

AGENDA

13 May 2016

10.00am

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1. To receive apologies for absence and welcome	
2. Chairman’s Announcements	
3. Appointments of Two Co-opted Navigation 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 18 March 2016 (herewith)	5 - 21
8. Summary of Progress/Actions Taken following Decisions of Previous Meetings To note schedule (herewith)	22 - 28

STRATEGY AND POLICY

9. Business Plan 2016/17 Report by Management Team (herewith)	29 – 52
10. Branding the Broads – Outcome of Judicial Review Report by Chief Executive (herewith)	53 – 58
11. National Park Plan Report by Chief Executive and Head of Strategy and Projects (herewith)	59 – 64

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12. Strategic Direction Report by Chief Executive (herewith) <i>To include:</i> <i>(1) Progress on Strategic Priorities 2016/17</i>	65 - 71
13. Financial Performance and Direction Report by Head of Finance (herewith) <i>To include:</i> <i>(1) Consolidated Income and Expenditure from 1 April to 31 March 2016</i> <i>(2) Standing Tender List of Contractors: Review</i>	72 – 87
14. Draft Strategy and Action Plan for Sustainable Tourism in the Broads 2016-2020 Report by Head of Communications (herewith)	88 – 89
15. Brundall Neighbourhood Plan Report by Planning Policy Officer (herewith)	90 – 93
GOVERNANCE	
16. Guidance from the Members' Annual Review 2015/16 Report by the Chair and Chief Executive (herewith)	94 -105
17. Appointment of Monitoring Officer Report by Chief Executive (herewith)	106 - 109
18. Establishment of an Interview Panel for the Appointment of Two Independent Persons Report by Chief Executive (herewith)	110
19. Health and Safety Report by Head of Safety Management (herewith) <i>(1) Management System Update</i> <i>(2) Health and Safety Annual Report</i> <i>(3) Annual Safety Marine Audit</i>	111- 124
REPORTS FOR INFORMATION	
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21. Annual Report on Requests to Waive Standing Orders Relating to Contract Report by Head of Finance (herewith)	130 – 131
22. 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

23. **To receive minutes of the following meetings:**
- | | |
|--|-----------|
| Navigation Committee – 25 February 2016 (herewith) | 132 – 142 |
| Planning Committee – 4 March 2016 (herewith) | 143 – 153 |
| Planning Committee – 1 April 2016 (herewith) | 154 – 165 |
24. **Feedback from Members appointed to represent the Authority on outside bodies**
- Broads Tourism – Prof Jacquie Burgess and Mr John Timewell
 Campaign for National Parks – Mr Peter Warner
 How Hill Trust – Miss Sholeh Blane
 National Parks UK and National Parks England – Prof Jacquie Burgess
 Norfolk and Suffolk Broads Charitable Trust – Mr John Ash and Mr Louis Baugh
 Norfolk Mills and Pumps Trust – Prof Jacquie Burgess and Miss Sholeh Blane
 Upper Thurne Working Group – Mr Kelvin Allen
 Whitlingham Charitable trust – Mr Louis Baugh, Mr Matthew Bradbury, Ms Gail Harris and Mr Vic Thomson
25. **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**
26. **To answer any formal questions of which due notice has been given**
27. **To note the date of the next meeting – Friday 8 July 2016 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich**
28. **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.
29. **To receive the exempt minute of the Navigation Committee meeting held on 25 February 2016 (herewith)**

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

Summary: This report sets out the recommendation from the Navigation Committee on 21 April 2016 relating to the appointment of two co-opted members to the Authority.

Recommendation: that Mr Michael Whitaker and Ms Nicky Talbot be appointed to the Authority for one year until 19 May 2017.

1 Introduction

1.1 The membership of the Broads Authority, as set out in Section 1 of the Broads Act, includes:

“two members appointed by the Authority from those members of its Navigation Committee (established under section 9 of this Act) who are not already members of the Authority.”

1.1 The Authority at its meeting on 20 March 2015, agreed that the term of appointment of the two co-opted members of the Navigation Committee to the Broads Authority should be on an annual basis. The current appointments expire on 13 May 2016.

1.2 In accordance to Schedule 4 Section 4(3)

“The Committee shall elect a chairman from among those of its members who are members of the Authority and may, if it thinks fit, appoint one of its members to be vice-chairman.”

1.3 At its meeting on 21 April 2016, the Navigation Committee appointed Mr Michael Whitaker as Chair of the Navigation Committee and Ms Nicky Talbot as Vice-Chair. The Navigation Committee also recommended that Mr Michael Whitaker and Ms Nicky Talbot be appointed as the two co-opted members to the Broads Authority for one year, until 19 May 2017.

Background papers: Nil

Author: Regina Green

Date of report: 26 April 2016

Broads Plan Objectives: None

Appendices: None

Broads Authority

Minutes of the meeting held on 18 March 2016

Present:

Professor J A Burgess – in the Chair

Mr K Allen	Mr P Durrant	Mr V Thomson
Mr J Ash	Dr J M Gray	Mr J Timewell
Mr L Baugh	Ms G Harris	*Mrs N Talbot (from
Mr M Bradbury	Mrs L Hemsall	Min 5/4)
Sir Peter Dixon	Mr G Jermany	Mr M Whitaker
Mr N Dixon	Mr G McGregor	

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Mr A Clarke – Senior Waterways and Recreation Officer
(Minute 5/1 to 5/10)
Dr D Hoare – Environment and Design Supervisor (Item
5/9 and 5/10)
Mr D Johnson – For Solicitor
Ms E Krelle – Head of Finance
Ms A Long – Director of Planning and Resources
Ms L Marsh – Head of Communications
Ms T Wakelin – Director of Operations

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

Also Present: Mr W Dickson, Mr B Wilkins, Mrs N Talbot* – Members of
the Navigation committee as observers

5/1 Apologies and Welcome

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

Apologies were received from Mr M Barnard, Miss S Blane, Mr P Rice and Mr P Warner. Mr L Baugh, Mr N Dixon and Mr P Durrant would be arriving later.

5/2 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) **Staff Matters**

Adrian Vernon as Head of Ranger Services would be retiring at the end of the month having been with the Authority since 1993 for 23 years. Adrian had risen through all the roles to become Head of Ranger Services in 2011 which incorporated the role of Navigation Officer. The Chairman paid tribute to Adrian for his dedication, enthusiasm and professionalism when dealing with major incidents. He had been a keen player in developing important partnerships and particularly in setting up Broads Beat. He had lead the Ranger Team to become a high performing, integrated, multi-skilled service that the Authority could be proud of and he would be missed. On behalf of the Authority, the Chairman thanked Adrian and wished him well for the future.

Adrian thanked the Chairman for her kind words

(3) **Members leaving the Authority**

The Chairman reported that there would be three members leaving the Authority - Murray Gray and Phil Durrant as Secretary of State appointees from 31 March 2016 and George Jermamy a local authority appointee at the May elections.

- **Murray Gray** would be leaving after a total of 12 years with 7 years as Chairman of Planning Committee. The Chairman explained that the Planning Committee had given Murray a presentation and she had been particularly impressed by the comments from the planning staff and the respect with which he was held not only by the Authority's staff but also by staff and members from other authorities. The Chairman thanked Murray and wished him well for the future.

In response Murray thanked the Chairman commenting that when he joined the Authority he knew very little about the Broads. He had certainly learned a great deal to the extent that it was now part of him. He thanked in particular the planning officers for their support and greatly admired what the Broads Authority had achieved. He was only disappointed that certain recent issues had not yet been resolved while he was Chairman. He wished everyone success for the future. He would continue to be an ambassador for the Broads.

- **George Jermamy** would be leaving the Authority after a total of 13 years in three separate appointments. Although this would be his last Broads Authority meeting he would still be on the Authority until

May 2016 and would continue to serve on the Planning Committee. The Chairman paid tribute to George's common sense, depth of knowledge and expertise in local government which were all highly appreciated by the members and officers. He would be missed.

In response, George Jermay commented that he did love boats and had had one for 50 odd years. He thanked the Chairman commenting that he thoroughly enjoyed his time on the Authority and meeting everyone, which he hoped to continue doing when he was out in the Broads.

- **Phil Durant (8 years)** would be leaving the Authority after 8 years on the Authority having been a highly respected Member of the Navigation Committee and Financial Scrutiny and Audit Committee, as well as Lead Member on the Broads Flood Alleviation Project. He has also given substantial support for the 2015-16 Tolls Review Group, having been involved with three previous Tolls Reviews. The Chairman commented that his private sector and commercial experience had been very helpful to the Authority over the last 8 years.

In response Phil Durrant thanked the Authority for the experience he had gained from the challenges presented over his term of office. In particular he thanked the Director of Operations and Senior Waterways and Recreation Officer for enabling him to get out into the executive area. He thanked all the officers and members for whom he had a great deal of respect, for all the opportunities that the Authority had provided him.

(4) Member Development – Workshop on Governance: Chairing Skills Training

The Chairman informed Members that the training session on Governance to include the Role of Members as well as chairing skills had been re-arranged for 29 September 2016 starting at 10.00am when there would be a number of new members to induct to the Authority. She urged all members to attend.

(5) Various Events and Future Dates to Note

The Chairman drew attention to the following:
Public Consultation on Broads Plan/Broads Local Plan and Sustainable Tourism Strategy – two public meetings on 19 March at Oulton Broad Community Centre, Meadow Road and 23 March 2016 at Memorial Hall, Links Avenue, Brundall

Planning Committee – 1 April 2016 and 29 April 2016
Tolls Review Group – 21 March 2016 and
Navigation Committee – 21 April 2016

Broads Outdoors Festival 7 – 22 May 2016
Horning Boat Show – May Bank Holiday

National Parks UK and National Parks England – 8/9 June 2016 will be having their summer meeting in the Broads. It was hoped that a reception could be held on 8 June to which members of the Authority would be invited. This would provide Members of the Authority with an excellent opportunity to meet the Chairs and Chief Executives of all the 15 National Parks. Details to follow

5/3 Appointment of Co-Opted Member to the Broads Authority

The Authority received a report concerning the appointment of a co-opted Member from the Navigation Committee to the Authority. The Chairman of the Navigation Committee explained in detail the proceedings at the Navigation Committee meeting on 25 February 2016, and how he had received written notice prior to the meeting which set out major concerns relating to the conduct of a member. He decided to take it as an urgent item due to the legal, financial and ongoing risk to the Authority. He read out the motion of no confidence in James Knight as its Vice- Chairman requesting that he be removed from that position and that another member replace him as the appointee on the full Authority. This had been passed by 10 votes to 0 with 3 abstentions on the basis of *concerns that Mr Knight was not adopting the interests of the public generally and not taking collective responsibility for the decisions made by the Authority and that some of his actions and words may be damaging to the Broads Authority and to that extent he should be removed from a position of responsibility.*

The Navigation Committee then agreed unanimously to appoint Mrs Nicky Talbot as Vice-Chairman of the Navigation Committee and agreed by 10 votes to 0 with 3 abstentions to recommend to the Authority that Mrs Talbot be appointed to the Authority replacing Mr James Knight.

It was noted that 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 would run until the Broads Authority meeting on 13 May 2016 for consistency.

Kelvin Allen proposed, seconded by Matthew Bradbury and it was

RESOLVED by 11 votes to 0 with 2 abstentions

that Mrs Nicky Talbot be appointed to the Authority until the Broads Authority meeting on 13 May 2016 replacing Mr James Knight.

*Mrs Talbot joined the meeting and took part in discussions

5/4 Introduction of Members and Declarations of Interest

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

5/5 Items of Urgent Business

The Chairman stated that an item of urgent business had been received concerning the problems with this year's toll plaques and the proximity of the start of the season. There was an urgent need to consider the options for this year and to take a decision before the 1 April 2016. It was therefore proposed and agreed that this item be taken between items 13 and 14 of the Agenda.

5/6 Public Question Time

A public question had been submitted by Mr Adam Manvell concerning the Injunctions relating to Thorpe Island. The Chairman read this out together with the Authority's response which is provided at Appendix 2 to these minutes.

5/7 Minutes of Broads Authority Meeting held on 22 January 2016

The minutes of the meeting held on 22 January 2016 were approved as a correct record and signed by the Chairman.

5/8 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. It was noted that recent meetings had focused on strategic matters, whereas this agenda would be focusing on other operational areas of work being undertaken.

In particular, members noted the updates concerning:

Ludham Bridge Footpath link to St Benets

With the agreements all having been completed, the works on surfacing the footpath were now finished and once settled, the footpath would be opened for this season.

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

The Head of Strategy and Projects had been making good progress on the prospectus for how businesses would be able to support the Authority.

In addition the Authority had won an award of £12,000 from Tesco "Bags for Help" for the construction of a new wildlife pond at Whitlingham for pond dipping for educational visits and the relocation of the low ropes course, originally funded by South Norfolk Council, to the Outdoor Education Centre. The Authority had come first in a public vote in Tesco Stores.

A member referred to the Mend Our Mountains Campaign where nine of the National Parks had collaborated and had managed to raise £20,000 through crowdfunding. Matt Bradbury offered to provide further information on this and assistance relating to external funding opportunities.

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

A member commented that it was hoped that a sensible methodology and arrangement could be agreed and urged Officers to pursue their efforts with the MMO in order to resolve this important matter relating to responsibilities for discharges and licensing works.

5/9 Operational Update

The Authority received a presentation on the operational work being undertaken by the Authority including that of the Ranger Team on patrolling, involving advice and guidance, enforcement, incident response, as well as events, education and practical works; the Construction and Maintenance Team involving practical, technical and environmental and conservation projects; and work relating to Asset Management and Safety. The Director of Operations provided details of the time allocation for the last year with navigation maintenance having the major share of 65% including dredging, moorings, signage; Conservation Management work including fen works and invasive species - 20% and Understanding and Enjoyment- 15% involving footpath cutting and countryside sites and projects. It was emphasised that since the re-organisation there was no longer a dedicated conservation team, but this had not reduced the amount of conservation work in total undertaken. This had been achieved through an efficient work programme with a shift in emphasis, improvements in technology and skills and development of relationships with the Wildlife Trusts and other organisations. The Authority had also facilitated other organisations to maintain habitats.

Attention was drawn to the development of the Apprenticeship Scheme involving three apprentices being mentored by three of the Senior Technicians which was proving very successful. The apprentices were being trained to at least a NVQ Level 2 and up to the standard of the skilled operational technician. The Authority could not guarantee a post at the end of their apprenticeship but those involved would definitely be considered if an opportunity arose. It was intended to continue the scheme and hopefully potentially increase it but at present there was no available funding for the latter.

In highlighting the priorities for 2016/17 the Director of Operations referred to the Waste Review where Members had requested wider discussions. Having contacted all the Navigation Committee, 9 members had expressed an interest and therefore it was intended that a workshop would be held by August 2016 to which all Broads Authority members would be invited and a report produced for the September Navigation Committee. Following notification from North Norfolk District Council that it would be withdrawing certain waste sites and only retaining three within the Broads, after successful

negotiation, the Council had now agreed to retain a further three sites and had also successfully negotiated with third parties to transfer sites at other locations e.g. the Public House at Hickling and the National Trust site at Horsey. However, it was understood that for three of the six sites, agreement was currently only until October 2016. A Member emphasized that there was a need to find a solution before the next season. Unfortunately public perception was that the Authority was responsible for waste management, which was incorrect, and therefore it was important to manage the outcomes.

A similar situation regarding responsibilities arose concerning maintenance of footpaths as had been demonstrated at a recent public meeting on the Wherryman's Way where Norfolk County Council was intending to re-route a section of the footpath to the north of Hardley Flood due to safety concerns about the condition of the bridge, revetments and riverbank. It was clarified that officers had been through a careful prioritization process with the Broads Local Access Forum for certain footpaths within the Broads area where it would be necessary for the Authority to be involved. Members considered that it was important for the Authority to continue negotiating and pressing Norfolk County Council on the importance of footpaths within the area.

It was clarified that the income received for the Higher Level Stewardship scheme was not ring fenced but was included in the budget under land management; due to the staff time involved exceeding the income received.

Members thanked the Director of Operations for an excellent and informative presentation and congratulated staff on the achievements over the last year.

RESOLVED

that the report be noted.

5/10 Broads Water Plant Survey Results

The Authority received a report and presentation on the findings from the annual water plant survey carried out during 2015 which helped to provide a measure of the water quality status within the area. With detailed data over a period of thirty years, the Authority was therefore able to make comparisons and view improvements as well as seek improvements in survey techniques. It was noted that the Broads contained very special and rare species specific to wetlands some of which were not found anywhere else within the country.

A total of 28 Broads had been surveyed using the traditional standard rake sampling technique. The Waxham Cut was surveyed for water plants using a similar methodology, but specifically developed for rivers and channels. Barton and Hickling Broads had been surveyed using the more updated technology of 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.

Members noted the findings and welcomed the combination of the different methodologies being used to enable accurate records to be taken at a high resolution. These were powerful tools for guiding site management and prioritization for areas of restoration and ecological enhancement, including those areas closed to navigation, as well as identifying impacts on navigation.

In answer to a member's concern, it was noted that the Authority worked with the Environment Agency especially concerning the Water Framework Directive and particularly closely with Natural England in exchanging data. The Environment Agency used a standard national modelling and monitoring system and was more concerned with the larger sites whereas the Authority could focus and provide detailed data on smaller sites.

The Chairman commented that if any member wished to be involved in the Annual Plant Survey for 2016 their contribution would be most welcome.

RESOLVED

that the use of the new methodology and the findings for the survey be welcomed and noted.

5/11 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 for the year, where the Authority had been identified as the lead partner for the year 2015/16. Members noted that good progress was being made on the key priorities excepting the National Park branding which was awaiting the outcome of the Judicial Review. This was expected in April and a report would be provided on the outcome together with a report on the feedback from the consultation on the Sustainable Tourism Strategy.

RESOLVED

- (i) that the performance of the different projects to meet the Strategic Priorities for 2015/16 in the table at Appendix 1(a) to the report be noted.

(2) Strategic Priorities for 2016/2017

Members were reminded that at the meeting in November 2015, the Authority had 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 as well as the Comprehensive Spending Review. However, in light of the positive

outcome from the Spending Review, it was no longer necessary to include the latter as a priority.

RESOLVED

- (ii) that the Authority adopts the draft detailed milestones for the Strategic Priorities for 2016/17 as detailed in Appendix 1(n) of the report.

5/12 Draft Budget 2016/17 and Financial Strategy to 2018/19

The Authority received a report setting out the proposals for the consolidated income and expenditure budget for 2016/17 as well as a three year Financial Strategy to 2018/19. The latter was based on the four year settlement for National Park Grant which included a 1.72% per annum allowance for inflation, 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. The format reflected the organisational structure of the Authority and was in line with the monitoring presented to the Authority throughout the financial year. It was noted that both the Operations and Planning and Resources Budgets had no capacity to take on additional projects or ad-hoc work in 2016/17.

Members noted that the Financial Scrutiny and Audit Committee had reviewed the draft budget at its meeting on 9 February 2016 where members gave consideration to the Navigation Committee's views from 10 December 2015. The Committee had agreed that a benchmarking activity should be undertaken with comparisons to similar organisations, with the aim of helping to identify areas for possible future savings. Some initial work had been undertaken in relation to the cost of dredging as set out in Appendix 1 of the report. Members considered that in addition to dredging, it was suggested that a benchmarking exercise in relation to administration costs be attempted.

Members noted the key assumptions applied in developing the draft budget including those relating to navigation tolls, discretionary support for the hire boat industry in terms of staged payment facilities, public sector salaries, changes to national insurance contributions, and pension lump sum deficit. It was noted that there could be changes to future years as a result of the recommendations from the Tolls Working Group.

Although the National Park Grant settlement for the next four years gave some confidence that the Authority could plan for this period, members sounded a note of caution for the longer term but were mindful that the Authority should continue to carry out its duties competently and efficiently to the best of its abilities and not be afraid to take opportunities where possible.

RESOLVED unanimously

- (i) that the 2016/17 Budget be adopted and the assumptions applied in the preparation of the Budget be endorsed;

- (ii) that 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 be adopted.
- (iii) that the Authority undertakes benchmarking activity in relation to administration in association with the other National Parks as requested by Financial Scrutiny and Audit Committee set out in 1.5 of the report..

5/13 Financial Performance and Direction

Consolidated Income and Expenditure from 1 April to 31 January 2016

The Authority received a report providing details of the actual income and expenditure for the ten month period to 31 January 2016 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 £51,520 for the national park side and a surplus of £17,622 for navigation resulting in an overall surplus of £69,143 within the consolidated budget. This indicated a general 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. It was noted that this would mean the navigation reserve would fall below the recommended level of 10% of net expenditure to 9.8% during 2015/16, but this estimate would depend on the actual amount of interest received.

RESOLVED unanimously

that the Income and Expenditure from 1 April to 31 January 2016 be noted.

Annual Investment Strategy and Capital Financing

The Authority received the Annual Investment Strategy for 2016/17 as at Appendix 3 to the report.

RESOLVED

that the Annual Investment Strategy for 2016/17 be adopted.

5/13A Item of Urgent Business: Toll Plaques: Options for moving to a paperless Solution.

The Authority received a report on the difficulties that had occurred with the ink running on some of this year's toll plaques, the steps that had been taken so far and investigations made with the printing company on the option to rectify the situation, the costs of which would all be borne by the company. However, there would be considerable delay if the plaques were reprinted and

it was therefore necessary to proceed with a decision as soon as possible for the beginning of the season.

As a result of the investigations and discussions with officers and members, it was considered that this would be an opportune time to review the system. Consequently an alternative system that would not necessitate displaying a toll plaque was being considered, and the legal issues relating to byelaws investigated. In addition, consultations had taken place with all members of the Navigation Committee, representatives of the Broads Hire Boat Federation and the Norfolk and Suffolk Boating Association prior to presenting the proposals to this Authority.

The Authority considered the advantages and disadvantages with particular reference to the role of the Rangers in monitoring and investigating failure to pay a toll, the enforcement issues and how such a scheme could alter the way in which they worked. A change from the present system could possibly save time and enable the Rangers to focus on other duties to the overall benefit of the Authority.

Members considered the proposal would be an excellent opportunity to embrace a more up to date system but also considered the potential risks, if toll payers were not required to display a plaque. This might encourage greater toll evasion, leading to a loss of income, as well as reputational risk. However, the number of the boat and its name had to be displayed and therefore it would be possible to check with the Tolls office if the appropriate toll had been paid. There was the potential for the data base to be uploaded onto hand-held digital devices for use by Rangers in the field. Furthermore, the Collector of Tolls monitored the income on a very regular basis and would be able to track any significant divergences which might require remedial action. It was recognised that in certain parts of the Broads mobile phone coverage was limited which might limit the use of digital technology to check whether a boat had been tolled. A member commented that the introduction of an online system would also provide an opportunity for further justification and weight behind the case for increased and improved broadband connections across the Broads.

Members advocated the introduction of a paperless system to replace the Toll Plaque but given the potential risks, including reputational risk, agreed that it be considered as a trial for a year and reviewed at or before the end of December.

Michael Whitaker proposed, seconded by John Timewell and it was

RESOLVED by 14 votes to 1 abstention

that a paperless system replacing toll plaques be trialled for the coming year and its performance evaluated in Autumn 2016.

5/14 Royal Norfolk Show 2016

The Authority received and welcomed a report on the opportunity being provided by the Royal Norfolk Agricultural Association for the Broads to be allocated an area at this year's Royal 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. The Head of Communications had contacted a number of non-profit organisations for them to sponsor and/or be involved in the event and the response had been very positive.

Members enthusiastically welcomed the proposal considering it to be an excellent opportunity to promote the Broads and particularly the work of the Authority. They noted the date of 29 and 30 June and many expressed an interest in supporting the officers during the event.

Members noted and approved the details proposed for the Authority's stand to include the presence of Ra, other facilities, for coordinating support and developing a unified brand and therefore were in favour of authorising the additional costs required

Phil Durrant proposed, seconded by Lana Hemsall and it was

RESOLVED unanimously

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

5/15 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

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

5/16 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

(i) **Financial Scrutiny and Audit Committee - 22 September 2015**

That the minutes of the Financial Scrutiny and Audit Committee meeting held on 22 September 2015 be received.

(ii) **Broads Forum – 5 November 2015**

That the minutes of the Broads Forum meeting held on 5 November 2015 be received.

(iii) **Broads Local Access Forum – 9 December 2015**

That the minutes of the Broads Local Access Forum meeting held on 9 December 2015 be received.

(iv) **Navigation Committee – 10 December 2015**

that the minutes of the Navigation Committee meeting held on 10 December 2015 be received

(v) **Planning Committee:8 January 2016 and 5 February 2016**

that the minutes of the Planning Committee meetings held on 8 January and 5 February 2016 be received.

5/17 Feedback from Members appointed to represent the Authority on outside bodies

Members of the Authority appointed to outside bodies were invited to provide feedback on those meetings they had attended on behalf of the Authority.

National Parks New Members Induction Course Dartmoor 8 – 10 March 2016

Vic Thomson provided the Authority with feedback on the Induction course attended by five of the most recently appointed Members on the Navigation Committee and Authority. The event had been attended by representatives from 10 National Parks with a mixture of Defra and Council appointees and one parish council appointee. There had been considerable focus on planning issues, particularly that of affordable housing. One of the most interesting, engaging and thought provoking talks was provided by the person who had been responsible for the Design Guide for the Brecon Beacons. Unfortunately there had not been a session on income generation. Another interesting factor from the conference was how Pembrokeshire had introduced a mentoring system in order to attract younger people particularly from ethnic minorities. The greatest benefit of the event had been the opportunity to meet representatives from the other National Parks and get to know new colleagues on the Broads Authority. It was hoped that more could be done to

encourage interaction with our own members. Vic Thomson commented that the Induction pack they had received would be available for members to view.

Norfolk Mills and Pumps Trust

The Chairman reported that the Trust would be meeting with the HLF in March 2016 to discuss the possible submission of a Round 2 application for funding conservation work at Stracey Mill, Acle and securing Transition funding from the HLF to help restructure the Trust.

National Parks England and National Parks UK

The Chairman reported that she had attended the meeting of National Parks England and National Parks UK with the Minister for National Parks on 10 and 11 February 2016. The Minister for National Parks attended the meeting on 10 February and re-iterated his support for the Park Authorities. The next meeting with National Parks England would be in April.

Norfolk and Suffolk Broads Charitable Trust

John Ash reported that the Chairman, Chief Executive and Matt Bradbury would be meeting with the Trust on Monday 21 March to consider more collaborative working.

Whitlingham Charitable Trust

Louis Baugh, Mathew Bradbury, Gail Harris and Vic Thomson. The Trust would be meeting on 23 March 2016.

Upper Thurne Working Group

Kelvin Allen reported that the last meeting had exposed the challenges relating to the workings of the Upper Catchment and the lack of funding available to take projects forward.

Climate Change Adaptation Partnership

John Ash reported that he had met with the UEA Phd. student who was working on climate change adaptation in the Broads and had helped to identify data sources.

5/18 Items of Urgent Business

There were no other items of urgent business.

5/19 Formal Questions

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

5/20 Date of Next Meeting

The next meeting of the Authority would be held on Friday 13 May 2016 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

5/21 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 item below on the grounds that it 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

5/22 Exempt Minutes of the Broads Authority meeting – 22 January 2016

The exempt Minutes of the Broads Authority meeting on 22 January 2016 were agreed as a correct record and signed by the Chairman.

The meeting concluded at 13.30pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 18 March 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
George Jermany	-	Toll Payer
Kelvin Allen	-	Member of Broads Angling Strategy Group Member of Waveney River Trust
Michael Whitaker		Toll payer, Hire Boat Operator and Chair of the BHBF
Mathew Bradbury		Toll Payer, BCU Member, Trustee of Whitlingham Charitable Trust
Gail Harris		Whitlingham Charitable Trust Trustee Director Cllr Norwich City Council
Guy McGregor	-	Member of Suffolk County Council
John Ash		Toll Payer as Chairman/Trustee Wherry Yacht Charter Charitable Trust. N&SB Charitable Trust
Louis Baugh	5/8 and 5/16	BLAF Minutes 2/ Ludham Footpath. Management and interest in part of the route
Jacque Burgess	-	Toll Payer

Public Question Time

Question submitted by Adam Manvell

Can you please explain the degree to which Norwich City Council (NCC) were involved in the delineation of their riverbed property as regards setting the terms for the recent preliminary injunction obtained by the BA against Mr Woods at the High Court on the 11th March?

The injunction obtained by the authority means that the use of an asset owned on behalf of the people of Norwich has been limited in a manner whereby riparian owners on the north bank continue to enjoy unrestricted mooring rights unlike Mr Woods on the south bank. This therefore maintains the discrimination evident in Joseph Stannard's famous painting of the 1824 Thorpe Water Frolic which shows the gentry on the north bank and the mill workers on the south side. Such discrimination has no place in 21st century Britain and it is imperative that the BA provide evidence that the highest levels of the democratically elected NCC were aware of this decision regarding the asset they hold for and behalf of the people of Norwich."

Broads Authority Response

Norwich City Council is not the planning authority for the area concerned but does own the riverbed. Norwich City Council is supportive of the Broads Authority in its action and has provided a statement in support.

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. Positive meeting held with Broadland Charitable Trust and clear collaboration agreed in the future.

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 has now been published.</p> <p>The document, part of the Long Term Planning Process (LTPP), considers the potential outputs required by the railway network within the Anglia Route in Control Period 6 (2019 – 2024), as well as further ahead up to the year 2043. It offers the funders sets of choices as to how these outputs might be met, having regard to value-for-money, affordability and efficient delivery.</p> <p>In the study under Appendix B Option Assessment, option 3 states the option to double the single track section over Trowse Bridge and Trowse Lower Junction.</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>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
			Negotiations with landowner underway. Planning application submitted.
15 May 2015 Minute 6/2(3) And Minute 1/9 Member Allowances	<ul style="list-style-type: none"> Query relating to Member Allowances for National Parks and the Broads relating to Care 	Solicitor and Monitoring Officer	Matter has been followed up with Defra. There appears no prospect of a change in the legislation to enable the Authority to pay allowances for care.
10 July Minute 1/14 and 1/15 Supporting and Developing the Role of Members: Workshop Programme	<p>Workshop Programme developed. Programme and Workshops have included:</p> <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	<p>Workshop on Governance/ Role of Members/Chairing Skills/ for all Members postponed from 15 March 2016 to 29th September 2016.</p> <p>The Waste Review meeting for members has been arranged for 10:00 – 12:00 on 15 July 2016 in the Waveney Room</p>
25 September 2015 Minute 2/10 Strategic Direction	<ul style="list-style-type: none"> That a fixed term Tolls Review Working Group comprising six members be established to 	Chairman / Collector of Tolls/Chief Executive	The Group has met on 7 occasions: 5 October, 6 November, 1 December 2015, 15 January 2016 and 25 February 2016, 21 March 2016

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
<p>Tolls Review Working Group</p> <p>20 November 2015 Minute 3/13</p>	<p>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> <p>Tolls Review Member Working Group established - Jacquie Burgess, Michael Whitaker joint Chairman. Kelvin Allen, Louis Baugh, Bill Dickson, Nicky Talbot and Phil Durrant and Terms of Reference agreed.</p>		<p>and 13 April 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.</p> <p>The Group presented their initial thoughts and principles to a Members Workshop on 21 April 2016.</p> <p>The TRG will be considering the feedback from the Workshop at its meeting on 6 May 2016.</p> <p>It is intended to hold a Workshop for the Stakeholders in the week of 13 – 17 June 2016 To present the initial thoughts and principles of the TRG and provide an outline of the potential proposed structure.</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 to the navigation, be accepted. • That the Authority continues to oppose direct discharge into 	<p>Director of Operations</p>	<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, further letter sent to CEO.</p> <p>Response has now been received and MMO has agreed to meet to explore the issues in</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>the navigation area other than in the lower reaches of the system as appropriate where specific conditions will be imposed.</p> <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. 		more detail.
<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 to agree a programme of work for the fen survey and seek necessary funding. 	Senior Ecologist	<p>CANAPE: bid was submitted 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
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	First draft Plan public consultation carried out (15 Feb-8 April); consultation responses being analysed. Revised draft plan to be published for consultation in July.
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.
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 	Chief Executive/ Chairman and Vice-Chairman	Legal Agreement signed. Early discussion with a major company on behalf of National Park family underway.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	as necessary.		
18 March 2016 Minute 5/13A Item of Urgent Business Toll Plaques: Options for moving to a paperless solution	<ul style="list-style-type: none"> Paperless system replacing toll plaques to be trialed for the coming year and its performance evaluated in the Autumn 2016. 	Chief Executive/Collector of Tolls	<p>Following the decision at the meeting on 18 March, when the problems relating to the Toll plaques was explained, the Authority stopped sending out Plaques for those vessels registering/renewing their toll. The owners of the 4,250 vessels who had already been issued with a plaque were advised not to display this, this year and were informed of the Authority's decision.</p> <p>There are a number of issues relating to the registration marks and the Authority is working to resolve these.</p>

Business Plan 2016/17
Report by Management Team

Summary: This draft annual Business Plan aims to bring together a range of information so that Members and members of staff have an overview of the Authority's priorities, activities and use of resources for the coming year.

Recommendations:

- (i) To adopt the Draft Business Plan 2016/17.
- (ii) To note the additional challenges identified in Section 2 of this report which it is recommended are considered in the Autumn when the necessary information will be available.

1 Background

- 1.1 The Authority produces an annual Business Plan to provide a link between the Broads Plan, the Financial Strategy and the Work Plans of the Directorates. It is one of the links that enables members of staff to be able to see the connection between their work and the overall strategic direction of the Authority and the ambitions for the Broads set out in the Broads Plan.
- 1.2 This year a new simpler style has been adopted with the target audience of Members and all members of staff and the hope that it will provide a clearer explanation of where the Authority's income comes from, how it is spent and what is delivered as a result.
- 1.3 The Plan shows that last year was very successful in terms of the Authority's delivery of its strategic priorities and work programmes. The scale of the work can be illustrated by some simple statistics:

Total income £7,046,864
Total Expenditure £6,899,501 (97.9% of income)
Issued 12,645 toll plaques
Looked after 25 ponies
Maintained 171 computers
Managed 150 volunteers who delivered 16,000 hours of help
Dredged 51,435m³ of sediment
Examined 179 valid planning applications and approved 170
297 Blue Books and 7837 Verbal Warnings issued

36,277 calls received in Broads Control
 450,000 printed publications
 Total Income from our visitors to Yacht Stations and Visitor Centres=
 £244,868
 Visitor Centre and Yacht Station Income up £26,868
 Took an extra £5,284 in mooring fees
 Sold 10,000 ice creams - an extra £4,407 of income

- 1.4 The Judicial Review regarding the Authority’s branding decision and the enforcement against unauthorised development at Jenners’ Basin posed unplanned expenditure and significant additional workload on staff.
- 1.5 The Strategic Priorities for 2016/17 are in place and being delivered, as are the Work Programmes for the Directorates.

2 Challenges

- 2.1 The Draft Business Plan identifies a series of issues largely outside the work programme framework. The budget that will need to be considered in the autumn will be able to take into account the ambitions in the emerging new Broads Plan which will have reached an appropriate point in its development, alongside a number of other challenges listed below and will need to consider relative priorities.

Implementation of the Branding Decision
 Scale of Resources needed for Catchment Management
 The maintenance of the bank of the River Chet
 Resources needed for Proactive Communications
 Funding needed for a Fens Survey
 The Future of the Mills at How Hill
 Implementation of the Sustainable Tourism Strategy
 Implications of the Government’s National Park Plan
 Tolls Review
 Collection of Waste

- 2.2 The Authority’s income and expenditure is finely balanced and there is little room for adding expenditure with an on-going commitment. Prudent management of expenditure and additional unplanned income in 2015/16 will mean that the Authority will be better placed than it had anticipated. However, there are significant uncertainties regarding the income from hire boats. Also the costs of some of the projects listed above are unknown. Officers will bring further reports on these matters later in the year.

Background papers:	Nil
Author:	Management Team
Date of Report:	22 April 2016
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Draft Business Plan 2016/17



Business Plan 2016/17

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Chief Executive's Group

Operations Directorate

Planning and Resources Directorate

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Purpose of the Business Plan

The purpose of this Business Plan is to provide all Members and members of staff with a clear understanding of our priorities for the coming year, the resources at our disposal and how we are going to use them. It provides the link in the 'golden thread' between the Broads Plan which sets the framework for all organisations working in the Broads National Park through to the Directorate Work Plans and Team Plans so that we can all see the bigger picture, how the pieces of the jigsaw fit together.

It is also a chance to look at the big challenges and questions the Authority faces and propose a mechanism for addressing them. It thus brings together information from a range of sources to provide an overview of the Authority's planned activities for the year to the 31st March 2017.

Our Functions

The Judicial Review into the decision by the Authority in January 2015 on branding the Broads as The Broads National Park shone a bright light on the historical context and the purposes of the Authority

The functions of the Broads Authority are set out in the Norfolk and Suffolk Broads Act 1988 (the Act).

Paragraph 2 states that "It shall be the general duty of the Authority to manage the Broads for purposes of:

- Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
- Promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public; and
- Protecting the interests of navigation.

The judgement in the case makes clear that these three functions are **not** equal, which is one way in which they have previously been described. Rather, no priority is set between them. It is therefore up to the Authority in any particular instance to decide on the relative priority of the functions. This makes sense in the context of the Authority's commitment to integrated management. We are always looking for the potential win-win solution rather than setting our different functions at odds with each other.

In discharging its functions the Authority has to have to regard to:

- The national importance of the Broads as an area of natural beauty and one which affords opportunities for open air recreation;
- The desirability of protecting the natural resources of the Broads from damage; and
- The needs of agriculture and forestry and the economic and social interests of those who live and work in the Broads.

The Scottish national park legislation, which has four purposes, and the recent debates in Wales, provides or proposes greater emphasis on the social and economic considerations and it is important that the Authority does not forget this important caveat in the legislation when discharging its functions.

In respect of its navigation area Section 10 (1) of the Act states that the Authority shall:

(a) maintain the navigation area for the purposes of navigation to such standard as appears to it to be reasonably required; and

(b) take such steps to improve and develop it as it thinks fit.

A new clause Section 10 (2A) inserted by the 2009 Acts states:

The Authority may carry out works and do other things in relation to any adjacent waters in or over which it has sufficient rights or interest for the improvement of navigation on those waters.

Our Core Values

In 2010 all members of staff were involved in developing a set of five core values to help guide our work. These were subsequently adopted by the Broads Authority.

Values are:

Important and enduring beliefs or ideals shared by the staff and members of the Broads Authority about what is good or desirable and what is not. They exert a major influence on our behaviour and serve as broad guidelines in all situations.

1. Open and Honest

We are open, honest and transparent in how we make decisions. We are approachable and available, reaching out to all groups.

2. Exemplary

We strive for excellence in all we do. We are ambitious, innovative and lead by example.

3. Caring

We look after each other, our volunteers, our visitors and the Broads.

4. Commitment

We are committed to making a difference to the Broads for the benefit of all, and will have the courage of our convictions when faced with difficult issues.

5. Sustainable

We take the long view, a champion for the future of the Broads' economy and the well-being of local people consistent with a healthy environment.

National Park Plan

On 23rd March 2016 Liz Truss, our Secretary of State, launched an 8-Point Plan for England's National Parks in the South Downs. A copy of the Plan can be found at the Defra website via the following link:

<https://www.gov.uk/government/news/new-plan-for-national-parks-gives-every-schoolchild-a-chance-to-visit>

The Plan is heavily focused on our second 'National Park' purpose.

It is not intended that national park authorities and the Broads Authority will deliver every element of the Plan and it has been designed to take account of the strengths of individual park authorities. The Broads Authority will need to decide in the context of the new Broads Plan where it focuses its energies.

The National Park Plan has eight key elements:

Inspiring Natural Environments

1. *Connect* young people with nature

- Double the number of young people to experience a National Park as part of National Citizen Service by 2020.

- A new package of teaching materials for schools based on National Parks.

- National Park Authorities to engage directly with over 60,000 young people per year through schools visits by 2017/18.

2. Create *thriving* natural environments

- National Park Authorities, with the Environment Agency and Natural England, to champion integrated management of the natural environment, showcasing the benefits that designated landscapes can bring.

Drivers of the Rural Economy

3. National Parks driving growth in *international tourism*

- Promote National Parks as world-class destinations to visitors from overseas and the UK.

- Increase annual visitors from 90m to 100m, generating an estimated £440m for local businesses.

4. Deliver *new apprenticeships* in National Parks

- Develop three new apprenticeship standards led by National Park Authorities.

- Double the number of apprenticeships in National Park Authorities by 2020.

5. Promote the *best of British food* from National Parks

- National Parks will be known for, and visited as, great food destinations.

- Work with National Park Authorities and the Great British Food Unit to deliver more Protected Food Names for National Park products and increase exports.

- The Government will celebrate National Park produce.

National Treasures

6. *Everyone's* National Parks

- Complete the designation to extend the boundaries of the Lake District and Yorkshire Dales National Parks.

- Encourage more diverse visitors to National Parks.

- Promote volunteering in National Parks.

- Celebrate the 70th Anniversary of National Parks' creation.

7. Landscape and heritage in National Parks

- Work with the Heritage Lottery Fund to achieve their objective of encouraging more fundable projects in the Natural Heritage sector.
- Enhance people's involvement in the interpretation of the historic environment and natural beauty in National Parks.
- Support the Lake District's bid for UNESCO World Heritage Status.
- Tell the story of cultural landscapes in England's National Parks.

8. Health and wellbeing in National Parks

- Promote innovative schemes for National Parks to serve national health.
- Realise the immense potential for outdoor recreation in National Parks.

There are a number of the elements in the Plan that are attractive ideas for the future, for example doubling the number of apprentices. The Authority's recent initiative in this area has been a great success and the costs are relatively modest.

Review of Last Year

The report to the Broads Authority on 18th March 2016 on Strategic Direction showed how successful last year had been in delivering our ambitions. A first draft of the new Broads Plan was published, we were successful with our 1st Stage bid to the Heritage Lottery for our Landscape Partnership Scheme Water Mills and marshes, we completed our dredging work at Hickling Broad and gained support for a new vision for the area and used the Parish Forums to engage with local people. Table 1 shows the final position in relation to the performance in delivering the strategic priorities for last year.









We also delivered our Directorate Work Programmes on time and within budget.

Although we don't at this point in time have the definitive picture in terms of the outturn from last year's income and expenditure, it appears that a combination of increased income and managing our expenditure means that income marginally exceeds expenditure and we have healthy reserves. For Navigation Reserves this a particularly good outcome in that it will put them just below (9.8%) the 10% of expenditure minimum that we have been seeking to reinstate, and will continue to try to maintain.

After living under the threat of further reductions in our National Park Grant we were delighted that our Minister Rory Stewart was able to secure a commitment from the Chancellor to protect national park budgets and although there are different interpretations of how secure we should feel in this very uncertain world, we are certainly in a far better place than we could have possibly envisaged in advance of the announcement on the Spending Review.

We are therefore well placed in terms of facing the challenges for the coming year.

	Priority	Key milestones	Progress to date	Status
1	Broads Plan Review	<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. 	★
2	Broads Landscape Partnership Scheme: Water, Mills and Marshes	<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. 	★
3	Hickling Broad Enhancement Project	<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 Jan 2016 (f) Undertake supporting research and pilots to inform feasibility by Mar 2016 	<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. (f) Trial of Nicospan installed at Hill Common - monitoring ongoing. 	★
4	Promoting the Broads	<ul style="list-style-type: none"> (a) Produce Broads National Park branding guidelines for tourism industry by Summer 2015 	Awaiting legal guidance for dissemination in light of judicial review in Feb 2016	○○●○○○

	Priority	Key milestones	Progress to date	Status
		(b) Review Sustainable Tourism Strategy and Action Plan: (c) Scoping Mar - Nov 2015 (d) Consult on first draft plan Feb 2016 (e) Consult on revised draft Jul 2016 (f) Adopt plan Mar 2017; implement Apr 2017	First draft Tourism Strategy published for consultation 15 Feb to 7 Mar 2016.	
5	Stakeholder Action Plan (extract for reporting)	(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 (f) Promotion of Broads Experiences (g) Promotion of Proximity Campaign, including Greeters' Initiative	(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). 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 Contributed to display at Vakantiebeurs travel trade exhibition at Utrecht, with Dutch language leaflet promoting the Broads to our continental neighbours.	      

Financial Strategy 2016/17 – 2018/19

The wider financial environment in which the Authority operates has previously required some difficult decisions about service levels and challenging reductions in support services. The Authority's guiding principles in setting the Financial Strategy up to 2016/17 has been to:

- minimise the impact on staff;
- protect front-line services; and
- continue with an integrated approach to the management of the Broads.

The National Park Grant settlement for the next four years means that the Authority can confidently plan for this period. National Park income and expenditure is broadly in balance and while there are many areas of expenditure that the Authority would like to increase it will need to be prudent in adding any additional revenue expenditure. National Park reserves are above the minimum recommended levels despite running at a deficit for the next two financial years. There is therefore the potential to look for additional one off expenditure to deliver National Park purposes. It is suggested that the prudent use of reserves should be aligned with the delivery of the new Broads Plan over five years.

The financial position regarding navigation income is more uncertain. The Financial Strategy takes account of a predicted reduction in the number of hire boats, but this may be an underestimate for 2016/17 and the position will not be clear until later in the year. The impact of the implementation of any proposals from the current Tolls Review is also unknown.

The Judicial Review highlighted that one of the main reasons the Broads was not designated a National Park under the 1949 legislation in the early 1950s or the 1970s was the concerns about the costs of maintaining the area. In this context it is not surprising that demands for expenditure way exceeds the availability of funding and that managing the expectations of stakeholders as to what the Authority can take on is important.

The Authority's Financial Strategy for the period 2016/17 – 2018/19 is found in the following link with summary information for 2016/17 provided below and in the Annual work plans.

http://www.broads-authority.gov.uk/data/assets/pdf_file/0011/749207/Budget-Appendix-2-v2.pdf

	2016/17		
	National Park	Navigation	Consolidated
Income	(3,253,802)	(3,119,839)	(6,373,641)
Operations	1,020,415	2,138,295	3,158,710
Planning & Resources	1,881,519	752,129	2,633,648

Chief Executive	296,175	158,455	454,630
Pension deficit	82,200	54,800	137,000
(Surplus)/Deficit	26,507	(16,160)	10,347

Strategic Priorities

The Authority sets a small number of ‘Strategic Priorities’ each year, which fall under the three key themes in the Broads Plan. Progress against the Strategic Priorities is reported regularly to the full Broads Authority within the Strategic Direction report at each meeting. The Strategic Priorities for 2016/17 were adopted by the Authority at its meeting in March 2016. Details of the priorities, including key milestones and outcomes, are set out below in Table 2. Work to deliver these priorities is now underway

SP 1 Broads Plan

The Broads Plan is the key strategic management plan for the Broads. It sets out a vision, aims and objectives for the Broads and coordinates and integrates a wide range of strategies, plans and policies relevant to the area with the purposes and duties set out in the Broads Acts.

The Authority is required to review the Broads Plan at least every five years and the development of a new plan has begun and will be completed this year. Broads Plan 2011 contains objectives set out under three key themes, covering the following range of topics:

- i. Planning for the long-term future of the Broads in response to climate change and sea level rise: Understanding and responding to the key challenges facing the Broads over the next 50 – 100 years presented by climate change and sea level rise.
- ii. Working in partnership on the sustainable management of the Broads: Landscape and Cultural Heritage; Agriculture and Land Management; Biodiversity; and Management of the Navigation Area.
- iii. Encouraging the sustainable use and enjoyment of the Broads: Promoting Understanding, Enjoyment and Wellbeing; and Tourism, Recreation and Access.

The Broads Plan is a plan for the Broads, and not just for the Broads Authority. Its successful delivery therefore involves joint working with a range of other organisations and local interests, who in many cases will contribute to the funding of activities.

The other priorities are shown in Table 2 below.

Strategic Priorities for 2016/17

The Authority agreed its Strategic Priorities for 2016/17 in March 2016. Details of the priorities, including key milestones and outcomes, are set out below. Work to deliver these priorities is now underway.

Table 2

Broads Authority Strategic Priorities 2016/17			
	Project	Summary	Milestones
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
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
3	Hickling Broad Enhancement 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 CANAPE project by Jan 2017

4	Promoting the Broads	Produce and implement Broads National Park branding guidelines	<ul style="list-style-type: none"> • Review outcome of Judicial Review in Apr 2016
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 CANAPE Project (see 3 above) or 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.
6	Integrated flood risk management and ‘climate-smart’ communities	Support EA review of short-term flood risk management strategy towards developing a longer-term integrated strategy for the coast and Broads. Develop approaches to climate adaptation planning and action within protected landscapes for local communities and visitors	<ul style="list-style-type: none"> • Report on outcome of EA review to Broads Forum and BA – by Autumn 16 • 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

Additional Challenges and Pressures for the Coming Year

There are a number of challenges which the Authority faces which aren't necessarily factored into the current work programmes and budgets.

Branding

The favourable outcome from the judicial review, subject to any appeal to the Court of Appeal, presents the Authority with a fantastic opportunity to work with partners across all its functions in marketing and promoting the special qualities of the Broads. This requires the development of a programme of work with appropriate resources for its delivery.

CANAPE

The Broads Authority, working with other partners, particularly the RSPB who lead on the project, has supported an expression of interest to the European Commission for funding under the project title of CANAPE. This if successful would bring funding towards the Authority's ambitions to enhance the condition of Hickling Broad and the Upper Thurne catchment. The full financial implications of the level of matched funding required is unknown at this time.

Communications

The feedback from this year's Member Reviews highlights a desire for the authority to be more proactive pro-active on press and social media. This may require additional resources to meet Member's expectations.

Fens Survey

Good progress has been made with colleagues in the Environment Agency and Natural England considering options for the methodology and funding of a new Fen Survey. The full implications for the level of contribution from the Broads Authority are unknown at this stage.

Jenners' Basin, Thorpe Island

The enforcement of planning regulations against unauthorised development at Jenner's Basin has involved significant costs and staff time. These costs have been funded from Planning Delivery Grant, a reserve fund awarded to the Authority for its excellent planning service. The Authority is awaiting a date from the High Court for the full injunction proceedings. The cost of any further action required in this matter is uncertain at this point in time.

Mills at How Hill

A key component of the LPS is the protection and enhancement of the windmills which are such a distinctive feature of the Broadland landscape. While we have been making progress on the sites covered by the LPS our partnership with Norfolk County Council, the Norfolk Mills and Pumps Trust, has been in difficulties. The County Council has decided to take the Stracey Arms project in house but this still leaves the future of other mills in limbo.

The three mills at How Hill, Turf Fen (Listed 2*), Boardman's Mill (Listed 2*) and Clayrack (not Listed) are of particular concern. They are currently owned by the County Council, leased to the Mills and Pumps Trust and sit on Broads Authority owned land. At some point, which could be quite soon, the Authority may need to consider whether it becomes more directly involved in their management.

River Chet

The Wherryman's Way runs between Norwich and Great Yarmouth and is formed in the main of existing public rights of way which are signposted and promoted as a long distance route. The section of the Wherryman's Way which runs on the bank of the River Chet

immediately alongside Hardley Flood has long been subject to significant maintenance issues.

Erosion of the bank has now reached a point where the County Council has decided to divert the footpath away from the river to higher ground. This leaves a major issue regarding the maintenance of the bank. The bank is not a flood defence structure and therefore the Environment Agency will not maintain it.

Although this site touches all aspects of the Authority's functions, Hardley Flood is a Site of Special Scientific Interest (SSSI), the footpath was valued by local people and visitors and the Chet is part of the navigation area, the Authority's prime interest is in maintenance of the right of navigation while not undermining the importance of the Flood.

The scale of the resources required to repair and maintain the bank in the long run are beyond the Authority's resources. However, we are involved in looking for a solution with other public bodies and when the evidence has been collected on the likely impacts on channel depths in Loddon and the options for future management the Authority will have to consider to what extent it can and is willing to get involved.

Tourism

One of the points that came out of the Judicial Review Hearing was clarity about the Authority's role in promoting the area. Challenged by the appellants barrister about this aspect of the organisation's work the Judge expressed his view that the tourism function fitted fairly and squarely under the Authority's 2nd function.

The Authority has been a leading exponent of sustainable tourism and has recently updated its Sustainable Tourism Strategy and Action Plan. Broads Tourism, the industry body has recently been reinvigorated and adopted the new branding. The key question now for the Authority is whether it should be putting the necessary resources into the updating of the Enjoy the Broads website (c £30,000) and considering other ways of increasing its contribution to the promotion of the area.

Tolls Review

The review of the structure of navigation charges is a major project which spans the two financial years. Members of the Working Group shared their initial ideas with other Members on 21st April and were delighted with the response. They now have a further meeting in early May to consider the points raised and refine their suggested approach. The plan is to consult key stakeholders in June before consulting the Navigation Committee in September.

Any changes to the tolls system usually involves some boat owners paying more and some paying less so managing the communication of the recommended options will require careful management.

Waste

Changes to regulation and the provision of facilities by District Councils has lead to a reduction in services across the Broads area. Whilst a survey carried out last year did not highlight significant current problems, the further reduction in facilities in North Norfolk has prompted further concerns. Members will be discussing this issue at a meeting in July, and a report will be taken back to Committee in September to consider what further resources the Authority may wish to invest in this area.

All these matters require further investigation and consideration and the potential impact of different options on resources, both time and money, will need to be debated.

Annual Work Plans

Chief Executive's Group

The Chief Executive's Group is small, with just eight people including the Chief Executive. It covers three areas, the Solicitor and Monitoring Officer, Human Resources and Governance. These roles support the rest of the organisation with a particular emphasis on Members and staff.

Key tasks for the coming year for the new Solicitor and Monitoring Officer will be reviewing all the main Member documents, including the Code of Conduct, the Members Training Strategy and the Complaints Procedure.

The HR Team will be focusing their efforts over the next year on the revision of HR policies and associated practices and documentation, the next apprenticeship scheme and setting up an equality working group.

The Governance Team will continue to support the Committees, working groups and Members.

The new National Park Partnership may provide opportunities for the Authority to work directly with commercial partners over the coming year and the Chief Executive will be looking out for opportunities to the Authority to become involved.

Expenditure summary for CE Group	16/17		
	National Park Grant	Navigation	Consolidated
CE Management/ admin	62,630	41,010	103,640
HR and Staff Training	69,461	48,269	117,730
Legal	81,480	28,490	109,970
Governance	49,908	24,582	74,490
Members	32,696	16,104	48,800
Total	296,175	158,455	454,630

Chief Executive's Group Summary	
Work area	Priority actions
Provide leadership to the Authority, and use key indicators and stakeholder feedback to drive outcome focussed service development	Monitor Authority performance, reporting to the Authority progress with the annual Strategic Priorities, Audit recommendations and Strategic Risk Register, etc.
Provide a Human Resources service that ensures an effective staff team and strategic organisational development	Complete review of all HR policies
	Investor in People assessment
	Development of People Strategy
	Payroll

Deliver efficient and effective legal services to support the work of the Authority	Oversee legal services being provided to the Authority by Norfolk County Council, including conveyance and property services; legal notices; preparation of agreements under s.106 of the Town and Country Planning Act 1990 etc
	Tender for external legal support in appropriate areas
	Review Members Code of Conduct, Members Training Strategy and other governance documentation
	Respond to all requests made under the Freedom of Information Act within statutory timescales
	Respond to all complaints made about the Authority's policies or activities within Complaints Policy stated timescales
Provide support to Authority Members including: Arranging all statutory meetings; ensuring that the necessary notices are displayed and that papers are in the public domain within statutory requirements; providing meeting agendas and reports of meetings; and implementing the Scheme of Members' Allowances	Ensure governance arrangements of the Broads Authority are well managed and transparent with Code of Conduct policies and practices adopted by other authorities reviewed against those in use at the Authority.
	Provide an efficient administrative support service including project support, mailings, creation and upkeep of databases, minute taking, and file/record keeping

Operations Directorate

Decisions about operational priorities are informed by a number of strategic documents, including the Asset Management Strategy and Integrated Access Strategy, and by evidence from regular surveys and condition monitoring to ensure that our facilities are safe and usable.

Operational activity for the Construction, Maintenance and Environment team has been agreed for 2016/17 to be apportioned at 70% Navigation / 30% National Park (20% conservation and 10% recreation work). This apportionment is reflected within the budget, and has led the development of the work programme.

Ranger team apportionment remains at 60% Navigation 40% National Park. This reflects the contributions made by the Ranger services in delivering events and education activities and managing the countryside sites that form part of the essential tourism infrastructure in the Broads and includes the delivery of the Whitlingham Country Park Service level Agreement with Whitlingham Charitable Trust. Ranger team work plans are agreed at area level, and priorities are refined subject to area specific issues e.g. monitoring power boat racing.

Alongside leading on the Hickling Broad enhancement project [BA Strategic Priority 3], additional issues to be considered this year include;

- working with members and partner organisations to review waste provision in the Broads and agree the way forward,
- completing additional adjacent waters surveys by the Ranger team, along with increased tolls check events to monitor toll compliance as part of the trial of a paperless tolls system, and
- working with Network Rail on their developing options for the upgrading of the London to Norwich railway line.

It is also hoped that the transfer of Mutford Lock will be completed this year, subject to a successful Harbour Revision Order.

Regular monitoring of Operations work activity is reported to each Navigation Committee. This includes reports that identify progress against the construction and maintenance work programme, and details of Ranger activity to include all exercises of statutory powers. The development of plans, projects, strategies and budgets are also subject to consultation with the Navigation Committee prior to adoption by the full Authority.

Expenditure summary for Ops	16/17		
	National Park Grant	Navigation	Consolidated
Item by section			
CME	613,485	1,404,765	2,018,250
Rangers	245,144	434,716	679,860
Safety	23,087	61,513	84,600
Assets	47,166	74,114	121,280
Management/ admin/ operational property	91,533	163,187	254,720
Total	1,020,415	2,138,295	3,158,710

The table below provides a summary of work to be completed and identifies the relevant Broads Plan objectives (highlighted in bold). The full Operations work plan is available on the intranet.

Operations Directorate Summary	
Work area	Priority actions
Provide an excellent level of customer service for the public, enabling enjoyment of the Broads through the high quality of our Ranger Services and Broads Control information NA4/ PE3	Develop the Ranger Service to provide an effective 2 way communication mechanism with our customers
	Implement Ranger Area Plans to target local priorities and engagement
	Roll out electronic condition monitoring system across the Broads area for efficient surveys and allow for targeted maintenance according to priority
	Develop the use of Social media by the Ranger Service and in particular Broads Control to provide timely and up to date information to our customers
Ensure the Broads is a safe place where people come to explore the waterways and countryside by land and water; accessing the extensive network to participate in a range of activities. NA1/4 TR1/2/3	Ensure that facilities including moorings and countryside sites provided by the Broads Authority meet modern standards and are well maintained, by regular checking and management.
	Undertake a programme of dredging projects to remove at least 50,000m ³ from the navigation at key sites, including the Hickling Enhancement project
	Complete a programme of moorings maintenance to include repiling Cockshoot Dyke and refurbishment projects at Somerleyton, Geldeston, West Somerton and Ranworth Dinghy Dyke
	Manage risk to members of the public and members of staff including development of health and safety policies, adopting management practices and completing monitoring checks.
	Work with partners to develop and implement the updated Hire Boat Code via local licencing conditions and continue to administer the Hire boat licencing scheme and compliance with the Boat Safety Scheme
	Develop a joint system with the Marine Management Organisation to streamline the works licencing system in the navigation area, with a subsequent update of the Authority's Work Licencing guidance

Provide opportunities for communities, residents and young people to be involved in the work of the Authority PE3.4	Maintain and support the Ranger volunteers to enhance the work of the Ranger Service and look to increase the opportunities for community engagement e.g. ad hoc volunteering work parties
	Develop the apprenticeship scheme for a second tranche of young people to be recruited in Sept 2016
	Continue to provide work experience placements for school children and Easton College students alongside volunteering opportunities, working to support the maintenance team in the management of facilities and conservation areas.
Support the conservation of the natural environment through the work of the Environment Officers BD1/4	Undertake regular environmental monitoring to improve our understanding of site conditions and assess the impact of management actions, including the annual water plant surveys, fen plant surveys and site specific species checks.
	Ensure all practical works completed are to Standard Environmental Operating Procedures, with regular review of best practice and supporting environmental data
	Complete mapping of riverbank trees and identify priority works for targeted action by staff, contractors and volunteers
	Complete annual programme of conservation activity as required by HLS and other management agreements
	Prioritisation of the Authority's control of invasive, non-native species, to where impacts to biodiversity and/or recreation are greatest.
	Develop awareness of the Authority's specialist fen management capabilities and review the potential for taking on any new fen site management agreements or contractual work
Manage Land and property to optimise the performance of the Authority's estate	Complete survey of all buildings to inform updated Asset Management Strategy and allow schedule of required maintenance works to be developed
	Renew the Operating Agreement and Service Level Agreement for the on-going operating of Mutford Lock.
	Award property consultancy contract

Planning and Resources Directorate

A number of Planning and Resources priority work areas are recognised in the Strategic priorities for 2016/17, including the Broads Plan review, development of the Broads Landscape Partnership Scheme Stage 2 bid, promoting the Broads via agreed branding guidelines, and activities arising from the Stakeholder Action Plan. Integrated flood risk management and 'climate-smart' communities has been adopted as a Strategic Priority for 2016/17, which will involve providing support to the Environment Agency.

A number of guidance level strategies are being reviewed during 2016-17. The Volunteer Strategy and the Education Strategy are closely related and are being reviewed along the same timeline. Following the refresh of the Sustainable Tourism Strategy and the application for the renewal of the European Charter, further work will be taking place this year on implementing the key objectives of the strategy with a major emphasis being placed on a refresh of the 'Enjoy the Broads' website. This year will also see the adoption of the revised Action Plan for the Integrated Access Strategy, following a prioritisation exercise by the Broads Local Access Forum.

The statutory process of reviewing the Broads Local Plan will continue. Consultation on the Issues and Options was completed in April 2016, and the next stage of consultation will be on Preferred Options later in 2016.

This year will also see changes to the timetable for the production of the Statement of Accounts in preparation for the changes made nationally to the timetable in 2017-18. Accounts will be presented to Members in July, rather than September as in previous years.

Planning performance statistics will also be reported to Planning Committee on a quarterly basis as well as to the Department for Communities and Local Government.

The trial of a paperless tolls system will be monitored in terms of compliance and income. Support will be ongoing for the Tolls Working Group in terms of preparing data and statistics.

Expenditure summary for Planning and Resources	16/17		
	National Park	Navigation	Consolidated
Item by section			
Planning	249,550	-	249,550
Communications inc TIC's and Yacht Stations	353,740	129,440	483,180
Strategy and projects	570,466	96,634	667,100
Finance & Insurance	174,875	162,875	337,750
ICT	184,538	90,892	275,430
Tolls	-	122,230	122,230
Management/ admin / Yare House	348,350	150,058	498,408
Total	1,881,519	752,129	2,633,648

The table below provides a summary of work to be completed and identifies the relevant Broads Plan objectives (highlighted in bold). The full Planning and Resources work plan is available on the intranet.

Planning and Resources Directorate Summary	
Work area	Priority actions
Implement the Statutory Planning Service (CC4, LC2, LC4.2)	Determine planning applications within the national timeliness targets and provide a good service to applicants, and continue to provide free pre-application planning advice
	Broads Local Plan: Following consultation on Issues and Options, develop Preferred Options, working to provide an updated set of planning policies to help guide development for the next 20 years
	Investigate alleged breaches of Planning and Listed Building Consent including condition and s106 monitoring and resolve breaches of control through appropriate actions dependent on circumstances including negotiations, submission of applications, and where necessary, the serving of enforcement and other notices
	Hold Annual Members Design Tour and continue member training sessions
	Implement Service Improvements including annual Customer Satisfaction Survey, revise procedures for consultation, advertise and adopt Enforcement Plan
Deliver opportunities to promote understanding and enjoyment of the Broads via a range of Communications activity (PE1,2 and 3)	Produce and implement Broads National Park branding guidelines [BA Strategic Priority 1]
	Through Tourist Information Centres and Yacht Stations, provide a range of information and interpretation about the Broads and how to enjoy its special qualities.
	Provide and promote talks, walks, events and activities that offer a range of opportunities for people to experience the special qualities of the Broads
	Provide a presence at shows and events in partnership where appropriate including the Norfolk Show / Outdoors festival
	Provide a communications service to achieve coverage of news, events, festivals and opportunities for involvement and enjoyment in newspapers, on radio, TV and social media, and to raise public awareness of the Broads by seeking national coverage of the Broads on TV and in magazines and periodicals
	Produce and circulate the Broadcaster and Broadsheet newsletters
	Review Education Strategy with a view to adoption of new strategy in April 2017
	Implement Sustainable Tourism Strategy including development of Action Plan, and refresh Enjoy the Broads website
	Implement multiple actions for partner and community engagement in response to issues identified in 2014 stakeholder surveys [BA Strategic Priority 5]
	Develop strategy and projects that deliver aims and objectives of the Broads Plan
Review Broads Plan, for adoption in April 2017 [BA Strategic Priority 1]	
Review Volunteer Strategy with a view to adoption in April 2017	

(CC2, CC3, CC3, LC1, LC2,)	Provide and coordinate volunteering opportunities throughout the Broads in accordance with Strategy. Host annual National Park Volunteer Co-Ordinator Conference
	Implement 'climate-smart' Priority Actions [BA Strategic Priority 6]
	Develop Hickling Project and associated funding bid submission [BA Strategic Priority 3]
	Continue Barn owl Project
	wet grassland partnership project
	Undertake Fen Survey
	Implement revised Action Plan for Integrated Access Strategy. Projects to include: Staithes research project; Review of path cutting programme; Audit of footpath signs; Provision of demasting moorings; Feasibility on Stage 2 and 3 of Three Rivers Way
	Continue implementation of Broadland Rivers Catchment Plan including Slow the Flow project, initiate farmer advice group and implement Waterlife Projects, develop web maps
	Develop Landscape Partnership Scheme in line with Strategic Priorities [BA Strategic Priority 2]
	Prepare, consult on and adopt Conservation Area Appraisals for Stalham Staithe and Somerton
	Undertake Mill Condition Survey for LPS Mills [BA Strategic Priority 2]
	Plan for National Park Historic Environment Officers Conference in the Broads in 2017.
Provide financial management including: Financial Strategy and Annual Budget; budgetary control; preparation of Annual Accounts; external audit to achieve an unqualified audit and arrange insurance cover for the Authority's assets	End of year accounts, including Whitlingham Charitable Trust (WCT)
	Monthly financial monitoring reports, including WCT
	Tender for insurance renewal
	Internal and external audits management, including WCT Government returns for DCLG, CIPFA & HMRC 3-year Financial Strategy
Provide Information and Communications Technology (ICT) support including maintaining the operation and development of computer networks and telephone systems, ensuring business continuity and disaster recovery	Document Management System project – roll out
	Corporate priority projects: Asset Management, Tolls System upgrades, web mapping for Catchment Partnership and Local Plan mapping
	Hardware projects including server upgrades
	Implementation of Audit Recommendations
Tolls	Monitor toll compliance as part of paperless tolls system
	Collection of Toll Income and processing of payments
	Preparation of potential prosecutions
	Support for Tolls Working Group

Branding the Broads – Outcome of the Judicial Review
Report by Chief Executive

Summary: This report considers the outcome of the Judicial Review into the decision by the Broads Authority on 23 January 2015 to adopt the brand Broads National Park when marketing and promoting the area.

Recommendation: That the Authority welcomes the outcome of the Judicial Review hearing and the confirmation it provides for the legality of the decision it took in January 2015.

1 Background

1.1 The current Broads Plan contains the following objective:

“Promote a clear and consistent Broads ‘brand’ that defines the special qualities and status of the area as a resource for all” (PE1).

Developing a clear and consistent brand was a strategic priority for the Authority in 2013/14 but work on this objective was delayed “due to other more pressing priorities relating to the Comprehensive Spending Review and Navigation Charges for 2014/15”. Research on the topic, including seeking legal advice, finally began at the beginning of 2014.

1.2 At its meeting on 26 September 2014, the Broads Authority resolved unanimously to consult on the use of the term ‘Broads National Park’ to promote the area’s special qualities and encourage more visitors to Norfolk and Suffolk. The Authority used its standard list of organisations for the consultation and the Chairman of the Authority wrote directly to Lord de Mauley, the Minister in Defra responsible for National Parks. The standard period of three months was allowed for responses to the consultation ending on 31 December 2014.

1.3 The results of the consultation were reported to the meeting on 25 January 2015 and the Authority after considerable debate

RESOLVED by 11 votes in favour and 3 against with 2 abstentions

(1) Having reviewed the comments made in response to the consultation set out in the appendices, the Authority:

- (i) *noted and confirms that the proposal does not involve any change in the legal name or functions of the Broads Authority;*
 - (ii) *noted the generally positive response from the majority of stakeholder organisations who had responded;*
 - (iii) *resolved that the use of the brand “Broads National Park” will be conducive to the achievement of the three general duties in section 2 (1) of the Norfolk and Suffolk Broads Act 1988, particularly to the enjoyment and understanding of the Broads special qualities and that the use of the brand will have a positive effect on the factors set out in section 2(4) of the 1988 Act;*
 - (iv) *that the brand “Broads National Park” be adopted for marketing related purposes with immediate effect using the powers in Section 111 of the Local Government Act 1972; and*
 - (v) *that branding guidelines be produced for both staff and other organisations use and an additional £5,000 be allocated to the Communications budget for 2015/16 for the implementation of appropriate signage in collaboration with other organisations where possible.*
- (2) *That, in accepting the above, the Authority also*
- (vi) *resolved, in line with the suggestions from the Broads Hire Boat Federation & the Norfolk and Suffolk Boating Association, not to pursue the ambition in the Broads Plan 2011 for the Broads to become a national park in law;*
 - (vii) *for the avoidance of doubt, the Authority indicates that it has no intention of seeking the application of the Sandford Principle to the Broads Authority’s functions because it is of the view that the Habitats Regulations provide sufficient protection for the very special qualities of the area; and*
 - (viii) *delegated to the Chief Executive, in consultation with the Chairman as appropriate, the power to take such steps and obtain any advice required to protect the Authority’s position and to implement the project in accordance with the resolution and legal advice.*

1.4 A letter before action was sent on behalf of Mr and Mrs Harris of Catfield Hall on 16 April 2015, one week before the limitation period for a Judicial Review was due to expire and the Judicial Review Claim Form lodged with the High Court of Justice on 22 April.

1.5 On the 8 July 2015 the matter was raised by Keith Simpson MP in a Westminster Hall debate. The Defra Minister responsible for National Parks,

Rory Stewart, said that he was “more than comfortable” with the move to call the Broads a National Park. He added that the title was a “common sense term” which allowed the public to understand the protected status and special qualities of the Broads.

- 1.6 The application for permission to apply for Judicial Review was initially refused by the Honourable Mrs Justice Patterson on 13 July based on the papers submitted by both parties. A Notice of Renewal of claim for permission to apply for Judicial Review was lodged with the Court on 22 July 2015. Permission was subsequently granted by Mr Justice Singh 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.
- 1.7 The hearing was held on 10 and 11 February 2016 before Mr Justice Holgate and the judgement can be read on the Authority’s website.
- 1.8 The Court was asked to consider three grounds of challenge:
 - (i) the decision was ultra vires (i.e. the Authority did not have the power brand the Broads in this way);
 - (ii) the Authority had regard to an immaterial consideration, namely that the Habitats Regulations provided the required level of protection for the biodiversity of the Broads against damaging activities; and
 - (iii) the Authority’s decision was procedurally unfair because of the consultation process.

The claim was dismissed on all three grounds.

- 1.9 This is an important decision for the whole of Norfolk and Suffolk supporting the presence of the Broads in the East of England as the Broads National Park. The use of the term would be not just a welcome boost to the important tourism industry but also helpful to conservation organisations such as the Wildlife Trusts and the RSPB in attracting visitors to their reserves and promoting understanding of the very special wildlife present in the Broads.
- 1.10 The Claimants sought leave to appeal the decision and this has been refused. It is hoped this is the end of the matter. However, the Claimants do have 21 days in which to file an appellant’s notice seeking permission to appeal from the Court of Appeal itself. That is entirely a matter for them. In the meantime, the judgment is binding and the Authority can use the term Broads National Park to market the area and encourage local companies and partners to do the same. Members will be updated at the meeting on any further developments. The Broads Authority will continue to call itself as such and has stated that it does not intend to pursue any legal route to change the status of the area or adopt the Sandford Principle.
- 1.11 The Broads Authority has spent around £60,000 on external legal costs defending its decision. This has all been funded from National Park Grant. The time and money defending the Authority’s decision is regretted but in the

face of such a challenge necessary and of course the benefits for the area are very significant.

- 1.12 For those who have followed the case or are interested in National Parks the judgment contains some fascinating insights.

Para 73: “The starting point must be that the National Park legislation has no legal monopoly over the use of the term “national park”, whether capitalised or not. It is a part of our ordinary language”.

Para 74: “However... Parliament itself made the assessment that the qualities of the Broads made it appropriate to impose a legal regime which included the same twin objectives as underpin the National Park code.”

Para 87: “No reasonable member of the public would see the use of the words “Broads National Park” in promotional literature as referring to the specific legal regimes governing either the Broads or National Parks in the UK.”

- 1.13 I am advised that the judgment provides no authority for the wider arguments such as London branding itself a national park. The most important part of the judgment in this respect is the reasoning as to why the Authority has not misled the public. This highlights that the key and only point of distinction relied on by the Claimants between the 1949 Parks Act and the Broads is the Sandford Principle, and the judge did not think that the Sandford Principle was integral to people’s understanding of what a national park was.
- 1.14 This has been a team effort. Our Minister, Rory Stewart, defended the Authority’s position in a Westminster Hall debate. We received the backing of all the national park authorities in the UK, all our constituent local authorities and the two Chief Constables. The Authority’s preparation of its case was assisted by David Coleman (ex-Defra and Countryside Commission) who provided expert advice and moral support us through the process. Our thanks also go to Mark Pendlington (Group Director of Anglian Water), Simon Altham (MD of Hoseasons), Julian Roughton (CEO of Suffolk Wildlife Trust), James Berresford (ex CEO of Visit England), Caroline Topping and Hugh Taylor (Mayors of Beccles) and Katie Lawrence (ex Chair of Broads Tourism).
- 1.15 Stephen Johnson and Jacquie Burgess, Chairs of the Broads Authority, played important roles in the drafting of the Consultation Document which was instrumental in the whole process, as did a wide variety of members of staff.

2 Conclusions

- 2.1 Hopefully, the decision of the Court resolves a long running saga. In 1989 when the Broads Authority was established and the Broads was given an equivalent status to a National Park, the organisation used the strapline “Britain’s newest and very special National Park” but following objections dropped that characterization in the early 1990s. It is long overdue that this important landscape can use the term Broads National Park to promote the special qualities of the area to the wider world.

Background papers: Consultation Document – “The Broads National Park – making the most of a brand which is internationally recognized”

Consultation on the report Nigel Giffin QC

Author: John Packman
Date of report: 7 April 2016

Broads Plan Objectives: PE1

Appendices: APPENDIX 1 - Copy of the Order of the Court

IN THE HIGH COURT OF JUSTICE
QUEEN'S BENCH DIVISION
ADMINISTRATIVE COURT

Before The Honourable Mr Justice Holgate

B E T W E E N:

THE QUEEN
on the application of
TIMOTHY CHARLES HARRIS AND ANGELIKA HARRIS

Claimants

- and -

BROADS AUTHORITY

Defendant



ORDER

UPON hearing Leading Counsel for the Claimants and for the Defendant upon the Claimants' claim for judicial review dated 22 April 2015

IT IS ORDERED THAT:

1. The claim for judicial review is dismissed.
2. Each Claimant shall pay £5,000 towards the Defendant's costs of these proceedings.
3. The Claimants' application for permission to appeal to the Court of Appeal is refused.

Dated: 12th April 2016

By the Court 1

National Park Plan
Report by Chief Executive and Head of Strategy and Projects

Summary:	The implications of the recently published National Park Plan are considered.
Recommendation:	That the Authority Notes the content of the National Parks Plan and supports the suggestion that the delivery of relevant items in the Plan be considered alongside the new Broads Plan in the autumn.

1 Introduction

- 1.1 On 23 March Liz Truss, our Secretary of State, launched an 8-Point Plan for England's National Parks in the South Downs. A copy of the Plan has been previously circulated to Members and can be found at the Defra website via the following link:

<https://www.gov.uk/government/news/new-plan-for-national-parks-gives-every-schoolchild-a-chance-to-visit>

- 1.2 The Plan is heavily focused on the second National Park purpose, in our case: – **“promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public”**. The Plan is born out of Ministers' enthusiasm and support for National Parks and the work of the authorities. It is very much their plan but nevertheless fits rather well into much of what we are already doing or plan to do. The Plan includes a case study from our Landscape Partnership Scheme, “Going the Extra Mile”, referenced on page 16.
- 1.3 There are no additional resources provide for the delivery of the objectives in the Plan but rather that they will be delivered through the collective effort of the 9 national park authorities and the Broads Authority. Park authorities will focus their attention on different elements of the Plan so that it doesn't mean that there is an imperative to change direction but rather consider how the National Park Plan relates to the priorities in our emerging new Broads Plan.

Aspiration	Assessment of current situation	Potential Realistic steps in the short term
<i>Inspiring Natural Environments</i>		
<p>1. Connect young people with nature</p> <ul style="list-style-type: none"> • Double the number of young people to experience a National Park as part of National Citizen Service by 2020. • A new package of teaching materials for schools based on National Parks. • National Park Authorities to engage directly with over 60,000 young people per year through schools visits by 2017/18. 	<ul style="list-style-type: none"> a. Currently not involved with Citizen Service b. Pack of teaching materials slowly growing under the 'Broads Curriculum' heading. Plans to develop it significantly under Water Mills and Marshes c. Around 4,000 young people visit under Broads Authority auspices and 25-30,000 under the Broads Environmental Education Network 	<ul style="list-style-type: none"> i. Investigate National Citizen Service and potential for the Broads Authority being involved ii. Continue the development of Broads specific teaching materials iii. Continue to work with the Broads Environmental Education Network to increase school visits
<p>2. Create thriving natural environments</p> <ul style="list-style-type: none"> • National Park Authorities, with the Environment Agency and Natural England, to champion integrated management of the natural environment, showcasing the benefits that designated landscapes can bring. 	<ul style="list-style-type: none"> d. Pilot Park for ecosystem assessment showing capability for taking an integrated viewpoint. e. PDG process founded on seeking multiple benefits during interventions. f. Major project bids have multiple benefits (LPS, CANAPE) g. Strong lead for integrated water management through Catchment Partnership hosting, chairing, plan and projects 	<ul style="list-style-type: none"> iv. Continue to champion integrated management of the natural environment, particularly through leading role in the Catchment Partnership. v. The Landscape Partnership and CANAPE, if successful, will showcase the benefits of designated landscapes

Aspiration	Assessment of current situation	Potential Realistic steps in the short term
<i>Drivers of the Rural Economy</i>		
<p>3. National Parks driving growth in international tourism</p> <ul style="list-style-type: none"> • Promote National Parks as world-class destinations to visitors from overseas and the UK. • Increase annual visitors from 90m to 100m, generating an estimated £440m for local businesses. 	<p>h. Marketing work has taken us to The Netherlands recently</p> <p>i. Working to establish new structure and priorities for Broads Tourism based on revised Sustainable Tourism Strategy</p>	<p>vi. The Broads Authority has been a national leader in the promotion of sustainable tourism. Closer work with Broads Tourism on marketing and the implementation of the new branding will help promote the Broads as a world-class destination. Our joint aim is to increase the total number of visitors and extend the season.</p>
<p>4. Deliver new apprenticeships in National Parks</p> <ul style="list-style-type: none"> • Develop three new apprenticeship standards led by National Park Authorities. • Double the number of apprenticeships in National Park Authorities by 2020. 	<p>j. Have 3 apprentices working on practical aspects of countryside and navigation management</p> <p>k. LPS project will explore training opportunities and develop new routes for heritage building conservation training and qualification</p>	<p>vii. The Authority will support the development of the new national standards by National Parks England.</p> <p>viii. The employment of three apprentices in the Operations Directorate has been a great success. The Authority will consider a proposal to double the number and investigate extending the scope to areas across the whole organisation.</p>

Aspiration	Assessment of current situation	Potential Realistic steps in the short term
<p>5. Promote the best of British food from National Parks</p> <ul style="list-style-type: none"> • National Parks will be known for, and visited as, great food destinations. • Work with National Park Authorities and the Great British Food Unit to deliver more Protected Food Names for National Park products and increase exports. • The Government will celebrate National Park produce. 	<p>i. Eating out guide produced for last 9 years with element of local produce within it</p>	<p>ix. Aim to keep driving up the standard of local providers through the Eating Out Guide.</p> <p>x. Not sure how relevant Protected Food Names are for the Broads – there has been promotion of Broadland beef in the past.</p>
<p>6. Everyone’s National Parks</p> <ul style="list-style-type: none"> • Complete the designation to extend the boundaries of the Lake District and Yorkshire Dales National Parks. • Encourage more diverse visitors to National Parks. • Promote volunteering in National Parks. • Celebrate the 70th Anniversary of National Parks’ creation. 	<p>m. Was involved in the MOSAIC project though little remains of the initiative now</p> <p>n. LPS has flagged up the desire to consider how to reach a more diverse audience and awaits the ‘audience development plan’ to plot way forward</p> <p>o. Volunteer service now firmly established with realistic processes. Revision of Volunteer Strategy due by end of 2016</p>	<p>xi. The Landscape Partnership Scheme will include engagement with communities in Great Yarmouth and Lowestoft and Norwich who haven’t traditionally engaged with National Parks.</p> <p>xii. We will continue to promote volunteering</p> <p>xiii. We will contribute to the celebration of the 70th Anniversary of National Parks in 2019</p>

Aspiration	Assessment of current situation	Potential Realistic steps in the short term
National Treasures		
<p>7. Landscape and heritage in National Parks</p> <ul style="list-style-type: none"> • Work with the Heritage Lottery Fund to achieve their objective of encouraging more fundable projects in the Natural Heritage sector. • Enhance people’s involvement in the interpretation of the historic environment and natural beauty in National Parks. • Support the Lake District’s bid for UNESCO World Heritage Status. • Tell the story of cultural landscapes in England’s National Parks. 	<p>p. Current LPS scheme includes work on Natural Heritage and probably precludes other short term opportunities</p> <p>q. Working up Broads bid for inclusion in NE led HLF bid for wet grasslands. Not involved in dunes bid but likely to be involved in peat bid in 2017</p> <p>r. Interpretation present in varying forms but with limited strategic framework. Outdoor festival growing. New branding for NP waiting in the wings to drive forward change</p> <p>s. LPS centred on the story of the cultural landscape of the drained marshes and should provide new opportunities</p> <p>t. Potential to pilot work on interpretation of landscape related to a changing climate within a protected landscape to help change understanding and behaviours at community level</p>	<p>xiv. The Authority’s major effort will be focused on the Landscape Partnership Scheme The other major issue is likely to involve the future of the Norfolk Windmills and Pumps Trust and the How Hill Mills in particular.</p> <p>xv. Engagement with the local population on the implications Climate Change will continue to be important.</p>

Aspiration	Assessment of current situation	Potential Realistic steps in the short term
<p>8. Health and wellbeing in National Parks</p> <ul style="list-style-type: none"> • Promote innovative schemes for National Parks to serve national health. • Realise the immense potential for outdoor recreation in National Parks. 	<ul style="list-style-type: none"> u. Limited work related to health directly by the BA. Review of options should report mid-year v. IAS provides priorities for land based walking and cycling which have strong potential (with LPS playing a part in implementation). Potential for waterway based opportunities though priorities are not clear. 	<p>xvi. National Parks England is submitting a bid to the Big Lottery on behalf of the 10 English Parks and if successful this would provide resources for the Authority to engage in this area.</p> <p>xvii. We will continue to promote the Broads for cycling and canoeing.</p>

3 Conclusion

3.1 The National Park Plan provides an interesting list of topics for the Authority to consider. The proposed actions in the Plan for the Parks as a whole need to be considered alongside the development of the new Broads Plan, and take account of the level of resources available. It is therefore suggested that a workshop be held in the Autumn looking at priorities for expenditure in 2017/18 and beyond. How the 8 points in the National Park Plan relate to the developing ambitions in the Broads Plan and other challenges will also need to be considered.

Background papers: None

Author: John Packman, Simon Hooton
Date of report: April 2016

Broads Plan Objectives: None

Appendices: NONE

Strategic Direction
Report by Chief Executive

Summary: This report sets out progress in implementing the Authority's Strategic Priorities for 2016/17.

Recommendation: That the updates for 2016/17 be noted (Appendix 1).

1 Progress on Strategic Priorities 2016/17

- 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 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.
- 1.2 An update on the Strategic Priorities for 2016/17 is outlined in Appendix 1.
- 1.3 Appendix 2 outlines the key guiding strategies that set the direction for many aspects of the Authority's work. Progress on these strategies will be reported biannually to the Broads Authority.

Background papers: None

Author: Maria Conti
Date of report: 26 April 2016

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1: Strategic Priorities 2016/17
APPENDIX 2: BA Key Strategic Documents

Strategic Priorities 2016/17

1. 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.

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.

3. Hickling Broad 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 and implement Broads National Park branding guidelines.

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.








6. Integrated flood risk management and 'climate-smart' communities

Support EA review of short-term flood risk management strategy towards developing a longer-term integrated strategy for the coast and Broads. Develop approaches to climate adaptation planning and action within protected landscapes for local communities and visitors.

Broads Authority strategic priorities 2016/17					
	Project	Milestones	Progress	Status	Contact
1	Broads Plan review	Consult on revised draft Broads Plan 2017 by end Jul 2016 (min. 8 weeks' consultation) Adopt final plan Mar 2017; implement Apr 2017	Responses to first draft Plan being assessed to inform preparation of revised draft plan for consultation.		Maria Conti
2	Broads Landscape Partnership Scheme: Water, Mills and Marshes	Hold 'drop in' events in Apr/May/Nov 2016 in Landscape Partnership Scheme area Hold partner/stakeholder LPS events by end Jul 2016	Multi-theme 'drop in' events held in Stalham, Oulton and Brundall in Mar 2016. <u>Event planned for May for Suffolk Parishes within LPS</u>		Will Burchnell
		Landscape Conservation Action Plan (LCAP): <ul style="list-style-type: none"> Submit draft LCAP to LPS Board by end Nov 2016 Carry out LCAP consultation: Dec 2016/ Jan 2017 Submit final draft LCAP to LPS Board: Mar 2017 Submit LCAP and second stage HLF app by May 2017 	First draft LCAP being prepared. Contracts to revise Landscape Character Assessment and development plans let on time and within budget.		
3	Hickling Broad Enhancement Project	Submit planning application for Stage 2 in Apr 2016	Stakeholder exhibition held 19 Apr (pre-planning consultation); planning app to be submitted taking feedback into account.		Trudi Wakelin
		Start Phase 2 construction in Nov 2016	-		
		Develop full funding application for CANAPE project by Jan 2017	Expression of Interest submitted Mar 16; decision expected July 16.		
4	Promoting the Broads	Review outcome of Judicial Review in Apr 2016	Waiting to see if claimants lodge leave to appeal after all grounds of JR rejected by		Lorna Marsh

Broads Authority strategic priorities 2016/17					
	Project	Milestones	Progress	Status	Contact
			Judge. Plans in place to develop branding guidelines with Broads Tourism once outcome known.		
5	Stakeholder Action Plan	Send regular updates from Chief Executive to Parish Clerks and other stakeholder groups	Updates disseminated as <i>ad hoc</i> communications from Chief Executive to staff and members. Now need to extend to Parish Clerks.		Lorna Marsh
		Hold min x2 issue/project focused area Parish Forums: <ul style="list-style-type: none"> Waveney/Yare in Apr/May and Nov 2016 - Landscape Partnership Scheme (LPS) Ant/Bure or Thurne/Bure in Sept/Oct 2016 (Hickling project <i>or</i> flood risk management strategy) 	LPS Suffolk event scheduled May 2016		Maria Conti
		Provide updates on activities to promote area to Broads Tourism and to BA as part of biannual Broads Plan/ BA strategic priorities reporting	BA strategic priorities updates provided. Broads Tourism updates to be provided through new Tourism Strategy Annual Action Plan reporting.		Lorna Marsh
6	Integrated flood risk management and 'climate-smart' communities	Report on outcome of EA review to Broads Forum and BA by Autumn 2016	Work underway		Simon Hooton
		Identify next steps to engage public on flood risk management and saline incursion issues - by Dec 2016	Initial discussions held with Norfolk Resilience Forum to explore joint action.		
		Report on engagement and adaptation planning process to Broads Forum and BA – Autumn 2016 & Spring 2017	In progress		
		Establish core group and prepare external funding bid	Preliminary core group		

Broads Authority strategic priorities 2016/17				
Project	Milestones	Progress	Status	Contact
	for climate interpretation in protected landscapes. Submit bid by end 2016.	identified and planning next steps.		

Key	Progress	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		

Broads Authority - Key Strategic Documents

The table below sets out the key strategic documents that guide and inform the work of the Broads Authority (and in many cases that of its partners).

This is not an exhaustive list of all strategies the Authority either produces or contributes to; however these guiding strategies set the direction for many aspects of the Authority’s work. They are Broads-wide and in some cases wider (e.g. catchment scale). Many are underpinned by more detailed thematic or site-specific plans, which then translate into specific operational projects.

It is proposed to update Members bi-annually on the progress of these strategies at the May and November meetings of the Broads Authority, following the adoption of the next Broads Plan in April 2017.

Strategy/Plan	Scope of Strategy/Plan (geographic area covered is Broads Executive Area unless specifically advised)	Lead BA Officer	Status	Key Delivery Partners
Broads Plan	Strategic management plan for the Broads Executive Area	Maria Conti	Adopted 2011 (2011-2016) Currently under review (See BA Strategic Priorities) 5-7 year plan period	All stakeholders – the Broads Plan is a plan for the Broads, not just the Broads Authority
Broads Local Plan (previously Broads Local Development Framework)	Planning policy document used in determining planning applications within the Broads Executive Area	Natalie Beal	Under review Plan period up to 2036	Landowners, applicants, agents, communities, statutory/non-statutory bodies
Broads Biodiversity and Water Strategy	Implementation of the National Biodiversity 2020 Strategy within the Broads	Andrea Kelly	Adopted 2013 Action Plan being implemented	Broads Conservation Partnership/Broads Biodiversity Group
Broadland Rivers Catchment Plan	Water management within the whole of the Broadland	Neil Punchard	Adopted 2014 Action Plan being	Broadland Catchment Partnership (BCP)

	Rivers Catchment		implemented	
Broads Climate Adaptation Plan	'Climate-smart' planning and adaptation within the Broads	Simon Hooton	Adopted 2016	Broads Climate Change Partnership
Integrated Access Strategy	Improving access facilities and links to and between land and water in the Broads, and access to the area	Adrian Clarke	Adopted 2013 Action Plan currently being reviewed	Broads Local Access Forum (BLAF)
Sustainable Tourism Strategy	Promotion/ management of sustainable tourism within the Broads Executive Area and 'area of influence'	Bruce Hanson	Currently under review See agenda	Broads Tourism
Education Strategy	Strategic guidance for the delivery of environmental education in the Broads	Nick Sanderson	Adopted 2012 (2012-2016) Currently under review	Broads Environmental Education Network (BEEN)
Volunteer Strategy	Strategic guidance for the promotion and delivery of the BA Volunteer Service	Beth Williams	Adopted 2012 (2012-2016) Currently under review	Broads volunteers and BA staff
Financial Strategy	Strategy for the use of resources within the Broads Authority	Emma Krelle	Adopted 2016 Plan period (2016/17-2017/18)	Broads Authority
Business Plan	Annual overview of the Broads Authority's planned activities	BA Management Team	Adopted annually See agenda	Broads Authority

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.

Recommendation:

Section 2-6

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

Section 7

(ii) That the standing list for the piling contractors (7.10) and fen contractors (7.17) be approved.

1 Introduction

1.1 This report covers three items, the Consolidated Income and Expenditure from 1 April 2015 – 31 March 2016, the standing list for piling contractors and the standing list for fen contractors.

2 Overview of Actual Income and Expenditure

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

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(6,240,632)	(6,214,345)	- 26,287
Operations	3,685,051	3,529,588	+ 155,463
Planning and Resources	2,714,427	2,436,722	+ 277,705
Chief Executive	440,040	503,140	- 63,100
Projects, Corporate Items and Contributions from Earmarked Reserves	(662,970)	(402,467)	- 260,503
Net (Surplus) / Deficit	(64,084)	(147,363)	+ 83,279

2.1 Core navigation income and interest continued to remain behind budget until the end of the year but was within £2,569 of the forecast. Interest performed slightly better than previously expected. The remaining variances that have continued until the end of the year are due to:

- A favourable variance within Operations budgets relating to:
 - Equipment, Vehicle and Vessels is under budget by £46,152 due to savings on the Wherry tender and the last 10% not being due until 2016/17. In addition there is also savings on fuel and vehicle leases.
 - Land Management is under budget by £16,016 due to success in achieving additional income.
 - Practical Maintenance is under budget by £48,839 mainly due to the cancellation of the Cockshoot boardwalk repairs which was to be funded from reserves.
 - Asset Management is under budget by £11,563 due to savings on property consultancy fees.
- A favourable variance within Planning and Resources budgets relating to:
 - Development Management is under budget by £102,735 due to additional income being received for Section 106 agreements and Generation Park works.
 - Strategy and Projects is under budget by £28,162 due to additional income being received for the Catchment Partnership for the Slow the Flow project and the Local Plan expenditure being transferred to 2016/17.
 - Project Funding is under budget by £22,454 due to a staff vacancy that has been covered by a contractor.
 - Communications is under budget by £19,560 due to additional income being received and the delayed branding expenditure.
 - Visitor Centres and Yacht Stations is under budget by £30,428 due to additional income being received.
 - ICT is under budget by £38,871 due to delayed DMS project which has been transferred to 2016/17. In addition there has also been savings on the photocopier leases.
 - Premises is under budget by £19,785 due to savings within facilities Management and the deferred lease initiative.
- An adverse variance within Chief Executive budgets relating to:
 - Legal budget is above budget by £63,100 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 under budget by £88,171 due to the delays on the DMS expenditure, the Local and Broads Plan expenditure. The balance on these will be transferred to 2016/17 contribution from reserves.
 - Property reserve is under budget by £36,195 due to the cancelled expenditure on Cockshoot boardwalk.
 - Plant, Vessels and Equipment reserve is under budget 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 £71,978. These items have been 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 £59,155.

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 was 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. This has remained the same since the report to you on 18 March 2016 (a consolidated surplus of £64,084).

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. The following adjustments in the table below have been made since the last update provided on the January 2016 figures.

Table 2 – Adjustments to Forecast Outturn

Item	£
Forecast outturn surplus per LAB	(64,084)
Adjustments to forecast outturn reported 18/03/16	(5,059)
Increase to Toll income	(3,137)
Increase to Dredging expenditure for additional hire costs	1,500
Increase to Fen Management expenditure for additional hire costs	1,500
Increase to Premises expenditure for unoccupied costs at Ludham	8,287
Decrease to Operations Management Administration due to savings and additional income	(6,177)
Increase to Development Management income for additional planning applications	(5,000)
Increase to Yacht Station income	(3,550)
Decrease to ICT expenditure for lease savings	(8,500)
Decrease to Resources Management Administration expenditure	(5,000)
Decrease to Governance expenditure due to savings on printing	(2,400)
Forecast outturn surplus as at 31 March 2016	(91,620)

4.2 This represents a variance of £55,743 against the actual. The main reason for the difference between the forecast outturn and the actual is due to small cumulative additional savings, items not included above, such as Yare House and Asset Management, and income exceeding forecast predictions. It is possible that this variance can be further reduced subject to any carry forwards requests. An update on these will provided during the meeting.

5 Reserves

5.1 The table below takes account of the year end adjustments of interest and the closure of the PRIMSA reserve with the balance transferred to the Plant, Vessels and Equipment reserve. This is available this year for the first time at this meeting because the Authority is trialling a fast close of the Accounts.

Table 3 – Consolidated Earmarked Reserves

	Balance at 1 April 2015	In-year movements	Current reserve balance
	£	£	£
Property	(586,757)	226,154	(360,603)
Plant, Vessels and Equipment	(240,790)	(61,435)	(302,225)
Premises	(169,930)	(31,745)	(201,675)
Planning Delivery Grant	(353,676)	62,812	(290,864)
Mobile Phone Upgrade	(469)	469	-
Upper Thurne Enhancement	(53,285)	(3,267)	(56,552)
Section 106	(16,652)	(59,816)	(76,468)
PRISMA	(171,869)	171,869	-
Heritage Lottery Fund	-	(55,956)	(55,956)
Total	(1,593,427)	249,085	(1,344,343)

5.2 £665,324 of the current reserve balance relates to navigation reserves.

6 Summary

6.1 The figures above will be the basis of the Statement of Accounts and include the year end stock adjustments. The surplus on the national park side is £84,797 and £62,566 on navigation, resulting in a consolidated surplus of £147,363. After the year end adjustment for interest to the earmarked reserves the general fund reserve is £1,035,375 and the navigation reserve is £333,949. This means that the navigation reserve sits slightly below the recommended 10% at 9.8% of net expenditure at the end of 2015/16.

7 Standing Tender List for Piling Contractors and Fen Management

Overview

- 7.1. This section of the report outlines the process through which contractors have been invited and assessed for inclusion on a standing list of contractors for both the piling contractors and fen management.
- 7.2. Section 15 of the Authority's 'Standing Orders relating to Contacts' sets out a procedure for Selective Tendering from a standing list of approved contractors. This Standing Order applies where the Authority or appropriate committee has decided that invitations to tender for a contract are to be limited to those persons or bodies whose names are included in a list compiled and maintained for that purpose.

Selection Process

- 7.3. In accordance with Standing Order 15, an advert for expressions of interest for inclusion on a standing list was published in the Eastern Daily Press. In addition the piling advert was also included on the Broads Authority website and on the Government's contract finder website. Both sets of interested parties were required to complete a questionnaire.

Piling Contractors

- 7.4. In 2013 the Broads Authority agreed to the establishment of a standing list of piling contractors. The benefits of continuing to operate a standing list include:
- Increased time efficiency (open tendering requires publication of a tender advert for a minimum of 28 days)
 - Reduced costs (a published tender advert typically costs £500)
 - Assurance of contractor competency and health and safety management
- 7.5. The Committee also approved nine contractors for inclusion which were recommended following a prequalification process. Over the last three years the standing list has been used for a number of projects which the Authority had to outsource, including replacing channel markers, Turntide Jetty reconstruction, Hardley Flood weir.
- 7.6. The Authority expects to budget £450,000 over the next three years for piling work. The focus of which will be on 24hr mooring re-piling. The existing standing list has now expired. Typical single contract values are expected to be between £50,000 and £150,000. However contractors on the Standing List may be used for piling works of up to a maximum single contract value of £300,000.

7.7 The following contractors expressed an interest in inclusion on the Standing List:

1. Miles Waterscapes
2. Land and Water Services
3. Amis Piling and Dredging
4. D & R Marine
5. BAM Nuttall
6. Drake Towage
7. Olympic Ltd.
8. Topbond
9. G T Rochester Plant
10. McLaughlin and Harvey
11. AGA Bioengineering Systems Ltd

Seven of these contractors were included on the previous standing list.

7.8 Each of these contractors was then sent a questionnaire which covered the following areas:

- Company details
- Project experience
- Work capability
- Sub-contracting
- Health & Safety
- Insurances

7.9 Each submitted questionnaire was reviewed with the purpose of checking that the details provided met the approval criteria stated in the questionnaire.

Recommendations

7.10 Eight of the eleven contractors who expressed an interest submitted a completed questionnaire with all the information required and fulfilled the criteria for approval. These contractors are:

- (i) Miles Waterscapes
- (ii) Land and Water Services
- (iii) Amis Piling and Dredging
- (iv) Drake Towage
- (v) Olympic Ltd.
- (vi) Topbond
- (vii) G T Rochester Plant
- (viii) AGA Bioengineering Systems Ltd

Six of these eight contractors are either already established within the Broads or have undertaken work for the Broads Authority in the past. The exceptions are Topbond and AGA Bioengineering Systems, who have not yet undertaken piling work within the Broads, but have demonstrated good capability and experience of waterside piling elsewhere.

It is recommended that the Authority approves all eight contractors for inclusion on the Standing List.

Three contractors, who expressed an interest did not return the questionnaire and therefore are not included in the above recommended list.

Fen Management Contracts

- 7.11 Since 2001, the Authority has worked with local reed and sedge cutters to facilitate the continuation of this heritage industry (Action Plan for the Reed and Sedge Cutting Industry, 2012₁). One of the ways in which the Authority has provided support is to offer small-scale fen management work to reed and sedge cutters, at the time of year when commercial reed and sedge cannot be harvested.
- 7.12 This small-scale contract work typically includes scrub clearance and conservation mowing of non-commercial fen on Broads Authority land and / or sites where the Authority is the managing agent. Such contract work aids the Authority in achieving its management obligations.
- 7.13 The contract work is divided and awarded equally to all interested cutters who can demonstrate appropriate equipment and health and safety standards. A standard day rate for payment is agreed between the Authority and the Broads Reed and Sedge Cutters Association (BRASCA). This rate is assessed annually to ensure the rate represents good value for the Authority, compared to that charged by other similar commercial wetland management contractors, and also to take account of any inflationary change.
- 7.14 The benefits of compiling this list are as follows:
- All local reed and sedge cutters who actively harvest these products commercially, and wish to apply for small-scale contract work are given an equal opportunity to do so.
 - Information relating to equipment certification and insurance can be gathered, held and updated centrally.
 - Contractor competency and health and safety management can be assessed through a formal process.
- 7.15 The following contractors expressed an interest in inclusion in the Standing List, all of whom had successfully joined Standing List in 2013:
1. Chris Henshaw
 2. William Burgess
 3. Robert Fransham
 4. David Fransham
 5. Rowan Nichols
 6. Paul Eldridge
 7. Jeremy Nicholls
 8. Lawrence Watts

9. Bev Blades
10. Marcus Satchel
11. Michael Nichols

Recommendation

- 7.16 All of these contractors were asked to complete a form confirming existing details and asked to submit up to date certificates. Each submitted form was reviewed for the purpose of checking that the details provided met the stated approval criteria.
- 7.17 All eleven contractors comprehensively provided all the information required and fulfilled the criteria for approval. It is therefore recommended that the Authority approves these contractors for inclusion on the standing list as set out in recommendation (ii) above.

Management of the Standing Lists

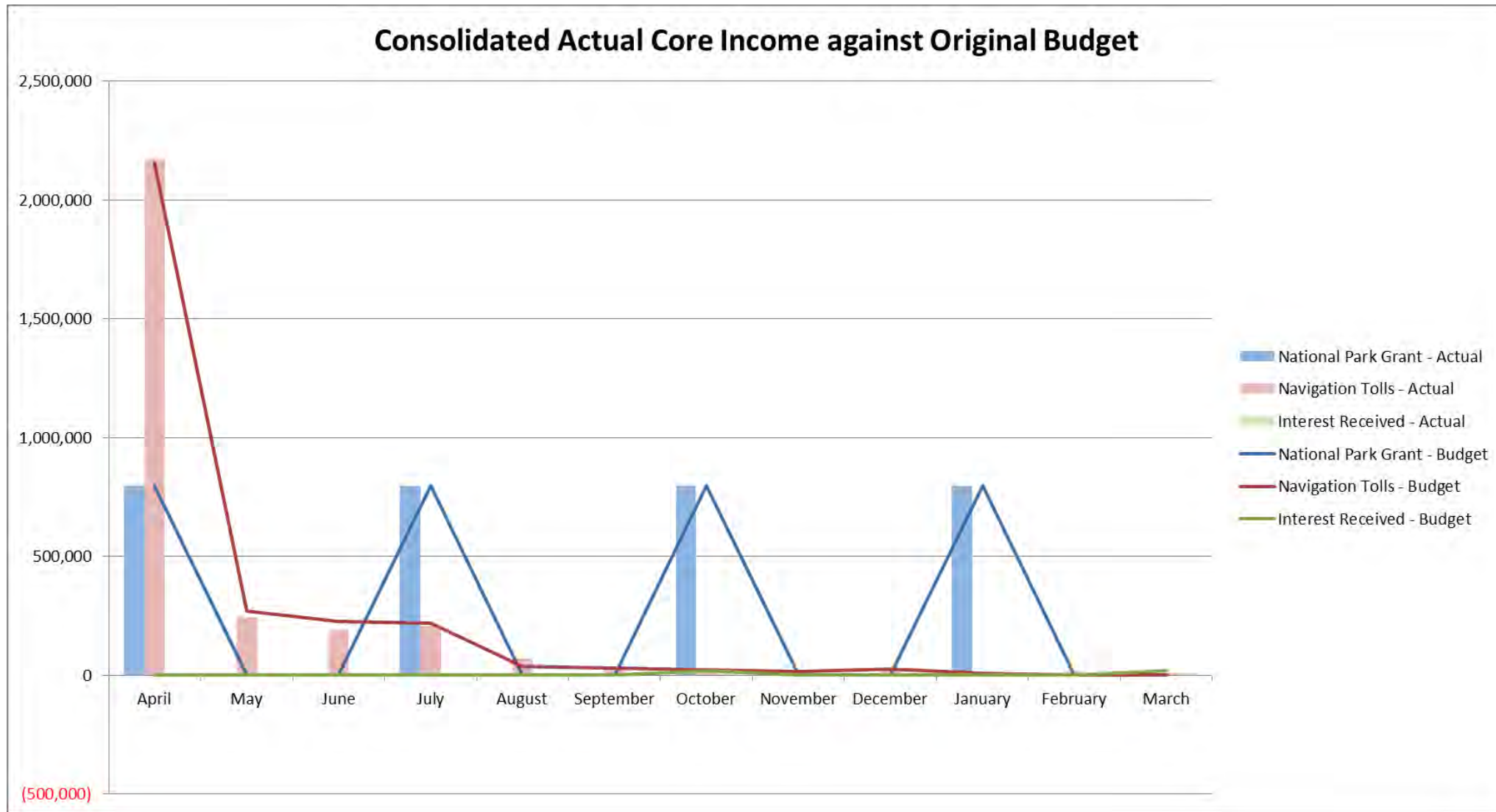
- 7.18 Both Standing Lists will be reviewed at intervals not exceeding three years. Upon each review the following steps will be undertaken:
 - a. All contractors on the Standing List will be contacted at least 4 weeks before the review and asked if they wish to remain on the list.
 - b. All projects executed using the Standing List will be reviewed and any contractor who has not performed adequately (e.g. breach of contract, not meeting the requirements of the specification, method statements or risk assessments) will be removed from the list.
 - c. Contractors not on the list who have expressed an interest in inclusion on the list, may be recommended to the Authority for inclusion on the list upon submission of an adequately completed questionnaire.
- 7.19 Each Standing List will be renewed on a three year basis (the next being April 2019). Upon renewal the full process will be repeated whereby an advert for expressions of interest will be published and all interested contractors will be invited to complete an approval questionnaire. A list of competent contractors will then be put to the Authority for approval.

Background papers: Broads Authority – Standing Orders Relating to Contracts
[http://www.broads-authority.gov.uk/broads/live/authority/publications/conservationpublications/Action Plan for the Reed and Sedge Cutting IndustryMay 2012.pdf](http://www.broads-authority.gov.uk/broads/live/authority/publications/conservationpublications/Action%20Plan%20for%20the%20Reed%20and%20Sedge%20Cutting%20IndustryMay2012.pdf)

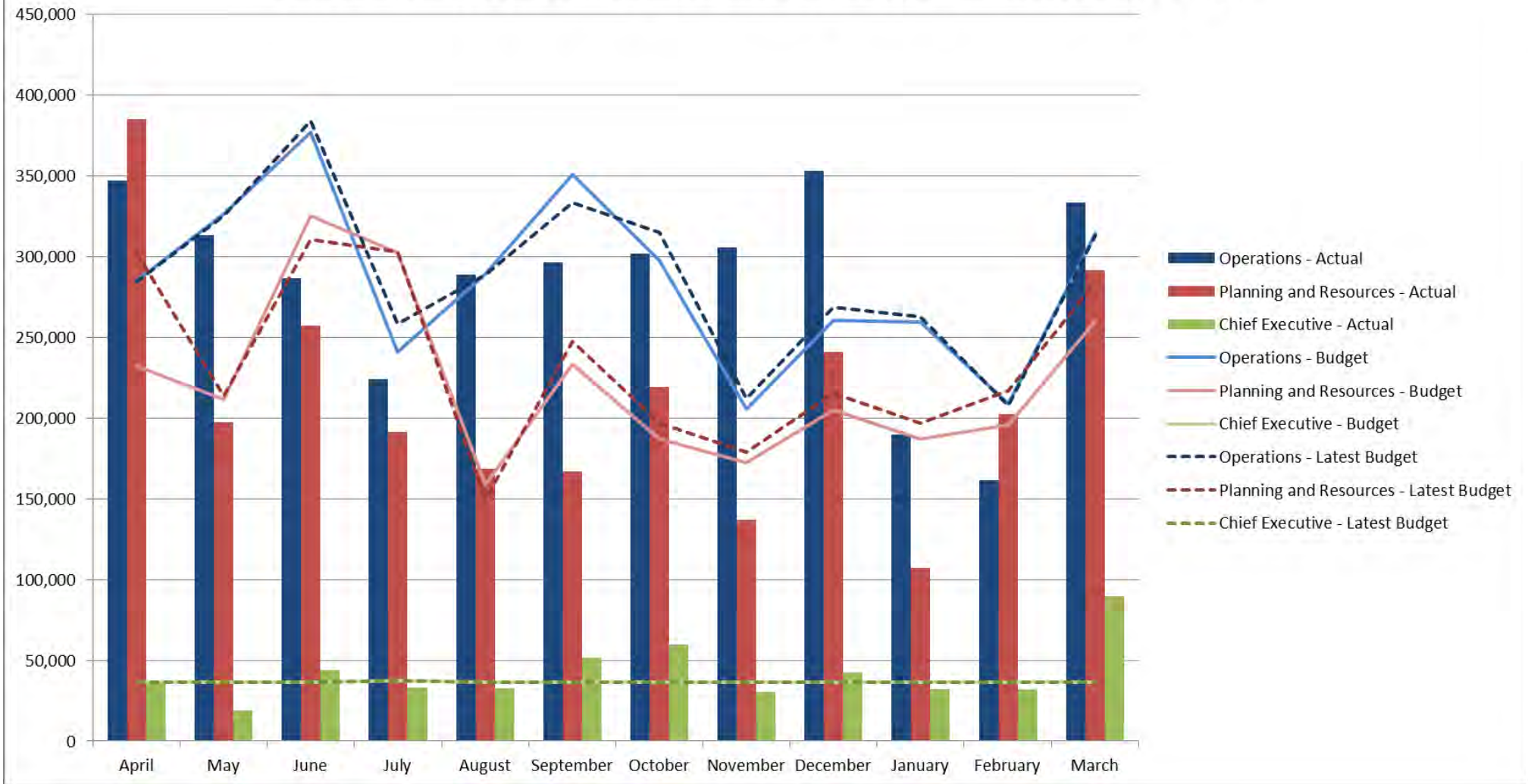
Author: Emma Krelle
Date of report: 26 April 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 31 March 2016
APPENDIX 2: Financial Monitor: Consolidated Income and Expenditure 2015/16



Consolidated Net Actual Expenditure against Original and Latest Budget



To 31 March 2016

Budget Holder (All)

Row Labels	Values				
	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,240,632)		(6,240,632)	(6,211,776)	-28,856
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)	(1,068,802)	-21,723
Income	(1,090,525)		(1,090,525)	(1,068,802)	-21,723
Private Craft Tolls	(1,869,042)		(1,869,042)	(1,873,422)	4,380
Income	(1,869,042)		(1,869,042)	(1,873,422)	4,380
Short Visit Tolls	(38,363)		(38,363)	(43,617)	5,254
Income	(38,363)		(38,363)	(43,617)	5,254
Other Toll Income	(18,750)		(18,750)	(16,983)	-1,767
Income	(18,750)		(18,750)	(16,983)	-1,767
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	3,567,572	117,479
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	590,628	53,172
Income			0		0
Expenditure	631,500	12,300	643,800	590,628	53,172
Water Management	172,500	56,950	229,450	230,950	-1,500
Income			0		0
Expenditure	172,500	56,950	229,450	230,950	-1,500
Land Management	(36,000)		(36,000)	(43,600)	7,600
Income	(90,000)		(90,000)	(102,500)	12,500
Expenditure	54,000		54,000	58,900	-4,900

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	134,290	3,213
Income	(10,667)		(10,667)	(10,667)	0
Expenditure	148,170		148,170	144,957	3,213
Operations Management and Administration	127,530		127,530	121,353	6,177
Income	0		0	(2,177)	2,177
Salaries	115,030		115,030	115,030	0
Expenditure	12,500		12,500	8,500	4,000
Planning and Resources	2,547,090	167,337	2,714,427	2,563,797	150,630
Development Management	241,882	20,000	261,882	228,120	33,762
Income	(60,000)		(60,000)	(92,262)	32,262
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	220,970	19,550
Income	(218,000)		(218,000)	(237,550)	19,550
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
Income			0		0
Salaries	104,040		104,040	104,040	0
Expenditure	12,700		12,700	12,700	0
ICT	289,380	30,000	319,380	288,899	30,481
Salaries	132,680		132,680	135,386	-2,706
Expenditure	156,700	30,000	186,700	153,513	33,187
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	194,560	15,000
Income	0		0	(10,000)	10,000
Salaries	128,360		128,360	128,360	0
Expenditure	81,200		81,200	76,200	5,000
Chief Executive	440,040		440,040	486,081	-46,041
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	154,801	-47,541
Income	0		0	(3,360)	3,360
Salaries	47,260		47,260	36,725	10,535
Expenditure	60,000		60,000	121,436	-61,436
Governance	119,790		119,790	117,390	2,400
Salaries	65,590		65,590	65,590	0
Expenditure	54,200		54,200	51,800	2,400

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Chief Executive	101,460		101,460	101,460	0
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)	(609,294)	-165,676
Earmarked Reserves	(536,500)	(238,470)	(774,970)	(609,294)	-165,676
Expenditure	(536,500)	(238,470)	(774,970)	(609,294)	-165,676
Grand Total	(139,421)	75,337	(64,084)	(91,620)	27,536

**Draft Strategy and Action Plan for
Sustainable Tourism in the Broads 2016–2020**
Report by Head of Communications

Summary: This report presents the final version of the Strategy and Action Plan for Sustainable Tourism in the Broads, for the years 2016–2020, following the review of the strategy covering the previous five years.

Recommendation: That the Authority

- (i) adopts the Strategy and Action Plan for Sustainable Tourism as amended following consultation; and
- (ii) notes the three top priorities for completion in Year 1 and the proposal to bring a report to a future meeting on their implementation.

1 Responses to the Draft Plan

- 1.1 Members will recall that they considered a Draft Strategy and Action Plan for Sustainable Tourism at the meeting in January 2016. Comments on the document made by Members at that meeting were noted and amendments were made accordingly. Alterations were also made to references to Visit England, following recent changes by the government in its governance and relationship with Visit Britain. The document was subject to a Habitat Regulations Assessment before being issued for public consultation.
- 1.2 A total of eight comments were received from the five-week consultation which were all taken into account in the final draft which appears as Appendix 1. A summary of the comments and the Authority's response is shown in Appendix 2.
- 1.3 Members are asked to note that the strategy identifies three top priorities to be completed in year one. They are to:
 - 1. Develop and maintain a high quality up to date destination website;
 - 2. Develop and maintain a strong digital/social media presence and PR activity;
 - 3. Develop and package high profile wildlife experiences.

The Authority will be working closely with Broads Tourism in the delivery of these actions.

- 1.4 The Authority is identified as the sole lead partner for priorities 1 and 2 and will need to consider the funding, timescale and staff resource necessary to deliver these effectively.

- 1.5 Priority 3 is led jointly by Broads Tourism and the Authority and close working with organisations such as the RSPB and the wildlife trusts will be necessary to deliver this action.
- 1.6 It is proposed to bring a further report on the implementation of the three priorities to a future meeting.

2 Financial Implications

- 2.1 The cost of preparing the Draft Strategy and Action Plan of less than £15,000 has been funded from National Park Grant principally Planning Delivery Grant as agreed by Members in July 2015.
- 2.2 The redevelopment of the destination website is identified as year one top priority for the Authority with a medium cost and initial indications are that it would require an initial investment of up to £30,000 for a responsive redesign of the site, market analysis, the creation and delivery of all new content and the development of a digital strategy.
- 2.3 The development and maintenance of a strong digital/social media presence and PR activity is also identified as year one top priority for the Authority with a medium cost which will need to be investigated. There is an obvious link to priority 1 in terms of the ongoing upkeep of a new destination website once the initial project is complete.

Background papers:	Strategy and Action Plan for Sustainable Tourism in the Broads 2011 – 2015
Author:	Bruce Hanson, Lorna Marsh
Date of report:	21 April 2016
Broads Plan Objectives:	TR1, TR2, TR3
Appendices:	<p>APPENDIX 1 – Draft Strategy and Action Plan for Sustainable Tourism in the Broads 2016–2020 http://www.broads-authority.gov.uk/_data/assets/pdf_file/0008/756926/Sustainable-Tourism-Strategy-0416.pdf</p> <p>APPENDIX 2 – Consultation Responses http://www.broads-authority.gov.uk/_data/assets/pdf_file/0012/756957/STS-consultation-summary.pdf</p>

Brundall Neighbourhood Plan
Report by Planning Policy Officer

Summary: On 11 March the referendum for the Brundall Neighbourhood Plan was held. 873 residents voted in favour of the Plan and 74 against. A **majority 'yes' vote of 91.9%**. The turnout represented 29.5% of the electorate.

Recommendation: That the Authority make the Brundall Neighbourhood Plan and adopts it as part of the Development Plan/Local Plan for the Broads.

1 Introduction

- 1.1 Brundall Parish Council was identified as the qualifying body and the parish of Brundall was designated as a Neighbourhood Area in March 2014, under the Neighbourhood Planning (General) Regulations (2012), which came into force on 6 April 2012.
- 1.2 Brundall Parish Council developed a neighbourhood plan with its local community and submitted it to Broadland Council and the Broads Authority. The submitted version of the plan was publicised and comments were invited from the public and stakeholders. The consultation period ran for 6 weeks and ended on 3 August 2015.
- 1.3 Broadland Council appointed independent Examiner Ann Skippers, to review whether the plan met the basic conditions required by legislation and whether the plan should proceed to referendum.
- 1.4 The Examiner concluded that, subject to the modifications proposed in her report, the plan meets the 'basic conditions' set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, is compatible with EU obligations and the Convention rights and complies with relevant provision made by or under Section 38A and B of the Planning and Compulsory Purchase Act 2004, and should proceed to a Referendum.
- 1.5 A referendum was held on 11 March 2016, where 91.9 per cent of those who voted were in favour of the plan¹.
- 1.6 Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 requires that the Local Planning Authority must make the neighbourhood plan

¹ 873 residents voted in favour of the Plan and 74 against. A majority 'yes' vote of 91.9%. The turnout represented 29.5% of the electorate. Please see Appendix A for the declaration of the result of the poll.

if more than half of those voting have voted in favour of the plan being used to help decide planning applications in the plan area. Broadland Council and the Broads Authority is not subject to this duty if (and only if) the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998). However it is not considered that the plan is in breach of this legislation.

2 Financial Implications

- 2.1 Adoption of the Neighbourhood Plan requires a small amount of officer time in order to publicise the fact that the Plan forms part of the criteria for determining planning applications within the parish.
- 2.2 Planners will have to consider the document alongside existing Local Plan documents when determining planning applications within Brundall Neighbourhood Area. However, this will form part of the existing process in determining applications and should not require extra resources.

3 Conclusion

- 3.1 The independent Examiner found that, subject to the modifications proposed in her report, the plan meets the basic conditions and other requirements prescribed by the relevant legislation.
- 3.2 The referendum held on the 11 March 2016 met the requirements of The Localism Act 2011 and The Neighbourhood Planning (Referendums) Regulations 2012. Greater than 50 per cent of those who voted were in favour of the plan being used to help decide planning applications in the plan area.
- 3.3 Accordingly it is recommended that the Brundall Neighbourhood Plan is made and adopted as part of the Development Plan/Local Plan for the Broads.
- 3.4 Broadland Council and the Broads Authority will publish a formal decision statement as required under the Neighbourhood Planning (General) Regulations 2012.

4 Links of Relevance

- 4.1 The Inspector's Report: http://www.broads-authority.gov.uk/_data/assets/pdf_file/0003/704838/Brundall_NP_Examiner_Report_Final_Version.pdf
- 4.2 The Broads Authority's Acle Neighbourhood Plan webpage: <http://www.broads-authority.gov.uk/planning/planning-policies/neighbourhood-planning/brundall>
- 4.3 Broadland District Council's Neighbourhood Plan webpage: http://www.broadland.gov.uk/housing_and_planning/6136.asp

Background papers: None

Author: Natalie Beal
Date of report: 9 January 2015

Broads Plan Objectives: None

Appendices: APPENDIX A – Declaration of Result Of Poll

**DECLARATION OF RESULT OF POLL
BRUNDALL NEIGHBOURHOOD PLANNING REFERENDUM
11TH MARCH 2016**

I, the undersigned, being the Counting Officer at the Neighbourhood Planning Referendum for the Brundall Referendum Area held on the 11th day of March, 2016 do hereby give notice that the number of votes recorded at the said Referendum is as follows:

QUESTION IN REFERENDUM	NUMBER OF VOTES	
	YES	NO
Do you want Broadland District Council and the Broads Authority to use the Neighbourhood Plan for Brundall area to help it decide planning applications in the neighbourhood area?	873	74

The number of ballot papers rejected was as follows:	
a) want of official mark	
b) voting for more than one answer	
c) writing or mark by which the voter/proxy could be indentified	
d) unmarked or void for uncertainty	3
Total	3

Total Electorate 3220

The total number of votes recorded represented 29.5 % of the registered electors.

And I do hereby declare that the result of the Referendum for the Brundall Referendum Area is as follows

More than half of those voting have voted in favour of the Brundall Neighbourhood Plan

Date 11 March 2016

Signed: _____

Philip Kirby, Counting Officer

Printed and published by the Counting Officer, Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Norwich
NR7 0DU

Guidance from the Members' Annual Review 2015/16

Report by Chairman and Chief Executive

Summary: In this report the Chairman of the Authority summarises the key points arising from this year's 1:1 meetings with Members, and recommends proposals discussed and agreed with the Chief Executive as to how the concerns of Members can be addressed.

Recommendation: To note that 22 out of 27 Members of the Authority and the co-opted Members of the Navigation Committee completed the Annual Review 2015/16 process. This represents nearly 85% of all Members and the results indicate there is considerable agreement amongst Members on a number of key issues:

Governance

- (a) To note that in line with the Internal Audit recommendations, the Code of Conduct for Members, training for Members including the induction of new Members and the Complaints procedures will be reviewed this summer.
- (b) To build a common understanding amongst all members about the role, responsibilities and duties of being a Member, whether appointed by the Secretary of State, a local authority or by the Broads Authority.
- (c) To consider whether it would be appropriate to seek agreement from the local authorities to time limit the appointment of any individual Member on the same basis as the Secretary of State and Navigation Members.

Planning

- (a) To ensure that all Members have a thorough knowledge of the Authority's responsibilities as the local planning authority for an area that has an equivalent status to that of a National Park.

Communications

- (a) To ask the Chief Executive to review the level of staffing in the Communications Team to consider how the Authority can be more proactive in the press, PR and social media.

Workshops and Site Visits

- (a) That the Chairman and Chief Executive review and come back with proposals to the next meeting on how the Authority manages its business to streamline the arrangements to reduce the number of meetings in order to increase the number of workshops, briefings and site visits.

1 Background

- 1.1 The Authority is required to carry out an annual appraisal of each Member appointed by the Secretary of State, which is sent to Defra in May. For a number of years, there has been an opportunity for all Members of the Authority to complete an annual review and to meet the Chairman of the Authority for a face-to-face discussion. In January 2016, the Authority agreed to extend the offer of annual review to include the co-opted Members of the Navigation Committee.
- 1.2 The Chair of the Authority, working with the Vice-Chairman and the Chairman of the Navigation Committee, redesigned the Member Annual Review questionnaire which was approved by the Authority at its January 2016 meeting. This is contained in Appendix 1.
- 1.3 The questionnaire was emailed to all 21 Members of the Broads Authority (ten Secretary of State appointees; nine nominated Elected Councillors; the two co-opted Members of the Navigation Committee) and the other six co-opted Members appointed to the Navigation Committee in 2015. Interviews were offered with the Chairman, Vice-Chairman or Chairman of the Navigation Committee, and these were held during February and March 2016.
- 1.4 The response has been considerably higher than in previous years. Sixteen Members of the Authority and six co-opted members of Navigation Committee completed interviews. Of the remaining five, three Members were leaving the Authority in the Spring/Summer of 2016. The revised questionnaire has encouraged Members to comment more freely than in previous years and discussions have been lively. In this report, anonymised responses to each section of the Review have been collated and grouped into a number of themes which thread through the reviews of 2015/16 and Members' expectations and aspirations for 2016-17.
- 1.5 In section 2 of this report, Members' views of the high and low points of 2015/16 are summarised. This is followed by Members' assessment of the effectiveness of the committees and workshops they have attended.
- 1.6 In section 3, Members' views on the year ahead are reported, which generated a number of significant issues relating to the capabilities of the Authority to progress its three statutory purposes, and concerns about potential risks for the Broads Authority in the coming year.

2 Section 2 - Reviewing 2015/16

- 2.1 **High points for individual Members and for the Authority.** Members referred to a wide range of notable events and activities. In addition to 18 individual items which included topics such as 'seeing waterside chalets added to our local list'; 'the volunteer day at Oulton Broad', 'the completion of the Turn Tide Jetty work which secures a key navigation point for a long way into the future'. It is clear that Members shared many positive experiences. At the top, was the Annual Members' site visit to Halvergate Marshes which was followed

soon after by the news that the Heritage Lottery Fund had agreed to fund the Round 1 development of the Landscape Partnership Scheme. If successful at Round 2, it will bring £4.5M into the partnership for projects.

2.2 There is consensus among Members that workshops and site-visits are the preferred mechanism for learning more about the Authority's work and building stronger working relationships among themselves, and with officers and Broads Authority stakeholders. One Member commented that the Induction site visit for the new 2015 intake of co-opted Members to the Navigation Committee demonstrated 'right from Day One that the Authority is a highly professional organization that values and invests in its Members'. Another Member, commenting on the Tolls Workshop held in September 2015 said: 'the tolls workshop enabled a deeper understanding of the issues and an opportunity to gain knowledge from a wide group of stakeholders.' Ranked by the number of Members who referred to the event, the top five events of 2015/16 were as follows, including examples of verbatim comments:

1. **Annual Member site visit to Halvergate:** *'to learn more about the Landscape Partnership Scheme and water management; providing opportunities for members and staff to meet; deepening understanding of the landscapes the Broads Authority looks after; helping see where/how the money is to be spent.'* (Mentioned by 10 Members)
2. **Tolls Workshop and Tolls Review Group:** *'with potential to recommend fair and transparent system; provided information useful to answer external critics of the Authority; agreement to undertake new Tolls Review, which is Member-led.'* (Mentioned by 7 members)
3. **Navigation Committee site visit last April:** *'which got the new committee off to such a positive start, and was so informative.'* (Mentioned by 6 members)
4. **Success of Landscape Partnership Scheme bid to the HLF:** *'highly effective, partnership working; demonstrated the enthusiasm and forward thinking the Broads Authority is capable of.'* (Mentioned by 4 Members)
5. **Hickling Broad Enhancement Project:** *'many qualities to welcome; dredging will improve water quality, benefiting boating and conservation; a positive reception at the Hickling Parish Forum and good media coverage.'* (Mentioned by 4 Members)

2.3 **Low points for individual Members and for the Authority.** In 2015/16, the Broads Authority dealt with a number of difficult issues, including the impact of the Judicial Review into the decision by the Authority in January 2015 regarding the branding of the Broads, and the enforcement of planning regulations regarding Jenners' Basin at the western end of Thorpe Island. There was evidence of consensus among Members. There was widespread concern that the principle of collective responsibility for decisions made by the Authority appeared to have been breached, risking reputational damage and loss of trust. This raised questions about whether the Authority's Code of

Conduct for Members was sufficiently robust. Ranked by the number of Members who referred to the event, four low points during 2015/16 mentioned by more than two Members were as follows, including examples of verbatim comments:

1. **Members' conduct issues:** *'Broads Authority's Code of Conduct does not cover situations like this. Lack of understanding about conflict of interest shown by 'experienced members'; abandonment of the collective responsibility principle and breach of confidentiality by individual members; Members should stand together and accept democratic process.'*
(Mentioned by 15 Members)
2. **Negative perceptions of the Broads Authority:** *'some members of the public hold strident negative views about the Authority and its work; negative public perceptions – BA seen as unapproachable and stuffy; negative views of the BA by Parish Councils, people who live and work in the Broads.'* (Mentioned by 7 Members)
3. **Jenners Basin/Thorpe Island:** *'general concern, relating to the role of social media; the legal issues and cost.'* (Mentioned by 5 Members)
4. **The Judicial Review of the Broads Authority's branding decision:** *'a serious distraction and expense when the term is being used in good faith; costs and tying up valuable resources, delayed roll-out of benefits from marketing; not everyone has best interests of the Broads as a priority.'*
(Mentioned by 5 Members)

2.4 **The Effectiveness of committees.** Members were asked to score the effectiveness of each of the Authority's Committees, Forums and the workshops/training events they had attended during 2015/16, using a 1-5 scale. Table 1 summarises the results.

	Not effective 1	2	3	4	Completely effective 5
Authority Meetings			6	10	3
Planning Committee			10	5	2
Planning Committee Site Visits			2	6	4
Navigation Committee			4	9	3
Navigation Committee Site Visit 23 April				3	6
Broads Local Access Forum		1	3	3	1
Broads Forum		2	1	4	1
Lake Review Project Workshop 17 April				6	6
Annual Site Visit LPS/Water Level Management 23 July				3	13

Statement of Accounts Training 22 Sept.			4	3	2
Tolls Workshop 23 Sept.	1	1	3	6	4
Broads Plan Review 7 October		1	3	8	3
Legal Updates/Housing Needs/Duty to Cooperate 9 Oct.				5	2

- 2.5 The results suggest that the main committees are functioning reasonably well, with comments such as *'committees and workshops are well-chaired and effectively serviced by the staff members'*; and *'most meetings of the Authority and its committees and working groups seem to be reasonably effective in reaching balanced decisions in line with agreed plans and strategies.'* On the other hand, some members said they felt meetings were too long, and that verbal presentations prior to discussion could be shorter. Individual comments provide further support for the workshop approach in Authority business. For example: *'the accounts workshop for me gave a good refresher on the basics of the accounts and an opportunity to hear of the changes past or future since the last workshop'*; and *'I enjoyed the Broads Plan Review, the officers set the tone and required direction very well from the start, the venue and working groups worked effectively, it generated sufficient material for the officers to work into the draft plan.'* The Tolls Workshop held on 23 September 2015 generated the widest range of scores with evidence that members' had different expectations about the event and what it was to achieve.

3 Section 3 – The Year Ahead, 2016-2017

- 3.1 Members were invited to contribute to the forward planning of the Authority's work by:

- (i) identifying specific issues and topics about which they wished to be better informed;
- (ii) identifying areas which the Authority needed to consider in meeting its three purposes;
- (iii) identifying potential risks associated with the Authority's strategic and operational activities in 2016-17.

- 3.2 In the responses Members raised a number of significant issues concerning governance, planning and communications. They also made a number of useful suggestions of topics for workshops, briefings and site visits.

Governance

- 3.2.1 In acknowledgement of the difficulties experienced in 2015/16 and the significant risks to the cohesiveness and effectiveness of the Authority, including working relations between Members and officers, Members recommend that a number of measures be instigated, including a review of the Authority's Code of Conduct, the Complaints Procedure, reviewing the terms and conditions of appointment and improving the process for inducting new Members. In particular, Members wanted to strengthen the induction for new Members so everyone joining the Authority understood its statutory obligations,

especially in relation to other agencies, institutions and organisation with responsibilities in the Broads area.

3.2.2 In the words of one Member: *'our overarching priority must be to resolve the governance problems, requiring bold confrontation of the issues and decisive action to solve them. Following this, we need to rebuild the team working abilities of confidence of Members and the professional relationship Members need with officers. If we fail to do this our strategic priorities will be seriously undermined or at least at risk.'*

3.2.3 The new Solicitor and Monitoring Officer, David Harris, starts work at the end of the May. An early priority for him will be reviewing the relevant documents, including the Code of Conduct for Members, Complaints Procedures and the Training Strategy for Members.

Planning

3.2.4 Among a number of points, many Members supported a proposal workshop/training event for all full and co-opted Members to gain a better understanding of the legislative/political framework and implications of being a Planning Authority with obligations to meet National Park purposes. As one co-opted Member (who does not sit on the Planning Committee) said; *'I'm not expert but concerned about how planning can raise blood pressures - it's a very complex area.'* Others asked that consideration be given to *'how planning applications referred to the Navigation Committee for advice should be dealt with'*; and whether the current complement of full-time and part-time planning staff is adequate for the volume of work the department handles. The new Chair of the Planning Committee will look at how the Authority will ensure that all members have full understanding about how planning decisions are made. Furthermore he will seek assurance of the quality of our planning process, following the recent positive feedback from an independent review.

Communications

3.2.5 Concern among Members about the effectiveness of the Authority's communications capability is high. These include concerns about negative public perceptions of the Authority combined with a view among some Members that the Authority's ability to develop its three purposes could be compromised if they were not being communicated effectively. Effective delivery of the tourism strategy could be compromised by inadequate staff resources. The impact of social media on all aspects of the Authority's work and reputation was raised by several Members. One Member asked: *'Is the staffing of the communications team adequate for the job the BA needs to do?'*

- 3.2.6 It should be noted that the Authority made further cuts to its support functions, Human Resources, Governance, Legal and Communications in 2014 to bring income and expenditure into alignment. Two posts were cut from the Communications Team, the Press Officer and the Web Officer. The changes as a whole have put pressure on all four areas of activity and the Communications Team in particular. Responding to the challenges posed for example by the social media campaign associated with Thorpe Island and the Judicial Review, has highlighted the need for a more proactive approach by the Authority particularly in relation to social media.
- 3.2.7 When the number of staff directly dealing with press and social media is benchmarked with the National Park Authorities, the Broads Authority appears to be well below the other authorities. Only one officer, the Head of Communications, has as her prime role, the task of dealing with press and PR issues. This offers limited resilience for the Authority, especially in the case of staff absence.

Workshops and Site Visits

- 3.2.8 Given the support from Members for additional workshops and site visits suggestions for 2016/17 have been collated and shown in the Table below.

Table 2 Proposals for workshops and site visits, 2016/17

1. Catchment partnership/water management issues , including recent EU regulatory changes, implications of DEFRA's 25 year Environment Plan due to be published later in 2016; and water quality/ quantity issues.	5 members
2. Planning matters , including a joint meeting to discuss the River Wensum Partnership; planning enforcement processes; recent changes in planning law and their implications for the B.A.	4 members
3. More off-site activities , in particular to instate an annual site visit to see operations of interest to Navigation Committee members.	4 members
4. Update on Moorings Strategy , particularly helpful for new co-opted and full members of the Authority.	3 members
5. Other suggestions include: a Summit on the Southern Rivers; workshop on waste facilities; workshop on community engagement and partnership working; and a workshop on the new 8 Point Plan for National Parks.	Individuals

- 3.2.9 Whilst these suggestions are very welcome they present significant demand on staff resources in preparing material for them, organising and attending the events. At present there are 28 meetings a year of the main Committees (Broads Authority 6, Planning Committee 13, Finance Scrutiny and Audit Committee 3 and Navigation 6). On top of this there are 4 meetings of the

Broads Forum and also the Local Access Forum. Servicing these Committees with reports and minutes as well as attending them is a considerable time commitment for officers. It is therefore proposed that the Authority considers how it might streamline its meetings – for example replacing meetings if possible with a site visit rather than adding site visits and workshops to the existing timetable. The following arrangements are already proposed or in place for site visits, workshops and other events for the next five months.

6 May	Tolls Working Group
7 May	Open Morning at Whitlingham for the public
2 June	Potential Navigation Committee site visit to Hickling Broad in place of the Committee meeting
8-9 June	Hosting meetings of National Parks UK and National Parks England
20-30 June	Royal Norfolk Show
15 July	Waste Review Workshop
21 July	Member Development Day – site visit to How Hill
29 September	Governance/Charing Skills/ Effective committees workshop

3.2.10 If the recommendations of this report are accepted there will be the need for additional workshops, briefings and site visits. For example, we will need to schedule dates for governance training, thorough induction of new members and planning training for all Members. Members are also reminded that individual visits can be arranged for members on a 1:1 basis to shadow a member of staff or to visit practical work sites, through liaison with any member of the Management Team.

Background papers: Nil

Author: Jacque Burgess and John Packman

Date of Report: 22 April 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 - Copy of Interview Form

In Confidence

Broads Authority: Member Annual Review for April 2015 - March 2016

The Authority is required to send an annual appraisal of the performance of those Members appointed to the Authority by the Secretary of State to Defra. For a number of years this process has been extended to support all Members of the Authority. In summer 2015, we agreed to include the co-opted Members of the Navigation Committee as well.

Purposes of the Annual Review

1. To encourage critical reflection by each member on their personal performance as a member of the Authority or its Navigation Committee in relation to the performance of the Authority and its committees and forums over the last 12 months.
2. To develop plans/actions to strengthen the contribution each member will make to the achievement of their personal goals and the collective goals of the Authority over the next 12 months.
3. To provide information/evidence to allow a useful summary of member performance for the ten Secretary of State members to be sent to DEFRA.

Process for the Annual Review

A copy of this form, designed to assist the process, will be distributed in January. All full and co-opted Members are invited to review Section A and complete Sections B and C. The Chair/Vice Chair will contact Members of the Authority and the Chairman of the Navigation Committee will do the same for the co-opted Members, to arrange a review meeting in February or March. The completed form should be returned to the reviewer at least a week in advance of the meeting. After the meeting, the Reviewer will send the form to the Member for signing and take forward any agreed actions. The forms will be retained with other confidential information for a period of five years.

A Personal Information

Name	
Appointing Body (SoS/LA/BA/Category)	
Date Joined	
Date Current Appointment Expires	
Committee Membership	
Attendance	
Authority responsibilities and representations on external organisations	

B Review of the last year (2015-16)

1. What have been the high points (events, activities, etc.) for you, and for the Authority, over the last year? Please explain why you have chosen these examples.

2. Similarly, what have been the low points for you, and for the Authority, over the last year? Please explain why you have chosen these examples.

3. Over the last year, how effective do you consider the following Broads Authority's committees, forums, working groups and other events have been in completing their business?

	Scale Please indicate using a x in the appropriate column 1 = not effective to 5 = completely effective				
	Not effective 1	2	3	3	Completely effective 5
Authority Meetings					
Planning Committee					
Planning Committee Site Visits					
Navigation Committee					
Navigation Committee Site Visit 23 April					
Broads Local Access Forum					
Broads Forum					
Lake Review Project Workshop 17 April					
Annual Site Visit LPS/Water Level Management 23 July					
Statement of Accounts Training 22 Sept.					
Tolls Workshop 23 Sept.					
Broads Plan Review 7 October					

Legal Updates/Housing Needs/Duty to Cooperate 9 Oct.					
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4. What reasons underpin your assessments in Question 3?

C The year ahead 2016-2017

The Authority's Strategic Priorities for the coming year are as follows:

- a. Broads Plan Review
- b. Broads Landscape Partnership
- c. Hickling Broad Enhancement Project
- d. Promoting the Broads
- e. Stakeholder Action Plan
- f. Adaptation to Climate Change and Sea Level Rise

1. Do you have interests and/or skills which you would like the Authority to make better use of in 2016-17? These may relate to our strategic priorities or be something else you would like to offer.

2. Are there specific issues/topics that you would like to be better informed about via, for example, member-officer workshops, training sessions, site visits, or other activities?

3. Are there areas where you would like to see the Authority develop its understanding or capabilities in relation to each of its three purposes?

4. Do you consider the Authority faces any specific risks in relation to its activities over the coming year?

D Comments by the Reviewer

E Issues to be raised with Chief Executive /Other actions to be taken

Date of Review Meeting:

Member's Signature:

Reviewer's Signature:
Chairman/ Vice-Chairman / Chairman Navigation Committee

Appointment of Monitoring Officer
Report by Chief Executive

Summary:	This report seeks the Authority's formal appointment to the position of Monitoring Officer for the Broads Authority.
Recommendation:	That the Authority approves the appointment of David Harris as the Monitoring Officer for the Broads Authority, with effect from 31 May 2016.

1 Introduction

- 1.1 The Authority must, under section 5 of the Local Government and Housing Act, appoint a Monitoring Officer.
- 1.2 The Monitoring Officer is a statutory post and as with other statutory posts, such as the Chief Executive, this appointment must be confirmed by the full Authority.
- 1.3 The role of Monitoring Officer has been filled by Victoria McNeill, of Nplaw since December 2015 following the departure of Solicitor and Monitoring Officer, Mr Piero Ionta. Following approval by the Broads Authority at its meeting on 22 January to recruit a replacement for the vacant internal post, Mr David Harris has been appointed to join the Authority as Solicitor and Monitoring Officer from 31 May 2016.

2 Role of the Monitoring Officer

- 2.1 The requirement to appoint a Monitoring Officer, and the functions of the Monitoring Officer are set out in section 5 of the Local Government and Housing Act 1989 (LGHA 1989), as amended by schedule 5, paragraph 24 of the Local Government Act 2000.
- 2.2 The Authority is required to designate one of its officers as a 'monitoring officer' and 'to provide that officer with such staff, accommodation and other resources as are, in his opinion, sufficient to allow those duties to be performed'. The Monitoring Officer may be the head of an authority's paid service, but cannot be its chief finance officer.
- 2.3 The duties of the Monitoring Officer include:
 - Reporting to the Authority in any case where the Monitoring Officer is of the opinion that any proposal or decision of the Authority has or is likely to give rise to any illegality or maladministration

- To be responsible for matters relating to the conduct of members and officers, including investigations into allegations about the conduct of Members
- To be responsible for the operation of the Authority’s “constitution”
- A requirement to appoint a deputy Monitoring Officer

2.4 The first two duties are specific statutory requirements; the remainder flow from them. A fuller specification of the Monitoring Officer role is set out at Appendix 1 to this report. Mr Harris will be asked to consider the appointment of a deputy once he is in post.

3 Conclusion

3.1 The Authority is requested to confirm the appointment of David Harris as the Monitoring Officer to the Broads Authority.

Background papers: None

Author: John Packman

Date of report: April 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Functions of the Monitoring Officer

Functions of the Monitoring Officer

The Monitoring Officer would be expected to deliver functions as outlined in the schedule below:

	Working with relevant officers of the Authority the Monitoring Officer will:	Source of requirement:
1.	Report to the Authority on contraventions or likely contraventions of any enactment or rule of law	Section 5 LGHA 1989
2.	Report to the Authority any maladministration or injustice where the Ombudsman has carried out an investigation	Section 5 LGHA 1989
3.	Report to the Authority on resources required to carry out functions	Section 5 LGHA 1989
4.	Appoint a Deputy Monitoring officer	Section 5 LGHA 1989
5.	Arrange for members to sign the undertaking to abide by the Code of Conduct before taking up their appointment with the Authority	Accepted authority practice
6.	Arrange for members to notify the Monitoring Officer of any disclosable pecuniary, personal or prejudicial interests within 28 days of becoming aware of any new interest or change in any interest registered	Members Code of Conduct
7.	Arrange for members to notify the Monitoring Officer of any disclosable pecuniary, personal or prejudicial interests within 28 days of becoming a member of the Authority	Section 30 Localism Act 2011 and Members Code of Conduct
8.	Maintain the register of gifts and hospitality and register of members interests	Section 29 of the Localism Act 2011 and Members Code of Conduct
9.	Provide advice to Members on the Code of Conduct	Accepted authority practice
10.	Provide advice to the Financial Scrutiny and Audit Committee on the standards framework and its application	Accepted authority practice
11.	Investigate and report on allegations of misconduct under the Code of Conduct	Accepted authority practice

	Working with relevant officers of the Authority the Monitoring Officer will:	Source of requirement:
12.	Appoint a person to investigate and report on allegations of misconduct under the Code of Conduct	Accepted authority practice
13.	Arrange relevant hearing to consider reports from the Monitoring Officer, or other Investigating Officer, on allegations of misconduct by a member	Accepted authority practice
14.	Promote and maintain high standards of conduct through support to the Financial Scrutiny and Audit Committee	Chapter 7 – Standards Localism Act 2011
15.	Make payments of compensation for maladministration	Section 92 LGA 2000
16.	Provide Advice to members on vires issues, maladministration, probity and policy framework, financial impropriety and budget issues in consultation with the Chief Finance Officer where appropriate	DCLG guidance
17.	Investigate complaints against a member not covered by the Code of Conduct	Accepted authority practice

**Establishment of an Interview Panel for the
Appointment of Two Independent Persons**

Summary: The report deals with the appointment of two Independent Persons for the Authority and seeks advice for the establishment of an Interview Panel.

Recommendation: That a member be appointed to join the Chair and Vice-Chair on the Interview Panel.

1 Background

- 1.1 At its meeting on 18 May 2012, the Broads Authority adopted a code of conduct, arrangements for dealing with allegations of its breach and other matters to comply with the new Standards regime in the Localism Act 2012. The Authority agreed to advertise the appointment of two Independent Persons and delegate their appointment to a panel comprising the Chairman, Vice Chairman and one other member of the Authority in consultation with the Monitoring Officer. Mr Alastaire Roy and Ms Mandy Montagu were subsequently appointed. The term for this appointment was for four years. The current appointment expires at the annual meeting on 8 July 2016.
- 1.2 The process for the appointment is now underway. Interview will take place in June. Members are asked to appoint a member to join the Chair and Vice-Chair on the Interview Panel.

Background papers: None

Author: Regina Green

Date of report: 26 April 2016

Broads Plan Objectives: None

Appendices: None

Health and Safety
Report by Head of Safety Management

Summary: This report outlines the further development of the Safety Management System Issue 6 to include updated hazards following a review by stakeholders. The report also presents the annual health and safety report and the annual review of marine incidents.

Recommendation: That the Authority

- (i) adopt the integrated Safety Management System and continues to support the ongoing development of detailed supporting operational procedures.
- (ii) resolves that the Hazard log be kept under review, subject to a formal review in spring 2019 and thereafter every three years from the date of publication of this report.
- (iii) note the priorities for action on internal health and safety for the coming year, which are to:
 - (a) continue to implement and monitor application of the condition monitoring system on all Broads Authority sites;
 - (b) continue to promote the safety observations system to help to influence a positive change in culture and to capture near miss events;
 - (c) carry out five internal audits of key processes to audit control measures; and
- (iv) to note the Annual Marine Incident Statistics.

1 Introduction

- 1.1 This report covers three health and safety matters: the development of an integrated safety management system, the annual safety report and annual marine statistics.

2 Development of the Integrated Safety Management System (SMS)

- 2.1 The Port Marine Safety Code (PMSC) was published in March 2000 by DETR Ports Division. It aims to establish an agreed national standard for port marine safety and a measure by which authorities can be held accountable for their legal powers and duties to run their harbours safely.
- 2.2 The Broads Authority as duty holder for the Broads has developed a Safety Management System (SMS) as a clear commitment to the standard of safety required within the Broads to comply with the PMSC.

- 2.3 The Safety Management System Document has been developed with significant input from persons working on and around the Broads as well as users of the Broads and is supported by a series of risk assessments.
- 2.4 This update of the Safety Management System encompasses the management of land based hazards in the form of an integrated hazard log.
- 2.5 The PMSC states that each harbour authority must appoint an individual as the Designated Person (DP) to provide independent assurance directly to the duty holder (the Authority). The main responsibility is to determine, through assessment and audit, the effectiveness of the SMS in ensuring compliance with the Code.
- 2.6 The Authority has previously appointed the Head of Safety Management to act as the “Designated Person” as defined by the Port Marine Safety Code. Whilst this is not formally required for land based activities, the same process has been adopted in this regard to give members assurance that equal weight is attached to these potential risks.
- 2.7 The hazard log was reviewed recently by a stakeholder group who considered each of the hazards, the mitigations and the rating of the hazards. The group concluded that of all 50 active hazards the risks have been reduced to a level which is as low as reasonably practicable.
- 2.8 The review group also considered a proposal to amend the frequency of formal review of the hazard log to a three year cycle. It was agreed that the log and mitigations were mature and that the log was subject to continual review by the Boat Safety Management Group. It is recommended that the hazard log remains under continual review, and is subject to a formal Stakeholder Review in spring 2019 and then every three years from the date of publication of the report. The Boat Safety Management Group and the Navigation Committee both supported this proposal and the SMS has been amended to reflect this.
- 2.9 The Safety Management System has been updated and is ready for formal issue. Key areas of the update include the following:
- Progress made against Broads Plan Objectives (SMS section 2.6)
 - Complete replacement of the section relating to Hazards following the recent Hazard Reviews (SMS Annex M)
 - Updated Hazard Management Policy (SMS section 10.4)
 - Updated recommendations from the external audit (SMS Section 13)
- The full update to the existing manual is at Appendix 1.
- 2.10 The Navigation Committee was consulted on the revision to the Safety Management System at its meeting on the 23 April 2016 and the Committee supported the development and amendments as proposed.

3 Health and Safety Annual Report

- 3.1 Health and safety has always been a high priority for the Broads Authority because of the environment in which it operates. Over the last ten years the safety of visitors has been the focus for heightened activity with the Broads Authority Act 2009 and the Port Marine Safety Code providing a framework for action. Similarly the health of staff has been a high priority and this is due to the environment employees work in and the use of heavy and potentially dangerous equipment. The first annual report was presented to the Authority in May 2012. Appendix 2 contains the report for the period 2015/16.
- 3.2 The Authority continues to demonstrate a good safety record and incident and accident rates are consistent with previous years. The benchmarking information highlights the need for continued improvement. The incident trend demonstrates that the Authority has reduced the number of Riddor reports to below the industry average of three per annum. It is recognised that continued resource and commitment at all levels will be required to improve the overall safety performance and culture in future years, particularly in areas of housekeeping, supervision and employee hazard awareness.
- 3.3 This approach combined with a proactive programme of promoting employee wellbeing demonstrates the Authority's commitment to maintaining a long term positive health and safety culture.

4 Annual Marine Incident Statistics

- 4.1 Appendix 3 provides details of the marine incidents reported during 2015/16 from April 2015 to March 2016, including an analysis of deaths and personal injury since 1993. When consideration is given to the large number of visitors to the Broads, the statistics demonstrate that the Broads continues to be a safe place for boating and boating related activities.
- 4.2 The Broads Authority has sought to continue to highlight the message of personal responsibility for safety in its publications and has encouraged boaters to take a more proactive role by becoming better-informed and wearing lifejackets. Reports from officers have indicated that again this year has seen a noticeable increase in the number of boaters seen wearing lifejackets particularly on hire boats.
- 4.3 Notable issues are:
- Boat fires continue to remain at a low level demonstrated in previous years. All boats involved in fires held current Boat Safety Scheme Certificates
 - The fire boating related statistics suggest that when viewed over several years, the statistics continue to demonstrate a fairly static position
 - It should be noted that there were two fatalities relating to incidents from boat use, one from a hire boat and one from a private residential boat

- The majority of incidents where hospital treatment was required continue to be attributed to embarkation and disembarkation with a slight decrease in numbers in comparison with the previous year
- Incident reports can be submitted on-line via an electronic form which can be found on the Broads Authority website <http://www.broads-authority.gov.uk/>

4.4 In terms of next steps it remains important for all agencies and organisations to continue to raise awareness of this hazard. In an effort to encourage more people to wear lifejackets or buoyancy aids the Authority and its partners, Broads Hire Boat Federation, Norfolk and Suffolk Boating Association and the booking agents Blakes and Hoseasons are to continue to support and promote the “Wear It” safety message.

Background papers:	Broads Authority, Port Marine Safety Code, Safety Management System, Version 4.0 dated 2014 Previous annual reports
Author:	Steve Birtles
Date of report:	29 April 2016
Broads Plan Objectives:	NA4
Appendices:	APPENDIX 1 – Broads Authority Port Marine Safety Code – Safety Management System http://www.broads-authority.gov.uk/broads-authority/committees/broads-authority/broads-authority-13-may-2016 APPENDIX 2 – Annual Health and Safety Report 2014 APPENDIX 3 – Annual Marine Incident Statistics

Annual Health and Safety Report 2015

1 The Authority's commitment to employee Health and Safety and the arrangements for management and delivery are set out in the Health and Safety Policy which is published on the Authority's Intranet and communicated to all staff. Supporting policies have been developed to set out arrangements for the management of specific hazards. All hazards that are encountered by the employees are risk assessed and a series of generic risk assessments have been developed. Task specific risk assessments are completed for all work sites. This system is well developed and in regular use by employees.

2 This Year's Training

2.1 The Authority has continued to deliver health and safety training using both internal and external resources. Training activity over the 2015/16 period included:

Risk Assessment

Lantra Profesional Tree inspection
 First Aid and AED
 Chainsaw refresher
 Manual Handling
 Brush Cutter / Trimmers refresher
 Boat Handling
 Construction Skills Certification
 Hazardous Boat Inspections
 Launch Handling

CoSHH

Standby Training
 Life Jacket servicing
 VHF Radio
 Towing and Pushing
 Large vessel handling
 Noise at work
 Slinger signaller
 Working at height
 CDM refresher

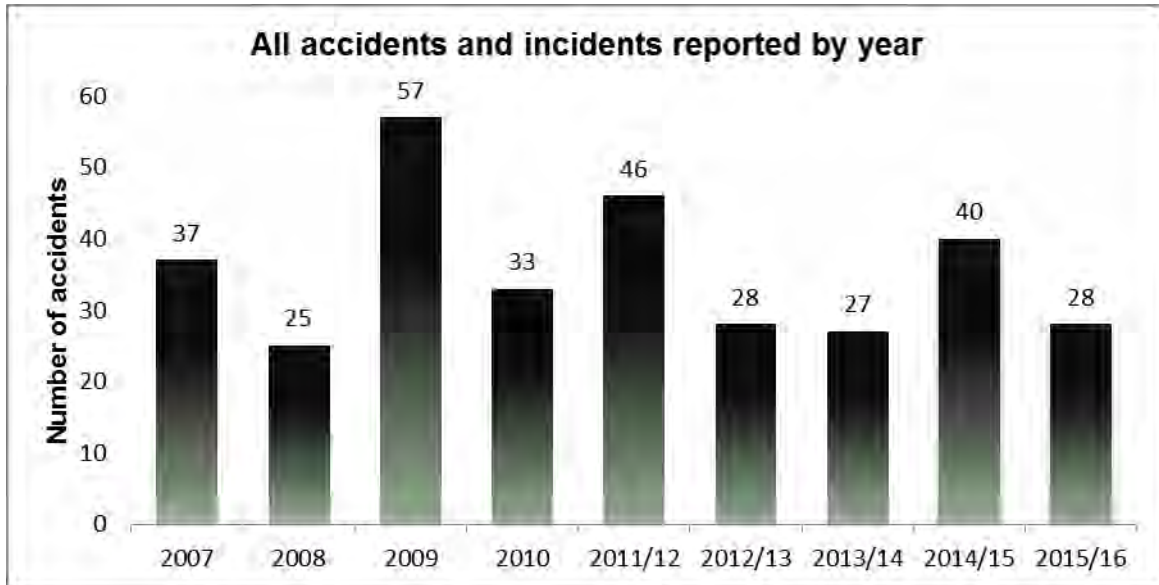
3 Development of the Authority's Condition Monitoring

3.1 The main activity over the last year has been the development of the Authority's condition monitoring facility to replace the paper based system used by Rangers for checking and reporting defects. The graphical information system (GIS) based tools allows for the mapping of all assets onto the Authority's database and document management system. Rangers will use tablets to record condition of moorings and land base sites when on their duties, defects will be logged on the devices and automatically forwarded to the maintenance supervisor for action.

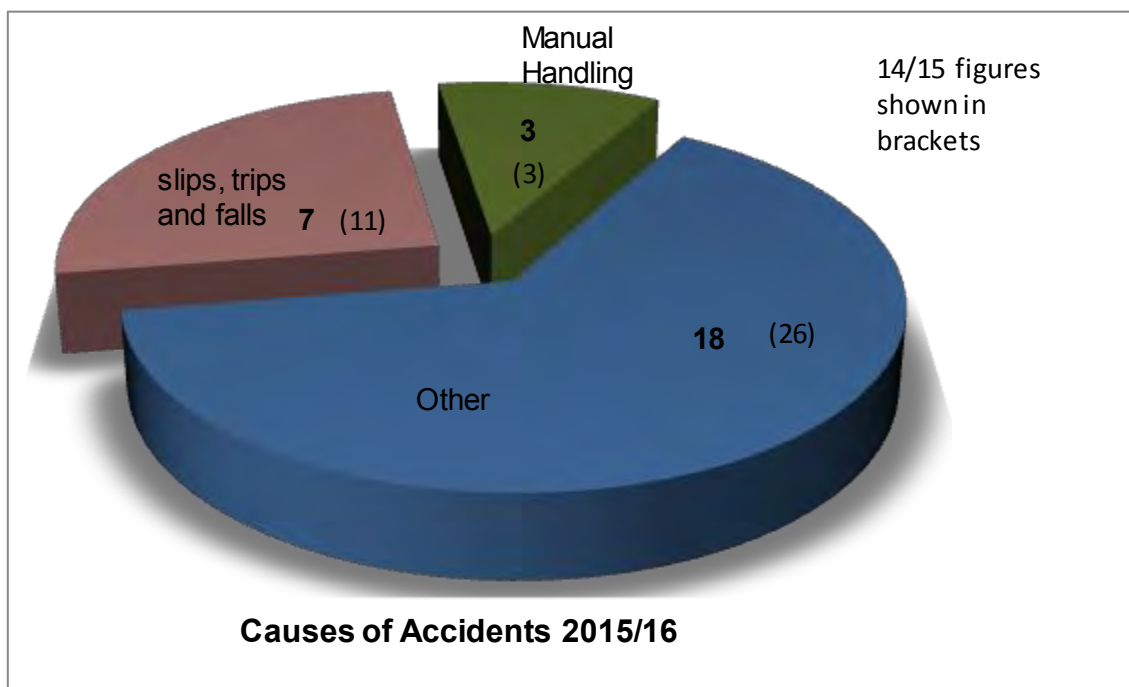
3.2 The data for the system is still being collected and rangers will be using the system from mid 2016 on the Waveney and further area will be rolled out during the year.

4 Accident Information

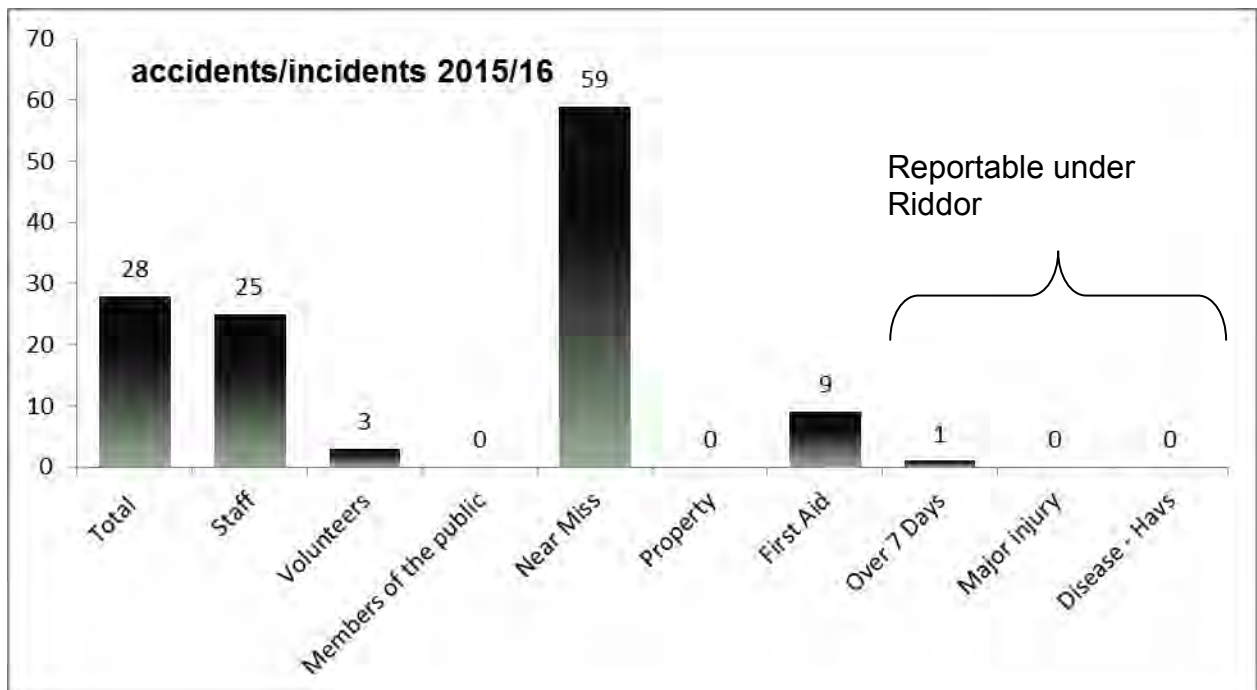
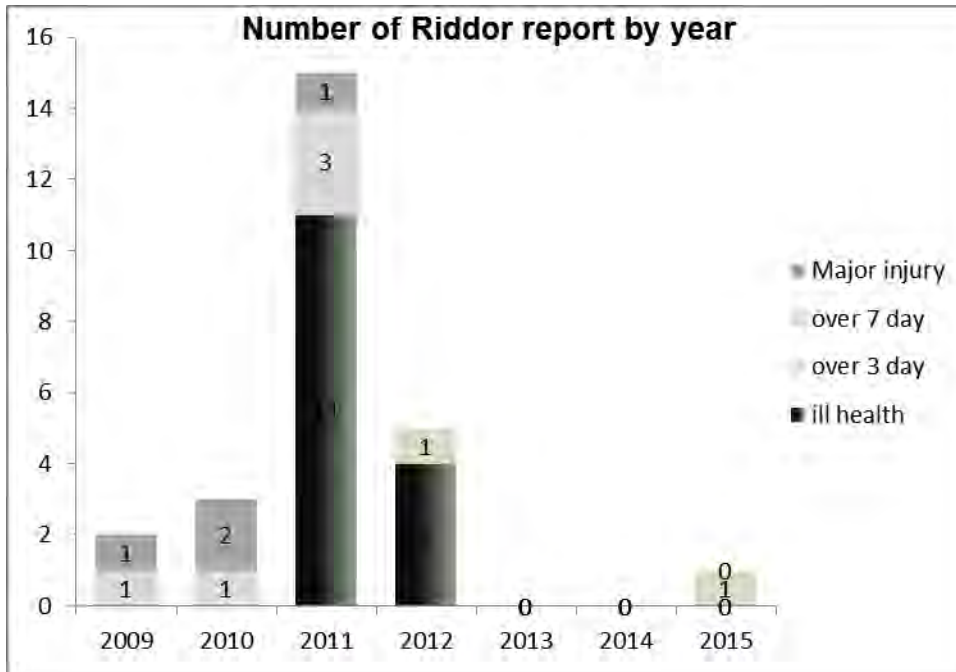
4.1 The following graph shows the number of accidents reported over the last nine years a total of 321 with an average of about 35 per annum. The total figures have decreased which is welcomed.



4.2 The following pie chart shows the nature of the accidents which are very much in line with experience of previous years in the terms of cause and their incidence. The fall in slips trips and falls incidents should be welcomed.



4.3 The next graph breaks down the figure of 28 reported incidents for the period from 1 April 2015 to 31 March 2016 based on the definitions contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which represents those incidents that are notified to the Health and Safety Executive (HSE) 2015/16 incidents were below the long-term average.



4.4 The reporting regulation changed in 2012 and employers are no longer required to notify the HSE of work related absence over 3 days, this has now been change to 7 days absence.

4.5 During the reporting period the Authority had no prosecutions, prohibition notices or improvement notices.

5 Accident Incidence Rate (AIR)

5.1 The AIR indicator measures accident statistics, and is a calculation that the Health and Safety Executive and most organisations use to measure their accident rate. By providing this figure the Authority can benchmark itself against organisations which encounter similar hazards in their operations.

5.2 The sector selected for comparison is “Specialised Construction” which demonstrates a similar hazard profile to that encountered by the Authority in its operations. The reference sectors three year average AIR score of 1,240 would equate to three RIDDOR reportable accidents per annum which is largely in line with previous years.

6 Near Miss and Safety Observations

6.1 There have been 59 safety observations made by staff over the reporting period. Of the 59 in total 10 were examples of good practice, 52 were near misses, where follow up action was required to prevent the situation developing into an accident. 1 were minor injuries.

6.2 It is the intention to continue to promote the safety observations as they form the basis of near miss reporting which in turn will begin to drive down the accident figures as corrective and preventative measures are implemented.

7 Health and Safety Committee

7.1 During 2015/16 the Safety Committee has worked on a range of issues notably the revision of all generic risk assessments, Reviewing Accidents and investigations, Progressing Audit actions, Oxy/Acetylene equipment maintenance guidance, Hand Arm Vibration.

7.2 A positive health and safety culture is something the Authority strives for and the results of the survey show that significant progress is being made towards a continuously improving safety culture.

7.3 Following the Committee’s recent meeting in which the annual accident statistics were reviewed, it was recommended that work for the forthcoming year should be focussed on the following areas:

- Update all generic risk assessment to a new format
- Continued promotion of safety observations system to help to influence a positive change in culture and to capture near miss events
- Carry out five internal audits of key processes to audit control measures.

8 Proactive Measures

8.1 The Authority through its Employee Assistance Programme provides advice and support to its employees delivered by an independent provider "Insight". The programme includes the following features:

- Unlimited access to Insight Wellbeing at Work's 24 hour telephone counselling helpline
- Support and signposting to appropriate services and sources of information
- Legal and financial helpline
- Management advisory service
- Access to Employee Wellbeing Portal
- Support calls

8.2 The employee assistance programme was used on 6 occasions during the 2015/16 reporting period. The support further breaks down in the following areas:

Ad-hoc Counselling Support from Helpline	2
Legal / Financial Advice	3
Face to Face Counsellor Referral	0
Telephone Counsellor Referral	1

8.3 The Authority also provides health surveillance via its occupational health providers of those staff who may be affected by exposure to certain hazards such as vibration or noise. Additionally occupational health professionals are employed to provide guidance where additional measures are required for the management of specific issues. During the 2015/16 reporting period 15 referrals were made to occupational health.

Annual Marine Incident Statistics

1 Introduction

- 1.1 The reporting period is from 1 April 2015 to end March 2016. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

2 Summary of Incidents Reported

2015	Incident Details	Hazard Log Category
3/4	Male boy fell in when marker post he was leaning on broke	Fallen in
4/4	Female in Mautby area up to waist in mud when she went in to rescue dog	Fallen in
18/4	Female injured when jumping ashore	Disembarkation
4/5	Female fell in when disembarking at Potter Heigham, wearing lifejacket	Disembarkation
4/5	Male fell in at Potter Heigham	Disembarkation
9/5	Female suffered heart attack and fell in. Died next day in hospital	Disembarkation
14/5	Female fell in at Stracey Arms	Disembarkation
19/5	Female broke knee and dislocated shoulder jumping ashore to moor	Disembarkation
28/5	Male fell in while mooring at Yarmouth	Disembarkation
1/6	Cruiser stuck under low rail bridge	Bridges
26/6	Male fell in while mooring at Marina Keys	Disembarkation
4/7	Ranger recovers two crew from capsized dinghy	Capsize
5/7	Male fell down steps while boarding. Suspected broken shoulder/collar bone	Embarkation
5/7	Male tripped over water hose and fell in at Oulton Broad	Fallen in
6/7	Female fell between dayboat and quay while mooring at Commissioners Cut	Disembarkation
10/7	Female fell in while fending off yacht about to strike her boat	Collision
12/7	Male untying rope slipped and fell in at Norwich	Disembarkation
12/7	Male jumping ashore to moor at Yarmouth missed and fell in	Disembarkation
24/7	Female on deck tripped on loose rope and fell from hire cruiser in Potter Heigham	Disembarkation
30/7	Cruiser stuck under Vauxhall Bridge	Bridges
4/8	Cruiser strikes Vauxhall Bridge	Bridges
4/8	Ranger recovers 4 people (incl 2 children) when their canoes capsized	Capsize

12/8	Two young people drowned at Thorpe Marshes *	Fatality
15/8	Male suffers head injuries when head is trapped between superstructure and bridge. Vauxhall Bridge Great Yarmouth	Collision with low bridge
18/8	Cruiser stuck under Beccles Bridge	Bridges
25/9	Emergency services attend a fatality at Norfolk Broads Yacht Club Wroxham Male was killed when the mast he was lowering single handed fell on him and crushed him**	Fatality
27/9	Male fell in at Reedham layby mooring and unable to climb out as no ladder. Rescued by passing craft	Disembarkation
12/10	Male fell in at Brundall boatyard. Recovered to hospital	Disembarkation
28/8	Female caught leg between boats while mooring.	Disembarkation
5/12	Male suicide at Carrow Bridge	Fatality
2016 31/3	Male falls in whilst mooring at Yarmouth Yacht station	Disembarkation

* This incident is not within the area of navigation responsibility of the Broads Authority however Rangers and staff did attend and assist the emergency services.

** This incident is not within the area of navigation responsibility of the Broads Authority however given the incident was boat related and Rangers attended it was considered worthy of reporting.

3 Conclusion

- 3.1 The incidents to date do not appear to be dissimilar to those in presented in previous years.
- 3.2 As with previous years evidence suggests that embarkation and disembarkation remains to be the main area of activity which results in injury and potential for drowning. Collisions with bridges have also been a factor this year and vessels involved have sustained significant damage although only one injury reported.
- 3.3 There have been no boating related fires reported this year which should be viewed positively. The Rangers will be disseminating information on fire safety during the National Boat Fire Safety week which runs from 30 May 2016.

4 Looking Forward

- 4.1 The National Water Safety Forum's UK Drowning Prevention Strategy was launched early this year at Westminster which calls for organisations to work together to deliver safety messages and encourage participation. The strategy aims to reduce accidental drowning in the UK by 50% by 2026
- 4.2 The Broads Authority will work with Norfolk Fire and Rescue and stakeholder groups to assist in the delivery of the strategy initially by continuing to promote the "Wear it" campaign and to raise awareness of everyday risk in, on and around water.

TABLE 1

Analysis of Death/Injuries Since 1993

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Death																							
No of deaths on or from boats	2	2	3	1	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	2**
Reported deaths not related to boating	1	3	4	-	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	3*
Cause of death																							
Severe injury	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Heart Attack	0	2	0	0	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1
Drowning	0	1	2	1	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3
Asphyxiation/CO poisoning	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Terminal Illness																			1	0	0	0	0
Not Known	0	2	4	0	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0
Reports of people inadvertently entering in the water See footnote.	0	0	3	2	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19
No of persons reported as requiring hospital treatment	0	0	0	9	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13
Nature of injuries																							
Head	0	0	2	0	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2
Arm/hand	0	0	2	1	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0
Leg/foot	0	0	3	5	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4
Torso, ribs, chest, back	0	0	1	0	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2		2	2	2
Not described	0	0	1	1	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4
Asphyxiated/CO poisoning	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		0	2	0
Burns/Scalds	0	0	0	1	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0
Heart attack																			3	5	1	2	1

Footnote: Reports where someone inadvertently found themselves in the water. It does not include capsizes of sailing dinghies etc, or from any other contact water sports where entry into the water is predictable.

TABLE 2**Analysis of Fire and Explosions Since 1993**

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Number of incidents	2	4	7	2	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0
Vessels involved (Private)	2	3	5	1	3	4	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0
Vessels involved (Hire)	0	0	3	1	2	0	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0
Prime cause LPG	0	0	2	0	0	2	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0
Prime cause Petrol	0	2	2	0	1	1	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0
Prime cause Electrical	1	0	0	0	2	0	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0
Prime cause Other	1	1	3	2	2	1	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0
No of vessels total loss	0	1	3	1	2	0	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0
No of injuries from fires requiring hospital treatment	0	1	2	0	1	3	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0
No of fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Summary of Formal Complaints
Report by Chief Executive

Summary: This report summarises the formal complaints dealt with by the Authority during 2015/16 together with the outcome of these complaints.

Recommendation: That the report be noted.

1 Introduction

- 1.1 It is good practice for local authorities and other public bodies to ensure that effective, transparent and accessible arrangements are in place for dealing with complaints, that complaints procedures are adequately publicised and that processes are in place to enable the Authority to monitor responses and ensure that lessons are learnt from the outcome of such complaints.
- 1.2 This report sets out details of the complaints dealt with during the period April 2015 to March 2016, together with a summary of the Authority's responses to these complaints.

2 Broads Authority Complaints Procedure

- 2.1 The Authority has a formal Complaints Procedure which is advertised on its website and which has a number of stages:
 - In the first instance complainants are advised to contact the manager responsible for the area of work where they have a complaint or comment, in order that the matter can be dealt with informally and as near as possible to the point of contact.
 - If it proves impossible to resolve the complaint informally, the complainant may submit a formal complaint in writing. This complaint is investigated by the appropriate Director who has a responsibility to reconsider the matter objectively and professionally.
 - Finally, if the complainant is still dissatisfied as a result of the Director's response, they may ask for the matter to be reviewed by the Chief Executive. The Chief Executive is required to review the complaint in an impartial manner and may, if he sees fit, seek advice from other officers, such as the Solicitor and Monitoring Officer, or from independent consultants or advisers if he believes that an external view would be helpful. This is the final stage of the Authority's formal complaints procedure.

- 2.2 The Authority also has a Members Code of Conduct and the Authority's Complaints Procedure provides clarification of the conduct expected by members and a summary of how the Authority deals with Standards allegations. This is also available via the Authority's website.

3 Local Government Ombudsman

- 3.1 The Local Government Ombudsman investigates complaints by members of the public who consider that they have been caused injustice by the administrative actions (maladministration) of local authorities and other bodies within their jurisdiction (which includes the Broads Authority).
- 3.2 The Local Government Ombudsman provides a free, independent and impartial service, and will normally only agree to investigate a complaint if the internal complaints procedures of the appropriate body have been exhausted.
- 3.3 During 2015/16, the Local Government Ombudsman reviewed one complaint relating to the granting of planning permission for a neighbouring property. The complaint was dismissed, the detail of which is detailed in the Appendix below. As a comparison, two complaints were made through the Local Government Ombudsman in 2014/15, two complaints were made in 2013/14 and no complaints were made in 2012/13.

4 Formal Complaints 2015/16

- 4.1 As already indicated it is good practice for the Authority to monitor the number of complaints dealt with and their outcome. A summary of those dealt with during 2015/16 is therefore set out in the Appendix below, together with the responses made.
- 4.2 Members will note that eleven formal complaints were received during this period (compared to sixteen during 2014/15, ten during 2013/14 and four during 2012/13), although of course other complaints and issues were dealt with and resolved on an informal basis. The Authority does not record the number of complaint resolved informally.
- 4.3 The summary of the responses demonstrate that the Authority was found partially or fully at fault for two of the eleven complaints received, where apologies were duly made to the complainants. This demonstrates that the Authority does look to provide a remedy to complaints when it is found at fault.

5 Summary

- 5.1 Given the wide breadth and volume of the Authority's work, the number of complaints which were taken to and dealt with at the 'formal' stage is considered to be small. It is very encouraging that there were no findings of maladministration against the Authority.

5.2 Officers will continue to monitor and record details of complaints and seek where possible to learn lessons from these, especially should the actions of the Authority have fallen below expected standards.

Background papers: Nil

Author: Regina Green/ Essie Guds

Date of report: 26 April 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 - Formal Complaints 2015/16

Formal Complaints 2015/16

Summary of Complaint	Final Response Provided by	Summary of Response
1. Complaint relating to the inappropriate process of notification of a planning application	Director of Planning and Resources	The complainant was advised and provided with evidence that all statutory procedures had been followed.
2. Complaint relating to the granting of planning permission for a neighbouring property	Chief Executive	The complainant was advised and provided with evidence of how their objection had been taken into account in the determination of the application. Complaint also later dismissed by Ombudsman.
3. Complaint relating to alleged maladministration in respect of registering title to BA owned land and alleged incorrect handling of the Stage 2 complaint.	Chief Executive	Complainant was advised that all statutory procedures had been followed.
4. Complaint relating to a planning appeal by a third party	Chief Executive	Apology given for late notification and request made by the Authority on behalf of the complainant to PINS for an extension of time (which was subsequently granted).
5. Complaint made by third party in relation to a lack of enforcement and monitoring of conditions attached to a planning permission.	Director of Planning and Resources	Complainant advised as the remit and purpose of conditions and regular programme of monitoring of this site in relation to compliance with conditions.
6. Complaint relating to registration and toll payment for a static houseboat	Chief Executive	Complainant was advised and evidence was provided that guidance given was correct and

		that registration and toll payment for the houseboat was required.
7. Complaint made by applicant about handling of a planning application	Chief Executive	Complaint still live at Stage 3 response due end of April 2016.
8. Complaint relating to poor and discourteous communication	Head of Planning	The complainant was advised that the delays in response were unsatisfactory and an apology was given. The complainant was satisfied with this remedy.
9. Complaint regarding a member of staff	Director of Planning and Resources	Complaint dismissed – no evidence supplied to substantiate complaint.
10. Complaint regarding a member of staff	Vice Chairman of the Broads Authority	Complaint dismissed – no evidence supplied to substantiate complaint.
11. Complaint made by applicant about handling of a planning application	Director of Planning and Resources	Complaint still Live– Stage 1 Due date end of April 2016.

Annual Report on Requests to Waive Standing Orders
Report by Head of Finance

Summary: This report provides Members with the annual summary of instances where Contract Standing Orders have been waived by the Chief Executive during 2015/16.

Recommendation: That the Authority notes the annual report of instances where Standing Orders have been waived.

1 Introduction

- 1.1 The Authority's Standing Orders relating to Contracts provide for the Chief Executive to authorise a waiver of Standing Orders by certifying that there is an extreme urgency, only one supplier or in certain other circumstances. They also require that all waivers authorised under delegated powers must be reported to the Authority.
- 1.2 It has been agreed that any waivers will be reported on an annual basis, after the end of each financial year.

2 Waivers Authorised During 2015/16

- 2.1 Four separate waivers to Standing Orders were authorised by the Chief Executive during the 2015/16 financial year. These are summarised in the table below. All costs are exclusive of VAT.

Ref	Details of Contract	Supplier	Amount (£)
A	To research and update the Staithes register	UEA – Centre of East Anglian Studies	12,000
B	To purchase linkflotes	VolkerBrooks	92,150
C	To purchase a miniscreener for dredging projects	Ballytrain Plant and Commercial Sales	20,000
D	To purchase an iron horse for use on owned and managed sights	Marshall Agricultural Engineering	11,750

- 2.2 Further details of the individual contracts and the reasons for waiving Standing Orders are set out below:

A Competitive quotations not sought. The work was deemed to be specialist that required a high degree of local knowledge and that would require sensitive access to historic information. Officers felt that there

would be few if any other bodies who would be able to do this. The UEA have a clear understanding of the status and importance of staithe within the Broads. In addition they have expertise that covers the original research, analysis and interpretation of the information. Also the Professor is pre-eminent in the field of historical landscape studies. It was considered that the quote represented value for money for the skills required in comparison to known consultant rates.

- B **Sole Supplier.** Previous linkflotes have been purchased from this supplier which enable them to be inter-locked with other linkflotes. To enable this to continue, VolkerBrooks was the only supplier that could offer this. In addition the new linkflotes were manufactured with 'Spud Legs' enabling them to be anchored without the use of trailing winch wires.
- C **Sole Supplier.** This piece of equipment had been previously hired locally but the original supplier was unwilling to do so, but was willing to sell it second hand. This option was not economically viable when compared to a brand new item. Due to the size and location of the works only a miniscreener was appropriate. As with other bespoke equipment this limited the Authority to one supplier.
- D **Sole Supplier.** The Authority currently owns an ageing iron horse which is used to transport fire sledges for fen mowing and scrub clearance. These sledges are heavy and the iron horse is only located at one site at a time. There is only one supplier in the UK who imports this specialist equipment.

3 Summary

- 3.1 Fewer waivers were approved by the Chief Executive in 2015/16 than in previous years (six were reported to members in the previous year). As in previous years, the use of specialist and bespoke equipment without equivalents for comparison. The most significant waiver in financial terms (B) had been subject to Member consultation outside of the committee cycle. This was previously reported to members in this report last year. All approved waiver requests were considered to be justified, for the different reasons as set out above, and on the grounds of achieving the best outcome for the Authority at the best possible price.

Background Papers:	None
Authors:	Emma Krelle
Date of Report:	22 April 2016
Broads Plan Objectives:	None
Appendices:	None

Navigation Committee

Minutes of the meeting held on 25 February 2016

Present:

Mr M Whitaker (Chairman)

Mr K Allen	Mr W Dickson	Mr M Heron
Mr J Ash	Sir P Dixon	Mr J Knight
Ms L Aspland	Mr P Durrant	Mrs N Talbot
Mr M Bradbury	Mr A Goodchild	Mr B Wilkins

In Attendance:

Mr S Birtles – Head of Safety Management
Mr A Clarke – Senior Waterways and Recreation Officer
Ms E Guds – Administrative Officer (Governance)
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:

Philip Burgess – Association of Inland Navigation Authorities
Lesley Marsden – Norwich City Council
Michal Wiciak – MLM Consulting Engineers

3/1 To receive apologies for absence

No apologies for absence were received.

The Chairman welcomed Lana Hempsall, Vice Chair of the Planning Committee; Professor Jacquie Burgess, Chair of the Broads Authority; Louis Baugh, member of the Broads Authority; Philip Burgess, Executive Director of the Association of Inland Navigation Authorities (AINA); Lesley Marsden and Michal Wickiak from Norwich City Council and Tony Howes as a member of the public to the meeting.

The Chairman announced that this was Phil Durrant's last meeting, as his term of office would finish at the end of March. He thanked Mr Durrant for his valuable contribution.

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

An item of urgent business had been requested in writing because of the financial, legal and ongoing reputational risks to the Authority. The Chairman proposed to accept the request and deal with it after Item 17 on the Agenda.

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 10 December 2015

The minutes of the meeting held on 10 December 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.

Members received an update following circulation of an email from Mr Bishop to all members of the Committee. It was confirmed that the Authority's interpretation of the regulations was correct and that waste from boats was classed as commercial waste. Members would be contacted shortly to arrange a workshop on this issue.

A further update regarding the North Norfolk District Council (NNDC) position was reported. Further to the decision to remove 13 of the 16 waste facilities in the District, the MP Norman Lamb had written to the Chief Executive of NNDC. A number of councillors had also raised concerns. Officers reported that Cllr Paul Rice had confirmed that NNDC had agreed to keep two of its waste collection sites at Horning and Ludham open until October 2016.

Members noted the report.

3/7 The Work of the Association of Inland Navigation Authorities (AINA)

Members received a presentation from Philip Burgess, the Executive Director of AINA. He informed Members that AINA had been set up in 1996 and was the industry body in the UK for those authorities with statutory or other legal responsibility for the management and operation of navigable inland waterways. Members of AINA included the Broads Authority, The Canals & Rivers Trust and the Environment Agency. Mr Burgess explained the organisation's objectives,

vision and mission. He described the benefits of membership of AINA, which included the opportunity to input to the national debate, gave the collective weight of a national body speaking with one voice and offered the unique ability to represent all navigation authorities across the UK. He clarified that the Broads Authority's membership fee was approximately £3,000 per year.

It was noted that AINA's current strategic priorities were safety, collaborative partnership, development and implementation of legislation, development of training standards and growth in membership.

3/8 Broads Plan 2017 – First Draft Plan for consultation

The Broads Plan was the key strategic management plan for the Broads. 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 a revised plan will be implemented from April 2017. Public consultation on the first draft of the Broads Plan 2017 ran from 15 February to 8 April 2016.

The Director of Planning and Resources explained that the Broads Plan was a high level strategy addressing evidenced-based priorities for action. Members' comments on the first draft plan were invited.

A member commented on the need to emphasise the importance of integrated water resource management as central to the management of the Broads. It was important to ensure that a catchment scale approach was taken, in line with Defra's emerging 25 year Plan. Other Members suggested an increased emphasis on promoting physical and social access for disabled and ethnic groups, the need for strong links to the Sustainable Tourism Strategy, the cultural heritage of boating and the hire boat industry, and the need for historic vessels to be protected. It was also suggested that emphasis should be placed on clear outcomes and ensuring strong links between actions across different themes, such as navigation and conservation.

Members asked how the priorities for action in the Plan could be embedded into the priorities of other organisations; what would happen if priorities were changed as a result of financial cuts to partner organisations; and how project delivery would be monitored. The Director of Planning and Resources replied that the Authority would work with Plan partners to ensure that priorities for action by those organisations, where relevant to the Broads, were included in the Plan from an early stage, and revised as and when they needed to be.

It was emphasised that this was the **first** draft of the 2017 Plan, more detail would emerge through the public consultation and drafting process. A revised draft plan would be published later in the year, when Members would have a further opportunity to comment.

Members noted the report.

3/9 Draft Proposals for Section 5a of “Riverside Walk”

Engineering and landscape design work for section 5a of the Wensum River Parkway was currently being undertaken by Norwich City Council and their consultants. The design was at an early stage and officers of Norwich City Council gave a presentation to seek the views of the Navigation Committee on a series of options for providing a revetment to support the path and landscaping at the river’s edge, prior to submitting a planning application for the scheme later this year.

The Director of Operations reminded Members that there was significant boating activity on this stretch of the river. Building out into the river on the approach to the Trowse Swing Bridge would create a longer pinch point in the navigation area. She reminded the Committee that its previous advice on applications involving encroachment into the river channel by overflying footpaths and balconies was unacceptable from a navigation perspective.

After considering the different options put before them, Members agreed they did not support the use of gabion baskets for bank support purposes for a number of reasons. The baskets would encroach into the river to an unacceptable extent as the river width was already restricted in this location. If installed at the water line they would be a hazard to boats. Members further recognised the need to be careful about the granting of permissions that might set an unfortunate precedent for future planning applications.

Members confirmed they had a preference for steel piling, especially if this included facilities for mooring. The Consultant Engineer from MLM confirmed that the gabion basket option was slightly more expensive and that piling was their preferred option. Members were informed by the Principle Landscape Architect that the Broadland Housing Scheme had a proposal for pontoon moorings. However, the Senior Waterways and Recreation Officer said this may not go forward as the Section 106 Agreement did not specify who was responsible for the provision and maintenance of such moorings.

A discussion followed about piling materials and whether cantilever piling would offer the opportunity of piling closer to the river bank. The Consultant Engineer said this option may not be possible as the condition of the bank below water level was unknown.

Members stated that they had a clear preference for piling over gabion baskets and they considered that, if piling was necessary, further design work for the scheme should concentrate on minimising encroachment into the navigation area. Members also recommended that for safety reasons any piling proposal put forward for consideration must be installed above high water level and thereby visible to boaters at all states of the tide. Piling installed at a higher level would also provide the possibility of developing moorings.

Members noted the report.

3/10 Appointment of Navigation Officer

Members received a report that represented formal consultation with the Navigation Committee on the appointment of the Navigation Officer for the Broads Authority.

Members supported and welcomed Mrs Burchnall's appointment as the Head of Ranger Services and the Navigation Officer. The interview process for a new Deputy Head of Ranger Services would take place next week. It was confirmed that the Rangers acted as deputies to the Navigation Officer.

3/11 Broadland Flood Alleviation Project: Planning Application for Flood Improvements in Compartment 25 (Gillingham Marshes, River Waveney)

Members received a report summarising Broadland Environmental Services Ltd's (BESL) planning application proposals for flood defence improvement works at the extreme downstream end of Compartment 25, situated at Gillingham Marshes between the A146 road bridge and Hill Farm, Boathouse Hill on the true left bank of the River Waveney near Beccles.

In discussion, Members acknowledged the need for the flood defence work and agreed that the hazardous piling would need to be removed. They commented that this reach of the river was very tidal and, due to activities of the Beccles Amateur Sailing Club (BASC), could be very busy.

The use of buoys for mooring alongside and opposite the clubhouse by the BASC was not supported by the Committee because of the added risk of motor boats getting fouled on the buoys and lines; and that boats mooring to the buoys would restrict the available width for navigation. Instead Members felt permanent timber posts that remained visible at all states of the tide would provide a more appropriate means of allowing members of the BASC to moor temporarily in order to raise and lower sails, and wait for race start times. A Member suggested that posts should be provided beyond the sailing club area to allow canoes, in particular, to get out of the way of boat traffic at busy times.

Members agreed that if coir matting was used as erosion protection on the re-profiled river bank there was a risk that it would be damaged by boat impact. It was easy for matting to get caught in boat propellers, which could damage boats and the bank. It was pointed out that coir matting would provide erosion protection while encouraging vegetation growth, but Members preferred that an alternative be considered, e.g. natural reed growth or plug planting, without coir matting being installed.

Members agreed that conditions should be attached to any planning permission granted for the works. This should cover timing of works, installation and removal of temporary channel marking, erosion monitoring in accordance with the agreed erosion monitoring protocol including sonar and hydrographic surveying, and remedial works to deal with damage to any erosion protection installed.

Members noted the report.

3/12 Powerboat Racing Annual Review

Members received a report that outlined the background to power boat racing on Oulton Broad. One member commented that Lowestoft Rowing Club had not been consulted by Lowestoft and Oulton Broads Motor Boat Club (LOBMBC) and subsequently had to alter one of their fixtures. The Head of Safety Management would feed this back to LOBMBC.

Members supported the management of Powerboat Racing on Oulton Broad and agreed with the fixture list for the 2016 season.

3/13 Mutford Lock Maintenance Update

Members received an update on the progress of maintenance work at Mutford Lock and proposed revisions to the operating agreement.

In September 2015, Members supported expenditure from the Mutford Lock Reserve Fund for maintenance work, along with an increase in the annual budget. This had been agreed by the Broads Authority and contractors had been appointed and were in the process of completing the essential tasks.

The report in September 2015 also noted that the current operator of the Lock had requested an increase in its fee. Suffolk County Council also had an agreement with the same operator for the operation of the lifting bridges. The lifting bridges were operated for the purpose of navigation through the lock; therefore, in the interest of transparency and efficiency a new common agreement had been drafted. This new draft agreement would be the basis for negotiation with the current operator.

As an item for a future meeting it was suggested that Members consider the importance of Mutford Lock and how beneficial it was to the Southern broads. It was further suggested that the option of offering free access through the Lock for one year be considered. A Member suggested looking into options to market Oulton Broad and Mutford Lock and link this through Tourist Information Centres.

Members noted the report.

3/14 Navigation Income and Expenditure: 1 April to 31 December 2015 Actual and 2015/16 Forecast Outturn

Members received details of the actual navigation income and expenditure for the nine month period to 31 December 2015, together with a forecast of the projected expenditure at the end of the financial year (31 March 2016).

The Head of Finance provided a verbal update on the January figures. The actual variance had now moved to a favourable variance of £28,194. The reason for this was due to some delayed invoicing.

Members noted the report.

3/15 Construction, Maintenance and Environment Work Programme Progress Update

Members received a report setting out progress made in the delivery of the 2015/16 Construction, Maintenance and Environment Section work programme. Members were informed that Cygnet, the third wherry, had been delivered and was in operation.

Members were pleased to hear that the priority dredging at Hickling Broad had been progressing well after water temperatures finally dipped below 8 degrees and that the project was well on its way.

Section 5 of the report highlighted the development of the 2016/17 Hickling enhancements and identified Churchill's Bay and the area adjacent to The Studio as areas where erosion protection/reedbed could be reinstated. The preparation of lagoons for land spreading was shown as part of the plan. Members were supportive of the options and welcomed the continued efforts at Hickling. It was suggested that signs be put up indicating what was happening at the broad. A Member also mentioned the press release on Prymnesium research and the very positive message on the work of the Upper Thurne Working Group.

Members noted the report and supported the recommendations made in Section 5.

3/16 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 Chairman updated Members on the work of Tolls Review Group (TRG) which had had a very successful meeting earlier that morning. He said the TRG would need at least one more meeting before they would like to invite all the Members and expert witnesses who attended the initial Tolls Workshop to a meeting where the TRG could present their initial proposals for discussion.

A member raised the matter of a prosecution incident in May 2015 that was dismissed when the case failed to meet its prosecution deadline. NPLaw's apology for the oversight was reported. It was explained that, in cases where hire boats were involved, prosecuting was a difficult and time consuming process. Offenders did not always live locally and were therefore hard to track down. However, the Director of Operations recognised that the Authority would need to look into ways of speeding up the process, to prevent this happening in the future and she reiterated NPLaw's unreserved apologies to Norwich Rowing Club.

In response to a member who enquired about BESL's planning application for work on Upton Dyke, it was stated that although some changes were made to the planning conditions, no changes were made to the construction details.

Members noted the report.

3/17 Current Issues

There were no current issues that Members wished to discuss.

Agenda item 3/2 Matter of Urgent Business was dealt with at this point

The Chairman stated that he had received written notice of an urgent matter, requested by Phil Durrant.

The motion stated that:

“The Navigation Committee has no confidence that James Knight is fulfilling his role and duties as a Member of the Broads Authority and that we as Members have concerns that he is not adopting the interests of the public generally and not taking collective responsibility for the decisions made by the Authority. Furthermore some of his actions and words may be damaging to the Broads Authority and to that extent he should be removed from a position of responsibility.

And therefore the motion is that:

- 1) Mr Knight be removed as Vice-Chair of the Navigation Committee; and that*
- 2) the Navigation Committee recommends replacing Mr Knight as the appointee on the full Authority; and that*
- 3) the Navigation Committee recommends a Member for appointment to the Broads Authority today.”*

The motion was proposed by Phil Durrant and duly seconded by Kelvin Allen.

A Member spoke in support of the motion and explained that his reasons for doing so were that the principle of collective responsibility must be upheld and protected; that there must be an expectation that confidentiality will be maintained; and that there must be an atmosphere of trust between officers and members. He continued that if a Member was so fundamentally opposed to what the Authority represented that he could not support these principles, then he should no longer remain as a Member.

Other Members supported this view, emphasising the importance of the principle of collective responsibility and that an absence of this would reflect badly on the reputation of the Authority.

One Member said he did not feel he had sufficient evidence to support the motion at this stage. He stated that he deplored the recent social media campaign regarding Thorpe Island.

In response, James Knight commented that the motion was unexpected, he had not been notified, and was unaware of any wrong doing. He stated that he had not engaged in any Facebook/social media communication and had never spoken publically about his issues and concerns with the Broads Authority. He said that he had been the subject of three formal complaints about the same matter but no

specific allegation had been made. He wished he had been notified of the motion so he could have provided a more robust defence.

A Member queried whether he could propose an alternative motion for deferral (a cooling off period of two months). However, the Chairman stated that the motion had been tabled and therefore he would put the motion to the vote.

The Motion was put to the meeting by the Chairman that:

The Navigation Committee has no confidence that James Knight is fulfilling his role and duties as a Member of the Broads Authority and that we as Members have concerns that he is not adopting the interests of the public generally and not taking collective responsibility for the decisions made by the Authority. Furthermore some of his actions and words may be damaging to the Broads Authority and to that extent he should be removed from a position of responsibility.

And therefore the motion is that:

- 1) Mr Knight be removed as Vice-Chair of the Navigation Committee; and that
- 2) the Navigation Committee recommends replacing Mr Knight as the appointee on the full Authority; and that
- 3) the Navigation Committee recommends a Member for appointment to the Broads Authority today

RESOLVED by 10 votes to 0 with 3 abstentions that the Committee approves the motion with immediate effect.

Peter Dixon stated that he had abstained because he had carried out James Knights' appraisal that morning and did not want it to appear that he had acted in bad faith.

The Chairman asked for nominations for the position of Vice Chairman of the Navigation Committee. James Knight proposed Brian Wilkins but he declined to stand.

Bill Dickson, seconded by Peter Dixon, proposed the nomination of Nicky Talbot.

It was RESOLVED unanimously that the Committee appoints Nicky Talbot as its Vice Chair.

The Chairman then asked for nominations for the Committee's recommendation to the Authority for the appointment of a co-opted member to the Broads Authority.

Kelvin Allen, seconded by Peter Dixon proposed the appointment of Nicky Talbot.

It was RESOLVED by 10 votes to 0 with 3 abstentions that the Committee recommends to the Authority that Nicky Talbot be appointed as the co-opted Member on the Authority.

3/18 Items for future discussion

No items for future discussion.

3/19 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 21 April 2016 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

3/20 Exclusion of the Public

The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by 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

3/21 Network Rail Update

Members received a report updating them on discussions that had commenced on the options for the construction of a new rail bridge at Trowse, and the necessary mitigation measures that may be required to secure Broads Authority support.

Members noted the report.

The meeting concluded at 4.55 pm

Chairman

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 25 February 2016

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 Prejudicial interest
James Knight	5-21	Hire Boat Operator, Toll Payer, member of Boating Associations	
Brian Wilkins	8-11	NSBA Chairman, Assorted	
Kelvin Allen		Member of the Broads Angling Strategy Group and the River Waveney Trust.	
Nicky Talbot		Toll Payer, NSBA Member and Member of NBYC	
Linda Aspland		Member of NBYC , Toll Payer , Hunter Fleet Committee , Local Resident	
Max Heron	6-17	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)	√
Mathew Bradbury		Toll Payer, BCU member and Trustee for the Whitlingham Charitable Trust	
Peter Dixon	15	Hickling Restoration (Churchill's Bay)	√
A Goodchild	6-16	General	
Bill Dickson		Coopted Member, toll payer, property owner, president local owner area	
John Ash		Toll Payer, Chairman and Director of WYCCT	
Michael Whitaker	6-16	Toll payer, Hire Boat Operator, BHBF Chairman	

Broads Authority

Planning Committee

Minutes of the meeting held on 4 March 2016

Present:

Dr J M Gray – in the Chair

Miss S Blane
Prof J Burgess
Mr N Dixon
Ms G Harris

Mrs L Hempsall
Mr G W Jermayn
Mr V Thomson

In Attendance:

Mrs S A Beckett – Administrative Officer (Governance)
Mr S Bell – for Solicitor and Monitoring Officer
Mr N Catherall – Planning Officer (Minute 98(3))
Ms M Hammond – Planning Officer (Minute 910 – 9/11)
Ms A Long – Director of Planning and Resources
Mr A Scales – Planning Officer (NPS) (Minute 9/8)
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke:

BA/2015/0319/FUL Land at Pump Lane, West Caister

Mr Woolsey	Applicant
Mr A Gibbs	Agent on behalf of Applicant

BA/2015/0389/FUL Hill Common, Staithe Road, Hickling

Mr Simon Mann	Objector
Mr Plumb	For applicant – Exors of John Micklethwaite Mills

9/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting. He also welcomed Sarah Wolstenholme-Smy from Nplaw as an observer.

Apologies were received from Mr M Barnard, Sir Peter Dixon, Mr P Rice, and Mr J Timewell.

9/2 Declarations of Interest

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

9/3 Minutes: 5 February 2016

The minutes of the meeting held on 5 February 2016 were agreed as a correct record and signed by the Chairman.

9/4 Points of Information Arising from the Minutes

Minute 7/8(1) BA/2015/0361/FUL Compartment 37 Upton Boat Dyke, Upton

The Head of Planning reported that she had attended the first meeting of the Upton Boat Dyke Liaison group, which consisted of representatives of the Parish Council, the Local Community Group and local businesses, in order to examine what could be done as part of the planning process to alleviate the concerns that have arisen from the application. This has resulted in a useful list of actions, mainly for the Head of Planning.

9/5 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

9/6 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.

(3) **Member Training** – The Chairman reminded the Committee that there would be training on Planning Enforcement following this meeting.

9/7 Requests to Defer Applications and /or Vary the Order of the Agenda

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

9/8 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/2015/0319/FUL Land at Pump Lane, West Caister**
New home meeting paragraph 55 standards, and associated additional buildings to support current and developing wood business
Applicant: Mr Darren Woolsey

The Planning Officer provided a detailed presentation of the application, which was for a new dwelling and storage buildings to support a wood business in a location outside any development boundary and in Flood Risk Zone 3. The site was in a fringe area between the marshes, Halvergate Conservation Area and the more urban area containing the County Council recycling centre, highways depot, coal yard and aggregate sales. The applicant's agent had provided a Model of the proposed development and 2 A1 Boards showing additional photographs.

The Planning Officer provided photographs of the site from various vantage points as well as a photomontage view of the site. A landscaping scheme had been submitted with the proposals. She explained that a Certificate of Lawful Use in 2011 had been granted for the use of an area in the northwest corner of the site for storage of horticultural machinery and equipment. There were several other small scale storage buildings on the site without the benefit of planning permission but these were said to be only temporary. In addition a small pond had been enlarged to create a lake with the excavated material being used to form bunds which had been planted.

The Planning Officer explained that since the writing of the report an updated business plan had been submitted but this did not change her assessment or affect the reasons (ii), (iii) and (iv) within the recommendation. She drew attention to the consultation responses and reported that since the report had been written, two more representations in support of the proposals had been received. However, these did not provide any new significant factors or affect the assessment.

In providing the assessment the Planning Officer particularly referred to Policy DP26 and paragraph 55 of the NPPF emphasising that the proposal was outside the development boundary. Although it was suggested that the business was growing and it was necessary for someone to live on the site to protect the machinery, no detailed evidence had been submitted to support this. The Planning Officer commented that it was important that any such development was required to satisfy all of the four main points of Paragraph 55 in order to justify outweighing the presumption against new isolated dwellings in the countryside. The design would not only need to be of high quality but exceptional – truly outstanding or innovative. Although well

designed and to a high standard it was not considered to be exceptional. In addition it was not considered that it would significantly enhance its setting and was not sensitive to the character of the local area or Broads generally. It was also considered that the proposal would not provide sustainability benefits that would outweigh the high flood risk to the site and therefore it could not pass the Exception Test for flood risk and was therefore contrary to those policies. Having provided a very detailed assessment, the Planning Officer concluded that the application be recommended for refusal as set out in the report.

Mr Andrew Gibbs, the applicant's agent explained that the proposal was about the man, the business and the land and the application demonstrated that there would be a definite improvement to the site. He emphasised that his client was truly committed to benefiting his growing business and wished to create a legacy for his family. He therefore needed to provide regularised buildings adequate to allow for machinery and which would have a symbiotic relationship with a dwelling. The proposed development would provide a sense of security and psychology to make the business sustainable and in which he could to invest to take the business to the next level. Mr Gibbs commented that an accountant's statement had been provided.

The Planning Officer confirmed that an accountant's letter had been provided, but this did not contain detailed figures on profits or dates.

The Historic Environment Manager commented that it was important to look at the NPPF holistically and the criteria examined thoroughly. There needed to be a very detailed level of justification for the design and this needed to be clear and robust when assessed against the policies. The need and viability had not been demonstrated. A full justification in terms of architecture with clear, critical and compelling evidence was required. Although the design was acceptable per se, when considering its significance in terms of the special area of the Broads, it did not meet the high standards required or significantly enhance the setting. It was considered that it was insular and inward looking and did not take advantage of the marshes. In fact it screened it from the Broads and therefore he could not see that it could be justified in terms of para 55 of the NPPF. He fully supported the Planning Officer's assessment and recommendation.

Members expressed some sympathy with the applicant and in general accepted that it was a high quality development and had much merit. However, the Broads had different standards from other local authorities, given its special qualities and equivalent National Park status. It was the Authority's duty to protect the landscape and enhance it. The proposal appeared to orientate towards and create a piece of urban fringe land and not relate to the Marshes. It was therefore considered it was not part of a semi-industrial landscape. Although it had been stated that there had been massive increases in

rural crime in farming nationally and Norfolk in particular, there was no evidence that there had been security problems on the site up to now. Members did not consider that there was sufficient justification for a person to be living on the site particularly in an otherwise unacceptable location and the design was not sufficiently outstanding or innovative to satisfy para 55 of the NPPF.

The Planning Officer explained that given the established use of the business, officers would be open to discussions of accommodating its needs and the other aspects of unauthorised development would be examined.

Lana Hemsall proposed, seconded by Nigel Dixon and it was

RESOLVED by 6 votes to 0 with 2 abstentions

that the application be refused on the grounds set out within the report, in that the application is considered to be contrary to Policies CS20 and CS24 of the adopted Core Strategy(2007) and Policies DP4, DP22, DP26 and DP29 of the Development Management Policies (2011) and contrary to paragraphs 55 and 102 of the NPPF.

(2) **BA/2015/0389/FUL Hill Common, Staithe Road, Hickling**

Repair and Improvement to Moorings

Applicant: Exors John Micklethwait Mills

The Planning Officer provided a detailed presentation of the proposal for repair work to an existing area of mooring including the replacement and recreation of up to three jetties and short walkway and associated reed bed protection at the northern end of Hickling Broad. The repairs were based on the historic footprint and would not go beyond the previous extent or encroach onto the Broad. The application was accompanied by Supporting Evidence for Appropriate Assessment prepared by the Ecology Consultancy as required by Natural England, which considered the potential impacts on the Broads SPA, SAC and Ramsar Site.

No objections had been received from the Parish Council, Broads Society or Natural England, subject to mitigation measures being included as conditions. However, some strong objections had been received from Mr Mann, the occupier of Timber Gales, Hill Common, which had been appended to the report for members' information.

Having assessed the application the Planning Officer concluded that the application was small scale and the proposal, effectively repairing and improving an area in jetty use, would not be out of keeping with the area and would be consistent with the aims of development plan policy. Officers were satisfied that the development would not affect the SSSI and conditions could be imposed on the timing of the works and monitoring of water quality to provide protection. Therefore it was

considered that the proposal was acceptable and could be supported subject to the imposition of planning conditions.

In answer to a Member's question, the Planning Officer confirmed that the applicant was satisfied that the works could be carried out within the standard time period of three years even with a restriction on when the works could be undertaken.

Mr Mann provided a copy of his detailed comments expressing concern about lack of clarity as to the number of moorings intended, nor the size and type of craft to use them; the access and the potential damage to the wider SSSI and visual landscape with the possible result of a sprawling marina. He was concerned about the effect on the Ramsar designated site and the disturbance to wildlife.

He was of the view that the moorings never truly existed and provided two photographs which he considered gave confirmation. He also contended that there had been erosion and not silting up. He contended that there were not proper details as to the likely adverse damage to the SSSI and the report failed to address the risks to the environment and damage to the internationally important site if approval was given. He was concerned that the works to dredge out sections to form moorings would add to the erosion problem and cited the cause of the loss of fish in 2015 as having been due to dredging. He also expressed concern that the land in the ownership of the Norfolk Wildlife Trust (NWT) would provide access to the site and it was not managed to the standard that should be required. He urged members to refuse the application. Mr Mann referred to an application having been lodged for the same site in 2015 as being in the name of an Authority member of staff.

It was clarified that an application had been submitted in April 2015 for this site but this had been from the same applicant ie: Exors of John Micklethwait Mills and had subsequently been withdrawn. The Authority itself had submitted applications in the area but for a different site on Hill Common, Hickling. These had been determined by the Planning Committee.

The Planning Officer confirmed that NWT had not been specifically invited to comment on the application as the views of Natural England, the statutory organisation for specially designated sites, had been sought. With regards to the claim that the moorings never existed, the Planning Officer considered that the photographs provided by Mr Mann reflected one point in time. From the evidence he had already examined, the photographs did not alter his view.

Mr Plumb the agent for the applicant confirmed that he was satisfied with the conditions to be imposed. Licenses for 3 moorings had existed since 1986 and there had been no changes.

Members gave careful consideration to the proposals and the concerns expressed. They were of the view that the proposed reed protection at the front of the jetties would be of environmental benefit and the proposed repairs to the jetties would improve the mooring and restore the edges. Members were content with the comments from Natural England given their requirements for and acknowledgement of the sensitivities of the site. With regards to Mr Mann's comments regarding precedent, they insisted that each application would need to be judged on its merits and they had no reason to object to this application.

It was considered that in order to protect against the moorings being used for commercial purposes, an additional condition be imposed requiring that no more than three private boats be moored at the site at any one time. They also requested an Informative requiring no lights to be included on the jetties.

Jacquie Burgess proposed, seconded by Lana Hemsall and it was

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report with an additional condition for there to be no more than three private boats being moored at any one time and an Informative regarding no lights to be incorporated into the jetty(s). The proposal is considered to be consistent with and in accordance with Policies CS1, CS2, CS4 and CS15 of the adopted Core Strategy (2007) and Policies DP1, DP2 and DP4 of the adopted Development Management Policies (2011).

- (3) **BA/2015/0342/HOUSEH Ennerdale II, Beech Road, Wroxham**
Replacement boatdock, reinstatement works, and new quay heading
Applicant: Mr and Mrs Chopra

The Planning Officer provided a detailed presentation of the application for a replacement boatdock and new quay heading in order to provide access from the applicant's property. This was on the basis that as new owners the applicants did not have right of access across the existing adjacent boat dyke. The existing redundant boat dock would be infilled and a replacement one provided in the area opposite the chalet within the woodland. A boathouse would be constructed over this. The boatdock would then be accessed via an existing dyke leading directly to Wroxham Broad.

The Planning Officer referred to the consultations received citing an objection from the Ecologist relating to concerns over potential loss of peat soils and Biodiversity habitat. The Planning Officer explained that the scale of the area to be excavated was minimal and therefore any impact on the BAP habitat would be limited. The dredgings from the new dock would be used to infill the unviable boatdock and therefore there would not be a net loss. It was considered that the habitat was

already moderately domesticated and outright protection would be difficult to justify on a habitat basis alone. The Planning Officer concluded that there would not be an unacceptable impact on the landscape character, protected habitats and navigation and therefore recommended the proposal for approval.

Having sought clarification on the scale of the proposal, Members concurred with the Officer's assessment. Mr Jermay proposed that the new boatdock be limited to private use in association with Ennerdale II. This was not seconded. Other members were satisfied that the new boatdock was for private use in association with a private property.

The Chairman proposed to accept the officer's recommendation, seconded by Jacquie Burgess and it was

RESOLVED by 7 votes to 1 against

that the application be approved subject to conditions as outlined within the report as the proposal is considered to be in accordance with Policies CS1, CS2, CS3, and CS20 of the Core Strategy (2007), Policies DP1, DP2, DP4, and DP29 of the Development Plan Document (2011), and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application.

9/9 Enforcement Update

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

Thorpe Island

It was noted that the Injunction papers had been served on Mr Wood on 2 March 2016 and the Hearing in the High Court would be on 11 March 2016.

Ferry Inn Horning

A date for a meeting had been arranged and no Enforcement Notice had been issued.

Staithe n Willow Unauthorised erection of fencing

An Appeal against the Enforcement Notice had been submitted on the grounds that there was no breach of planning control.

Grey's Ices and Confectionary, Norwich Road, Hoveton

Partial compliance had been achieved as the canopies had been removed and the fascias were now flush with the building walls. The site was to be inspected and a report brought back to the next meeting.

Hall Common Farm, Ludham

Unauthorised installation of metal roller shutter door: An application for a lattice work door had been submitted on 4 March 2016.

RESOLVED

that the report be noted.

9/10 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 the Appeal on **BA/2015/0003/REF Silverdown, Horning** had been upheld and therefore lost to the Authority but the application for Award for Costs refused.

In addition the Appeal relating to BA/2015/0004/REF **River Barn Church Lane Surlingham** had been allowed. This was as a result of additional information being provided which had not been provided when the application was first submitted.

RESOLVED

that the report be noted.

9/11 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 23 January to 19 February 2016.

RESOLVED

that the report be noted.

9/12 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 1 April 2016 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

9/13 Farewell to the Chairman: Dr J Murray Gray

The Director of Planning and Resources presented Murray with a picture of Hardley Mill as a token of appreciation from Members of the Committee and the planning staff. She thanked him for his wise counsel and support and commented that he was very widely and highly regarded by the team and other officers as well as officers from other organisations. He would be greatly missed.

Murray thanked everyone for the kind words. He commented that having been on the Authority for a total of 12 years he had had two lives; firstly as a South

Norfolk appointee for 4 years and then as a Secretary of State appointee for 8 years. He had been Chairman of the Planning Committee for 7 years in total. He considered that it had been a tremendous honour and privilege to have been part of the Authority with some particularly enjoyable moments as well as some less so. The Authority had a fantastic team. He thanked Members for their support and wished them well for the future with some difficult cases to take forward.

The meeting concluded at 12.40 pm.

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Planning Committee

Date of Meeting: 4 March 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Gail Harris	9/8(1) Land at Pump Lane	The architect used to be a neighbor. I do not consider it necessary to leave the meeting and will take part in the vote
George Jermany	General	Toll Payer
Murray Gray	9/8(1) Land at Pump Lane - Lake	Academic critic of bunding in flat landscapes - Other interes
Jacque Burgess		Toll Payer

Broads Authority

Planning Committee

Minutes of the meeting held on 1 April 2016

Present:

Mr M Barnard	Mrs L Hemsall
Prof J Burgess	Mr G W Jermany
Mr N Dixon	Mr P Rice
Sir Peter Dixon	Mr J Timewell
Ms G Harris	

In Attendance:

Ms N Beal – Planning Policy Officer (Minute 10/10)
Mrs S A Beckett – Administrative Officer (Governance)
Mr P Cox – (Legal Adviser, NPLaw)
Ms M Hammond – Planning Officer (Minute 10/1 – 10/9)
Ms A Long – Director of Planning and Resources
Mr A Scales – Planning Officer (Minute 10/1 – 10/9)
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke:

BA/2016/ 0017/FUL Compartment 25, Left bank of the River Waveney downstream of Beccles (A146) Bridge

Mr Paul Mitchelmore Applicant for BESL
Mr Kevin Marsh

BA/2016/0064/COND Waveney River Centre, Burgh St Peter

Mr J Knight Applicant

10/1 Appointment of Chairman and Vice-Chairman of the Planning Committee until July 2016

The Director of Planning and Resources asked for nominations for the Chairman of the Planning Committee in light of the departure of the previous Chairman, Murray Gray.

Nigel Dixon proposed, seconded by Lana Hemsall the nomination of Peter Dixon

RESOLVED by 6 votes with one abstention

that Sir Peter Dixon be appointed as Chairman of the Planning Committee until July 2016.

Sir Peter Dixon in the Chair

As Lana Hemsall was the current Vice-Chairman and was willing to continue as Vice-Chairman, there was no need to call for nominations.

10/2 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting.

Apologies were received from Miss S Blane and Mr V Thomson.

10/3 Declarations of Interest

Members indicated their declarations of interest in addition to those already registered, as set out in Appendix 1 to these minutes. Members made a general declaration of interest in relation to application BA/2016/0064/COND as the applicant was a member of the Navigation Committee.

10/4 Minutes: 4 March 2016

The minutes of the meeting held on 4 March 2016 were agreed as a correct record and signed by the Chairman.

10/5 Points of Information Arising from the Minutes

No further points of information were reported.

10/6 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

10/7 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.

10/8 Requests to Defer Applications and /or Vary the Order of the Agenda

No requests to defer applications had been received.

The Chairman proposed to vary the order of the Agenda to take Items 12, 13 and 14 before Items 10 and 11 so as the Legal Adviser could leave the meeting.

10/9 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/2016/0017/FUL Compartment 25, Left bank of the River Waveney downstream of Beccles (A146) Bridge**

Driving / removal / maintenance of piling along the left bank of river, re-grading the river's edge and original bank, and crest raising and roll back of existing bank with the material gained from new pond to be excavated and the old bank

Applicant: Environment Agency

The Planning Officer provided a detailed presentation of the application which in effect was for the continuation and completion of the flood defence measures in Compartment 25 following planning permission granted in April 2010. Whilst most works in the compartment were undertaken in 2010 and 2011 following the grant of this consent, works between Beccles Bridge and Hill Farm, the area the subject of this application, did not take place due to material sourcing complications. These material sourcing issues had now been addressed. Since the granting of permission in 2010 the existing piling had continued to deteriorate and therefore the application also addressed this issue. The techniques to be employed were a combination of those that had generally been used elsewhere in the Broads.

The application originally submitted had now been supplemented by further supporting details whereby the pile removal would be concurrent with floodbank strengthening with additional coir matting to increase stability and stimulate reed growth. The usual monitoring would continue in accordance with the protocol. In addition it was proposed that the sourcing of the material would be from the pond in the area of set aside not from the creation of new soke dykes. This would mean less impact on the road system.

The Planning Officer drew attention to the consultation responses. Since the report was written, Natural England had confirmed that it had no objection. The Broads Society and Navigation Committee both had raised concerns.

In providing the detailed assessment the Planning Officer addressed the concerns raised. There would be no impact on the Authority's 24 hour moorings and access would continue to be available while the work was in progress. It was not considered that there would be a significant risk or erosion with regard to the removal and driving of piling as it was considered that this would in fact strengthen the flood bank. The River Waveney at this point was also relatively wide, compared to the width of Upton Dyke where similar concerns were expressed. With regard to the concerns over the coir matting, officers were satisfied that the risk would only be short term and the use of navigation markers to identify the new edge whilst the reed was established would mitigate the risk to boat users. The coir matting would also help to provide a more stable edge with less risk of erosion. In addition, BESL would continue to monitor the situation and provide remedial works if required.

With regard to the concerns associated with the Beccles Sailing Club, BESL were in discussions with the club as to the use of timber posts and their exact nature, distance apart and height, the details for which could be dealt with by condition.

The Planning Officer concluded that the application would provide enhanced flood defence whilst protecting agricultural and nature conservation interests, preserve recreational opportunities and safeguard the archaeological interest. Subject to the conditions outlined in the report, the application was recommended for approval.

Kevin Marsh, from BESL on behalf of the applicant commented that the application marked a gateway as it was the final application from BESL since the Broads Flood Alleviation Project commenced in 2001. There had been 17 major applications over the 15 years. He thanked the Authority's staff, particularly Cally Smith, Andy Scales and Adrian Clark for their cooperation and assistance in helping to improve the quality of the schemes for the benefit of the Broads. With regard to the archaeological aspects of the proposal, trial trenching would be arranged in order to identify and record the archaeological interest particularly in association with the Iron Age causeway. Kevin Marsh confirmed that BESL was working very closely and collaboratively with the Sailing Club and subject to the navigation officers being satisfied, it was hoped that a suitable resolution could be reached so as not to impact on navigation or recreational amenity. It was hoped that the works could be completed by September to fit in with the landowner's activities. The timings for the works had also been discussed with the landowner.

Members were satisfied with the officer's assessment and the conditions to be imposed. They considered that the conditions in relation to the remedial works if there was damage to banks before the reed was established should be very robust. In addition, they were

particularly concerned that the arrangements with the sailing club on the provision of posts were detailed and covered by planning condition.

Lana Hemsall proposed, seconded by Nigel Dixon and it was

RESOLVED unanimously

that the application be approved subject to conditions as outlined in the report including more robust wording in relation to remedial works and satisfactory details on mooring for the Beccles Amateur Sailing club agreed. The scheme is acceptable and meets the key tests of development plan policies, in particular Policies CS1, CS2, CS3, CS4, CS6 and CS15 of the adopted Core Strategy Policy (2007) and Policies DP1, DP2, DP11, DP15, DP28 of the Development Management Policies (2011).

- (2) **BA/2016/00064/COND Waveney River Centre, Burgh St Peter**
Removal of conditions on residential moorings:
Removal of conditions 1: temporary consent, 3: residential mooring limit, 5: mooring management plan, 6: passing bay signs, 8: vessel size limit and 10: mooring details of permission BA/2015/0251/FUL
Applicant: James Knight, Waveney River Centre

The Legal Adviser provided detailed guidance on the procedures to follow in dealing with the application. He explained that members should not reconsider the merits of the previous permission or of the four conditions attached to that permission which were not the subject of the present application. They should focus on each of the six conditions now requested for removal under Section 73 of the Town and Country Planning Act 1990 as amended. He drew attention to paragraphs 1.4/1.5 and 5 in the Officer's report. These paragraphs set out clearly and fully the competing contentions of the Applicant and of the Officers and reminded members of the relevant planning and legal tests to be applied.

The Committee had the option of granting the application in full (ie agreeing to remove all 6 conditions), retaining all 6 of the conditions (in which case the application would be refused), or of agreeing to remove one or more of the 6 conditions whilst retaining others. It followed from all this that the Committee should consider each of the six conditions in turn, applying the relevant tests, and decide in relation to each of the 6 conditions, whether they should be retained or could be removed.

The effect of any decision (other than a straight refusal) would be to create a new free standing planning permission subject to such conditions as the Committee considered appropriate but including the four conditions not the subject of the present application. The applicant would then have the option of which permission to implement. The Committee could properly bear in mind the planning purposes and the appropriateness of each of the six conditions and whether there had

been any material changes in circumstances since they had been imposed (which was in December 2015). The meeting would follow the usual procedures adopted.

The Planning Officer provided a detailed presentation of the application, which was for the removal of six of the ten conditions from a permission for ten residential moorings, imposed on BA/2015/0251/FUL considered at the Planning Committee meeting on 4 December (Minute 6/8(2)). The Planning Officer explained each of the six conditions in turn setting out the applicant's justification for their removal and then provided an assessment against these, taking account of the six tests set out in paragraph 206 of the NPPF. This stated that "*Planning conditions should only be imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise, and reasonable in all other respects*".

The Planning Officer concluded that in her opinion each of the six conditions were considered to satisfy the six tests of the planning guidance and were still relevant and appropriate. Therefore the application was recommended for refusal (ie none of the six conditions should be removed).

In addressing the Committee, James Knight, the applicant reinforced the applicant's justification for the removal of all six conditions as explained within the report (particularly paragraphs 1.4/1.5). He considered that all the conditions needed to be measurable, reasonable and appropriate and whether if not imposed it would have been appropriate to refuse permission. They should also have been discussed with the applicant beforehand and this was not done. He considered that the permission should have been permanent to give those people requiring residential moorings certainty and to enable investment to be made. With regard to the condition on Highways, he considered that a temporary permission would mean any investment in signage would be too expensive to justify and therefore unreasonable. If permanent, he would be happy to implement the requirements of the condition. He considered that condition 3, stipulating the number of moorings within the area, was unnecessary as it was part of the actual application and these were already shown on the plan. He also considered that a Management Plan for the residential moorings was unnecessary and unreasonable to impose given that the Centre already operated within the terms of the Yacht Harbour Association's Gold Anchor award scheme and berth holders were required to comply with the marina's terms and conditions; the Centre could not accommodate a boat of a length much longer than 25 metres and therefore he also considered that this conditions was unnecessary. With regard to condition 10 relating to the method of mooring, the onus would be on the owner to ensure that their vessel was adequately and safely secured and the requirements already were integral to the day to day management of the marina.

In considering the report and the applicant's present submissions, Members were mindful that in December 2015, Officers had recommended refusal of the original application as the location for residential moorings was outside the development boundary, was not within a settlement or adjacent to the development boundary. However, at the meeting in December 2015, Members had taken into account the need for sustainable development and were supportive of improving the facilities within the southern Broads, not just for visitors but also for local residents. The applicant had indicated at that meeting that the provision of residential moorings would help to improve and support the viability of the existing facilities and the business, by helping to justify extending opening times. Therefore members had decided to grant permission against Officer's recommendation subject to detailed conditions which had been fully discussed at the meeting, when first considering the original application BA/2015/0251/FUL recognising that the granting of permission was a departure from policy. The temporary time limit had been imposed in order to enable an assessment of the impacts in terms of the site and whether the provision of the ten residential moorings had improved the economic viability of the Centre.

Members also took account of the fact that the Highways Authority had originally recommended refusal but had withdrawn their objections provided the highway conditions were imposed. Members considered this to be one of the most important conditions to enable permission to be granted and also satisfied the parish council.

Some members had sympathy with the applicant concerning the temporary condition (condition 1) accepting that it would be difficult for the applicant to plan for and/ or commit to further investment. Although in favour of a temporary time period, one member queried whether such a condition could specify the details to be provided. However, other Members considered that this would be for the applicant to provide as the issue of viability was the basis on which the application was approved. They considered that no detailed evidence had been supplied to indicate that there had been any changes in circumstances since the original decision was made in December 2015 or to justify removal of all of the six conditions. Members came to the view that condition 10 was not necessary although it was understood that such a condition had been used elsewhere.

The Committee voted in turn on each of the conditions proposed to be removed:

Condition 1 for Temporary consent: The proposal to remove this was lost by 5 votes to 4. Condition 1 to remain

Condition 3 Maximum Number of Moorings stated:
The proposal to remove this was lost by 7 votes to 0 with 2 abstentions. Condition 3 to remain

Condition 5 Management Plan: Proposal to remove this was lost by 5 votes to 4. Condition 5 to remain

Condition 6 Highways: Proposal to remove this was lost by 8 votes to 0 with 1 abstention. Condition 6 to remain

Condition 8 Maximum size of Vessel: Proposal to remove this was lost by 8 votes to 0 with one abstention. Condition 8 to remain

Condition 10 Securing of vessel to bank: Proposal to remove this was agreed by 6 votes to 0 with 3 abstentions. Condition 10 to be removed

RESOLVED on the basis of the above

that the application to remove five conditions (1,3, 5, 6 and 8) be refused, and the application to remove condition 10 concerning the securing of the vessel to the bank be approved.

The five conditions remaining are considered to satisfy the six tests at paragraph 206 of the National Planning Policy Framework and the removal of conditions 1, 3, 5, 6, and 8 is considered to be contrary to Policies CS1, CS16, CS20 of the adopted core Strategy (2007), Policies DP11, DP25 and DP29 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 the application.

The application to remove condition 10 is considered acceptable on the basis that it is unnecessary since every boat must be adequately and safely secured whether lived on or not, the exact method would depend on the location in the marina, the type of vessel and seasonal weather and tidal conditions and would be part of the requirements for an integral part of the day to day management of the marina.

Items 12, 13 and 14 were dealt with at this point in the meeting

10/10 Bungay Neighbourhood Plan: Designating Bungay as a Neighbourhood Plan

The Committee received a report providing an update on the progress of the Bungay Neighbourhood Plan following the recent consultation in respect of designation of the Neighbourhood Area. The Planning Policy Officer reported that a total of 7 responses had been received within the consultation period, 6 of which were in agreement with the proposed area boundary. One comment had suggested including additional areas. However, having discussed this with the other parishes concerned, there was no appetite to do so. Therefore the proposed area was recommended for designation.

RESOLVED

- (i) that the comments received are noted and the suggested officer response be agreed; and
- (ii) that the area for the Bungay Neighbourhood Plan as submitted be designated.

10/11 Proposed Somerton Conservation Area Re-Appraisal

The Committee received a report on the Somerton Conservation Area Re-Appraisal that had been considered in detail by the Heritage Asset Review Group. In addition, there had been pre consultation with Somerton Parish Council. The reappraisal was a result of the Authority's responsibility to review its current Conservation Areas and also to consider the designation of new ones. This was 21 out of a total of 25 that had been re-appraised. It was noted that 50% of the Conservation Area covering Somerton fell within the Great Yarmouth Borough area and although the Authority was dealing with the whole, any changes to this aspect would require the approval of Great Yarmouth Borough Council.

Members gave consideration to potential areas for consideration within West Somerton and also East Somerton villages of the Conservation Area with the possibility of excluding some and including others. They were of the view that all those areas highlighted should be included and that they be highlighted for consideration in the consultation document. It was considered that it would be more beneficial to be inclusive than exclusive, especially within a small community. Properties of a certain design or era, not necessarily considered of great architectural or historical value at present could become so in the future.

Members noted that there would be a six week consultation period beginning in June with exhibitions to which all would be welcome during June and July. There would be a joint analysis with Great Yarmouth Borough Council following receipt of consultation responses with the aim of a report to the Planning Committee in the Autumn before adoption by the Authority.

It was noted that there would be some financial implications if more land was included within the Conservation Area as this could result in additional applications. However, it was considered that the benefits, which included a greater understanding of the special characteristics of the Broads, far outweighed any financial implications.

RESOLVED

that the Somerton Conservation Area Re-Appraisal be endorsed for formal public consultation.

10/12 Enforcement Update

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

Thorpe Island

It was noted that the Injunction papers had been served on Mr Wood on 2 March 2016 and the Hearing in the High Court on 11 March 2016 had granted interim injunctions. A date for the final hearing had not yet been received. Monitoring of the site would continue.

A member asked about tree issues on the site. It was noted that the site was in a Conservation Area and there was a management plan in place. Any works on the trees in the area required permission. With reference to a tree that had recently been removed without consent, it was established that it was dead and that no further action was required.

Ferry Inn Horning

Following negotiations, some agreement had been reached and it was hoped to be able to report on progress at the next meeting.

Staithe n Willow Unauthorised Erection of Fencing

An Appeal against the Enforcement Notice had been submitted on the grounds that there was no breach of planning control.

Grey's Ices and Confectionary, Norwich Road, Hoveton

Partial compliance had been achieved as the canopies had been removed and the fascias were now flush with the building walls. The Parish Council and local members had been consulted and had requested that full compliance be achieved.

Hall Common Farm, Ludham

Unauthorised installation of metal roller shutter door: An application for a lattice work door had been submitted on 4 March 2016.

RESOLVED

that the report be noted.

10/13 Appeals to Secretary of State Update and Annual Review 2015/2016

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since November 2015 and a review of the Appeal decisions for the year 1 April 2015 to 31 March 2016.

It was noted that of the six appeals upon which decisions were made during the year 2015 to 2016, four had been allowed and two dismissed. The Head of Planning commented that although the figures were not as good as previous years, the decisions themselves were not wholly disappointing when examining the background details. Two appeals dismissed related to awards

for costs. She provided further details on each of the decisions and explained that with regard to two of the appeals, further information had been provided which the Authority had requested in the first instance and with which it was satisfied.

RESOLVED

that the report be noted.

10/14 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 19 February to 18 March 2016.

RESOLVED

that the report be noted.

10/15 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 29 April 2016 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich. This meeting will be followed by a meeting of the Members' Heritage Asset Review Group.

The meeting concluded at 12.27 pm.

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Planning Committee

Date of Meeting: 1 April 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members	10/9/(2)	Application BA/2016/0064/COND Applicant a Member of the Navigation Committee
Paul Rice	10/12	Member of NSBA, Trustee of Broads Society, Item 12 involved in mediation at Ferry Inn, Horning
Mike Barnard	10/10	Member of Waveney Local Plan working Group considering Neighbourhood Plans
Peter Dixon	10/9	Member of Navigation Committee and teaching sailing next week with the wife of one of the applicants
George Jermany	General and 10/11	Toll Payer, Somerton Parish comes within the Great Yarmouth Borough by whom appointed
Jacquie Burgess		Toll Payer