Navigation Committee.

External Funding Opportunities (Minute 5/15 of 20 March 2015)

Kelvin Allen reported that at a meeting he had attended with John Innes on Pymnesium it was understood that £100,000 of research council funding had been secured to support wide ranging studies into Pymnesium. An Open Session was due to be held at the Genome Analysis Centre on the Norwich Research Park on 5 February 2016 and officers from the Authority would be attending.

Marine Management Organisation Licensing of Works in the Broads (Minute 2/26 of 25 September 2015)

The Chief Executive reported that following an initial unsatisfactory response from the MMO he would be writing further. Guy McGregor offered support if required.

4/9 Draft Sustainable Tourism Strategy: Sustainable Tourism in the Broads 2016 - 2020

The Authority received a report on a Draft Strategy and Action Plan for the Sustainable Tourism in the Broads for the years 2016 – 2020, following a review of the Strategy for 2011- 2015. Members noted that from the previous strategy, the Broads Authority had been awarded the European Charter for Sustainable Tourism in Protected Areas and in order to qualify for the Charter

in 2016, a valid strategy was an integral part of the application process. The Strategy, would be part of/and inform the Broads Plan and was not intended solely for the Broads Authority but all those with an interest in tourism in the Broads.

Richard Denman from the Tourism Company, who had been commissioned to assist with the revision and updating of the strategy, provided a presentation. He emphasised the primary aim of the Strategy was to develop and promote the Broads as a high quality sustainable tourism destination, in keeping with its status as an internationally renowned environment. In association with this he outlined the key principles and the three strategic objectives of 'creative promotion', 'captivating products' and 'supportive management' which provided the main areas of focus for the Action Plan. He emphasised that the success of the implementation of the strategy would be its delivery and some specific recommendations were provided in the draft strategy. These highlighted the need for increased partnership working not only to include a stronger relationship between the Broads Authority and Broads Tourism but also encouraging increased involvement with other organisations and businesses. An annual review of the Action Plan as a working framework was advocated.

Members welcomed the Draft Strategy and were hopeful that it would help raise the profile of the Broads and all that the area had to offer. They welcomed as stated in the Action Plan, the need for all partners to embrace the conservation and ecological value of the Broads environment in providing those special qualities not only for visitors but for the local communities. Although some members suggested that more might be done to include the Broads within the work of Visit England and Visit East Anglia as well as Visit Norwich and Lowestoft as a way of encouraging more integration and possibly avoiding duplication, it was clarified that the Authority already worked with some of these bodies and it was considered important for tourism for the Broads to have its own specific strategy. It was therefore suggested that the relationships with other tourism promoters should be acknowledged and given more emphasis within the document. A member commented that the Broads also included Suffolk as well as Norfolk and this should be given greater acknowledgement within the strategy. New areas of work such as apprenticeships specifically in boatyards being undertaken by Norfolk County Council might also be taken into account as indicated at para 2.7 within the action plan.

It was suggested that the area of influence for the Vision within the document required further definition.

It was recognised that in order to encourage visitors not only from the domestic market but also from overseas, it was important to improve the facilities provided as suggested at para 2.6 of the report and the need for individual investment within this. A member stressed that, although the encouragement of cycling and walking was welcomed, there was also a need to focus on matters that generated significant income particularly for the providers and advocated the possibility of specialist assistance specifically for

the southern rivers. Members advocated the involvement of the Local Enterprise Partnership (LEP) considering this to be paramount in gaining support for local businesses and funding but recognised that more discussions were required with the LEP before this section could be expanded.

Members noted that some of the wording in the document was dependent upon the outcome of the judicial review on the Branding of the Broads. However, it was considered that the use of the strapline Magical Waterland could be used to complement the description of the area as the Broads National Park.

Members expressed disappointment concerning Section 2.4 page 21 of the report referring to the “strong product offer” for people with disabilities since although the Broads could provide opportunities, the facilities to do so were very limited and this had not been fully addressed. Although this was taken into account within the Broads Plan, it was acknowledged that this needed to be addressed within the Tourism Strategy and the wording should be amended with emphasis on the need for improvement. Improved links with access groups as well as national media were required.

A member also commented that there was a need to be cognizant of Britain’s changing and diverse society and that this should be reflected in the strategy.

Members expressed concerns about the ability to deliver the Strategy particularly as they were mindful that the resources available to Broads Tourism were considerably less than other promoting organisations. They welcomed the means of strengthening the links with Broads Tourism and clarification of the responsibilities and acknowledged that the membership of the stakeholder body required widening.

Members endorsed the Strategy for public consultation subject to the comments made in the discussion, any further comments provided by Members individually and following further consultation with Broads Tourism executive.

The Chairman thanked Dr Denman for his interesting and challenging report and presentation.

Louis Baugh proposed, seconded by John Ash and it was

RESOLVED by 16 votes to 1 against

- (i) that the Authority welcomes the Draft Strategy and Action Plan for Sustainable Tourism in the Broads and approves in principle the document for formal stakeholder consultation subject to: amendments to take account of comments particularly relating to disability issues and facilities, strengthening of the need for building relationships with partners and consideration by the Broads Tourism executive; and

- (ii) that the Authority confirms its support for the key elements listed in Section 2 of the report, in particular that the Authority “should be ultimately responsible for the strategy and its delivery” and “should clarify and strengthen the relationship with Broads Tourism”.

4/10 High Level Review of Flood Risk Management for the Broads

The Authority received a report on the proposal for a high level review of flood risk management for the Broads. This was to be undertaken by the Environment Agency with the support of the Broads Climate Partnership to identify actions to further the Shoreline Management Plan policies for the low lying coast from Eccles to Winterton and examine how this relates to adjoining coastal stretches and inland flood management. The Broads Authority being the facilitator and lead for the Broads Climate Partnership would play a central part in the partnership process not only in creating the scope for the work but also keeping stakeholders informed and receiving feedback from them, through the Broads Forum.

The proposal involved the Broads Authority contributing to the review costs as part of an effective partnership working to help inform stakeholders of the issues and options.

Members welcomed the initiative as a strategic shift in approach to focus on the inter-connectedness of the coast and the Broads hinterland.

Lana Hemsall proposed, seconded by John Timewell and it was

RESOLVED unanimously

- (i) that the initiative be welcomed and that the Authority support the partnership approach to the high level review of flood management needs for the low lying coast and Broadland rivers in relation to the Broads and therefore provide clearer information about future options; and
- (ii) that the Authority contributes £5,000 from this year’s Project’s Budget to the review of flood risk management as a contribution to the Environment Agency’s costs.

4/11 Exclusion of the Public

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the items below on the grounds that they involved the likely disclosure of exempt information as defined by Paragraph 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.

Members of the Public left the meeting for the following discussion.

Summary of Exempt Minutes

4/12 Network Rail

The Authority received a report containing exempt information relating to the latest position with Network Rail on discussions as part of the Anglia Route Asset Study.

Following discussion, Peter Warner proposed, seconded by Michael Whitaker and it was

RESOLVED by 16 votes in favour with 1 abstention

- (i) that the approach and mitigation measures set out in the report be endorsed; and
- (ii) that the Chief Executive be authorised to pursue a legal agreement with Network Rail along the lines outlined within the report.

Members of the public were re-admitted to the meeting.

4/13 Broads Plan Review: First Consultation Draft Broads Plan 2017

The Authority received a report providing progress on the review of the Broads Plan 2011 and introducing the first draft of the Broads Plan for adoption in 2017, the key strategic management plan for the Broads area and a statutory requirement. It was noted that although the Broads Authority was responsible for its production, the successful delivery of the Plan depended on a shared vision and commitment to partnership working and on the best use of shared resources. The involvement of partners, key stakeholders and local communities was a key part of the plan review process. Given budgetary cuts to Defra and other key partners there was a need to balance aspirations as to what could realistically be achieved.

Members noted that the first draft provided a skeleton outline of the main priorities and 11 key issues and aspirations upon which to focus at a high strategic level and at this stage was a supplement to the adopted Broads Plan 2011 which provided the context. The report had incorporated the deliberations of Members at the workshops in October and November 2015, the work of the Sustainable Tourism Strategy as well as comments from the Broads Local Access Forum in December 2015. As a statutory document, the Authority was required to publish the draft for public consultation. Members' comments were welcome and these could be passed on to the Strategy and Projects Officer following the meeting.

Members noted that there would be a further round of public consultation on the final draft revised plan in Summer/Autumn 2016. The document would be

subject to ongoing amendments and members would receive progress reports at each milestone stage of the review process.

In discussion, members expressed concern that there was still a level of scepticism among some members of the public about the validity of climate change and the need to take early actions now to avoid longer term harm. It was therefore still necessary to continue raising awareness in relation to climate change. Although the recent flooding issues focused the public's awareness, day to day interest would not be sustained. It was difficult to impress upon the public that small changes in behaviour could benefit and help to mitigate the effects of climate change. This was a challenge still requiring effort.

As the public consultation on the Broads Plan would coincide with that of some of the Broads Local Plan, concern was expressed that there could be confusion about the purposes of the two documents. It was recognised that the Broads Plan was not a plan solely for the Authority but for the whole of the Broads National Park and therefore a plan for delivery through partnership. Therefore it was suggested that the partnership element of the Broads Plan be emphasised potentially within the title.

Members welcomed the report and congratulated the Strategy and Projects Officer on the interesting and well written and readable document incorporating the deliberations from the workshops. A member suggested that if a review on the State of the Broads since the first Broads Plan could be produced it would be a useful exercise in order to highlight what had been achieved, the considerable progress made and review those items which had been constantly included and reviewed but which had not been possible to achieve.

Murray Gray proposed, seconded by Gail Harris and it was

RESOLVED unanimously

that, subject to feedback and any subsequent amendments to the draft Plan, the draft plan be published for public consultation in February 2016 for a period of at least 8 weeks.

4/14 Broads Local Plan: Issues and Options Consultation

The Authority received a report on the first stage in the development of the Broads Local Plan, this being the Issues and Options version which had been considered by the Navigation Committee at its meeting on 10 December 2015 and the Planning Committee at its meeting on 8 January 2016. Members noted that the aim of the Issues and Options paper was to highlight the key topics that future planning policies would be required to cover and outline some options for each issue that would suggest the direction planning policy would take. It did not contain any specific policies; detailed policy wording alternative options and other detailed policies relating to such matters as

sustainable energy and transport (subject to specific interest), would be further worked up in the Preferred Options stage.

It was noted that until the new Local Plan was adopted, likely to be in 2018, the existing adopted and saved policies of the Core Strategy, Development Management Document and Sites Specifics Local Plan were in place and would be used in determining planning applications. The Planning Committee had recommended that the Issues and Options version be the subject of public consultation beginning in February 2016. Since the Planning Committee meeting, the Chairman and Planning Policy Officer had made some minor amendments to the document in order to improve its readability.

The Planning Policy Officer drew attention to the Interim Sustainability Appraisal document that accompanied the Issues and Options paper, which had been revised since the Planning Committee meeting. This was not a full appraisal but a broad assessment of the impact of a general policy approach.

Members noted the links with the Broads Plan (the management plan for the area) and that the consultation would take place at the same time in order to share costs and help with consistency.

Lana Hemsall proposed, seconded by Sholeh Blane and it was

RESOLVED unanimously

that the Broads Local Plan Issues and Options document be approved for consultation in February 2016.

4/15 Strategic Direction

(1) Strategic Priorities for 2015/16 (including Broads Plan)

The Authority received a report setting out the Broads Authority's activities in delivering progress against the Broads Plan 2011 through the five key Strategic Priorities agreed at the Authority's meeting on 20 March 2015, where the Authority had been identified as the lead partner for the year 2015/16. Members noted that good progress was being made on most of the key priorities excepting the National Park branding which was awaiting the outcome of the Judicial Review.

With regards to the Hickling Project, it was noted that work was on track with the expectation of dredging the required 3,500 cu metres. Although the Authority had been unsuccessful in its latest Interreg funding bid, there was still the potential for obtaining EU funding and this was being investigated.

National Park Grant

The Chief Executive reported on the letter received from the Minister on 21 January confirming the Chancellor of the Exchequer's announcement that the funding for National Parks would be protected

and that this would be in real terms. The Authority now had a four year allocation with an allowance for inflation of +1.72% per annum. This would enable the Authority to plan ahead. However, given that Defra had received a 15% reduction, this would have an impact on the Authority's partner organisations of which the Authority would need to be mindful. In addition the Minister was planning to release A New Plan for National Parks as well as a 25 Environment Plan. Both were likely to present the Authority with considerable challenges as it would need to have potential flexibility to respond to initiatives from the Government and continue to seek efficiencies and savings to deliver all of its proposed projects.

RESOLVED

- (i) that the performance of the different projects to meet the Strategic Priorities for 2015/16 in the accompanying table Appendix 1 to the report be noted; and
- (ii) that the National Park Grant allocation for the next four years be welcomed and the challenges noted .

4/16 Financial Performance and Direction

Consolidated Income and Expenditure from 1 April to 30 November 2015

The Authority received a report providing details of the actual income and expenditure for the eight month period to 30 November 2015, together with a forecast of the projected expenditure at the end of the financial year (31 March 2016)

Members noted that the current forecast outturn position for the year indicated a surplus of £23,062 for the national park side and a deficit of £6,979 for navigation resulting in an overall surplus of £16,083 within the consolidated budget. This indicated a general reserve balance before year-end adjustments of approximately £976,519 and a navigation reserve balance of approximately £273,159 at the end of 2015/16. It was noted that this would mean the navigation reserve would fall below the recommended level of 10% of net expenditure to 9.1% during 2015/16.

The Head of Finance reported that the December actual figures showed an adverse variance of £56,035. Some of the key capital projects had now been progressed and work delivered.

RESOLVED unanimously

that the Income and Expenditure from 1 April to 30 November 2015 be noted.

4/17 National Park Partnership

The Authority received a report providing an update on the progress made by the fourteen National Park Authorities and the Broads Authority in establishing

a joint venture for the purpose of engaging with the private sector and gaining commercial sponsorship. Members noted the legal advice received in setting up the Limited Liability Partnership and the liabilities and structure when compared to a Company Limited by Guarantee. Members noted that the primary purpose of the Partnership was to facilitate the promotion of opportunities and enjoyment of the special quality of the National Parks by the public and therefore this fell within the Broads Authority's general powers (Norfolk and Suffolk Broads Act 1988 S2 (7)). They were mindful that such an initiative was encouraged by Ministers and the arrangements underpinned the work being undertaken. It was noted that there could be sometime before significant results were noticeable. Such arrangements would not mean that officers would relax their efforts in seeking external funding opportunities for the Broads.

Kelvin Allen proposed, seconded by Michael Whitaker and it was

RESOLVED unanimously

- (i) that the Limited Liability Partnership structure proposed for National Park Partnerships and the Broads Authority's membership of it be endorsed;
- (ii) that the Chief Executive in consultation with the Authority's Chairman be authorised to take all such incidental and consequential steps as are reasonably necessary to implement this decision including entering into any agreements and signing any legal documentation to give effect to this decision; and
- (iii) that the Chief Executive, in consultation with the Authority's Chairman, be delegated to take any decisions on behalf of the Authority in the running of National Park Partnerships, bringing back regular reports to the Authority as necessary.

4/18 Boat Safety Scheme Hire Boat Requirements

The Authority received a report on the results of the consultation held in September to November 2015 on the proposed changes to the Boats Safety Scheme for Hire Boats. The Navigation Committee had considered the proposals at its meeting on 10 December 2015 and also considered the nomination of a member to the Standards Appeal Panel. Members of the Navigation Committee had recommended that the proposals set out in paragraphs 6.3, 6.4 and 7.4(b) of the report be adopted.

With reference to the consultations at para 3.3 of the report, a member expressed concern that the comments from the seven respondents were not set out in full in the report. It was confirmed that the Boat Safety Scheme was a national scheme. The industry and the Boat Safety Management Group had examined all the comments in detail and were supportive of the proposed changes.

Michael Whitaker proposed, seconded by Paul Rice and it was

RESOLVED by 15 votes to 1 against and 1 abstention:

that the proposals set out in paragraphs 6.3, 6.4 and 7.4 (b) of the report be approved:

- (i) that the Boat Safety Scheme requirements for Hire Boats be adopted for implementation from 1 April 2017 to reflect the national implementation timescale;
- (ii) that the Authority promote the uptake of the requirements in the interim period using the Boat Safety Scheme office developed statement set out below to ensure consistency with other navigation authorities: "Hire Boat Operators are recommended to adopt the new requirements in the year leading up to the implementation date and information will be available to aid this recommendation";
- (iii) that (in accordance with the requirements of the Broads Act (2009)) the Authority appoint a member of the Navigation Committee to the Boat Safety Standards Appeal Panel;
- (iv) that the RYA and BMF be invited each to appoint a member of the Standards Appeal Panel; and
- (v) a representative from the Boat Safety Scheme examiners be appointed to externally advise the panel.

In each case, substitutes to be allowed. The appointee under (iii) will chair the panel.

- (vi) that the Panel be re-established in spring 2016, to allow training and briefing to be undertaken with new members;
- (vi) that Mr Alan Goodchild be appointed to serve on the Standards Appeal Panel in accordance with (iii) above.

4/19 Audit Recommendation – The Effectiveness of the Consultative Review Action Plan and Update on Broads Local Access Forum Membership

The Authority received a report that provided an update on the recent review of the membership of the Broads Local Access Forum (BLAF) (Minute 2/16 of 25-09-15) Appendix A of the report, and on the progress achieved towards compliance with the Audit recommendations from the Audit report in March 2015 relating to the Consultative Review Action Plan following the Review of consultative arrangement undertaken in 2012/13 and the implementation of the Action Plan in 2013/14. (Appendix B to the report). A member commented that there appeared to be a gender imbalance on the group with few females being represented and therefore there was a need to actively encourage women to consider applying to become a member of the BLAF.

RESOLVED

- (i) that the new membership of the Broads Local Access Forum set out in Appendix A of the report be noted;
- (ii) that the findings from the Auditors in February /March 2015 of “adequate” be noted and that the recommendations on Parish Forums and Review of Consultative Arrangements have been included in the Authority’s Annual Governance Statement for implementation by the financial year end 2015/16; and
- (iii) that the Effectiveness of the Action Plan be noted and welcomed.

4/20 Appointment to Outside Bodies and Committee Timetable 2016/17

The Authority received a report on the proposed timetable for meetings for the period July 2016 to July 2017 as well as the appointment of an additional member to the Mills and Pumps Trust. It was noted that in accordance with the Accounts and Audit Regulations 2015 adopted by Parliament on 17 February 2015, the timetable for the preparation and approval of accounts would be brought forward to a draft accounts deadline of 31 May and be audited and approved by 31 July for 2017/18. This would have a bearing on the setting of the timetable and will be taken into account. Members noted that the timetable also included dates for the Annual Site Visit in July 2016 and 2017.

In addition the Authority had the opportunity to appoint two members to the Norfolk Mills and Pumps Trust. Jacquie Burgess had been appointed in July 2015 and it was proposed that as the Authority’s Heritage Champion, Sholeh Blane be appointed to fill the vacancy left by Colin Gould.

As the Climate Change Adaptation Partnership was becoming of increasing significance, it was also proposed that a second member in addition to the Chairman be appointed to this. John Ash had agreed to take this on.

RESOLVED unanimously

- (i) that the timetable of meetings as set out in Appendix 2 to these minutes be approved;
- (ii) that the new deadline for the preparation and approval of accounts to 31 May and 31 July respectively in 2017/18 be noted; and
- (iii) that the appointment of Sholeh Blane to the Norfolk Mills and Pumps Trust until July 2016 and John Ash to the Climate Change Adaptation Partnership be approved.

4/21 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 items which needed to be raised under this item.

4/22 Minutes Received

The Chairman stated that she would assume that members had read these minutes and the Chairman of each of the Committees would be available to answer any questions.

RESOLVED

(1) Navigation Committee – 22 October 2015

RESOLVED

that the minutes of the Navigation Committee meeting held on 22 October 2015 be received.

(2) Planning Committee: 6 November and 4 December 2015

RESOLVED

that the minutes of the Planning Committee meetings held on 6 November and 4 December 2015 be received.

It was noted that following advertising as a departure from policy, the decision notice for application BA/2015/0251/FUL had now been issued.

(3) Broads Local Access Forum: 9 September 2015

RESOLVED:

that the minutes of the Broads Local Access Forum meeting held on 9 September 2015 be received.

4/23 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.

Campaign for National Parks (CNP) - Peter Warner had provided a summary of the most recent meeting he had attended to the November meeting. He together with the Chairman and the Chief Executive would be meeting CNP about the potential of raising the profile of National Parks.

Norfolk Mills and Pumps Trust - the Chairman reported that the Trust would be meeting with the HLF in March 2016 to discuss the possibility of transition funding to help the Trust develop a plan to restructure itself.

National Parks England and National Parks UK – the Chairman reported that she would be attending the meeting of National Parks England and National Parks UK with the Minister for National Parks on 10 and 11 February 2016.

Upper Thurne Working Group Kelvin Allen reported that he had attended a meeting of the group on 13 January 2016 held at Hickling Barn which was attended by 30 people. The main item had been to consider and promote the concept of Ecosystem services.

Whitlingham Charitable Trust – Louis Baugh, Mathew Bradbury, Gail Harris and Vic Thomson. The Trust had held its AGM on 20 January 2016 and this was followed by a regular meeting. Concerns had been expressed about balancing the budget and the need to prioritise projects. The new parking system to deliver the income for the Park was now in place, the ethos of which seemed to be an improvement on the previous system. Vic Thomson commented that the parish councils were far more positive than they had been previously. There was still concern about potential reputational damage in relation to car-parking charges. However, from surveys there appeared to be a high level of satisfaction concerning the operation of the park by staff.

In relation to disabled access it was clarified that disabled access parking bays were available. The Trust had had detailed discussions about potential discounts for blue badge holders. However, in common with practice of other Authorities it was agreed that no specific concessionary charges for these be made. It was noted that all regular users of the Park could benefit by paying an annual fee which attracted a discount for blue badge holders.

4/24 Items of Urgent Business

There were no items of urgent business.

4/25 Formal Questions

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

4/26 Date of Next Meeting

The next meeting of the Authority would be held on Friday 18 March 2016 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

The meeting concluded at 13.30pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 22 January 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen	-	Member of Broads Angling Strategy Group Member of Waveney River Trust
Michael Whitaker	4/8 – 4/21	Toll payer, Hire Boat Operator and Chair of the BHBF
Paul Rice		Member NSBA Broads Society Trustee
James Knight	4/8- 4/21	Toll Payer Hire Boat Operator, Member of Sailing Clubs
Guy McGregor	-	Member of Suffolk County Council
Gail Harris	4/12	Whitlingham Charitable Trust Trustee Director Cllr Norwich City Council
John Ash		Toll Payer as Chairman/Trustee Wherry Yacht Charter Charitable Trust. No SB Charitable Trust
Jacquie Burgess	-	Toll Payer

APPENDIX 2

Committee Timetable 2016/17

	2016								2017							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	22	19	16	14	11	9	6	3	3/31	28	26	23	21	18
Planning Cttee Site Visit *	Fri	10.00 am	15	5	2/30	28	25	23	20	17	17	21	12	9	7	4
Broads Forum	Thurs	2.00 pm	28				3			2		27			27	
Local Access Forum	Wed	2.00 pm			7			7			1			7		
Navigation Committee	Thurs	2.00 pm			8	27		15		23		20		15		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	5		27					7					25	
BROADS AUTHORITY	FRI	10.00 am	8		30		18		27		24		19		28	
Member Annual Site Visit	Thurs		21												20	
New Members Induction Day	Wed															

National Parks UK New Members Induction Courses	8-10 March 2016 Dartmoor
National Parks UK Workshop ?	
Bank Holidays	29 August 2016, 1 May and 29 May 2017
Good Friday	14 April 2017
Easter Monday	17 April 2017

* Scheduled dates if required

Summary of Progress/Actions Taken following Decisions of Previous Meetings

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
18 January 2013 Minute 4/8(4) (Broads Local Access Forum Minute 1/9) Ludham Bridge Footpath link to St Benets	<ul style="list-style-type: none"> • Formal agreement with landowner to be signed. 	Senior Waterways and Recreation Officer	Formal footpath agreements all completed. Accommodation works in progress prior to opening of footpath for this season.
20 March 2015 Minute 5/15 External Funding Opportunities and Income Generation Members received a report on the proposals for external funding opportunities and identification of four potential pathways.	The following actions to be undertaken: <ul style="list-style-type: none"> • A prospectus for engagement with local businesses is prepared in tandem with the Broads Plan Review setting out opportunities for local companies to engage with the Authority on a range of areas including volunteering, training for staff, secondments and sponsorship. • Discussions to be held with the Broads Charitable Trust to review the progress it is making and the scope for closer collaboration. • The scope for deeper relationship with UEA be 	Head of Strategy and Projects	A prospectus outlining how businesses might be able to support the work of the Broads Authority has been discussed with the key partners prior to a Plan of Action.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>explored but not to the exclusion of other Universities</p> <ul style="list-style-type: none"> Consider the potential of crowdfunding for specific Broads Authority projects. 		
<p>23 January 2015 Minute 4/18 Chief Executive Report (1) Network Rail: Consultation document: Anglia Route Study, Long Term Planning Process</p>	<p>Proposed Response to Network Rail to be circulated to members for comment prior to being submitted to Network Rail by deadline of 3 February 2015.</p>	<p>Director of Operations</p>	<p>The final Anglia Route Study Report is due to be published in September 2016</p>
<p>20 March 2015 Minute 5/27 Lease of Moorings on River Thurne</p>	<ul style="list-style-type: none"> That the principles for the lease of moorings at Oby on the River Thurne be supported. The Chief Executive delegated to finalise the details and signing of the lease. 	<p>Head of Planning/Asset officer</p>	<p>The completed lease papers are with the landowner for agreement and signature.</p> <p>Footpath diversion agreed by Planning Committee on 1 May 2015 out for consultation. Footpath Diversion Order confirmed 28 August 2015.</p> <p>Negotiations with landowner underway.</p>
<p>15 May 2015 Minute 6/2(3) And Minute 1/9 Member Allowances</p>	<ul style="list-style-type: none"> Query relating to Member Allowances for National Parks and the Broads relating to Care 	<p>Solicitor and Monitoring Officer</p>	<p>Matter being followed up with Defra. Response awaited.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
23 January 2015 Minute 4/9 National Park Branding 25 September 2015 Minute 2/15 Update on Judicial Review – National Park Branding	<ul style="list-style-type: none"> Inter alia adoption of the brand “Broads National Park” for marketing related purposes. 	Solicitor and Monitoring Officer	Permission granted on 12 August to allow the claim for Judicial Review to be listed for a full hearing on the basis that there may be an important point of developing public law which had not been considered before the courts. This took place on 10 and 11 February 2016. Awaiting Judge’s decision.
10 July Minute 1/14 and 1/15 Supporting and Developing the Role of Members: Workshop Programme	Workshop Programme developed. Programme and Workshops have included: <ul style="list-style-type: none"> Annual Site Visit – Landscape Partnership /Water Level Management – 23 July 2015 Statement of Accounts – 22 September 2015 Tolls Workshop – 23 September 2015 Broads Plan Review – 7 October 2015 Legal Updates/Objectively Assessed Housing Needs -/ Duty to Cooperate – 9 October 2015 Chairing Skills (1) – 19 October 2015 Tourism Strategy – 10 November 2015 	Chief Executive/ Management Team	Workshop on Governance/ Role of Members/Chairing Skills/ for all Members postponed from 15 March 2016 to 29th September 2016. Proposed members workshop on Waste Facilities: A report on a review of general waste facilities was presented to the Navigation Committee on 10 December which supported the need to continue monitoring the situation and suggested that the Members Workshop be held later in the year. Supported by Broads Authority on 22 January 2016. Further to the report North Norfolk District Council has confirmed that it will be withdrawing 13 of its waste sites and retaining only three, Station Rd, Wroxham, Irstead and Neatishead Staithe by 21 March 2016. In addition three sites, Horning House Street, Ludham Bridge Staithe and Womack Staithe will

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
			continue until October 2016.
<p>25 September 2015 Minute 2/10 Strategic Direction Tolls Review Working Group</p> <p>20 November 2015 Minute 3/13</p>	<ul style="list-style-type: none"> That a fixed term Tolls Review Working Group comprising six members be established to include the Chairman of the Authority and the Chairman of the Navigation Committee in addition to four other members to be confirmed by the Chairman of the Authority. The Working Group to review the current tolls structure so as to make recommendations to the Authority thereafter. <p>Tolls Review Member Working Group established - Jacque Burgess, Michael Whitaker joint Chairman. Kelvin Allen, Louis Baugh, Bill Dickson, Nicky Talbot and Phil Durrant and Terms of Reference agreed.</p>	Chairman / Collector of Tolls/Chief Executive	<p>The Group has met on 5 occasions: 5 October, 6 November, 1 December 2015, 15 January 2016 and 25 February 2016. A sixth meeting is planned for 21 March 2016.</p> <p>The Group has taken account of the Lessons learnt from the 4 previous Tolls Reviews, and the Tolls Workshop held on 23 September 2015. It has agreed a revised set of principles from the 2012 Review.</p> <p>The Group is considering further detailed analysis of various proposals for the private fleet and the potential impacts and is due to consider more detailed analysis of proposals for commercial vessels at its meeting on 21 March 2016.</p>
<p>25 September 2015 Minute 2/26 Marine Management Organisation Licensing of Works in the Broads</p>	<ul style="list-style-type: none"> That the principle of the joint working position with the MMO (as outlined in Appendix 1 to the report) to reduce the regulatory burden on third party applicants in the Broads wishing to carry out construction works in or next 	Director of Operations	<p>Issue discussed with South East Harbour Masters Group, and agreed that whilst other ports/ harbours face similar issues it is not universal, so individual members to make own representations. Letter sent to MMO CEO. Further information sent as requested.</p> <p>Unsatisfactory response received from MMO,</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>to the navigation, be accepted.</p> <ul style="list-style-type: none"> • That the Authority continues to oppose direct discharge into the navigation area other than in the lower reaches of the system as appropriate where specific conditions will be imposed. <p>That where appropriate to allow the direct discharge into the navigation area that the conditions set out in Appendix 3 to the report be applied.</p> <ul style="list-style-type: none"> • That the Authority continue negotiations seeking discussions at a higher level in order to seek resolution and greater recognition from the MMO of the Authority's status as a Harbour Authority and the area's special qualities. 		further letter sent to CEO.
<p>20 November 2015 Minute 3/9 Fen Management, Strategic Priorities, Opportunities and Fen Survey</p>	<ul style="list-style-type: none"> • Contents of report noted • Programme of Work under MultiPLE Intereg North Sea regional bid to be further considered for a potential future more focused bid • Continue to work with partners 	Senior Ecologist	<p>MultiPLE: bid being submitted by the end of March 2016.</p> <p>Fen survey: Broads partners (BA, EA, NE, NWT) identified options for taking the Fen Survey forward and are now seeking the necessary support.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	to agree a programme of work for the fen survey and seek necessary funding.		
22 January 2016 Minute 4/9 Sustainable Tourism Strategy	<ul style="list-style-type: none"> The Authority welcomed the Draft Strategy and Action Plan and approved document for formal stakeholder consultation subject to amendments to take account of discussions, any further comments provided by members individually and following further consultation with Broads Tourism executive. BA confirmed support for key elements. 	Tourism and Promotion Officer	Broads Tourism Executive consulted. First Draft Sustainable Tourism Strategy distributed for consultation in February. Comments required by 7 March 2016.
22 January 2016 Minute 4/13 Broads Plan Review: First Consultation Draft Broads Plan 2017	<ul style="list-style-type: none"> Subject to feedback and any subsequent amendments, Draft Plan to be published for public consultation in February 2016 for period of at least 8 weeks 	Strategy and Projects Officer	Broads Forum received a report on 4 February 2016. Document distributed for public consultation from 15 February 2016 Navigation Committee considered the Draft on 25 February 2016.
22 January 2016 Minute 4/14 Broads Local Plan: Issues and Options Consultation	<ul style="list-style-type: none"> Broads Local Plan Issues and Options document approved for consultation in February 2016. 		Broads Forum received a report on 4 February 2016. Document distributed for public consultation from 15 February 2016.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
22 January 2016 Minute 4/17 National Park Partnership	<ul style="list-style-type: none"> • Limited Liability Partnership Structure and BA membership of it endorsed. • Chief Executive in consultation with Chairman authorized to take all such incidental and consequential steps reasonably necessary to implement decision including entering into any agreements and signing any legal documentation to effect to decision. • Chief Executive in consultation with Chairman delegated to take any decisions on behalf of Authority in the running of National Park Partnerships, bringing back regular reports as necessary. 	Chief Executive/ Chairman and Vice- Chairman	Legal Agreement being finalised. Early discussion with major companies initiated.

Broads Water Plant Survey Results

Report by Environment Officer and Environment and Design Supervisor

Summary: This report presents and discusses the findings from the annual water plant survey carried out during 2015. A total of 28 broads were surveyed using a standard rake sampling technique. Waxham Cut, as a navigable channel was surveyed for water plants, using a similar methodology, but specifically developed for rivers and channels. Barton and Hickling broads were surveyed using hydroacoustic survey equipment, to gain greater accuracy and resolution of the volume of water plants growing in the water, and their spatial extent over the bed of these broads.

The full survey report is available for Members to read at:
<http://www.broads-authority.gov.uk/WaterPlantReportDraft2015>

Recommendation: That the use of the new methodology and the findings for the survey are noted.

1 Introduction

- 1.1 The Broads Authority has been surveying water plants within the open water bodies of the Broads since 1983 and has consequently collated a valuable dataset which allows monitoring and analysis of long term trends of aquatic plants across the system. This report summarises the key findings of the annual water plant surveys completed in July to August 2015.
- 1.2 2014 saw the full adoption of a point based survey for the broads, where the water plants are physically sampled from a boat by using a double headed rake dragged a standard five metre length, at fixed points around the broad. The previous methodology involved dragging the rake over variable length transects, anywhere from 10 to 120 metres long. The previously used “rake transect” method is suitable where small volumes of plants are present, as similar to the conditions in most Broads during the early 1980s, when the survey was first conceived. However, where high plant volumes are now increasingly present, such as broads like Martham South, Alderfen, Cockshoot and Whitlingham, it became increasingly difficult to apply the methodology in an accurate, robust and comparable manner. In order to resolve this issue the Broads Authority and academic partners involved in the data usage, refined a point based methodology developed on the Trinity Broads, for wider application across all the broads. Verification of the

approach was gained through conducting duplicate surveys of particular broads using the transect method and a new point based method.

- 1.3 This report also presents findings from a revised survey methodology and new programme of surveys for navigable river reaches. Some species abundance surveys were carried out in the mid 2000's in the upper reaches of the Navigation Area. The new method which has been developed is again based on standard rake sampling at fixed points, so the abundance data is robust and comparable between sites and survey years. In 2015 Waxham Cut was selected to develop the methodology and the first year's results were successfully recorded.
- 1.4 Hydroacoustic survey data showing the volume of plants in the water column, and their spatial coverage across the bed of the broads, is also presented for Barton and Hickling.

2 Key Findings of the Annual Water Plant Survey 2015

- 2.1 In response to the recent and on-going trend of mild winters and springs, and the subsequent earlier growing season for various species, the start of the survey season has been brought forward by two weeks to begin in early July and to conclude by the end of August. This slight shift ensures the peak growth of water plants is captured during the survey period.
- 2.2 This year has seen a shift in dominant species in a number of regularly surveyed broads. However, it must be noted that water plants can be very variable between years and between broads. The underlying cause why a certain plant species out-competes another in a particular year can be related to a whole host of reasons including: earlier growing season, water levels, nutrient availability, etc. Those broads which had a change in dominant species were: Alderfen, Buckenham, Heigham Sound, Hickling, Rockland and Whitlingham Little.
- 2.3 The pondweed species (*Potamogeton sp*) did not have a very productive year, with lower species numbers and reduced abundance, compared to recent years. The growing conditions early in the season when these species make most of their growth may have been a factor.
- 2.4 Hickling Broad had a vigorous year for overall water plant abundance. Stonewort beds extended over most areas of the broad, but with relatively low height, other than in the most sheltered bays.
- 2.5 At the Martham broads, the North Broad had a reduction in the number of species found this year, as bristly stonewort was very vigorous, at the expense of the previously dominant starry stonewort. In comparison the South Broad was relatively stable in terms of species present and overall growth levels.

- 2.6 Cockshoot has seen very interesting this year, with a big reduction in species numbers, with only two species found in the broad this year. The broad contained an almost monoculture of the nationally scarce holly-leaved naiad, with a small amount of rigid hornwort.
- 2.7 Sotshole Broad was formally surveyed this year for the first time using the standard methodology. Following extensive restoration work by the landowner, three species of water plant were found. It is early days in the recovery of this small site and hopefully a broader range of water plants will colonise over time.
- 2.8 Wroxham Broad's species richness was very low, with small amounts of only two species found this year.
- 2.9 Whitlingham Great Broad continues to have an impressive number of different species, however the 2015 abundance figures appear to be lower than in recent years. Whitlingham Little Broad appears to be decreasing slightly in terms of the number of species present and the total water plant abundance. The annual presence of blue-green algae at this site is an on-going challenge for any water plant growth.

3 Conclusions and future applications

- 3.1 Given the change in survey methodology, the future presentation of long term water plant trends at broads sites will require careful consideration. The Authority is still working with academic partners to finalise the data processing technique that will provide the optimal presentation of these long term trends. This will allow annual trend analysis with water quality data for example, to assess ecological response to changes in water quality.
- 3.2 A range of upper river reaches will be surveyed on rotation each year, with a minimum of two sites per year. The previously surveyed sites include the River Bure (Coltishall Lock to Belaugh); River Thurne (West Somerton to Martham Ferry); River Ant (Tyler's Cut); River Wensum/Yare (New Mills to Whitlingham Broad); River Waveney (Geldeston Lock to Beccles). Over the past few years, the Authority's weed-harvester operators report increasing volumes of cut plant material coming out of the navigable reaches. In addition, they have to extend the cutting areas, as water plant growth is increasing in areas that have not been cut in recent times.
- 3.3 The combination of rake based surveys to positively identify species present, and hydroacoustic surveys to accurately record overall plant growth at a high resolution, is a very powerful tool for guiding site management. Prioritisation of areas for restoration and ecological enhancement work is made possible, such as at Hickling Broad. Where water plant growth is raised as an impact on navigational access, analysis of plant growth over the whole site is critical to establish impacts in European Protected sites and interest features, such as at both Barton and Hickling.

Background papers: Draft 2015 Water Plant Survey Report 2015
<http://www.broads-authority.gov.uk/WaterPlantReportDraft2015>

Authors: Gavin Devaney and Dan Hoare
Date of report: 12 January 2016

Broads Plan Objectives: BD4, BD6, NA3

Appendices: None

Strategic Direction
Report by Chief Executive

Summary: This report sets out progress in implementing the Authority’s Strategic Priorities for 2015/16, and the draft detailed milestones for the agreed Strategic Priorities for 2016/17.

Recommendations:

- (i) That the updates for 2015/16 be noted (Appendix 1(a)).
- (ii) That the Authority adopts the draft detailed milestones for the Strategic Priorities for 2016/17 as detailed in Appendix 1(b).

1 Progress on Strategic Priorities 2015/16

- 1.1 Each year, the Broads Authority identifies a small set of strategic priorities. These priorities focus on Authority-led projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. The strategic priorities help target resources and make the most of partnership working and external funding opportunities.
- 1.2 An update on the Strategic Priorities for 2015/16 is outlined in Appendix 1(a). Good progress is being made on all projects, apart from the National Park Branding which is awaiting the outcome of the Judicial Review hearing held in February. The outcome is expected in April.

2 Draft Strategic Priorities 2016/17

- 2.1 At its meeting in November 2015, the Authority resolved “that the same five Strategic Priorities of 2015/16 be retained for 2016/17, together with two additional areas of focus, namely climate change and sea level rise, and the Comprehensive Spending Review”. Given the positive outcome from the Spending Review, it is no longer necessary to include this as a priority. The detailed draft milestones for the remaining strategic priorities for 2016/17 are set out in Appendix 1(b) for Members’ consideration. Alongside these priorities and as resources allow, the Authority will continue to work with partners and local communities to deliver Broads Plan actions and routine works. All Broads Plan updates are posted online at: www.broads-plan.co.uk.

Background papers: None
Author: Maria Conti
Date of report: 7 March 2016
Broads Plan Objectives: Multiple
Appendices: APPENDIX 1 – Strategic Priorities 2015/16 and 2016/17

Strategic Priorities 2015/161. Broads Plan Review

Review and update the Broads Plan, the strategic management plan for the Broads. Work with partners, local communities and other stakeholders to assess achievements (Broads Plan 2011) and set aspirational strategy for 2017-22. The proposal to develop a long-term navigation strategy will be assessed as part of this review.

2. Broads Landscape Partnership Bid

Submit an application to the Heritage Lottery Fund for £3m for a Landscape Partnership Scheme. If the application receives a successful HLF decision, subsequent development phase objectives will be developed. The proposed multiple projects within the bid would contribute significantly to the delivery of the Broads Plan.

3. Hickling Broad Lake Enhancement Project

Develop a long-term approach for the management of Hickling Broad, building on scientific evidence from the Broads Lake Review. In the short term, progress development of a number of smaller projects to meet immediate concerns.

4. Promoting the Broads





- Produce Broads National Park branding guidelines
- Review and update the Broads Sustainable Tourism Strategy and Action Plan in partnership with local businesses

5. Stakeholder Action Plan


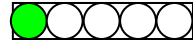
Implement multiple actions in response to the issues identified in the 2014 stakeholder surveys of hire boat operators, private boat owners, residents and visitors.


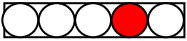





Updates on all Broads Plan objectives are posted on the e-Plan website at: www.broads-plan.co.uk

Strategic Priorities 2015/16 Progress Report – update March 2016

	Priority	Lead	Key milestones	Progress to date	Status
1	Broads Plan Review	Maria Conti	<ul style="list-style-type: none"> ▪ Scoping Mar - Nov 2015 ▪ Consult on first draft plan by end Feb 2016 ▪ Consult on revised draft by end Jul 2016 ▪ Adopt plan Mar 2017 ▪ Implement plan Apr 2017 	<ul style="list-style-type: none"> ▪ Scoping completed. ▪ First draft Plan published for consultation 15 Feb to 8 Apr 2016. 	<p style="text-align: center;">★</p> 
2	Broads Landscape Partnership Scheme: Water, Mills and Marshes	Will Burchnall	<ul style="list-style-type: none"> ▪ Submit first application to HLF by 1 Jun 2015 ▪ Implement development phase Nov 2015 to May 2017. Implement delivery phase Jan 2018 to December 2022. 	<ul style="list-style-type: none"> ▪ Application successful. ▪ Scheme Programme Manager and Programme Administrator appointed. First external reports commissioned. LPS Board reconvened and taking active role in developing Scheme. First draft Landscape Conservation Action Plan in preparation. 	<p style="text-align: center;">★</p> 
3	Hickling Broad Enhancement Project	Trudi Wakelin	<ul style="list-style-type: none"> (a) Collate baseline data including Broads Lake Review outputs by Apr 2015 (b) Hold Lake Review stakeholder workshop Apr 2015 (c) Develop partnership approach with stakeholders and agree refreshed vision for Hickling by Sept 2015 (d) Seek planning permission and in principle agreement from regulators to deliver vision (e) Develop external funding options Jan2016 	<ul style="list-style-type: none"> (a), (b) and (c) completed (d) Planning application for Phase 2 in development following support from Navigation Committee (Feb 2016). Aiming for April submission. (e) First Expression of Interest for European funding submitted and rejected; invited to reapply Mar 2016. 	<p style="text-align: center;">★</p>  

	Priority	Lead	Key milestones	Progress to date	Status
			(f) Undertake supporting research and pilots to inform feasibility by Mar 2016	(f) Trial of Nicospan installed at Hill Common - monitoring ongoing.	
4	Promoting the Broads	Lorna Marsh	(a) Produce Broads National Park branding guidelines for tourism industry by Summer 2015 (b) Review Sustainable Tourism Strategy and Action Plan: <ul style="list-style-type: none"> · Scoping Mar - Nov 2015 · Consult on first draft plan Feb 2016 · Consult on revised draft Jul 2016 · Adopt plan Mar 2017; implement Apr 2017 	(a) Awaiting legal guidance for dissemination in light of judicial review in Feb 2016 (b) First draft Tourism Strategy published for consultation 15 Feb to 7 Mar 2016.	
5	Stakeholder Action Plan (extract for reporting)	Andrea Long	(a) Workshop with hire boat operators to understand their concerns (b) Explanation of tolls structure in Broadsheet; website content for tolls information (c) Circulate Bulletin to parish clerks (d) Develop residents' newsletter (e) New Broads Parish Forum format	(a) Workshop held. (b) Website content updated (c) Bulletin being replaced by regular email updates from CEO to parish clerks (d) Potential for newsletter being considered (e) Next forum (Apr/May 2016) to focus on Landscape Partnership Scheme (Waveney/Yare).	

Priority	Lead	Key milestones	Progress to date	Status
		(f) Promotion of Broads Experiences	Promotion at Telegraph Travel Show in Jan 2016 and Telegraph Outdoor Adventure Show in Feb 2016 Hosted 25 Chinese travel trade buyers in Mar 2016	
		(g) Promotion of Proximity Campaign, including Greeters' Initiative	Contributed to display at Vakantiebeurs travel trade exhibition at Utrecht, with Dutch language leaflet promoting the Broads to our continental neighbours.	

Key	Progress		
	Project completed		Unlikely project will be delivered on time, significant worries
	Project on track, no causes for concern		Project will not be delivered on time, major concerns
	Good progress, some challenges in delivery		Direction of progress since last meeting
	Project timetable slipping, plan in place to address concerns		

APPENDIX 1(b)

Broads Authority strategic priorities 2016/17				
	Project	Summary	Milestones	Contact officer
1	Broads Plan review	Work with partners and stakeholders to review and update the management plan for the Broads, setting aspirational and guidance level strategy for 2017-22.	<ul style="list-style-type: none"> • Consult on revised draft Broads Plan 2017 by end Jul 2016 (min. 8 weeks consultation) • Adopt final plan March 2017 for implementation from Apr 2017 	Maria Conti
2	Broads Landscape Partnership Scheme: Water, Mills and Marshes	Implement development stage of Broads Landscape Partnership Scheme (LPS), including production of Landscape Conservation Action Plan (LCAP), and prepare second stage application to Heritage Lottery Fund.	<ul style="list-style-type: none"> • Hold Parish Forum 'drop in' event in Apr/May 2016 in LPS area • Hold partner and stakeholder LPS event by end Jul 2016 • Submit draft LCAP to LPS Board by end Nov 2016 • Carry out LCAP stakeholder consultation in Dec 2016/ Jan 2017 • Submit Final Draft LCAP to LPS Board in Mar 2017 • Submit LCAP and 2nd stage HLF application by May 2017 	Will Burchnell
3	Hickling Broad Lake Restoration Project	Develop long-term approach for the management of Hickling Broad, building on scientific evidence from the Broads Lake Review.	<ul style="list-style-type: none"> • Submit planning application for Stage 2 in Apr 2016 • Start Phase 2 construction in Nov 2016 • Develop full funding application for MultiPLE project by Jan 2017 	Trudi Wakelin
4	Promoting the Broads	Produce and implement Broads National Park branding guidelines	Review outcome of Judicial Review in Apr 2016	Lorna Marsh

5	Stakeholder Action Plan	Implement multiple actions for partner and community engagement in response to issues identified in 2014 stakeholder surveys.	<ul style="list-style-type: none"> • Send regular updates from Chief Executive to Parish Clerks and other stakeholder groups • Hold minimum 2 issue/project focused area parish forums in 2016/17: <ul style="list-style-type: none"> ○ Waveney/Yare in Apr/May 2016 - Landscape Partnership Scheme ○ Ant/Bure or Thurne/Bure in Sept/Oct 2016 – Hickling MultiPLE Project (see 3 above) <i>or</i> flood risk management strategy • Provide updates on activities to promote area to Broads Tourism and to BA as part of biannual Broads Plan/ BA strategic priorities reporting. 	Lorna Marsh Maria Conti Lorna Marsh
6	Integrated flood risk management and 'climate-smart' communities	<p>Support EA review of short-term flood risk management strategy towards developing a longer-term integrated strategy for the coast and Broads.</p> <p>Develop approaches to climate adaptation planning and action within protected landscapes for local communities and visitors</p>	<ul style="list-style-type: none"> • Report on outcome of EA review to Broads Forum and BA – by Autumn 2016 • Identify next steps to engage public on flood risk management and saline incursion issues - by Dec 2016 • Report on engagement and adaptation planning process to Broads Forum and BA – Autumn 2016 and Spring 2017 • Establish core group and prepare external funding bid for climate interpretation in protected landscapes – submit bid by end 2016 	Simon Hooton

Budget 2016/17 and Financial Strategy to 2018/19
Report by Head of Finance

Summary: This report sets out information for the Authority to consider the consolidated income and expenditure budget for 2016/17 and a three year Financial Strategy to 2018/19. The latter is based on the four-year settlement for National Park Grant, the adopted overall 4.5% increase in navigation charges for 2016/17 and an assumption of 2.5% per annum increase in the subsequent two years.

Recommendations:

- (i) That the Authority adopts the 2016/17 Budget and endorses the assumptions made applied in the preparation of the Budget.
- (ii) That the Authority adopts the Earmarked Reserves Strategy for the period 2016/17 to 2018/19, and the proposed contributions to and from Earmarked Reserves for the period 2016/17 to 2018/19.
- (iii) Provides direction on the benchmarking activity as requested by Financial Scrutiny and Audit Committee set out in 1.5.

1 Introduction

- 1.1 An outline of the draft budget for 2016/17 was presented to the Authority at its meeting of 20 November 2015 in order to inform the setting of navigation charges for 2016/17. Following the Authority's decision to apply an overall increase in tolls of 4.5%, in line with the recommendations of the Navigation Committee, and the recent Ministerial letter setting out the National Park Grant settlement for the next four years, this report now sets out an updated draft budget for 2016/17 alongside a draft Financial Strategy to 2018/19.
- 1.2 The views of the Navigation Committee were sought to inform preparation of this final draft budget at the Committee's meeting of 10 December 2015. This was in advance of certainty about the future levels of National Park Grant. The draft Financial Strategy at that point indicated that the National Park side of the budget would run at a deficit for the three financial years. In the light of this the Committee proposed that the Financial Scrutiny and Audit Committee should review the budget to identify future areas for possible savings.
- 1.3 As Members will be aware notification has since been received regarding the National Park Grant allocation. For the first time the notification has provided a degree of certainty for the next four years and included a small allowance for inflation at 1.72% per annum. The cumulative effect of this increase

means that rather than a deficit, the draft Financial Strategy now shows a surplus on the National Park side by the end of 2018/19. This represents a very significant change in fortunes and Ministers have indicated considerable support for the work of National Park Authorities (and the Broads Authority). The Chair of the Authority has written to Rory Stewart MP, the Minister with responsibility for National Parks, to thank him for his support and confidence in us.

- 1.4 The Financial Scrutiny and Audit Committee reviewed the draft budget at its meeting on 9 February 2016 where members gave consideration to the Navigation Committee's views. Members agreed that a benchmarking activity should be undertaken with comparisons to similar organisations. This would help identify areas for possible future savings.
- 1.5 Some initial work has been undertaken by looking at the cost of dredging. This information is set out in Appendix 1. Members' views are sought on what further areas they would like investigated and types of organisations. Initial ideas include looking at the top five areas of spend (excluding salaries), comparing core costs or average cost per full time equivalent. It should be noted that undertaking a benchmarking activity is not without its difficulties due to how each individual organisation classifies these costs, and the time it will take to gather such information.

2 Overview of 2015/16 Forecast Outturn

- 2.1 Members will recall that the original budget provided for a surplus of £139,421, as approved by members on 23 January 2015. This original budget has subsequently been adjusted for the carry forwards and additional budget for Hickling giving a latest available budget (LAB) surplus of £64,084.
- 2.2 The current predictions for income in 2015/16 are for an overall decrease of £31,993. This incorporates a reduction in hire boat income of approximately £21,836, offset by a small increase for private craft and a decrease in interest income. As at 1 November 2015, boat figures show hire motor cruises reducing by 20 and private motor cruises 32 up on the 1 November 2014 figure.
- 2.3 Expenditure is broadly on target, with the exception of the Legal budget. There are a number of variances within budgets which mean that the overall forecast outturn position for 2015/16 anticipates a surplus in the consolidated budget of £69,143 (a favourable variance of £5,049 to the LAB). This would result in an overall consolidated reserve balance of approximately £1,303,000 at the end of the year, and £1,293,000 after year-end adjustments, which is in excess of the minimum recommended level for National Park. However this will mean that the Navigation reserve will fall below the recommended level of 10% to 9.8%. These balances provide the Authority with some level of protection against likely costs in subsequent years. Within the total consolidated balance, the forecast navigation balance after year-end adjustments is £293,000. The budget takes into account the forecast outturn

position and makes proposals which will restore the balance of the navigation reserve to just below the recommended level in 2017/18.

3 2016/17 Budget Proposals

- 3.1 The draft budget for the Authority is set out in Appendix 2, alongside the financial strategy to 2018/19 to provide context. The format of the budget is in line with the monitoring presented to Authority through the financial year and reflects the Authority's organisational structure. Volunteer costs have been transferred from Operations to Planning and Resources from 2015/16 onwards, reflecting the revised structure.
- 3.2 In line with the previously reported financial strategy, the draft budget takes account of the following three key factors:
1. Resourcing the Asset Management Plan
 2. Allocation of Practical Work
 3. Reductions in Central Costs
- 3.3 Total core income for 2016/17 is budgeted to be £6,373,641, including £3,243,802 National Park Grant, £1,972,000 for private craft tolls and £1,079,000 for hire craft tolls. This income takes account of the latest available data for boat numbers, and the impact of the overall 4.5% increase in tolls approved by the Authority at its meeting 20 November 2015 following the recommendations of the Navigation Committee. Net expenditure is budgeted at £6,383,988. After taking into account the transfer of £10,000 of interest to earmarked reserves, this will result in a consolidated budget deficit of £10,347 in 2016/17, with the result that reserves at the end of March 2017 are projected to be £1,272,389 (£968,469 National Park and £303,920 Navigation, which amounts to 29.5% and 9.8% of net expenditure for the year respectively). Table 1 sets out an overview of the proposed 2016/17 budget, which is provided in more detail in Appendix 2.

Table 1 – Draft 2016/17 Budget

	2016/17		
	National Park	Navigation	Consolidated
	£	£	£
National Park Grant	(3,243,802)	0	(3,243,802)
Navigation Tolls	0	(3,109,839)	(3,109,839)
Other income	(10,000)	(10,000)	(20,000)
Total Income	(3,253,802)	(3,119,839)	(6,373,641)
Operations	1,020,415	2,138,295	3,158,710
Planning and Resources	1,881,519	752,129	2,633,648
Chief Executive	296,175	158,455	454,630
Corporate Items	82,200	54,800	137,000
Total Expenditure	3,280,309	3,103,679	6,383,988

Net (Surplus) / Deficit	26,508	(16,160)	10,347
Opening Reserves (Forecast)	(999,976)	(292,760)	(1,292,736)
(Surplus) / Deficit	26,508	(16,160)	10,347
Interest transfer	5,000	5,000	10,000
Closing Reserves (Forecast)	(968,469)	(303,920)	(1,272,389)

4 Operations

- 4.1 The Operations budget incorporates the second stage of changes to the apportionment of practical works (mainly affecting Construction and Maintenance salary budgets), which will enable additional navigation activity to be delivered in 2016/17. The Water Management budget which incorporates the Dredging and Lake Restoration activities has been increased for the additional works at Hickling as previously agreed. The Practical Maintenance budget which incorporates Mutford Lock, Electric Charging Pillars, Moorings Maintenance and Repair, Notice Boards, Other Navigation works and Site Maintenance has seen a decrease. This reflects the removal of the provision for the Dickey Works plus the increased maintenance costs for Mutford Lock agreed in September. In other areas the budget represents the level of funding required to enable a continuation of the levels of service delivered in the current year.
- 4.2 It is however important to recognise that the Operations budget has no capacity to take on additional projects or ad-hoc work in 2016/17.

5 Planning and Resources

- 5.1 There has been one change within the Planning and Resources area of the navigation budget when compared to 2015/16. This principally relates to the Volunteer costs now falling as part of Strategy and Projects. The 2016/17 budget also allows for £50,000 annually for two years supporting the development phase of the HLF Landscape Partnership project. Within the Communications budget the additional £5,000 agreed last year for the branding has been carried forward into 2016/17, this is subject to the decision on the judicial review. A further £7,500 has also been added for the Norfolk Show. For further details please see agenda item 11. Similarly to Operations there is little capacity to take on additional projects or other ad-hoc work.

6 Central and Shared Costs and Cost Apportionment

- 6.1 Apportionments between Navigation and National Park have been adjusted within the Operations Directorate to reflect the proposed apportionment for practical works supported by the Navigation Committee and subsequently approved by the Authority in 2014. In addition the apportionment of Legal budgets has been adjusted to reflect the latest actual split of activity (legal costs are always apportioned in line with actual use). All other apportionments

are consistent with the principles agreed by the Resources Allocation Working Group.

- 6.2 Full details of apportionments by budget line for 2016/17 are set out in Appendix 2. The overall split of proposed net expenditure in 2016/17 is 51% National Park and 49% navigation, which is very much consistent with the forecast split of income standing at 51% to 49% for the same period.
- 6.3 Table 2 below provides further details of central and shared costs. These should not be seen as being synonymous with overheads, but have been identified in line with those areas specifically examined for apportionment by the Resource Allocation Working Group. As such they reflect costs across the Authority that are included within the budgets of both the Operations and Planning and Resources directorates, and from the Chief Executive's section.

Table 2 – Central and Shared Costs

	2016/17			2017/18			2018/19		
	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Share of central and shared costs	1,293	911	2,204	1,300	919	2,218	1,312	929	2,241
Pension contribution lump-sum	82	55	137	100	67	167	122	82	204
Total	1,375	966	2,341	1,400	985	2,385	1,435	1,011	2,445
Percentage split of central and shared costs	59%	41%	100%	59%	41%	100%	59%	41%	100%
Total core income	(3,254)	(3,120)	(6,374)	(3,315)	(3,182)	(6,496)	(3,376)	(3,245)	(6,621)
Central and shared costs as percentage of core income	42%	31%	37%	42%	31%	37%	42%	31%	37%

- 6.5 Central and shared costs have been defined in line with the work of the Resource Allocation Working Group to include: operational property; finance and insurance; communications (which includes, education and tourism); collection of tolls; ICT; legal; head office, office expenses and pool vehicles; directorate management and administration costs; human resources and training; governance and members' allowances; and the Chief Executive, all

of which play a vital role in supporting the delivery of front line services. Central and shared costs also include the lump sum pension contribution which is made annually to reduce the Authority's share of the pension deficit as calculated by the pension fund actuary. As a percentage of income, central and shared costs are broadly static and remain at the same level as 2015/16.

7 Budget Assumptions

7.1 The following key assumptions have been applied in developing the draft budget:

- Navigation tolls will be collected in line with budget and an overall increase applied for 2016/17 with the reduction in the multiplier between Hire Craft and Private Craft from 2.62 to 2.55; (Note: there may be changes to future years as a result of the recommendations from the Tolls Working Group which will have to be taken into account)
- Based on information from the Broads Hire Boat Federation it has been assumed that hire boat numbers will continue to decrease at a rate of 20 per annum, and it is therefore thought prudent to budget for a reduction in annual Hire Boat income of £20,000 per annum (note from the Stakeholder survey, 6 of the 25 yards who responded indicated that their fleets will decline over the next five years)
- Continuation of the discretionary support provided to the hire boat industry in terms of the staged payments facility and early payment discount. This is where there is an annual hire tolls liability of £1,300 or more. For bills between £1,300 and £4,000 there is an option to pay in two instalments and for those above £4,000 four payments was provided as an option. To encourage payment in full on or before 1 April, which makes the administration much simpler, a 2% discount was provided. This process continues to work extremely well and received a positive response from the industry. The cost of the discount provided, in terms of lost revenue, was £11,797.33
- Salary increases have been allowed for in 2016/17 onwards based on the public sector indications of 1% over the next three years
- Changes to National Insurance arrangements as a result of the cessation of the contracted out rate for the state second pension will go ahead from 2016/17 onwards
- Pension lump sum deficit will continue to increase at 22% per annum, although the next triennial valuation will set the contribution for the next three years from 1 April 2017
- The forecast outturn position for 2015/16 will be delivered in line with budget holders' projections

7.2 A detailed sensitivity analysis for some of these key assumptions is set out below.

Table 3 – Budget Sensitivity Analysis

Assumption	Change in assumption	Approximate financial impact of change £ (+/-)
National Park budget for 2015/16 will be delivered in line with forecast outturn.	1% under / over-spend against National Park budget.	31,000
Navigation budget for 2015/16 will be delivered in line with forecast outturn.	1% under / over-spend against Navigation budget.	30,000
Overall salary increase of 1% in 2016/17.	1% change in salary inflation.	40,000
Boat numbers and distribution remain predicted; overall increase in navigation tolls income 4.5% 2016/17.	1% change in navigation toll income.	30,000
National Park Grant in line with notified allocations and no further reduction applied in 2016/17.	1% change in National Park Grant allocation.	32,000

8 Earmarked Reserves

- 8.1 The Authority's earmarked reserves strategy for the period 2016/17 – 2018/19 is set out in Appendix 3. The strategy details the actual balance of earmarked reserves at the end of December 2015, planned contributions and expenditure until the end of the financial year, and also provides an analysis of movements in reserves split between national park and navigation in all years to 2018/19.
- 8.2 Earmarked reserves stand at £1,363,592 (navigation £699,394) at the end of December 2015 and are forecast to reduce slightly (to £1,298,660) by the end of the financial year.
- 8.3 Appendix 3 reflects the contributions to reserves allowed for in the budget and financial strategy set out in Appendix 2. Planned expenditure from reserves is itemised within Appendix 3 and includes in 2016/17:
- Final payment of the 2nd launch fit out
 - Final payment of the 3rd Wherry
 - Replacement of four vehicles
 - Repairs to Irstead Boat house
 - Consultants to cost Mutford Lock dewatering options (Previously agreed by BA 25/09/15 Item 9)
 - Dockyard old workshop refurbishment

- Contribution to the Three Rivers Way cycle scheme partnership with Norfolk County Council
 - Document Management System
 - The Broads Plan and Local Plan final production costs
 - Heritage Lottery Fund development phase grant expenditure
- 8.4 Significant planned expenditure from earmarked reserves in 2017/18 and 2018/19 includes the Local Plan Examination in Public at an estimated total cost of £60,000, replacement of five operational vehicles at an estimated total cost of £62,000, priority vessel and equipment capital purchase as per strategy at an estimated total cost of £107,000 and the relocation of the Dockyard Wet Shed estimated to total cost of £60,000.
- 8.5 Taking account of all these items, the forecast balance of earmarked reserves at the end of 2018/19 is £1,620,684 (navigation £880,413), although it should be noted that expenditure plans for 2017/18 and beyond are likely to be further refined when the financial strategy for 2017/18 is developed later on this year.
- 8.6 Within the Authority's revenue budgets, provision has been made for the annualised cost of asset management, in line with the Authority's Asset Management Strategy. It should be recognised that this Strategy represents the whole life costs of maintaining the Authority's assets and as such the actual expenditure may vary from year to year depending on requirements. The total budget however represents the level of funding required over the life of the asset. As such, these sums need to be available in future years to meet the liabilities which will arise. 2016/17 sees the addition of £46,000 per annum to the reserve to cover the future costs of the Countryside asset costs. The Upper Thurne income of £19,000 per annum will be added to this to cover the future costs of maintaining assets in Potter Heigham.

9 Summary

- 9.1 The draft budget presented here incorporates the 4.5% increase in navigation charges for 2016/17 and is designed to allow the Authority to continue to deliver priority navigation activities at the required level, whilst also making prudent provision for asset maintenance over the life of the strategy and beyond. Minor adjustments have also been made to reflect the latest staffing forecasts. As a result of all these factors there is no capacity within the budget for additional projects. The National Park budget similarly provides for the continuation of priority works in 2016/17 and to support the delivery phase of the Heritage Lottery Fund Landscape Partnership project.
- 9.2 It is important to recognise that the budget as a whole is highly sensitive to changes in salary inflation, as a result of the significant proportion of the budget that is made up of staff costs. The budget is based on a 1% increase in salaries for the period April 2016 to March 2019, however there remains considerable uncertainty in respect of likely future year awards.

- 9.3 The navigation surplus of £16,160 in 2016/17 is essential to start to restore the balance of the navigation reserve and provide some flexibility to respond to any higher than anticipated salary inflation in future years. It remains the case that the indicative tolls increases in 2017/18 and beyond will need to be revisited during next year's budget setting process to ensure they remain appropriate. This could be as a result of any variations from current assumptions or changes in outturn figures for 2015/16 and the recommendations from the Tolls Review Working Group.
- 9.4 On the National Park side, the reserve remains above the minimum recommended levels despite running at a deficit for the next two financial years. The National Park Grant settlement for the next four years means that the Authority can confidently plan for this period.

Background Papers: Nil

Author: Emma Krelle
Date of Report: 2 March 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Dredging cost comparison

APPENDIX 2 - Draft Budget 2016/17 and Financial Strategy to 2018/19

APPENDIX 3 – Earmarked Reserves to 2018/19

APPENDIX 1

Dredging costs comparison table 2015/16

Organisation	Dredging costs			Comments
	Max £/m3	Min £/m3	Average £/m3	
Broads Authority	£37.24	£6.52	£13.41	
Environment Agency	£100	£15	£40	Most expensive work this year has been mud pumping at Coltishall Lock, due to need for lagooning and land costs. Cheapest example was work on River Chet, due to the rare opportunity to side cast material.
Canal and Rivers Trust	£97.88	£32.52	£65.20	Costs vary due to access (varies greatly, including urban, rural, properties up to the bank), size of work (some work is small with high relative costs to get to site), disposal and handling. Spreading to adjacent land or reducing multiple handling can keep costs down
Scottish Canals	£50	£20	£40	Size of dredging craft limited by canal dimensions, therefore production rates can be restricted. Wide range of variable factors will also apply, and urban areas often heavily contaminated
				Costs will vary dependent upon proximity of unloading area and disposal option. Min costs can be achieved where offloading and spreading to farmland adjacent to the work site

Note:

The cost of dredging varies very considerably due to a whole host of variables, some but not all of these are listed below;

Size of the Navigation: River, Broad Canal or Narrow Canal - this affects the size and type of equipment that can be used and hence cost.

Disposal of the material: To bank, Agricultural Land, as backfill for bank protection, Recycling, CRT landfill or Commercial landfill - this depends on the degree of contamination and waste classification (dredgings are generally controlled waste and hence are heavily regulated).

Access: Some areas of the system are difficult to access and dredgings may have to be transported some distance along the navigation to a suitable off-loading point. That may then be the point of disposal or the dredgings may need to be transported off site for disposal.

Landowners: Often dependent upon third parties granting us access or use of their land for disposal this entails negotiation and cost.

Volume \ length to be dredged: High volumes over short distances results in greater efficiency than low volumes over a long distance. Targeted spot dredging i.e. specific locations of low volumes

possibly kilometres apart is least efficient but may well have the greatest impact from a customer service perspective.

Timing of the Works : Some works are constrained to specific times of year for ecological reasons - risk of fish kills, avoidance of nesting birds etc. this can impact the cost or taking mitigation measures when it is not possible to undertake the works at the ideal time of year.

Consents: consents need to be sought from other organisations this can have both cost and time implications. The cost for Environmental Permitting for the waste storage element is prohibitive for small one off jobs, as it is the same cost and regulatory burden as for a permanent site.

Permissions, environmental monitoring – We are having to carry out more and more environmental monitoring (water quality, sediment sampling, algae counts) as part of the dredging project costs. These costs can be high depending on the location of the river or broad being dredged. (i.e. Hickling equals very high environmental costs in project set-up and through the campaign)

Other Factors Re-Use - With disposal option reducing, innovative and sustainable re-use options will often add another element to the costs, geo-textiles, silt-curtains, concrete pumping and de-watering treatments can all have significant impacts upon total project costs.

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	STEP	HLF	PRISMA	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves	
2013/	Balance 31 March 2014	(568,100)	(217,282)	(138,723)	(621,240)	(7,983)	0	(244,953)	(861,458)	(936,823)	(1,798,281)	
2014/15	Balance 31 March 2015	(582,589)	(239,080)	(168,723)	(463,794)	0	0	(170,648)	(668,717)	(956,115)	(1,624,833)	
2014/15	Balance 01 April 2015	(586,756)	(240,790)	(169,930)	(424,080)	0	0	(171,869)	(630,470)	(962,954)	(1,593,424)	
2015/16	<u>Contributions to Reserves to 31/12/15</u>											
	Vessels and Equipment (VES000451)	0	(69,000)	0	0	0	0	0	(6,900)	(62,100)	(69,000)	
	Vehicles (VEH000451)	0	(16,500)	0	0	0	0	0	(5,775)	(10,725)	(16,500)	
	Mutford Lock (MLK000451)	(18,750)	0	0	0	0	0	0	0	(18,750)	(18,750)	
	Mutford Lock Rent (MLK000451)	(1,462)	0	0	0	0	0	0	0	(1,462)	(1,462)	
	Launches (LAU000451)	0	(11,250)	0	0	0	0	0	0	(11,250)	(11,250)	
	Ranger Vehicles (RAN000451)	0	(9,750)	0	0	0	0	0	(3,900)	(5,850)	(9,750)	
	Dockyard Site (PRM009451)	0	0	(22,500)	0	0	0	0	(7,875)	(14,625)	(22,500)	
	Pool Vehicles (PCP000451)	0	(10,500)	0	0	0	0	0	(7,035)	(3,465)	(10,500)	
	PRISMA Income (PRS607451)	0	0	0	0	0	0	0	0	0	0	
	Section 106 Income (DVM000451)	0	0	0	(63,405)	0	0	0	(63,405)	0	(63,405)	
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	0	(7,500)	0	(7,500)	0	(7,500)	
	Heritage Lottery Fund (HLF000451)	0	0	0	0	0	(25,000)	0	(25,000)	0	(25,000)	
	<u>Contributions from Reserves to 31/12/15</u>											
	Transfer PRISMA balance (PRI to VES)	0	0	0	0	0	0	0	0	0	0	0
	PRISMA external shared project mgmt costs (PRS)	0	0	0	0	0	0	0	6,671	0	6,671	6,671
	Fit out 2nd launch hull (LAU000450)	0	26,592	0	0	0	0	0	0	26,592	26,592	26,592
	Mutford Lock bearings repair (MLK000450)	37,886	0	0	0	0	0	0	0	37,886	37,886	37,886
	Turntide Jetty repiling (Code MMR000450)	45,000	0	0	0	0	0	0	0	45,000	45,000	45,000
	Document Management System (ICT000450)	0	0	0	313	0	0	0	313	0	313	
	Grant Finder licence (PMA000450)	0	0	0	3,108	0	0	0	3,108	0	3,108	
	Acorn Profiler Software (TEL000450)	0	0	0	469	0	0	0	469	0	469	
	Purchase of Linkflotes (VES000450)	0	94,300	0	0	0	0	0	9,430	84,870	94,300	
	Land Purchases (Codes DRD000450)	123,426	0	0	0	0	0	0	0	123,426	123,426	
	Replace CM&E Van YC09 WJD (VEH000450)	0	14,807	0	0	0	0	0	5,183	9,625	14,807	
3rd Wherry (VES000450)	0	88,799	0	0	0	0	0	31,080	57,719	88,799		
Project Officer (SPS000450)	0	0	0	24,575	0	0	0	24,575	0	24,575		
Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500	0	0	0	3,500	0	3,500		
Cockshoot replacement cancelled	0	0	0	0	0	0	0	0	0	0		
Habitats Regulation Assessment (BPL, POL & TOU000450)	0	0	0	0	0	0	0	0	0	0		
Broads Plan (BPL000450)	0	0	0	44	0	0	0	44	0	44		
Local Plan (POL000450)	0	0	0	713	0	0	0	713	0	713		
Sustainable Tourism Strategy (TOU000450)	0	0	0	11,300	0	0	0	11,300	0	11,300		
Planning injunction costs (DVM000450)	0	0	0	0	0	0	0	0	0	0		
Section 106 Expenditure (DVM000450)	0	0	0	3,600	0	0	0	3,600	0	3,600		
Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	0	348	0	348	0	348		
				0	0			0	0	0	0	
Actual Balance 31/12/15	(400,655)	(133,292)	(192,430)	(439,862)	0	(32,152)	(165,198)	(664,197)	(699,392)	(1,363,589)		
<u>Contributions to Reserves to 31/03/16</u>												
Vessels and Equipment (VES000451)	0	(23,000)	0	0	0	0	0	(2,300)	(20,700)	(23,000)		
Vehicles (VEH000451)	0	(5,500)	0	0	0	0	0	(1,925)	(3,575)	(5,500)		
Mutford Lock (MLK000451)	(6,250)	0	0	0	0	0	0	0	(6,250)	(6,250)		
Mutford Lock Rent (MLK000451)	(538)	0	0	0	0	0	0	0	(538)	(538)		
Launches (LAU000451)	0	(3,750)	0	0	0	0	0	0	(3,750)	(3,750)		
Ranger Vehicles (RAN000451)	0	(3,250)	0	0	0	0	0	(1,300)	(1,950)	(3,250)		
Dockyard Site (PRM009451)	0	0	(7,500)	0	0	0	0	(2,625)	(4,875)	(7,500)		
Pool Vehicles (PCP000451)	0	(3,500)	0	0	0	0	0	(2,345)	(1,155)	(3,500)		
Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	0	(9,509)	0	(9,509)	0	(9,509)		
Heritage Lottery Fund (HLF000451)	0	0	0	0	0	(25,000)	0	(25,000)	0	(25,000)		
<u>Contributions from Reserves to 31/03/16</u>												
Transfer PRISMA balance (PRI to VES)	0	(165,198)	0	0	0	0	0	165,198	0	0	0	
PRISMA external shared project mgmt costs (PRS)	0	0	0	0	0	0	0	0	0	0		
Fit out 2nd launch hull (LAU000450)	0	26,592	0	0	0	0	0	0	26,592	26,592		
Mutford Lock bearings repair (MLK000450)	49,334	0	0	0	0	0	0	0	49,334	49,334		
3rd Wherry (VES000450)	0	13,198	0	0	0	0	0	4,619	8,579	13,198		
Habitats Regulation Assessment (BPL, POL & TOU000450)	0	0	0	15,000	0	0	0	15,000	0	15,000		
Broads Plan (BPL000450)	0	0	0	1,956	0	0	0	1,956	0	1,956		
Local Plan (POL000450)	0	0	0	1,287	0	0	0	1,287	0	1,287		
Sustainable Tourism Strategy (TOU000450)	0	0	0	8,700	0	0	0	8,700	0	8,700		
Planning injunction costs (DVM000450)	0	0	0	20,000	0	0	0	20,000	0	20,000		
Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	0	16,661	0	16,661	0	16,661		
Forecast Balance 01 April 2016	(358,110)	(297,700)	(199,930)	(392,920)	0	(50,000)	0	(640,978)	(657,681)	(1,298,660)		

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	STEP	HLF	PRISMA	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves	
2016/17	<u>Contributions to Reserves to 31/03/17</u>											
	Vessels and Equipment (VES000451)	0	(92,000)	0	0	0	0	0	(27,600)	(64,400)	(92,000)	
	Vehicles (VEH000451)	0	(22,000)	0	0	0	0	0	(6,600)	(15,400)	(22,000)	
	Mutford Lock (MLK000451)	(25,000)	0	0	0	0	0	0	0	(25,000)	(25,000)	
	Mutford Lock Rent (MLK000552)	(2,000)	0	0	0	0	0	0	0	(2,000)	(2,000)	
	Launches (LAU000451)	0	(15,000)	0	0	0	0	0	0	(15,000)	(15,000)	
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0	0	0	0	(5,200)	(7,800)	(13,000)	
	Dockyard Site (PRM009451)	0	0	(30,000)	0	0	0	0	(9,000)	(21,000)	(30,000)	
	Pool Vehicles (PCP000451)	0	(14,000)	0	0	0	0	0	(9,380)	(4,620)	(14,000)	
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0	0	0	0	(46,000)	0	(46,000)	
	Launch sale (LAU000451)	0	(12,000)	0	0	0	0	0	0	(12,000)	(12,000)	
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)	0	0	0	(19,000)	0	(19,000)	
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	0	(182,886)	0	(182,886)	0	(182,886)	
	Heritage Lottery Fund (HLF000451)	0	0	0	0	0	(50,000)	0	(50,000)	0	(50,000)	
	<u>Contributions from Reserves to 31/03/17</u>											
	Fit out 2nd launch hull final 40% (LAU000450)	0	35,455	0	0	0	0	0	0	35,455	35,455	
	3rd Wherry final 10% (VES000450)	0	11,333	0	0	0	0	0	3,400	7,933	11,333	
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500	0	0	0	3,500	0	3,500	
	Replace AP56 EJN - Pool Van (PCP000450)	0	12,000	0	0	0	0	0	8,040	3,960	12,000	
	Replace DU11 EFL - Rangers (RAN000450)	0	18,000	0	0	0	0	0	10,800	7,200	18,000	
	Replace CM&E AO06 XPF / DU61 NUX (VEH000450)	0	33,000	0	0	0	0	0	9,900	23,100	33,000	
	Irstead Boat House repairs (BHB000450)	0	0	30,000	0	0	0	0	12,000	18,000	30,000	
	Consultants to cost dewatering options (MLK000450)	10,000	0	0	0	0	0	0	0	10,000	10,000	
	Old workshop refurbishment (PRM009450)	0	0	24,000	0	0	0	0	9,600	14,400	24,000	
	3 Rivers way cycle scheme	0	0	0	65,000	0	0	0	65,000	0	65,000	
	Document Management System (ICT000450)	0	0	0	24,687	0	0	0	24,687	0	24,687	
	Broads Plan (BPL000450)	0	0	0	3,000	0	0	0	3,000	0	3,000	
	Local Plan (POL000450)	0	0	0	38,000	0	0	0	38,000	0	38,000	
	Re-thatch John Cobbs Cottage costs unknown	0	0	0	0	0	0	0	0	0	0	
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	0	202,886	0	202,886	0	202,886	
	Forecast Balance 01 April 2017		(421,110)	(355,912)	(175,930)	(277,733)	0	(80,000)	0	(605,831)	(704,853)	(1,310,684)
	2017/18	<u>Contributions to Reserves to 31/03/18</u>										
		Vessels and Equipment (VES000451)	0	(92,000)	0	0	0	0	0	(27,600)	(64,400)	(92,000)
		Vehicles (VEH000451)	0	(22,000)	0	0	0	0	0	(6,600)	(15,400)	(22,000)
		Mutford Lock (MLK000451)	(25,000)	0	0	0	0	0	0	0	(25,000)	(25,000)
		Mutford Lock Rent (MLK000451)	(2,000)	0	0	0	0	0	0	0	(2,000)	(2,000)
Launches (LAU000451)		0	(15,000)	0	0	0	0	0	0	(15,000)	(15,000)	
Ranger Vehicles (RAN000451)		0	(13,000)	0	0	0	0	0	(5,200)	(7,800)	(13,000)	
Dockyard Site (PRM009451)		0	0	(30,000)	0	0	0	0	(9,000)	(21,000)	(30,000)	
Pool Vehicles (PCP000451)		0	(14,000)	0	0	0	0	0	(9,380)	(4,620)	(14,000)	
Asset Management for Countryside sites (SIM00451)		(46,000)	0	0	0	0	0	0	(46,000)	0	(46,000)	
Potter Heigham Chalet Income (UTE000451)		0	0	0	(19,000)	0	0	0	(19,000)	0	(19,000)	
Heritage Lottery Fund Income (HLF61X552)		0	0	0	0	0	(27,144)	0	(27,144)	0	(27,144)	
Heritage Lottery Fund (HLF000451)		0	0	0	0	0	(50,000)	0	(50,000)	0	(50,000)	
<u>Contributions from Reserves to 31/03/18</u>												
Local Plan Inspection		0	0	0	60,000	0	0	0	60,000	0	60,000	
Norfolk CC Archaeology SLA (CUL000450)		0	0	0	3,500	0	0	0	3,500	0	3,500	
Replace CM&E Van (VEH000450)		0	12,000	0	0	0	0	0	3,600	8,400	12,000	
Replace Wherry Onward (VES000450)		0	107,000	0	0	0	0	0	42,800	64,200	107,000	
Relocate Dockyard Wet Shed		0	0	60,000	0	0	0	0	18,000	42,000	60,000	
Heritage Lottery Fund costs (HLFXXX450)		0	0	0	0	0	27,144	0	27,144	0	27,144	
Forecast Balance 01 April 2018			(494,110)	(392,912)	(145,930)	(233,233)	0	(130,000)	0	(650,711)	(745,473)	(1,396,184)
2018/19		<u>Contributions to Reserves to 31/03/19</u>										
		Vessels and Equipment (VES000451)	0	(92,000)	0	0	0	0	0	(27,600)	(64,400)	(92,000)
		Vehicles (VEH000451)	0	(22,000)	0	0	0	0	0	(6,600)	(15,400)	(22,000)
		Mutford Lock (MLK000451)	(25,000)	0	0	0	0	0	0	0	(25,000)	(25,000)
		Mutford Lock Rent (MLK000451)	(2,000)	0	0	0	0	0	0	0	(2,000)	(2,000)
		Launches (LAU000451)	0	(15,000)	0	0	0	0	0	0	(15,000)	(15,000)
		Ranger Vehicles (RAN000451)	0	(13,000)	0	0	0	0	0	(5,200)	(7,800)	(13,000)
		Dockyard Site (PRM009451)	0	0	(30,000)	0	0	0	0	(9,000)	(21,000)	(30,000)
		Pool Vehicles (PCP000451)	0	(14,000)	0	0	0	0	0	(9,380)	(4,620)	(14,000)
		Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0	0	0	0	(46,000)	0	(46,000)
		Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)	0	0	0	(19,000)	0	(19,000)
		<u>Contributions from Reserves to 31/03/19</u>										
		Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500	0	0	0	3,500	0	3,500
		Replacement of three Yare House pool vehicles (one Kan	0	36,000	0	0	0	0	0	24,120	11,880	36,000
		Peugeot Boxer dropside for CM&E	0	14,000	0	0	0	0	0	5,600	8,400	14,000
		0	0	0	0	0	0	0	0	0	0	
	Forecast Balance 01 April 2019		(567,110)	(498,912)	(175,930)	(248,733)	0	(130,000)	0	(740,271)	(880,413)	(1,620,684)

Financial Performance and Direction
Report by Head of Finance

Summary: This report provides a strategic overview of current key financial issues and items for decision.

Recommendations:

Section 2-6

(i) That the income and expenditure figures be noted.

Section 7

(ii) That the investment strategy be adopted.

1 Introduction

1.1 This report covers two items, the Consolidated Income and Expenditure from 1 April 2015 – 31 January 2016 and the Annual Investment Strategy for 2016/17.

2 Overview of Actual Income and Expenditure

Table 1 – Actual Consolidated I&E by Directorate to 31 January 2016

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(6,218,654)	(6,182,041)	- 36,613
Operations	3,144,257	2,995,669	+ 148,588
Planning and Resources	2,231,784	1,982,036	+ 249,748
Chief Executive	366,867	380,835	- 13,969
Projects, Corporate Items and Contributions from Earmarked Reserves	(557,753)	(310,544)	- 247,209
Net (Surplus) / Deficit	(1,033,499)	(1,134,045)	+ 100,546

2.1 Core navigation income is behind of the profiled budget at the end of month ten. The overall position as at 31 January 2016 is a favourable variance of £100,546 or 9.73% difference from the profiled LAB. This is principally due to:

- An overall adverse variance of £31,645 within toll income:
 - Hire Craft Tolls £21,723 below the profiled budget.

- Private Craft Tolls £4,604 above the profiled budget.
- A favourable variance within Operations budgets relating to:
 - Land Management is above the profiled budget by £29,592 due to the change in payment schedule of the HLS income and expenditure timing differences.
 - Practical Maintenance is under the profiled budget by £82,880 due to timing differences.
 - Ranger Services is under profiled budget by £41,903 due to delayed letting of the new launch contract following changes in the procurement regulations. This is partially offset by the salary overspend relating to unbudgeted unsocial hour payments. The forecast outturn has been updated to reflect this.
 - Asset Management is under profiled budget by £17,104 due to a small number of variances within each budget.
 - Premises are under profiled budget by £23,356 due to an underspend within repairs and maintenance. The forecast outturn has been updated to reflect this.
- A favourable variance within Planning and Resources budgets relating to:
 - Development Management is under profiled budget by £81,574 due to additional income being received for Section 106 agreements and Generation Park works.
 - Strategy and Projects is under profiled budget by £29,768 due to additional income being received for the Catchment Partnership for the Slow the Flow project.
 - Project Funding is under profiled budget by £47,079 due a staff vacancy that has been covered by a contractor and timing differences on expenditure from the Project pot.
 - Finance and Insurance is under profiled budget by £12,300 due to delayed audit billing.
 - Communications is under profiled budget by £20,073 due to additional income being received and the delayed branding expenditure.
 - Visitor Centres and Yacht Stations is under profiled budget by £21,604 due to additional income being received and timing differences on expenditure.
 - Collection of Tolls is above profiled budget by £11,437 due to the need to purchase the Toll Plaques for the next 3 years. This will be corrected at the year-end as part of the stock take.
 - ICT is under profiled budget by £36,349 due to delays on the infrastructure and DMS projects. The DMS project will be carried forward to 2016/17.
- An adverse variance within Chief Executive budgets relating to:
 - Legal budget is above profiled budget by £15,668 due to additional legal costs.
- An adverse variance within Projects, Corporate Items and Contributions from Earmarked reserves. This relates entirely to expenditure from Earmarked reserves:
 - Planning Delivery Grant reserve is behind profile by £55,279 due to the delayed DMS expenditure and profiled differences on the Local and Broads Plan expenditure. The variance on these is due to

continue to the end of the year with the balance being transferred to 2016/17 contribution from reserves.

- Property reserve is behind profiled expenditure by £47,785 due to delayed expenditure on Mutford Lock repairs.
- Plant, Vessels and Equipment reserve is behind profiled expenditure due to delayed billing for the 3rd Wherry and the delayed letting of the launch tender. This variance has been further increased due to the Wherry contract coming in under the original budget. This has resulted in an overall variance of £80,291. The variance on these is due to continue to the end of the year with the balance being transferred to 2016/17 contribution from reserves.
- The Section 106 agreement reserve did not have a budget set as it is difficult to predict when these agreements will arise, this has resulted in a variance of £59,805.

2.2 The charts at Appendix 1 provide a visual overview of actual income and expenditure compared with both the original budget and the LAB.

3 Latest Available Budget

3.1 The Authority's income and expenditure is being monitored against the latest available budget (LAB) in 2015/16. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Details of the movements from the original budget are set out in Appendix 2.

Table 2 – Adjustments to Consolidated LAB

	Ref	£
Original budget 2015/16 – surplus	Item 12 23/01/15 (BA)	(139,421)
Approved budget carry-forwards	10/07/15 Item 11 (BA)	54,337
Additional Budget for Hickling	25/09/15 Item 8 & 13 (BA)	21,000
LAB at 31 January 2016 – surplus		(64,084)

3.2 Taking account of the budget adjustments, the LAB therefore provides for a consolidated surplus of £64,084 in 2015/16 as at 31 January 2016.

4 Overview of Forecast Outturn 2015/16

4.1 Budget holders have been asked to comment on the expected expenditure at the end of the financial year in respect of all the budget lines for which they are responsible. These forecast outturn figures should be seen as estimates and they will be refined and clarified through the financial year.

4.2 As at the end of January 2016, the forecast outturn indicates:

- The total forecast income is £6,208,639, or £31,993 behind the LAB.
- Total expenditure is forecast to be £6,139,496.
- The resulting surplus for the year is forecast to be £69,143.

4.3 The forecast outturn expenditure takes account of adjustments to the LAB and in addition reflects the changes shown in Table 3. The forecast surplus represents a favourable variance of £5,049 against the LAB.

Table 3 – Adjustments to Forecast Outturn

Item	£
Forecast outturn surplus per LAB	(64,084)
Adjustments to forecast outturn reported 22/01/16	48,001
Decrease in Equipment, Vehicle & Vessels expenditure due a decrease in vehicle leases	(10,000)
Increase in Land Management income from Forestry Commission grant and Natural England	(5,500)
Increase in Practical Maintenance income from sale of Electric cards	(1,000)
Decrease in Premises expenditure on Dockyard repairs and maintenance	(11,500)
Increase to Development Management income from planning applications and generation park	(14,500)
Increase to Development Management expenditure for generation park	6,000
Increase to Strategy & Projects income for external advice	(5,635)
Decrease to Project Funding due to staff vacancy being covered by a contractor	(16,966)
Decrease to Biodiversity Strategy income due to income not being received	10,000
Increase to Communications income from Outdoors Festival	(5,500)
Increase to Visitor Centre's and Yacht Station income from increased sales and mooring fees	(16,000)
Increase to Planning, Resources Management & Administration income for Whitlingham Charitable Trust recharge	(10,000)
Increase to net Legal expenditure for ongoing legal cases	27,541
Forecast outturn surplus as at 31 January 2016	(69,143)

4.4 The main reason for the difference between the forecast outturn and the LAB is due to the additional income secured and in year savings.

5 Reserves

Table 4 – Consolidated Earmarked Reserves

	Balance at 1 April 2015	In-year movements	Current reserve balance
	£	£	£
Property	(586,757)	198,235	(388,522)
Plant, Vessels and Equipment	(240,790)	108,859	(131,931)
Premises	(169,930)	(22,500)	(192,430)
Planning Delivery Grant	(353,676)	43,554	(310,122)
Mobile Phone Upgrade	(469)	469	-
Upper Thurne Enhancement	(53,285)	-	(53,285)
Section 106	(16,652)	(59,805)	(76,457)
PRISMA	(171,869)	6,671	(165,198)
Heritage Lottery Fund	-	(29,517)	(29,517)
Total	(1,593,427)	245,965	(1,347,462)

5.1 £685,898 of the current reserve balance relates to navigation reserves.

6 Summary

6.1 The current forecast outturn position for the year suggests a surplus of £51,520 for the national park side and a surplus of £17,622 on navigation resulting in an overall surplus of £69,143 within the consolidated budget, which would indicate a general fund reserve balance before year-end adjustments of approximately £1,005,000 and a navigation reserve balance of approximately £298,000 at the end of 2015/16. This will mean that after the year-end adjustments the navigation reserve will fall below the recommended level of 10% of net expenditure to approximately 9.8% during 2015/16. This estimate will depend on the actual amount of interest received.

7 Annual Investment Strategy

Overview

- 7.1. The Prudential Code for capital finance in local authorities introduced in 2004 and updated in 2011 requires local authorities, including the Broads Authority, to prepare an Annual Investment and Capital Financing (borrowing) Strategy. This strategy must be approved, before the start of each financial year, by the full Council (or at an equivalent level in authorities without a Council).
- 7.2. Due to the Authority's purchase of the dredging operation from May Gurney financed by a loan from the Public Works Loan Board, the Annual Investment and Capital Financing Strategy needs to take account of the prudential

indicators which the Prudential Code requires are considered by an authority that undertakes to borrow.

- 7.3. The Prudential Code aims to ensure that the capital investment plans of local authorities are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice. The Prudential Code also sets the objective of being consistent with (and supporting) local strategic planning and local asset management planning.
- 7.4. The Annual Investment and Capital Financing Strategy includes the key prudential indicators that are necessary for an authority that has borrowing. The prudential indicators are designed to support and record local decision making in a manner that is publicly accountable. At the beginning of each year estimates for the prudential indicators are set and agreed by Members. The actual indicators are then compared to the estimates once the annual accounts are produced in June each year.

Annual Investment and Capital Financing Strategy

- 7.5. The Annual Investment and Capital Financing Strategy for 2016/17 is attached at Appendix 3, for Members' consideration. It is proposed that the strategy will be reviewed in full during 2016/17 alongside the CIPFA guidance for smaller public service organisations before the publication of 2017/18 strategy.

Capital Financing

- 7.6. Capital borrowing powers are reviewed on an annual basis as part of the budgeting process. However in practice long term borrowing is limited to the acquisition of the dredging operation from May Gurney.

Financial Implications

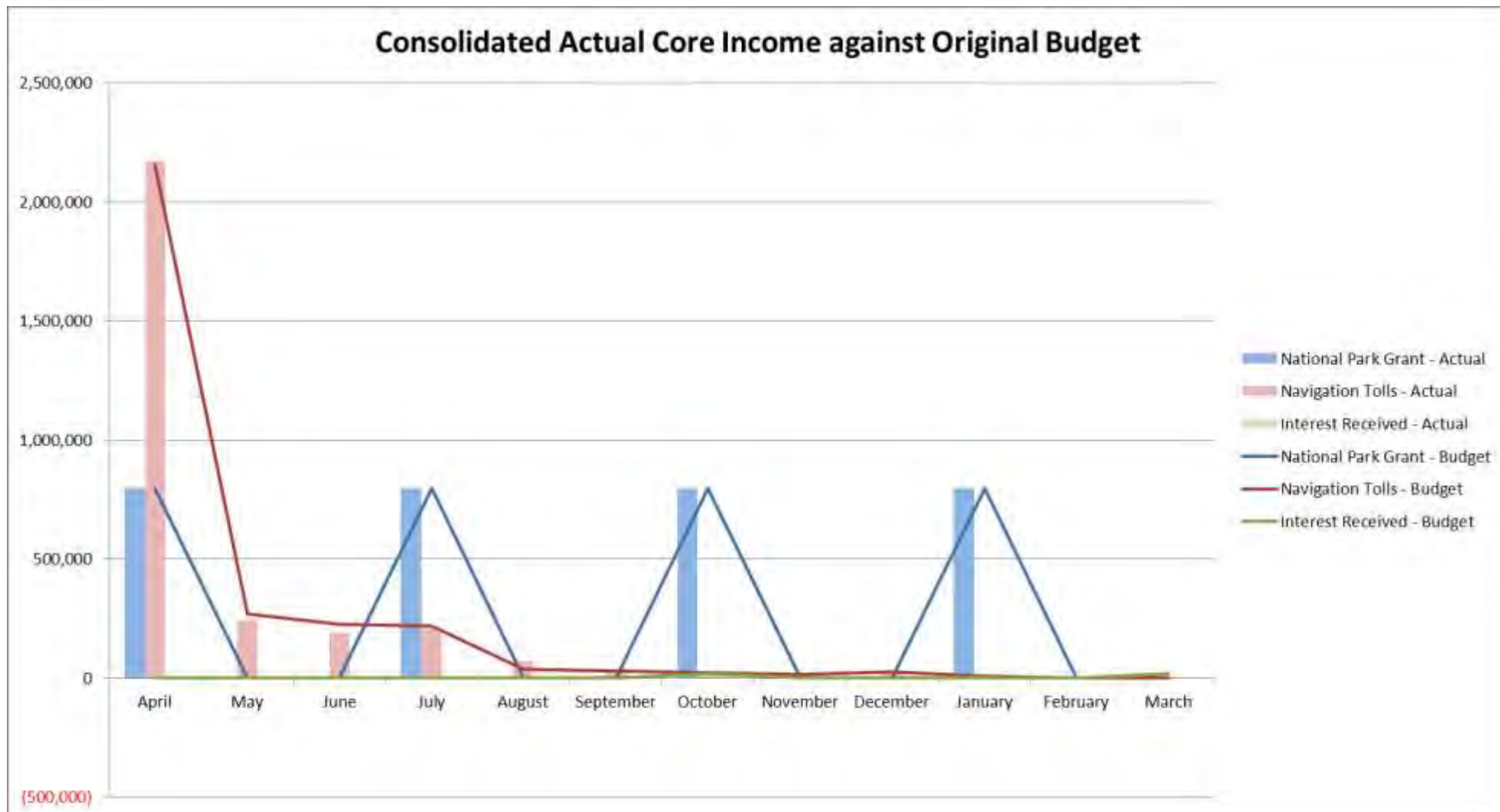
- 7.7. There are no additional financial implications for the Authority as a result of this report as the expenditure proposed, including the loan interest and capital repayments to the Public Works Loan Board, have been incorporated into approved budgets.

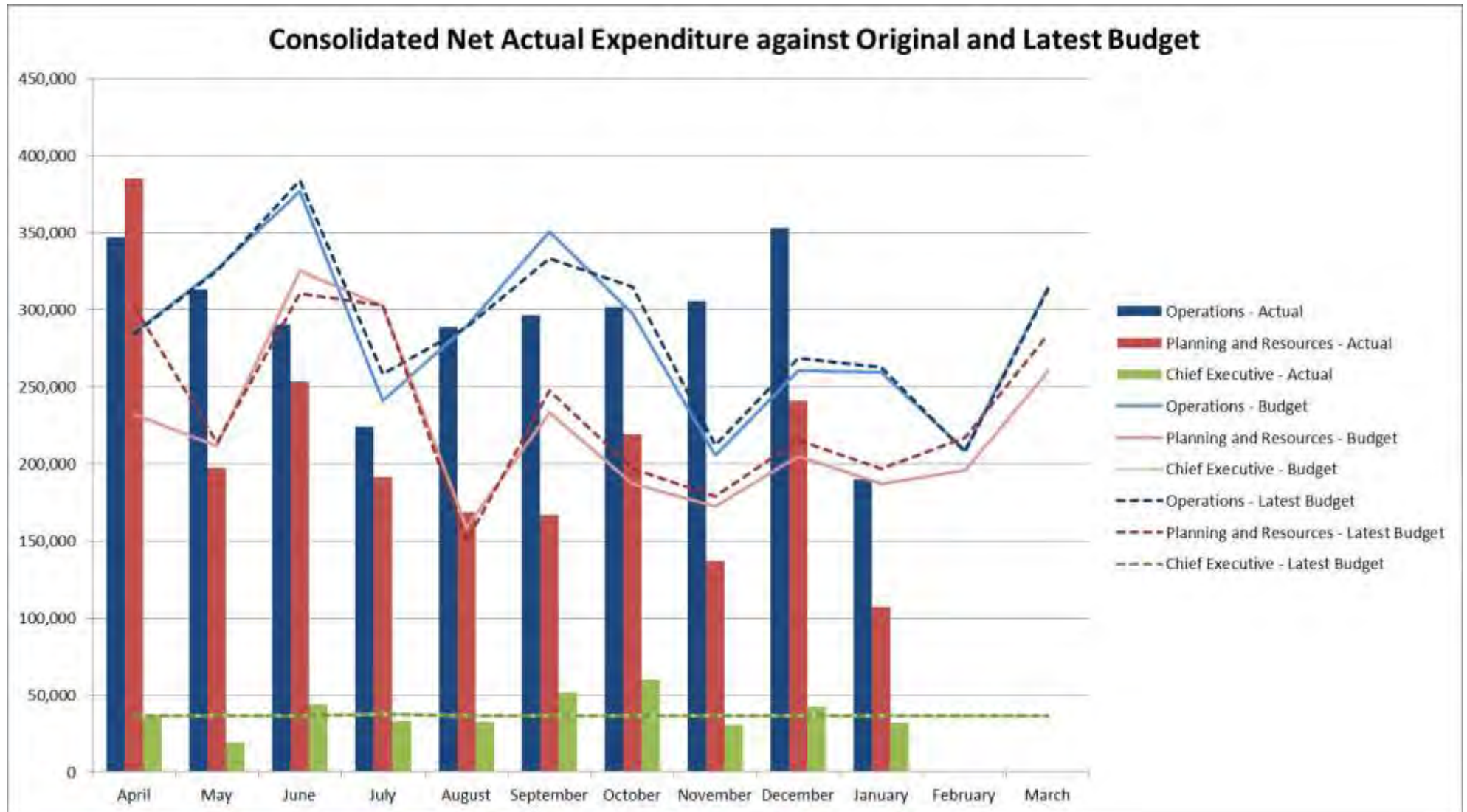
Background papers: None

Author: Emma Krelle
Date of report: 2 March 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 31 January 2016
APPENDIX 2 – Financial Monitor: Consolidated Income and Expenditure 2015/16
APPENDIX 3 – Annual Investment Strategy 2016/17





To 31 January 2016

Budget Holder (All)

Values					
Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,240,632)		(6,240,632)	(6,208,639)	-31,993
National Park Grant	(3,188,952)		(3,188,952)	(3,188,952)	0
Income	(3,188,952)		(3,188,952)	(3,188,952)	0
Hire Craft Tolls	(1,090,525)		(1,090,525)	(1,068,689)	-21,836
Income	(1,090,525)		(1,090,525)	(1,068,689)	-21,836
Private Craft Tolls	(1,869,042)		(1,869,042)	(1,873,885)	4,843
Income	(1,869,042)		(1,869,042)	(1,873,885)	4,843
Short Visit Tolls	(38,363)		(38,363)	(38,363)	0
Income	(38,363)		(38,363)	(38,363)	0
Other Toll Income	(18,750)		(18,750)	(18,750)	0
Income	(18,750)		(18,750)	(18,750)	0
Interest	(35,000)		(35,000)	(20,000)	-15,000
Income	(35,000)		(35,000)	(20,000)	-15,000
Operations	3,538,581	146,470	3,685,051	3,568,964	116,087
Construction and Maintenance Salaries	1,088,740		1,088,740	1,097,740	-9,000
Salaries	1,088,740		1,088,740	1,097,740	-9,000
Expenditure			0		0
Equipment, Vehicles & Vessels	631,500	12,300	643,800	597,130	46,670
Income			0		0
Expenditure	631,500	12,300	643,800	597,130	46,670
Water Management	172,500	56,950	229,450	229,450	0
Income			0		0
Expenditure	172,500	56,950	229,450	229,450	0
Land Management	(36,000)		(36,000)	(45,100)	9,100
Income	(90,000)		(90,000)	(102,500)	12,500
Expenditure	54,000		54,000	57,400	-3,400

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Practical Maintenance	459,200	77,220	536,420	500,420	36,000
Income	(7,000)		(7,000)	(8,000)	1,000
Expenditure	466,200	77,220	543,420	508,420	35,000
Ranger Services	736,910		736,910	715,093	21,817
Income	(35,000)		(35,000)	(35,000)	0
Salaries	578,910		578,910	578,910	0
Expenditure	193,000		193,000	171,183	21,817
Pension Payments			0		0
Safety	111,918		111,918	111,918	0
Income	(9,000)		(9,000)	(9,000)	0
Salaries	57,918		57,918	57,918	0
Expenditure	63,000		63,000	63,000	0
Asset Management	108,780		108,780	108,780	0
Income	(1,000)		(1,000)	(1,000)	0
Salaries	39,030		39,030	39,030	0
Expenditure	70,750		70,750	70,750	0
Premises	137,503		137,503	126,003	11,500
Income	(10,667)		(10,667)	(10,667)	0
Expenditure	148,170		148,170	136,670	11,500
Operations Management and Administration	127,530		127,530	127,530	0
Income			0		0
Salaries	115,030		115,030	115,030	0
Expenditure	12,500		12,500	12,500	0
Planning and Resources	2,547,090	167,337	2,714,427	2,585,847	128,580
Development Management	241,882	20,000	261,882	233,120	28,762
Income	(60,000)		(60,000)	(87,262)	27,262
Salaries	276,882		276,882	267,382	9,500
Expenditure	25,000	20,000	45,000	53,000	-8,000
Pension Payments			0		0
Strategy and Projects Salaries	194,380	76,000	270,380	241,380	29,000
Income	(32,500)	18,000	(14,500)	(14,500)	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	204,880	0	204,880	204,880	0
Expenditure	22,000	58,000	80,000	51,000	29,000
Biodiversity Strategy	0	2,300	2,300	12,300	-10,000
Income	(10,000)		(10,000)	0	-10,000
Expenditure	10,000	2,300	12,300	12,300	0
Strategy and Projects	69,780	14,037	83,817	82,313	1,504
Income	0	(18,000)	(18,000)	(23,635)	5,635
Salaries	36,280	22,037	58,317	65,448	-7,131
Expenditure	33,500	10,000	43,500	40,500	3,000
Waterways and Recreation Strategy	77,820		77,820	82,953	-5,133
Salaries	68,320		68,320	68,320	0
Expenditure	9,500		9,500	14,633	-5,133
Project Funding	147,060		147,060	121,094	25,966
Income	(19,000)		(19,000)	(19,000)	0
Salaries	41,560		41,560	15,594	25,966
Expenditure	124,500		124,500	124,500	0
Pension Payments			0		0
Partnerships / HLF	50,000		50,000	50,000	0
Income			0		0
Salaries			0		0
Expenditure	50,000		50,000	50,000	0
Volunteers	64,670		64,670	64,670	0
Income	(1,000)		(1,000)	(1,000)	0
Salaries	43,670		43,670	43,670	0
Expenditure	22,000		22,000	22,000	0
Finance and Insurance	330,920		330,920	330,920	0
Income			0		0
Salaries	130,920		130,920	130,920	0
Expenditure	200,000		200,000	200,000	0
Communications	259,830	25,000	284,830	274,330	10,500
Income	0		0	(5,500)	5,500

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	187,830		187,830	187,830	0
Expenditure	72,000	25,000	97,000	92,000	5,000
Visitor Centres and Yacht Stations	240,520		240,520	224,520	16,000
Income	(218,000)		(218,000)	(234,000)	16,000
Salaries	326,520		326,520	326,520	0
Expenditure	132,000		132,000	132,000	0
Collection of Tolls	116,740		116,740	116,740	0
Salaries	104,040		104,040	104,040	0
Expenditure	12,700		12,700	12,700	0
ICT	289,380	30,000	319,380	297,399	21,981
Salaries	132,680		132,680	135,386	-2,706
Expenditure	156,700	30,000	186,700	162,013	24,687
Premises - Head Office	254,548		254,548	254,548	0
Expenditure	254,548		254,548	254,548	0
Planning and Resources Management and Administration	209,560		209,560	199,560	10,000
Income	0		0	(10,000)	10,000
Salaries	128,360		128,360	128,360	0
Expenditure	81,200		81,200	81,200	0
Chief Executive	440,040		440,040	460,940	-20,900
Human Resources	111,530		111,530	112,430	-900
Income			0		0
Salaries	52,030		52,030	52,930	-900
Expenditure	59,500		59,500	59,500	0
Legal	107,260		107,260	127,260	-20,000
Income			0		0
Salaries	47,260		47,260	47,260	0
Expenditure	60,000		60,000	80,000	-20,000
Governance	119,790		119,790	119,790	0
Salaries	65,590		65,590	65,590	0
Expenditure	54,200		54,200	54,200	0
Chief Executive	101,460		101,460	101,460	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	101,460		101,460	101,460	0
Expenditure			0		0
Projects and Corporate Items	112,000		112,000	112,000	0
PRISMA			0		0
Expenditure			0		0
Corporate Items	112,000		112,000	112,000	0
Pension Payments	112,000		112,000	112,000	0
Contributions from Earmarked Reserves	(536,500)	(238,470)	(774,970)	(615,796)	-159,174
Earmarked Reserves	(536,500)	(238,470)	(774,970)	(615,796)	-159,174
Expenditure	(536,500)	(238,470)	(774,970)	(615,796)	-159,174
Grand Total	(139,421)	75,337	(64,084)	(96,684)	32,600

Broads Authority
Annual Investment and Capital Financing Strategy: 2016/17

1. Investment Principles

1.1. All investments will be in sterling. The general policy objective for this Authority is the prudent investment of its treasury balances. The Authority's investment priorities are:

- (a) the security of capital; and
- (b) liquidity of its investments.

1.2. The Authority will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

1.3. The Guidance maintains that the borrowing of monies purely to invest or on-lend and make a return is unlawful. This Authority will not engage in such activity.

2. Specified and Non-Specified Investments

2.1. Investment instruments identified for use in the 2016/17 financial year are all from the Specified Investment List, as set out below:

- term deposits with UK government or local authorities (section 23 of the Local Government Act 2003);
- term deposits with UK/European banks and building societies which have acceptable credit ratings (to be agreed with Sector – using approved market indexes);
- Certificates of Deposits with acceptable credit ratings (as above); and
- Debt Management Agency deposit facility (government backed).

2.2. The use of other specified investments will not generally be considered further at this time, although the Authority may potentially wish to seek long term investment to buy into one year or longer term rates, subject to the availability of surplus cash.

NOTE: In practice the Authority places most of its surplus funds with Broadland District Council who include the sums within their overall cash portfolio, which is currently invested 47% in two pooled funds and 53% in Certificates of Deposits or UK banks. The short-term returns which are received are then passed over to the Authority. This position reflects the lack of resources available to manage investments in-house, and the financial arrangements currently in place with Broadland District Council.

3. Hedging

3.1. If the Authority enters into any contractual arrangements above £100,000 which involve foreign currency, the advice of the Treasurer and Financial Adviser will be sought on the advisability of hedging the exchange risk before entering into the contract.

4. Liquidity

4.1. Based on its cash flow forecasts, the Authority anticipates that its fund balances in 2016/17 will range between £2,250,000 and £4,250,000. The exact sum will be highly dependent on the timing of spending to deliver major projects.

5. Capital Financing (Borrowing) Principles

5.1. The key indicators are in the table below, and a commentary follows:

Prudential indicator	2016/17	2017/18	2018/19
Estimate of capital expenditure	£150,000	£200,000	£200,000
Authorised limit for external debt	£500,000	£500,000	£500,000
Operational Boundary	£400,000	£400,000	£400,000

5.2. *Affordability*

The prudential code indicator for affordability asks the Authority to estimate the ratio of financing costs to net revenue stream. However as the only current borrowing was to finance the acquisition of the dredging operation from May Gurney, the financing costs have a zero effect on the bottom line of navigation income and expenditure as the dredging operation (financing costs and ongoing running cost including any additional capital expenditure) are less than or equal to the cost paid to contract out to May Gurney in the past. It is therefore felt that this indicator is not appropriate for use by the Authority in this instance.

5.3. *External Debt*

Prudential indicators in respect of external debt must be set and revised taking into account their affordability. It is through this means that the objective of ensuring that external debt is kept within sustainable, prudent limits is addressed year on year.

Therefore the Authority will at this time only borrow to finance the capital expenditure incurred on the acquisition of the dredging operation from May Gurney.

5.3.1. *Authorised limit*

The Authority will set for the forthcoming financial year and the following two financial years an authorised limit for its total external debt, separately identifying borrowing from other long term liabilities (excluding pension liability and government grants deferred). It should be noted that the Authority does not have any other long term liabilities at present or plans to have any in the future. This prudential indicator is referred to as the authorised limit and is shown in the table above.

5.3.2. *Operational Boundary*

The Authority will set for the forthcoming financial year and the following two financial years an operational boundary for its total external debt. This prudential indicator is referred to as the operational boundary and is shown in the table above. The operational boundary is based on the Authority's estimate of most likely, i.e. prudent, but not worst case, scenario.

5.4. *Capital expenditure*

The Authority will make reasonable estimates of the total of capital expenditure that it plans to incur during the forthcoming financial year and at least the following two financial years. This prudential indicator will be referred to as estimate of capital expenditure and is included in the table above.

5.5. *Treasury Management*

The Prudential Code requires authorities to set upper limits for its exposure to the effects of changes in interest rates. However, as explained above under paragraph 5.1, the current borrowing costs will not be an additional cost to the Authority. The Authority has borrowed at a fixed interest rate, thus reducing its exposure to changes in interest rates. This prudential indicator is therefore not considered necessary in this instance.

5.6. *Maturity structure of borrowing*

The Prudential Code requires authorities to set upper and lower limits with respect to the maturity structure of its borrowing. However as the Authority only has a single loan this indicator is not considered relevant.

6. End of Year Investment and Capital Financing Report

6.1. The Authority will provide a report on its investments and capital financing activity at the end of the financial year, as part of its final accounts reporting procedure.

7. Fidelity Guarantee Insurance

7.1. The Authority has in place adequate financial guarantee insurance arrangements with Zurich Municipal as part of its overall insurance management arrangements.

Royal Norfolk Show 2016
Report by Head of Communications

Summary: This report alerts Members to the opportunity provided by the Royal Norfolk Agricultural Association for the provision of an area of this year's Royal Norfolk Show focused on the Broads.

Recommendations:

- (i) To welcome the initiative to provide an area focused on the Broads at this year's Royal Norfolk Show.
- (ii) To increase the Communications budget in 2016/17 by £7,500 to take account the costs of the Authority's attendance, its lead in co-ordinating other organisations' attendance and to support a unified branded presence.

1 Background

- 1.1 Officers of the Royal Norfolk Agricultural Association have provided an opportunity to create a 'Broads' area at this year's Norfolk Show, to promote the special qualities of the Broads to local people, highlight it as an important resource in the County and showcasing all those involved in various ways with it.
- 1.2 They have invited the Broads Authority to co-ordinate the exhibits and the attendance of other Broads organisations on very favourable terms and officers attended a launch event on 3 February 2016 at the Cathedral.
- 1.3 This seems an invaluable opportunity to promote the Broads and the Authority. The proposal would be to take Ra, the Authority's solar boat, and the fen harvester to prompt discussions on sustainability and the management of the fens. We would also take banners and printed material illustrating all aspects of the Authority's work and develop branded show furniture such as gantries and flags to demarcate and highlight the area, with the support of sponsorship if possible. The possibility of taking a Ranger's launch has been investigated but would be more expensive because of the need to build a cradle and staircase to provide safe access.
- 1.4 The Show is on 29 and 30 of June and it is hoped that Members and officers might play an active role on the stand if they are willing and able.
- 1.5 Clearly if the Judicial Review supports the decision taken over a year ago regarding the marketing of the Broads it would be an ideal opportunity to promote the Broads National Park brand.

2 Financial Implications

- 2.1 The main costs in attending the Show will be craning and transporting RA to and from the site at an estimated cost of £5,000. It is therefore proposed to add an additional £7,500 to the Communications budget to cover the costs involved in this, in co-ordination support and in developing unified branding for the area.

Background papers:	Nil
Author:	John Packman, Lorna Marsh
Date of Report:	4 March 2016
Broads Plan Objectives:	None
Appendices:	None

Broads Authority

Financial Scrutiny and Audit Committee

Minutes of the meeting held on 22 September 2015

Present:

Mr G McGregor - Chair
Mr Louis Baugh
Prof J A Burgess
Mr M Whitaker

In Attendance:

Ms E Guds – Administrative Officer
Miss E Krelle – Head of Finance
Ms A Long – Director of Planning and Resources
Mr P Ionta – Solicitor and Monitoring Officer
Mr J Packman – Chief Executive

Also in Attendance:

Ms J Penn – Treasurer and Financial Adviser
Mr D Riglar – External Audit Ernst Young LLP
Mr M Russell - External Audit Ernst Young LLP

4/1 Apologies for Absence

Apologies for absence were received from Nigel Dixon and Peter Dixon.

4/2 Appointment of Chair

The Chief Executive invited nominations for the position of Chairman for the forthcoming year.

It was proposed and duly seconded that Mr McGregor be appointed as Chairman.

There being no other nominations, it was

RESOLVED

that Mr McGregor be appointed as Chairman of the Financial Scrutiny and Audit Committee for the forthcoming year.

Mr Guy McGregor in the Chair

4/3 Appointment of Vice Chair

Nominations for Vice Chair were postponed to next committee meeting in February 2016 as Vice Chair was not present.

4/4 Matters of Urgent Business

There were no items being proposed as matters of urgent business.

4/5 Declarations of Interests

Members expressed declarations of interests as set out in Appendix 1 to these minutes.

4/6 To receive and confirm the minutes of the Financial Scrutiny and Audit Committee meeting held on 7 July 2015 (herewith)

The minutes of the meeting held on 7 July 2015 were approved as a correct record and signed by the Chairman.

4/7 Terms of Reference of the Financial Scrutiny and Audit Committee

Members noted the report.

4/8 Public Question Time

No questions were raised by members of the public.

4/9 Annual Governance Report 2014/15

Members received a report which appends the Annual Governance Report for 2014/15 prepared by the External Auditors, Ernst & Young.

The External Auditor from Ernst & Young informed members that the audit was completed and thanked the Head of Finance and her team for the satisfying outcome. He explained that the key audit risk faced by the Authority was Management Override, the ability to manipulate the accounts. Their testing had revealed that there was no evidence of this.

The Chair said that he was happy the Authority had received a clean bill of accounts and mentioned last year it was suggested the auditors would start earlier so there would be less pressure for Authority staff to meet their deadline.

The External Auditor responded he agreed that starting earlier would be favourable but would mean starting their audit much earlier, before their obligations/commitments to other Local Authorities. He added that as from 2017/18 the audit would be earlier in line with the new regulations.

The Head of Finance informed members there would be a slight change to the letter of representation and that section J would be removed in the final copy. The letter would also be dated Friday 25 September when the accounts would be signed at the full Authority.

RESOLVED

Members noted the report and resolved that the Letter of Representation in connection with the Audit of the Financial Statements for 2014/15 be signed by the Treasurer and Financial Adviser and the Chairman of the FSAC.

4/10 External Audit Committee Briefing: September 2015

Members received a report which appended two briefings, Accelerating Your Financial Close Arrangements and a Local Government Audit Committee Briefing issued by the Authority's External Auditors, Ernst & Young.

The Head of Finance informed members that it was necessary to consider a new Stock Policy and that would help with the year-end valuation process. It would tighten up on what was counted and would look to exclude items such as offcuts, recycled parts and consumables. She continued that they would start to look at using the accounts package purchase order system. This would help budget holders with understanding their committed expenditure and calculate their accruals at year end. There would not be any extra cost as this was already included as part of the accounts package.

The Chair enquired how important Stock Valuation was to which the External Auditor responded that this was always border line material each year which was why the stock take was attended by audit. A policy would help the accounts team not to spend all their time on it at year-end.

A member mentioned an Obsolesce Policy and the Head of Finance confirmed that this was the case. As part of the stock process staff are asked to identify any obsolete stock in order for it to be written off.

The Treasurer and Financial Adviser recognised that having to manage the accounts as a small financial team was challenging and said that the Head of Finance and her team had proven that they were able to provide accounts to a very high standard.

A member added that, in the hope to try and help the Finance Team to prepare the accounts, the Authority had provided training for budget holders to clarify expenditure and plans and for stakeholders to recognise to identify budgets.

Members noted both appended briefings including the questions for Audit Committees set out on page 7 in the first briefing and page 9 in the second.

4/11 Annual Governance Statement 2014/15

Members received a report which explained the purpose of the Annual Governance Statement, and the requirement to carry out an annual review of the Authority's systems of internal control and governance arrangements.

The Solicitor and Monitoring Officer highlighted that the overall opinion of the Head of Internal Audit for 2014/15 was that the framework of governance, risk management and control at the Broads Authority was deemed to be adequate and represented a stable control environment. He added that the Authority had also received two good assurance levels in respect of Corporate Governance and Risk Management and Key Controls and Assurance.

In relation to Consultation Activities and Partnership Provision, the Chair enquired about the adequate assurance opinion which was awarded. The Director of Planning and Resources responded that this was in relation to the stakeholders review and the Parish Forums. She explained that as the result of that review the Authority had come up with an action plan and that the next stage would be looking at the effectiveness of the measures put in place.

In relation to Strategic Partnerships, The Solicitor and Monitoring Officer highlighted that it had been decided to delay this annual review until November rather than September, as stated in the Annual Governance Statement, due to the busy agenda for members at the September meeting.

One member enquired how an adequate rating would differ from a good rating as she found it difficult to establish how one would improve from an adequate to a good rating.

The Treasurer and Financial Adviser explained that an adequate rating was good enough and appropriate for the size of an organization like the Authority. She continued that the fact that the Authority was awarded two good ratings was very positive and that an adequate rating demonstrated that no risks to the controls existed. However, if the Authority would want to improve their rating, it would involve having more controls put in place.

One member said that it was important how the Authority was portrayed by others and that it was being judged about what it put in place. Therefore he believed the importance was for the Authority to prioritize what was achievable and concentrate on quality rather than quantity.

Members recognised that none of the recommendations in the action plan were high priority which was very positive considering the Authority was under staffed and was challenged finding appropriate staff for the correct pay.

The Chief Executive agreed that the Authority was trying to keep the day to day issues going and that the core service had fallen back. Also he admitted that recruiting had been a challenge as the Norfolk market was limited

compared to London, however that the Authority had managed to find some very capable staff.

RESOLVED

- (i) Members recommended the Annual Governance Statement for 2014/15 and Action Plan for 2015/16 to the Broads Authority for approval on 25 September 2015.
- (ii) Members confirmed that, subject to implementation of the improvements identified in the Action Plan, the Authority's internal control systems and governance arrangements are considered to be adequate and effective.

4/12 Implementation of Internal Audit Recommendations – Summary of Progress

Members received a report which updated them on progress in implementing Internal Audit recommendations arising out of audits carried out since 2014/15 and 2015/16.

The Head of Finance informed members that the Authority had received a good rating for the Corporate Governance and Risk Management audit. She said that the Planning Audit had been undertaken and that although the final reports have not been received yet, as this stage they didn't expect to find any issues.

She further informed members that in regards to responses to recommendations relating to IT issues, actions 5 and 7 had now been completed and explained that the delay was due to staff recruitment issues.

She recognized that regards to Consultation Activities and Partnership Provisions there were still some actions outstanding but said that the target date didn't fall until later on within this financial year.

Members noted the report.

4/13 Consolidated Income and Expenditure 1 April to 31 July 2015 Actual and 2015/16 Forecast Outturn

Members received a report which provided them with details of the actual income and expenditure for the four month period to 31 July 2015, and gave a forecast of the projected expenditure at the end of the financial year (31 March 2016).

The Chief Executive reminded Members that there would be a request for extra budget for Hickling. This would make the finances extremely tight following the decision to increase tolls by 1.7% in 2015/16. However, in order to continue with the Hickling Broad Project the Authority would need an

additional £21K which would have a negative effect on the reserves which would drop below the recommended level of 10%.

Mutford Lock would need an additional £87K from a separate reserve set aside for Mutford Lock.

Members were informed by the Chair of the Navigation Committee that the Navigation Committee supported both the Hickling Project and the Mutford Lock repairs.

Members recognised that a decrease in the number of hire boats because the industry was selling some of its older craft to help pay for new investment, had a significant negative effect on navigation income. This pattern was likely to continue into next year but it was very difficult to predict how much and how fast this decline would carry on. Many hire boats were sold to private buyers, which meant that the vessels would stay on the Broads but the Authority would lose the benefit of the additional income from the multiplier effect on tolls.

The Chief Executive concluded that the Authority was in a reasonable financial position. The organisation had reasonable reserves without any big demands on expenditure and was looking hard how to continue to save money.

RESOLVED

- (i) members noted the position in respect of Hickling and Mutford Lock in regards to 2015/16; and
- (ii) members supported the additional budget request for referral to the Authority as set out in paragraph 6.2 and 7.1.

4/14 Annual Review of Strategic Risk Register

Members received a report which appended the Authority's updated Strategic Risk Register for their comments. The Solicitor and Monitoring Officer highlighted that the Register currently incorporated 18 key risks and that no new risks had been registered since the Committee's previous review in September 2014.

He continued that currently the Risk Register was reviewed once a year but it was a recommendation from the Auditors that this was done more frequently and that it had been recommended by the Internal Auditor and accepted by Management Team to add the Risk Register to the Agenda of this Committee as a standard Item as from the next meeting in February 2016.

The Treasurer and Financial Adviser supported this idea and said that this would provide evidence that the risk had been highlighted and would encourage members to establish and consider what the key risks for the Authority are.

The Solicitor and Monitoring Officer added that, should a risk exceed the tolerance level, the Chair of the Authority and Chair of the Financial Scrutiny and Audit Committee will be engaged immediately to determine appropriate action to be taken. A member commented that reviewing the Risk Register more frequently would be beneficial as it would add to the decision making process.

RESOLVED

that members noted the updated Strategic Risk Register and invited officers to produce a report for the next meeting with proposals for the amendment of policy reports to incorporate a specific section addressing the issue of risk.

4/15 Review of Policy on Reserves

Members were shown a presentation which illustrated the effect an increase or decrease in tolls would have on the budget and also how much income would need to increase to keep the Reserves at 10% of expenditure.

From the presentation it became clear that in order to be able to carry out both the Hickling Project and the repairs to Mutford Lock, compromises needed to be made. The Chief Executive said that if Hickling was a priority maybe members could suggest what compromises/sacrifices could be made.

Members agreed that there should be a cutoff point when it comes to trying to keep Mutford Lock operational as it is becoming beyond the Authority's ability to repair, especially as the North Sea could be reached via an alternative route.

One member believed that a 5.5% rise in toll was going to be challenging as it was not in line with the rise in inflation and suggested whether savings should be made by preventing purchases which were excessive, ie. purchase of land for disposal of dredge material. The Chairman commented that being able to dump dredging material was essential to keep the navigation channels clear.

Another Member believed that the presentation demonstrating the sensitivity of the reserves was informative however was concerned it was only betraying a partial picture and would be interested to know how the calculations would compare to the National Park Grant Reserves.

The Chief Executive responded that compared to the Navigation side which had many assets to maintain, the National Park side's biggest asset were people. He said that an example of a major emergency on the National Park side would be a major flood or a Food and Mouth outbreak, which were issues the Authority wouldn't have much control over.

The Member requested that the reserve position of the National Park side be illustrated in the Reserve Policy when it was brought to the Full Authority.

The Chief Executive highlighted that organisations like Canal River Trust and the Environment Agency receive public funding for the maintenance of the navigation while the Broads Authority was unique in the sense that its Navigation was entirely funded by toll payers.

He supported the implementation of the Hickling Project but suggested that the financial implications needed to be looked at carefully as to how this would be managed over the next 20 years.

The Head of Finance highlighted that a great deal of equipment was passed on from May Gurney and would all need replacing soon. The replacements would be funded from the earmarked reserves as long as they continued to have sufficient balances.

The Chief Executive said that the Authority believed that having reserves at 10% of Navigation Expenditure seemed to be a sensible provision to cope with risk, however they would need to establish how much was needed for demands on assets, how much was needed to respond to opportunities like buying land for dredging disposal and how much should be made available for match funding bids for external funding.

Members considered reserves being made available for match funding was very important as they believed match funding presented the Authority with the only realistic prospect of bringing in substantial sums of income, needed to realize many of the projects.

Members noted the report.

4/16 To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4) (b) of the Local Government Act 1972

There were no further items of business which the Chairman decided should be considered as a matter of urgency pursuant to Section 100B (4) (b) of the Local Government Act.

4/17 Formal Questions

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

4/18 Date of the next meeting

Members noted that date of the next Committee meeting would be held on Tuesday 9 February 2016 at Yare House, 62-64 Thorpe Road, Norwich, commencing at 2:00pm.

The meeting concluded at 4.05 pm

CHAIRMAN

APPENDIX 1

Declaration of Interests

Committee: Financial Scrutiny and Audit Committee

Date of Meeting: 22 September 2015

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Pecuniary Interest ✓
Michael Whitaker		Toll payer, Hire Boat Operator, BABF Chair	
Louis Baugh			
Jacquie Burgess			

Broads Forum

Minutes of the meeting held on 5 November 2015

Present:

Dr Keith Bacon in the Chair

Mr Andrew Alston	Mr Robin Godber	Mr Simon Partridge
Mr Ashley Cato	Mr John Hiskett	Mr Bryan Read
Mr Martyn Davey	Mr John Lurkins	Mr Richard Starling
Mr Michael Flett	Mr Philip Pearson	Mr Hugh Taylor
Dr Martin George		Mr John Tibbenham

In Attendance:

Ms Maria Conti – Strategy and Projects Officer
Ms Esmeralda Guds – Administrative Officer
Mr Simon Hooton – Head of Strategy and Projects
Ms Andrea Long – Director of Planning and Resources
Dr John Packman – Chief Executive

Also in attendance:

Prof Jacquie Burgess – Chair, Broads Authority
Rob Wise – Environment Adviser, National Farmers Union
John Newton – Norfolk County Adviser, National Farmers Union

1/1 Apologies and Welcome

Apologies for absence were received from Julian Barnwell, Henry Cator, Barbara Greasley, Peter Jermy, Jennifer Parkhouse, Peter Waters and Anthony Wright.

The Chair welcomed Jacquie Burgess, Chair of the Broads Authority, to the meeting.

1/2 Chairman's Announcements

The Chairman informed members that he would address the issues discussed at the Broads Authority meeting later on in the agenda at the Chief Executive Report.

As agenda item 6, the Broads Plan Review, would be presented in shape of an interactive exercise, the Chairman suggested changing the running order of the agenda and address agenda item 6 after agenda item 10.

1/3 To receive and confirm the minutes of the meeting held on 30 July 2015

The minutes of the meeting held on 30 July 2015 were confirmed as a correct record and signed by the Chairman subject to the following amendment:

- *Minute 5/11 Chief Executive's Report. Para 4: usage of water-skiing on Breydon Water was minimal should read usage of water-skiing on Breydon Water took place on one occasion.*

1/4 Public Question Time

No questions were raised by members of the public however the Chairman raised the issue of fracking and said that although National Parks were to be protected from fracking, horizontal fracking appeared to be permitted therefore fracking from outside into the National Park would become a possibility.

Philip Pearson (PP) commented that as currently little information was available, it would be better to address the issue when more detail was made obtainable.

1/5 Summary of Progress/Actions/Response taken following discussions at previous meetings

A report summarising the progress of current issues was received.

In regard to the footpath from Ludham to St Benet's Abbey the Director of Planning and Resources updated members that there would be a meeting next week with the contractor and the landowner to discuss the details of how to complete the works.

Members noted the report.

Agenda Item 1/6 would be dealt with after Agenda 1/10

1/7 Review of Consultative Arrangements: Evaluating Changes to Broads Forum

Members received a report outlining the findings of an audit into the Broads Authority's Consultation Activities and Partnership Provisions undertaken in January 2015.

In particular, the audit examined the implementation of the Action Plan arising from the Review of Consultative Arrangements and Community/ Stakeholder Engagement, carried out by the Broads Authority during 2012/13. The audit concluded that all measures had been implemented but that further work was required to assess their effectiveness.

The Director of Planning and Resources sought members' views on the effectiveness of these changes and advised that these would be reported to the Broads Authority as part of the overall response to the audit.

PP enquired how much influence members had when setting the Agenda to which the Director of Planning and Resources responded that having 'Matters to be discussed at the next meeting' as a standing item on the Agenda allowed members to suggest any issues they wish to address. She continued that agenda item 'Parish Issues' offered members a further opportunity to address matters they would like to discuss. Both items had been very effective and resulted in a variety of topics being presented at the meeting. Conversely, 'Public Question Time' a standing agenda item allowing members of the public to raise questions directly with Forum Members, so far had not been used, but the opportunity for them to do so would remain open.

Richard Starling (RS) commented that the meetings were more effective and more democratic than they used to be.

Members noted the audit findings and believed the changes to the Terms of Reference and operation of the Broads Forum to be effective.

1/8 Chief Executive's Report

The Chief Executive presented his report, which summarised the current position of the Authority's strategic priorities.

The Chief Executive updated Members that the Hickling Parish Forum was very successful, well attended and a worthwhile experience which offered a good opportunity to talk about Hickling Broad in much detail.

In relation to navigation charges John Tibbenham (JT) commented that numerous toll payers were displeased with the suggested toll increase and queried how the multiplier was established.

The Chief Executive responded that this year the Authority levied the lowest ever increase of +1.7% across the board. The combination of that decision and a series of pressures including the costs of additional practical work had made this year's decisions on tolls for 2016/17 particularly difficult. He said that the Navigation Committee had recommended an increase in tolls income of 4.5%, to abandon the hazard removal at Dickey Works and to decrease the multiplier for hired motor cruisers from 2.62 to 2.55.

He added that evidence from the Stakeholder Survey suggested that tolls account for around 9% of the total costs of owning a private boat and 11% of the operational costs for the hire fleets.

In regard to the multiplier the Chief Executive said that members who had attended the Tolls Workshop had a good understanding of how the multiplier was conceived and he suspected that part of the explanation for the Navigation Committee's recommendation to reduce the multiplier was the continuing decline in the size of the fleet with a forecast of further reduction of 20-30 boats next year. He continued that in addition a significant gap had

opened up between the equivalent multipliers applied on other waters (1.54 for example on the Thames compared to 2.62 on the Broads in 2015).

In response to JT's comment that the maintenance of Mutford Lock was financed from navigation funds despite not many navigators using the lock, the Chief Executive indicated that the main costs of maintaining the structure were from the endowment that came with the transfer of the Lock and the operational costs were funded from the income from charges and navigation income.

Martin George (MG) highlighted that it was worth reminding that the hire boat industry uses the Broads more hours a year, stirred up sediment, caused erosion to banks and were in general more damaging to the Broads.

The Chief Executive responded that a hire boat multiplier was first introduced in the mid-1970s to fund the development of new moorings and explained that the Authority would need to take into account the contribution of the industry made to maintenance of the system and provision of facilities. In addition the Stakeholders Survey indicated that there was a great variation in the number of weeks boats were hired and that taking into account solely of usage when setting charges would not be appropriate. In addition, as mentioned earlier the Chief Executive indicated that in other parts of the country the multiplier was lower so it was about finding the right balance.

The Chief Executive informed members that the Heritage Lottery Fund bid of £2.6 million had been successful and thanked members for their contribution in achieving this. He pointed out however that receiving the funding did not alleviate the problems from a potential reduction in National Park Grant because most of the funding was devoted to new projects. Officers and members agreed that regular updates to the Broads Forum on how the projects develop would be useful.

The Chairman commented that Jacquie Burgess (JB), the Chairman of the Broads Authority, encouraged more member participation and tried to involve members amongst others through workshops.

He further announced that membership for the Broads Local Access Forum (BLAF) ended in October, that currently they were recruiting new members and the closing date would be tomorrow, 6 November 2015.

Members noted the report.

1/9 Parish Issues

Michael Flett (MF) congratulated officers and members on a useful and informative Hickling Parish Forum. The Chairman of the Broads Authority added that it was good to see so many members involved and hoped this would continue.

MF mentioned that many unlicensed boats moored at Loddon were spotted and queried whether these would be pursued by the Authority or whether there was anything the Parishes could do to help. Robin Godber (RG) added that this was a matter which was taking place more frequently.

The Chief Executive advised members that the most efficient way to address the issue was to forward details of the vessel to Broads Control where the member of staff on duty would be able to check the details against the Authority's database. He added that in most cases the toll had been paid but the plaque had not been displayed. Although he indicated that currently toll plaques were the most effective way for Rangers to establish whether charges had been paid, he would not rule out the possibility of a more efficient method being made available to them in the future.

In response to what would happen if tolls remained unpaid. The Chief Executive explained that the Authority proceeded through a series of steps including a warning and followed up by letters. Prosecution was the last resort and it was worth noting that many of the late payers were the same individuals from one year to another.

John Lurkins (JL) enquired whether it was possible to determine who was responsible for the poor conditions of the bridge and the footpath at Wherryman's Way as so far nothing had happened to resolve the issue and the situation was worsening.

The Chairman replied that this matter was raised at the Broads Local Access Forum and County Council and BESL had done some work, however this was not fit for purpose. The Director of Planning and Resources added that she would ask the Senior Waterways and Recreation Officer to provide JL with an update.

1/10 Current Issues

Andrew Alston enquired about the suggestion of a meeting held between officers and farmers in the Bure Valley. The Chief Executive responded that the Authority's Chair had had a meeting with some of the landowners in the Bure Valley but that, since the last meeting of the Forum, productive and positive meetings had been held with officers of the National Farmers Union and the Regional Director of the CLA.

RS commented that there was an increase use of imported straw mainly from Poland instead of sedge. He also raised a concern about the management prescription for a site at Barton Fen. A meeting was arranged for the 19 November to discuss the matter. RS said he would follow this up with BA officers after the meeting.

The Head of Strategy and Projects mentioned that the Climate Change Adaption Plan consultation had now closed and that 14 responses to the plan had been received which would go to the Broads Authority on 20 November 2015.

1/6 Broads Plan Review

The Broads Plan was the strategic management plan for the Broads and was subject to regular review. The current Plan was adopted in May 2011 and its review was a Strategic Priority for the Broads Authority in 2015/16. It was anticipated that the revised Plan, which would cover the period 2017-22, would be adopted in March 2017.

A workshop for Broads Authority Members was held on 7 October 2015 to start scoping the strategic direction for the next Plan period. Forum Members were provided with a report which presented the output from that workshop, and were invited to comment on other strategic issues and priorities they felt should be addressed in the next Plan.

Forum Members then undertook a workshop exercise similar to that previously undertaken by Broads Authority members and the results were captured on flip charts.

Following the workshop session members had a discussion on general issues.

RS suggested that it would be helpful for Natural England and the Environment Agency to attend a Broads Forum meeting to give members the opportunity to meet with them. The Chief Executive agreed that for NE and EA to join the discussions at Broads Forum would be useful and a good idea.

Andrew Alston (AA) commented that it was his perception that there was a need to improve communication between the Authority and landowners/ farmers to which the Head of Strategy and Projects responded that the landowners' opinions were sought but the Authority did not always receive any feedback. He stressed the importance of involvement from both parties and that the Authority currently interacted with approximately 25 landowners and was making progress. He welcomed any suggestions that AA might have for improving communication between the Authority and farmers

1/11 To note whether any items have been proposed as items of urgent business

No items were proposed as items of urgent business.

1/12 Matters for Chairman to raise at next Broads Authority meeting

The Chairman would report to the Broads Authority meeting on the various issues discussed by the Forum.

1/13 Matters to be discussed at the next meeting

The Chairman encouraged members to contact officers with any suggestions for future agenda items, especially if they were prepared to present it themselves.

1/14 Date of Next Meeting

To note that the date of the next meeting would be Thursday 4 February 2016 at 2.00pm at Yare House, 62-64 Thorpe Road, Norwich.

The meeting concluded at

4.45 pm

Chairman

Broads Authority

Broads Local Access Forum

Minutes of the meeting held on 9 December 2015

Present:

Dr Keith Bacon	Mr Alec Hartley
Mr Olly Barnes	Mrs Lana Hemsall
Mrs Liz Brooks	Dr Peter Mason
Mr Tony Brown	Mr Stephen Read
Mr Robin Buxton	Mr George Saunders
Mr Nick Dennis	Mr Charles Swan
Mr Mike Flett	Mr Ray Walpole
Mr Tony Gibbons	Mr Peter Warner

In Attendance

Professor Jacquie Burgess – Chairman of the Broads Authority
Mr Adrian Clarke – Senior Waterways and Recreation Officer
Ms Maria Conti – Broads Strategy and Projects Officer
Mr Mark King - Waterways and Recreation Officer
Ms Andrea Long – Director of Planning and Resources

2/1 To receive apologies for absence and welcome new and returning members

Apologies for absence were received from Mr Louis Baugh, Mr Martin Symons, Mrs Dawn Hatton, Mr Richard Webb and Mr Chris Yardley.

The Director of Planning and Resources welcomed both new and returning members to the meeting and explained the purpose of the Broads Local Access Forum and specifically how today's workshop session related to the Integrated Access Strategy and the Broads Plan. The members then introduced themselves to the Forum.

2/2 Election of Chairman and Vice-Chairman

Following introductions the Director of Planning and Resources asked for nominations for Chairman. Dr Keith Bacon was nominated by Charles Swan and this was seconded by Mr Mike Flett. There being no other nominees Dr Bacon was duly elected as Chairman to the Broads Local Access Forum and took over Chairing of the meeting. Nominations were then requested for Vice-Chairman. Mr Alec Hartley was nominated by Ray Walpole and this was seconded by Stephen Read. There being no other nominations Mr Hartley was duly elected as Vice-Chairman of the Broad Local Access Forum

2/3 To receive and confirm the minutes of the meeting held on 9 September 2015

The minutes of the meeting held on 9 September were confirmed as a correct record and signed by the Chairman.

2/4 To receive any points of information arising from the minutes

(1) Minute 1/4 (3) Ludham Footpath

The Senior Waterways and Recreation Officer (SWRO) advised that work to clear the adjacent ditch and develop the ramp onto the riverbank was due to start on either 11 December 2015 or 14 December 2015. Tony Gibbons asked if the overgrown permissive path leading east from St Benet's Abbey Bridge could be reinstated following the development of the footpath from Ludham Bridge. SWRO advised that this could be added as a project idea to the 'wish list' the Forum would be discussing in the workshop.

(2) Minute 1/4 (4) How Hill Footpath

The SWRO advised that the works to the footpath were ready to go but formal approval for the scheme was still awaited from Natural England as the relevant Habitats Regulations Assessment had been received.

(3) Minutes 1/6 Parish Council Issues – Herringfleet Car Park

The SWRO and Mr Charles Swan had recently visited the Herringfleet Car Park site. Following this visit Natural England had reviewed the site themselves and advised that the pigs needed to be removed from the site by the end of November as they are in breach of an existing Higher Level Stewardship agreement. The SWRO advised that the landowner has now removed the pigs from the site. The SWRO also advised that a second site visit would be necessary to review the outstanding issues regarding whether gates were now open to allow public access and if the overhanging tree had been cut back.

(4) Minute 1/7 Membership

Peter Warner asked for clarification of the recruitment process for membership to the Broads Local Access Forum. SWRO advised that the regulations governing the composition of local access forums stated that forums should have at least 16 and a maximum of 22 members, and that these should be people who appear to be representative of:

- users of local rights of way or open access land (e.g. walkers, horse riders, cyclists and carriage drivers);
- owners and occupiers of access land or land over which local rights of way subsist; and
- any other interests especially relevant to the appointing authority's area.

The SWRO went on to explain that interest groups had to be asked to appoint only one prospective member to ensure as many groups as possible were

represented. The total number of members on the Broads Local Access Forum now stands at 21 but there is no legal obligation to fill the remaining vacancy.

(5) **Minute 1/11 Broads Forum Update**

With work at Hickling Broad now in progress, BLAF members again highlighted the opportunity for new access routes to view the Broad. The SWRO advised that new routes had been discussed at the recent Parish Forum and as a result he was to attend a site visit with local residents to look at the available options.

2/5 Norfolk County Council

The Director of Planning and Resources along with the Waterways and Recreation Officer (WRO) had met with Andy Hutchinson and Russell Wilson of the Norfolk Trails Team on 7 December 2015.

- (1) Following a budget review, the Norfolk Trails department will have to reduce their budget by £200,000 by 2018 which will impact on staff and project delivery.
- (2) The Landscape Partnership Scheme was discussed with the Project Manager. A major part of the project is to open access into the Broads from the three main 'hubs' (Nicholas Everitt Park in Lowestoft, Whitlingham Country Park in Norwich and Bure Park in Great Yarmouth). A number of projects are being planned with work hoped to start in 2018. These include the enhancement of Great Yarmouth train station to highlight that both the Wherryman's and Weaver's Way can be easily accessed just a few minutes' walk from the station.
- (3) Norfolk Trails are organising a joint LAF meeting in the New Year with Local Access Forum's from Norfolk, Suffolk and the Broads represented.
- (4) The Wherryman's Way was discussed at length:

Currently the route is diverted away from the River Chet due to health and safety issues with the collapse of a wooden bridge and the unstable nature of the bank the path follows.

Due to the high number of complaints regarding the diversion of the route a joint statement from Norfolk County Council (NCC), the Environment Agency and the Broads Authority would be helpful to keep users informed.

The Environment Agency has been approached to supply some detailed information to enable NCC to gauge the suitability of the bank as a walking route in the future. Natural England has also been contacted regarding the future ecological status of Hardley Flood.

All parties were in agreement that any works must be 'future proofed' to ensure they are not just a temporary fix.

Norfolk Trails are proposing a meeting with local residents and interest groups in January 2016.

2/6 Integrated Access Strategy Access Plan review

The SWRO advised new BLAF members of the aims and objectives of the Integrated Access Strategy Action Plan.

To help prioritisation of these aims and objectives, members were asked to form groups and refer to the mapped sections of the Broads on their tables. Members were asked to identify access issues so these could be reviewed and added to the Action Plan for development into future projects.

It was also noted that prioritisation work on the IAS Action Plan carried out by BLAF members in the workshop activity would also be important material to feed into the Broads Plan review process.

Comments received during the workshop activity will be collated and outcomes reported to members at the next Broads Local Access Forum meeting in June 2016.

Prior to the workshop activity the following items were discussed:

Broadland Way

The SWRO advised that Broadland Way is a strategic trail that will link Norwich, the Yare Valley and Bure Valley Park and follow on through the 3 Rivers Way. The reason for the delivery of this project is the large contribution developers have to pay in relation to Green Infrastructure through the Community Infrastructure Levy (CIL).

Cycling

- (1) Mr Mike Flett met with Peter Howe regarding the Three Rivers Way. The project is progressing well with work on Phase 1 (Hoveton to Horning) due to start January 2016 with a completion date of July 2016. Phase 2 is proposed to run from Hoveton to Ludham Bridge. Phase 3 is proposed to run from Ludham Bridge to Potter Heigham. Feasibility studies for phase 2 and 3 have now been completed and will be included in Norfolk County Council's Cycling and Walking Action Plan. The SWRO is meeting with Norfolk County Council and the Environment Agency to discuss the gap in the bank at Horsefen Bank.
- (2) Mr Keith Bacon advised he had responded to the Norfolk County Council Cycling and Walking Strategy consultation highlighting the biased leaning towards cycling. SWRO agreed that this had been noted by Norfolk County Council after receiving other comments of a similar nature.

2/7 To receive any other items of urgent business

(1) Broads Forum update

The following items were discussed at the last Broads Forum:

- Hickling Broad Project
- Mutford Lock
- Tolls (with a presentation from John Packman)

(2) Martham footpath diversion

Mr Keith Bacon advised that he was going to object to the proposed Martham footpath diversion that would essentially close off Cess Staithe from Cess Road.

(3) Improvements to Wroxham/Hoveton train station

Mr Peter Warner highlighted a meeting he was due to attend regarding improvements to Wroxham/Hoveton train station. Mr Warner agreed to update the Forum.

2/8 To note the date of the next meeting

It was noted that the next meeting was scheduled to take place on Wednesday 09 March 2016 at 2pm.

The meeting concluded at 4.42pm.

Chairman

Navigation Committee

Minutes of the meeting held on 10 December 2015

Present:

Mr M Whitaker (Chairman)

Mr K Allen	Sir P Dixon (3/1-3/13)	Mr J Knight
Ms L Aspland	Mr P Durrant	Mrs N Talbot
Mr M Bradbury	Mr M Heron	Mr B Wilkins
Mr W Dickson		

In Attendance:

Ms N Beal – Planning Policy Officer
Mr S Birtles – Head of Safety Management
Mr A Clarke – Senior Waterways and Recreation Officer
Ms E Guds – Administrative Officer (Governance)
Mr B Hanson – Tourism and Promotion Officer
Mr D Hoare – Environment and Design Supervisor
Mr T Hunter – Rivers Engineer
Ms E Krelle – Head of Finance
Ms A Leeper – Asset Officer
Ms A Long – Director of Planning and Resources
Dr J Packman – Chief Executive
Mr R Rogers – Head of Construction, Maintenance and Environment
Mr A Vernon – Head of Ranger Services
Mrs T Wakelin – Director of Operations

Also Present:

Lana Hemsall Vice-Chair of the Planning Committee
Paul Mitchelmore – Environment Agency

3/1 To receive apologies for absence

Apologies for absence were received from John Ash and Alan Goodchild.

The Chairman welcomed everyone to the meeting including Lana Hemsall, Vice Chair of the Planning Committee and Tony Howes as a member of the public.

3/2 To note whether any items have been proposed as matters of urgent business/ variation in order of items on the agenda

No items had been proposed as matters of urgent business

3/3 To receive Declarations of Interest

Members expressed their declarations of interest as set out in Appendix 1 of these minutes.

3/4 Public Question Time

There were no public questions.

3/5 To receive and confirm the minutes of the meetings held on 22 October 2015

The minutes of the meeting held on 22 October 2015 were confirmed as a correct record and signed by the Chairman.

3/6 Summary of Actions and Outstanding Issues following discussions at previous meetings

Members received a report summarising the progress of issues that had recently been presented to the Committee.

The Chief Executive pointed out that a series of reports on current matters could be found in the Chief Executive's Report.

Members noted the report.

3/7 Draft Budget 2016/17 and Financial Strategy 2018/19

Members were provided with a report which sought their views on the navigation income and expenditure budget for 2016/17, which was prepared as part of a consolidated budget for the Authority. The budget was based on an overall 4.5% increase in navigation charges as formally adopted by the Authority on 20 November 2015 following the recommendation of the Committee.

The Head of Finance touched upon a few matters mentioned in the report and said a lump sum from the Authority would be required to help towards making up the pension deficit. She further pointed out that it had been assumed, until further information was available from Defra, that the level of National Park Grant (NPG) would remain at the current level over the three years, that income from hire boats would continue to decline at a rate of £20,000 per annum and that salaries would rise with 1% in line with national guidelines.

It was further noted that the draft Budget showed that National Park income and expenditure would be running at a deficit for the next three years. However, under these assumptions even at the end of the three year period National Park Reserves would still be above the minimum recommended.

The Authority would continue to look for improved efficiency in the delivery of its services with the objective of continuing to deliver value for money.

There was some concern about any reduction in National Park Grant. One of the uncertainties was how National Park Grant would be allocated to take account of the extensions to the Yorkshire Dales and Lake District National Parks. The Chief Executive explained that compared to the larger National Parks, such as the Lake District, Peak District and the South Downs the Broads Authority's National Park

Grant was modest and he therefore hoped that in any reallocation of Grant the impact on the Broads Authority would be modest.

Members were further assured that although the figure for the reserves seemed high, compared to the national park authorities the Broads Authority's reserve was not unreasonable. The Chief Executive explained that retaining appropriate levels of reserves was essential if the Authority was to make the most of external funding opportunities, which usually require match funding, e.g. from sources such as the Heritage Lottery Fund and the EU's INTERREG programme.

A member commented that it was unfortunate that private craft didn't benefit from the 2% discount, especially as the multiplier had decreased and therefore proposed for the discount for hire craft to be removed.

The Chief Executive explained the Authority had a preferable arrangement with the Hire Boat industry as it recognised that navigation charges could represent a substantial bill at the beginning of the season, especially for the companies with a large number of craft. He explained that offering a 2% discount for early payment and/or the opportunity to pay in two instalments, encouraged early payment which helped with the administrative task of processing tolls. He asked members for their views as to whether the discount should continue.

It was suggested that this could be a matter for the Tolls Working Group to discuss with any changes to be implemented in April 2017. One member said that he didn't like the idea of offering a decrease in the multiplier to then take it away immediately by cancelling the 2% discount. Neither did he believe this was a matter for the Tolls Working Group but a separate issue for the Navigation Committee to consider as a whole and suggested a report on the matter to be brought to a future meeting.

On a different matter a member questioned the level of expenditure in areas such as Communications and Human Resources and requested more clarification. He doubted whether overheads would be as high if the Authority was solely a navigation authority.

The Chief Executive responded that the allocation of joint costs had been closely scrutinised and set by the Resources Allocation Working Group, chaired by Martin Broom, and the proportions were shown in the draft budget. He continued that the Authority took an integrated approach to the management of the Broads and that both navigation and National Park activities benefited from this. One example was the importance of expert conservation advice and supervision in obtaining the necessary consents for dredging the navigation area. Financially the maintenance of the navigation area in the Broads was in a good position and far better than was the case for many other navigation authorities, for example those run by County Councils and the Environment Agency, many of whom were struggling as a result of the cuts in public expenditure.

Members noted the report.

3/8 Broads Local Plan: Issues and Options

Members received a report which introduced the Broads Local Plan Issues and Options Stage. This was the first stage in the preparation of a draft Local Plan and highlighted the key topics which future planning policies could cover. It also outlined some options for the direction of that planning policy. Local Planning Authorities were required to undertake public consultation at specific stages of plan preparation and it was anticipated that the Issues and Options would be the subject of a public consultation beginning in February 2016, after consideration by the Authority in January. The views of Navigation Committee were requested on the navigation aspects of the draft options.

The Planning Policy Officer took the members through the different stages of the plan production and pointed out how and when members' comments would be received. Although not being able to give an exact date, the Policy Planning Officer said that stakeholders and the public would be consulted on the next version, the Preferred Options, in the autumn. This version will have draft policy wording to comment on.

Members were pleased to see that a YouTube video clip was being considered as part of the campaign and would like to see more and other social media opportunities to engage with stakeholders. The Head of Communications confirmed that social media will be used and the Planning Policy Officer is investigating other ways for young people to be targeted.

One member commented that the Authority shouldn't miss the opportunity to identify infrastructure at risk from climate change and consider innovative ways to address the risk and was willing to offer his experience.

The Director of Planning and Resources pointed out to members that when looking at the existing policies there was an option to retain the current policy.

Members noted the report.

3/9 Review of the Broads Sustainable Tourism Strategy

Members received a report which updated them on the review of the 'Strategy and Action Plan for Sustainable Tourism in the Broads' which had been first reported to the Committee at its October meeting.

The Tourism and Promotion Officer explained that whilst Broads Tourism (BT) had been strong and active for a number of years, it was currently going through a period of reflection. BT members recognised there were some challenges ahead but they are actively seeking to address these.

He further highlighted that apart from boating the Broads had much more to offer, like cycling and walking, which could attract younger people. He said one of the three main objectives was to "strengthen the variety, distinctiveness and quality of Broads tourism offer, capable of generating visits throughout the year."

A member commented that he felt disillusioned after a workshop he attended because it demonstrated the fragility of Broads Tourism and the very small budget available. The Tourism and Promotion Officer said that there had been subsequent meetings after the workshop which showed promise of improved levels of funding.

One member responded that if there was no budget owners would return to promoting their own businesses and abandon attempts at joint marketing. As regards to walking and cycling opportunities he commented that they would need the availability of good accommodation.

The Head of Communications said she recognised there was no quick and easy answer but that the Strategy was looking at how to make tourism self-sustainable and how to find funding.

Members noted the report.

3/10 Boat Safety Scheme for Hire Boats

Members received a report which set out the results of the consultation on proposed changes to the Boat Safety Scheme requirements for hire boats. Members' views were sought on the proposal set out at 6.3 and a nomination for the Standards Appeal Panel.

The Chairman said that the view of the Hire Boat industry was that it supported the proposal set out in paragraph 6.3, namely that the Authority adopt the Boat Safety Scheme requirements for Hire Boats and that these should be implemented from April 2017. However the Chairman continued that the industry didn't support the proposal set out in paragraph 6.4, because if there was an incident and the industry had not been able to implement the changes before April 2016, the industry might be seen to be liable.

The Director of Operations explained that the reason for having an advisory period for the implementation was to balance the duties of the Authority to manage the risks to as low as reasonably practicable and the advisory element would be seen to discharge that duty. A period of a year was selected because the view was that April 2016 was too early for implementation, however the Authority had a duty of care and would need to promote those elements which were reasonably achievable e.g. smoke alarms.

The Committee supported the proposal set out in 6.3 that, providing there were no material changes to the proposed requirements, the Authority adopts the Boat Safety Scheme requirements for Hire Boats to be implemented from 1 April 2017. In regards to the proposal in 6.4 the Committee also supported the promotion of these changes by the Broads Authority for voluntary adoption in the intervening period. The Committee recommended the wording be re-phrased in discussion with the industry.

The Chairman suggested Alan Goodchild would be the most appropriate candidate for the Standards Appeal Panel but as Mr Goodchild was not present at the

meeting, the Chairman would approach him to see whether he would be willing to take on this role. This suggestion was supported by the Committee.

3/11 Review of Waste Facilities

Members received a report which set out the current position in relation to waste facilities throughout the Broads Authority's area and sought members guidance on the conclusion set out in Section 6.

Officers set out the legal position, namely that the Broads Authority has no statutory obligation for waste collection other than on the land that it owns. Some businesses were now taking responsibility for their own waste.

Given the lack of complaints received and absence of budgetary provision, officers proposed that the position regarding waste facilities continue to be closely monitored over the next year to see whether any further issues arise.

The Committee agreed that close monitoring was beneficial but that further action was needed and that waiting for another year while not undertaking any steps wasn't the right approach. Members realised that a workshop might raise expectations and therefore proposed that an internal discussion involving interested members and relevant officers be held next year to look at sponsorship ideas and funding schemes for recycling.

All Members agreed to the proposal with one member abstaining.

3/12 Broadland Flood Alleviation Project: Planning Application for Piling Removal Works and the installation of Erosion Protection in Compartment 37 Upton Dyke

The Committee received a report which provided them with a summary of Broadland Environmental Services Ltd (BESLs) planning application proposals for the removal of piling and installation of erosion protection in Upton Dyke situated in Compartment 37 on the true right bank of the River Bure.

The Senior Waterways and Recreation Officer highlighted that in the officers' view the narrow width of the dyke presented an increased risk of erosion of the bank and the deposition of that material in the bed of the dyke which, in turn, would require additional dredging to maintain access to the Parish Staithe and boatyard. He therefore suggested that conditions needed to be placed on any planning permission in order to gain more security.

The Chair mentioned the letter from Bryan Read received by all members expressing the concerns the Norfolk Heritage Fleet Trust had about the safety for the Hunter Boats relating to this planning application.

A further concern was expressed by the Vice-Chair of the Planning Committee who stressed she was talking on behalf of Upton Parish Council and not as a member of the Authority, stating the Parish also objected to the plans.

One member suggested it was worth looking into whether Upton Parish Council, which was collecting payment for moorings on the opposite bank, had enough funding to take on the responsibility for piling on both banks of the river.

Another suggestion was to look into the possibility of widening the dyke. The Senior Waterways & Recreation Officer commented that although eating into the roll back bank for erosion protection wouldn't be supported by the Environment Agency, it would be worth looking to see whether there was any scope for widening the dyke. Paul Mitchelmore added that BESL had discussed this option and said that he could explore to see whether this would be a possibility.

A further suggestion was, as there was a risk of erosion, to replace the peat with clay to prevent the dyke from closing up with sediment.

A member enquired whether BESL's actions would cause the need for dredging and so be a burden to the Authority. The Senior Waterways & Recreation Officer responded he didn't see this being an issue and assured the committee that the Authority had better mapping and sonar surveys in place which were included in the protocol. He continued that officers knew the work was being carried out and reports from BESL were being received.

Several other options were discussed including raising a green strip to walk on, using light weight timber staging which would be cheaper and installing additional piles next to the old ones. The majority of the Committee didn't support the application.

RESOLVED by 8 to 0 (with 2 abstentions and as a member of the Planning Committee Peter Dixon did not vote)

that the Committee recommends that the Planning Committee refuses the planning application for the removal of piling and installation of erosion protection in Upton Dyke on the true right bank of the River Bure and request officers to discuss alternative options such as widening of the Dyke with the applicant.

3/13 Waterways Specification Revisions

In several localised areas of the Broads navigation, achieving compliance with waterways specification depths stated in the Sediment Management Strategy was an issue. These areas include:

- River Ant at Irstead
- River Chet at Pyes Mill
- River Bure at Coltishall

In each area natural bed material (typically sand and gravel) was within the ideal navigation envelope. This report considered the different factors affecting each site and suggested appropriate means of managing the issues. In some cases a revision to the current waterways specification depth was proposed.

Particular attention was given to the River Ant at Irstead where members and boat users had expressed most concern.

Consideration had also been made to the appropriateness of the current waterways specification depth for Hickling Broad outside the marked channel. This followed recent core samples identifying the level of the natural substrate. In this case no revisions were proposed.

In regards to the Ant, one member mentioned the Water Framework Directive (WFD) and suggested that instead of deepening the water channel by dredging, water levels should be raised. He continued that he didn't believe that the bottom had come up but that the water levels had dropped as a result of abstraction.

The Rivers Engineer replied that not much could be done to influence water levels as this was a reflection of the climate and tides. In addition a member pointed out that high water levels would cause problems when passing under bridges.

In regards to the river Ant, one member said that clearing about 100 cubic meters of sediment shouldn't take more than 3 to 4 days work. As the Ant was a busy waterway he proposed that a budget should be found to deepen this river at this point. The Head of Construction, Maintenance and Environment responded that as this would involve capital dredging, various permissions would be required and may be difficult to achieve.

Members agreed the proposed revision to waterways specification depths in respect of the river Chet at Pyes Mill and the River Bure at Coltishall, but not to the River Ant at Irstead

In relation to the River Ant members requested further detailed information about the implications of dredging a deeper central section, consents and costs etc, to be presented to a report to a future meeting with a view to considering a modified specification, the budget implications, and whether to bring forward such dredging work in due course.

3/14 Mooring Action Plan Update

Members received an update on the Mooring Action Plan previously considered by the Navigation Committee in 2014 and adopted by the Broads Authority at its meeting on the 21 November 2014. The report set out the current programme to repile the Authority's mooring assets, identified that the continued inclusion of a number of sites in the programme was subject to the successful conclusion of lease negotiations and considered how the action plan could be adapted if lease negotiations were unsuccessful.

Members were asked whether they would support the replacement of mooring sites lost due to unsuccessful lease negotiations with new sites on a like for like basis. Additionally members were asked to support the acquisition of other mooring sites where the piling would remain the responsibility of the landowner or the Environment Agency.

The Senior Waterway & Recreation Officer identified two mooring sites which were currently being considered. At Rockland there was the possibility of developing a

new mooring approximately 150m long near the entrance to Rockland Broad and at Berney Arms the entire length of the piling owned by the landowner might be available.

Members supported the proposals, in particular the moorings at Berney Arms, and recommended that the Authority continue negotiations with the landowners.

3/15 Navigation Income and Expenditure: 1 April to 31 October 2015 Actual and 2015/16 Forecast Outturn

Members received a report which provided them with details of the actual navigation income and expenditure for the seven month period to 31 October 2015, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2016).

The Head of Finance explained that the main reason for the actual variance was the change in predictions for navigation toll income, the delay in receipt of the invoice for the new wherry and the delayed letting of the launch contract. Taking these items into consideration, including the approval of the Hickling project, the forecast outturn was predicted to be a deficit of £11,518 at the end of the financial year.

Members noted the report.

3/16 Construction, Maintenance and Environment Work Programme Progress Update

Members received a report which set out the progress made in the delivery of the 2015/16 Construction, Maintenance and Environment Section work programme.

Members noted the report.

2/17 Chief Executive's Report

The Committee received a report which summarised the current position in respect of a number of projects and events, including decisions taken during the recent cycle of committee meetings.

The Chief Executive briefed members on a workshop on the Broads Plan at a meeting of the Broads Forum. He also circulated copies of new Enjoy the Broads leaflet.

The Chairman updated the Committee on the work of the Tolls Review Group. Good progress was being made and a further meeting was planned for the end of January.

Members noted the report.

2/18 Current Issues

As a member of the National School Sailing Association, Paul Mitchelmore informed members of a regatta being held in Gorleston from the 25th to the 29th of July. The NSSA was in need of RIBs and crew and he would welcome any suggestions and sponsorship for the event.

2/19 Items for future discussion

A Member asked about the progress with the negotiations for leases of mooring sites. The Chief Executive replied that negotiations in regards to Thurne Mouth were on-going and he hoped would be resolved satisfactorily in due course.

The Director of Operations added that the negotiations regarding moorings at Woodbastwick came to an end because, in line with the Navigation Committee's view, it was decided that the Authority would only continue to lease sites where the costs were reasonable and broadly in line with the Authority's professional property advice. Where a landowner was demanding a rent far exceeding that advice and an appropriate compromise could not be agreed, then, reluctantly, the Authority would not renew the lease.

2/20 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 25 February 2016 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

The meeting concluded at 5.20 pm.

Chairman

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 10 December 2015

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen		Member of the Broads Angling Strategy Group and the Waveney Trust.
Mathew Bradbury		Toll Payer and BCU member
Linda Aspland		Member of NBYC and NSBA, Toll Payer
Bill Dickson		toll payer and property owner
Peter Dixon		As before
James Knight		Hire Boat Operator, Toll Payer, Director of Broads Holiday Businesses
Max Heron		Toll Payer, Landowner, Member of British Rowing, Norwich RC, NSBA, RCC, Chair Whitlingham Boathouses Trustee and Director, Whitlingham Boathouses Foundation Ltd (no remuneration or expenses) Director, Whitlingham Boathouses Ltd (dormant; no remuneration or expenses)
Nicky Talbot		Toll Payer, NSBA Member and Member of NBYC
Michael Whitaker		Toll payer, Hire Boat Operator, Herbert Woods, BHBF Chairman

Broads Authority

Planning Committee

Minutes of the meeting held on 8 January 2016

Present:

Dr J M Gray – in the Chair

Mr M Barnard
Prof J Burgess
Mr N Dixon
Sir Peter Dixon
Ms G Harris

Mrs L Hempsall
Mr G W Jermany
Mr P Rice
Mr V Thomson
Mr J Timewell

In Attendance:

Ms N Beal – Planning Policy Officer (Minute 7/10 -7/11)
Mrs S A Beckett – Administrative Officer (Governance)
Mr S Bell – for Solicitor and Monitoring Officer
Ms S Evans – Planning Officer (Compliance and Implementation)
Ms M Hammond – Planning Officer (Minute 7/1 - 7/8)
Ms A Long – Director of Planning and Resources
Ms A Macnab – Planning Officer (Minute 7/9)
Mr A Scales – Planning Officer (NPS) (Minute 7/8)
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke:

**BA/2015/ 0371/FUL Waveney Inn and River Centre, Staithe Road,
Burgh St Peter and**

**BA/2015/0360/FL Waveney Inn and River Centre, Staithe Road,
Burgh St Peter**

Mr J Knight Applicant

7/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting. In particular he welcomed Sophie Evans as Planning Officer (Compliance and Implementation) who would be covering for Kayleigh Wood's maternity leave.

Apologies were received from Miss Sholeh Blane.

7/2 Declarations of Interest

The Chairman declared a general interest on behalf of all members and staff in relation to Application BA/2015/ 0371/FUL and BA/2015/0360/FUL as the applicant is a member of the Broads Authority. Members indicated that they

had no other declarations of pecuniary interests other than those already registered and as set out in Appendix 1.

7/3 Minutes: 4 December 2015

The minutes of the meeting held on 4 December 2015 were agreed as a correct record and signed by the Chairman of the meeting subject to the amendment to Minute 6/8(2) within the resolution to delete “re” from “re-advertisement”. (For clarification, this relates only to advertisement in a newspaper).

7/4 Points of Information Arising from the Minutes

Minute 6/4: (Minute 3/10) Generation Park

The Head of Planning reported that it was understood that a company had expressed an interest in taking on the proposed scheme for the Generation Park and was at present going through a due diligent process. Officers would keep members updated.

7/5 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

7/6 Chairman’s Announcements and Introduction to Public Speaking

(1) Public Speaking

The Chairman reminded everyone that the scheme for public speaking was in operation for consideration of planning applications, details of which were contained in the Code of Conduct for members and officers.

(2) A member of the public indicated that he intended to record some of the proceedings of the meeting with specific reference to Thorpe Island.

7/7 Requests to Defer Applications and /or Vary the Order of the Agenda

No requests to defer applications or vary the agenda had been received.

7/8 Applications for Planning Permission

The Committee considered the following applications submitted under the Town and Country Planning Act 1990, as well as matters of enforcement (also having regard to Human Rights), and reached decisions as set out below. Acting under its delegated powers the Committee authorised the immediate implementation of the decisions.

The following minutes relate to further matters of information, or detailed matters of policy not already covered in the officers' reports, and which were given additional attention.

(1) **BA/2015/0364/FUL Compartment 37 South side of Upton Boat Dyke**

Driving/removal of piling along the southern bank of Upton Dyke, re-grading the dyke edge and the original bank, and crest raise existing bank with the material gained from the old bank

Applicant: Environment Agency

The Planning Officer provided an outline presentation to provide the context for the application for the removal of piling through a form of pile driving (subject to ground conditions requiring extraction) on the southern bank of Upton Dyke. The piling to be removed was identified in the 2008 BESL application and had been approved in principle at that time subject to permitted development rights being removed. This was so that the details of the techniques to be used would be submitted to the Authority to ensure there would be no adverse impacts. The application was part of the proposal to deliver a more sustainable form of flood defences. The current piling, some of which was in a poor condition was now no longer required for flood protection. The application also involved the re-grading of the dyke edge and the original bank and crest raising of the existing bank with the material from the old bank.

The Planning Officer explained that the key elements for the differing treatment techniques being proposed related to the varying ground conditions of the site and the need for increased stability to reflect these. Similar techniques to those used elsewhere in the Broads were being adopted and there were a number of safeguards that would be undertaken to insure mitigation action would be undertaken where necessary. The Planning Officer emphasised that there would be no changes to the provision of moorings on the north bank of Upton Dyke or at Upton Parish Staithe.

In drawing attention to the significant concerns raised from a number of consultees, the Planning Officer reported that since the report had been written thirteen additional letters had been received including correspondence from Whelptons Yard and the Broads Hire Boat Federation. These largely reflected the concerns already documented. The Planning Officer referred to the concerns expressed by the Navigation Committee and its request that an alternative to pile removal be explored further with BESL. He explained that further discussions had and were taking place with BESL and therefore the contents of para 6.2 of the report did not accurately reflect the current position. Officers were also investigating with a number of people in the area about the possibility of them taking on the responsibility for piling. In view of the concerns expressed, the recommendation was for

a site visit and it was proposed that if accepted, BESL be invited to attend to provide clarification on issues raised.

Mr Rice proposed, seconded by Prof Burgess and it was

RESOLVED

that, prior to determination, the application be deferred for a site visit on Friday 29 January 2016 starting at 10.00am, in view of the concerns and objections raised. It was considered that it would be beneficial for Members to visit the site to fully appreciate and understand the location and features of the application site as well as the various considerations.

(2) **BA/2015/0371/FUL Waveney Inn and River Centre, Staithe Road, Burgh St Peter**

Replace barn with administration centre
Applicant: Waveney River Centre (2003) Ltd.

The Planning Officer explained that the two applications concerning the Waveney River Centre were before the Committee as the applicant was a Member of the Authority.

She provided a detailed presentation of the first proposal, to demolish an existing barn near to the entrance of the recreational complex and replace it with a building to provide a purpose built space to concentrate the administration functions, staff facilities, workshops and storage, which were currently distributed across the site. She explained that there had been some amendments to the elevation figures since the report had been written. In 2011, planning permission had been given for 5 holiday accommodation units but this permission had now lapsed when the original elevations had been agreed.

The Planning Officer drew attention to the consultation responses particularly the further consultation responses received since the report had been written from the Parish Council and Historic Environment Officer (Planning and Countryside). These had been circulated to Members. The Parish Council considered that the application should be approved provided the highways stipulation that the buildings be prevented from being converted into holiday or residential accommodation in the future, be included as a condition.

The comments from the Historic Environment Service, having received further information from the applicant, were satisfied that the structure of the existing building was of limited historic significance and therefore they wished to withdraw their previous recommendation for a condition for historic building survey. They still wished their recommendation for a programme of archaeological works on the ground disturbance should remain. The Authority's Ecologist had suggested a condition relating to provision for swallows nesting and facilities for bats.

Having provided a detailed assessment against the Authority's policies taking account of the main concerns and issues relating to the principle, design, heritage assets, highways, ecology and amenity, the Planning Officer concluded that the proposal would provide a purpose-built facility for the existing business' administrative and operational functions and would support the efficient functioning of this established tourist site. The nature of the use was not considered likely to result in any additional traffic movements to the site and the proposal was considered acceptable subject to conditions outlined within the report amended to exclude the need for Historic building recording and contract for construction and an additional condition to provide for swallows nesting.

Mr Knight the applicant explained that the reason for the application was that the business had expanded quite considerably especially in terms of the numbers of visitors particularly for short stays and there was not enough storage space or appropriate reception and administrative facilities to provide for efficient customer service. The current barn was the worst building in terms of condition on the site and unfortunately the first one on entering it. The aim was to increase the efficiency and operation of the whole site.

Members considered that the application was worthy of support and were satisfied with the proposed conditions particularly those suggested including the use of the building being ancillary to the main site and used for office/administration/storage only. The Committee considered that it was welcome to see such a tourist facility being successful in the southern Broads area. They concurred with the Officer's assessment.

Mr Rice proposed, seconded by Mr Barnard and it was

RESOLVED unanimously

that the application be approved subject to detailed conditions as outlined within the report with the removal of the condition for Historic building recording and contract for construction and the addition of a condition to provide for nesting swallows. The proposal is considered to be acceptable in accordance with Policies CS1, CS6 and CS9 of the adopted Core Strategy (2007), Policies DP1, DP4, DP6, DP11, DP14 and DP28 of the adopted Development Management Policies DPD (2011) and the National Planning Policy Framework (2012) which is also a material consideration in the determination of this application.

- (3) **BA/2015/0360/FUL Waveney Inn and River Centre, Staithe Road, Burgh St Peter**
Restaurant Extension
Applicant: Waveney River Centre (2003) Ltd

The Planning Officer provided a detailed presentation of the second application from Waveney River Centre for an extension to the existing restaurant by 7.5 metres to the rear (north) to mirror the form of the existing building, with a third pitched roof at the same height, but with a gabled roof. The extension would be set into the slope to the rear of the building and would provide space for approximately 70 additional covers. The aim was to provide increased capacity and flexibility to meet demand, and potentially encourage visitors to stay on site.

The Planning Officer drew attention to the consultations received, particularly those of the Parish Council and Highways with reference to the concern that they would not wish the venue to be used for functions such as weddings or conferences.

Having provided a detailed assessment of the main issues to consider, which included the principle of the development, design, heritage assets, amenity and highways, the Planning Officer concluded that the application could be approved subject to conditions. It was not considered that the proposal would result in any severe residual traffic impacts subject to the provision of signage to the passing places along Burgh Road and conditions managing the use of the venue, restricting it to Class Use A3 and A4.

Mr Knight explained that the reason for the extension was to accommodate those 20 or more bookings (accommodating 40 to 60 people) which previously had to be turned away especially within the April to October season. He considered that it would have the benefit of limiting the frequency of traffic movements on and off the site. He explained that the winter season was quieter although could still be busy at weekends. He did express concern about the possible imposition of a condition to restrict the use so as he would not be able to accommodate wedding parties if requested. Occasionally he had group bookings for a wedding group but not specifically for a wedding reception. He explained that he would not be advertising the site as a wedding venue and it would not be feasible to provide one on a regular basis given the existing facilities. He would also be restricted by Health and Safety issues. The site was operating as a pub/restaurant.

The Director of Planning and Resources confirmed that in terms of the actual application and the proposed conditions, these would not prevent the occasional use of the site for weddings. It was a matter of fact and degree and a judgment would need to be made as to whether there was a material change of use of the site. She explained that officers were satisfied that the condition to be imposed would meet six tests and that it was reasonably required.

The Planning Officer added that one of the reasons for the planning condition was to prevent Mr Knight from changing the use from A3/A4 to another lawful use. Mr Knight could change the use to certain uses without having to apply for planning permission.

Members were in favour of the application considering that the extension would provide increased capacity and flexibility to meet demand.

Mr Jermamy proposed, seconded by Mr Thomson that the application be accepted without the condition stating that "Development to be used for Class A3 (food and Drink) and A4 (drinking establishment) uses only".

The motion was lost by 5 votes in favour with 6 against.

The Chairman proposed to accept the officer's recommendation and it was

RESOLVED by 9 votes in favour, 1 against and 1 abstention

that the application be approved subject to detailed conditions as outlined within the report. The proposal is considered acceptable in accordance with Policies CS1, CS6, CS9, CS11 and CS16 of the adopted Core Strategy (2007), Policies DP4, DP5, DP11, DP14 and DP28 of the adopted Development Management Policies DPD (2011) and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application.

7/9 Application for Consultation: to be considered by South Norfolk Council BA/2015/0387/NEIGHB Land North of Hill Farm, Yarmouth Road, Gillingham

To supply and install 2 x 60kw wind turbines
Applicant: Robin Bramley

Dr Gray and Mr Thomson, as members of South Norfolk Council had declared an interest in this item and took no part in the discussion or voting.

The Planning Officer provided a detailed presentation on the proposal to be considered by South Norfolk council for the supply and installation of 2 x 60kw wind turbines outside but adjacent to the Authority's boundary. The pertinent issues for the Broads Authority and for which comments from the Authority were centred were the impact on the landscape of the Broads, the impact on the historic environment and the impact on the area's ecology.

The Planning Officer drew attention to the fact that the detailed Landscape and Visual Impact Assessment (LVIA) submitted with the application had been thoroughly reviewed by the Authority's Landscape Architect and although the highly sensitive nature of the Broads Landscape was

acknowledged, the conclusions of the Broads Landscape Architect differed significantly from those of the applicant's LVIA. (Details included in the appendix to the report).

Members endorsed the conclusions that the proposed development would have a significant adverse impact on the landscape of the Broads and that this impact had been underestimated in the LVIA submitted in support of the application. It was also considered that the proposed development would have an unacceptable impact on the historic environment of the area in the vicinity of the site. It would particularly have a negative impact on the listed buildings closest to the site as the development was considered to be inappropriate for the setting of these listed buildings. There was the potential for the proposal to adversely impact on bats and birds in the area and this impact has not been adequately addressed in the application. They therefore considered that a formal strong objection to the scheme be submitted to South Norfolk Council.

RESOLVED by 7 votes to 0 with 4 abstentions (including Dr Gray and Mr Thomson as members of South Norfolk Council, and two others)

that the comments contained in the report be endorsed and a strong formal objection be submitted to South Norfolk Council and the report and appendices be forwarded to South Norfolk Council as the Authority's considered formal consultation response on the planning application.

7/10 Broads Local Plan Issues and Options Update

The Committee received a report and presentation on the first stage in the development of the Broads Local Plan, this being the Issues and Options version presented for members to recommend to Full Authority to approve the document for consultation between February 2016 and April 2016. The aim of the Issues and Options version of the Local Plan was to highlight the key topics that future planning policies would be required to cover and outline some options for each issue that would suggest the direction planning policy would take. Detailed policy wording and alternative options would be further worked up in the Preferred Options stage (likely to be in Autumn 2016). It was noted that until the new Local Plan was adopted, likely to be in 2018, the existing adopted and saved policies of the Core Strategy, Development Management Document and Sites Specifics Local Plan were in place and would be used in determining planning applications.

Members noted that the Interim Sustainability Appraisal to accompany the Issues and Options paper had been reviewed and improved from that which had been circulated following discussions with the Districts and comments from Historic England. This would be circulated for the Broads Authority meeting.

With regard to the Duty to Cooperate, work was continuing in Norfolk, this was through the Norfolk Strategic Framework as well as regular meetings with the Authority's constituent districts. In Suffolk, regular meetings with Waveney

were held and all Suffolk Authorities were starting to work together. More information on the Suffolk process would be brought to Planning Committee when finer details have been worked up.

Having provided an outline of the processes including the methods of consultation, the Planning Policy Officer provided members with a presentation of some of the key issues for consideration. These included, Housing where the new calculation for the Broads was for the provision of 320 dwellings between 2012 and 2036, Residential Moorings/Floating buildings, Economy, the A47 Acle Straight, Climate Change, Tranquillity and Light Pollution, Retail, Safety by the water. It was explained that not all the options were mutually exclusive but could be viewed in conjunction. Within the paper there was a call for suggested new sites appropriate for certain uses such as residential moorings, local green spaces and areas of tranquillity.

It was clarified that the Broads Plan, where consultation would be undertaken in parallel, would provide the basis for a vision for the Broads Local Plan. At present the Broads Local Plan was at a very open stage and the narrative within it would evolve as the plan progressed. A member raised the issue of residential buildings being converted to holiday lets as well as vice versa as it was considered that this could have an impact on the local housing needs. There was also concern that distinction needed to be made between second homes and holiday homes. It was clarified that a considerable amount of work had been undertaken in this area and officers would review this in detail to make sure policies were appropriate. The issue of appropriate width of the navigable channel, which had been raised in relation to an application at St Olaves would also be given attention possibly at the Preferred Option stage of the Local Plan.

Members considered that the document provided some very challenging issues for consideration and congratulated officers on the detailed work undertaken. All members were invited to look carefully through the document and provide the Planning Policy Officer with further comments as soon as possible.

Members requested that they be given advance warning of the venues for Open Days and consultation in order to advertise to their ward members.

It was noted that there would be a training session on current legislation (eg; Housing and Planning Bill) and the implications for the Authority following the Planning Committee meeting in March 2016.

RESOLVED

- (i) that the Chairman, Chairman and Vice- Chairman of the Planning Committee be delegated to work with the Planning Policy Officer to improve the readability of the document; and

- (ii) to RECOMMEND to the Broads Authority that the Broads Local Plan Issues and Options document be approved for consultation in February 2016.

7/11 Brundall Neighbourhood Plan – Proceeding to Referendum

The Committee received a report on the findings of the Examiner's report on the Brundall Neighbourhood Plan following the representations received on the submitted Plan during the publication stage. The Examiner had concluded that, subject to certain specified modifications, the Neighbourhood Plan should proceed to a referendum within the neighbourhood area (ie the civil parish of Brundall). The recommended modifications were included as Appendix 1 to the report. Broadland District Council had deferred a decision on the plan for confirmation from Brundall Parish Council that it was content with the Examiner's conclusion.

RESOLVED

that the examiner's recommendations, as detailed within Appendix 1 of the report be approved to allow the Neighbourhood Plan to proceed to a referendum within the Neighbourhood Area (the civil parish of Brundall).

7/12 Enforcement of Planning Control: Staithe n Willow, Horning

The Committee received a report on the erection of fencing without the benefit of the required planning approval at Staithe 'n Willow, Horning. Members were reminded that this had been the subject of various reports to Committee since November 2013 and following a report in 2014, members had agreed to a compromise solution involving the retention of some of the fence (at a reduced height) and the replacement planting of a hedge and the ultimate removal of the remainder of the fence. Unfortunately, not all had been achieved. Members noted that the Parish Council had informed the Authority that following further consideration they were happy with the fence as it now stood and considered that it should be treated as permitted development.

Members considered that the fence was intrinsically detrimental to the Conservation Area and its retention would set an undesirable precedent. The fence was contrary to Policies DP4, DP5 and DP28 of the adopted Development Management Policies DPD and paragraphs 131 - 134 of the National Planning Policy Framework (NPPF) which sought to protect Conservation Areas as designated heritage assets. They therefore considered that enforcement action to protect the Conservation Area was justified. Members also expressed concerns about the highway safety issues of the fence in this location particularly regarding the visibility required from the Staithe.

Members considered that a one metre high fence of suitable material would be acceptable. They agreed that the removal of the fence would also include the removal of the concrete posts. A member considered that the aesthetics

of the concrete could be concealed with the use of soft landscaping and concrete gravel boards would be more durable.

Mr Rice proposed, seconded by Mr Timewell and it was

RESOLVED by 9 votes to 2 against

- (i) that authority is given for officers to serve an Enforcement Notice to secure the removal of the fence with a required compliance period of two months and to pursue prosecution (in consultation with the solicitor) in the event that compliance is not achieved; and
- (ii) that the landowner be requested to replace the fence with a one metre high fence of suitable materials (to include wooden posts).

7/13 HARG Heritage Asset Review Group: Notes from 21 August 2015

The Committee received the Notes from the Heritage Asset Review Group meeting on 4 December 2015. In particular Members noted the progress being made on the Conservation Area appraisals.

The Director of Planning and Resources, the Historic Environment Manager as well as the Chairman of the Authority and Local Member would be attending a meeting of Stalham Town Council on Monday 11 January 2016 to introduce the Conservation Area re-appraisal for consultation.

As agreed by HARG, the draft text for the Somerton Conservation Area Re-appraisal had been sent to Somerton Parish Council prior to official publication and being brought to Planning Committee for approval for formal consultation.

RESOLVED

that the report be noted.

7/14 Enforcement Update

The Committee received an updated report on enforcement matters already referred to Committee.

Thorpe Island

Members noted that there had been press coverage concerning Thorpe Island and there were no further changes to report to that which was contained in the schedule. In accordance with the Planning Committee's decision, Officers were in the process of making an application to the High Court for Planning Injunctions to cover all breaches in due course.

In response to a member's question, it was stated that a complaint lodged by the lobbying group was being investigated.

J B Boat Sales

Compliance had been achieved and therefore this would be removed from the schedule.

Wherry Hotel, Bridge Road, Oulton Broad

The local member reported that compliance had been achieved. The site would be finally checked.

Grey's Ices and Confectionary, Norwich Road, Hoveton

An Enforcement Notice had been served.

Hall Common Farm, Hall Common, Ludham

Mitigation measures, that were satisfactory to the Historic Environment Manager, had now been proposed.

RESOLVED

that the report be noted.

7/15 Appeals to Secretary of State Update

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since 1 October 2015.

RESOLVED

that the report be noted.

7/16 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 23 November to 17 December 2015

RESOLVED

that the report be noted.

7/17 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 5 February 2016 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 12.47 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Planning 8 January 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members and Staff	7/8 (2) and (3)	Applications BA/2015/0371/FUL and BA/2015/0360/FUL Waveney Inn and River Centre - the applicant is a member of the Broads Authority
Paul Rice	7/14 7/8(2) and 8(3)	Enforcement Issues – Ferry Inn, Horning as involved in mediation Lobbied re Item 8(2) and (3) Waveney River Centre Trustee of Broads Society Member of NSBA
Vic Thomson	7/9	Member of South Norfolk Council App referred to BA for Consultation: BA/2015/0387NEIGHB To be decided by South Norfolk Council
Murray Gray	7/9	Member of South Norfolk Council – decision making body Application referred to BA for consultation BA/2015/0387/NIEGHB – to be decided by South Norfolk Council
George Jermany	General	Toll Payer

Broads Authority
Planning Committee

Minutes of the meeting held on 5 February 2016

Present:

Dr J M Gray – in the Chair

Mr M Barnard	Ms G Harris
Miss S Blane	Mrs L Hemsall
Prof J Burgess	Mr G W Jermamy
Mr N Dixon	Mr P Rice
Sir Peter Dixon	Mr V Thomson

In Attendance:

Ms N Beal – Planning Policy Officer (Minute 8/10 -8/11)
Mrs S A Beckett – Administrative Officer (Governance)
Mr S Bell – for Solicitor and Monitoring Officer
Mr A Clarke – Senior Waterways and Recreation Officer (Minute 8/8)
Ms M Hammond – Planning Officer (Minute 8/10 – 8/11)
Ms A Long – Director of Planning and Resources
Mr A Scales – Planning Officer (NPS) (Minute 8/8)
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke:

**BA/2015/ 0364/FUL Compartment 37, South side of upton Boat Dyke,
Upton with Fishley**

Ms V Pitchers	Upton with Fishley Parish Council
Mr A Hamilton	Eastwood Whelpton Boatyard
Mr K Marsh	BESL
Mr P Mitchelmore	Environment Agency - Applicant
Mr F O'Neill	Local District Member

8/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting. He also welcomed Sally Rackham from Nplaw as an observer.

Apologies were received from Mr John Timewell.

8/2 Declarations of Interest

Members indicated their declarations of interest in addition to those already registered, as set out in Appendix 1 to these minutes.

Mr Jermamy announced that regretfully he had not been selected to stand at the next Local Authority elections in May 2016 and therefore would no longer

be a member of the Broads Authority as from May 2016. Members expressed their sympathy and regret.

With regard to Application BA/2015/0364/FUL, Mrs Hemsall confirmed that she had made representations on behalf of Upton with Fishley Parish Council at the Navigation Committee meeting on 10 December 2015. She explained, however, that all she did was read from a script e-mailed to her which was prepared by the Parish and in no way had she made up her mind. She apologised to BESL if she had given the impression that she had a predetermined view of the application. She considered that she was not predetermined. There were still many questions she wished to ask as a member of the Planning Committee and as yet she had not formed an opinion. She wished to listen to the discussion before making up her mind.

8/3 Minutes: 8 January 2016

The minutes of the meeting held on 8 January 2016 were agreed as a correct record and signed by the Chairman of the meeting.

8/4 Points of Information Arising from the Minutes

Minute 7(2) BA/2015/0371/FUL Waveney Inn and River Centre, Staithe Road, Burgh St Peter

The Director of Planning and Resources reported that the decision on the application had been issued

8/5 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

8/6 Chairman's Announcements and Introduction to Public Speaking

(1) Public Speaking

The Chairman reminded everyone that the scheme for public speaking was in operation for consideration of planning applications, details of which were contained in the Code of Conduct for members and officers.

(2) No member of the public indicated that they intended to record the proceedings.

8/7 Requests to Defer Applications and /or Vary the Order of the Agenda

No requests to defer applications or vary the agenda had been received.

8/8 Applications for Planning Permission

The Committee considered the following applications submitted under the Town and Country Planning Act 1990, as well as matters of enforcement (also having regard to Human Rights), and reached decisions as set out below. Acting under its delegated powers the Committee authorised the immediate implementation of the decisions.

The following minutes relate to further matters of information, or detailed matters of policy not already covered in the officers' reports, and which were given additional attention.

(1) **BA/2015/0364/FUL Compartment 37 South side of Upton Boat Dyke**

Driving/removal of piling along the southern bank of Upton Dyke, re-grading the dyke edge and the original bank, and crest raise existing bank with the material gained from the old bank

Applicant: Environment Agency

The Planning Officer provided the context and a detailed presentation of the application, which essentially was for the techniques to be used for the removal of piling on the southern bank of Upton Dyke. He emphasised that the principle of the removal of piling had been accepted as part of the planning permission granted in 2008 for the flood defence improvements in the whole of Compartment 37, all of which had now been completed. Permitted development rights had been removed so that the details of the techniques to be used would be submitted to ensure that there would be no adverse impacts and to protect the navigation and environment. Members had had the benefit of a site visit on Friday 29 January 2016, a note of which had been circulated, when it had been possible to examine the width of dyke, the condition of piling and the mooring along the dyke.

The Planning Officer provided an explanation of the different treatment techniques being proposed, relating to the varying ground conditions on the banks of the dyke and which had been used elsewhere in the broads. He also stressed that there were specific safeguards that would be included such as erosion protection as part of the protocol with the Environment Agency relating to piling, and sonar monitoring. The Planning Officer emphasised that there would be no changes to the provision of moorings on the north bank of Upton Dyke or at Upton Parish Staithe

The Planning Officer reported that one additional objection from Richard Hattersley had been received since the report had been written. (This had been circulated for members' information.) He drew attention to the consultation responses that reflected the level of concern about the application. In particular he referred to those from Upton and Fishley Parish Council, the NSBA, the local boatyard, the BHBF and specifically those of the Navigation Committee. He drew

attention to the response from discussions held with BESL to the suggestions from the Navigation Committee as set out in paragraph 7.2 of the report.

It was stressed that the piling was no longer required for flood defences and as there was no one at present prepared to take on its maintenance, BESL considered it should be removed. BESL considered that its removal would be an improvement to safety as if left it would continue to deteriorate and become more of a hazard. They had also commented that they did not consider that the widening of the dyke would make the dyke safer for navigation.

It was clarified that although the Navigation Committee had expressed concern about the removal of piling in 2008, they had not specifically objected to it.

Having provided a detailed assessment, the Planning Officer stated that whilst the concerns raised locally were appreciated, and the uniqueness of Upton Dyke accepted, the principle of piling removal had been established in 2008 as part of the overall proposal for providing sustainable flood defences in this location. Piling was now no longer needed for flood protection. On balance it was considered that the proposed techniques together with the safeguards were suitable based on the ground conditions. He concluded that the application could be recommended for approval subject to detailed planning conditions that would help protect the navigation and other interests. As such the proposal met the key tests of the development plan policy and NPPF advice.

The Senior Waterways and Recreation Officer clarified that with regard to the marking of the channel once piling was removed, this would be the subject of detailed discussions with BESL prior to commencement as part of a planning condition. It would not be appropriate to have floating buoys or permanent markers in this location. With regard to concerns over potential reed encroachment into the dyke, it would be difficult to assess until the works had been undertaken. The protocol with the Environment Agency dealt with erosion, but not specifically reed growth. On the question of life left within the piling, the Authority's assessment was similar to that of BESL. It could be maintained for a few more years, but if it failed it would in itself become a navigation hazard. Costs of replacing would be very expensive.

Ms Ginny Pritchers spoke on behalf of the Parish Council explaining that Upton Dyke was of vital importance to the village for tourism, boating and local businesses, the community and visitors. The Parish Council was very concerned about the BESL proposals in that without a piled edge, visitors would not be able to moor to get to the village facilities. There was also concern that visiting boats could go aground and that the land on the south side of the dyke would become unstable; the reduction in organisations' budgets could make it difficult to enforce

the protocol; comparisons with the River Chet were difficult due to the differing widths and water depths; and the potential of reed infringement in an already very narrow channel. With reference to the condition of the piling, the Parish Council considered that there were still several more years of life available and therefore it was not necessary to remove it at this stage. Ms Pritchers referred to the Authority's three purposes stating that this planning application was pertinent to all three, that the application was one of convenience rather than necessity and questioned whether approval at this time would be a good planning decision.

Mr Andy Hamilton on behalf of objectors and as the new owner of Easton Whelptons boatyard commented that the use of the Dyke was vitally important to his business and with his long experience of sailing in the Broads, he had considerable concerns about the impact of the proposals on the use of the dyke. He had concerns about erosion, the safety of boats and considered that BESL's response to the Navigation Committee's views did not adequately address these concerns. He stressed that a refusal of the application would be the best course of action at this time to enable the applicant the opportunity to find an alternative more sustainable solution. He suggested that BESL should have further discussions with the Navigation Committee.

Mr Paul Mitchelmore Project Manager for the Broadland Flood Alleviation Scheme commented that the focus of the application was the method and techniques to be used for piling removal to ensure that this was suitable for navigation and visual amenity. He explained that the width of the Chet was greater but that there were very similar ground conditions. He explained the differing methods of reed planting and that the technique used would depend on the ground conditions. He stressed that a 50 metre stretch of piling on the southern dyke would remain and therefore there would not be a loss of moorings. He accepted that there were legitimate concerns in relation to peat but BESL had sufficient expertise to deal with these. He clarified that BESL was contracted by the Environment Agency to implement the Broads Flood Alleviation Project until 2021. Responsibility for the works would ultimately be that of the Environment Agency and it was anticipated that the terms of the protocol would be honoured.

Mr Marsh clarified that the piling had originally been installed following the 1953 floods. The banks would have been roud level and therefore to build these up and stabilise the banks, piling had been installed as part of the flood defences. These were no longer needed. Mr Mitchelmore considered that the removal of the piles would provide a significant improvement to safety and remove any long term liability for future maintenance. To widen the dyke to enable two-way traffic was considered to increase the likelihood of incidents as well as encourage larger boats and greater speeds and increase erosion of the reeded edge. If the width of the dyke was increased it would also compromise the flood defences installed as part of the 2008 permission.

Mr Frank O'Neill, the Local District Member reiterated the concerns expressed emphasising the importance of the dyke to the local economy, businesses, local people as well as visitors including day sailors and holidaymakers. The 870 metres of semi-rural moorings was massively important to the village and the area. He also expressed concerns about navigation of the narrow dyke especially with strong winds and the potential of becoming grounded in reed beds. He wished to have clarification on who would have responsibility for dealing with reed encroachment into the dyke.

He considered that the Committee should consider deferring the application until it was clearly established that the wishes of the Navigation Committee had been fully investigated and ruled out as an alternative.

Members expressed some sympathy with the views and concerns expressed and gave these detailed consideration. It was essential to consider the risks in the area and that the techniques to be used would be suitable and sustainable in the future. On the basis of the expert advice, the techniques proposed appeared to be fit for purpose. However, Members considered it vitally important that safeguards were in place and assurances that any problems could be managed particularly after 2021. They were mindful that the principle of piling removal had been established as part of the planning permission granted in 2008 for the main flood defence proposals within the Compartment and that this was a material consideration. If it was felt that the decision had been incorrect, this would need to be weighed in association with other material considerations and the Authority's policies.

Members noted that one of the main areas of conflict related to safety of having a soft edge as opposed to a hard edged bank. Members emphasised and reiterated their concerns that if permission was granted they would wish to have further safeguards in place in addition to the erosion monitoring, and mitigation, sonar monitoring and remedial actions if pile driving was unsuccessful, to take account of the impacts of boating behaviour. They considered it would be important to establish who had the responsibilities for dealing with specific matters if required.

The Director of Planning and Resources commented that this could be dealt with by a pre-commencement condition.

One member stated that they did not feel the application went far enough to address the criteria in and conform to Policy CS3. The Authority had a duty to protect the navigation interests and address the particular circumstances of this dyke and should not just be focused on the flood defences. It was hoped that an alternative solution could be found to take account of the special character of the dyke.

Nigel Dixon proposed, seconded by Jacquie Burgess and it was

RESOLVED by 8 votes to 3 against

that the application be approved subject to conditions as outlined within the report including those covering the safeguards with an additional pre-commencement condition covering future management of the navigation area and the bodies responsible, specifically in relation to navigation uses and the environment. The permission to include an Informative specified on the decision notice referring to the Memorandum of Understanding between the Broads Authority and Environment Agency in April 2003.

Subject to conditions, it is considered that the application meets the aims of the adopted Core Strategy Policies CS3, CS4 and CS15 and the Development Management Policies DP13 and DP29 and is consistent with the NPPF advice.

8/9 Enforcement of Planning Control: Horning Ferry Inn

The Committee received a report concerning non-compliance with Enforcement Notice for the standing of a refrigerated container for storage, and unauthorised development of a portacabin, static caravan, signage and lighting at the Ferry Inn, Ferry Road, Horning. The Head of Planning apologised for the incorrect summary on the report. It was also clarified that the site was not within the Conservation Area.

Members had received updates on the site within the Enforcement Update Schedule since August 2012 in respect of the breaches of planning control. Mr Paul Rice, the Local District Councillor had acted as a mediator previously and at various stages it had been hoped that a solution could be reached, but unfortunately there had been limited progress towards a resolution despite considerable engagement. Unfortunately, the breaches had increased to include a portacabin, static caravan as well as signage and lighting, all of which were deliberate.

Mr Rice provided members with details of some of the negotiations. He reported that on his last visit, a couple of days previously, he could confirm that the lorry, green bus and small touring caravan had been removed. The portacabin and static caravan were still in place. It was understood that the portacabin and the static caravan were to provide a kitchen facility for staff and living accommodation respectively for some of the employees at the Ferry Inn. Members noted the Government's (intention to) introduction of a planning policy to make intentional unauthorised development a material consideration in determining planning applications and appeals.

Members noted that the Horning Ferry Inn provided a vibrant service to the local community, as well as visitors, with a good reputation for food and facilities. The Authority wished to encourage successful businesses.

However, it was considered that such businesses should not be of a low standard or flaunt the planning regulations and standards required. It was disappointing that in this instance the planning regulations had been ignored.

Members were sympathetic towards the tenant landlord in respect of the flooding issues being encountered in this location and the challenges of using the building to the west of the main Ferry Inn. They noted that a Flood Forum had been established, which included the Ferry Inn in association with Ferry Marina and the Environment Agency in order to explore measures to address the local flooding issues. Although members accepted that the refrigerated trailer was currently necessary for the business, there was still a need for planning permission. It was suggested that if an application was submitted, this might be granted on a temporary basis in order to enable appropriate flood alleviation measures to be put in place.

Members expressed concern about the lighting particularly at night. Although recognising that some form of lighting was required for safety reasons, the degree of lighting was considered excessive and inappropriate for the area.

Members considered that further attempts at achieving a negotiated solution should be made, but that authorisation be given to officers to instigate prosecution procedures if agreement cannot be reached, as well as to authorise enforcement action in order to focus those negotiations.

Sholeh Blane proposed, seconded by Vic Thomson

RESOLVED by 10 votes with one abstention (Paul Rice)

- (i) to authorise prosecution proceedings being instigated in respect of the refrigerated trailer, with these being stayed for a period of three months to seek a resolution; and
- (ii) that Enforcement Notices be served in respect of the Portakabin and the static caravan; and
- (iii) that negotiations on other elements including the lighting and other matters of concern take place with the landowner and tenant landlord to include discussions on the overall plans for the site (to seek a holistic solution); and that Mr Paul Rice continue to be included within these negotiations.

8/10 Norfolk Strategic Framework Update

The Committee received a progress report on the Norfolk Strategic Framework particularly the progress on each of the task and finish groups, estimated timescale and group membership. Members noted that the purpose of the Norfolk Strategic Framework was to produce a non-statutory framework involving planning authorities across Norfolk about joint working and to continue to ensure that the Duty to Cooperate was discharged with beneficial cooperation of strategic planning issues across a wide area. Members noted

that in addition to the Steering Group there were Task and finish Groups with responsibility for Housing, Infrastructure and Economics and Delivery. The Authority was represented on the Housing, Infrastructure, and Economic Groups. Although not represented on the Steering Group or the Delivery Group the process was overseen by the Duty to Co-operate where Murray Gray represented the Authority.

It was noted that up to now the Broads Authority had contributed £7,500 towards the production of the NSF, reflecting the smaller proportion of housing provision required from the Authority.

RESOLVED

that the report be noted.

8/11 Annual Monitoring Report 2014/15

The Committee received a report introducing the Annual Monitoring Report for the 2014/15 financial year that assessed the progress of the Broads Local Plan Development Framework/Local Plan including Planning Policy and Development Management and also the work undertaken under the auspices of Duty to Cooperate. It was noted that for the first time the report included completions of development. Although there was a statutory requirement to produce such a report, it was not necessary for this to be submitted to the Secretary of State. Members agreed that the AMR provided useful data for the Authority on the planning processes.

Members welcomed the AMR for 2014/15 and agreed that this be placed on the Future Planning Pages of the Broads Authority's website.

RESOLVED

that the report be noted.

8/12 Enforcement Update

The Committee received an updated report on enforcement matters already referred to Committee.

Thorpe Island

The Court of Appeal Hearing dismissed Mr Wood's challenge of the High Court decision on 3 February 2016. The Enforcement Notices were therefore now in effect and with which Mr Wood was obliged to comply. A meeting had taken place the previous day with Mr Wood and he had indicated he was considering a planning application for the basin. He was due to inform the Authority by the end of today (5 February 2016). Any application would need to be considered on its merits.

It was noted that there were still other breaches of planning control on Thorpe island outside the basin.

Staithe N Willow – unauthorised erection of fencing.

An enforcement notice had been issued in this week beginning 1 February 2016.

Cross Keys Dilham Unauthorised siting of a static caravan

Compliance had been achieved and therefore this would be deleted from the schedule.

Grey's Ices and Confectionary, Norwich Road, Hoveton

Partial compliance had been achieved.

Hall Common Farm, Hall Common, Ludham

Negotiations for a resolution were underway. This involved installing a lattice wooden gate in front of the roller shutter doors.

RESOLVED

that the report be noted.

8/13 Appeals to Secretary of State Update

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since 1 October 2015. It was noted that site visits by the Planning Inspector had been arranged for 15 February 2016 for BA/2015/0003/REF Silverdawn, Horning and 18 February 2016 for River Barn, Surlingham.

RESOLVED

that the report be noted.

8/14 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 17 December 2015 to 22 January 2016.

RESOLVED

that the report be noted.

8/15 Circular 28/83: Publication by Local Authorities of Information about the handling of Planning Applications.

The Committee received a report setting out the development control statistics for the quarter ending 31 December 2015.

RESOLVED

that the report be noted and officers congratulated on two of the three targets being reached.

8/16 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 4 March 2016 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich. The meeting would be followed by a training session majoring on enforcement matters.

8/17 Public Apology

Lana Hemsall wished to place on record that she wished to apologise to Cally Smith as Head of Planning for making inappropriate remarks at the December Committee meeting implying that Ms Smith had yelled at her. This was an over exaggerated inappropriate comment as a result of lively discussions in the Chairman's pre-meeting and she would not wish such inappropriate remarks to have a negative impact on the very high standard of professionalism conducted by Ms Smith in her work.

The Head of Planning accepted the apology.

The meeting concluded at 12.55 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Planning 5 February 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Peter Dixon	8/8	Member of Navigation Committee, Tollpayer Various Navigation related matters as declared already on the register
Paul Rice	8/9 8/8(1)	Enforcement Issues – Ferry Inn, Horning as involved in mediation Trustee of Broads Society Member of NSBA
Lana Hemsall	8/8	
Jacquie Burgess		Toll Payer
George Jermany	General	Toll Payer