

Broads Authority

AGENDA

22 March 2019 at the earlier time of 9.30am

	Page
1. To receive apologies for absence and welcome	
2. Chairman's Announcements	
3. Introduction of Members and Declarations of Interest	
4. To note whether any items have been proposed as matters of urgent business	
5. Public Question Time To note whether any questions have been raised by members of the public	
6. To receive and confirm the minutes of the Broads Authority meeting held on 1 February 2019	3 – 17
7. Summary of Progress/Actions Taken following Decisions of Previous Meetings To note schedule	18 – 22

STRATEGY AND POLICY

8. Financial Performance and Direction Report and Presentation by Chief Financial Officer (included) <ul style="list-style-type: none"> Consolidated Income and Expenditure: 1 April 2018 to 31 January 2019 and Overview of Forecast Outturn 2018/19 Annual Capital, Treasury and Investment Strategy for 2019/20 	23 – 46
9. Hosting National Park Communications Service Report by Head of Communications (included)	47 – 51
10. Adopting the Wroxham Neighbourhood Plan Report by Planning Policy Officer (included)	52 – 54

GOVERNANCE

11. Committee Timetable of Meetings 2019/2020 Report by Chief Executive and Administrative Officer (Governance)	55 – 59
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REPORTS FOR INFORMATION

12. **The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code:**
Head of Safety Management to report

MINUTES TO BE RECEIVED

13. **To receive minutes of the following meetings:**
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|---|---------|
| Broads Local Access Forum – 5 December 2018 | 60 – 64 |
| Audit and Risk Committee – 11 December 2018 | 65 – 71 |
| Planning Committee – 11 January 2019 | 72 – 79 |
| Planning Committee – 8 February 2019 | 80 – 87 |
14. **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**
15. **To answer any formal questions of which notice has been given**
16. **To note the date of the next meeting:**
- Friday 17 May 2019 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich**
17. **Exclusion of the Press and Public**
The Authority is asked to consider excluding 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 Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.
18. **Legal Advice and Appointment of Monitoring Officer**
Report by Management Team
- 88 – 92

Broads Authority

Minutes of the meeting held on 1 February 2019

Present:

Mr H Thirtle – in the Chair

Mr J Ash
Mike Barnard
Mr L Baugh
Mr M Bradbury
Mr R Hanton

Mr B Keith
Mr G Munford
Mr P Rice (up to
Minute 4/12)
Mr S Roberts

Mr V Thomson
Mr J Timewell
Mrs M Vigo di Gallidoro
Mr B Wilkins

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer (Governance)
Mr W Burchnall – Programme Manager WMM (up to Minute 4/11)
Ms M Conti – Strategy and Project Officer
Mr D J Harris – Solicitor and Monitoring Officer
Mr S Hooton – Head of Strategy and Projects (Up to Minute 4/12)
Ms A Kelly – Senior Ecologist (for Minute 4/11)
Ms E Krelle – Chief Financial Officer
Mr R Leigh – Head of Communications
Mr H Mach – Project Manager CANAPE (up to Minute 4/11)
Mr R Rogers – Director of Operations
Ms M-P Tighe – Director of Strategic Services

Guests:

Mr J Jones – Head of Environment in the Community and
Environmental Services Norfolk County Council
Mike Barnes }
Alan Thomson}- Prospective Members of the Navigation Committee

4/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting. In particular he welcomed Mr John Jones from Norfolk County Council as well as prospective members of the Navigation Committee from the end of March 2019.

Apologies had been received from Mr K Allen, Prof J Burgess, Mr W A Dickson, Ms G Harris, Mrs L Hemsall and Mrs N Talbot.

4/2 Chairman's Announcements

(1) Openness of Local Government Bodies Regulations 2014

The Chair reminded Members that the meeting would be recorded as a back-up for accuracy. The Broads Authority retained the copyright. If a member or a member of the public wished to receive a copy of the recording, they should contact the Solicitor and Monitoring Officer. No one else indicated that they would be recording or filming the meeting.

(2) **Chairman and Vice-Chairman activities**

The Chairman provided members with an update on the appointments he had been involved in over the last two months:

He had attended meetings with the Leaders of Norfolk County Council and Great Yarmouth Borough Council as well as the Chief Executives of Broadland District and North Norfolk District Councils. In addition he had attended and spoken at 9 parish council meetings on issues relating to the Broads.

He had also attended other statutory bodies where Broads related issues had been raised:

- NPLaw Board – relating to the legal services provided to the Authority. It was confirmed that NPLaw was entitled to compete for the Authority's work.
- IDB Board - an issue was raised about the role of the Authority's Planning Department. The Chairman supported by Louis Baugh, also a member of the Board, was able to advise the Board of the Authority's position.

The Chairman also wished members to note that he had been asked and had agreed to become a member of Centre 81 Development Steering Group. This was to develop an ambitious new £4.8million building by the river adjacent to the Great Yarmouth Yacht Station, to provide a new centre to improve the quality of life for disabled and disadvantaged people in Norfolk. This was at an important gateway for both Great Yarmouth and the Broads and it was a project he fully supported. He would update Members on its progress.

(3) **Date to Note:**

Wednesday 20 March 2019: Parish Forum at Yare House, Norwich

Broads Engage: On Biodiversity – date to be confirmed.

Friday 22 March 2019 Members Site Visit following a short Authority meeting a visit to view some aspects of the Water Mills and Marshes Landscape Partnership Project.

All members were requested to respond as to their availability by 8 February 2019.

(4) **Members Annual Reviews**

The Chairman gave notice that the Member Annual Review Forms will be sent to all members and dates for discussions arranged. The feedback from these would be reported to the Authority's meeting in May and will help to set out a Member Programme for 2019/20.

(5) **General Proceedings.**

The Chairman commented that there would be three presentations at this meeting. He would take it that Members had read the papers and therefore the emphasis would be for members to ask questions and debate the issues. It was hoped to complete business by 13.00.

4/3 Introduction of Members and Declarations of Interest

Members indicated they had no further declarations of interest other than those already registered, and as set out in Appendix 1 to these minutes. The Solicitor and Monitoring Officer commented that the Navigation Committee Members who had declared an interest in item 14 (Appointments to the Navigation Committee) should not take part in the discussion. However, they were given special dispensation not to leave the meeting, especially as the prospective candidates were invited to attend to observe proceedings.

4/4 Items of Urgent Business

There were no items of urgent business.

4/5 Public Question Time

No public questions had been received.

4/6 Minutes of Broads Authority Meeting held on 23 November 2018

The minutes of the meeting held on 23 November 2018 were approved as a correct record and signed by the Chairman.

4/7 Summary of Progress/Actions Taken Following Decisions of Previous Meetings

The Authority received and noted a schedule of progress/actions taken following decisions of previous meetings.

In particular attention was drawn to the following:

Housing White Paper Planning Fees: The 20% increase in planning fees agreed by the Government had resulted in additional income over the last year. In line with members' wishes for the fees to be allocated towards monitoring and enforcement, the Authority had appointed Linda Ibbitson-Elks as Planning Officer (Compliance and Implementation) at the beginning of December 2018. The post was partly funded through the planning fee increase.

Mutford Lock: Although there was a delay in determining the Harbour Revision Orders for the transfer to the Authority, these were still being processed.

Broads Local Plan – The Chief Executive had authorised for the Modifications Document to be sent out for public consultation after consultation with the Chair of the Authority and Chair of the Planning Committee. The Consultation period was for 7 weeks from 28 January 2019 to 15 March 2019.

Boat Safety Scheme: Carbon Monoxide Alarms. The Authority has adopted the BSS requirements for carbon monoxide alarms and these will be implemented from 1 April 2019.

4/8 Collaboration with Norfolk County Council

The Authority received a report from the Chief Executive about a range of collaborative work with Norfolk County Council (NCC) as well as the County's response to the National Park/Glover Review. He commented that the Broads Authority had had a long and very productive relationship with NCC especially since the Council had been instrumental in the Authority's formation. There were now new opportunities emerging and therefore he was very pleased to welcome John Jones to expand on these.

John Jones, Head of Environment in the Community and Environmental Services at NCC gave a presentation providing more details and expanding on those collaborative projects mentioned in the report. These included a series of specific projects relating to:

- Heritage - windmills and pumps within the Broads;
- Cycling and walking initiatives including "Greenways";
- Projects involving biodiversity with the Norfolk Non-Native Species Initiative;
- Interreg Projects including PROWAD-LINK relating to business and sustainable tourism, ENDURE: Ensuring Dune Resilience Against climate change and
- A bid for an Interreg Project EXPERIENCE - Experiential tourism with the aim of extending the visitor season and promoting Norfolk as an off-season experiential destination.

The Chief Executive commented that this could be a real opportunity for the County and the Authority to work with the private sector. The work the Authority had been involved in with the Discover England Fund and National Parks Experience project could be developed further through the EXPERIENCER project. *(see Minute 4/9)

Members supported the potential opportunities through the EXPERIENCE project in particular, since they considered it could provide considerable benefits to the local economy. It was important to engage with businesses.

With regard to the Greenways and improving access for cycling and walking, it was clarified that the projects involved upgrading existing routes and where new ones were created, the long-term maintenance implications were included.

John Jones commented on the NCC's response to the Glover Review. The aspiration was to have a single management structure for the Norfolk Coast Area of Outstanding Natural Beauty, the Wash and North Norfolk Coast Natura 2000 in order to have a more integrated approach.

Members welcomed the increased collaboration particularly with the current context of uncertainty. It was suggested that it might be worth considering a more formalised agreement such as a Memorandum of Understanding to cement the relationship with NCC. It was noted that the County Council had an arrangement with the University where there were opportunities for procurement and exchanges of staff and skill sets and that there could be potential for such arrangements with the Authority.

The Chairman thanked John Jones for his presentation and concluded that the collaboration provided excellent benefits and outstanding opportunities, which were to be welcomed.

RESOLVED unanimously:

- (i) that the Authority supports Norfolk County Council's aspiration for a single management structure for the Norfolk Coast Area of Outstanding Natural Beauty and the Wash, and North Norfolk Coast Natura 2000.
- (II) that the areas of co-operation with Norfolk County Council and the progress that is being made is noted.
- (iii) that officers explore the possibility of more formal yet flexible platforms for future collaboration with Norfolk County Council focussing on procurement, bidding for external funding and staffing arrangements. (eg: A Memorandum of Understanding)

4/9 Strategic Direction Strategic Priorities 2018/2019 and Strategic Priorities for 2019/20

(i) Strategic Priorities 2018/19

The Authority received the fourth report for the year on the Strategic Priorities for 2018/19, which were guided by the themes within the Broads Plan 2017 – 2022.

In particular, reference was made to

Priority 6: Marketing, Promotion and Media relations. The Chief Executive circulated two publications “Discover the UK National Parks – a guide to Britain’s most treasured landscapes” and the “Travel Trade Buyers Guide – the English National Park Experience Collection” supported by Visit England through the Discover England Fund. These had been provided to launch the project, which he had attended with Bruce Keith on 31 January 2019. He reminded members that this was a collaborative project with the National Parks to develop England as a tourist destination particularly targeting Germany and Australia and demonstrated the benefits of partnership working.

The engagement of local businesses was an essential part of the project * (Minute 4/8).

The Chief Executive highlighted the good progress that the Communications Team had made on the village signs project and that using existing signposts to host the signs meant that the costs involved, 41 signs at a cost of less than £30,000, was good value for money. They could be funded from this year's budget and an order was being placed.

Members were informed that the BBC Countryfile Winter Special featuring the Broads would be broadcast on Sunday 10 February 2019.

Priority 8 Acle Bridge: Members welcomed the aim of having a catering operation on the site. Some interest had been expressed following the advert for potential caterers for the coming season 2019 April to September, but no one had yet been appointed.

Priority 9 Agri Environment Scheme (post-Brexit): It was pleasing to note that Defra had accepted the Broads as a Test and Trial location for potential new Environmental Land Management Schemes. This was one of 50 in the UK and officers were working closely with the NFU to ensure that the special qualities and uniqueness of the Broads was recognized.

Priority 3 and 4 Broadland Futures Initiative/ Catchment Management – Flood Risk Management. Contact had been made with the Highways Authority concerning flooding on roads and the potential for reduction run-off.

(ii) Strategic Priorities for 2019/20

The Authority also received a report setting out the proposed strategic priorities for 2019/20, most of which followed on from and further developed those of 2018/19. Although there were fewer in number than for 2018/19 the priorities were significant and incorporated a number of elements.

Members were in support of the proposed strategic priorities for the following year. A member suggested that the wording under proposed Priority 6 for the Agri-Environment Pilot should be amended to reflect the environmental as well as economic value of the Broads area, wording for which was provided. He commented that Members would welcome a presentation on this topic.

Members considered that there should be more emphasis on collaboration. Therefore, one priority should be expanded to include the aim of developing partnerships and collaboration especially in relation to sourcing external funding.

RESOLVED unanimously

(i) That the Strategic Priorities update for 2018/19 is noted.

(ii) That the Strategic Priorities for 2019/20, as set out in paragraph 4.1, of the report to include the items set out below are adopted including amended wording to item 6 and greater emphasis on partnership working especially in Priority 5.

	Strategic Priority 2019/20	Activity
1	Water, Mills & Marshes	Implement programme of work with WMM project partners
2	CANAPE	Implement programme of work with European partners
3	Broadland Futures Initiative (Integrated flood risk management)	Implement joint programme of work with the Environment Agency and other partners
4	Marketing, promotion and media relations	Implement branding activities in the Broads National Park and market the results of the Discover England Fund project. Subject to decision by the 14 National Park Authorities recruit three members of staff for UK Communications Team.
5	Development of partnership projects	Work in collaboration with key partners to develop projects that would support the delivery of Broads Plan objectives and attract external funding
6	Agri-environment pilot	Work with partners to design and deliver environmentally and economically sustainable wetland and lowland grazing options within the proposed post Brexit Environment Land Management Scheme.

- *This table includes amended wording.*

4/10 Water Mills and Marshes Landscape Partnership Project (WMM)

The Authority received a presentation on a selection of the projects delivered through the Water Mills and Marshes Landscape Partnership Scheme. It was emphasised that there were 38 projects with 55 partners in the scheme and which would not all be covered. The presentation included the “Tide Jetty” performance touring the area; the Drainage Mill Restoration work and development of Heritage Skills Training in association with Norwich City College; the Wild Watch Camera Project and the Burgh Castle Almanac, an archaeological project providing benefits for mental health and well-being.

Members were also shown a short video illustrating part of the Education Programme that had focussed on Lowestoft. The work would be extended to other areas in 2019.

(The video is available on YouTube <https://youtu.be/VPH63Jk5J4>)

Members had received notification of the intended site visit on 22 March 2019 that would showcase other elements of the scheme.

Members thanked and congratulated those involved on the progress and achievements to date.

4/11 CANAPE – Update (Creating A New Approach to Peatland Ecosystems)

The Authority received a presentation on the progress of the CANAPE project. Although this was very important for the Broads, it also involved 14 other partners in four other countries with a total budget of €5,545,105 of which the BA's budget was €1,459,016. An important part of the work delivered in the Broads concentrated on Hickling, which involved reed bed creation and water quality improvement. The Authority was also learning from work being undertaken in the other wetland areas, which could provide benefits to other areas in the Broads. Another part of the project focused on testing and marketing products created from peatland materials. The overall aim was to create resilient peatland systems.

Members were shown a video which would be launched on 2 February 2019, World Wetland Day. This had been prepared by the in-house Communications Team.

Members thanked officers for the presentations commenting that they demonstrated some exemplary and outstanding work.

4/12 Financial Performance and Direction

The Authority received a report on the details of the actual income and expenditure for the nine-month period to 31 December 2018 together with a forecast of the projected expenditure at the end of the financial year (31 March 2019). The report also included the Consolidated Budget for 2019/20 and the financial strategy to 2011/22, the views of the Audit and Risk Committee on Member's Allowances as well as the proposed updates on the Advertising and Sponsorship policy since first adopted in November 2014.

(1) Consolidated Income and Expenditure 1 April 2018 to 31 December 2018 and 2018/19 Forecast Outturn.

The Chief Financial Officer commented that she was pleased to report that the £146 deficit in the figures for the end of December had now become a surplus as the tolls from private craft were better than expected. In addition, the post for a Senior Planner would not be filled until the end of the financial year.

RESOLVED

- (i) that the Consolidated Income and Expenditure Figures for the nine month period 1 April to 31 December 2018 are noted. (Appendix 1 of the report)

(2) Financial Planning and Budget for 2019/20 and Financial Strategy

The Authority had received an outline of the draft budget at its meeting on 23 November 2018 to inform the setting of navigation charges for 2019/20. The subsequent decision to apply an overall increase in tolls of 2.6% had now been incorporated to provide an updated budget for 2019/20 alongside the draft financial strategy to 2021/22. The split on the legal budget had been amended to reflect the actual legal costs for navigation prosecutions. All the salary budgets were based on posts being filled 100% of the time and adjustments would be made if and when savings arose between vacancy and recruitment. Salary costs were based on a 2% increase for staff and increased employer pension costs but there remained considerable uncertainty for the period April 2020 to March 2022.

Members noted the Budget Sensitivity Analysis and the uncertainties and potential risks involved, not only from tolls income but particularly once the four-year guarantee of income from central government came to an end and the unknown outcome of a Government Comprehensive Spending Review.

The Chairman supported by the Vice-Chairman's comments expressed thanks to the Finance team and budget holders for providing outstanding management of the Authority's finances.

RESOLVED unanimously

- (ii) That the Authority adopts the 2019/20 Budget and endorses the assumptions made and applied in the preparation of the Budget.
- (iii) that the Authority adopts the Earmarked Reserves Strategy for the period 2019/20 to 2021/22.

(3) Members Allowances

The Audit and Risk Committee had received a paper on Member Allowances at its meeting on 11 December 2018. They recognised that a review was overdue but considered that it would not be appropriate to carry one out until the recommendations of the Glover Review on National Parks and AONBs – special landscapes were known as well as the Government's response and outcome of the Comprehensive Spending Review.

It was clarified that the issues in relation to taxation on claims for expenses as well as provision for care had been challenged with the HMRC and had also been raised with Ministers. Although there was some sympathy from Defra Ministers, it was a Treasury matter. Officers would continue to review and monitor the situation.

RESOLVED

- (iv) that the Audit and Risk Committee's advice on Members' Allowances is accepted and a further review delayed until the outcome and implications of the National Park Review (Glover Review) are clear.

(4) Advertising and Sponsorship Policy

Members considered the updates on the Advertising and Sponsorship Policy since it had been adopted first in 2014 with the aim of providing a framework for officers to ensure best practice and that legislative requirements were followed. It was emphasised that the policy was designed as a set of guiding principles.

Although fully supporting the policy as presented, particularly in relation to the ethical and reputational issues, a member considered that there was still a need to establish a funding and sponsorship strategy. There would not be any intention of affecting the initiatives with our National Park partners but it was considered that, given the current uncertainties, the development of a strategy needed to be reassessed. Others supported this.

The Chief Executive commented that he was very mindful of the Authority's limited resources and capacity. However, he acknowledged that such consideration would be opportune, particularly to consider the possibilities of future funding following completion of the WMM and CANAPE projects. He undertook to meet with one or two members to discuss the matter further.

RESOLVED

- (v) that the revised Advertising and Sponsorship Policy be adopted and be reviewed in three years' time unless there are significant changes to the funding landscape.

4/13 UK National Parks Charity Foundation

The Authority received a report providing an update on the progress made by National Parks Partnerships LLP (NPPL) in establishing the UK National Parks Charity Foundation. NPPL had identified corporate entities that might wish to make a donation to invest in National Parks, and provide public benefit through "charitable" routes. It was clarified that the intention was that all National Parks would benefit equally. It was noted that the three founding Trustees were officers from three of the 15 UK National Parks. It was yet to be clarified as to whether Trustees of the Charity should be members or officers.

Members were supportive of the principle and considered that it could open up a number of opportunities and provide a very positive step forward. Although it was recognised that the risks associated with the Authority being a member of the UK National Parks Charity Foundation had been identified as low, a member suggested that this be considered by internal audit.

RESOLVED unanimously

- (i) To authorise the Chief Executive, in consultation with the Authority's Chair, to submit formal application to apply for membership and take all such incidental and consequential steps as are reasonably necessary to implement this decision, including entering into any agreements and signing any legal documentation to give effect to this decision.
- (ii) To delegate to the Chief Executive, in consultation with the Authority's Chair, the taking of any decisions on behalf of the Authority in the running of UK National Parks Charity Foundation, including nomination or seconding of Trustees and bringing back regular reports to the Authority as necessary.

4/14 Appointments to the Navigation Committee

The Authority received a report setting out the appointments process for membership of the Navigation Committee and provided a recommendation on the appointments for the four-year term (2019 – 2023) made by the independent Appointments Panel. The term of appointment of the current co-opted Members comes to an end on 31 March 2019. A number of organisations had been consulted in accordance with the Norfolk and Suffolk Broads Act 1988 as had the Navigation Committee on 17 January 2019.

The Solicitor and Monitoring Officer further reported on the consultation and correspondence with the Great Yarmouth Port Authority. The Port Authority had not received the first set of correspondence due to changes in staff and it subsequently transpired that they were under the misapprehension that they were required to nominate a candidate. Full details of the candidate recommended by the panel under Category F had been forwarded to the Port Authority and the candidate had offered to meet with the Board. The Solicitor confirmed that he was satisfied that the Authority had followed the correct procedures and the Port Authority had been consulted appropriately.

The Chairman thanked all those involved in the process, which had been rigorous. He commented that it would be worth considering improvements to the process.

RESOLVED unanimously by those entitled to vote (2 abstentions).

That the Authority accepts the recommendations of the Selection Panel and agrees that the following be appointed as co-opted members to the Navigation Committee from 1 April 2019 until March 2023.*

*(*The appointments are for a 4 year term and therefore the term will end in March 2023.)*

Andy Hamilton - Category A
 Simon Sparrow – Category A
 Nicky Talbot – Category B
 Paul Thomas – Category C
 Linda Aspland and Mike Barnes– Category D
 John Ash – Category E
 Alan Thomson – Category F.

The Chairman thanked the Navigation Committee members whose membership would cease on 31 March 2019, for their substantial contribution to the Authority. He welcomed the new appointees.

4/14 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

There were no matters to report under this item.

4/15 Minutes Received

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

RESOLVED

(i) Financial Scrutiny and Audit Committee – 24 July 2018

RESOLVED

That the minutes from the Financial Scrutiny and Audit Committee meeting held on 24 July 2018 be received.

(ii) Navigation Committee – 25 October 2018

RESOLVED

that the minutes from the Navigation Committee meeting held on 25 October 2018 be received.

(iii) Planning Committee: 9 November and 7 December 2018

RESOLVED

that the minutes of the Planning Committee meetings held on 9 November and 7 December 2018 be received.

4/16 Feedback from Members appointed to represent the Authority on outside bodies 2018/19

Outside bodies

Broads Tourism – The Solicitor on behalf of Paul Rice reported that the next Broads Tourism meeting will be on 17 February 2019.

National Parks UK and England – Bruce Keith reported that he had attended a meeting of National Parks England in the Peak District on the 31 January 2019 on behalf of the Chairman. One of the main items discussed concerned options for providing policy communications for National Parks

England. The Chairs preferred solution was to outsource the work to a private company.

Other topics discussed included Agri-Environment schemes and the Agriculture Bill currently in Parliament, the renaming of the Heritage Lottery Fund to the National Lottery Heritage Fund with two priorities of natural landscapes and community heritage; the National Park Review and potential outcomes; the Memorandum of Understanding between Highways and the National Parks and the 70th anniversary of the National Parks and Access to the Countryside Act 1949. The Yorkshire Dales would be hosting the next National Parks Conference in September 2019 when each of the Park Authorities would be invited to send 3 – 4 delegates.

Norfolk and Suffolk Broads Charitable Trust – Bruce Keith reported that he had attended a meeting on Monday 28 January 2019 where there had been a good exchange of ideas concerning the need to re-energise “Love the Broads” and develop new areas of funding over the next three – five years. The Trust was looking for a new Chairman.

Upper Thurne Working Group – Brian Wilkins reported that the next meeting would be on 14 February 2019 with some members of the Environment Agency staff in attendance. The Glover Review and the issue of special species were to be discussed.

Whitlingham Charitable Trust – Matthew Bradbury reported that the Annual General Meeting of the Trust was held on 23 January 2019, followed by an ordinary meeting. Rob Bennett was appointed as the new Chairman following Martin Shaw having stepped down after 8 years. The Estate was looking at developing a broad Master Plan for the long-term future to include improving the assets and visitor experience in Whitlingham Country Park. This included improving the toilet facilities as well as potential extension to the flint barn to accommodate the increase in the numbers of visitors to the site. An architectural brief was being prepared. Cycling opportunities with Pedal Revolutions were being developed.

Local Authority Feedback

North Norfolk District – The Solicitor on behalf of Paul Rice reported that North Norfolk District Council had adopted a new process for dealing with development control decisions as a result of the Dover DC v CPRE Kent 2017 at the UK Supreme Court. This implied that Development Committees must vote on the Officers’ recommendation(s) first, before moving to a vote on a contrary proposal.

South Norfolk Council - Vic Thomson reported that he had received feedback from all those Parish Councils in South Norfolk which came within the Broads Area. All were against points 3 and 5 of the Authority’s response to the Glover Review relating to expanding the Broads area and membership.

Waveney District – Mike Barnard reported that Waveney District Council would cease to exist from 1 April 2019. It was to be amalgamated with Suffolk Coastal to become East Suffolk District. There would be no new councillors until the May elections, but Mike Barnard would be a member of the Authority until a replacement was appointed.

Suffolk County Council – Melanie Vigo di Gallidoro reported that she had very positive feedback from the meeting she and the Broads Authority Chief Executive had with Suffolk County's Leader and Chief Executive. It would be pleasing to complete the purchase of Mutford Lock and it was hoped that East Suffolk and Suffolk County Council would be very much involved in future collaborations with the Authority. There was also very positive support for the work in developing the Carlton Marshes Nature Reserve.

4/17 Items of Urgent Business

There were no items of urgent business for consideration.

4/18 Formal Questions

There were no formal questions.

4/19 Date of Next Meeting

The next meeting of the Authority would be held on Friday 22 March 2019 at **9.30** am at Yare House, 62 – 64 Thorpe Road, Norwich. This would be followed by a site visit to include progress on the Water Mills and Marshes project.

The Authority meeting following this would be on Friday 17 May 2019.

The meeting ended at 13.10 pm

CHAIRMAN

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

Committee: Broads Authority 1 February 2019

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
John Ash	14	Potential Navigation Committee member
Paul Rice		Chair of Broads Society
Louis Baugh	9(ii) 4.1 Table6	Business interest in lowland grazing
Ron Hanton	8	Member of Norfolk County Council
Vic Thomson	8	Member of Norfolk County Council
John Timewell	8	Member of Norfolk County Council
Brian Wilkins	14	Coopted Member and Vice-Chair of Navigation Committee standing in for Nicky Talbot Chair of NSBA

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
26 January 2018 Minute 4/24 Transfer of Mutford Lock	<ul style="list-style-type: none"> The two Harbour Revision Orders are submitted and the tripartite agreement noted in the report be completed in all respects, to give effect to completing the transfer of the Lock in the Navigation Area and the ownership to the Broads Authority. 	Solicitor and Monitoring Officer	<p>The two Harbour Revision Orders were published for a 42 day public consultation on 3 August 2018. No objections have been raised under either order.</p> <p>The MMO is progressing the HROs.</p>
16 March 2018 Minute 5/11 Broads Local Plan 23 November 2018 Minute 3/13	<ul style="list-style-type: none"> Broads Local Plan endorsed for submission to the Planning Inspectorate for the Examination in Public In the interest of expediency authority be delegated to the Chief Executive in consultation with the Chair of the Broads Authority and the Chair of Planning Committee the decision to authorise the consultation on modifications to the Broads Local Plan on receipt of instructions from the Inspector. 	Planning Policy Officer	<p>A final session of the Examination in Public EIP took place on 28 September 2018.</p> <p>Preliminary comments received from the Inspector and responses provided.</p> <p>After consultation with the Chair of the Authority and Chair of the Planning committee the Chief Executive authorised the consultation to proceed. Consultation period 7 weeks from 28 January 2019 to 15 March 2019.</p> <p>Aim for adoption of the Local Plan in May 2019.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
16 March 2018 Minute 5/19 Pilot Agri-Environment Scheme for the Broads	<ul style="list-style-type: none"> Contents of submission to Defra for pilot agri-environment scheme for the Broads, which builds on the partnership work with the National Farmers Union and local land managers and prepared with assistance of local conservation NGOs welcomed and noted. 	Head of Strategy and Projects/ Broadland Catchment Partnership Officer	The Broads has been registered for a test/trial of evolving elements of the new agri-environment scheme. Further details awaited from Defra. In the meantime close working continues between farmers, NFU, Natural England and environmental NGOs to collaborate on what we would wish to see in the Broads.
28 September 2018 Minute 2/11 Acle Bridge	Chief Executive delegated to – <ul style="list-style-type: none"> to continue discussions with the neighbouring landowner over the possibility of purchasing additional land at the Acle Bridge site; to continue discussions with Great Yarmouth Borough Council for the acquisition of the toilet block; to proceed with the essential repairs to the moorings at the Acle Bridge site subject to the views of the Navigation Committee; to investigate whether the development of a Visitor and Education Centre could form an important element in a wider more ambitious project to improve the infrastructure 	Chief Executive	Investigation what measures could improve highway access to the site. Great Yarmouth Borough Council has agreed to the sale of the toilet block to the Broads Authority. Agreement is being drafted by the Solicitors. Moorings have been refurbished this winter and electric charging points will be installed later in the year. Discussions taking place with New Anglia. Caterers have been identified and appointed to run the shop on the site.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>for Broads tourism and raise awareness of the special qualities of the area in future; and</p> <ul style="list-style-type: none"> • in the context of reviewing the Sustainable Tourism Strategy, to consider with members options for a wider project to enhance tourism in the Broads. 		
<p>28 September 2018 Minute 2/12 23 November 2018 Minute 3/8 National Parks Review: Response</p>	<ul style="list-style-type: none"> • That the Chairs' Group together with the Chief Executive consider and provide a robust response for submission to the Review Team based on the eight areas required of the team and guidance from Members as indicated. • The deadline response submission 18 December 2018 . Chairs' Group to meet meeting again on 5 December 2018 to finalise the response and consider the points raised. • Members were encouraged to submit any comments they wished to make individually to that group. 	<p>Chairs Group with Chief Executive</p>	<p>Review Team expected to report in September 2019</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
1 February 2019 Minute 4/8 Collaboration with Norfolk County Council	<ul style="list-style-type: none"> that the Authority supports Norfolk County Council's aspiration for a single management structure for the Norfolk Coast Area of Outstanding Natural Beauty and the Wash, and North Norfolk Coast Natura 2000. that the areas of co-operation with Norfolk County Council and the progress that is being made is noted. that officers explore the possibility of more formal yet flexible platforms for future collaboration with Norfolk County Council focussing on procurement, bidding for external funding and staffing arrangements. (eg: A Memorandum of Understanding) 	Chief Executive	Collaborative Work with Norfolk County Council on going. Project proposal submitted to Norfolk County Council to be a partner in the EU Interreg programme Experience. This 3 year project involves taking forward the recent Discover England project to French and US markets and extending National Park branding. The draft budget is c £270,000 for over 3 years with a match funding contribution from the Authority of £75,013.
1 February 2019 Minute 4/13 UK National Parks Charity Foundation	<ul style="list-style-type: none"> To authorise the Chief Executive, in consultation with the Authority's Chair, to submit formal application to apply for membership and take all such incidental and consequential steps as are reasonably 	Chief Executive	Formal application submitted. Audit and Risk Committee considered risks involved at meeting on 5 March 2019 AGM for the National Parks Charity Foundation scheduled for 2 May 2019

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>necessary to implement this decision, including entering into any agreements and signing any legal documentation to give effect to this decision.</p> <ul style="list-style-type: none"> • To delegate to the Chief Executive, in consultation with the Authority's Chair, the taking of any decisions on behalf of the Authority in the running of UK National Parks Charity Foundation, including nomination or seconding of Trustees and bringing back regular reports to the Authority as necessary. 		<p>Appointment of Trustees to be considered by BA at meeting in July 2019</p>

Financial Performance and Direction
Report by Chief Financial Officer

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 Capital, Treasury & Investment Strategy be adopted.

1. Introduction

- 1.1 This report covers two items, the Consolidated Income and Expenditure from 1 April 2018 – 31 January 2019 and the Annual Treasury and Investment Strategy for 2019/20.

2. Overview of Actual Income and Expenditure

Table 1 – Actual Consolidated I&E by Directorate to 31 January 2019

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(6,688,926)	(6,714,137)	+ 25,211
Operations	2,948,799	2,875,919	+ 72,880
Strategic Services	1,805,581	1,702,373	+ 103,208
Chief Executive	982,251	949,581	+ 32,670
Projects, Corporate Items and Contributions from Earmarked Reserves	38,500	43,873	- 5,373
Net (Surplus) / Deficit	(913,795)	(1,142,391)	+ 228,596

- 2.1 Core navigation income is above the profiled budget at the end of month ten. The overall position as at 31 January 2019 is a favourable variance of £228,596 or 25.02% difference from the profiled LAB. This is principally due to:
- An overall favourable variance of £25,211 within income:
 - Hire Craft Tolls is £10,558 above the profiled budget.
 - Private Craft Tolls is £9,269 above the profiled budget.
 - Other Toll Income is £5,418 below the profiled budget.
 - Interest Income is £10,774 above the profiled budget.

- A favourable variance within Operations budgets relating to:
 - Construction and Maintenance Salaries is under the profiled budget by £16,017 due to a vacancy which was filled in January.
 - Equipment, Vehicles and Vessels is over the profiled budget by £14,688 due to a number of repairs being completed ahead of profile.
 - Land Management is over the profiled budget by £15,520 due to timing differences on the receipt of income from the Rural Payments Agency.
 - Practical Maintenance is under the profiled budget by £14,522 due to timing differences on contractor work at Hoveton viaduct.
 - Ranger Services is under the profiled budget by £24,951 due to timing differences on the profile originally set for launch repairs.
 - Safety is under the profiled budget by £34,329 due to timing differences on the invoicing of the two new pool vehicles.
- A favourable variance within Strategic Services budgets relating to:
 - Development Management is under profiled budget by £50,017 due to additional income from the increased fees and salary savings. The forecast has been adjusted for the income and the salary savings.
 - Strategy and Projects Salaries is over profiled budget by £28,899 due to a salary being funded from the Catchment reserve.
 - Human Resources is under profiled budget by £17,082 due to a reimbursement of staff training following an individual leaving the Authority and salary savings following a vacancy which has now been filled. The forecast has been adjusted for the income.
 - Project Funding is under profiled budget by £43,972 due to timing differences.
- A favourable variance within Chief Executive budgets relating to:
 - Legal Services is under profiled budget by £13,213 due to timing differences and salary savings. The forecast has been adjusted for the salary savings.
 - Asset Management is under budget by £24,344 due to timing differences.

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 2018/19. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Details of the movements from the original budget are set out in Appendix 2.

Table 2 – Adjustments to Consolidated LAB

	Ref	£
Original budget 2018/19 – deficit	Item 1 26/01/18 (BA)	72,430
Approved budget carry-forwards	Item 12 18/05/18 (BA)	1,558

LAB at 31 January 2019 – deficit		73,988
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4. Overview of Forecast Outturn 2018/19

- 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. A summary of these adjustments are given in the table below.

Table 3 – Adjustments to Forecast Outturn

Item	£
Forecast outturn deficit per LAB	73,988
Adjustments reported 11/12/18	(40,745)
Increase to Private Craft Income	(10,238)
Increase to Investment Income	(5,000)
Decrease to Construction and Maintenance Salaries following vacancy	(11,000)
Increase to Equipment, Vehicles and Vessels Expenditure	7,700
Increase to Premises Dockyard Expenditure	3,300
Decrease to Operations Management & Admin Expenditure to reflect actuals	(1,500)
Increase to Planning Fees	(14,000)
Decrease to Planning Salaries following delays to recruitment	(20,500)
Increase to Legal Income	(2,000)
Decrease to Legal Salaries to reflect new working arrangement	(13,228)
Forecast outturn surplus as at 31 January 2019	(33,223)

- 4.2 This represents a favourable variance of £107,211 between the forecast outturn and the LAB. This is a result of additional income and savings within expenditure.

5. Reserves

Table 4 – Consolidated Earmarked Reserves

	Balance at 1 April 2018	In-year movements	Current reserve balance
	£	£	£
Property	(479,194)	(68,962)	(548,156)
Plant, Vessels and Equipment	(202,154)	(85,000)	(287,154)
Premises	(148,424)	(44,743)	(193,167)
Planning Delivery Grant	(227,176)	0	(227,176)
Upper Thurne Enhancement	(100,175)	(18,264)	(118,439)
Section 106	(102,250)	0	(102,250)

Heritage Lottery Fund	(113,519)	122,365	8,846
Catchment Partnership	(99,481)	29,130	(70,351)
CANAPE	(72,259)	4,510	(67,749)
Computer Software	(40,307)	3,243	(37,064)
Total	(1,584,939)	(57,721)	(1,642,660)

5.1 £730,332 of the current reserve balance relates to navigation reserve.

6. Summary

6.1 The current forecast outturn position for the year suggests a surplus of £8,916 for the national park side and a surplus of £24,307 on navigation resulting in an overall surplus of £33,223 within the consolidated budget, which would indicate a general fund reserve balance of approximately £1,067,000 and a navigation reserve balance of approximately £392,000 at the end of 2018/19 before any transfers for interest. This will mean that the navigation reserve will be above the recommended level of 10% of net expenditure during 2018/19.

7. Annual Capital, Treasury and Investment Strategy

Overview

- 7.1 The Prudential Code for capital finance in local authorities requires local authorities, including the Broads Authority, to prepare an Annual Investment and Treasury Strategy. This strategy must be approved, before the start of each financial year, by the full Authority.
- 7.2 Due to the Authority's purchase of the dredging operation from May Gurney financed by a loan from the Public Works Loan Board, the Annual Treasury and Investment Strategy needs to take account of the prudential indicators required by the Prudential Code.
- 7.3 The Prudential Code aims to ensure that the capital investment plans are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice.
- 7.4 The Annual Treasury, Investment and Capital Financing Strategy includes the key prudential indicators that are necessary for an authority that has borrowing. The prudential indicators are designed to support and record local decision making in a manner that is publicly accountable. At the beginning of each year estimates for the prudential indicators are set and agreed by Members. The actual indicators are then compared to the estimates once the annual accounts are produced in May each year.

- 7.5 The Annual Capital, Treasury and Investment Strategy for 2019/20 is attached at Appendix 3, for Members' consideration. A draft has also been reviewed by Audit and Risk Committee on 5 March 2019.
- 7.6 This year sees the inclusion of the Capital Strategy following an update to the CIPFA Prudential Code. Previously the investment strategy focused on Capital Financing (borrowing), however following the update it now includes capital expenditure funded from other sources (such as revenue and earmarked reserves). This can be found on pages one to three in Appendix 3.
- 7.7 The Strategy is intended to provide a high-level overview of how capital expenditure, capital financing and treasury management contribute to the provision of services and how the risks of these activities is managed and what impact it may have for future financial sustainability. As this is closely linked to the Authority's Treasury and Investment Strategy it has been combined into one document.
- 7.8 The annual investment strategy has been updated to reflect current holdings in paragraph 4.2. The estimate of capital expenditure for 2018/19 has been updated in the table within paragraph 5.1 to reflect the additional items funded through the Heritage Lottery Fund and the Authority's project pot. Paragraph 5.2 highlights the impact that the introduction of IFRS 16 Leases will have on the Authority. Where leases are included under the adoption of IFRS 16 it will increase the Authority's assets as well as its other long-term liabilities (borrowings). As a result, the authorised level of debt may need to increase for years beyond 2020/21.

Capital Financing

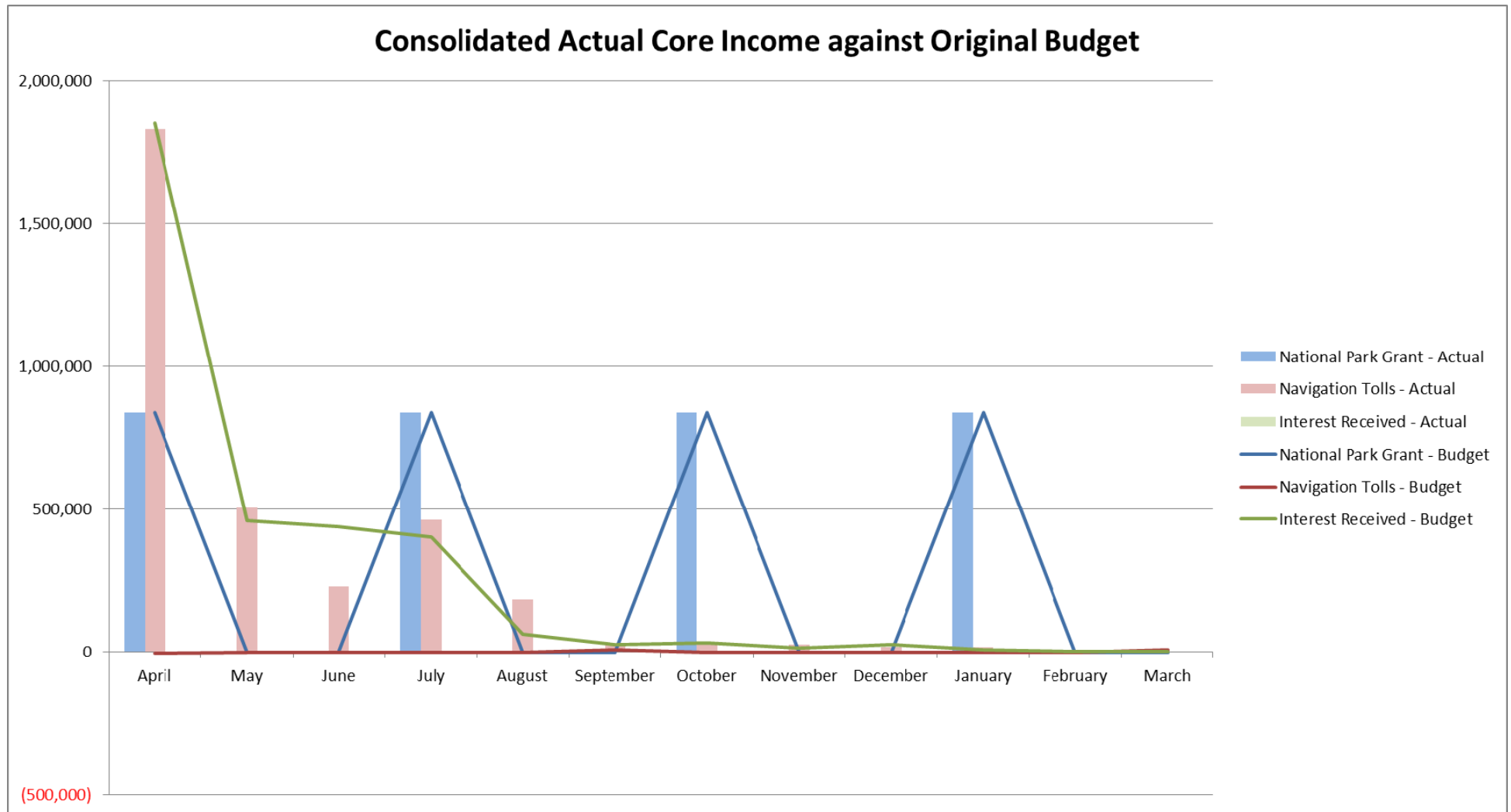
- 7.9 Capital borrowing powers are reviewed on an annual basis as part of the budgeting process. However, in practice long term borrowing is limited to the acquisition of the dredging operation from May Gurney.

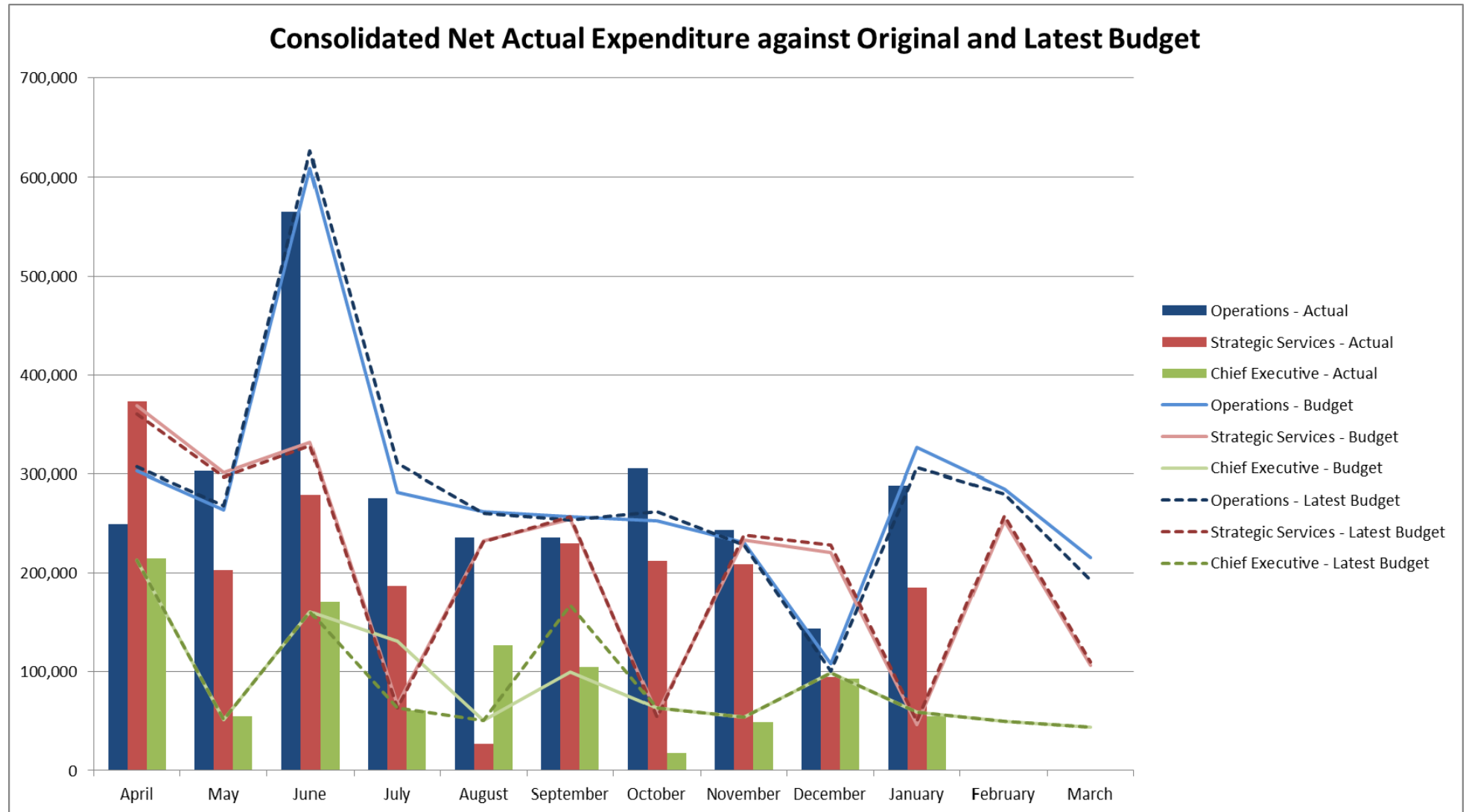
Financial Implications

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

Background papers:	None
Author:	Emma Krelle
Date of report:	7 March 2019
Broads Plan Objectives:	None

Appendices:	APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 31 January 2019 APPENDIX 2 – Financial Monitor: Consolidated Income and Expenditure 2018/19 APPENDIX 3 – Treasury and Annual Investment Strategy
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To 31 January 2019

Budget Holder

(All)

Values					
Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,702,148)		(6,702,148)	(6,739,946)	37,798
National Park Grant	(3,356,348)		(3,356,348)	(3,356,348)	0
Income	(3,356,348)		(3,356,348)	(3,356,348)	0
Hire Craft Tolls	(1,149,300)		(1,149,300)	(1,159,229)	9,929
Income	(1,149,300)		(1,149,300)	(1,159,229)	9,929
Private Craft Tolls	(2,121,800)		(2,121,800)	(2,129,669)	7,869
Income	(2,121,800)		(2,121,800)	(2,129,669)	7,869
Short Visit Tolls	(40,900)		(40,900)	(40,900)	0
Income	(40,900)		(40,900)	(40,900)	0
Other Toll Income	(18,800)		(18,800)	(18,800)	0
Income	(18,800)		(18,800)	(18,800)	0
Interest	(15,000)		(15,000)	(35,000)	20,000
Income	(15,000)		(15,000)	(35,000)	20,000
Operations	3,501,440	24,200	3,525,640	3,521,210	4,430
Construction and Maintenance Salaries	1,184,010	0	1,184,010	1,170,080	13,930
Income	(4,530)		(4,530)	(7,460)	2,930
Salaries	1,188,540	0	1,188,540	1,177,540	11,000
Expenditure			0		0
Equipment, Vehicles & Vessels	451,500	12,000	463,500	470,500	-7,000
Income			0		0
Expenditure	451,500	12,000	463,500	470,500	-7,000
Water Management	103,000		103,000	103,000	0
Income			0		0
Expenditure	103,000		103,000	103,000	0
Land Management	(36,000)		(36,000)	(36,000)	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(90,000)		(90,000)	(90,000)	0
Expenditure	54,000		54,000	54,000	0
Practical Maintenance	493,700		493,700	493,700	0
Income	(10,500)		(10,500)	(10,500)	0
Expenditure	504,200		504,200	504,200	0
Ranger Services	739,060		739,060	739,060	0
Income	(131,020)		(131,020)	(131,020)	0
Salaries	674,180		674,180	674,180	0
Expenditure	195,900		195,900	195,900	0
Pension Payments			0		0
Safety	160,390		160,390	160,390	0
Income	(2,000)		(2,000)	(2,000)	0
Salaries	61,290		61,290	61,290	0
Expenditure	101,100		101,100	101,100	0
Volunteers	75,350		75,350	75,350	0
Income	(1,000)		(1,000)	(1,000)	0
Salaries	50,450		50,450	50,450	0
Expenditure	25,900		25,900	25,900	0
Premises	208,170	12,200	220,370	224,370	-4,000
Income			0		0
Expenditure	208,170	12,200	220,370	224,370	-4,000
Operations Management and Administration	122,260		122,260	120,760	1,500
Income	(2,360)		(2,360)	(2,360)	0
Salaries	112,120		112,120	112,120	0
Expenditure	12,500		12,500	11,000	1,500
Strategic Services	2,207,620	1,558	2,209,178	2,202,915	6,263
Development Management	402,805	0	402,805	357,305	45,500
Income	(80,000)		(80,000)	(105,000)	25,000
Salaries	368,880	(20,000)	348,880	328,380	20,500
Expenditure	113,925	20,000	133,925	133,925	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Pension Payments			0		0
Strategy and Projects Salaries	296,440		296,440	309,900	-13,460
Income	(31,460)		(31,460)	(31,460)	0
Salaries	259,400		259,400	259,400	0
Expenditure	68,500		68,500	81,960	-13,460
Biodiversity Strategy	10,000		10,000	10,000	0
Income			0		0
Expenditure	10,000		10,000	10,000	0
Human Resources	134,710	1,558	136,268	131,018	5,250
Income	0		0	(5,250)	5,250
Salaries	75,210		75,210	75,210	0
Expenditure	59,500	1,558	61,058	61,058	0
Waterways and Recreation Strategy	87,480		87,480	87,480	0
Income			0		0
Salaries	77,980		77,980	77,980	0
Expenditure	9,500		9,500	9,500	0
Project Funding	105,500		105,500	105,500	0
Expenditure	105,500		105,500	105,500	0
Pension Payments			0		0
Communications	302,030		302,030	302,030	0
Income	(6,150)		(6,150)	(6,150)	0
Salaries	233,680		233,680	233,680	0
Expenditure	74,500		74,500	74,500	0
Visitor Centres and Yacht Stations	208,710		208,710	208,710	0
Income	(237,500)		(237,500)	(237,500)	0
Salaries	314,210		314,210	314,210	0
Expenditure	132,000		132,000	132,000	0
Collection of Tolls	134,180		134,180	124,900	9,280
Salaries	121,480		121,480	112,200	9,280
Expenditure	12,700		12,700	12,700	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
ICT	308,890		308,890	349,197	-40,307
Salaries	188,440		188,440	188,440	0
Expenditure	120,450		120,450	160,757	-40,307
Strategic Services Management and Administration	216,875		216,875	216,875	0
Income	(730)		(730)	(730)	0
Salaries	142,740		142,740	142,740	0
Expenditure	74,865		74,865	74,865	0
Chief Executive	1,076,443		1,076,443	1,071,490	4,953
Legal	108,670		108,670	93,442	15,228
Income	(510)		(510)	(2,510)	2,000
Salaries	49,180		49,180	35,952	13,228
Expenditure	60,000		60,000	60,000	0
Governance	124,750		124,750	124,750	0
Salaries	72,850		72,850	72,850	0
Expenditure	51,900		51,900	51,900	0
Chief Executive	112,090		112,090	112,090	0
Salaries	112,090		112,090	112,090	0
Expenditure			0		0
Asset Management	115,080		115,080	113,055	2,025
Income	(22,000)		(22,000)	(22,000)	0
Salaries	47,330		47,330	47,330	0
Expenditure	89,750		89,750	87,725	2,025
Finance and Insurance	362,160		362,160	374,460	-12,300
Income	(5,930)		(5,930)	(5,930)	0
Salaries	154,090		154,090	154,090	0
Expenditure	214,000		214,000	226,300	-12,300
Premises - Head Office	253,693		253,693	253,693	0
Income			0		0
Expenditure	253,693		253,693	253,693	0
Projects and Corporate Items	216,707		216,707	216,707	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Partnerships / HLF	138,207		138,207	138,207	0
Income	(1,182,118)		(1,182,118)	(1,182,118)	0
Salaries	169,940		169,940	169,940	0
Expenditure	1,150,385		1,150,385	1,150,385	0
Corporate Items	78,500		78,500	78,500	0
Expenditure	2,500		2,500	2,500	0
Pension Payments	76,000		76,000	76,000	0
Contributions from Earmarked Reserves	(227,632)	(24,200)	(251,832)	(305,599)	53,767
Earmarked Reserves	(227,632)	(24,200)	(251,832)	(305,599)	53,767
Expenditure	(227,632)	(24,200)	(251,832)	(305,599)	53,767
Grand Total	72,430	1,558	73,988	(33,223)	107,211

Capital Strategy**1. Introduction**

- 1.1. The update of CIPFA's Prudential Code in December 2017 and Capital Finance guidance notes in September 2018 introduced the need for Local Authorities to have a Capital Strategy from 2019/20. It is intended to provide a high level overview of how capital expenditure, capital financing and treasury management contribute to the provision of services and how the risks of these activities is managed and what impact it may have for future financial sustainability.
- 1.2. The Capital Strategy will be renewed annually. Monitoring and approval of the strategy will remain with the Authority.
- 1.3. The Capital Strategy provides a link between The Broads Plan, Strategic Priorities, the Asset Management Strategy and the Financial Strategy.
- 1.4. The current Broads Plan covers the period of 2017-2022. It is a partnership strategy for the whole of the Broads and sets out guiding actions not just for the Authority but all partners. Its success very much depends on a common vision, strong partnership working and the best use of shared resources. The plan is available on the website including a six monthly newsletter which provides updates on progress.
- 1.5. The Authority's Strategic priorities are set annually by the members in line with objectives in the Broads Plan. Progress against the Strategic priorities is reported regularly to the Full Authority and details can also be found on the website.
- 1.6. The Asset Management Strategy sets out the Authority's practices and procedures which have been established to ensure that the Authority's land, property and other assets are managed and maintained as effectively as possible. It also sets out a series of key principles which will be adhered to in the management of the asset base and guidance on the procurement and disposal of land and property. A copy is also available on the website.
- 1.7. The annual Budget and Financial Strategy includes capital expenditure for the forthcoming year and the following two financial years. The earmarked reserves appendix identifies what capital expenditure will be funded in each year. Although the later years are based on the replacement programmes the last two financial years should be seen as estimates. These estimates may be updated as a result of refining the costings during budget setting for those years.

2. Core Principles

- 2.1. All capital expenditure and investment decisions will be affordable, prudent and sustainable.
- 2.2. Decisions to invest or dispose of capital items will comply with the Authority's delegated powers, standing orders and financial regulations.
- 2.3. Capital expenditure will reflect the aspirations set out in the Broads Plan and the Strategic Priorities.
- 2.4. New areas of major capital expenditure (£250,000 plus) will be supported by a fully costed appraisal over the lifetime of the scheme and incorporated into the annual budget. Risks will be fully considered, not just during initiation but over the lifetime of the asset including its potential disposal.

3. Capital Expenditure

- 3.1. Whilst other Local Authorities have large capital expenditure programmes to fund housing and regeneration projects the Authority's expenditure remains modest and focuses on operational need. Items of major capital expenditure are identified through the Asset Management Strategy replacement programme and as part of the budget setting process. Items of expenditure over £5,000 that have a useful economic life of more than one financial year are classified as capital expenditure.
- 3.2. Capital Expenditure can be funded via a number of methods. These include revenue budgets, earmarked reserves, finance leases, long term borrowing and capital receipts. All capital expenditure on physical assets is held on the Balance Sheet under Property, Plant and Equipment. At the end of 2017/18 the value of these items was £4.75m, of which £254k was funded by finance leases.
- 3.3. Traditionally revenue budgets tend to fund the smaller items such as tools and equipment. However larger Navigation items can be funded through revenue as a result of tolls setting. For 2018/19 the level of tolls was increased to facilitate the purchase of Tree Shears. In 2017/18 the moorings maintenance programme was rescheduled to enable the purchase of Acle Bridge moorings from revenue. The ongoing maintenance of assets is funded by revenue budgets and is not capitalised. Cost estimates are made on the basis of forecast maintenance required to keep assets in operational use.
- 3.4. Through identification of the Asset Management Strategy annual contributions are made from the revenue budget to the earmarked reserves to cover the cost of future replacements. Balances are built up and then drawn down in future years. Replacement costs are regularly monitored to ensure that the contributions remain appropriate to the earmarked reserves. Where adjustments are required this will be forward to the Authority as part of the annual budget setting process.
- 3.5. Although long term borrowing remains an option to the Authority it is not regularly utilised for capital expenditure. At the end of 2017/18 the balance sheet contained one long term loan which had an outstanding balance of £123k. Further details can be found in the Treasury Management Policy Statement on borrowing principles (section 2.2.2).
- 3.6. The Authority currently holds one capital receipt following the disposal of Ludham Fieldbase in August 2018. Capital receipts can be used to fund new capital expenditure or the repayment of debt. It is currently being held on the balance sheet and it is not anticipated to be used in 2019/20.

4. Short, Medium and Long term capital priorities

4.1. Short and Medium Term Priorities (1-3 Years)

- 4.1.1. The Authority's short to medium term priorities is delivering the asset replacements detailed within the Asset Management Strategy and Earmarked reserves. The focus is on continued operations but with the potential to remain flexible as new opportunities for efficient working arise or if urgent items arise. Replacement items to be funded over the next three years include vehicles, excavators, wherries and Ranger launches. All of which will be funded from the Earmarked reserves.
- 4.1.2. It is expected that during the short to medium term that the potential redevelopment of Acle Bridge site will be further explored following the business case received by members in September 2018. The key issue remains initial funding which is being explored through potential funding bids and partnership. As this progresses papers highlighting risks will be taken to the Authority for members to make the final decision.

4.1.3. The use of reserves other than earmarked reserves will require approval from the Authority. The impact of loss of investment income will need to be offset by the benefits of such a capital project.

4.2. Long Term Priorities (4 years plus)

4.2.1. The Authority's long term priorities will be shaped by future funding agreements received from DEFRA in the form of National Park Grant and potential toll increases. Reductions to either forms of income could impact the potential to replace assets as they near the end of their useful lives and ongoing maintenance programmes. Long term priorities, such as Acle Bridge, will need to ensure that they will generate income to fund their upkeep and any reduction in investment income.

4.2.2. Larger items of equipment such as the wherries and launches can be operational anywhere between 20 and 50 years. It is essential that their ongoing maintenance is incorporated into the revenue budget and the contributions to the earmarked reserves continue.

4.2.3. The moorings refurbishment programme remains a key area of maintenance to ensure that moorings remain safe to use by the public. Where the Authority is responsible for future piling and upkeep it will seek to own sites or minimise rental payments in recognition for this ongoing responsibility.

5. **Risk Appetite**

5.1. The Authority's risk appetite towards capital expenditure remains low and will be based around the core principles. Funding of capital items will continue mainly through existing resources but on occasion finance leases or other borrowing maybe appropriate. Borrowing principles are set out in the Treasury Strategy (section 2.2) and the forecast of capital expenditure and borrowing limits is in the Investment Strategy (section 5).

5.2. The Authority recognises the importance of ensuring that all staff involved in the capital strategy are equipped to undertake the duties and responsibilities allocated to them. Recruitment of vacant posts will reflect this position and training opportunities will be identified through the annual Individual Performance Review (IPR).

5.3. It is recognised decisions surrounding land and buildings carry a higher degree of risk. Where opportunities arise of acquisition or disposal the Authority will make use of its property consultants and legal advisers to ensure these risks are fully understood.

Treasury Strategy

1. Introduction

- 1.1. Both CIPFA's Treasury Management Code of Practice (2017 Edition) and the Prudential Code requires the Authority to produce a strategy which explains the Authority's borrowing and investment activities and the effective management and control of those risks. This strategy seeks to incorporate the best practice recommendations from this guidance whilst also bearing in mind the Guidance for Smaller Public Service Organisations (2014 Edition).

2. Treasury Management Policy Statement

- 2.1. The Authority defines its treasury management activities as:

- 2.1.1. The Management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; the pursuit of optimum performance consistent with those risks and any financial instruments entered into to manage these risks.
- 2.1.2. The Authority regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.
- 2.1.3. The Authority acknowledges that effective treasury management will provide support towards the achievement of its strategic objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance management techniques, within the context of effective risk management.

2.2. Borrowing Principles

- 2.2.1. The Authority intends to fund all of its capital expenditure from either its earmarked reserves, capital receipts or from its revenue accounts. However if any of those accounts hold insufficient funds borrowing may be considered.
- 2.2.2. The Authority currently has one long term loan from the Public Works Loan Board that was utilised to purchase the dredging operation from May Gurney in November 2007 for £290,000. This is to be paid over a 20 year period at a fixed interest rate of 4.82%. Repayments are incorporated into the revenue budget.
- 2.2.3. The Authority also has the option to enter into finance leases to purchase capital items. Typically this has included the purchase of large pieces of equipment such as the JCB, the Doosan excavator and the concrete pump. International Financial Reporting Standards include these types of leases as borrowing due to the risk and reward of the asset transferring to the Authority.
- 2.2.4. If additional borrowing was deemed necessary following committee consultation then the Authority would need to minimise the costs to the revenue budgets including future year repayments and undertake new borrowing at the cheapest cost.

2.3. Investment Principles

2.3.1. The Authority's main objective is the prudent investment of its treasury balances. The main priorities are the security of capital and the liquidity of its investments. It will be only after these have been satisfied that it will aim to achieve optimum return on its investments. The Authority will not engage in borrowing purely to invest or to on-lend to make a return. Such activity is considered unlawful.

2.4. Treasury Management Practices

2.4.1. Risk Management

2.4.1.1. The Authority adopts a low risk appetite to its treasury management but is not totally risk averse. It will invest with other institutions with appropriate credit ratings rather than just making use of government deposits. If additional borrowing should be required it will seek to borrow on a fixed rate basis to build in assurance for future year liabilities.

2.4.1.2. As part of the Authority's strategic risk register risks are monitored and managed on a regular basis. This includes investment risks. These are reported at least twice a year to the Audit and Risk Committee. Responsible Officers review these throughout the year and are discussed at Management Forum.

2.4.1.3. Risks specific to treasury management include:

2.4.1.3.1. *Credit and Counterparty*

The main objective of the Authority is to secure the principal sum it invests and therefore takes a prudent approach as to whom it invests funds with. This is limited to organisations who meet minimum criteria and is covered in more detail within the investment strategy. The Authority also faces this risk through the default of its debtors. Payment terms are limited to 30 days or where appropriate payment is asked for in advance. Corrective action is taken as required to secure outstanding debts. Bad debts are kept to a minimum.

2.4.1.3.2. *Liquidity*

The Authority will maintain adequate cash balances and borrowing arrangements to enable it to achieve its strategic objectives. The Authority will only borrow in advance of need where there is a clear business case to do so and will only do so for the current capital programme. Debt repayments are included in the annual revenue budget.

2.4.1.3.3. *Interest rate*

The Authority will manage its exposure to fluctuations to interest rate risks in line with its budgets. It will achieve this through the prudent use of its approved instruments, methods and techniques to create stability and certainty of costs and revenues, whilst remaining sufficient flexibility to take advantage of unexpected changes to interest rates. The Authority will limit fixed term deposits to a period of no longer than one year to limit risks to liquidity.

2.4.1.3.4. *Exchange rate*

The Authority will manage its exposure to fluctuations in exchange rates to minimise any impact on its budgeted income/expenditure levels. External advice will be sought to

manage this in the most appropriate way as it could have a significant impact; this is particularly important in regards to EU grants.

2.4.1.3.5. *Inflation*

The Authority will keep under review the sensitivity of its treasury assets and liabilities to inflation, and will seek to manage the risk accordingly in the context of the whole Authority's inflation exposures.

2.4.1.3.6. *Re-financing*

If the Authority was in a position to re-finance its borrowing it will ensure that such arrangements are negotiated, structured and documented and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or re-financing. These will be competitive and as favourable to the organisation that can be reasonably achieved in the light of market conditions at the time. It will manage its relationships with its counterparties to secure this objective and will avoid the over reliance on any one source of funding if this might jeopardise achievement of the above.

2.4.1.3.7. *Legal and regulatory*

The Authority will ensure all of its treasury management activities comply with its statutory powers and regulatory requirements. The Authority recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as reasonable to do so, will seek to minimise any adverse risks.

2.4.1.3.8. *Fraud, error and corruption, and contingency management*

The Authority will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error or corruption. It will employ suitable systems and procedures to ensure segregation of duties, and will maintain effective contingency management arrangements to do so. In addition the Authority holds Fidelity Guarantee Insurance with Zurich Municipal as part of its overall insurance management arrangements.

2.4.1.3.9. *Price*

The Authority will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect itself from such fluctuations.

2.4.2. Performance Measurement

- 2.4.2.1. Treasury management will be subject to regular review of its value for money and if other alternative methods of delivery will become more appropriate. The Audit and Risk Committee will receive reports twice a year detailing performance. It will also review the Treasury Strategy prior to the Authority meeting which remains responsible for its adoption. Further details of those performance measures are included within the Investment Strategy.

2.4.3. Decision making and analysis

- 2.4.3.1. The Authority will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of

learning from the past, and for demonstrating that reasonable steps have been taken to ensure that all issues relevant to those decisions were taken into account at that time.

2.4.4.Approved Instruments, methods and techniques

- 2.4.4.1. The Authority will undertake its treasury management activities by employing instruments, methods and techniques as detailed in the Investment Strategy.

2.4.5.Organisation, clarity & segregation of responsibilities, and dealing arrangements

- 2.4.5.1. In order for there to be effective control and risk management it is essential that there is clear segregation of duties. This will be subject to regular review by Internal Audit as part of its key control test. If at any time there is a lack of resources that does not allow this, it will be reported to the Audit and Risk Committee. Such duties are detailed in the Finance department's job descriptions and are reviewed annually.
- 2.4.5.2. The Chief Financial Officer is responsible for the development of the strategy, whilst cash flow monitoring is undertaken by the Senior Finance Assistant and reviewed by the Financial Accountant. The Chief Financial Officer will remain responsible for identifying appropriate counter parties in line with agreed criteria. Funds to be transferred will be carried out by the Senior Finance Assistant and Financial Accountant following approval by the Chief Financial Officer. All funds will be automatically transferred back into the Authority's main bank account.

2.4.6.Reporting requirements and management information

- 2.4.6.1. The Chief Financial Officer will prepare regular reports for consideration on the implementation of its policies, decisions taken and transactions executed. The reports will also consider the impact of any changes on the budget or other regulatory, economic and market factors.
- 2.4.6.2. The Full Authority will receive an annual report on the strategy and the plan for the coming year. The Audit and Risk Committee will review this strategy and receive a mid year review and an annual report on activity over the last year. Any impact on investment income will be reported throughout the year to the Full Authority as part of its Finance Performance and Direction reports.

2.4.7.Budgeting, accounting and audit arrangements

- 2.4.7.1. The Chief Financial Officer will prepare the annual budget which will include the costs of the treasury function as well as the investment income as deemed by statute and regulation. The Chief Financial Officer will be responsible for exercising control over these items and will report any changes as required as detailed above.

2.4.8.Cash and cash flow management

- 2.4.8.1. The Chief Financial Officer will be responsible for all monies in the hands of the Authority and will be reviewed for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis to ensure that liquidity risk is monitored. This will be undertaken on a weekly basis by the Senior Finance Assistant and reviewed by the Financial Accountant. This weekly forecast will also look at predictions for

the current month. Annual cash flow predictions will be prepared by the Chief Financial Officer following preparation of the annual budget.

2.4.9. Money laundering

- 2.4.9.1. The Authority is aware that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Further details can be found in the Authority's Counter Fraud, Bribery and Corruption policy and its Financial Regulations. Copies are available to all staff on the Intranet.

2.4.10. Training and qualifications

- 2.4.10.1. The Authority recognises the importance of ensuring that all staff involved in the treasury management are equipped to undertake the duties and responsibilities allocated to them. Recruitment of vacant posts will reflect this position and training opportunities will be identified through the annual Individual Performance Review (IPR).
- 2.4.10.2. The Chief Financial Officer will ensure that the Audit and Risk Committee who have treasury management/scrutiny responsibilities have access to training relevant to their needs and responsibilities.

2.4.11. Use of External providers

- 2.4.11.1. The Authority recognises that responsibility for treasury management decisions remain with the Authority at all times. It recognises that there may be value in employing external providers in order to access specialist skills and resources. However the use of external providers is not currently used based on the Authority's limited amount of surplus funds and the costs associated. If this position changed it would ensure a full evaluation had been undertaken as to the costs and benefits through the Authority's Standing Orders.

2.4.12. Corporate Governance

- 2.4.12.1. Treasury Management activities will be undertaken with openness and transparency, honesty, integrity and accountability. This together with the other arrangements detailed in the Investment Strategy are considered vital to the achievement of proper corporate governance in treasury management. The Chief Financial Officer will monitor and report upon the effectiveness of these arrangements.

2.5. Management Practices for Non-Treasury Investments

- 2.5.1. The Authority recognises that investment in other financial assets and property primarily for financial return, taken for non-treasury management purposes, requires careful investment management. Such activity includes loans supporting service outcomes, investments in subsidiaries, and investment property portfolios.
- 2.5.2. The Authority will ensure that all investments are covered in the investment strategy, and will set out, where relevant, the Authority's risk appetite and specific policies and arrangements for non-treasury investments. It will be recognised that the risk appetite for these activities may differ from that for treasury management. A schedule of these types of investments will be included.

Annual Investment Strategy 2019/20

1. This strategy builds on those principles and practices as laid out in the Treasury Management Strategy. It continues to give priority to the security of capital and liquidity before returns are considered.

1.1. The Authority will continue to invest in Sterling.

2. **Specified Investment**

- 2.1. These investments are made in Sterling and have a duration of 1 year or less. Typically these are low risk investments due to being made with high credit rating bodies, examples include:

- UK government or local authorities;
- UK/European banks and building societies
- Money Market funds (AAA rated by credit rating agency)
- Debt Management Agency deposit facility

2.1.1. This list is not exhaustive but highlights where the Authority is most likely to place its funds.

2.1.2. To mitigate against the risks of credit and counterparty the Authority will only seek investments with bodies that have at least a short term rating of F-1 as stated by Fitch credit ratings.

2.1.3. The Authority will monitor these ratings monthly through online credit watches and use these to determine any new investments. This may mean those failing to meet the criteria will be removed from the list, whilst those new counterparties who do may be added. Other market information including the financial press will be monitored.

3. **Non Specified Investments**

- 3.1. These investments tend to be any other type of permitted investment which have durations of more than a year. This also includes equity-type investments. At this point the Authority does not consider these types of investments as appropriate but may do so in the future if surplus funds permit.

- 3.2. Longer term investments will only be considered with those institutions that have a Fitch credit rating of A (+/-).

- 3.3. The Authority will seek proper advice and will consider that advice when entering into arrangements on derivatives to ensure that it fully understands those products.

4. **Liquidity**

- 4.1. The Authority will seek to spread its investments to avoid over reliance on one institution. This is currently split between the Authority's current account provider (Barclays) and fixed term deposits with Lloyds. Funds held at Barclays are automatically swept each day into its Business Premium Account that pays a small amount of interest. This facility is instant access. Based on its cash flow forecasts the Authority anticipates that its cash balances will range between £3.5m and £6m.

4.2. Current Holdings as at 28/02/19

Counterparty	Holding/Investment	Interest Rate	Investment Date	Maturity Date
Lloyds Fixed Term	1,000,000	1.1%	04/03/19	03/03/20
Lloyds Fixed Term	1,000,000	1%	05/09/18	04/09/19
Barclays Notice Account	1,500,000	Base rate +	95 days notice	

		0.25%	
Barclays Premium Account	864,000	0.65%	Instant access

5. Capital Financing (Borrowing) Principles

5.1. The following table shows the current forecast for capital expenditure for the next three years. Commentary is also provided below.

Prudential indicator	2018/19 (capital estimate revised only)	2019/20	2020/21	2021/22
Estimate of capital expenditure	£265,000	£150,000	£200,000	£260,000
Authorised limit for external debt	£500,000	£500,000	£500,000	£500,000
Operational Boundary	£400,000	£400,000	£400,000	£400,000

5.2. Although the Authority's forecast level of debt is set to reduce over the next 3 years it is considered prudent to maintain the existing limits due to the introduction of IFRS 16. This new accounting standard is likely to be adopted from 2020/21 and will impact on leases held by the Authority. Currently only Finance Lease liabilities (where the risk and reward are transferred to the Authority) are held on the balance sheet. Operating leases (where the risk and reward does not transfer to the Authority) are currently not included. The introduction of IFRS 16 removes the distinction between the two and is based on right of use. The most significant Operating Lease for the Authority is Yare House.

5.3. The use of reserves to finance capital expenditure will have an impact on level of investments. However budgeted contributions to earmarked reserves should mitigate this as well as the sale of assets. The table below shows estimates of year end balances for each resource.

Estimated Year-End reserves	2019/20	2020/21	2021/22
General and Navigation Reserves	£1,351,000	£1,341,000	£1,328,000
Earmarked Reserves	£1,973,000	£2,234,000	£2,335,000
Capital Receipts Reserve	£405,000	£405,000	£405,000
Total Investments 31 March	£3,729,000	£3,980,000	£4,068,000

5.4. Affordability

5.4.1. The prudential code indicator for affordability asks the Authority to estimate the ratio of financing costs to net revenue stream. The Authority's current borrowing consists of the Public Works Loan Board (PWLb) loan and Finance leases. The PWLB Loan was to finance the acquisition of the dredging operation from May Gurney, the financing costs have a zero effect on the bottom line of navigation income and expenditure as the dredging operation (financing costs and ongoing running cost including any additional capital expenditure) are less than or equal to the cost paid to contract out to May Gurney in the past. Finance lease repayments are also charged directly to the revenue budget. Whilst both of these remain less than 0.25% of National Park Grant and Navigation income it is felt that this indicator is not appropriate for use by the Authority in this instance. Any increases to debt will require this indicator to be reviewed.

5.5. External Debt

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

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

5.6. Authorised limit

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

5.7. Operational Boundary

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

5.8. Capital expenditure

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

5.9. Treasury Management

5.9.1. The Prudential Code requires authorities to set upper limits for its exposure to the effects of changes in interest rates. However, as explained above under paragraph 5.4.1, the current borrowing costs will not be an additional cost to the Authority. The Authority has borrowed at a fixed interest rate, thus reducing its exposure to changes in interest rates. This Prudential indicator is therefore not considered necessary in this instance.

5.9.2. There remains a small risk to the Authority in using fixed term deposits that interest rates may increase in the short term. However given the historic low interest rates on offer following the financial crisis any increase in rates is likely to be slow. By minimising fixed term deposits to a minimum of 1 year and staggering them it will allow the Authority to take advantage of any increase as funds become available for re-investment. Funds in instant access will be able to take advantage of any increase in rates.

5.10. Maturity structure of borrowing

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

6. Non-Treasury Investments

- 6.1. Previously the Authority held one non-treasury investment in the form of an Investment Property (Ludham Fieldbase). This was disposed of in August 2018, the proceeds of which are currently held in the Capital Receipts Reserve. There are currently no plans for additional non-treasury investments.

7. End of Year Investment and Capital Financing Report

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

Hosting National Park Communications Service
Report by Head of Communications

Summary:	This report seeks approval for the Broads Authority to host the UK National Park's Communications Service and the associated two additional members of staff funded by the National Park Authorities.
Recommendation:	That the Authority approves the hosting of the UK National Park Communications Service on the basis set out in the report and Appendix 1.

1. Introduction

- 1.1 The Government's "National Parks: 8 Point Plan for England (2016-2020)" is one of a number of documents that has challenges and ambitions requiring greater public awareness of our National Parks including:
- A new package of teaching materials for schools based in National Parks
 - Promoting National Parks as world-class destinations to visitors from overseas and the UK
 - National Parks will be known for, and visited as, great food destinations.
 - Encouraging more diverse visitors to National Parks
 - Promoting volunteering in National Parks
 - Realise the immense potential for outdoor recreation in National Parks
- 1.2 The 15 Heads of Communication in the Parks have been working together over the last two years to see how they can raise the profile of the National Parks amongst the general public. In August 2017 the UK authorities employed a Marketing and Communications Manager for the UK funded from the subscription to NP-UK which also paid for a full-time co-ordinator, administrative support and an office based in Brecon. While the communications post proved to be very successful in coordinating the work of the authorities the scale of the task, particularly with the opportunities presented by the partnership with Columbia, meant that one person was insufficient.
- 1.3 The 15 Heads of Communication and Chief Executives have supported the proposal that a Communications Unit should be established for the UK's National Parks and that it should be based with one of the authorities. All 15 authorities were invited to host the Team, the Broads Authority and the Lake District National Park Authority competed for the role and the Broads Authority was successful.

- 1.4 The current proposition (please see details set out in Appendix 1) is that the Broads Authority would host a two person team, a Marketing and Communications Manager and a Digital Communications Officer who would sit within the Broads Authority's Communications Team with the Manager line managed by Rob Leigh, our Head of Communications.
- 1.5 Amongst other things the main work of the Team would be:
- (i) Taking forward the branding initiative for the National Parks;
 - (ii) Liaising with National Park Partnerships and commercial partners such as Columbia, Forest Holidays and Clif Bar over the promotion of national parks;
 - (iii) Coordinating Discover National Parks Fortnight
 - (iv) Coordinating press enquiries – e.g. BBC Countryfile programmes
 - (v) Redesigning and maintaining the UK website

2. Financial Implications

- 2.1 The 15 Park Authorities are moving towards a different model in their collaborative arrangements with individual Authorities taking the lead on different topics. So the Peak District is leading on tourism and Brecon Beacons on member training and support. This means that the current annual subscription to NP-UK Ltd of £7,750 is no longer required and it is proposed that a large part of this annual commitment is replaced by annual contribution for corporate communications payable to the Broads Authority of:

£5,400 in 2019/20;
£5,920 in 2020/21; and,
£6,073 in 2021/22.

There will also be a small amount, payable to Brecon Beacons National Park Authority towards administration of UK collaboration and the organisation of member training events across the family. Overall the costs are expected to be within the current subscription level. The Broads Authority has offered to make an additional contribution in kind through the provision of space for the Team in the office and to cover basic office expenses such as telephone and photocopying.

- 2.2 To date National Park Partnerships has offered to contribute £15,000 in the first year and £30,000 in each of the following two years. Of the 14 National Park Authorities 12 have indicated support for the proposal, Exmoor NPA has committed to one year only and we are awaiting a further update from Northumberland NPA. An update on the Northumberland position will be given at the meeting.

3. Risk Analysis

- 3.1 There will be a number of benefits for the Authority in hosting the UK Team: strengthening our own communications function and putting the Authority in pole position in national communications. There are also some risks. The two members of the Unit will be Broads Authority employees with all the responsibilities that entails. If the arrangement ceases at the end of the three year period then the Authority would be responsible for terminating the contracts and paying redundancy which would be reclaimed from all the partners. If costs were incurred as a result of the Authority's negligence then they would be borne by the Authority. However, in general the principle underlying the arrangement is that the costs of the Unit will be funded by National Park Partnerships and the 15 authorities. A Service Level Agreement will place a legal obligation on the parties to cover all the costs, other than the office costs picked up by the Broads Authority.

4. Conclusions

- 4.1 Branding and raising the profile of the Broads at home and overseas is a high priority for the Authority. The opportunity to host the UK National Parks Communications Unit provides the Authority with the opportunity to strengthen its offer and to be at the heart of the Government's agenda to raise the profile of National Parks.

Background papers:	None
Author:	Rob Leigh, John Packman
Date of report:	12 March 2019
Broads Plan Objectives:	Multiple
Appendices:	Appendix 1 – National Parks Partnership Proposal

This revised paper seeks the financial commitment and support of all 15 UK National Park Authorities to a Communications Partnership whose purpose is the development and delivery of a National Park brand and engagement with the wider public, whether through conventional media or on-line across the UK. The aim is to position the UK Parks as one strong, impactful, collective voice at UK level, and part of the global family of National Parks.

The cost of the initiative has been reduced through a contribution from NPPL, in kind support from the Broads Authority who will host the service, and a reduction in the staffing resource to two: retaining the current post of Communications and Marketing Manager and adding one post, a Digital Communications Officer, to manage the transformation and maintenance of the website.

The costs of this proposal are:

£5,400 in 2019/20;
£5,920 in 2020/21; and,
£6,073 in 2021/22.

The cost per Park, including other UK expenditure, is below the current subscription level for NP-UK.

A three-year Communications Strategy will be developed with the 15 Heads of Communications and NPP Development Director as one of the early actions, setting out a programme of work. The National Park Partnerships Board and Chief Executives will be consulted on the Strategy before consideration and adoption by the UK Chairs. An annual report to Chairs and the NPP Board will monitor progress against the Strategy and the action plan.

In this reduced arrangement the focus will be on:

- (i) Taking forward the National Park branding;
- (ii) A complete overhaul of the National Park website;
- (iii) Supporting NPPL to deliver the new branding via relationships with corporate partners;
- (iv) Continuing support for the 15 Heads of Communications.

The Communications Partnership of the 15 UK Heads of Communications has not and will not adopt positions independent of the National Park Authorities nor will it engage in policy communications. Its focus is proactive positive media coverage for the 15 National Parks and National Park Authorities.

A 3-year Service Level Agreement between the 14 NPAs, NPPL and the Broads Authority will govern the arrangements, and details of the costs incurred will be provided on a regular basis. (See draft revised budget in Appendix 1). The agreement will be reviewed at the end of Year 2/beginning of Year 3.

Recommendation:

NPAs are asked to commit to supporting the National Park Communications Partnership as outlined above for three years at a cost of £5,400 in the first part year, £5,920 in 2020/21 and £6,073 in 2021/22.

Appendix 1. Amended Draft Budget for UK Communications Plan

Expenditure	2019/20	2020/21	2021/22
<i>Salaries, recruitment and expenses</i>			
Communications & Marketing Manager	£37,799	£52,699	£53,909
Digital Communications Officer	£17,726	£32,062	£33,148
Supervision - Additional Costs	£1,875	£2,500	£2,500
Recruitment Costs	£1,150	£0	£0
Relocation package	£5,000	£0	£0
Travel expenses	£3,750	£5,000	£5,000
ICT Setup	£1,635	£0	£0
On-going ICT	£838	£313	£313
Software licences	£1,230	£1,230	£1,230
<i>Broads Authority contribution in kind</i>			
Rent, rates, insurances	£3,697	£4,929	£4,929
Landline calls	£72	£96	£96
Printing and photocopying	£90	£120	£120
Supervision, HR, Finance and ICT support	£2,952	£4,270	£4,270
Operating budget	£25,000	£25,000	£25,000
TOTAL Expenditure	£102,814	£128,219	£130,515
Contribution by Broads Authority	£6,811	£9,415	£9,415
Contribution by NPP	£15,000	£30,000	£30,000
TOTAL Cost	£81,003	£88,804	£91,100
Cost per park	£5,400	£5,920	£6,073

Adopting the Wroxham Neighbourhood Plan
Report by Planning Policy Officer

Summary:	This report provides details of the referendum held in relation to the Wroxham Neighbourhood Plan. The actual result will be reported verbally at the Authority meeting.
Recommendation:	Dependent upon the outcome of the referendum, and if the result is one of support, it is recommended that the Broads Authority adopts the Wroxham Neighbourhood Plan as part of the Broads Authority's Development Plan.

1 Introduction

- 1.1 The Wroxham Neighbourhood Plan was submitted to Broadland District Council and the Broads Authority in May 2017. The Neighbourhood Plan was prepared by a steering group of volunteers which has been overseen by the parish council.
- 1.2 Part of Wroxham's neighbourhood area falls within the administrative boundary of the Broads Authority.
- 1.3 The Neighbourhood Plan has been developed in consultation with residents and businesses in the parish, as well as landowners, developers and other stakeholder organisations. The Plan seeks to guide the future development of each parish over the next few years. It includes a vision and a set of objectives for the parish, as well as a series of policies that look to shape development.
- 1.4 The table on the following page illustrates the date at which Broadland District Council and the Broads Authority (its Planning Committee) approved the submitted documents, undertook the required six week publication of the Plan, and approved the subsequent recommendations of the appointed independent examiner (as detailed in their report).

	Approval of submitted Plan	Publication of Plan	Approval of examiners recommendations
Broadland Council	9/11/2019	19/11/2018 - 07/01/2019	8/2/2019
Broads Authority	9/11/2019	19/11/2018 - 07/01/2019	8/2/2019

- 1.5 Following approval of the examiners' recommendations and the necessary revisions being made details of the referendum was published on the Broadland District Council and Broads Authority websites. These details have also been made available at the Broadland District Council offices, at local

libraries and village locations, and the Broads Authority offices.

- 1.6 The Electoral Services team sent out polling cards to those on the electoral register and have made other statutory preparations for the referendum.
- 1.7 The Neighbourhood Plan referendum will be held on 21 March 2019. In order for the Neighbourhood Plan to be successful at referendum, greater than 50% of those that vote on the Plan need to vote in its favour.
- 1.8 Due to the timings of the referendum, Planning Committee and the Authority, the result has not been reported to Planning Committee. This decision has been made in order to ensure the Neighbourhood Plan is in place as soon as possible.

2 Next steps

- 2.1 Assuming the referendum results in a successful outcome, Broadland District Council and the Broads Authority will be able to formally adopt or 'make' the Neighbourhood Plan (included as Appendix A).
- 2.2 Following a successful referendum, the Plan will form part of the statutory development plan for Broadland District and the Broads Authority.
- 2.3 The Plan will therefore be used, alongside existing Local Plan documents, in the determination of planning applications that fall within the Neighbourhood Area (parish boundary).
- 2.4 If the referendum result is a failed outcome, then the Council and Authority will not be able to adopt the Neighbourhood Plan.

3 Discussion

- 3.1 Even if a referendum results in a successful outcome, Broadland District Council and the Broads Authority can refuse to adopt that Neighbourhood Plan if it considers that 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). In this instance the Neighbourhood Plan would cease to be part of the Development Plan.
- 3.2 However, it is not considered that the Neighbourhood Plan is in breach of this legislation. The examiner of the Wroxham Neighbourhood Plan stated that, subject to the modifications recommended, they are satisfied that the Neighbourhood Plan meets the basic conditions and other statutory requirements.

4 Financial implications

- 4.1 Adoption of the Neighbourhood Plans requires a small amount of officer time in order to publicise the fact that the Plans will now form part of the criteria for determining planning applications within the respective parish.

- 4.2 Planners will have to consider the adopted Neighbourhood Plans alongside existing Local Plan documents when determining planning applications. However, this will form part of the existing process in determining applications and should not require extra resources.
- 4.3 The costs of the referendums have been met by Broadland Council from the 'Neighbourhood Planning New Burdens funding' for local planning authorities, provided by DCLG and therefore there is no direct cost to the Authority.

5 Legal implications

- 5.1 The steps outlined in this report comply with appropriate legislation within the Town and Country Planning Act 1990, the Planning and Compulsory Purchase Act 2004 and the Neighbourhood Planning (General) Regulations 2012. They also have regard to the Environmental Assessment of Plans and Programmes Regulations 2004 and The Conservation of Habitats and Species Regulations 2010. If adopted, the Neighbourhood Plan will become part of the Development Plan and, where relevant, a major consideration in the determination of applications within Wroxham Parish.

Background papers: None

Author: Natalie Beal

Date of report: 5 March 2019

Appendices: APPENDIX A – [Wroxham Neighbourhood Plan](#)

APPENDIX B – [Examiner's Report](#)

Committee Timetable of Meetings
2019/2020

Report by Chief Executive and Administrative Officer (Governance)

Summary:	This report proposes a timetable of meetings for the period July 2019 to July 2020, to take account of the deadline for the preparation and approval of accounts.
Recommendation:	That the timetable of meetings as set out in Appendix 1 be approved subject to consultation with the Navigation Committee.

1 Introduction

- 1.1 A report setting out a proposed timetable of meetings for the following committee year is considered by members at this time of year. This report sets out a draft timetable which is attached at Appendix 1. Meetings have already been fixed until July 2019. The new timetable runs until the annual meeting in July 2020. The proposed timetable takes account of the dates for public holidays and the approval of the Statement of Accounts.
- 1.2 Following the report of the Peer Review Team members reviewed the number and frequency of meetings and agreed to reduce the number of main business meetings of the Authority to 4 and to have 2 dates set aside for workshop/site visits. Over the last 6 – 8 months, it has been apparent that there is a need for certain items of business that require Authority decision between the main meetings. Given that a date is scheduled, it has been possible to hold a short meeting to deal with essential business and then proceed with more informal discussion and site visits. Members may wish to comment on how the arrangements have worked. It is proposed to adopt the same principle for this next year 2019/20.
- 1.3 In the draft timetable, particular factors relating to each committee have been taken into account to facilitate meetings for the Broads Authority (4 main and 2 with workshop/site visits), Planning Committee (13), Planning Committee site visits (12 provisional), Navigation Committee (5 as agreed on a trial basis for a year from June 2018), Audit and Risk Committee (3), and Local Access Forum (4). In particular, the need to schedule a Planning Committee meeting every four weeks and the need to schedule a meeting of the Authority in July to consider the end of year accounts provides a rhythm with which the other meeting dates need to conform. As previously agreed, the Navigation Committee will have the opportunity to review the dates at its meeting in April. At present the meetings are set to enable comments on matters to be incorporated into reports to the Authority.
- 1.4 The Accounts and Audit Regulations 2015 were adopted by Parliament on 17 February 2015. From 2017/18 financial year, the timetable for the

preparation and approval of accounts has been brought forward for a draft accounts deadline of 31 May and will be audited and approved by 31 July. Subsequently, the Audit and Risk Committee meeting in 2020 has been scheduled for the 21 July and the accounts are to be approved and adopted by the Broads Authority on 24 July 2020.

- 1.5 Ideally the timetable would also include dates for Member Development Training days. In line with the financial timetable, the Member training/workshop on Finance and the Statement of Accounts is scheduled prior to the Annual Meeting for Thursday 18 July 2019 for this year and Thursday 16 July 2020 is suggested for the following year. A Planning Design tour is also included as part of member development. However, for practical reasons the Planning Design Tour has actually been held on a two yearly basis and the tour is scheduled for 14 June 2019 in this year. Therefore, there is no scheduled date for 2020, the next one being in 2021.
- 1.6 The Members' Annual Site visit is scheduled for the beginning of July. Two Training Days per year for members of the Planning Committee (all Broads Authority members are invited) are scheduled to take place in October/November and March/April. These follow a Committee meeting.
- 1.7 The dates in the timetable do not take account of any of the Reference Groups that meet on an ad hoc basis. The number of Reference Groups at present stands at:
 - Heritage Asset Review Group (following the Planning Committee 2 or 3 x a year as and when)
 - Tolls Review Group (once a year)
 - Chairs Group – (as and when required)

2 Financial Implications

- 2.1 Clearly there are costs associated with meetings and members will no doubt take this into account when reviewing the Committee cycles and the Working Groups.

Background papers:	Nil
Author:	John Packman/ Sandra Beckett
Date of Report:	1 March 2019
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Committee Timetable 2019/20 and items for consideration

DRAFT Committee Timetable 2019/2020

	2019								2020							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	19	16	13	11	8	6	10	7	6	3	1 &29	26	17	
<i>Planning Cttee Site Visit * provisional if required</i>	<i>Fri</i>	<i>10.00 am</i>	<i>5*</i>	<i>2*</i>	<i>6*</i>	<i>4*</i>	<i>1/29</i>		<i>24*</i>	<i>21*</i>	<i>27*</i>	<i>17*</i>	<i>15*</i>	<i>12*</i>	<i>10*</i>	
Broads Engage (tbc depending on topics)																
Parish Forum (tbc)					18						18					
Local Access Forum	Wed	2.00 pm			4			4			11			3		
Navigation Committee	Thurs	2.00 pm			5	31			16			23		11		
Audit and Risk Committee	Tues	2.00 pm	23				12				3				21	
BROADS AUTHORITY	Fri	10.00 am	26				22		31				22		24	
BA Business if required + Member Site Visit Workshop					27						20					
Member Annual Site Visit	Thurs		4												2?	
New Members Induction Day	Wed															

Bank Holidays	26 Aug 2019, Christmas Wed 25 & Thurs 26 Dec, Wed 1 Jan
Good Friday Easter Monday	10 April 2020, 13 April 2020
Spring and Summer	4 May and 25 May 2020, 31 August 2020

* Scheduled dates if required

Standing Items that need to be considered by **the Authority** including those for financial regulations:

July Annual Meeting:

- Appointment of Chair and Vice Chair
- Welcome to new Members
- Appointment of committees and representation on outside bodies.
- Statement of Accounts and Annual Governance Statement
- Progress on Strategic Priorities
- Annual Report from Broads Local Access Forum

September: Workshop/Site visit – business if required

November

- Tolls Setting and Draft Budget
- Strategic Direction with updates on the Guiding Strategies
- Financial Direction

End of January/February

- Budget Setting for next Financial Year
- Treasury and Investment Strategy
- Business Plan
- Strategic Priorities – first Draft for following year and adoption (2020/21)
- PMSC Safety Management System Hazard Review (Jan)
- Timetable of Meetings

March: Site visit/Workshop–setting of strategic priorities.

- Annual Investment Strategy (Annual March) – EK
- Adoption of Strategic Priorities for next year (2020/2021) if not dealt with in Jan/February.
- Standing Tender List of Contractors: Piling Contracts – Arrangements for the Review and renewal of the Standing List to be considered on a 3 yearly basis (next for approval at BA March/April 2022)

May

- Statement of Accounts with Key Issues
- Appointment of Co-opted members from Navigation Committee to BA

- Annual Report on Requests to Waive Standing Orders Relating to Contracts (May)
- Annual Safety Audit (May)
- Corporate Health and Safety Annual Report (May)
- Feedback from Members (May) Annual Reviews to develop ...
- Member Development Programme
- Summary of Formal Complaints (Annual May)
- Strategic Direction and updates on Guiding Strategies

Standing items for main meetings:

Summary of Progress

Port Marine Safety Code – items to raise

Progress on Strategic Directions

Financial Direction – Consolidated Income and Expenditure and Forecast Outturn

Member Feedback from meetings attended

Minutes from meetings in last quarter confirmed by each of the respective committees.

Broads Authority

Broads Local Access Forum

Minutes of the meeting held on 05 December 2018

Present:

Dr Keith Bacon (Chairman)

Mr Kelvin Allen
Mr Louis Baugh
Miss Liz Brooks
Mr Tony Gibbons
Mrs Dawn Hatton

Dr Peter Mason
Mr Stephen Read
Mr George Saunders
Mrs Melanie Vigo di Gallidoro
Mr Chris Yardley

In Attendance

Ms Lottie Carlton – Administrative Officer
Mr Adrian Clarke – Senior Waterways and Recreation Officer (SWRO)
Mr Simon Hooton – Head of Strategy and Projects
Mr Mark King - Waterways and Recreation Officer (WRO)

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

Mr Mike Flett, Mr Alec Hartley, Mr Charles Swan and Mr Martin Symons sent their apologies. The SWRO welcomed members to the meeting.

2/2 To receive declarations of interest

Mrs Vigo di Gallidoro declared an interest in relation to her role as Chairman of the Broads Authority Planning Committee and involvement as a facilitator at the Broads Engage event. Mr Baugh declared an interest in relation to item 2/8 regarding point 1.48 of the report and parts of the presentation due to personal financial interests.

2/3 Election of Chairman and Vice-Chairman

Dr Keith Bacon was nominated for the position of Chairman of the Broads Local Access Forum. There were no other nominations. Members voted unanimously to appoint Dr Bacon to this role.

Mr Alec Hartley, although not present at the meeting, had indicated he would be willing for the Forum to nominate him for the position of Vice-Chairman of the Broads Local Access Forum. Mr Hartley was the only nomination. Members voted unanimously to appoint Mr Hartley.

2/4 Review of BLAF membership

The SWRO gave a presentation reviewing membership of the BLAF.

Membership is due for renewal. Members are welcome to put themselves forward to continue their membership for a further three-year term. Members agreed to email the Forum Secretary with their intentions.

Following resignations this year, there are 19 members, although one member has not attended a meeting since 2016.

The Forum agreed to advertise for three new members to cover the areas of tourism business, nature conservation and entry level craft.

2/5 Receive and confirm the 05 Sept 2018 minutes

The Forum approved the minutes which the Chairman signed.

2/6 Matters arising from the minutes

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

EA inspected the bridge. They are likely to finish work to bring the bridge up to standards by February 2019.

(2) Minute 1/4 (2) River Wensum Strategy

Invitations to the official launch go out in the New Year.

Project work: Planning applications are in for the New Mills canoe platforms; discussions between Norwich City Council and Norwich City Football Club are taking place regarding the moorings project near the football ground and a UEA post-graduate student completed a riverside biodiversity audit under the direction of Norfolk Wildlife Trust.

(3) Minute 1/4 (4) Staithes Report

All parish councils and others responsible for staithes had the chance to review the report and provide feedback. Thorpe St Andrew agreed wording changes to a section of the report. After a final proof read the report can be published.

Publicity would include clear attribution for the report to Prof Tom Williamson, UEA.

(4) Minute 1/4 (5) Wherryman's Way – Phase 2

Following completion of the Phase 1 hydraulic modelling work, BA has received a quote for Phase 2. This involves upgrading a model to show effects of various work options. The Broads Authority and Norfolk County Council are contributing funding to Phase 2, but are also asking for

contributions from the Environment Agency, the Parish Council and South Norfolk Council. Commissioning of Phase 2 work will take place after this.

2/7 Norfolk County Council update

No representative from Norfolk County Council was available.

2/8 Broads Engage update and Review of Broads Integrated Access Strategy

The Broads Engage event took place on November 6th and focussed on Access.

65 people took part and feedback was good. The Broads Authority, with help from the Forum, will analyse suggestions made by attendees and decide which to include in the review of the Broads Integrated Access Strategy.

Some suggestions were already known, some were new, some were known not to be possible and others give potential to work up the ideas.

Norfolk County are keen to work in partnership with the Broads Authority on the delivery of the new Norfolk Access Improvement Plan including shared routes and access for all/audits.

Two Broads Engage events will take place per year. The next is due to take place in March/April 2019. The Broads Authority has not yet confirmed the topic but this could be Education or Biodiversity Strategy.

Comments and answers to questions:

- It could be useful to identify previous stewardship scheme permissive paths.
- The sustainable travel list should include trains.
- If suggestions fall outside the National Park boundary but provide connectivity of strategic missing links, the Integrated Access Strategy can still include them.
- Linking circular walks with permissive paths: Deciding who is best placed to deal with landowners to speed up the process should be based on a case by case basis. Sometimes the relationship is difficult between the landowner and parish council and Broads Authority is the better negotiator, at other times there is already a good relationship that and the Parish Council taking the lead is the preferred option. The Forum prefers a sequential approach: PROW as preference, then Permissive Paths. Multiple landowners for a single permissive path create extra difficulties and delays which need to be factored in.
- Various national events could have impacts on access: Glover Review of National Parks, Brexit, resulting changes to agri-environment schemes.

The SWRO agreed to check details on creation of new PROW within the Broads area and the issue of compensation payments made to landowners.

The SWRO agreed to circulate a link for the Glover Review of National Parks consultation (ending 18th December).

The SWRO agreed to draw together a draft review document for Forum members to provide comment on.

2/9 Aston Rowant National Land Access Centre

The SWRO gave a presentation updating Forum members on the new Aston Rowant National Land Access Centre which opened in September 2018.

The centre aims to highlight best practise for surfaces, gates and gaps via a series of trails. Good vs bad examples will show how to make improvements and easier access for all.

The centre took on board comments received during the BSI Gaps, Gates and Stiles consultation, plus advice from various organisations and businesses with specific expertise.

The centre is keen for people to visit and 'road test' the trails.

The Government's MAGIC website with interactive mapping of the national environment is also a useful tool. <https://magic.defra.gov.uk/>

2/10 Monitor of Engagement with the Natural Environment – The National Survey on People and the National Environment

The SWRO gave a presentation highlighting relevant sections of the Natural England survey that monitors people's engagement with the natural environment.

Many interesting facts and statistics in the report show an increasing trend towards more frequent use of natural environments and a desire to learn more about and protect such areas.

Barriers to accessing the natural environment include disposable income, access to transport, time factors (caring responsibilities/work) and poor health.

Comments and answers to questions:

- Pathmakers engaged UEA to answer some of the questions raised.
- The survey will be useful to help guide the Forum's work.
- There is a need to overcome perceptions that the natural environment 'is not for people like me' and to raise understanding. Projects like the Water, Mills and Marshes English Plus grant to help take immigrants on a visit to Hoveton Great Broad and MOSAIC (now finished) encourage people to get out in the natural environment and feel they belong. It helps to show photos of a wide range of people so that everyone can relate to what they are seeing on a personal level.

- It was encouraging to learn that even when people do not, or cannot, use the natural environment themselves an overwhelming 93% said they felt green space was important and should be protected.

The SWRO agreed to circulate the full report to Forum members.

2/11 Any other business

The Forum's response to the Food and Farming consultation was well received as it encompassed landscape and agri-environment issues relating to access. Members were complimentary of the letter's contents.

2/12 To note the date of the next meeting

The date for the next meeting is Wednesday 13 March 2019 at 2pm.

The meeting ended at 4pm.

Chairman

Broads Authority
Audit and Risk Committee

Minutes of the meeting held on 11 December 2018

Present:

Mr Louis Baugh
Ms Gail Harris
Mrs Nicky Talbot
Mr Haydn Thirtle
Mr Greg Munford

In Attendance:

Ms Esmeralda Guds - Administrative Officer
David Harris – Monitoring Officer (from item 1/13)
Miss Emma Krelle - Chief Financial Officer
Dr John Packman - Chief Executive (from item 1/13)
Rob Rogers – Director of Operations
Marie-Pierre Tighe – Director of Strategic Services

Also in Attendance:

Bill Dickson – Member (from item 1/13)

1/1 To receive apologies for absence

Apologies were received from Jacquie Burgess. Further apologies were received from Faye Haywood (Internal Audit) and Vicky Chong (External Audit).

The Committee was informed that the Chief Executive, the Chairman of the Authority and the Monitoring Officer were delayed and were due to join the meeting at 3 pm.

Recordings

The Chair announced that the meeting would be recorded and that the copyright remains with the Authority; however a copy of the recording could be requested.

1/2 Appointment of Chair

The Chief Financial Officer reported that nominations for the Chair had been invited in line with the new procedures adopted following the Authority's May meeting.

Louise Baugh had been proposed by Haydn Thirtle and seconded by Nicky Talbot.

There being no other nominations, it was

RESOLVED

that Mr Louis Baugh be appointed as Chairman of the Audit and Risk Committee for the forthcoming year.

Mr Louis Baugh (in the Chair)

1/3 Appointment of Vice Chair

No nominations for the position of Vice Chairman for the forthcoming year were received.

Nicky Talbot commented that she would be willing to undertake the role subject to the outcome of the Navigation Committee Appointment process.

All Members were supportive.

1/4 Declarations of Interests

Nothing to declare as stated in Appendix 1.

1/5 To note whether any items have been proposed as matters of urgent business

The Chairman said he would like to raise two items of urgent business under agenda item 14 as Members were asked for their views on a legal matter which needed to be dealt with within a certain deadline.

The Chairman informed the Committee that he had invited Bill Dickson, Member, to the meeting, as his views were valued in regards to the matters of urgent business being discussed later on the agenda. The Members welcomed Bill Dickson's attendance.

Gail Harris commented she would need to leave the meeting by 4 pm.

1/6 To receive and confirm the minutes of the Financial Scrutiny and Audit Committee meeting held on 24 July 2018

The minutes of the meeting held on 24 July 2018 were confirmed as a correct record and signed by the Chairman subject to the following amendment:

- Minute 3/14 – Matter of Urgent Business , 4 - Difficult Year on Year Comparison of the accounts, Para 4, line 3, when “... *that as it indirectly was being accused...*” should read “... *that as it was indirectly being accused...*”

1/7 Public Question Time

No questions were raised by members of the public.

1/8 Consolidated Income and Expenditure – 1 April to 31 October 2018 Actual and 2018/19 Forecast Outturn

The Members received a report which provided them with details of the actual income and expenditure for the seven month period to 31 October 2018, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2019).

The Chief Financial Officer highlighted that the income for the Private Craft had improved as November had been busier than expected. She said the budget would be updated to reflect this.

When queried, it was explained that the increase in the insurance premiums was due to a combination of factors. One was the increase of insurance premium tax (IPT) which was similar to VAT but not reclaimable. Also, a large insurance claim was still outstanding at the end of the insurance year for the weed harvester, which meant the Authority did not receive its annual rebate. In addition, purchases of new equipment were more expensive to insure and car insurance premiums had increased. The Chief Financial Officer confirmed that the Authority only insured items over £250.

A Member queried whether a reserve of 10% was too substantial and was concerned the Government would grant less money if given the impression that the Authority was sitting on significant reserves. A further concern was that high Reserves would reduce the chances of receiving additional grant funding.

The Chief Financial Officer explained that the recommendation for Navigation funds was a minimum of 10 % and for National Park funds £100,000 plus 10%. The reserves allowed the Authority to take on larger projects, like the Acle Bridge development, as this would require match funding. Also, the National Park side was running at a deficit which was growing over the next five years. Members were made aware that National Park Grant funding was guaranteed up until 2019/20, however from 2020/21 there were uncertainties given the economic climate.

A Member commented that having awareness of the levels of reserves and having regular discussion to justify the levels was important. As long the Authority had projects in the pipeline reserves above the minimum could be justified.

Another Member added that the high level of reserves were prudent and necessary for the next five years.

Members noted the report.

1/9 Preparation for the 2019/20 Budget

Given that this meeting was taking place later than last year, Navigation Committee and The Broads Authority had seen draft figures as part of the “Setting of Tolls”. Therefore the Preparation for the 2019/20 Budget had been removed from the Agenda.

This led to a discussion of the Audit and Risk Committee timetable, the Members tried to determine which dates would best fit with the Broads Authority new Committee timetable. They agreed to bring this to the next ARC meeting in March 2019, allowing them time to consider this fully.

1/10 Review of Strategic Risk Register

Members received the Strategic Risk Register which had been reviewed and updated following consultation with risk owners in June 2018 and Management Forum in August and October 2018.

Guidance had been received that the number of strategic business risks should be limited to those that were considered business-critical. It was suggested that the Committee might consider reducing the number of risks in the Register or decide to only bring risks above a certain level to Committee.

The Committee agreed they would like all 22 risks to remain on the register to evidence that all risks were being monitored. They however supported the idea of bringing just risks above a certain level to Committee.

The risk register had been reviewed as part of the Corporate Governance internal audit in November. The final report had yet to be received. The Chief Financial Officer confirmed she would circulate the reports for the Corporate Governance and the Key Controls audit prior to the March meeting.

Members approved the Strategic Risk Register and noted they would consider how to move forward following the outcome of the internal audit at the March meeting.

1/11 External Audit

The Members received a report which appended the Annual Audit Letter for 2017/18 and the Local Government Audit Committee Briefing by Ernst & Young.

The Chief Financial Officer confirmed that the Audit Letter contained the same information as the audit results the committee received in July 2018.

The Committee was made aware of the changes within the audit team and was informed that Sappho Powell, Audit Manager, had been replaced by Vicky Chong. Kevin Sutter, Audit Director at Ernst & Young, had been replaced by Mark Hodgson.

The Chief Financial Officer clarified that the graphics on page 80-81 of the agenda papers, showing journal postings during the weekend, related to

transactions taken on the till and confirmed that the financial team did not work at the weekends.

A Member suggested that access to the Audit Report should be made more prominent and signposted better on the website. The Committee didn't believe this was necessary as the Authority was fully disclosed, sufficient information was available and appropriate access to the website was in place.

Members noted the Annual Audit Letter for 2017/18 and the briefing, including the key questions for Audit Committees as set out on page 10 in Appendix 2.

1/12 Implementation of Internal Audit Recommendations: Summary of Progress

The Members received a report which updated them on progress in implementing Internal Audit recommendations arising out of audits carried out during 2017/18.

The Committee was informed that the remaining two audits in 2019/20 for Disaster Recovery and Branding would be brought back to the Audit and Risk Committee once completed.

The Chief Financial Officer highlighted the overdue recommendation in regards to asset management and leases and said that the Monitoring Officer would take forward the procurement process for legal services at the beginning of next year.

At this point Hayden Thirtle declared an interest and stated he used to sit on the board of NPLaw.

The Chairman suggested induction and workshop training for Members to reinforce the role of internal audit and provide understanding of the whole audit process.

Members noted the report.

John Packman, Bill Dickson and David Harris joined the meeting at this point.

1/13 Members' Allowances

Members received a report which provided an overview of members' allowances and when these were last reviewed. Members' views were sought on the next steps and possible recommendations to the Broads Authority.

The Committee was informed that a review of the allowances was highlighted at a one-to-one Member's appraisal.

The Committee was surprised that this had been raised as time was offered voluntarily as a contribution to the Authority and expenses were covered. The

Members recognised that a review was due, but that it was inappropriate now given the current National Park Review led by Julian Glover.

The Committee agreed that a review of allowances should be put on hold until after the likely direction on any changes to the Authority' membership, following publication of the Glover Review of National Parks, was known. The Financial Performance and Direction report to the Broads Authority in February would incorporate a section on members' allowances and the views of the committee.

1/14 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

Exclusion of the Public

The Committee was 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 involved the likely disclosure of exempt information as defined by Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighed the public benefit in disclosing the information

The Chairman said he wished to raise two matters of urgent confidential business, one on potential legal fees and one in regards to a National Audit Office Report.

Potential legal fees

The Monitoring Officer informed the Committee that the Authority had received a letter in relation to a proposed Judicial Review Application. Following advice from a barrister, the Monitoring Officer proposed to respond within the obligatory 14 days of receipt.

The Committee agreed that a response to the letter was required and that the Audit and Risk Committee would be the appropriate group to take this forward if needed.

It was further agreed that the Broads Authority Members would be notified of the receipt of the letter and that a note from the Chairman of the Authority would go to Members later in the week.

National Audit Office Report

Members commended the Chief Financial Officer and her team for their time and efforts in providing a comprehensive and quick responds to the NAO, especially as the majority of the information was available in the public domain and that no substance was found to any of the criticisms made.

1/15 Formal Questions

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

1/16 Date of the next meeting

Members noted that the date of the next Committee meeting would be held on Tuesday 5 March 2019 at Yare House, 62-64 Thorpe Road, Norwich, commencing at 2:00pm.

The meeting concluded at 4.04 pm

CHAIRMAN

APPENDIX 1

Declaration of Interests

Committee: Audit and Risk Committee

Date of Meeting: 11 December 2018

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Pecuniary Interest ✓
Louis Baugh		None	
Greg Munford		As previously stated	
Nicky Talbot		Toll Payer	
Haydn Thirtle		Nil	
Gail Harris			

Broads Authority
Planning Committee

Minutes of the meeting held on 11 January 2019

Present:

In the Chair - Mrs M Vigo di Gallidoro

Mr M Barnard
Prof J Burgess
Mr L B Keith
Mr R Hanton
Ms G Harris

Mrs L Hemsall
Mr P Rice
Mr V Thomson
Mr H Thirtle

In Attendance:

Mrs S A Beckett – Administrative Officer (Governance)
Ms N Beal – Planning Policy Officer (Minute 6/10)
Mr N Catherall– Planning Officer (up to and for Minute 6/8(1))
Ms C Smith – Head of Planning
Mrs M-P Tighe – Director of Strategic Services

6/1 Apologies for Absence, Welcome and Housekeeping Matters

The Chair welcomed everyone to the meeting. In particular she welcomed Mr Ron Hanton to his first meeting of the Planning Committee.

Apologies had been received from Mr W A Dickson

The Openness of Local Government Bodies Regulations

The Chair gave notice that the Authority would be recording the meeting in accordance with the Code of Conduct, with the Authority retaining the copyright. No other member of the public indicated that they would be recording the meeting.

6/2 Declarations of Interest and introductions

Members and staff introduced themselves. Members provided their declarations of interest as set out in Appendix 1 to these minutes in addition to those already registered.

6/3 Minutes: 7 December 2018

The minutes of the meeting held on 7 December 2018 were agreed as a correct record and signed by the Chairman.

6/4 Points of Information Arising from the Minutes

The Head of Planning provided updates on the following:

(i) **Minute 5/8(1) BA/2018/0325/FUL Hoveton Great Broad, Lower Street, Hoveton Viewing Platform.**

In light of Members' concerns about sufficient provision for disabled access to the top part of the viewing platform, officers had referred these to the applicant to see if any improvements could be made. Officers would inform the Committee if any amendments were to be made to the proposal.

A member commented that as Hoveton Great Broad NR was accessed only from the moorings by boat, she considered that the public benefit was limited.

(ii) **Minute 5/13 Tree Preservation Orders: BA/2018/0020/TPO Little Barn, Low Road, Shipmeadow and BA/2018/0021/TPO The Old Vicarage, Horning Road, Hoveton St John**

The permanent TPOs had now been served.

6/5 To note whether any items have been proposed as matters of urgent business

There were no items of urgent business.

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

The Chairman stated that although the applicant for Agenda Item 8(1) was in attendance, she did not wish to speak.

6/7 Requests to Defer Applications and /or Vary the Order of the Agenda

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

6/8 Applications for Planning Permission

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

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

(1) BA/2018/0248/FUL Wilderness, Meadow Drive, Hoveton
Replacement of existing cottage with new dwelling and holiday unit.
Applicant: Ms Sue Myhra

Mr Paul Rice, having declared an interest as Chairman of the Broads Society, commented that although he had not been party to any discussions by the Society he would not vote on the application.

The Planning Officer gave a detailed presentation and assessment of the application to demolish an existing dwelling known as Wilderness, sited at the southern end of Meadow Drive in Hoveton, and to replace this with a new dwelling and to construct an additional dwelling on the adjacent garden/mooring plot. The replacement dwelling would be used as private residential accommodation and the additional dwelling as holiday accommodation. The existing dwelling was currently used as holiday accommodation. The site was in flood zone 3 and partly within the adopted development boundary of Hoveton and Wroxham. Plans had been amended since the initial application following adverse comments and concerns relating to the size and design, siting and scale, mass and ridge height of the replacement dwelling. These changed the design to one and a half storey with a steeper roof pitch. However, there were still outstanding concerns from the Broads Society as well as other third parties about the amended plans citing over development of the site and visual impact as well as the impact on foul water disposal and sewage infrastructure.

Having assessed the application in terms of the main issues relevant to the application, the Planning Officer concluded that the proposal was acceptable and could be recommended for approval subject to conditions.

He acknowledged that the main concern related to the issue of the sewage infrastructure. The Planning Officer explained that the Environment Agency's advice was the replacement dwelling would not increase the impact on the sewage infrastructure and the provision of an extra dwelling for holiday accommodation would not result in significant additional inputs to the system. In either case, there would not be a material basis to refuse the application on these grounds alone. The Environment Agency had no objection in relation to flood risk and considered that the concerns relating to foul water drainage could be adequately covered by condition.

The Planning Officer concluded that the size of the plot and its location was in a well established part of Hoveton and therefore the provision of a residential dwelling and a dwelling for holiday use was considered an appropriate use of the site. The proposed dwellings were of a scale and design that would not be out of keeping with other dwellings in this location. The siting forward of the existing building line had been well thought out and was considered to be justified. The development would not be detrimental to the character of the surrounding area or the river scene, would complement the overall development, and would not unduly impact on the amenity and privacy enjoyed by neighbouring residents. In light of the Environment Agency's views, the proposal

was considered acceptable with regard to flood risk and foul water disposal.

Members commended the application. Although there was some concern about the sewage and waste water treatment, since the Environment Agency was satisfied that this could be dealt with by condition, they supported the proposal. Members considered that although the amended plans did include obscure glazing to the flank elevation, this factor should be reinforced by condition, as suggested by the Planning Officer.

Lana Hemsall proposed, seconded by Bruce Keith and it was

RESOLVED unanimously (Paul Rice having not taken part in the debate or vote)

that the application be approved subject to the conditions outlined within the report as well as a condition concerning obscure glazing. The proposal is considered to be in accordance with Policies CS1, CS18 and CS20 of the Core Strategy (2007), Policies DP1, DP2, DP4, DP22, DP28 and DP29 of the Development Plan Document (2011), Policy HOV1 of the Site Specific Policies Local Plan, and the National Planning Policy Framework (2018), a material consideration in the determination of this application.

6/9 Enforcement Update

The Committee received an updated report on enforcement matters previously referred to Committee. Further updates were provided for:

Burghwood Barns, Burghwood Road, Ormesby St Michael.

Ron Hanton declared an interest as a County Councillor for Ormesby. Members were reminded that they had reluctantly agreed to proceed to prosecution. A provisional court date of 18 December 2018 had originally been set. The applicant had subsequently indicated that he intended to comply with the notices and therefore a court appearance had been adjourned. Monitoring had been undertaken and whilst there had been some progress, it had been slow and further urgency was needed if it was to be completed by the revised court date of 26 February 2019.

The Head of Planning commented that Officers would be inspecting the site on 6 February 2019 and it was hoped that the matter could be concluded prior to having to attend court.

Marina Quays. The initial application had been withdrawn and it was understood that the applicants would be submitting a new application following negotiations in the near future.

Members supported the action being taken and noted the progress made.

RESOLVED

that the report be noted.

6/10 Consultation Documents Update and Proposed Response

Waveney District Council – Local Plan, Main Modifications

The Committee received a report providing the Officers' proposed response on the recent consultation from Waveney District Council on the Main Modifications to their Local Plan. Having declared an interest, Melanie Vigo di Gallidoro and Mike Barnard did not take part in the discussion on this matter.

The Planning Policy Officer commented that there were no problems to the changes made since the publication consultation, but unfortunately some of the fairly simple changes suggested by the Authority in the initial consultation had not been taken on board. This was disappointing as they highlighted the importance of the Broads as being a special landscape with status equivalent to a National Park as well as being important to be consistent with National Policy and the need for cross boundary cooperation. Therefore the comments proposed reiterated the Authority's initial response. It was considered that these would not require any significant changes to the Waveney Local Plan but would show that the Broads area was an asset.

Members fully supported the comments to be made.

RESOLVED

that the report is noted and the proposed responses in the report be endorsed for forwarding to Waveney District Council.

6/11 Heritage Asset Review Group – 7 December 2018

The Committee received the Notes from the Heritage Asset Review Group meeting held on 7 December 2018. The Chairman commended the report to members. She stated that it had been an extremely interesting meeting with presentations that were very encouraging and gave examples of the excellent work being undertaken in the heart of the Broads, particularly relating to the Water Mills and Marshes project and the involvement of educational and heritage training skills in the construction courses with Norwich City College.

With reference to Note 24/5 Conservation Area Reappraisals, the Head of Planning clarified that there was no right of appeal from third parties following full consultation and once a decision on the designation of a Conservation Area had been made. The Head of Planning commented that in planning legislation the right of appeal was very limited. It was only open to applicants to appeal against refusal or conditions. There was no right of appeal from third parties.

With reference to Note 24/7 The Norfolk Windmills Trust, the former member representative on the Trust reported that the restoration of the Stracey Arms Mill was being undertaken with the help of £600k Heritage Lottery Funding. This involved the creation of a new car park and provision of interpretation and restoration of an important educational asset. As the site was in a very prominent position with suitable moorings as well as adjacent to the Water Mills and Marshes project area, it was very pleasing that work had started. She also commented that with the Authority's Historic Environment Manager now attending Trust meetings this would be helpful in building on the technical capabilities of the organisation.

As mentioned in the Notes from the HARG meeting, members were informed that on the next scheduled **Broads Authority Workshop/site visit date 22 March 2019**, it was intended to organise a site visit that would include viewing some of the aspects of the Water Mills and Marshes Landscape Partnership project. Members would be receiving further information shortly.

A member commented that the notes from the HARG meeting referred to at least four good news elements of work being carried out which it was considered well worthwhile publicising.

RESOLVED unanimously

that the Notes of the Heritage Asset Review Group are received and noted.

6/12 Appeals to the Secretary of State

The Committee received a schedule of decisions to the Secretary of State since 1 June 2018. The Authority had submitted the statement on the appeal concerning the conditions attached to the outline permission for development at Hedera House, Thurne. The Authority was now awaiting a date from the Planning Inspector for a site visit.

RESOLVED

that the report be noted.

6/13 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 22 November 2018 to 28 December 2018.

It was noted that application BA/2018/0266/FUL for Six Mile House Drainage Mill, Halvergate had been dealt with at Committee and therefore was not a delegated decision.

Reference was made to the application BA/2018/0410/COND in Aldeby where permission had been granted for a variation in the condition to change the painted softwood cladding to hardie plank cladding. A Member queried the

consistency of decision making, when the Authority had refused permission for upvc cladding at another site.

The Head of Planning commented that following a review of a number of appeal decisions some 18 months ago, members had agreed that it was important to examine the context of the site when considering the materials to be used for any development. The development at Aldeby was on a site with very limited public views and not visible from the river Waveney. The recent decision, where the use of upvc for the cladding had been refused, related to a building which had been designed to complement a traditional building in a prominent river location. Although retrospective permission had been granted to vary a condition to allow upvc for the windows, changes to allow for fibreboard cladding had not.

A member commented that they were pleased that the development at Barnes Brinkcraft Ltd had been resolved satisfactorily.

RESOLVED

that the report be noted.

6/14 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 8 February 2019 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 10.53 am

CHAIRMAN

APPENDIX 1

Code of Conduct for Members

Declaration of Interests

Committee: Planning Committee

Date of Meeting: 11 January 2019

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Paul Rice	6/8(1)	Chairman of Broads Society
Mike Barnard	6/8(10)	Member of Waveney District Council Local Plan Working Group
Bruce Keith		Broads Trust and Whitlingham Charitable Trust.
Melanie Vigo di Gallidoro	6/8(10)	Member of Waveney District Council
Ron Hanton	6/9	Borough Councillor and County Councillor for Ormesby.

Broads Authority
Planning Committee

Minutes of the meeting held on 8 February 2019

Present:

In the Chair - Mrs M Vigo di Gallidoro

Mr M Barnard
Mr L B Keith
Mr R Hanton
Ms G Harris

Mrs L Hempsall
Mr H Thirtle
Mr J Timewell

In Attendance:

Mrs S A Beckett – Administrative Officer (Governance)
Ms N Beal – Planning Policy Officer (Minute 7/10)
Mr R Rogers – Director of Operations (up to and for Minute 7/8)
Mrs R Sainsbury – Planning Officer (up to and for Minute 7/8)
Ms C Smith – Head of Planning
Mrs M-P Tighe – Director of Strategic Services

Members of the public in attendance who spoke:

Application BA/2018/0466/FUL Land at Burgh Castle

Dr Kevin Marsh

On behalf of Applicant

7/1 Apologies for Absence, Welcome and Housekeeping Matters

The Chair welcomed everyone to the meeting.

Apologies had been received from Prof J Burgess, Mr W A Dickson, Mr P Rice and Mr V Thomson.

The Openness of Local Government Bodies Regulations

The Chair gave notice that the Authority would be recording the meeting in accordance with the Code of Conduct, with the Authority retaining the copyright. No other member of the public indicated that they would be recording the meeting.

7/2 Declarations of Interest and introductions

Members and staff introduced themselves. Members provided their declarations of interest as set out in Appendix 1 to these minutes in addition to those already registered.

7/3 Minutes: 11 January 2019

The minutes of the meeting held on 11 January 2019 were agreed as a correct record and signed by the Chair.

7/4 Points of Information Arising from the Minutes

The Director of Strategic Services referred to a recent case *DOVER DC v CPRE Kent 2017* at the UK Supreme Court, which related to the procedures for taking decisions at Planning Committee where a decision may be contrary to the Officer's recommendation. It was understood that North Norfolk District Council had recently adopted new procedures as a result of the court case. Officers would be looking into the details and legal implications of this and examine the rules on committee voting against Planning Officers' recommendation before presenting any formal proposals for changes to the procedures to the Committee.

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

There were no items of urgent business.

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

Public Speaking

The Chair stated that public speaking was in operation in accordance with the Authority's Code of Conduct for Planning Committee. Members of the public were invited to come to the Public Speaking desk when the application on which they wished to comment was being presented. They were reminded that, as the meeting was being recorded, any information they provided should be appropriate for the public. They were requested not to give out any sensitive personal information unless they felt this was necessary to support what they were saying and would not mind others being aware of it.

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

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

7/8 Applications for Planning Permission

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

The following minute relates to further matters of information, or detailed matters of policy not already covered in the officer's report, and which were given additional attention.

(1) BA/2018/0466/FUL Right bank of River Waveney, Compartment 34 of BFAP.

Installation of new piling in front of existing to maintain the long-term integrity of this section of flood defences.

Applicant: Environment Agency

The Planning Officer gave a detailed presentation and assessment of the application to install a total of 211 metres of piling in front of existing piling. This was intended to maintain the long-term integrity of a section of flood defences on the right bank of the River Waveney immediately upstream of Burgh Castle Mariana. The proposal related to a previous application for flood improvement works, as part of the Broads Flood Alleviation Project (BFAP) which had been completed. It had been agreed to leave the piling in place due to the importance of the mooring provision this provided, particularly for safety reasons and prior to entering Breydon Water. The piling edge had been managed by the Broads Authority for 24 hour moorings but had been closed due its poor condition in 2018 and the lease with the landowner having expired. The aim of the current application was to restore the piling so the moorings could be brought back into use.

There had been no objections to the proposal. The Navigation Committee had considered the application at its meeting on 17 January 2019 and was supportive, considering that, with the width of the river at this point being 50 metres, there would not be a negative impact on navigation.

The Planning Officer concluded that the proposal could be recommended for approval as it was in line with the previously approved flood defence work in the location. It would provide clear benefits, including flood defence and nature conservation management, as well as satisfactorily protecting and enhancing recreation and navigation interests with access to water space maintained. The conditions proposed were standard but with a 5 year expiry date instead of 3 years, to increase the time to carry out the works.

The Director of Operations explained that the Environment Agency had overspent on its capital programme and therefore was not in a position to complete the works at this time.

Kevin Marsh on behalf of the applicant confirmed that the Environment Agency budget was constrained. Following the end of the BFAP, as from 2021 there would be new arrangements with a new spending plan.

It was noted that the factors relating to funding and deliverability were not a planning consideration and did not affect the planning decision.

A member suggested, that it might be worth considering a collaborative effort in raising funding for the works, given that the moorings were so important in this location particularly for safety as well as recreational reasons. Members supported such an idea for consideration. It was hoped that the works could be undertaken well before the 5 year expiry.

Members fully supported and commended the application.

Haydn Thirtle proposed, seconded by Bruce Keith and it was

RESOLVED unanimously

that the application be approved subject to the conditions outlined within the report including a 5 year time limit condition and further details being submitted as required by the Operations team.

The proposal is considered to be in accordance with Policies CS1, CS3, CS4, CS9 and CS14 of the Core Strategy (2007), Policies DP1, DP4, DP12, DP13, DP28 and DP29 of the Development Plan Document (2011).

7/9 Enforcement Update

The Committee received an updated report on enforcement matters previously referred to Committee. Further updates were provided for:

Burghwood Barns, Burghwood Road, Ormesby St Michael.

Ron Hanton and Haydn Thirtle declared an interest as County Councillors for the area.

Members were reminded that they had agreed to proceed to prosecution as compliance with the Enforcement Notice had not been achieved. The applicant had subsequently indicated that he intended to comply with the Notice and therefore a court appearance on 18 December 2018 had been adjourned. Monitoring had continued and further works to comply with the Enforcement Notice had been undertaken. This included dismantling of the gazebo and removal of the slates from the path. The concrete sub base was yet to be removed. A further inspection would be made on 24 February 2019, two days before the next court hearing. The landowner had agreed to pay a contribution of £1,000 towards the Authority's legal costs and had already contributed in part.

Marina Quays. The initial application had been withdrawn and it was understood that the applicants would be submitting a new application following negotiations in the near future.

Members supported the action being taken and noted the progress made.

RESOLVED

that the report be noted.

7/10 Wroxham Neighbourhood Plan – proceeding to Referendum

The Committee received a report on the progress of the Wroxham Neighbourhood Plan. The submitted Neighbourhood Plan was approved by the Broads Authority Planning Committee at its meeting In November 2018, following which there was a statutory six week publication period for consultation. The representations received from this were submitted with the published Neighbourhood Plan for independent examination.

The Independent Examiner's report had been received in the last few days and this had been circulated separately to Members and incorporated into the agenda on the website. The Planning Policy Officer provided the Committee with the findings of the report together with the LPA response.

The Examiner had assessed the Neighbourhood Plan and taken on board the comments received and concluded that the Plan could now proceed to referendum subject to the Modifications listed in his report.

The Planning Policy Officer had made comments on the Plan, to improve clarity, particularly as it would be the development control officers who would need to implement the proposals and they had not been involved in their writing. She explained that not many of the comments the Authority had made had been taken on board. However, the Inspector had agreed with the Authority on two main issues. One related to a policy that seemed to conflict with an adopted Broads policy, the other to the relief road where the Authority had commented as to the uncertainty of how this could be achieved, given the land constraints.

The Wroxham Neighbourhood Plan group had discussed the Examiner's report at a meeting on 7 February 2019 and were satisfied that it could proceed to referendum. Broadland District Council was also required to agree to the next step.

RESOLVED unanimously

that the Authority endorses the Examiner's Report and supports the amended Wroxham Neighbourhood Plan proceeding to referendum.

7/10B Consultation Documents and Proposed Response: Norwich City council Affordable Housing (Supplementary Planning Document)

The Committee received a recent consultation from Norwich City Council on its Affordable Housing SPD together with the proposed response provided by the Authority's officers. The SPD had been updated in light of the changes to the NPPF and to reflect the practises over the last few years. It was relevant to the Authority since it deferred to the Housing Policies of the Districts.

Members congratulated the officers on the detailed diligence with which they scrutinised the consultation documents.

RESOLVED unanimously

that the report be noted and the proposed response be endorsed for forwarding to Norwich City Council.

7/11 Appeals to the Secretary of State

The Committee received a schedule of decisions to the Secretary of State since 1 June 2018. The Authority had submitted the statement on the appeal concerning the conditions attached to the outline permission for development at Hedera House, Thurne. The Authority was now awaiting a date from the Planning Inspector for a site visit. There were now two more appeals on the schedule received within January 2019 for which a start date was awaited from the Planning Inspectorate.

With reference to the appeal at Nursery View Burghwood Road, Ormesby where the Authority had refused permission for 4 detached dwellings under delegated powers, the Head of Planning explained that the site fell outside the development boundary and was contrary to policy. Under the scheme of delegation, applications for development below a maximum of 10 properties could be dealt with by officers. The application would have been determined by Planning Committee, if officers had proposed to recommend approval contrary to development policy (ie: Departure).

RESOLVED

that the report be noted.

7/12 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 28 December 2018 to 23 January 2019.

RESOLVED

that the report be noted.

7/13 Circular 28/83: Publication by Local Authorities of Information about the Handling of Planning Applications

The Committee received a report setting out the development control statistics for the quarter ending 31 December 2018. The Head of Planning commented that the performance levels had fallen and this reflected the changes in staff. Now the new staff had been in post for some months, it was anticipated that the figures for the next quarter would be more favourable.

RESOLVED

That the report be noted.

7/14 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 8 March 2019 (International Women's Day) starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 10.42 am.

CHAIRMAN

APPENDIX 1

Code of Conduct for Members

Declaration of Interests

Committee: Planning Committee

Date of Meeting: 8 February 2019

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Haydn Thirtle	7/8	Board member (Internal Drainage Board) Previously attended Navigation Committee when matter discussed.
Gail Harris	7/10B	Consultation Norwich City Council Affordable Housing SPD. Appointed by Norwich City Council
Ron Hanton	7/9 and 7/11	Borough Councillor and County Councillor for Ormesby.