

Broads Authority

Agenda 24 July 2020

10.00am

This is a remote meeting held under the Broads Authority's [Standing Orders on Procedure Rules for Remote Meetings](#).

Participants: You will be sent a link to join the meeting. The room will open at 9.00am and we request that you **log in by 9.30am** to allow us to check connections and other technical details.

Members of the public: We will publish a live stream link two days before the meeting at [Broads Authority 24 July 2020](#). The live stream will be suspended for any exempt items on the agenda. Please email committees@broads-authority.gov.uk with any queries about this meeting.

Introduction

1. To receive apologies for absence
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 25 June 2020** (Pages 3-9)
7. **Summary of actions and outstanding issues following decisions at previous meetings – to note the schedule** (Pages 10-16)

Strategy and policy

8. **Climate Change Action Plan** (Pages 17-30)
Report by Carbon Reduction Project Manager
9. **Draft Statement of Account 2019/20** (Pages 31-120)
Report by Chief Financial Officer
10. **Strategic Direction and Annual Business Plan** (Pages 121-171)
Report by Head of Governance

11. **Statement of Community Involvement – revision for adoption in response to COVID-19 restrictions** (Pages 172-213)
Report by Planning Policy Officer
12. **Broads Local Access Forum – Annual Report and revised constitution** (Pages 214-231)
Report by Waterways and Recreation Officer

Items for consent

These items will be taken as a block. Members are asked to submit any questions relating to these items in advance of the meeting.

13. **Draft Coastal Adaptation SPD for consultation** (Pages 232-241)
Report by Planning Policy Officer
14. **Summary of formal complaints – 2019/2020** (Pages 242-245)
Report by Head of Governance/ PA to Chief Executive

Reports for information

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

Minutes to be received

16. **To receive the minutes of the following meetings:**

[Planning Committee – 6 March 2020](#)

[Planning Committee – 29 May 2020](#)

17. Feedback from Members appointed to represent the Authority on outside bodies
18. **Other items of business**
Items of business which the chairman decides should be considered as a matter of urgency pursuant to section 1008 (4)(b) of the Local Government Act 1972
19. To answer any formal questions of which due notice has been given
20. To note the date of the next remote meeting **Friday 25 September 2020** at 10.00am
21. **Exclusion of the public**
The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 1,2,3 and 4 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.
22. **To receive the Exempt Minutes from the meeting on 25 June 2020** (Pages 246-250)

Broads Authority

Minutes of the remote meeting held on 25 June 2020

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Present

Bill Dickson – in the Chair, Kelvin Allen, Harry Blathwayt, Stephen Bolt, Matthew Bradbury, Gail Harris, Andree Gee, Lana Hempsall, Tristram Hilborn, Tim Jickells, Bruce Keith, James Knight, Leslie Mogford, Greg Munford, Simon Roberts, Matthew Shardlow, Nicky Talbot, Vic Thomson, Melanie Vigo di Gallidoro, Fran Whymark.

Also present

Hilary Slater – Monitoring Officer in waiting

In attendance

John Packman – Chief Executive, Steven Bell – Monitoring Officer, Andrew Farrell – WMM Programme Manager, Bill Housden – Collector of Tolls, Emma Krelle – Chief Financial Officer, Harry Mach – CANAPE Project Manager, Rob Rogers – Director of Operations, Marie-Pierre Tighe – Director of Strategic Services, Maria Conti – Head of Governance (minute taker), Essie Guds – Governance Officer (meeting moderator), Sarah Mullarney – Governance Officer (meeting moderator).

1. Apologies and welcome

The Chairman welcomed everyone to this additional meeting of the Broads Authority, including members of the public viewing the live stream.

Apologies were received from Simon Sparrow.

2. Chairman's announcements

Openness of Local Government Bodies Regulations 2014 and provisions of The Local Authorities Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel Meetings England and Wales) Regulations no. 392.

The Chairman reminded members that the meeting was being held under the provisions of the above regulations and in accordance with the Broads Authority's Standing Orders for remote meeting procedures agreed on 22 May 2020. The meeting was being live streamed and recorded and the Broads Authority retained the copyright. The minutes remained the record of the meeting.

General proceedings

The Chairman took it that Members had read the papers and the emphasis would be on asking questions and debating the issues.

3. Introduction of members and declarations of interest

The Chairman welcomed Gail Harris, returning to the Authority as Norwich City Council's appointed member. He also welcomed Hilary Slater, who was attending the meeting as an

observer and in relation to item 16 on the agenda. The Chairman asked for members' approval to allow Mrs Slater to remain for the exempt items, and this was agreed.

Members indicated they had no further declarations of interest other than those already registered and as set out in Appendix 1 to these minutes.

4. Items of urgent business

There were no items of urgent business.

5. Public question time

No public questions had been received.

6. Minutes of Broads Authority meeting held on 22 May 2020

The minutes of the meeting held on 22 May were approved as a correct record and would be signed by the Chairman.

7. Summary of actions and outstanding issues following decisions at previous meetings

Member appointments: It was confirmed that Gail Harris was appointed to the Planning Committee and the Audit and Risk Committee (ARC). Matthew Shardlow had been invited to join ARC but wished to gain more experience as an Authority member before considering this.

The Authority noted the schedule of progress following decisions of previous meetings. The Chief Executive reported that the Management Team's focus during the C-19 lockdown was on keeping staff and volunteers safe while maintaining services; supporting the return of private and hire boating; and negotiating with Defra on financial support to offset the impacts of the lockdown on the Authority and the hire boat industry. A progress report on strategic priorities and wider activities would be brought to the next Authority meeting, and the Authority's involvement in the UK Green Recovery Plan and Net Zero with Nature would be reported in September. All this work would feed into the Broads Plan review, due to begin next year.

8. CANAPE

The CANAPE Project Manager gave a presentation on the progress of this EU partnership project to reduce greenhouse gas emissions and create a sustainable peatland economy. The planned partnership meeting in the Broads earlier this year was rescheduled to the autumn, depending on the C-19 situation.

The first work package involved creating a hectare of new reed swamp and a still water refuge area in Hickling Broad. A geotextile tube barrier had been installed and the area infilled with

15,000m³ of sediment. A further 4000m³ would be pumped in this winter before the area was planted. The project was also trialling a new method of DNA testing for *Prymnesium*.

The second work package was the sustainable and marketable future for peatlands through paludiculture (wet agriculture). Trial projects included farming sphagnum moss for, among other things, compost and upland bog restoration; using reed litter as a soil improver; and producing charcoal from waste wood, which was being sold locally. Other work included digital mapping of peat soil cores and an environmental education programme with local high school students.

The Project Manager confirmed that the Brexit withdrawal agreement was to maintain current levels of funding to the end of the project in 2023.

The Chairman commented on the positive and varied elements of the project. A member referred to other regional fen projects on carbon capture, carbon sequestration and paludiculture, and it was confirmed that the vision for the Broads was linked to the Peatland Strategy, ELMS tests and trials, Broadland Catchment Partnership work and a potential pilot scheme with other peatland national parks.

The Environment Policy Adviser reported that commercial profits from paludiculture products were small scale and would need more investment to expand. The focus at this stage was to access funding for industries such as reed and sedge cutting to maintain both their viability and nature gains. A member referred to the challenge of competing water demand, particularly in the Upper Thurne.

9. Water Mills and Marshes (WMM) Project

The Programme Manager gave a progress report on the Water, Mills and Marshes Landscape Partnership Scheme. Multiple partnership projects were in place in environmental education, community engagement, landscape conservation, and heritage skills training and mill restoration. Projects on hold during the COVID-19 lockdown would hopefully restart in the Autumn, and a member site visit was suggested.

In response to a member's question, it was confirmed that a local conservation group would be taking on the maintenance of the circular walk project at Acle and the historic pillboxes would be made secure.

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

The Director of Operations reported on a serious incident the previous day when a boat caught fire on a private mooring.

11. Minutes received

The Chairman assumed that members had read these minutes and invited any questions.

It was resolved to receive and note the minutes from:

[Broads Local Access Forum – 4 December 2020](#)

[Navigation Committee – 16 January 2020](#)

12. Other items of business

There were no other items of business.

13. Formal questions

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

14. Date of next meeting

The next meeting of the Authority would be held remotely on **Friday 24 July at 10.00am**.

15. Exclusion of the public

A member asked for clarification on the exempt nature of item 17 and requested the item be discussed in public session. The Chairman explained that, while the report itself did not contain exempt material, it was likely to lead to discussion on matters of commercial and financial sensitivity to hire boat businesses and their staff. Some members suggested the discussion should be in public until deemed necessary to move into private session, and others felt the full session should be private to allow free and frank discussion.

The Chairman called for a vote to suspend live streaming and go into private session. The vote was 12 for, 7 against and 1 abstention.

The Authority **resolved** to exclude the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the following items on the grounds that they involved the likely disclosure of exempt information as defined by Paragraph 1, 2, 3, and 4 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.

The live stream recording of the meeting was suspended at 11.33.

16. Appointment of Monitoring Officer

The report was received containing exempt information seeking the Authority's approval for the appointment of Monitoring Officer.

Andree Gee proposed, seconded by Tim Jickells, and

It was resolved unanimously

To approve the appointment of Mrs Hilary Slater as the Authority's Monitoring Officer with effect from 26 June 2020.

To delegate to the Chief Executive, the authority to negotiate and enter into a Section 113 Agreement with East Suffolk Council to allow Mrs Slater and Mr Bing to work for the Broads Authority, whilst remaining East Suffolk Council employees.

and

To thank Mr Steven Bell for his services as Monitoring Officer.

The Chairman welcomed Mrs Slater. It was confirmed that Mr Bell would continue to provide expert planning advice to the Authority.

17. Response to the COVID-19 and the financial position of the Broads Authority and local businesses

The exempt report was received regarding the Authority's approach in response to impacts of the COVID-19 lockdown on the Authority and local businesses.

It was resolved:

- (i) That the Authority supports the approach for hire boat charges in 2020/21 outlined in the report following consultation with the Navigation Committee on 11 June 2020.**
- (ii) To authorise the Chief Executive to negotiate and sign a Change Control Notice to the Authority's Funding Agreement with Defra on the lines set out in paragraph 2.2. of the report, following consultation with the Chairman and Vice-Chairman of the Authority and the Chair and Vice-Chair of the Navigation Committee, and subsequent circulation of the document to members for comment.**

The meeting ended at 13.25.

Signed by

Chairman

Appendix 1 – Declaration of interests Broads Authority, 25 June 2020

Member	Agenda/minute	Nature of interest
Gail Harris	7	Member of Norwich City Council, Director of Forum Trust
James Knight	17	Hire boat operator
Greg Munford	17	Chief Executive of Richardson's Leisure Ltd

Broads Authority

24 July 2020

Agenda item number 7

Summary of actions and outstanding issues following decisions at previous meetings- July 2020

Report by Administrative Officer

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Transfer of Mutford Lock	26/01/2018	John Packman	That 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 Mutford Lock in the Navigation Area and the ownership to the Broads Authority.	<p>Aug 2018: The two HROs published for 42-day public consultation on 3 Aug. No objections have been raised under either order.</p> <p>MMO progressing HROs - anticipated to be determined by end July 2019.</p> <p>Feb 2020: Final determination of HROs still awaited; Chairman took matter up informally with MMO at meetings in Dec 2019 and 12 Feb 2020. Date for final determination unknown.</p> <p>28 Feb 2020: BA in phone conference with MMO and other parties to satisfy latest MMO questions.</p> <p>1 June 2020: MMO drafted decision documents for Mutford Lock applications and put forward for final internal draft review. DfT have halted processing of HROs during COVID-19. Team keeping in correspondence and will update on timescales when known - suggested this may be in July.</p>	31/07/2019
Pilot agri-environment scheme for the Broads (Broads Test and Trial of ELMS)	16/03/2018	Andrea Kelly	Content 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.	<p>Oct 2019: Defra awarded Broads Test and Trial (T&T) contract. Sub-contracts awarded to Natural England, Norfolk Farming Wildlife Advisory Group and facilitator.</p> <p>Nov 2019: Broads Test and Trial published on website. Project investigating payments, management interventions, monitoring and verification of interventions.</p> <p>13 Nov 2019: First partnership workshop with 63 farmers and land managers hosted by BA, NFU, Natural England, Norfolk Farming Wildlife Advisory Group and facilitator, excellent participant feedback. https://www.broads-authority.gov.uk/looking-after/projects/environment-land-management-system</p> <p>Workshop report circulated to Steering Group and participants and interested parties.</p> <p>10 Feb 2020: Defra ELMs team and Broads farmer site visit.</p> <p>Dec 2019 - May 2020: Objective 2 - Developed detail and costs of management interventions and scheme tiers for grazing marsh and fen/reedbed habitats;</p>	30/10/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>reviewed Site Emission Tool (carbon calculator) from similar habitats to trial from June 2020.</p> <p>Objective 3 - Trialled self-assessment form for fen and fen meadow in liaison with Conservation Organisations and Bristish Reed Growers Association.</p> <p>Objective 4 - Assessed local board roles and membership.</p> <p>Objective 5 - Mapped information to inform collaboration around the Broads.</p> <p>29 April 2020: Submitted contract variation to Defra for extension from June-Oct and additional budget to collect data. Defra invited BA to submit costs for up to date fen management work.</p> <p>May 2020: Preparing online surveys and pre-recorded presentations.</p> <p>June 2020: Responded to Defra ELMS Policy Consultation and responding to Defra Peat Strategy Consultation.</p> <p>Signed new T&T Defra contract. Sent two online surveys to over 300 farmers and land managers - 77 completed.</p> <p>Contributed to thematic webinar on advice provision to Defra policy team.</p> <p>Preparing presentation to T&T thematic 15th July to Defra policy team. In discussion with partners and Defra on additional work to assess fen payments.</p> <p>Prepared grazing costs for verification with 10-15 farmers and land managers.</p> <p>Tested Site Emission Tool (carbon calculator) on one site and gaining agreement to test carbon savings on farmers land. Working with Oxford University Research Student to assess ELMS in Norfolk.</p>	
Acle Bridge	28/09/2018	John Packman	<p>Chief Executive delegated –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 for Broads tourism and raise awareness of the special qualities of the area in future; and 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>	<p>Ownership of toilet block transferred from Great Yarmouth Borough Council to BA.</p> <p>Repairs to moorings at Acle Bridge and installation of electric charging points included in work programme for Winter 2019/2020.</p> <p>Nov 2019: Acle Bridge site in Visitor Services Review (Exempt report) on BA agenda 22/11/19.</p> <p>Feb 2020: Piling works started at Acle Bridge 24-hour moorings. Phase 1 to renew 110m of piling, install new mooring path and three electric charging points. Works to extend beyond Easter and involve moorings, section of Weavers Way, car park and toilet area. 55-metre section of mooring to be left open on upstream end for boaters to moor during works. Footpath access from mooring only available for pedestrians heading towards Oby and Thurne. Weavers Way public footpath through construction site closed until project completion. Advance notices installed on Weavers Way. Works monitored and areas of site opened as soon as safe to do so.</p> <p>June 2020: Following a break from site due to Covid-19, the contractor returned in late May and has made good progress with the piling and tie-rods. Approximately 6 more weeks of work required, taking project into late July.</p>	31/01/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
National Parks Review: Response	28/09/2018	John Packman	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 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>Sept 2019: Landscapes Review Final Report published 21 Sept. Awaiting Government response to review. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/833726/landscapes-review-final-report.pdf</p> <p>Nov 2019/Jan 2020: Members received preliminary paper for discussion. Report on 31 Jan highlighted Review's 27 proposals and asked Members to consider BA priorities for more detailed discussion. Agreed to focus on where BA already taking action in line with Broads Plan, and where resources allow.</p> <p>Mar 2020: Issues for future discussion: Climate change and carbon capture; Biodiversity and future of agriculture; Promoting wider participation with National Parks on health and wellbeing benefits; Explore Proposal 21 Welcoming new landscaping approaches in cities and the coast - e.g. Norwich City as a National Park City.</p> <p>May 2020: Report and presentation on climate change to be given at BA meeting 24 July 2020.</p>	24/07/2020
Collaboration with Norfolk County Council	01/02/2019	John Packman	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) Project proposal to be 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.	<p>Collaborative work ongoing with Norfolk County Council.</p> <p>4 Jul 2019: BA member and officer site visit to Norfolk coast in association with Norfolk Coast Partnership.</p> <p>Project proposal for BA to be partner in Interreg EXPERIENCE project successful. Kick-off meeting (initially scheduled in Dec 2019 but postponed due to election purdah) in February 2020.</p> <p>May 2020: Scoping Cooperation Agreement between BA and Norfolk County Council.</p> <p>June 2020: BA supporting development of Norfolk and Suffolk Environment Plan, led by Norfolk and Suffolk County Councils. UEA developing asset inventory with set of indicators.</p> <p>July 2020: Cooperation Agreement between BA and Norfolk County Council under review by nplaw. Norfolk Coast Partnership Management Group due in July to be replaced by series of topic-specific emails, including 2020-21 planned actions for AONB and new Management Plan.</p>	22/05/2020
Hosting National Parks' Communications Unit	22/03/2019	Rob Leigh	BA hosting UK National Parks Communications Service on basis set out in report, and Appendix 1 of report approved.	<p>1-3 Oct 2019: BA hosted National Parks Heads of Communication Officers meeting.</p> <p>28 Nov 2019: Communications Strategy approved by English CEOs Group and Chairs Group. Internal roll out of National Parks branding/messaging launched. BA staff briefed on 16 Oct and Members on 22 Nov.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>17 Jan 2020: Work ongoing to scope review of National Parks website. Ongoing campaign support includes photography competition and Discover National Parks Fortnight 4-19 April 2020. Workplan and steering group meetings scheduled.</p> <p>2-4 Mar 2020: Heads of Communications meeting.</p> <p>July 2020: Virtual meeting of all Heads of Communications to be arranged in September 2020.</p>	
Permissive footpath at Reedham: Recommendation from Broads Local Access Forum	26/07/2019	Rob Rogers	To instruct BA officers to continue discussions with Norfolk County Council, Reedham Parish Council and landowner to find collaborative solution to missing permissive footpath link at Reedham.	<p>5 Feb 2020: Meeting between Lewis Treloar (BA), Chris Mutton (landowner), Reedham Parish Council and their solicitor to come up with agreed solution to reinstate permissive path. All parties agreed in principle to lease between BA and landowner, with RPC taking on management and financial aspects of route. Quotes for all materials and contractors provided. Awaiting RPC review of written agreement and all parties to sign.</p> <p>May 2020: With solicitors to finalise agreement; all parties happy to proceed.</p> <p>July 2020: Agreements signed and sealed. Contractor to begin work soon with the aim of reopening by September.</p>	03/06/2020
Wherryman's Way footpath on River Chet	26/07/2019	Rob Rogers	Wherryman's Way footpath by River Chet included in priority actions for new Waterways and Recreation Officer. Discussions with Norfolk County Council taking place.	<p>Work to be split into 2 phases over winter 2020 and 2021. Plan is to concentrate efforts in first year on Loddon FP4, Langley with Hardley FP9 and Loddon FP5. NCC to repair two bridges at Loddon FP4 by Sept 2020. Environmental officers to complete minor tree/shrub clearance by Oct 2020. BA operations team to dredge Chet for 3 months from Oct 2020 and dispose of material on sections of footpaths mentioned. They will return 6 months later to rebuild paths with new material. Similar work to continue in 2021 to restore rest of footpaths at eastern end of Hardley Flood.</p> <p>May 2020: Project now part of a much larger programme of works in partnership with Norfolk County Council and CIL application; to include new circular routes, bank stabilisation, signs and infrastructure, and access for all resurfacing works. Programme improvements across entire Wherryman's Way beginning 2021.</p>	31/12/2021
Draft planning documents for consultation	27/09/2019	Natalie Beal	<p>Draft Marketing and Viability Supplementary Planning Document was consulted on, but public venues were closed, so will need to be consulted on again. No set date for this consultation.</p> <p>Residential Moorings Guide was consulted on, but public venues were closed, so will need to be consulted on again. No set date for this consultation but it could be around September 2020.</p> <p>Flood Risk SPD adopted.</p>	<p>Sept 2019: Documents submitted for first public consultation from 30 Sept to 22 Nov.</p> <p>Jan 2020: Statement of Community Involvement (SCI) and responses to consultation considered by Planning Committee on 6 Dec 2019 and adopted by BA on 31 Jan 2020.</p> <p>Jan-Mar 2020: Flood Risk SPD and responses to consultation considered by Planning Committee on 10 Jan. Amended SPD approved by BA for 2nd round consultation from 31 Jan to 6 March 2020. Planning Committee 6 March recommended BA to adopt SPD following minor amendments.</p> <p>May 2020: Marketing and Viability SPD to Planning Committee 7 Feb and 6 Mar and recommended for second round consultation (done under delegated powers</p>	24/07/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			Statement of Community Involvement adopted in January 2020. But a new amended version will go to July Planning Committee and Broads Authority.	in light of COVID-19 lockdown). Consultation period from 16 March to 5 June 2020. Residential Moorings Guide endorsed for consultation by Planning Committee on 6 March 2020. Consultation period from 16 March to 5 June 2020.	
Extinguishment of Public Rights of Way	27/09/2019	Lewis Treloar	To approve the preparation of the Public Extinguishment Orders for the PROWS which have been diverted under the Broads Flood Alleviation Project (BFAP).	<p>6 Jan 2020: Consultation began for extinguishment of first bundle of footpaths (Cantley FP18, Stokesby FP6 and Mautby FP12)</p> <p>5 Feb 2020: Consultation ended 3 Feb and Orders signed and sealed, with notices served to relevant stakeholders.</p> <p>3 Mar 2020: One objection recieved a day before confirmation of the Orders was set to go ahead.</p> <p>18 Mar 2020: Objection withdrawn following discussions.</p> <p>May 2020: Confirmation agreed but progress postponed due to COVID-19 situation.</p> <p>July 2020: Awaiting guidance from Highways Authority on when process can be finalised.</p>	31/05/2021
Water Resources East	27/09/2019	Marie-Pierre Tighe	Broads Authority to join Water Resources East (WRE) Water Resources Board at a cost of £15,000 for 2019/20 to support work and connect initiatives in Broadland catchment to wider Eastern Region. Funds to come from National Park Reserves. BA to review its WRE membership in September 2020.	<p>8 Oct 2019: WRE Directors' Board meeting attended by Director of Strategic Services, who was appointed as Board member. On agenda: Board and governance matters, appointments, technical programme, engagement.</p> <p>15 Oct 2019: WRE Strategic Advisory Group attended by Director of Strategic Services and Catchment Officer, engaging with wide range of stakeholders.</p> <p>Oct 2019: WRE added to BA Partnerships Register .</p> <p>Dec 2019: WRE Managing Director presented their work to Broadland Futures Initiative group.</p> <p>14 Jan 2020: Director of Strategic Services attended WRE meeting. On agenda: Procurement policy and appointment of auditor, operational budget, 2020/21 business plan. Overall aim is to agree Water Management Plan by December 2021.</p> <p>11 March 2020: Director of Strategic Services attended WRE meeting. Main discussion item was the draft business plan.</p> <p>April 2020: WRE hosted discussion with support from NALEP to discuss potential water related project opportunities in Norfolk and Suffolk. Next meeting 22 June 2020</p> <p>June 2020: Board approved WRE 3-year business plan. https://wre.org.uk/wp-content/uploads/2020/07/WRE-Draft-3-Year-Business-Plan-2020-23-FINAL-for-publication.pdf.pagespeed.ce.gG1V1TGDOA.pdf</p> <p>"WRE's vision is for Eastern England to have sufficient water resources to support a flourishing economy, a thriving environment and the needs of its population, and for the region to be seen as an international exemplar for collaborative integrated water resource management."</p>	30/09/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Responding to Climate Change Emergency	27/09/2019	John Packman	To adopt the Climate Change Emergency Statement for the Broads included as Appendix 1 of the First Report and the principles outlined. Recognition of climate emergency to work toward making the Broads Authority 'carbon neutral' by 2030, with further objective of reducing all carbon emissions to zero by 2040. Establish base line for CO2 emissions using a common methodology with NPAs and develop an Action Plan and Monitoring system. Work with constituent local authorities to reduce emissions from domestic, travel and other sources in the Broads across the two counties. Work with farmers, land managers, NFU and Defra to influence land management practices, to maintain and build organic matter and carbon in soil, improve biodiversity and store water to protect against flooding and drought. Work with boating and tourism organisations to continue promoting and developing environmentally friendly boating and sustainable tourism ; and aspires to offsetting carbon emissions locally within the Broads by a Broads offsetting scheme.	Sept 2019: Principles agreed - first in series of items dealing with climate change. 22 Nov 2019: Presentation to BA from Asher Minns, Director of Tyndall Centre at UEA and update by CANAPE Project Manager/Carbon Reduction Projects Manager. 10 Jan 2020: Planning Committee report on planning policy response to climate change mitigation and adaptation. May 2020: Progress report to BA prepared on Climate Change Action Plan for Broads Authority and Broads Area. Deferred to BA meeting in July due to COVID-19 situation.	
Visitor Services Review (Exempt)	22/11/2019	Rob Leigh	Report noted and strategic direction endorsed: To continue to examine the short-term options presented and test different small-scale options if possible. To defer considering a business case and site analysis for a Visitor and Education Centre.	Nov 2019: Acle Bridge site included in strategic approach to visitor services in Visitor Services Review (exempt report) to BA on 22 Nov. In line with BA decision, current visitor services development focusing on sites other than Acle Bridge, e.g. Forum in Norwich. Mar 2020: Negotiations with Norwich City Council continuing positively. Aiming for launch of new facility in Norwich Forum in April. BA committed financial support from existing visitor centre budgets towards staff presence and refurbishment works. Good progress made for visitor centre presence at Lowestoft rail station, aiming to be in place in April and funded from existing visitor centre budgets. May 2020: Plans on hold due to COVID-19 situation. July 2020: Plans for refurbishment of new combined Norwich / Broads/ Jarrold visitor centre at Norwich Forum on hold until close of season 2020; likely to be in done in time for 2021 season. May be possible to have Broads presence within visitor centre from late July 2021; awaiting update from Norwich City Council on reopening plans. Lowestoft Rail Station Broads National Park signs and Suffolk Wildlife Trust Carlton Marshes visitor centre display on hold due to COVID-19.	31/03/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				Existing TICs at How Hill and Hoveton reopened on 4 July. Boat trips expected to be running again by end of July.	
Appointment of Monitoring Officer	25/06/2020	John Packman	To delegate to the Chief Executive, the authority to negotiate and enter into a Section 113 Agreement with East Suffolk Council to allow Mrs Slater and Mr Bing to work for the Broads Authority, whilst remaining East Suffolk Council employees.	June 2020: Draft S113 Agreement received on 25/06/2020	24/07/2020
Response to the COVID-19 and the financial position of the Broads Authority and local businesses	25/06/2020	John Packman	That the Authority supports the approach for hire boat charges in 2020/21 outlined in the report following consultation with the Navigation Committee on 11 June 2020.	July 2020: Hire boat operators informed of arrangements agreed by the Authority on 1 July 2020. Next target is to report to Navigation Committee on 3 September 2020.	03/09/2020
Response to the COVID-19 and the financial position of the Broads Authority and local businesses	25/06/2020	John Packman	To authorise the Chief Executive to negotiate and sign a Change Control Notice to the Authority's Funding Agreement with Defra on the lines set out in paragraph 2.2. of the report, following consultation with the Chairman and Vice-Chairman of the Authority and the Chair and Vice-Chair of the Navigation Committee, and subsequent circulation of the document to members for comment.	July 2020: Change Control Notice – Chief Executive to provide verbal update at today's BA meeting.	21/07/2020

Author: Sarah Mullarney

Date of report: 10 July 2020

Broads Authority

24 July 2020

Agenda item number 8

Climate Change action plan

Report by Carbon Reduction Project Manager

Purpose

This report provides updates on work done since November 2019 and progress in developing the Action Plan for the Broads area, and presents the initial carbon assessment of the Broads Authority.

Recommended decision

- To note the update on work undertaken since November 2019 and adopt the Action Plan set out in Appendix 1 including engaging with organisations that have responsibility for emissions in the Broads area to map a route towards zero carbon
 - To consider whether the Broads Authority should set the target of a 1.5 degree compliant emissions curve for the Broads Executive area, in line with Tyndall Centre recommendations, and use this as the basis for public engagement and working with partners.
-

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1. Introduction

- 1.1. This report follows on from the decision taken at the September 2019 Broads Authority meeting to recognise a climate emergency. A report ([Responding to Climate Change emergency update report](#)) was presented to members at the November 2019 Authority meeting, with a progress update outlining the governance of the carbon reduction project, the creation of a baseline for the Broads as a whole, and the timeline for developing an action plan. A draft report had been prepared for the cancelled March 2020 Authority meeting. This report builds on the March draft report, with further updates covering progress up until July 2020.
- 1.2. We have made good progress in establishing a carbon baseline for the Broads, which is included in the report, as well as further recommendations towards the net-zero target.
- 1.3. Appendix 1 sets out a list of ongoing and planned actions towards reducing the carbon footprint of the Broads Executive area. Appendix 2 sets out the Broads Authority Carbon Assessment.

2. Progress since previous report

- 2.1. The report presented to the Authority in November 2019 noted that we would:
 - Produce a baseline for the Broads area, and identify projects that could support reducing the Broads area emissions;
 - Calculate the carbon footprint of the Authority;
 - Identify savings of 5% across all services for the financial year 2020/21; and
 - Target at least 15 tonnes of CO₂ savings for the financial year 2020/21.
- 2.2. Progress in preparing a baseline for the Broads area is covered in section 4.
- 2.3. We have made a reasonable estimate of the Broads Authority's emissions, and have tracked the current rate of fall in the Authority's footprint. This has been around 2% a year since 2016, driven largely by falling emissions from the national electricity grid. There are some areas of uncertainty, and further work is needed to have a picture of the full footprint of the Broads Authority, particularly in relation to its supply chain.
- 2.4. In terms of savings, we have identified an adequate level of reductions that can be made to meet our target for the financial year 2020/21. We have also sketched out how we can reduce our emissions until 2025, which we need to assess against affordability. There is a gap between our ambition and identified savings in the years 2025-2030, which will require further work to identify the additional emission savings.

3. Covid-19 and climate change

- 3.1. In the short term, the Covid-19 crisis has caused a major reduction in global and UK emissions. While specific data on the area of the Broads is not available, there will have

been a fall in certain types of emissions. In particular, emissions from road transport and boat engines will have fallen, along with emissions associated with operating tourism businesses.

- 3.2. It should be noted that the Covid-19 impact on emissions does not equate to a systemic change. A significant fall in emissions was also noticed after the 2008 financial crisis. These gains were soon lost and global (and local emissions in Norfolk and Suffolk) rapidly grew again during the recovery period. In the UK these then returned to the previous trend of steady, but insufficiently rapid, falls.
- 3.3. There are a number of factors that may well lead to an increase in emissions from the Broads area in the second half of this year, including avoidance of public transport and an increase in 'staycations'. The latter would lead to an increase in emissions related to the Broads, but may be a net saving in global terms if they replace overseas visitors, and UK residents flying to overseas destinations.

Economic recovery following Covid-19 - risks and opportunities

- 3.4. Opportunities include a general desire to "build back better" rather than returning to the way things were before, with a greater interest in nature and an appreciation of its value to society.
- 3.5. The Government has indicated an intention for a green economic recovery. Providing there is a widescale funding for projects that both mitigate climate change and boost economic recovery, the Broads can make a good case to attract funding to support a sustainable tourism industry with good local employment and higher quality of life for residents.
- 3.6. The risks include a move away from public transport for access to and through the Broads, leading to higher emissions from transport. While tendencies to work from home will reduce traffic, this is likely to be offset in winter months from greater domestic heating, including from homes in the Broads area. This will be a particular challenge if it leads to a permanent reduction in rural bus and train services.
- 3.7. Another risk is that the expected sharp economic downturn might reduce finance available for investing in new climate mitigation measures. Without outside support, businesses and households may be unable to invest in projects such as insulation, rooftop solar, electrification, and carbon-free heating systems. These investments are, however, needed to make the transition to a zero-carbon economy.

4. Broads Executive area – baseline development

- 4.1. In the report to the Authority in November 2019 we set out that we planned to contract with SmallWorld Consulting, in partnership with the UK national park authorities, to create a consumption-based baseline for the Broads. Unfortunately there has been a delay in beginning this process. Initially this was due to a delay in getting all the authorities on board, and this has been compounded by the hit to finances from the Covid-19 outbreak.

- 4.2. We are planning to launch a joint contract with the South Downs National Park Authority for this assessment. Norfolk County Council is supporting us with this work and is willing to learn from the experience and potentially extend the work for the whole of Norfolk.
- 4.3. As a stop-gap methodology pending the SmallWorld Consulting report, we have used publicly available data from the National Atmospheric Emissions Inventory (NAEI) to produce an estimate of emissions from the Broads area. This covers Carbon Dioxide, Methane, and Nitrous Oxide, the three main greenhouse gases.
- 4.4. The total greenhouse gas emissions emitted from the Broads area in 2017 was approximately 205,295 tonnes of CO₂ Equivalent. The breakdown across the 3 main Greenhouse Gases (Methane, Nitrous Oxide, and CO₂) is shown below.

Table 1

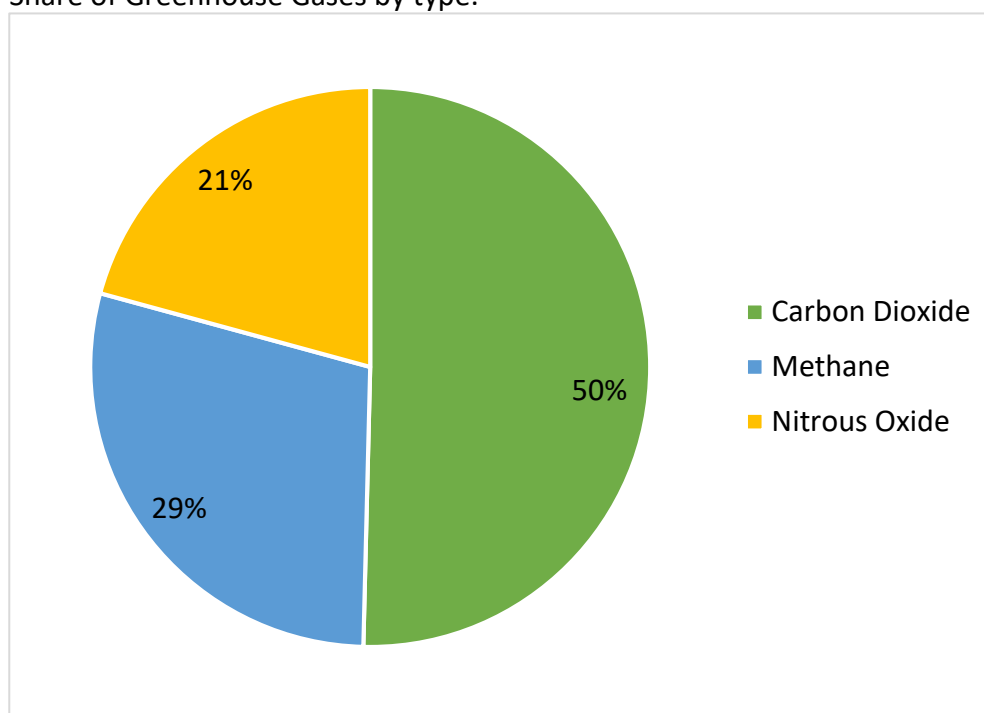
Emissions from within the Broads Executive area

Greenhouse gas	Tonnes	GHG equivalent	CO ₂ equivalent conversion factor ¹
Carbon Dioxide	103,453	103,453	1
Methane	1,742	59,228	34
Nitrous Oxide	143	42,614	298
Total	-	205,295	-
Per capita	-	34.22	-

¹ The conversion is based on the 5th Assessment Report of the International Panel on Climate Change. These compared the impact of different gases over 100 years, known as Global Warming Potential.

Figure 1

Share of Greenhouse Gases by type.



- 4.5. While this data is interesting, it is an incomplete picture as it excludes electricity use, and does not consider consumption in the Broads and exports of goods produced in the Broads to be consumed elsewhere. For example, fuel used by a family driving from Bristol for a holiday in the Broads is not captured in this data. At the same time, emissions from Cantley sugar factory are included because they are produced here, but to meet demand for sugar across the UK rather than just within the Broads area.
- 4.6. In 2017, the largest point source was the Cantley factory, which had emissions of 27,479 tonnes of CO₂, 13% of the Broads Total. Another large source of emissions is road transport, much of which will be vehicles passing through the Broads area, rather than emissions associated with the Broads. For example, the A47 and A1604, where they pass through the Broads area, result in nearly 10,000 tonnes of CO₂ a year. These two sources account for close to 20% of the CO₂ emissions in the Broads area.
- 4.7. This data is illustrative only, as the changes brought by the current pandemic are not reflected in the data, and the NAEI datasets are not available post 2017.

5. Pathway to net zero

- 5.1. Between 2010 and 2017, energy related CO₂ emissions² in the districts covering the Broads fell by 21%. This is an average of 3% a year. In this report, this trend will be referred to as the 'business as usual' scenario. If this trend continues, net zero would be reached around 2050. However, the Broads would exceed its share of the global carbon

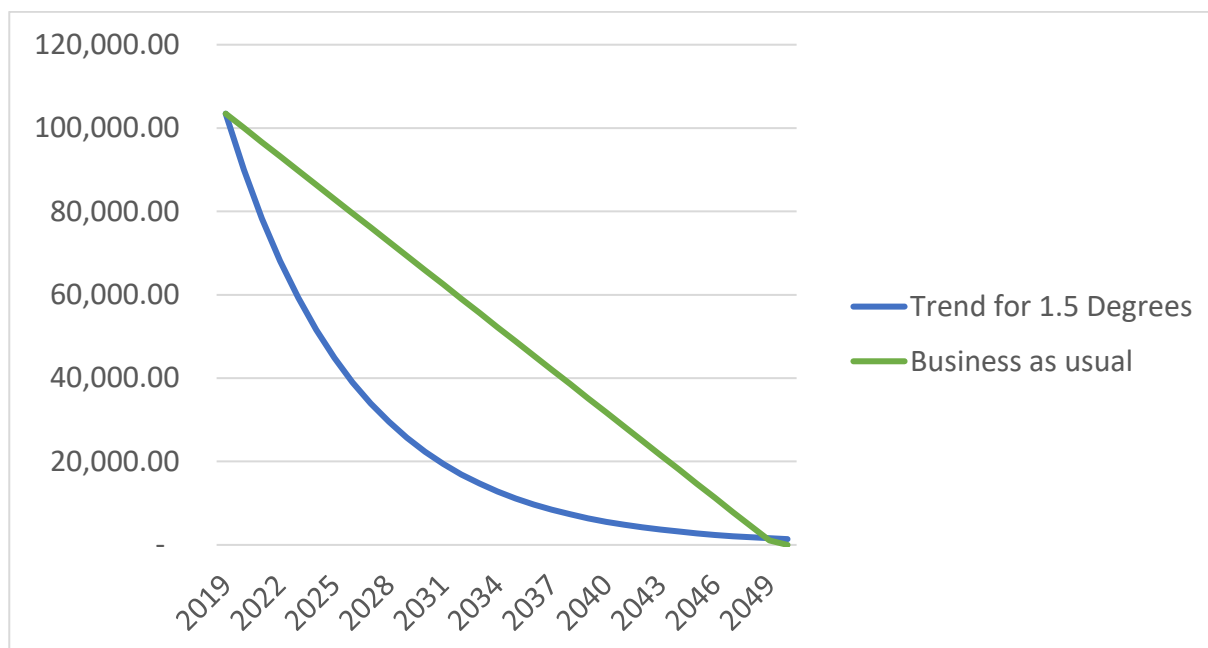
² Tyndall Centre Carbon Budget tool, <<https://carbonbudget.manchester.ac.uk/reports/>>

budget by approximately 2027. (The carbon budget is the total amount of CO₂ that can be emitted to remain within the global 1.5 degree climate budget).

- 5.2. The Tyndall Centre, based at the University of East Anglia, has produced a carbon budget tool for local authorities, the outcome of which was presented by Asher Minns to the November 2019 Authority meeting. This tool allocates a share of the global climate budget to individual districts within the UK, and plots a pathway for each district to follow if it is to make its fair contribution to meeting the Paris Climate Change Objectives. These calculations are being used for the BEIS supported Scatter tool, which allows local authorities to develop a decarbonisation pathway and set emissions targets.
- 5.3. Applying this tool to the districts overlapping the Broads area requires an emission reduction of 13% per year, each year until 2050, to keep the total emissions of these districts below 29MtCO₂. This is the total level of emissions considered reasonable for these districts based on the global carbon budget. This is a significant acceleration compared to business as usual.
- 5.4. The Tyndall target (see Fig.2) follows an exponential curve. If we were to target a linear pathway with the same reduction made each year, we would need cuts of 6.5% a year, with no slowing of pace, and a net-zero date of 2033. For context, the recent Lake District carbon budget exercise set 2037 as the earliest plausible date to reach Net Zero.

Figure 2

Business as usual compared to the recommended reductions



- 5.5. A delayed start requires a steeper curve later on in the process, and a significantly delayed start of 5 years would leave it essentially impossible to meet the 1.5 degree climate target.

- 5.6. Front loading would be essential to meeting the Tyndall target. This would see emissions fall by approximately 80% by 2030, compared to a linear trend where they would fall by 50% by 2030.
- 5.7. Meeting the Tyndall target will be extremely challenging, and will depend on a range of changes taking place in the national and regional economy. For example, electricity use is generally around 20% of emissions in Norfolk, and reductions in this area will depend in part on the national energy mix. We would need to work with a range of partners to try and achieve this target.
- 5.8. We would like to hear members' views on which indicative pathway to Net-Zero we should aim for, to use as the basis for public engagement and working with partners to communicate targets for the Broads area.
- 5.9. As highlighted above, there are anticipated steep falls in emissions this year. The level of the fall this year will not be known for some time, as it will depend on the characteristics of the "bounce back", which is still uncertain.
- 5.10. To begin moving the Broads towards a Net-Zero future, we have developed a list of potential projects, listed in Appendix 1. These projects alone will not be adequate to make the transition, and further projects will need be developed over the coming years.

6. Broads Authority carbon assessment

- 6.1. We have completed the carbon assessment for the Broads Authority emissions, which has estimated the annual footprint of the Authority at around 619 tonnes of CO₂ equivalent. The details of this assessment are in Appendix 2.
- 6.2. The actions identified for 2020 allow for an immediate saving of nearly 10% in the Authority's emissions, and a pipeline of future actions has been identified up until 2025. We have planned to go into more details on each potential future action to assess their feasibility, including affordability. There is a gap before 2030 where further savings have to be found, which will form an ongoing piece of work.

Author: Harry Mach

Date of report: 10 July 2020

[Broads Plan](#) objectives: 10.1, 10.2

Appendix 1 – List of actions relating to the Broads executive area

Planned and proposed actions for 2020/2021

Action 1: Complete the Baseline and develop trends to zero carbon with Smallword Consulting

Partners: Lake District NPA, South Downs NPA, Smallworld Consulting Ltd.

Delivery date: Winter 2020

Description: We aim to complete a full carbon baseline of the Broads area to allow for future monitoring of the reduction in emissions in the Broads. We had hoped to complete this earlier, however this was delayed. We aim to complete the baseline by the end of 2020.

This will assist in targeting activities in future years.

Outputs:

- A baseline for the emissions from the Broads Executive area.
- A breakdown of these emissions by source.
- A trend line for the Broads, showing how each emission can be reduced towards zero, including the necessary increase in the take up of carbon by the land.
- A model that can be used to monitor progress over time.

Action 2: Promote green electricity to Broads residents

Partners: Norwich City Council

Delivery date: Ongoing

Description: Domestic Electricity is generally around 10% of the carbon footprint for Norfolk. One of the simplest ways for someone to cut their carbon footprint is to switch to a green electricity supplier. Although this does not immediately alter the CO₂ output of the electricity grid, it increases the demand for green energy on the grid and overtime will support the installation of more green electricity infrastructure.

Norwich City Council has already established its own Green Energy Supplier ROAR Power which supplies green electricity and gas to the East of England. Partnering with Norwich City Council to encourage the households and businesses in the Broads to switch energy supplier to a green tariff would start to reduce the CO₂ footprint.

An additional possibility is to encourage the take-up of “Virtual Power Plants,” where groups of households and businesses install solar and batteries, and sell power to the grid to cover peak demand. We have had some initial conversations with Centrica to learn about the transferability of their recent Cornwall project.³

³ For More information, see <<https://www.centrica.com/media-centre/news/2019/a-virtual-power-plant-for-every-home/>>

Outputs:

- Increase in number of Broads Residents using Green Electricity.

Action 3: Peat mapping

Partners: Queen Mary University of London, Cranfield University

Delivery date: July/August 2020

Description: As part of the CANAPE project, we have begun a peat mapping exercise for the Broads area. The Broads area has previously been estimated to hold the equivalent of 39 million tonnes of CO₂ in its soil, however there are reasons to believe that this number is not fully accurate. The previous surveys did not account for the full depth of some of the peats, with some fens having 10 metres of high carbon brushwood peat underneath them. At the same time, some of the data is old, and does not take into account carbon that has been lost due to peat wastage. The new study will give a better idea of the amount of CO₂ stored in the Broads, and where the CO₂ is currently being lost/sequestered. This will help with targeting any offsetting projects in the Broads.

Outputs:

- An improved soil carbon map of the Broads, aiding decision making in protecting the soil carbon.
- A better estimate of the rate of loss/sequestration of carbon across the Broads.

Action 4: Public engagement

Partners: Broadland Futures Initiative, Broads Local Access Forum, Parish Forum, Broads Engage.

Delivery date: Ongoing

Description: A range of communication events to gather views from local residents and businesses on how to approach the climate change issue.

Additionally, we will work on methods to engage young people's opinions and ideas for the future.

During the Covid-19 crisis we have avoided raising the issue due to sensitivities around people and businesses experiencing extreme hardship. We are exploring how to communicate a message around "Build Back Better" that is suitable and sensitive to the needs of the Broads.

Outputs:

- Climate themed discussion at the BLAF.
- Broads Engage event focused on climate change issues.

Future actions and projects post 2020/2021

Action 5: Car free promotions

NB: In the draft paper for the March 2020 committee, this activity was proposed for the year 2020/2021. However due to Covid-19 impact, these plans are not viable while restrictions are in place on public transport.

Partners: Greater Anglia, First Bus, Broads Tourism, National Parks UK

Delivery date: September 2021 (TBC)

Description: A major component of CO₂ emissions associated within the Broads are transport related. Some of this is outside the influence of the Broads Authority – for example the A47 currently accounts for 400 tonnes of CO₂ per kilometre as it passes through the Broads, and the majority of traffic will be travelling through the Broads rather than travelling to it.

As there are 15 railway stations in the Broads, a key aspiration should be to encourage access to the Broads through public transport. A family traveling to the Broads for a week's boating holiday will potentially use more fuel getting to the Broads by car than they will burn in a week on a motor cruiser.

As a starting point, we would like to tap into the awareness created by international "Car free day" in September to run a series of promotions on how to get into and around the Broads without using cars. In particular, safe routes to cycle from Norwich to the Broads attractions, walks that link between bus and train stops. (For example, take a bus to Loddon, walk to Surlingham, bus back to Norwich). One advantage to highlight to visitors is not bringing a car allows for non-circular routes.

Outputs:

- Series of blogs setting out how to access the Broads without a car.
- Car free day promotions, encouraging access via train, bus, bike and foot.
- Greater awareness of visitors of sustainable ways to access the Broads.

Action 6: Remote location electricity

Partners: Hethel Innovation

Delivery date: 2022/2023

Description: We are working with Hethel Innovation to develop a solution to provide electric charging posts for electric boats at locations too far from the electricity grid.

We have had several virtual meetings with Hethel Innovation and a number of their supported companies. We are investigating potential solutions for the Broads which could be trialled on site.

Outputs:

- Identify need and scope the characteristics for remote electric charging pillars.
- Identify the places where alternative (non-grid) power is needed.
- Design a method to provide power in remote locations.

Action 7: Hydrogen technology

Partners: University of Birmingham

Delivery date: 2022/2023

Description: The University of Birmingham is working on a partnership called “H2 Ships” which is developing technology around powering boats by hydrogen, including a demonstrator ship in Amsterdam. They have indicated that 2 years would be a feasible timescale for us to have a hydrogen boat operating on the Broads.

One key aspect is that bulk purchases make the technology significantly cheaper per unit, so there could be a benefit in partnering with larger boatyards to buy multiple fuel cells in one go.

This could also be part of the solution for the Hethel Innovation project, as one possibility is to power electric boats from hydrogen fuel cells, with the hydrogen delivered to remote sites by barge.

Outputs:

- Test the feasibility of a hydrogen design (desk study).
- Identify potential suppliers of hydrogen.
- Design a hydrogen bunkering system – potentially a portable refuelling barge that could supply hydrogen around the Broads.
- Develop and build a hydrogen powered mud-wherry as a demonstrator.

Action 8: Offsetting strategy

Partners: National Parks Partnerships, NPE, Local Landowners, Peatland Code (IUCN-UK)

Description: The National Park Authorities are looking at the potential for offsetting projects, and the National Parks Partnership is doing some initial scoping work on this issue. Within the Broads there is not the scope for large scale tree planting that may be possible elsewhere, as this would disrupt the open landscapes which are a key part of the Broads. However, there may be benefits to encouraging tree planting projects in the Broads Catchment, and thereby improving the water quality in the rivers entering the Broads, and helping the recovery of

wildlife in currently eutrophic areas. We are currently scoping potential locations for such projects.

Delivery dates: Ongoing

Outputs:

- Identify land areas with potential for additional GHG sequestration in the Broads.
- Partner with a certification scheme for carbon offsetting.
- Support marketing of carbon credits.

Appendix 2 – Broads Authority emissions

Definitions

CO₂e – Carbon Dioxide Equivalent. This measure compares Greenhouse Gases other than Carbon Dioxide to Carbon Dioxide.

Estimate of Broads Authority emissions 2019/2020

The Broads Authority Carbon footprint amounts to around 619 tonnes of CO₂e for the year from April 2018 to March 2019, or 4.7 tonnes of CO₂e per employee. For context, the CO₂e per capita emissions of the UK is approximately 5.5 tonnes CO₂e.

This is roughly broken down as follows:

Scope 1 – Direct emissions

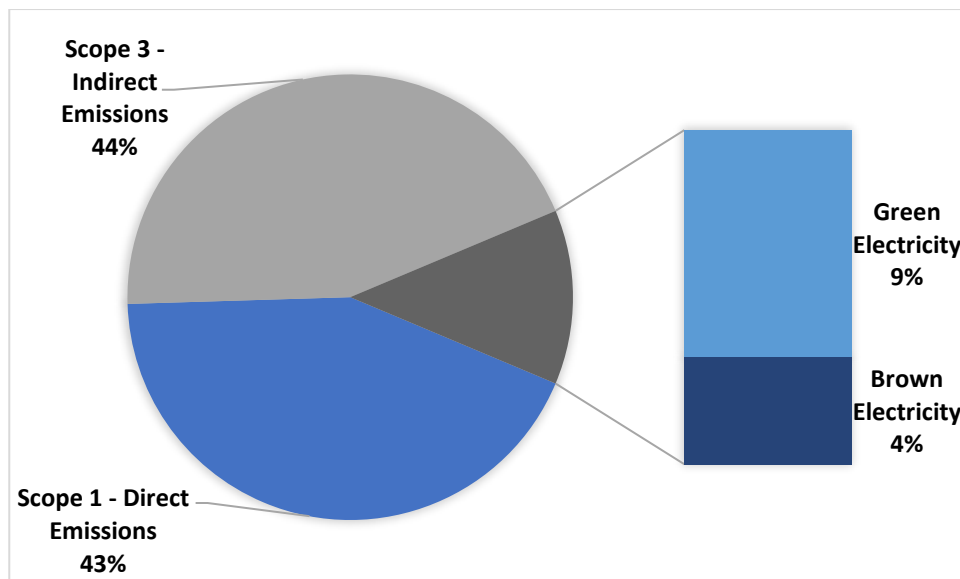
Source	TCO ₂ e in tonnes
Fuel for vehicles, vessels and Equipment	283
Gas	6
Heating Oil	2.5

Scope 2 – Electricity

Source	TCO ₂ e in tonnes
Yare House Electric	27.5
Other Electric (purchased under a green tariff)	0 (58 before applying green tariff)

Scope 3 – Indirect emissions

Source	TCO ₂ e in tonnes
Materials	54
Equipment Purchases	84
Travel (Staff Commuting, Rail, flights, and use of private vehicles)	88
Waste Disposal	2
Well-To-Tank and Transmission	72
Total (Scope 1 + Scope 2 + Scope 3)	619



Comparison to the previous audit

A direct comparison with the audit carried out in 2010 is not possible as the methodologies are not identical, and is not necessarily useful. In particular the 2010 audit was carried out during the move from Colegate to Dragonfly House, which involved a substantial purchase of new office furniture and equipment, which distorted the scope 3 emissions in the previous assessment. (As identified by the authors of that study).

The Broads Authority approach to dredging has been substantially changed over the last 10 years, with an evolution in the type of machinery used. In particular the introduction of hydraulic excavators has increased the flexibility of the operations team, but also caused a noticeable increase in fuel use.

Note regarding Whitlingham Country Park

The figures calculated above include the operation of the Tourist Information Centre (TIC) at Whitlingham Country Park. No longer operating the Whitlingham TIC will reduce the Broads Authority footprint through;

- No longer buying gas to heat the TIC
- Reducing the number of vehicles we operate.

These amount to approximately 7 tonnes of CO₂ a year. As this is a transfer of the organisation's previous facility to another organisation, these will not be counted as CO₂ savings. Instead, for future years, we will measure the BA footprint against the 2018/19 baseline with the CO₂ associated with operating Whitlingham removed.

Broads Authority

24 July 2020

Agenda item number 9

Draft Statement of Accounts 2019/20

Report by Chief Financial Officer

Summary

This report provides an update on the Broads Authority's Statement of Accounts and its audit for the year ended 31 March 2020.

Recommendation

To be noted.

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1. Introduction

- 1.1. In the Response to the COVID-19 emergency and Financial Position report to the Authority on 22 May 2020 there were draft figures for 2019/20 which provided for a consolidated surplus of £196,652. These figures were then used in the production of the draft Statement of Accounts which were signed and published via the website on 15 May 2020.
- 1.2. The Authority's external auditors (Ernst and Young LLP) then commenced their work week commencing 18 May 2020. The outbreak of COVID-19 has meant that all of their work has been conducted remotely. A small proportion remains outstanding where items need to be physically inspected. It is hoped that once lockdown conditions have eased this can be completed in one day, possibly in September.

2. Changes to the 2019/20 Accounts

- 2.1. There has been no significant changes to this year's accounts. The format has been updated in line with our new accessibility guidance.
- 2.2. As with the 2019/20 Statement of Accounts the table below has been produced to help members understand the additional adjustments made at year end.

Table 1

Summary Income and Expenditure 2019/20

Income and Expenditure	Operations £000's	Strategic Services £000's	Chief Executive £000's	HLF & CANAPE £000's	Corporate Amounts £000's	Total £000's
Fees charges and other service income	(304)	(507)	(52)	(689)	(3,484)	(5,036)
Contribution from reserves	0	0	0	0	(319)	(319)
Government Grants	0	0	0	0	(3,414)	(3,414)
Total Income	(304)	(507)	(52)	(689)	(7,217)	(8,769)
Employee expenses	2,173	1,421	771	152	96	4,613
Other service expenses	1,938	713	643	615	51	3,960
Total Expenditure	4,111	2,134	1,414	767	147	8,573
Net Expenditure	3,807	1,627	1,362	78	(7,070)	(196)

Table 2

Summary of adjustments

Adjustments	Amount £000's
Net Expenditure	(196)
Amounts in the Comprehensive Income and Expenditure Statement (CIES) not reported to management	1,213
Amounts included in table 1 not in the CIES	2,996
Cost of Services in the CIES	4,013

- 2.3. Items that are included in the amounts included in the CIES not reported to management include year-end adjustments for the Pension scheme. The Accounts are adjusted to reflect the difference between the actual costs as assessed by the Actuary and the contributions paid over during the year. Further adjustments are also made for untaken staff leave, depreciation, movements on revaluations of fixed assets and donated assets (Acle Toilet Block).
- 2.4. The main adjustments in the third line which is in the analysis above but not the Comprehensive Income and Expenditure Statement is the removal of the DEFRA grant, interest and investment income and interest payable. These items are added back in the lines under the cost of services. Further adjustments relate to the accounting treatment of capital expenditure, reserve expenditure and finance leases.
- 2.5. The table below analyses these adjustments in more detail and agrees back to the Comprehensive Income and Expenditure Statement on page 16 in the Statement of Accounts.

Table 3

Detailed adjustments

Income and Expenditure type	Service Analysis £000's	Not reported to Management £000's	Not included in the CIES £000's	Net Cost of Services £000's	Other operating expenditure, financing & investment income and Government Grant £000's	Deficit on the Provision of services £000's
Fees, charges and other service income	(4,987)	0	0	(4,987)	0	(4,987)

Income and Expenditure type	Service Analysis £000's	Not reported to Management £000's	Not included in the CIES £000's	Net Cost of Services £000's	Other operating expenditure, financing & investment income and Government Grant £000's	Deficit on the Provision of services £000's
Interest and investment income	(49)	0	49	0	(49)	(49)
Contributions from earmarked reserves	(319)	0	(179)	(498)	0	(498)
Government Grants	(3,414)	0	3,414	0	(3,468)	(3,468)
Total Income	(8,769)	0	3,284	(5,485)	(3,517)	(9,002)
Employee expenses	4,613	761	0	5,374	269	5,643
Other service expenses	3,960	0	(288)	3,672	0	3,672
Depreciation, amortisation & impairment	0	452	0	452	0	452
Interest payments	0	0	0	0	42	42
Gain on disposal of Fixed Assets	0	0	0	0	12	12
Total Operating Expenditure	8,573	1,213	(288)	9,498	323	9,821
Deficit on the Provision of Services	(196)	1,213	2,996	4,013	(3,194)	819

3. Balance Sheet

- 3.1. This year the Balance Sheet has continued to remain at a net liability position, at the end of 2019/20 it was £209,000. This is a reduction from 2018/19 position of £2,619,000. As with previous years the cause of this movement is the movement in the Pension Fund liability which has decreased by £2,093,000. The pension fluctuations are due to the changes in financial assumptions as calculated by the actuary. The fund also seeks to maintain contributions at a consistent rate to minimise the impact on the Authority's cash flows. The Authority makes additional contributions to the fund to reduce the deficit over the next 20 years. Funding levels are monitored on an annual basis whilst the contributions and the annual deficit payments are recalculated as part of triennial valuation. Additional information about the Pension Fund Assets and Liabilities can be found within the Statement of Accounts under Note 32.
- 3.2. The bottom section of the Balance Sheet on page 18 splits the reserves between useable and unusable reserves. The useable reserves can be used to fund future operating expenditure whilst the unusable reserves are kept to manage accounting processes such as unrealised gains or acquisitions of Fixed Assets and the movements on the Pension Reserve.
- 3.3. The closing position on the National Park (General), Navigation and Earmarked reserves remain at the same levels as reported on 22 May 2020. The individual balances that make up the Earmarked reserve can be found within the Statement of Accounts under note 10, page 40. The year end balances of the reserves are:
- National Park £1,114,460;
 - Navigation £543,200;
 - Earmarked £2,118,322 of which £956,757 relates to Navigation.

4. Annual Governance Statement

- 4.1. The Accounts and Audit (England) Regulations 2015 contain a requirement that an Annual Governance Statement, prepared in accordance with proper practices in relation to internal control, must be approved by the relevant body and must accompany the Statement of Accounts. The Annual Governance Statement was considered and approved by the Authority on 22 May 2020 and is also available on the website.

5. Audit of the Statement of Accounts

- 5.1. The Authority's external auditors, Ernst & Young (EY) had originally planned to conclude the audit by the end of July 2020. Following the outbreak of COVID-19 the Accounts and Audit (Coronavirus) (Amendments) Regulations 2020 (SI 2020/404) means the deadline for approving the Statement of Accounts has moved from 31 July to 30 November. This means that the audit will not be concluded until the November committee cycle.

- 5.2. At the time of writing the audit had not identified any significant changes to the Statement of Accounts. Work remains outstanding on the Fixed Asset Valuations and the Pension calculations. EY attended Audit and Risk on 21 July and provided a verbal update on the audit's progress and any issues identified.
- 5.3. The Fixed Asset valuations conducted by NPS included wording around their being material uncertainty on the values due to the outbreak of COVID-19. This needs further investigation to determine the impact on the values included in the Statement of Accounts.
- 5.4. In addition, the audit on the Norfolk Pension Fund had not been completed. The conclusion of this audit may result in some variations to the Pension figures contained within the Authority's Statement of Accounts. This will be confirmed by a further report from the actuary.

6. Financial Implications

- 6.1. The Statement of Accounts for 2019/20 shows revenue reserves of £1,687,660 (national park (general) reserves £1,144,460, navigation reserves £543,200) that are considered to be adequate. The navigation reserve at the end of 2019/20 stands at 16.3% of net expenditure. This is higher than the Financial Strategy forecast for the end of 2019/20 however the carry forwards of £111,981 (national park £23,490, navigation £88,491) approved at the May meeting will reduce this. The Hire Boat Industry restart their weekly hire bookings from 4 July but the prospects for the rest of the season are difficult to predict. The impact of the loss of income from private and hire toll has been mitigated through savings and agreement from Defra that up to £400,000 of National Park Reserves and Savings can be used to support Navigation Expenditure and that DEFRA will provide up to £800,000 to underwrite the loss of navigation income. The outturn figures for 2019/20 and the 2020/21 level of tolls received will be assessed for their impact on the overall level of reserves, will be taken into account in future budgeting proposals, and when making decisions about income and expenditure in 2020/21.

Author: Emma Krelle

Date of report: 07 July 2020

Appendix 1 – Draft Statement of accounts

Broads Authority

Draft Statement of Accounts 2019/20

Presented to Parliament pursuant to Section 20 (2) of the Norfolk and Suffolk Broads Act 1988

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Narrative report

Introduction

The purpose of the Narrative Report is to provide information on the Authority, its main objectives and strategies and the principal risks that it faces. It also provides commentary on how the Authority has used its resources to achieve its outcomes in line with its objectives and strategies.

About the Broads Authority

The Broads Authority was established by the Norfolk and Suffolk Broads Act 1988.

Its duties, as subsequently amended by the Natural Environment and Rural Communities Act 2006, are to manage the Broads for the purpose of:

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

This brought the first two purposes into line with those of the English National Park Authorities, as recommended in the Department for Environment, Food and Rural Affairs (Defra) report 'Review of English Park Authorities' published in July 2002.

In discharging its function, the Authority should have regard to:

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

In respect of its navigation area the Authority is required to:

- maintain the navigation area for the purposes of navigation to such a standard as appears to it to be reasonably required; and
- take such steps to improve and develop it as it thinks fit.

The Broads Authority Act 2009 amended the 1988 Act and is primarily concerned with augmenting the Authority's powers to ensure safety on the Broads, including the application of the Boat Safety Scheme and compulsory third-party insurance. It also made provision for the transfer of responsibility for the navigation in Breydon Water to the Authority which was implemented in 2012. The 2009 Act removed the need for the Authority to maintain a separate navigation account and contained provisions which require the Authority to ensure

that, taking one year with another, expenditure on navigation matters is equal to navigation income.

The Broads Plan is a key management plan for the Broads. It sets out a long-term vision for the benefit of the natural and cultural environment, local communities and visitors. Although the Authority is responsible for its production it is a plan for the whole of the Broads, and its success very much depends on a common vision, strong partnership working and the best use of shared resources. The current plan covers the period 2017-22 and is publicly available via the website. A six-monthly newsletter is produced to provide updates and can also be found in the link below.

<https://www.broads-authority.gov.uk/about-us/how-we-work/strategy>

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 Authority and details of 2019/20 can be found in the link below:

https://www.broads-authority.gov.uk/data/assets/pdf_file/0027/263808/Strategic_Priorities_ba31-01-20.pdf

All decisions are supported by the Authority's core values. These are enduring beliefs or ideals about what is good or desirable and what is not. They are:

- Sustainable - we take the long-term view, are passionate about our environment and its ability to provide for a vibrant local economy and the well-being of local people;
- Exemplary - we strive for excellence in all we do. We are ambitious, innovative and lead by example;
- Commitment - we are committed to making a difference to the Broads for the benefit of all, and will have the courage of our convictions when faced with difficult issues;
- Caring - we are considerate and respectful of each other, working together to provide the best service we can; and
- Open and Honest - we are open, honest and inclusive in our communication and in making decisions. We are approachable and available, reaching out to all groups.

The Authority is funded from two major sources; National Park Grant from Defra and Navigation Toll Income. These are approximately equal to each other and are used to fund the activities (including staffing) across the organisation.

Governance

The Annual Governance Statement provides details of progress against the current year and provides the new financial year action plan. The draft is due to be considered by the Authority on 22 May and is available via the link below:

https://www.broads-authority.gov.uk/data/assets/pdf_file/0033/295890/Annual-Governance-Statement-2019_2020-and-Code-of-Corporate-Governance-2020.pdf

In 2018 the Government commissioned a review of National Parks and Areas of Outstanding Natural Beauty (AONBs) looking at coverage of designations, how designated areas deliver their responsibilities, how designated areas are financed, and whether there is scope for expansion. The review team, led by Julian Glover, visited the Broads in November 2018. The team's report was published in September 2019. The Authority received a paper at its January committee identifying some short term priorities. A link to the committee report can be found below that also contains a link to the final report.

https://www.broads-authority.gov.uk/data/assets/pdf_file/0026/263807/Landscape-Review-Response-with-Appendix-Glover-report-Recommendations-31-01-20.pdf

Operational model

The Authority consists of the Chief Executive team and two Directorates; Operations and Strategic Services. The total number of staff employed by the Authority gives a head count of 150 or 132.5 Full Time Equivalents (FTE) as at 31 March 2020. This is split 74 (70.1 FTE) Operations, 51 (42.4 FTE) Strategic Services and 25 (20 FTE) Chief Executive. Due to the seasonal nature of the Authority's activities the levels of staff can vary throughout the year and the year-end position may vary depending on when Easter falls. During 2019/20 the Authority carried out a mini restructure which led to some departments being transferred within Directorates.

The Chief Executive is supported by the Governance Team who service the Authority's various committees; and the Chief Financial Officer who is responsible for the Asset Management, IT, Collection of Tolls, Finance and Insurance team.

The Operations Directorate consists of; the Construction, Maintenance and Environment team who carry out the practical work on the Broads, from dredging to the maintenance and refurbishment of moorings and land based sites and project managing the Heritage Lottery Fund (HLF) project Water, Mills and Marshes; the Ranger team who patrol the waterways enforcing our byelaws to small scale practical works and Safety Management that has health and safety responsibility for all staff and visitor safety on and near the water.

The Strategic Services Directorate consists of; Planning - responsible for all planning applications, enforcement and the Local Plan within the Authority's executive area Communications - responsible for all publications, events and visitor services; HR - supporting all of the Authority's employees; other strategic priorities; the management of the European Regional Development Fund (ERDF) INTERREG project 'Creating A New Approach to Peatland Ecosystems' (CANAPE) and Volunteer Services which support volunteering opportunities across all areas of the Authority.

The Authority's income is supplemented by income from planning fees, contributions from landowners towards fen management and from the Rural Payments Agency, Visitor Centres and Yacht Station sales and external funding such as HLF and ERDF.

Risks

Whilst the Authority has some degree of confidence over the level of its National Park Grant funding for 2020/21, uncertainty remains about future years' settlements and their duration. The impact of COVID-19 on the income it receives from its toll payers could be considerable depending on how long lockdown extends for both Private and Hire Craft Tolls. Differing scenarios have been modelled and support is being sought from DEFRA to help with any potential shortfall. Cuts to National Park Grant in years 2010/11 to 2015/16 has meant the Authority has already restructured from four Directorates to two. If there were future reductions to the National Park grant beyond 2021/22 it would mean difficult decisions would need to be made to determine future services. This uncertainty is further emphasised by the outcome of the Comprehensive Spending Review, which was delayed for an additional year in 2019. The current level of National Park reserves means that such impact would be cushioned in the short term until the longer vision of services is determined; however, this is not sustainable in the longer term.

Risks are reviewed on a regular basis with actions being taken to mitigate any possible impacts. Reports to the Authority highlight risks on potential new areas of activity. The Audit and Risk Committee receive detailed reports on the current risks with details of the individual risks, risk owner and actions. A link to the latest report can be found below.

https://www.broads-authority.gov.uk/_data/assets/pdf_file/0022/263812/Risk_Management_policy_and_register_I3FZ3W.pdf-ba310120.pdf

Review of Corporate Risk Register

Following a recommendation from internal audit's Corporate Governance and Risk Management review the risk register and policy was reviewed and updated during 2019/20. The risk register is now split between the Corporate Risk register, focusing on risks that are strategic and Directorates, focusing on operational day to day risk. The Corporate Risk register continues to be reviewed bi-annually by the Audit and Risk committee with the option for significant risks being reported to the Broads Authority.

Opportunities

External funding opportunities continue to be investigated and supported by National Parks Partnership LLP (NPP). NPP continues to promote corporate partnerships for the UK National Parks with the aim to make a significant, sustainable and discernible contribution to the improved quality of UK National Parks and the benefits they offer for generations to come. There has already been a high level of success including funding from; the HLF for Water, Mills and Marshes, ERDF for CANAPE, Tesco for Broadland Catchment Partnership, Forest Holidays who are partnering on projects that will enable young people to experience and explore the best of the UK countryside and Columbia providing clothing to all front-line staff for five years from 2017/18.

The UK National Parks also continue to investigate efficiencies through joint procurement and services and also to create resilience amongst the Parks. 2019/20 saw the creation of

the UK National Parks Communication Team hosted by the Authority. This service is jointly funded by all 15 UK National Parks and seeks to promote a shared sense of identity.

Prior to the outbreak of COVID-19 opportunities were being explored for a Visitor Services presence at the Norwich Forum and Lowestoft Train station. These were to help with the loss of the Visitor Centre at Whitlingham Country Park due to the Trust wishing to take back responsibility for the Park. Whilst these new locations are currently on hold it is hoped these will be progressed once restrictions are lifted.

Strategy and resource allocation

The current Financial Strategy was drawn up having regard to the Authority's grant settlement and the priorities in the Broads Plan. It sets out a prudent strategy for managing the limited resources available in order to build on the work underway across the organisation and to continue to deliver the Authority's key priorities over the next three years. The focus in developing the Financial Strategy has been to deliver the maximum possible efficiencies and savings in order to minimise the impact on front-line activity. The Authority recognises that without its employees continued commitment and hard work this would not be possible.

In developing the Financial Strategy, a number of assumptions have been made in respect of National Park Grant allocations, future boat numbers and the level of staff pay inflation. The Strategy follows the general principle that the Authority should seek to maintain the general (National Park) reserve at a minimum of £100,000 plus 10% of net expenditure, and the navigation reserves at a minimum of 10% of net expenditure. It also expects that General and Navigation income and expenditure should be broadly in balance across the life of the Financial Strategy.

On 20 November 2007, the Authority took out a £290,000 loan from the Public Works Loan Board. The repayment period of the loan is 20 years at a fixed interest rate of 4.82%, repayable by equal instalments of principal. The Public Works Loan Board has advised that the fair value of the debt as at 31 March 2020 is £129,668.

The purpose of this loan was to finance the purchase of the Dockyard Operation from May Gurney to enable the Authority to continue to dredge the Broads in an economical and efficient manner.

Performance

Performance is assessed against progress made towards the Broads Plan, Strategic Priorities and the Budget with regular updates being provided to the Authority.

General (National Park) Income and Expenditure

The Authority received National Park Grant of £3,414k from Defra (£3,356k in 2018/19). In addition to this, the income received from external grant support, sales, fees, charges and interest totalled £1,315k (£1,064k in 2018/19). Total income for 2019/20 was £4,729k (£4,420k in 2018/19).

The Authority set a budget for 2019/20 with a forecast deficit of £78k (£71k deficit for 2018/19). The Authority monitors its budget throughout the year against a forecast outturn which is updated on a monthly basis. The final forecast outturn for the year 2019/20 indicated an anticipated deficit of £26k. The actual outturn saw a surplus of £61k (a favourable variance of £87k). The Authority has a policy for carry forward requests in respect of underspends. This year there has been an increased number of requests due to the COVID-19 outbreak. These are due to be considered by the Authority on 22 May for £23k (£9k for 2018/19) and if approved will be added to the 2020/21 budget.

Navigation Income and Expenditure

Income from tolls was £3,375k (£3,336k in 2018/19), other income received for the year from external grant support, yacht stations charges, sales of tide tables, works licences and other miscellaneous services was £322k, (£263k in 2018/19) and interest was £25k (£18k in 2018/19). Total income for 2019/20 was £3,722k (£3,617k in 2018/19).

The Authority set a budget with a forecast deficit of £32k for 2019/20 (deficit of £3k for 2018/19). The Authority monitors its budget throughout the year against a forecast outturn which is updated on a monthly basis. The final forecast outturn for 2019/20, which took account of approved budget changes, indicated an anticipated surplus of £25k. The actual outturn saw a surplus of £136k (a favourable variance of £111k). The Authority has a policy for carry forward requests in respect of underspends. This year there has been an increased number of requests due to the COVID-19 outbreak. These are due to be considered by the Authority on 22 May for £88k (£6k for 2018/19) and if approved will be added to the 2020/21 budget.

The Statement of Accounts consolidates these results and the combined figures are found in the Comprehensive Income and Expenditure Statement (CIES) and the Expenditure Funding Analysis (EFA). The CIES can be found on page 16 and the EFA on page 15.

Outlook

2020/21 continues to focus on the successful delivery of our two external funded projects from the HLF and ERDF. Although both projects are claimed in arrears the impact and the Authority's cash flows is minimal. However, there is some uncertainty on future exchange rates which are difficult to forecast for the ERDF grant which is contracted in Euro. The use of a prudent exchange rate during the application phase should minimise any future impact of Brexit. The Authority is also keen to support the Hire Boat Industry, where possible, following the outbreak of COVID-19. Normally, the Authority receives a large proportion of its toll income prior to the start of the financial year but this year there has been challenges to this whilst boat owners are unable to use their boats. To assist with cash flow the National Park Grant, which is normally received quarterly, has been paid 35% in advance. The budget was based on all existing boat owners paying their tolls, with Navigation funding originally projecting a deficit of £134k in 2020/21 (after taking into account carry forward requests), with reserves at 11.2% of net expenditure at the end of the year. For General (National Park) funding there is a projected deficit of £132k (after taking into account carry

forwards requests) in 2020/21, with reserves at 27.5% of net expenditure. The Authority will be revising its budget in due course to take into account loss of Navigation income.

The Strategy also covers capital expenditure with the majority being funded from Earmarked Reserves and the rest from National Park Grant and Navigation income.

There are a significant number of variables – and some unknown quantities, such as future inflation – which could impact on these figures. The Financial Strategy will therefore be reviewed and updated by the Authority, having regard to any changes in circumstances and the annual outturn figures, at its meeting in January 2021. The annual toll increase for 2020/21 was set at 1% for unpowered vessels and 2.9% for powered. When setting the future strategy, the Authority will continue to consult with the Navigation Committee and other stakeholders. 2020/21 continues to focus on the development of partnership work. This incorporates projects at a number of sites; including Norwich Forum and Lowestoft Railway Station. Work will also continue with partners to help shape the future of land management schemes post Brexit. Climate change remains a threat to the Authority. Broadland Futures Initiative in collaboration with the Environment Agency will look at engaging with stakeholders.

Changes to the 2019/20 Accounts

There have been no key changes to the Statement of Accounts in 2019/20.

The accounting statements

The Broads Authority's accounts for the year 2019/20 are set out on pages 12 to 79. They consist of:

Statement of Responsibilities for the Statement of Accounts

Statement of Corporate Governance

Expenditure and Funding Analysis – This statement shows how annual expenditure is used and funded from resources (government grants and rents) in comparison with those resources consumed or earned in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Authority's directorates. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement. The Expenditure and Funding Analysis is a note to the Financial Statements, however its position next to the Comprehensive Income and Expenditure Statement is to provide a link from the figures reported under Performance within the Narrative Report.

Comprehensive Income & Expenditure Statement – This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

Movement in Reserves Statement – This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable' reserves and 'other' reserves. The 'surplus / deficit on the provision of services' line shows the true economic

cost of providing the Authority's services, more details of which are shown in the Comprehensive Income & Expenditure Statement. The 'net increase / decrease before transfers to earmarked reserves' line shows the statutory General Fund balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

Balance Sheet – The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. Reserves are reported in two categories. The first category of reserves are 'usable' reserves, i.e. those reserves that the Authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold, and reserves that hold timing differences shown in the Movement of Reserves Statement line 'adjustments between accounting basis and funding basis under regulations'.

Cash Flow Statement – The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of tolls and grant income or from the recipients of services provided by the Authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Authority.

These accounts are supported by the Statement of Accounting Policies in Note 1, which follows the Accounting Statements, and various notes to the accounts.

The information included in these accounts incorporates spending relating to the Broads Navigation. The Navigation income and expenditure is separately accounted for in the records to ensure the proper control of income from toll payers and to ensure it is spent primarily to benefit the users of the navigation. Navigation income and expenditure is shown in full at note 36 on page 79.

Statement of Responsibilities for the Statement of Accounts

The Authority's Responsibilities

The Authority is required to:

- a) Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Chief Financial Officer.
- b) Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- c) Approve the statement of accounts.

The Chief Financial Officer's Responsibilities

The Chief Financial Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 (the Code).

In preparing this Statement of Accounts, the Chief Financial Officer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent; and
- complied with the Local Authority Code.

The Chief Financial Officer has also:

- kept proper accounting records which were up-to-date; and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Chief Financial Officer's Certificate

I certify that the Statement of Accounts gives a true and fair view of the financial position of the Broads Authority at 31 March 2020 and its income and expenditure for the year ended 31 March 2020.

Emma Krelle (Chief Financial Officer)

Certificate of Committee Resolution

I confirm that these accounts were approved by The Broads Authority at its meeting held (insert date).

Signed on behalf of The Broads Authority:

(Chair of meeting approving the accounts)

date

Independent Auditor's Report to the Members of the Broads Authority

Expenditure and Funding Analysis

This statement shows how funding available to the Authority for the year has been used in providing services in accordance with generally accepted accounting practices.

2018/19 Net Expenditure chargeable to the General and Navigation fund balances £000	2018/19 Adjustments between the funding and accounting basis ¹ £000	2018/19 Net expenditure in the comprehensive income and expenditure statement £000	Function	2019/20 Net expenditure chargeable to the General and navigation fund balances £000	2019/20 adjustments between the funding and accounting basis £000	2019/20 Net expenditure in the comprehensive income and expenditure statement £000
1,079	12	1,091	Operations	1,257	207	1,464
1,608	123	1,731	Strategic Services	1,286	210	1,496
592	30	622	Chief Executive	720	63	783
47	109	156	Corporate Amounts	57	0	57
(222)	424	202	Broads Navigation Account	(232)	445	213
3,104	698	3,802	Net cost of services (subtotal)	3,088	925	4,013
(3,494)	215	(3,279)	Other income and expenditure	(3,463)	269	(3,194)
(390)	913	523	Surplus or (Deficit)	(375)	1,194	819
(1,426)			Opening general and navigation fund balance	(1,490)		
(390)			Less/plus surplus or (deficit) on general and navigation balance in year	(375)		
326			Transfer (to)/from earmarked reserves	207		
(1,490)			Closing general and navigation fund balance at 31 March	(1,658)		

The Expenditure and Funding Analysis is a note to the Financial Statements, however it is positioned here as it provides a link from the figures reported under Performance within the Narrative Report to the Comprehensive Income and Expenditure Statement.

¹Further details on the adjustments between Funding and Accounting Basis can be found in Note 7.

The Expenditure and Funding Analysis is a note to the Financial Statements; however it is positioned here as it provides a link from the figures reported under Performance within the Narrative Report to the Comprehensive Income and Expenditure Statement.

Comprehensive Income and Expenditure statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

2018/19 Gross expenditure £000	2018/19 Income £000	2018/19 Net expenditure/ (income) £000	Description	Note	2019/20 Gross expenditure £000	2019/20 Income £000	2019/20 Net expenditure/ (income) £000
1,317	(226)	1,091	Operations		2,187	(723)	1,464
2,575	(845)	1,730	Strategic Services		2,026	(530)	1,496
644	(22)	622	Chief Executive		821	(38)	783
156	0	156	Corporate Items		57	0	57
3,850	(3,647)	203	Broads Navigation Account	36	3,905	(3,692)	213
8,542	(4,740)	3,802	Cost of services (subtotal)		8,996	(4,983)	4,013
		(6)	(Gains)/Losses on the disposal of non-current assets				12
		83	Financing and investment income and expenditure	11			262
		(3,356)	DEFRA National Park grant income				(3,414)
		-	Donated Asset	27			(54)
		523	(Surplus) or deficit on provision of services (subtotal)				819
		(73)	(Surplus) or deficit on revaluation of fixed assets				(118)
		2,253	Actuarial (gains)/losses on pension assets/liabilities				(3,111)
		2,180	Other comprehensive income and expenditure (subtotal)				(3,229)
		2,703	Total comprehensive income and expenditure				(2,410)

Movement in reserves statement

This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable' reserves (i.e. those that can be applied to fund expenditure) and 'other' reserves. The 'surplus or (deficit) on the provision of services' line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement.

2018/19	General fund and navigation fund balance £000	Capital receipts reserve £000	Earmarked reserves £000	Total useable reserves £000	Unusable reserves £000	Total Authority reserves £000
Balance at 31 March 2018	1,426	0	1,585	3,011	(2,926)	85
Total comprehensive income and expenditure	(523)	0	0	(523)	(2,181)	(2,704)
Adjustments between accounting basis and finding basis under regulations (Note 9)	913	405	0	1,318	(1,318)	0
Transfers to or from Earmarked Reserves (Note 10)	(326)	0	326	0	0	0
Increase or (decrease) in 2018/19 (B) (subtotal)	64	405	326	795	(3,499)	(2,704)
Balance at 31 March 2019 (=A+B)	1,490	405	1,911	3,806	(6,425)	(2,619)

2019/20	General fund and navigation fund balance £000	Capital receipts reserve £000	Earmarked reserves £000	Total useable reserves £000	Useable reserves £000	Total Authority reserves £000
Balance at 31 March 2019 (A)	1,490	405	1,911	3,806	(6,425)	(2,619)
Total comprehensive income and expenditure	(819)	0	0	(819)	3,229	2,410
Adjustments between accounting basis and funding basis under regulations (Note 9)	1,194	0	0	1,194	(1,194)	0
Transfers to or from Earmarked reserves (Note 10)	(207)	0	207	0	0	0
Increase or (decrease) in 2019/20 (B) (subtotal)	168	0	207	375	2,035	2,410
Balance at 31 March 2020 (=A+B)	1,658	405	2,118	4,181	(4,390)	(209)

Balance sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority.

As at 31 March 2019 £000	Category	Note	As at 31 March 20 £000
4,709	Property, plant & equipment	12	4,592
28	Intangible Assets	0	18
4,737	Long term assets (subtotal)		4,610
3,508	Short term investments		4,010
88	Inventories	14	114
808	Short term debtors	15	2,250
1,198	Cash and cash equivalents	16	681
5,602	Current assets (subtotal)		7,055
(15)	Short term borrowing		(15)
(1,747)	Short term creditors	17	(2,782)
(47)	Provisions	18	(107)
(1,809)	Current liabilities (subtotal)		(2,904)
(109)	Long term borrowing		(94)
(11,040)	Other long term liabilities	30, 33	(8,876)
(11,149)	Long term liabilities (subtotal)		(8,970)
(2,619)	Net assets (liabilities)		(209)
-	Useable reserves	-	-
1,064	General account fund balance		1,115
426	Navigation account fund balance		543
405	Capital receipts reserve		405
1,911	Earmarked reserves	10	2,118
-	Unusable reserves	20	-
1,950	Revaluation reserve		1,771
2,484	Capital adjustment account		2,618
(10,812)	Pension reserve		(8,719)
(47)	Accumulated absence reserve		(60)
(2,619)	Total reserves		(209)

Emma Krelle (Chief Financial Officer)

15 May 2020

Cash Flow statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

2018/19 £000	Revenue activities	Note	2019/20 £000
(523)	Net surplus or (deficit) on the provision of services		(819)
1,395	Adjustments to net surplus or deficit on the provision of services for non-cash movements		1,054
(11)	Adjust for items in the net surplus or deficit on the provision of services that are investing and financing activities		(4)
861	Net cash flows from operating activities (subtotal)	21	231
(1,287)	Investing activities	22	(676)
(70)	Financing activities	23	(72)
(496)	Net increase or (decrease) in cash and cash equivalents (subtotal)		(517)
1,694	Cash and cash equivalents at the beginning of the reporting period		1,198
1,198	Cash and cash equivalents at the end of the reporting period	16	681

Notes to the Statement of Accounts

1. Accounting policies

i. General principles

The Statement of Accounts summarises the Authority's transactions for the 2019/20 financial year and its position at the year end of 31 March 2020. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2015, which those regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 and the Service Reporting Code of Practice 2019/20, supported by International Financial Reporting Standards (IFRS). The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

ii. Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amounts is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

iii. Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in 7 days or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Authority's cash management.

iv. Exceptional items

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Authority's financial performance.

v. Prior period adjustments, changes in accounting policies and estimates and errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

vi. Charges to revenue for non-current assets

Services, support services and trading accounts are debited with the following amounts to record the cost of holding fixed assets during the year:

- depreciation attributable to the assets used by the relevant service;
- revaluation and impairment losses on assets used by the service where there
- are no accumulated gains in the Revaluation Reserve against which the losses
- can be written off; and
- amortisation of intangible fixed assets attributable to the service.

vii. Employee Benefits

Benefits payable during employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in

lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the appropriate service line in the Comprehensive Income and Expenditure Statement when the Authority is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post-employment benefits

Employees of the Broads Authority are members of Norfolk Pension Fund for civilian employees (the Local Government Pension Scheme), administered by Norfolk County Council. This is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets.

viii. Events after the balance sheet date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- Those that provide evidence of conditions that existed at the end of the reporting period - the Statement of Accounts is adjusted to reflect such events.
- Those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

ix. Fair value measurement

The Authority measures some of its non-financial assets such as investment properties and some of its financial instruments such as borrowings at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability.

The Authority measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the Authority takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Authority uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the Authority's financial statements are categorised within the fair value hierarchy, as follows:

- Level 1 – quotes prices (unadjusted) in active markets for identical assets or liabilities that the Authority can access at the measurement date;
- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly;
- Level 3 – unobservable inputs for the asset or liability.

x. Financial instruments

Financial liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (CIES) for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest is the rate that

exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

Long term loans are shown in the balance sheet as the capital element outstanding at the year end, split between amounts due within the current year and amounts due outside the year. Any interest paid is taken directly to the income and expenditure account. The 'fair value' of any loans is disclosed in the notes to the accounts with accompanying explanations.

Financial assets

Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cashflow characteristics.

There are three main classes of financial assets measured at:

- amortised cost
- fair value through profit or loss (FVPL), and
- fair value through other comprehensive income (FVOCI)

The authority's business model is to hold investments to collect contractual cash flows. Financial assets are therefore classified as amortised cost, except for those whose contractual payments are not solely payment of principal and interest (ie where the cash flows do not take the form of a basic debt instrument).

Financial assets measured at amortised cost

Financial assets measured at amortised cost are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (CIES) for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for Statements the instrument. For most of the financial assets held by the authority, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the CIES is the amount receivable for the year in the loan agreement.

Any gains and losses that arise on the derecognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the CIES.

Expected Credit Loss Model

The authority recognises expected credit losses on all of its financial assets held at amortised cost, either on a 12-month or lifetime basis. The expected credit loss model also applies to lease receivables and contract assets. Only lifetime losses are recognised for trade receivables (debtors) held by the authority.

The Authority has not made any material loans.

xi. Foreign currency translation

Where the Authority has entered into a transaction denominated in a foreign currency, the transaction is converted into sterling at the exchange rate applicable on the date the transaction was effective. Where amounts in foreign currency are outstanding at the year-end, they are reconverted at the spot exchange rate at 31 March. Resulting gains or losses are recognised in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement

xii. Government Grants and Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Authority when there is reasonable assurance that:

- the Authority will comply with the conditions attached to the payments; and
- the grants or contributions will be received.

Amounts recognised as due to the Authority are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-ringfenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement.

Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied reserve. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

xiii. Intangible assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Authority as a result of past events is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Authority.

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being

available) and the Authority will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Authority's goods or services.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. In practice, no intangible asset held by the Authority meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

xiv. Inventories

Inventories are included in the Balance Sheet at the lower of cost or net realisable value. The cost of inventories is assigned using the FIFO (first-in, first-out) costing formula.

xv. Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

The Authority as lessee

Finance leases

Property, Plant and Equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the

present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability; and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Property, Plant and Equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the Authority at the end of the lease period).

Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement.

Operating leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

The Authority as lessor

Operating leases

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

xvi. Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes, and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred. A de minimis limit of £5,000 is used to recognise fixed assets.

Measurement

Assets are initially measured at cost, comprising:

- the purchase price; and
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

The Authority does not capitalise borrowing costs incurred whilst assets are under construction.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cash flows of the Authority). In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Authority.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure, community assets and assets under construction – depreciated historical cost.
- all other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

Where there is no market-based evidence of current value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of current value.

Where non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for current value.

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the

year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation between 5 and 50 years, as advised by a professional valuer;
- vehicles, plant, furniture and equipment – straight-line allocation between 5 and 10 years, as advised by a suitably qualified officer; and
- infrastructure – straight-line allocation between 20 and 25 years, as advised by a suitably qualified officer.

Where an asset has been acquired under a finance lease arrangement, and the lease term is shorter than the asset's estimated useful life, the asset is depreciated over the lease term.

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Receipts below £5,000 arising from the sale of fixed assets are allocated to revenue. The Broads Authority has a policy of not depreciating assets in the first year of ownership.

Disposals and non-current assets

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale. When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant or Equipment) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment, or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement) (England and Wales). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

The written-off value of disposals is not a charge against the general fund, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

xvii. Provisions, contingent liabilities and contingent assets

Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, the Authority may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Authority becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Authority settles the obligation.

Contingent liabilities

A contingent liability arises where an event has taken place that gives the Authority a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the Balance Sheet but are disclosed in a note (note 33) to the accounts.

Contingent assets

A contingent asset arises where an event has taken place that gives the Authority a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority.

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

xviii. Reserves

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments and retirement and employee benefits and do not represent useable resources for the Authority – these reserves are explained in the relevant policies.

xix. Operating segments

In accordance with IFRS 8 and the Code, the Broads Authority keeps the general fund and navigation fund separately. Under the Code, the Authority has prepared a single income and expenditure account for 2019/20, however in note 36 to the accounts the navigation income and expenditure is shown.

xx. Allocation of costs

Salary, vehicle and other revenue costs are reallocated within the general expenditure to major projects that are grant aided partially or wholly by sources other than Defra grant. The method of allocation is kept as simple as possible and is either made on usage, such as number of hours spent on a project, or estimated on a percentage basis.

Recharges between the general and navigation funds are based on staff time and usage.

xxi. Revenue expenditure funded from capital under statute

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year.

xxii. VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

2. Accounting Standards that have been issued but have not yet been adopted

The 2019/20 Code of Practice on Local Authority Accounting adopts the following amendments to International Accounting Standards and International Financial Reporting Standards, which will be required from 1 April 2020:

- Although delayed by a further year IFRS 16 Leases will be a significant change in Local Authority Accounting. Its introduction will remove the distinction between operating and finance leases for lessees. The standard will require assets to be recognised on the balance sheet as well as the liability for outstanding lease

payments. This will apply where the right to use the asset exceeds 12 months and it is not considered low value. This will be a significant change to the Authority as it holds a number of operating leases relating to land that is used for moorings.

3. Critical judgements in applying accounting policies

In applying the accounting policies set out in note 1, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- Despite the one year settlement from DEFRA for 2020/21 there remains a degree of uncertainty about the longer term levels of funding for National Parks. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.
- The Authority is a member of Whitlingham Charitable Trust of which there are four members. The Authority can appoint up to four trustees and there shall be no more than nine in total. The Trust is limited by guarantee in which each member agrees to contribute £1 in the event of it being wound up. Whitlingham Charitable Trust was established to manage and maintain Whitlingham Country Park for public benefit. Whilst the Authority did have significant influence in the management of the Trust, it does not have a controlling influence, and it does not have any share equity, or any share in profits or losses. It is considered therefore that International Accounting Standard (IAS) 28 – Accounting for Investments in Associates - does not apply as the charity has no formal equity structure, and the Authority does not derive any financial benefit from the Trust.

4. Assumptions made about the future and other major sources of estimation uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

Item	Uncertainties	Effect if actual results differ from assumptions
Property plant and equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets fall. It is estimated that the annual depreciation charge would increase

Item	Uncertainties	Effect if actual results differ from assumptions
	climate makes it uncertain that the Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	by £68,000 for every year that useful lives had to be reduced.
Property	The assets valued during 2019/20 were undertaken prior to the outbreak of COVID-19. The pandemic is likely to adversely impact the valuations and the property consultants valuations have stated that there is 'material valuation uncertainty'.	If valuations of property reduce by 1% this is estimated to reduced the value of land and buildings by approximately £30,000.
Pensions liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of £3,358,000. Further details are set out in the sensitivity analysis in note 32.

5. Material items of income and expenditure

There are no material items of expense in relation to 2019/20 which are not disclosed elsewhere within the Statement of Accounts.

6. Events after the balance sheet date

The Statement of Accounts was authorised for issue by the Chief Financial Officer on 15 May 2020. Events that occur after this date are not reflected in the financial statements or notes.

7. Note to the expenditure and funding analysis

Adjustments from General and Navigation Fund to arrive at the Comprehensive Income and Expenditure Statement Amount

2018/19 Adjustments for capital purposes (Note 1) £000	2018/19 Net change for the pensions adjustments (Note 2) £000	2018/19 Other differences (Note 3) £000	2018/19 Total adjustments £000	Description	2019/20 Adjustments for capital purposes (Note 1) £000	2019/20 Net change for the pensions adjustments (Note 2) £000	2019/20 Other differences (Note 3) £000	2019/20 Total adjustments £000
(96)	110	(2)	12	Operations	38	162	7	207
(61)	181	3	123	Strategic Services	24	191	(5)	210
0	32	(2)	30	Chief Executive	(5)	65	3	63
0	109	0	109	Corporate Items	0	0	0	0
85	341	(2)	424	Broads Navigation Account	107	331	7	445
(72)	773	(3)	698	Net Cost of Services (subtotal)	164	749	12	925
0	215	0	215	Other income and expenditure from the Expenditure and Funding analysis	0	269	0	269
(72)	988	(3)	913	Difference between General and Navigation Fund surplus or deficit and comprehensive Income and Expenditure Statement Surplus of Deficit on the Provision of Services	164	1,018	12	1,194

Note

1. Adjustments for capital purposes – this column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:
 - Other operating expenditure – adjusts for capital disposal with a transfer of income on disposal of assets and the amounts written off for those assets.
 - Financing and investment income and expenditure – the statutory charges for capital financing ie Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.
2. Net change for the removal of pension contribution and the addition of IAS 19 Employee Benefits pension related expenditure and income:
 - For services this represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs.
 - For Financing and investment income and expenditure – the net interest on the defined benefit liability is charged to the CIES.
3. Other differences between amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable to be recognised under statute including accumulated absences.

Income received on a segmental basis is analysed below:

Service	2018/19 Income from services (£000)	2019/20 Income from services (£000)
Operations	(226)	(723)
Strategic Services	(845)	(530)
Chief Executive	(22)	(38)
Corporate items	0	0
Specialist ringfenced account (navigation)	(3,647)	(3,692)
Total income analysed on a segmental basis	(4,740)	(4,983)

8a. Expenditure and income analysed by nature

The Authority's expenditure and income is analysed as follows:

Expenditure	2018/19 £000	2019/20 £000
Employee benefits expenses	5,454	5,694
Other services expenses	3,412	3,621
Depreciation, amortisation, impairment	395	452
Interest payments	35	42
Expenditure in relation to investment properties	(130)	0
Loss/(gain) on the disposal of assets	(6)	12
Total expenditure	9,160	9,821

Income	2018/19 £000	2019/20 £000
Fees, charges and other service income	(4,751)	(4,988)
Interest and investment income	(37)	(49)
Contributions from reserves	(493)	(497)
Government grants and contributions	(3,356)	(3,468)
Total income (subtotal)	(8,637)	(9,002)
Surplus or deficit on the provision of services	523	819

In addition to the amounts reported within the Comprehensive Income and Expenditure Statement the breakdown above also includes income and expenditure funded from the earmarked reserves.

8b. Revenue from contracts with service recipients

Amounts included in the Comprehensive Income and Expenditure Statement for contracts with service recipients:

Contract Revenue	2018/19 £000	2019/20 £000
Revenue from contracts with service recipients	270	324
Total included in comprehensive income and expenditure	270	324

Amounts included in the Balance Sheet for contracts with service recipients

Outstanding Revenue	2018/19 £000	2019/20 £000
Receivables, which are included in debtors (Note 15)	25	14
Total included in net assets	25	14

9. Adjustments between accounting basis and funding basis under regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

2018/19 General fund and navigation fund £000	2018/19 Capital receipts reserve £000	2018/19 Movement in unusable reserves £000	Adjustments	2019/20 General fund and navigation fund £000	2019/20 Capital receipts reserve £000	2019/20 Movement in unusable reserves £000
(130)	130	0	Adjustments primarily involving the Capital Adjustment Account: Reversal of items debited or credited to the Comprehensive Expenditure and Income Statement: Transfer of non-current asset sale proceeds from revenue to Capital Receipts Reserve	0	0	0
0	0	0	Donated Asset	(54)	0	54
372	0	(372)	Charges for depreciation and impairment of non-current assets	392	0	(392)
14	0	(14)	Revaluation losses on property, plant and equipment	51	0	(51)
9	0	(9)	Amortisation of intangible assets	9	0	(9)
5	0	(5)	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	16	0	(16)
(70)	0	70	Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:	(72)	0	72

2018/19 General fund and navigation fund £000	2018/19 Capital receipts reserve £000	2018/19 Movement in unusable reserves £000	Adjustments	2019/20 General fund and navigation fund £000	2019/20 Capital receipts reserve £000	2019/20 Movement in unusable reserves £000
			Statutory provision for the financing of capital investment			
0	0	0	Derecognition of finance lease liability	(8)	0	8
(273)	0	273	Capital expenditure charged against the General Fund	(170)	0	170
0	275	(275)	Adjustments involving the Capital Receipts Reserve: Cash receipts from disposal of investment property	0	0	0
1,699	0	(1,699)	Adjustments involving the Pensions Reserve: Reversal of items relating to post-employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (see note 32)	1,762	0	(1,762)
(711)	0	711	Employer's pension contributions and direct payments to pensioners payable in the year	(744)	0	744
(2)	0	2	Adjustments involving the accumulated Absences Account: Adjustments in relation to short-term compensated absences	12	0	(12)
0	0	0	Adjustments involving the Capital Grant Unapplied Account: Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	0	0	0

2018/19 General fund and navigation fund £000	2018/19 Capital receipts reserve £000	2018/19 Movement in unusable reserves £000	Adjustments	2019/20 General fund and navigation fund £000	2019/20 Capital receipts reserve £000	2019/20 Movement in unusable reserves £000
913	405	(1,318)	Total adjustments	1,194	0	(1,194)

10. Transfers to/from earmarked reserves

This note presents details of the amounts set aside in earmarked reserves to provide financing for future expenditure and the amounts posted back from earmarked reserves to meet expenditure in 2019/20. A description of each of the earmarked reserves follows in the table below.

Reserve Name	Balance at 31 March 2018 £000	Transfers in 2018/19 £000	Transfers out 2018/19 £000	Balance at 31 March 2019 £000	Transfers in 2019/20 £000	Transfers out 2019/20 £000	Balance at 31 March 2020 £000
Property	(479)	(95)	4	(570)	(93)	0	(663)
Plant, vessels and equipment	(202)	(176)	103	(275)	(173)	99	(349)
Premises	(149)	(83)	36	(196)	(83)	32	(247)
Planning delivery grant	(227)	(42)	0	(269)	(29)	78	(220)
Upper Thurne Enhancement Scheme	(100)	(23)	3	(120)	(26)	0	(146)
Section 106 Agreements	(102)	(1)	0	(103)	(6)	65	(44)
Heritage Lottery Fund	(114)	(523)	547	(90)	(522)	600	(12)
Catchment Partnership	(100)	(24)	34	(90)	(31)	46	(75)
CANAPE	(72)	(264)	149	(187)	(232)	107	(312)

Reserve Name	Balance at 31 March 2018 £000	Transfers in 2018/19 £000	Transfers out 2018/19 £000	Balance at 31 March 2019 £000	Transfers in 2019/20 £000	Transfers out 2019/20 £000	Balance at 31 March 2020 £000
Computer Software	(40)	0	29	(11)	(11)	0	(22)
UK National Park Communications	0	0	0	0	(28)	0	(28)
Total	(1,585)	(1,231)	905	(1,911)	(1,234)	1,027	(2,118)

Included in the closing balance of £2,118k, £1,011k relates to Navigation funded reserves.

Earmarked reserves

Property

A reserve account set up to provide for the ongoing maintenance of the Authority's major assets, moorings and operational property assets, including Mutford Lock.

Plant, Vessels and Equipment

Reserve established to provide for the maintenance and replacement of the Authority's plant and equipment, including launches, construction and maintenance vessels and equipment, pool vehicles and fen management equipment.

Premises

A reserve account established to provide for the maintenance and development of the Authority's Dockyard facility and other buildings throughout the Broads.

Planning Delivery Grant

Balance of Defra and OPDM grants awarded to deliver the planning service.

Upper Thurne Enhancement Scheme

Reserve established to hold the balance of ring-fenced Environment Agency funding for enhancement works in the Upper Thurne.

Section 106 Agreements

A reserve account established to hold ring-fenced developers' contributions relating to planning application conditions.

Heritage Lottery Fund

A reserve account established for the Landscape Partnership project funded by the Heritage Lottery Fund.

Catchment Partnership

A reserve account set up to hold ring-fenced income from various partners within the Catchment Partnership.

CANAPE

A reserve account set up for European grant part funded project relating to the Creating A New Approach to Peatland Ecosystems.

Computer Software

A reserve account set up to provide for the ongoing replacement of Authority's Computer Software.

UK National Parks Communications

A reserve account set up to hold ring-fenced income from the 15 National Parks to fund the UK Communications Team.

11. Financing and investment income and expenditure

2018/19 £000	Expenditure and income detail	2019/20 £000
35	Interest payable and similar charges	42
215	Net interest on the net defined benefit liability (asset)	269
(37)	Interest receivable and similar income	(49)
(130)	Income and expenditure in relation to investment properties and changes in their fair value including disposal	0
83	Total	262

12. Property, plant and equipment

Movements on balances 2018/19

Cost or valuation	Land and buildings £000	Vehicles, plant, furniture & equipment £000	Infrastructure assets £000	Community assets £000	Assets under construction £000	Total property, plant and equipment £000
At 1 April 2018	2,885	3,319	302	323	22	6,851
Additions	0	235	0	0	38	273
Revaluation increases/(decreased) recognised in the Revaluation reserve	12	(53)	0	0	0	(41)

Cost or valuation	Land and buildings £000	Vehicles, plant, furniture & equipment £000	Infrastructure assets £000	Community assets £000	Assets under construction £000	Total property, plant and equipment £000
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(4)	(11)	0	0	0	(15)
Derecognition-disposals	0	(31)	0	0	0	(31)
At 31 March 2019	2,893	3,459	302	323	60	7,037

Accumulated depreciation and impairment	Land and Buildings £000	Vehicles Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2018	23	1,851	223	0	0	2,097
Depreciation charge	32	325	15	0	0	372
Derecognition – disposals	0	(27)	0	0	0	(27)
Depreciation written out to the Revaluation Reserve	(3)	(111)	0	0	0	(114)
At 31 March 2019	52	2,038	238	0	0	2,328

Net Book Value	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment
At 31 March 2019	2,841	1,421	64	323	60	4,709
At 31 March 2018	2,862	1,468	79	323	22	4,754

Movements on balances 2019/20

Cost or valuation	Land and buildings £000	Vehicles, plant, furniture & equipment £000	Infrastructure assets £000	Community assets £000	Assets under construction £000	Total property, plant and equipment £000
At 1 April 2019	2,893	3,459	302	323	60	7,037
Additions	0	125	13	0	32	170
Donated Assets	54	0	0	0	0	54
Revaluation increases/(decreased) recognised in the Revaluation reserve	112	(442)	0	0	0	(330)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(62)	(5)	0	0	0	(67)
Derecognition-disposals	0	(38)	0	0	0	(38)
At 31 March 2020	2,997	3,099	315	323	92	6,826

Accumulated depreciation and impairment	Land and Buildings £000	Vehicles Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2019	52	2,038	238	0	0	2,328
depreciation charge	24	353	15	0	0	392
derecognition – disposals	0	(22)	0	0	0	(22)
depreciation written out to the Revaluation Reserve	(6)	(442)	0	0	0	(448)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(12)	(4)	0	0	0	(16)
At 31 March 2020	58	1,923	253	0	0	2,234

Net Book Value	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment
At 31 March 2020	2,939	1,176	62	323	92	4,592
At 31 March 2019	2,841	1,421	64	323	60	4,709

Depreciation

The following useful lives and depreciation rates have been used in the calculation of depreciation:

Category of Asset	Depreciation method	Depreciation period
Operational Land and Buildings	Straight line. (The split between land and buildings is determined by the Authority's property consultant)	Between 5 to 50 years as per professional advice
Community Land	Not depreciated	Not depreciated
Infrastructure Asset	Straight line	Between 20 to 25 years
Vehicles, Vessels and Equipment	Straight line	Between 5 to 10 Years
Computer and Office Equipment	Straight line	5 years

Capital Commitments

The Authority has no capital commitments as at the balance sheet date.

Impairments

In accordance with IAS 36 and the Code, Directors have undertaken an annual impairment review. No assets were considered to be impaired.

Revaluations

The Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at current value is revalued every five years. Valuations were carried out internally and externally. Valuations of land and buildings were carried out externally by NPS Property Consultants Ltd, in accordance with methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicles, plant, furniture and equipment are based on current prices where there is an active second-hand market or latest list prices adjusted for the condition of the asset.

Significant assumptions applied in estimating the current values are:

- Property, Plant and Equipment of a specialised nature were valued on the basis of what it would cost to reinstate the service, suitably adjusted to reflect for age, wear and tear and obsolescence of the existing asset.
- Infrastructure Assets and Community Assets have been valued at historic cost rather than fair value.
- Property leases have been split between finance and operating leases and valued accordingly depending upon whether the Authority is lessor or lessee.

Financial Year	Land and buildings £000	Vehicles, plant, furniture & equipment £000	Infrastructure assets £000	Community assets £000	Assets under construction £000	Total £000
Carried at historical cost	0	0	48	323	0	371
Valued at current value as at 31 March 2020	913	189	14	0	32	1,148
31 March 2019	1,381	300	0	0	0	1,681
31 March 2018	262	339	0	0	60	661
31 March 2017	144	224	0	0	0	368
31 March 2016	239	124	0	0	0	363
Total cost or valuation	2,939	1,176	62	323	92	4,592

13.Intangible assets

The Authority internally generated a website www.visitthebroads.co.uk which would be classified as an intangible asset as it meets strict IAS 38 requirements to be recognised on the balance sheet. The useful life of the website is 5 years and the carrying amount is amortised on a straight line basis.

The movement on Intangible Assets balances during the year is as follows:

Description	Internally generated assets £000	Other assets £000	2018/19 total £000	Internally generated assets £000	Other assets £000	2019/20 total £000
Balance at start of Year: Gross carrying amounts	46	0	46	46	0	46
Accumulated amortisation	(9)	0	(9)	(18)	0	(18)
Net carrying amount at start of year (subtotal)	37	0	37	28	0	28
Additions	0	0	0	0	0	0
Amortisation for the period	(9)	0	(9)	(9)	0	(9)
Net carrying amount at the end of the year	28	0	28	18	0	18
Gross carrying amounts	46	0	46	46	0	46
Accumulated amortisation	(18)	0	(18)	(28)	0	(28)

14. Inventories

Description	Consumable stores 2018/19 £000	Consumable stores 2019/20 £000	Maintenance materials 2018/19 £000	Maintenance materials 2019/20 £000	Total 2018/19 £000	Total 2019/20 £000
Balance outstanding at start of year	37	36	54	52	91	88
Purchases	35	24	60	144	95	168
Recognised as an expense in year	(36)	(29)	(62)	(113)	(98)	(142)
Written off balances	0	0	0	0	0	0
Balances outstanding at year end	36	31	52	83	88	114

15. Debtors

31 March 2019 £000	Debtor types	31 March 2020 £000
79	Trade receivables	1,265
592	Prepayments and accrued income	825
137	Other receivable amounts	160
808	Total	2,250

16. Cash and cash equivalents

The balance of cash and cash equivalents is made up of the following elements

31 March 2019 £000	Cash and cash equivalent types	31 March 2020 £000
2	Cash held by the Broads Authority	2
1,196	Bank current accounts	679
1,198	Total cash and cash equivalents	681

17. Creditors

31 March 2019 £000	Creditor types	31 March 2020 £000
313	Trade payables	279
1,211	Accruals and income in advance	2,301
223	Other payable amounts	202
1,747	Total	2,782

18. Provisions

2018/19 Accumulate absences provision £000	2018/19 HMRC provision £000	2018/19 Total £000	Description	2019/20 Accumulated absences provision £000	2019/20 Whitlingham Dilapidations provision £000	2019/20 Total £000
50	16	66	Balance at 1 April	47	0	47
47	0	47	Additional provisions made in year	60	47	107
(50)	(16)	(66)	Settlements or cancellation of provision made at end of proceeding year	(47)	0	(47)
47	0	47	Balance at 31 March	60	47	107

The HMRC Provision related to the non-taxation of members expenses for attendance at committee meetings during the period 2012/13-2017/18. Settlement was agreed with HMRC in August 2018.

The Whitlingham Dilapidations Provision relates to end of lease dilapidations as assessed by Whitlingham Charitable Trust. Due to COVID-19 the Authority has been unable to have it's own survey conducted to potentially reduce the liability.

For more information on the Accumulated Absence Account, see note 20.

19. Usable reserves

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement.

20. Unusable reserves

31 March 2019 £000	Description	31 March 2020 £000
1,950	Revaluation reserve	1,771
2,484	Capital Adjustment Account	2,618
(10,812)	Pensions Reserve	(8,719)
(47)	Accumulated Absences Account	(60)
(6,425)	Total unusable reserves	(4,390)

Revaluation reserve

The Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its Property, Plant and Equipment (and Intangible Assets). The balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost;
- used in the provision of services and the gains are consumed through depreciation; or
- disposed of and the gains are realised.

The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

2018/19 £000	Description	2019/20 £000
1,774	Balance at 1 April	1,950
75	Upward revaluation of assets	132
(3)	Downward revaluation of assets	(14)
72	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on Provision of Services (subtotal)	118
105	Difference between current value depreciation and historical cost depreciation	(297)
(1)	Asset disposed of 2019/20, balance still on reserve	0

2018/19 £000	Description	2019/20 £000
104	Amount written off to the Capital Adjustment Account (subtotal)	(179)
1,950	Balance at 31 March	1,771

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert current value figures to a historical cost basis). The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 9 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2018/19 £000	Description	2019/20 £000
2,921	Balance at 1 April	2,484
130	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement: Transfer of non-current asset sale proceeds from revenue to Capital Receipts Reserve	0
(372)	Charges for depreciation and impairment of non-current assets	(392)
(14)	Revaluation losses on property plant & equipment	(51)
(130)	Movements in the market value of investment properties	0
0	Movement in the Donated Assets	54
(9)	Amortisation of intangible assets	(9)
(280)	Amounts of non-current assets written off on disposal or sale as part of the gain/loss in disposal to the comprehensive income and expenditure statement	(16)
(105)	Adjusting amounts written out of the revaluation reserve	297

2018/19 £000	Description	2019/20 £000
(780)	Net written out amount of the cost of non-current assets consumed in the year (subtotal)	(117)
70	Capital financing applied in the year: Statutory provision for the financing of capital investment charges against the general fund removal of finance lease liability for assets returned in year	72
0	Derecognition of finance lease liability	9
273	Capital expenditure charges against the General Fund	170
2,484	Balance at 31 March	2,618

Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Authority makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2018/19 £000	Description	2019/20 £000
(7,571)	Balance at 1 April	(10,812)
(2,253)	Remeasurements of the net defined benefit liability/(asset)	3,111
(1,699)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(1,762)
711	Employer's pension contributions and direct payments to pensioners payable in the year	744
(10,812)	Balance at 31 March	(8,719)

Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund balance is neutralised by transfers to or from the Account.

2018/19 £000	Description	2019/20 £000
(50)	Balance at 1 April	(47)
50	Settlement or cancellation of accrual made at the end of the preceding year	47
(47)	Amounts accrued at the end of the current year	(60)
0	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	0
(47)	Balance at 31 March	(60)

21. Cash Flow Statement – Operating Activities

The cash flows from operating activities include the following items:

2018/19 £000	Operating activity	2019/20 £000
(34)	Interest received	(49)
35	Interest paid	42
1	Net cash flows from operating activities	(7)

22. Cash flow statement – investing activities

2018/19 £000	Investing activity	2019/20 £000
(273)	Purchase of property, plant and equipment, investment property and intangible assets	(170)
(1,000)	Purchase of short term investments	(500)
(3)	Other payments from investing activities	(2)
(11)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(4)
(1,287)	Net cash flows from investing activities	(676)

23. Cash flow statement – financing activities

2018/19 £000	Financing activity	2019/20 £000
(55)	Cash payments for the reduction of the outstanding liabilities relating to finance leases	(57)
(15)	Repayments of short and long term borrowing	(15)
(70)	Net cash flows from financing activities	(72)

24. Members' allowances

The Authority paid the following amounts to Members of the Authority during the year:

2018/19 £000	Member payment type	2019/20 £000
37	Allowances	39
6	Expenses	7
43	Total	46

25. Officers' remuneration

The remuneration paid to the Authority's senior employees as follows:

Job Title	Year	Salary, feed and allowances £000	Bonuses £000	Expenses allowances £000	Pension contribution £000	Total £000
Chief Executive	2018/19	87	0	0	16	103
	2019/20	88	0	0	16	105
Director of Strategic Services	2018/19	58	0	0	11	69
	2019/20	59	0	0	11	70
Director of Operations	2018/19	57	0	0	10	67
	2019/20	59	0	0	11	70

The number of employees receiving more than £50,000 remuneration for the year (excluding employer's pension contributions) is shown below:

Number of employees 2018/19	Remuneration amount band	Number of employees 2019/20
0	£50,000 - £54,999	0
2	£55,000 - £59,999	2
0	£60,000 - £64,999	0
0	£65,000 - £69,999	0
0	£70,000 - £74,999	0
0	£75,000 - £79,999	0
0	£80,000 - £84,999	0
1	£85,000 - £89,999	1

Exit packages

The number and cost of exit packages agreed, analysed between compulsory redundancies and other departures, are disclosed in the table below:

Exit package cost band	Number of compulsory redundancies 2018/19	Number of compulsory redundancies 2019/20	Number of other departures agreed 2018/19	Number of other departures agreed 2019/20	Total number of exit packages by cost band 2018/19	Total number of exit packages by cost band 2019/20	Total cost of exit packages in each band 2018/19 £000	Total cost of exit packages in each band 2019/20 £000
£0-£20,000	0	1	0	0	0	1	12	12
£20,001-£40,000	0	1	0	0	0	1	24	24
Total	0	2	0	0	0	2	36	36

The total cost in the table above for exit packages have been charges to the authority's comprehensive income and expenditure statement in the previous year.

26.External audit costs

The Broads authority has incurred the following fees relating to audit of the Statement of Accounts, certification of grant claims and statutory inspections and to non-audit services provided by the Authority's external auditors

2018/19 £000	Type of external audit cost	2019/20 £000
11	Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	11
11	Total	11

27. Grant income

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement:

2018/19 £000	Grant Name	2019/20 £000
3,356	Credited to taxation and non-specific grant income:	3,414
0	Defra National Park Grant	54
	Donated Asset (Acle WC)	
459	Credited to serves:	445
	Heritage Lottery Fund – Landscape Partnership Scheme	
202	CANAPE - ERDF	95
0	Defra Environment Land Management Scheme	24
0	Water Environment Grant	26
4,017	Total	4,058

28. Related parties

The Broads Authority is required to disclose material transactions with related parties, bodies or individuals that have the potential to control or influence the Authority or to be controlled or influenced by the Authority. Disclosure of these transactions allows readers to assess the extent to which the Authority might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Authority.

Central Government

Central government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates, provides the majority of funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties.

Members

Members of the Broads Authority have direct control over the Authority's financial and operating policies. Members of the Navigation Committee have a consultative role in respect of navigation matters. The Authority wrote to all Members requesting details of any related party transactions. Details of Members' expenses are included in note 24.

A number of members of the Broads Authority are appointed by Local Authorities within the Broads area. The Authority transacts with these other Local Authorities for items such as rates in the normal course of business. There were no material transactions with Local Authorities which are not disclosed elsewhere within the Statement of Accounts.

Mr Louis Baugh was a member of the Broads Authority and Audit & risk committee. The Authority completed remedial repair works in 2019/20 relating to a joint land access

agreement in place with Mr Baugh. No monies were exchanged, however, the overall value of work and materials was £7,276.

Mr Andrew Hamilton is a member of the Navigation Committee and is Director of "Eastwood Whelpton Ltd". "Eastwood Whelpton Ltd" paid £10,989.29 (£10,731 2018/19) navigation tolls to the Broads Authority in 2019/20.

Mr James Knight is a member of the Broads Authority and Planning Committee and is a Director of 'Waveney River Centre (2003) Ltd'. Waveney River Centre (2003) Ltd paid £18,032 (£8,019 2018/19) navigation tolls to the Broads Authority in 2019/20. The Authority also made fuel purchases of £1,294 (£1,036 in 2018/19) and used mooring facilities of £2,400 during 2019/20 (£2,400 2018/19) and prepaid £2,500 in advance relating to 2020/21. No amounts were outstanding at 31 March 2020. Mr Knight took no part in the decision-making process associated with these contracts.

Mr Greg Munford is a member of the Broads Authority, Navigation Committee and Audit & risk Committee and is Chief Executive of 'Richardson's Leisure Ltd'. Richardson's Leisure paid £384,802 (£382,281 2018/19) navigation tolls to the Broads Authority in 2019/20. The Authority also made fuel purchases of £730 during 2019/20 (Nil in 2018/19). No amounts were outstanding at 31 March 2020. Mr Munford took no part in the decision-making process associated with this contract.

Mr Simon Sparrow is a member of the Navigation Committee and is Director of Hippersons Boatyard Ltd. Hippersons Boatyard paid £4,652 (£3,826 2018/19) navigation tolls to the Broads Authority in 2019/20. The Authority also made fuel purchases of £72 during 2019/20 (Nil 2018/19). £72 was outstanding at 31 March 2019. Mr Sparrow took no part in the decision-making process associated with this contract.

Officers

The Chief Executive represents the Broads Authority on the board of the Whitlingham Charitable Trust. Officer remuneration is detailed in note 25.

Whitlingham Charitable Trust

During the year the Authority provided administration services for Whitlingham Charitable Trust of £36,632 (£45,555 in 2018/19). The balance outstanding at 31 March 2020 was £6,953 (£15,384 at 31 March 2019).

The Broads Authority also provides a recharge service for purchase invoices and salaries of £72,832 (£82,513 in 2018/19). The balance outstanding at 31 March 2020 was £6,914 (£10,115 at 31 March 2019).

The Whitlingham Charitable Trust also invoiced the Authority £15,880 (£18,789 in 2018/19) for rental income for the lease of the visitor centre and moorings, and £4,339 for income collected on behalf of the Trust (£3,991 in 2018/19). The balance outstanding at 31 March 2020 was £864 (£2,159 in 2018/19). The Trust can also recharge purchase invoices, although there were none in 2019/20 (none in 2018/19).

Birketts LLP

Birketts LLP provides legal services to the Broads Authority. The Authority paid £54,866 for legal services in 2019/20 (£5,133 2018/19). £8,656 was outstanding at 31 March 2020 (£Nil 2018/19). The Senior Associate at Birketts LLP serves as Monitoring Officer to the Broads Authority and was appointed in May 2019.

Other Public Bodies

The Authority recharged Broadland District Council for staff time of £5,667 during 2019/20 (£12,009 in 2018/19). No amounts were outstanding at 31 March 2020 (£1,565 at 31 March 2019).

Norfolk County Council provides legal services to the Broads Authority via its legal practice, NPLaw. The Authority paid £34,155 for legal services in 2019/20 (£57,249 in 2018/19). £1,491 was outstanding at 31 March 2020 (Nil 2018/19).

Norfolk County Council also provides payroll services to the Broads Authority. The Authority paid £9,291 for this in 2019/20 (£6,952 in 2018/19). £2,295.13 was outstanding at 31 March 2020 (Nil 2018/19).

The Authority recharged Norfolk County Council for staff time of £2,520 during 2019/20 (Nil in 2018/19). No amounts were outstanding at 31 March 2020.

29. Capital expenditure and capital financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases and PFI/PP contracts), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. The CFR is analysed in the second part of this note.

2018/19 £000	Description	2019/20 £000
364	Opening Capital Finance Requirement	294
273	Capital investment: Property, plant and equipment	224
(273)	Sources of finance Sums set aside from revenue: Direct revenue contributions	(170)
0	Donated Asset	(54)
(70)	MRP	(72)
294	Closing capital finance requirement	222

2018/19 £000	Description	2019/20 £000
(70)	Explanation of movements in year Increase/(decrease) in underlying need to borrow (unsupported by government financial assistance)	(72)
(70)	Increase/(decrease) in capital financing requirement	(72)

30. Leases

Authority as lessee

Finance Leases

The Authority has a number of vehicles, plant and office equipment acquired under finance leases. The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

2018/19 £000	Asset Type	2019/20 £000
0	Other Land and Buildings	0
190	Vehicles, Plant, Furniture and Equipment	128
190	Total	128

The Authority is committed to making minimum payments under these leases comprising settlement of the long-term liability for the interest in the property acquired by the Authority and finance costs that will be payable by the Authority in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

2018/19 £000	Time periods	2019/20 £000
50	Finance lease liabilities (net present value of minimum lease payments): Current	43
130	Non-current	72
7	Finance costs payable in future years	4
187	Minimum lease payments	119

The minimum lease payments will be payable over the following periods:

Time periods	Minimum lease payments 31 March 2019 £000	Minimum lease payments 31 March 2020 £000	Finance lease liabilities 31 March 2019 £000	Finance lease liabilities 31 March 2020 £000
Not later than one year	53	45	50	43
Later than one year and not later than 5 years	134	74	130	72
Later than 5 years	0	0	0	0
Total	187	119	180	115

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2019/20, no (£nil) contingent rents were payable by the Authority (2018/19 £nil).

Operating Leases

The Authority has also established operating leases in relation to land and buildings with typical lives between 5 and 20 years. The future minimum lease payments due under noncancelable leases in future years are:

2018/19 £000	Time period	2019/20 £000
138	Not later than one year	141
380	Later than one year and not later than 5 years	280
194	Later than 5 years	207
712	Total	628

The expenditure charged to the Comprehensive Income and Expenditure Statement during the year in relation to these leases was:

2018/19 £000	Expenditure	2019/20 £000
170	Minimum lease payments	162
170	Total	162

Authority as Lessor

Finance Leases

The Authority has no leased out property on a finance lease.

Operating Leases

The Authority leases out land and property under operating leases for the following purposes:

- For the provision of community services, such as tourism services; and
- For an outdoor education and study centre.

The future minimum lease payments receivable under non-cancellable operating leases in future years are:

2018/19 £000	Time Period	2019/20 £000
0	Not later than one year	0
0	Later than one year and not later than 5 years	0
0	Later than 5 years	0
0	Total	0

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

31. Termination benefits

The Authority terminated the contracts of two employees who were made redundant at the beginning of 2019/20 as part of the Broads Authority's organisational restructuring. In terminating these contracts the Authority incurred liabilities of £36,315, of which £nil related to enhanced pension benefits. No additional liabilities relating to termination benefits were incurred during 2019/20 and no provision for any future redundancy payments was established in the year.

32. Defined Benefit Pension Schemes

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers and other employees, the Broads Authority makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Authority has a commitment to make future payments and thus these need to be disclosed as a future entitlement. The Authority participates in one pension scheme:

- The Norfolk Pension Fund for civilian employees (the Local Government Pension Scheme), administered locally by Norfolk County Council. This is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets.

Guaranteed minimum pension

Guaranteed minimum pension (GMP) was accrued by members of the Local Government Pension Scheme (LGPS) between 6 April 1978 and 5 April 1997. The value of GMP is inherently unequal between males and females for a number of reasons, including a higher retirement age for men and GMP accruing at a faster rate for women. However overall equality of benefits was achieved for public service schemes through the interaction between scheme pensions and the State Second Pension. The introduction of the new Single State Pension in April 2016 disrupted this arrangement and brought uncertainty over the ongoing indexation of GMPs, which could lead to inequalities between men and women's benefits.

As an interim solution to avoid this problem, GMP rules were changed so that the responsibility for ensuring GMPs kept pace with inflation passed in full to pension schemes themselves for members reaching state pension age between 6 April 2016 and 5 April 2021. This new responsibility leads to increased costs for schemes (including the LGPS) and hence scheme employers.

The fund's actuary has carried out calculations in order to estimate the impact that the GMP indexation changes will have on the liabilities of the Broads Authority for financial reporting purposes. The estimate assumes that the permanent solution eventually agreed will be equivalent in cost to extending the interim solution to all members reaching state pension age from 6 April 2016 onwards.

The McCloud Judgement

When the LGPS benefit structure was reformed in 2014, transitional protections were applied to certain older members close to normal retirement age. The benefits accrued from 1 April 2014 by these members are subject to an 'underpin' which means that they cannot be lower than what they would have received under the previous benefit structure. The underpin ensures that these members do not lose out from the introduction of the new scheme, by effectively giving them the better of the benefits from the old and new schemes.

In December 2018 the Court of Appeal upheld a ruling ("McCloud/Sargeant") that similar transitional protections in the Judges' and Firefighters' Pension Schemes were unlawful on the grounds of age discrimination. The implications of the ruling are expected to apply to the LGPS (and other public service schemes) as well. The UK Government requested leave to appeal to the Supreme Court but this was denied.

The impact of the ruling is uncertain. It is looking likely that benefits accrued from 2014 may need to be enhanced so that all members, regardless of age, will benefit from the underpin. However, restitution may be achieved in a different way, for example by paying compensation. In either case, the clear expectation is that many more members would see an enhanced benefit rather than just those currently subject to these protections. In this outcome, there would likely be a retrospective increase to members' benefits, which in turn would give rise to a past service cost for the Fund employers when the outcome is known.

Quantifying the impact at this stage is very difficult because it will depend on the compensation awarded, members' future salary increases, length of service and retirement age, and whether (and when) members withdraw from active service. Salary increases in particular can vary significantly from year to year and from member to member depending on factors such as budget restraint, job performance and career progression. The Government Actuary's Department (GAD) has estimated that the impact for the LGPS as a whole could be to increase active member liabilities by 3.2%, based on a given set of actuarial assumptions. A full description of the data, methodology and assumptions underlying these estimates is given in GAD's paper, dated 10 June 2019.

The effect of the judgement has been included in the pension liabilities recognised in the balance sheet.

Transactions relating to Post-Employment Benefits

The Authority recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Authority is required to make against tolls and Defra grant is based on the cash payable in the year, so the real cost of post-employment benefits is reversed out via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and via the Movement in Reserves Statement during the year:

2018/19 £000	Transaction	2019/20 £000
	Comprehensive Income and Expenditure Statement	
	Cost of services:	
1,289	• current service cost	1,493
195	• past service cost	0
	Financing and investment income and expenditure	
215	• net interest expense	269
1,699	Total post-employment benefits charged to the surplus or deficit on the provision of services	1,762
	Other post-employment benefits charged to the Comprehensive Income and Expenditure Statement:	
(710)	• return on plan assets (excluding the amount included in the net interest expense)	2,218
-	• actuarial gains and losses arising on changes in demographic assumptions	(996)
2,945	• actuarial gains and losses arising on changes in financial assumptions	(3,142)
18	• other experience	(1,191)
(2,253)	Total post-employment benefits charged to the Comprehensive Income and Expenditure Statement	(3,111)

2018/19 £000	Transaction	2019/20 £000
1,699	Movement in Reserves Statement <ul style="list-style-type: none"> reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the Code 	1,762
(711)	Actual amount charged against the General Fund balance for pensions in the year: <ul style="list-style-type: none"> employers' contributions payable to scheme 	(744)

Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Authority's obligation in respect of its defined benefit plan is as follows:

2018/19 £000	Type	2019/20 £000
(37,640)	Present value of the defined benefit obligation	(33,898)
26,828	Fair value of plan assets	25,179
(10,812)	Net liability arising from defined benefit obligation	(8,719)

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets

2018/19 £000	Movements	2019/20 £000
25,211	Opening fair value of scheme assets	26,828
683	Interest income	644
710	Remeasurement gain / (loss): <ul style="list-style-type: none"> The return on plan assets, excluding the amount included in the net interest expense 	(2,218)
711	Contributions from employer	744
216	Contributions from employees into the scheme	222
(703)	Benefits paid	(1,041)
26,828	Closing fair value of scheme assets	25,179

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

2018/19 £000	Movements	2019/20 £000
32,782	Balance at 1 April	37,640
1,289	Current service cost	1,493
898	Interest cost	913

2018/19 £000	Movements	2019/20 £000
216	Contributions from scheme participants	222
-	Remeasurement (gains) and losses: <ul style="list-style-type: none"> Actuarial gains / losses from changes in demographic assumptions 	(996)
2,945	<ul style="list-style-type: none"> Actuarial gains / losses arising from changes in financial assumptions 	(3,142)
18	<ul style="list-style-type: none"> Other 	(1,191)
195	<ul style="list-style-type: none"> Past Service Cost 	-
(703)	Benefits paid	(1,041)
37,640	Balance at 31 March	33,898

Local Government Pension Scheme Assets

Local Government Pension Scheme assets comprised:

Fair value of scheme assets 2018/19 £000				Fair value of scheme assets 2019/20 £000		
Quoted prices in active markets	Quoted prices not in active markets	Total	Asset type	Quoted prices in active markets	Quoted prices not in active markets	Total
-	669.8	669.8	Cash and cash equivalents: <ul style="list-style-type: none"> All cash and cash equivalents 	-	666.1	666.1
1,663.0	-	1,663.0	Equity instruments: <ul style="list-style-type: none"> Consumer 	933.0	-	933.0
1,373.9	-	1,373.9	<ul style="list-style-type: none"> Manufacturing 	739.8	-	739.8
600.6	-	600.6	<ul style="list-style-type: none"> Energy and utilities 	225.6	-	225.6
1,454.6	-	1,454.6	<ul style="list-style-type: none"> Financial institutions 	632.5	-	632.5
645.6	-	645.6	<ul style="list-style-type: none"> Health and care 	584.4	-	584.4
1,312.8	-	1,312.8	<ul style="list-style-type: none"> Information technology 	777.1	-	777.1
0.9	-	0.9	<ul style="list-style-type: none"> Other 	0.4	-	0.4
-	-	-	Bonds (Debt securities): <ul style="list-style-type: none"> Corporate bonds (investment grade) 	-	-	-
-	-	-	<ul style="list-style-type: none"> Corporate bonds (non-investment grade) 	-	-	-
307.4	-	307.4	<ul style="list-style-type: none"> UK Government 	292.6	-	292.6
-	1,656.3	1,656.3	Private equity: <ul style="list-style-type: none"> All private equity 	-	1,515.2	1,515.2
-	2,655.6	2,655.6	Property:	-	2,166.6	2,166.6

Fair value of scheme assets 2018/19 £000				Fair value of scheme assets 2019/20 £000		
-	512.6	512.6	<ul style="list-style-type: none"> • UK property • Overseas property 	-	496.1	496.1
4,616.3	-	4,616.3	Other investment funds and unit trusts:	7,277.4	-	7,277.4
9,289.4	-	9,289.4	<ul style="list-style-type: none"> • Equities • Bonds • Infrastructure 	8,204.2	-	8,204.2
-	-	-		-	703.3	703.3
76.6	-	76.6	Derivatives	-	-	-
(7.4)	-	(7.4)	<ul style="list-style-type: none"> • Other derivatives • Foreign exchange 	-	(35.3)	(35.3)
21,333.7	5,494.3	26,828.0	Total	19,667.0	5,512.0	25,179.0

Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The Fund liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, estimates for the fund being based on the latest full valuation of the scheme as at 31 March 2019.

The principal assumptions used by the actuary have been:

31 March 2019	Assumption	31 March 2020
	Long term expected rate of return on assets in the scheme:	
2.4%	• Equity investments	2.3%
2.4%	• Bonds	2.3%
2.4%	• Property	2.3%
2.4%	• Cash	2.3%
	Mortality assumptions:	
	Longevity at 65 for current pensioners:	
22.1 years	• Men	21.7 years
24.4 years	• Women	23.9 years
	Longevity at 65 for future pensioners:	
24.1 years	• Men	22.8 years
26.4 years	• Women	25.5 years
2.5%	Rate of inflation	1.9%
2.8%	Rate of increase in salaries	2.6%
2.5%	Rate of increase in pensions	1.9%
2.4%	Rate for discounting scheme liabilities	2.3%
	Take up of option to convert annual pension into retirement lump sum:	
50%	Pre- April 2008 service	50%
75%	Post- April 2008 service	75%

*The expected rates of return are set equal to the discount rate (per the revised version of IAS19).

The estimation of the defined benefit obligation is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions at the end of the reporting period and assumes for each other change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial

basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below are consistent with those adopted in the previous period.

Sensitivity analysis – impact on the defined benefit obligation in the scheme

Change in assumptions at 31 March 2020	Approximate % increase to employer liability	Approximate monetary amount £000
0.5% decrease in real discount rate	10%	3,358
1 year increase in member life expectancy	3-5%	Dependent on revised assumption
0.5% increase in the salary increase rate	1%	262
0.5% increase in the pension increase rate	9%	3,072

Techniques used to manage risk

The Pensions Committee of Norfolk County Council considers long term liabilities when setting its investment strategy but does not follow a specific liability matching investment approach having taken appropriate professional advice. The Committee has agreed an asset allocation benchmark, a performance target and various controls on the Fund's investments. These reflect their views on the appropriate balance between maximising the long-term return on investments and minimising short-term volatility and risk. The Committee monitors and reviews the performance of investments and the overall strategy on a regular basis, supported by advice from professional advisers as required. A large proportion of the Fund's assets relate to equities (50% of scheme assets) and bonds (34%). These percentages are materially the same as the previous year. The scheme also invests in properties as part of the diversification of the scheme's investments.

Further details of the Fund's investment approach are outlined in the Statement of Investment Principles and Funding Strategy Statement that are published on the Fund's website www.norfolkpensionfund.org.

Impact on the Authority's cash flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The Administering Authority has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation will take place on 31 March 2022.

The scheme will need to take account of the national changes to the scheme under the Public Pension Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales may not provide benefits in relation to service after 31 March 2014. The Act provides for scheme regulations to be made within a common framework, to establish

new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The Authority anticipates paying contributions of approximately £740,000 to the scheme in 2020/21.

33. Contingent Liabilities

The Authority has identified two material contingent liabilities:

Postwick Tip

The Authority uses a site “Postwick Tip,” which is included in the Authority’s Fixed Asset Register, for the treatment of sediment material from dredging operations. This natural treatment process involves the drying of sediment so that mercury content is absorbed. As such there would be no clean-up costs at the end of the site’s life. However, if the Authority were to stop using the site, there would be a cost of £33,000 to surrender the license. There is currently no expectation that the Authority will cease using the site. The Authority’s use of the site is the subject of a bond / financial provision to the Environment Agency in the amount of £6.4m. This covers the estimated cost of restoration which could arise if there were to be a catastrophic event at the site. Defra are the guarantors for this bond and the Authority would not itself anticipate making any payment under the terms of this agreement.

34. Financial Instruments

The following categories of financial instrument are carried in the Balance Sheet:

Financial Assets

Type	Non-Current Investments 31 March 2019 £000	Non-Current Investments 31 March 2020 £000	Non- Current Debtors 31 March 2019 £000	Non- Current Debtors 31 March 2020	Current Investments 31 March 2019 £000	Current Investments 31 March 2020 £000	Current Debtors 31 March 2019 £000	Current Debtors 31 March 2020	Total 31 March 2019 £000	Total 31 March 2020 £00
Amortised Cost	0	0	0	0	4,704	4,689	559	2,839	5,263	7,528
Total financial assets	0	0	0	0	4,704	4,689	559	2,839	5,263	7,528
Non- financial assets	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	4,704	4,689	559	2,839	5,263	7,528

Financial Liabilities

Type	Non-Current Borrowings 31 March 2019 £000	Non-Current Borrowings 31 March 2020 £000	Non-Current Creditors 31 March 2019 £000	Non-Current Creditors 31 March 2020	Current Borrowings 31 March 2019 £000	Current Borrowings 31 March 2020 £000	Current Creditors 31 March 2019 £000	Current Creditors 31 March 2020	Total 31 March 2019 £000	Total 31 March 2020 £00
Amortised Cost	239	167	0	0	64	57	1,697	2,740	2,000	2,964
Total financial liabilities	239	167	0	0	64	57	1,697	2,740	2,000	2,964
Non-financial liabilities	0	0	0	0	0	0	0	0	0	0
Total	239	167	0	0	64	57	1,697	2,740	2,000	2,964

Income, Expense Gains and Losses

Interest Type	Surplus or Deficit on the Provision of Services 2018/19 £000	Other Comprehensive Income and Expenditure 2018/19 £000	Total 2018/19 £000	Surplus or Deficit on the Provision of Services 2019/20 £000	Other Comprehensive Income and Expenditure 2019/20 £000	Total 2019/20 £000
Interest Expense	35	0	35	42	0	42

Interest Type	Surplus or Deficit on the Provision of Services 2018/19 £000	Other Comprehensive Income and Expenditure 2018/19 £000	Total 2018/19 £000	Surplus or Deficit on the Provision of Services 2019/20 £000	Other Comprehensive Income and Expenditure 2019/20 £000	Total 2019/20 £000
Interest Income	(37)	0	(37)	(49)	0	(49)

Fair Values of Assets and Liabilities

Financial liabilities, financial assets represented by loans and receivables and long term debtors and creditors are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments. These valuations are all classified as Level 2, where market prices are not available, with valuation techniques using inputs based significantly on observable market data. The following assumptions should be noted:

- Fixed interest rate of 4.82% over the 20 year PWLB loan;
- No early repayment or impairment is recognised; and
- The fair value of trade and other receivables is taken to be invoices or billed amount.

The fair values calculated are as follows:

Financial Liabilities held at amortised cost:	31 March 2019 Carrying Amount £000	31 March 2019 Fair Value £000	31 March 2020 Carrying Amount £000	31 March 2020 Fair Value £000
PWLB	123	146	109	130
Finance Leases	180	180	115	115
Short Term Creditors	1,697	1,697	2,740	2,740
Total	2,000	2,023	2,964	2,985

The fair value of borrowings is higher than the carrying amount because the authority's PWLB loan is at a fixed interest rate where the interest rate payable is higher than the prevailing rates at the Balance Sheet date. This shows a notional future loss (based on economic conditions as at 31 March 2020) arising from a commitment to pay interest to lenders above the current market rate. Refinancing the loan at lower interest rates would outweigh the early repayment fee.

Financial assets held at amortised cost:	31 March 2019 Carrying Amount £000	31 March 2019 Fair Value £000	31 March 2020 Carrying Amount £000	31 March 2020 Fair Value £000
Fixed term investments	3,508	3,508	4,010	4,010
Cash at banks	1,196	1,196	679	679
Short Term debtors	559	559	2,839	2,839
Total	5,263	5,263	7,528	7,528

Short term debtors and creditors are carried at cost as this is fair approximation of their value.

35. Nature and Extent of Risks Arising from Financial Instruments

The Authority's activities expose it to a variety of financial risks:

Credit Risk: The possibility that other parties might fail to pay amounts due to the Authority.

Liquidity Risk: The possibility that the Authority might not have funds available to meet its commitments to make payments.

Market Risk The possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market investments.

Foreign Exchange Risk: The possibility that financial loss might arise for the Authority as a result of changes in the exchange rate (GBP and Euro).

The Broads Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to customers. Deposits are only made in line with the Treasury Management Strategy which requires that deposits are not made with banks and financial institutions unless they are highly rated. Therefore the Broads Authority does not consider there to be any quantifiable risk in relation to investments.

The Authority's standard terms and conditions for payment of invoices are 30 days from invoice date. The Authority does not allow credit for customers, and only a small proportion of invoices were overdue and outstanding as at 31 March 2020 for which a bad debt provision had not been put in place.

Liquidity Risk

A one year funding agreement from DEFRA means the Broads Authority has some certainty over 2020/21. Longer term uncertainty still remains and future changes in government brings further uncertainty whether future multi-year funding will be available. Given the significant cash balances there is no significant risk that it will be unable to meet its commitments under financial instruments. All financial liabilities are due to be repaid within one to five years with the exception of the 20 year PWLB loan. Therefore there is no risk of having to borrow at unfavourable rates in future to replenish borrowings.

Market Risk

With the exception of the PWLB loan, the Broads Authority is debt free. Excess cash is invested at variable or fixed money market rates depending on forecasts for interest rates under the period of review.

Foreign Exchange Risk

The Authority's Annual Investment and Capital Financing Strategy for 2020/21 states that if the Authority enters into any contractual arrangements above £100,000 which involve foreign currency, the advice of the Chief Financial Officer will be sought on the advisability of hedging the exchange risk before entering into the contract.

36. Navigation Income and Expenditure Account

2018/19 Gross expenditure £000	2018/19 Income £000	2018/19 Net expenditure/ (income) £000	Description	2019/20 Gross expenditure £000	2019/20 Income £000	2019/20 Net expenditure/ (income) £000
2,445	(214)	2,231	Operations	2,587	(87)	2,500
821	(71)	750	Strategic Services	580	(160)	420
466	(8)	458	Chief Executive	700	(14)	686
117	0	117	Corporate Items	38	0	38
0	(3,354)	(3,354)	Navigation Income (Tolls)	0	(3,431)	(3,431)
3,849	(3,647)	202	Cost of services (subtotal)	3,905	(3,692)	213
		(4)	(Gains)/Losses on the disposal of non-current assets			(4)
		51	Financing and investment income and expenditure			123
		0	Donated Asset			(54)
		249	(Surplus) or deficit on provision of services (subtotal)			278
		(64)	(Surplus) or deficit on revaluation of fixed assets			(96)
		994	Actuarial (gains)/losses on pension assets/liabilities			(1,376)
		930	Other comprehensive income and expenditure (subtotal)			(1,472)
		1,179	Total comprehensive income and expenditure			(1,194)

Glossary of Terms

Accounting period

The period of time covered by the accounts, a period of twelve months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

Accounting policies

The basis on which an organisation's financial statements are based to ensure that those statements 'present fairly' the financial position and transactions of that organisation. Accounting concepts include 'materiality', 'accruals', 'going concern' and 'primacy of legislative requirements'.

Accruals

Sums included in the final accounts to recognise revenue and capital income and expenditure earned or incurred in the financial year, but for which actual payment had not been received or made as at 31 March.

Actuarial gains and losses

These may arise on both defined benefit pension scheme liabilities and assets. A gain represents a positive difference between the actuarial assumptions and actual experience (e.g. liabilities during the period were lower than estimated). A loss represents a negative difference between the actuarial assumptions and actual experience (e.g. liabilities during the period were higher than estimated).

Amortisation

The measure of the wearing out, consumption, or other reduction in the useful economic life of an intangible long term asset.

Amortised cost

This is cost that has been adjusted for amortisation.

Asset

An item owned by the Authority which has a value, for example, premises, vehicles, equipment, cash.

Budget

The statement of the Authority's policy expressed in financial terms usually for the current or forthcoming financial year. The Revenue Budget covers running expenses (see also: revenue income and expenditure), and the Capital Budget plans for asset acquisitions and replacements (see also: capital income and expenditure).

Capital income and expenditure

Expenditure on the acquisition of a long term asset, which lasts normally for more than one year, or expenditure which adds to the life or value of an existing long term asset.

Capital financing

Funds raised to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, leasing, direct revenue financing, usable capital receipts, capital grants, capital contributions, revenue reserves and earmarked reserves.

Cash equivalents

These are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Cash equivalents are held for the purpose of meeting short term cash commitments rather than for investment purposes.

Chartered institute of public finance and accountancy (CIPFA)

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the professional accountancy institute that sets the standards for the public sector. CIPFA publishes the Accounting Codes of Practice for local government.

Code of practice on local authority accounting (the Code)

Based on International Financial Reporting Standards, the Code aims to achieve consistent financial reporting between all English local authorities and National Park Authorities. It is based on generally accepted accounting standards and practices.

Community assets

Community assets are assets that the Authority intends to hold for an unlimited period of time, have no determinable finite useful life and may have restrictions on their disposal.

Contingent liabilities

Potential costs that the Authority may incur in the future because of something that happened in the past.

Creditors

Amounts owed by the Authority for goods and services provided for which payment has not been made at the end of the financial year.

Current value

This is the cost of an asset if bought in the current year.

Debtors

Sums of money due to the Authority but not received at the end of the financial year.

Deficit

Arises when expenditure exceeds income or when expenditure exceeds available budget.

Depreciation

The measure of the wearing out, consumption, or other reduction in the useful economic life of a long term asset.

Expected return on pension assets

For a funded defined benefit scheme, this is the average rate of return, including both income and changes in fair value but net of scheme expenses, which is expected over the remaining life of the related obligation on the actual assets held by the scheme.

Fair value

The price at which the Authority could buy or sell an asset in a transaction with another organisation, less any grants received towards buying or using that asset.

Financial asset

A right to future economic benefits.

Financial instrument

Any contract that gives rise to a financial asset in one organisation and a financial liability in another.

Financial liability

An obligation to transfer economic benefits.

Finance lease

A lease which transfers all of the risks and rewards of ownership of a long term asset to the lessee. Where these leases are entered into, the assets acquired have to be included with the Authority's long term assets in the balance sheet at the market value of the asset involved (see also: operating lease).

Long term assets

Assets that yield benefits to the Authority and the services it provides for a period of more than one year.

Government grants

Grants paid by the Government. These can be for general expenditure or a particular service or initiative.

Historic cost

The cost of an asset when originally bought.

Ias19 retirement benefits

An International Financial Reporting Standard which requires local authorities to reflect the true value of the assets and liabilities relating to the Pension Fund in their financial statements.

Impairment

A reduction in the value of a long term asset to below its carrying amount in the Balance Sheet. Impairment of an asset is caused either by a consumption of economic benefits e.g. physical damage (fire at a building) or a deterioration in the quality of the service provided by the asset, or by a general fall in prices of that particular asset or type of asset.

Infrastructure assets

Long term assets that are inalienable, expenditure on which is recoverable only by continued use of the asset created. Examples of infrastructure assets are highways and footpaths.

Intangible assets

Intangible assets are non-financial long term assets that do not have physical substance but are identifiable and are controlled by the Authority through custody or legal rights.

International financial reporting standards (ifrs)

International Financial Reporting Standards (IFRS) are issued by the International Accounting

Standards Board. All local authorities apply international accounting regulations when preparing accounts. The Authority's accounts follow these standards where they apply to local authorities.

Investment properties

Assets that the Authority owns but which are not used in the direct delivery of services.

Liability

An obligation to transfer economic benefits. Current liabilities are usually payable within one year.

Market price

This is the price at which another organisation is prepared to buy or sell an asset.

Minimum revenue provision (mrp)

The minimum sum charged to the Authority's revenue account each year to provide for the repayment of loans.

Net book value

The amount at which long term assets are included in the Balance Sheet, i.e. their historical costs or current value less the cumulative amounts provided for depreciation.

Non distributed costs

These are specific overheads relating to unused assets and certain pension costs for employees' service in previous years. These are not allocated to service departments because they do not relate to the in-year cost of providing the service.

Operating lease

A lease whereby the ownership of the asset remains with the leasing company and an annual rent is charged to the relevant service. The assets involved are not included within the Authority's long term assets in the balance sheet (see also: finance lease).

Outturn

The actual amount spent in the financial year.

Pension fund

A fund which makes pension payments on retirement of its participants.

Provision

An amount set aside to provide for a liability, which is likely to be incurred, but where the exact amount and the date on which it will arise are uncertain.

Reserves

An amount set aside for a specific purpose in one financial year and carried forward to meet expenditure in future years.

Revenue income and expenditure

Expenditure which relates to day to day expenses, such as salaries and wages, general

running expenses and the minimum revenue provision. Revenue income includes charges made for goods and services.

Surplus

Arises when income exceeds expenditure or when expenditure is less than available budget.

Value added tax (vat)

A tax on consumer expenditure, collected on business transactions at each stage in the supply, but ultimately borne by the final customer.

Variance / variation

A difference between budgeted income or expenditure and actual outturn, also referred to as an 'over-' or 'underspend'

Broads Authority

24 July 2020

Agenda item number 10

Strategic Direction and Annual Business Plan

Report by Head of Governance

Purpose

This report sets out progress in implementing the Broads Plan and the Broads Authority's annual strategic priorities. It also presents the Authority's Annual Business Plan for 2020/21. The presentation of the report has been delayed by the Covid-19 situation.

Recommended decision

To note the report and to adopt the Annual Business Plan 2020/21.

Contents

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1. Introduction

- 1.1. The Broads Plan is the strategic management plan for the Broads. The Broads Authority is responsible for its production, but multiple partners are involved in its implementation. The Authority publishes progress reports twice a year.
- 1.2. A number of more detailed guiding strategies support the high-level Broads Plan, and a status update on these is included in the Annual Business Plan.
- 1.3. Each year we identify a small set of strategic priorities, focusing on Authority-led projects with high resource needs or a high impact on the Broads, or that are politically sensitive. Setting these priorities helps us target resources and make the most of partnership working and external funding opportunities.
- 1.4. The Broads Plan and guiding strategies may be viewed on the [strategy](#) pages of our website at www.broads-authority.gov.uk, together with Broads Plan update reports.

2. Broads Plan update

- 2.1. Broads Plan progress reports normally cover a six-month period and are published in May and October. The report at Appendix 1 was delayed by the postponement of Authority meetings earlier this year, due to Covid-19 lockdown restrictions. It covers the period from November 2019 to June 2020.

3. Annual Business Plan

- 3.1. The Authority's Annual Business Plan gives an overview of work priorities for the coming year. It is the link between the Broads Plan and our Directorate work plans. The Annual Business Plan at Appendix 2 sets out planned activity and expenditure for the financial year 2020/21, and a progress summary of our 2019/20 work plans.

4. Strategic priorities update

- 4.1. The final strategic priorities update for 2019/20 is in Table 1.
- 4.2. As previously reported to this committee, the Authority's National Park Grant settlement for 2020/21 represents a flat cash rollover of its 2019/20 budget. This is in line with the draft budget presented to the Authority in January, which did not allow for new strategic projects. As members are aware, the COVID-19 pandemic is impacting the Authority's financial planning this year.
- 4.3. The Authority's strategic priorities this year are therefore focused on maintaining the large-scale projects already underway, namely:
- Water, Mills and Marshes Landscape Partnership Scheme
 - CANAPE (Creating A New Approach to Peatland Ecosystems)
 - Broadland Futures Initiative
 - Marketing, promotion and media relations to increase public awareness of the Broads National Park brand
 - Environment Land Management Scheme (ELMS)
- 4.4. The only addition to this list is the Climate Change Action Plan, following the Authority's decision in September 2019 to adopt the Plan. The first 2020/21 update is in Table 2.

Table 1

Strategic priorities 2019/20 – final progress update

Theme, aim and milestones	Progress	Lead officers
Water, Mills and Marshes Landscape Partnership Scheme Implement partnership projects to agreed schedule. <ul style="list-style-type: none"> • Monitor and report progress (Sept/Mar) • Submit quarterly claims to National Lottery Heritage Fund (Apr/Jul/ Oct/Jan) • Issue draft legacy plan (Oct) 	Status: On track Works near completion for North Mill and Strumpshaw Steam Engine House and in progress for Six Mile House Mill. Awaiting BESL completion of works at Strumpshaw Fen before installing interpretation and new seating/picnic area. Engineering solutions for Muttons Mill and Highs Mill agreed; ground probing works to begin in next 6 weeks before underpinning works. City College Norwich students working at Six Mile House Mill as part of Heritage Skills training project. <i>Mapping the Broads</i> exhibition on display at NUA's East Gallery until March 21. Education delivery team working with 11 primary schools and 2 high schools in 2020. Concert showcasing 14 new original songs inspired by Broads performed at Marina Theatre in Lowestoft. Project to install 2 Changing Places toilets ongoing, with sites and project team led by Greater Anglia confirmed for locations at Lowestoft and Great Yarmouth stations. Heritage iTeams project in progress to promote legacy of Ted Ellis, involving graduate students from UEA and NUA; expected project delivery date March 24. Public engagement projects led by RSPB and landscape development projects led by BA, NWT and RSPB all ongoing. New WMM Project Officer recruited and starting work on March 30.	Broads Landscape Partnership Programme Manager

Theme, aim and milestones	Progress	Lead officers
<p>CANAPE (Creating A New Approach to Peatland Ecosystems)</p> <p>Implement work packages 3 and 4 to agreed schedules.</p> <ul style="list-style-type: none"> • Monitor and report progress of project activities (Oct and Apr) • Submit claims to INTERREG Programme (Oct and Apr) • Complete Phase 2 of 3 at Chara Bay, Hickling Broad (Mar) and begin sediment infill of restored reedbed • Trial marketing for charcoal at four events (by Sept) • Hold five citizen science engagement events (July to Aug) 	<p>Status: On track</p> <p>Planning underway for Project Steering Group in the Broads in April. Project Reports to funding programme completed on time.</p> <p>Construction work on schedule at Hickling Broad, including mud pumping of Catfield Dyke.</p> <p>New method of monitoring Prynnesium bloom being trialled, using DNA testing. To date this seems to be improving accuracy, and will be reviewed in April.</p> <p>In collaboration with IUCN UK and Natural England, BA hosted Future for the Fens conference in Cambridgeshire, attended by c.120 farmers and others interested in future wetland farming techniques. BA also hosted meeting between Dutch paludiculture entrepreneur Aldert van Weeran and reed cutters in the Broads.</p> <p>Peat mapping underway with Queen Mary University London supporting collation of peat bore data for new estimates of carbon and tool for spatial prioritisation of carbon capture projects with land managers.</p> <p>Business case for bio-charcoal completed and Fairhaven estate trialling use of burner and sales of charcoal over Summer 2020.</p>	<p>CANAPE Project Manager</p>
<p>Broadland Futures Initiative (Developing integrated flood risk management)</p> <p>Implement joint programme of work with Environment Agency and other partners.</p> <ul style="list-style-type: none"> • Run public e-survey on flooding in Broadland (June to July 2019) 	<p>Status: On track</p> <p>BFI technical group meets every 2 months. Feb 2020 meeting included presentation from Ulysse Pasquier on his PhD study 'Modelling future flooding risk for coastal and inland adaptation – The Broads', and an update on communications and community engagement - minutes on BFI webpage.</p>	<p>Director of Strategic Services</p>

Theme, aim and milestones	Progress	Lead officers
<ul style="list-style-type: none"> • Hold drop-in events (Summer 2020) • Scope decision making system involving elected members (By end 2020) <p>Project webpage: www.broads-authority.gov.uk/looking-after/climate-change/broadland-futures-initiative</p>	<p>In addition to first two deliverables (report on origins of BFI area and summary of relevant strategic documents), BFI group is reviewing another three deliverables from Jacobs (sources and nature of flood risk, coastal processes, and hydraulic model review).</p> <p>Survey running from 28 Feb to 28 March for public to contribute to future computer-based flood modelling.</p> <p>Second project newsletter published in Feb 2020. Report to BA members scheduled in July 2020.</p>	
<p>Marketing, promotion and media relations</p> <p>Increase public awareness of Broads National Park brand, including:</p> <ul style="list-style-type: none"> • Install 35 Broads National Park tourist information road signs (by end 2019) • Extend English National Park Experience Collection (by end 2020) • Publish Broadsheet and Visit the Broads pocket A6 guides for summer season • Develop Broads Ranger experience and market via Airbnb in Summer 2019 <p>Recruit for two posts for new UK NP Communications Team (July)</p>	<p>Status: On track</p> <p>Road signs installed in most locations since end Dec 2019, three villages delayed due to parishes having 'gateway' signs installed.</p> <p>Interreg 'Experience' project, which aims to extend tourism season, launched on 24 Feb, led by Norfolk County Council. BA activities include development of Broad Experiences for National Park Experience collection and their marketing to travel trade and consumers.</p> <p>Visit the Broads A6 pocket guide 2020 published (not yet distributed due to Covid-19 restrictions - copies may be held over to 2021 season). Guide includes full page ads for Broads Experiences and National Parks.</p> <p>Broadsheet 2020 sent to all toll payers in Feb 2020. Broadcaster 2020 sent to print early March 2020 but distribution delayed to late June 2020 by C-19. Stickers applied to front pages advising some content may change and referring people to websites.</p> <p>AirBnB Broads Ranger experience in place for early in 2020 season with some bookings secured, but postponed due to C-19.</p>	<p>Head of Comms</p>

Theme, aim and milestones	Progress	Lead officers
	Planning underway for Broads National Park presence at Norfolk Show and other public events in 2020 – events cancelled due to C-19. Lockdown also postponed opening of new visitor information centres in Norwich and Lowestoft in April 2020. Both projects require refurbishment works and are delayed to April 2021. However, it may be possible to have a presence within existing Norwich Forum visitor centre for second half of 2020 season.	
Development of partnership projects Work in collaboration with key partners to develop projects to support delivery of Broads Plan and attract external funding. <ul style="list-style-type: none"> • Complete review of onsite catering operation at Acle Bridge (by Dec) • Develop options analysis for development of Acle Bridge site (by Jan) • Develop options analysis for redevelopment of Hoveton Riverside Park (by Jan) • Agree future level of BA engagement in Whitlingham Country Park and principle of expanding visitor facilities on site (by Jan) 	Status: On track Visitor Services Review report discussed by BA on 22 Nov 2019. Agreement given to examine and test small-scale options. Acle Bridge: Construction works to improve moorings will impact catering operation; Dune Café have agreed to work around this to offer catering service in 2020/21 season. Site priority in 2020/21 is to establish mooring provision, secure catering for another year and install electric charging posts. Longer-term aims for site depend on plans being developed by operational working group. Hoveton RP: Draft options developed by BA and discussed on 27 Feb with landowners, who are considering the options. If agreed, plans will be developed in conjunction with Hoveton PC. Estimated timescale for work on site is c. 2022, to fit into BA dredging workplan and allow funds to be raised for aspects of project. Whitlingham: Following Whitlingham Charitable Trust's decision not to renew Service Level Agreement or Flint Barn lease, the Authority completed the withdrawal of its activity from Park by 31 March 2020. The opening of a new Information Centre at The Forum, Norwich has been delayed.	Chief Executive, Director of Operations

Theme, aim and milestones	Progress	Lead officers
	<p>Norfolk Coastal Partnership (North Norfolk AONB): Meeting held 20 Nov 2019 on 'Change on the Coast'. Next meeting 16 April. BA working with AONB on Dark Skies Festival 2020.</p> <p>Broads Charitable Trust: MOU between BCT and BA signed 4 Feb 2020. Next meeting 30 March 2020.</p> <p>County Councils: Workshop held 14 Feb 2020 on Norfolk and Suffolk Environment Plan. Norfolk Rural Strategy Delivery Plan updated Feb 2020.</p> <p>New Anglia LEP: Meeting 9 April to discuss potential joint projects with Water Resources East (WRE) with ERDF funding managed by LEP. WRE board meeting 11 March 2020 to review 3-year business plan.</p> <p>Equal Lives: Meeting held 18 Feb 2020 on how BA and Equal Lives can collaborate to support people who face disabling barriers.</p>	
<p>Agri-environment pilot</p> <p>Work with partners to design and deliver environmentally and economically sustainable wetland and lowland grazing options within proposed Environment Land Management Scheme (ELMS).</p> <ul style="list-style-type: none"> • Adopt and implement Broads Biodiversity & Water Strategy and Action Plan 2019-24 (July) • Defra to confirm funds for Test and Trial ELMS in July; if approved, work with partners on Phase 1 of proposal (Mar 2020) 	<p>Status: On track</p> <p>Broads Biodiversity & Water Strategy and Action Plan 2019-24 adopted in July 2019.</p> <p>Broads Test and Trial approved by Defra and contract awarded Oct 2019; sub-contracts awarded to Natural England, Norfolk Farming Wildlife Advisory Group and facilitator.</p> <p>First partnership workshop held 13 Nov 2019 attended by 63 farmers and land managers.</p> <p>Defra ELMs team and Broads farmer site visit held in Feb 2020. 6 sector group meetings held to date with farmers, graziers, reed cutters, reed growers and conservation organisations and two further workshops planned for late March and early April.</p>	<p>Environment Policy Adviser</p>

Theme, aim and milestones	Progress	Lead officers
<ul style="list-style-type: none"> Consider any funding shortfall for BA contribution to local design of ELMS (Autumn) <p>Project info and workshop notes published on BA website at Broads ELMs</p>		

Table 2

Strategic priorities 2020/21

Theme, aims and milestones	Progress (to 10 July)	Lead officer
<p>Water, Mills and Marshes Landscape Partnership Scheme</p> <p>Implement partnership projects to agreed schedules.</p> <p>Milestones:</p> <ul style="list-style-type: none"> Monitor and report progress (Sep/Mar) Submit quarterly claims to National Lottery Heritage Fund (Apr/Jul/Oct/Jan) Launch new project website Secure extension for windmill restoration project Issue draft legacy plan 	<p>Status: On track</p> <p>Quarterly returns submitted on time and paid by NLHF. All projects progressing well and to adjusted plans. Initial approval for extension for windmill restoration project received from NLHF. Final approval in September alongside mid-term spending review.</p> <p>New project officer started in role April 2020.</p> <p>Mill restoration works at Strumpshaw and Six Mile House nearing completion.</p> <p>New permissive path agreements nearing completion on Halvergate and near Caldecott.</p> <p>Redeveloped project website designed, launching in August.</p> <p>New legacy partners identified, and board members recruited to develop scheme legacy plan.</p> <p>Public and schools engagement programmes to restart in Autumn.</p>	<p>WMM Programme Manager</p>

Theme, aims and milestones	Progress (to 10 July)	Lead officer
<p>CANAPE (Creating A New Approach to Peatland Ecosystems)</p> <p>Implement work packages 3 and 4 to agreed schedules.</p> <p>Milestones:</p> <ul style="list-style-type: none"> • Monitor and report progress of project activities (Oct and Apr) • Submit claims to INTERREG Programme (Oct and Apr) • Complete Phase 3 of 3 at Chara Bay, Hickling Broad (Mar) and complete sediment infill of restored reedbed • Continue supporting charcoal marketing, and local businesses to trial charcoal burner. • Investigate potential future projects, making use of CANAPE learning 	<p>Status: On track</p> <p>Fairhaven Water Garden trialling charcoal burner and selling charcoal through nine locations – seeing good local demand for product.</p> <p>New <i>Prymnesium</i> testing method (using DNA rather than visual testing) reviewed following completion of winter works at Hickling Broad. New method allows for more samples to be taken and will continue to be used.</p> <p>CANAPE project partners met virtually in April for Project Steering Group.</p> <p>Two further sites in the Broads being assessed for further work building on CANAPE experience.</p>	<p>CANAPE Project Manager</p>
<p>Broadland Futures Initiative (Developing integrated flood risk management)</p> <p>Implement joint programme of work with Environment Agency and other partners.</p> <p>Milestones:</p> <ul style="list-style-type: none"> • Continue production of thematic reports (to March 2021) • Carry out online engagement activities (Autumn 2020) 	<p>Status: On track</p> <p>Different deliverables at various stages of completion:</p> <ul style="list-style-type: none"> • 4 reports complete (origins of plan area, sources and nature of flood risk, strategic plans relating to plan area, and hydraulic model review). • 6 reports more than 50% drafted (coastal processes, current approaches to flood risk, partnership funding challenge, influence of flood risk, natural capital assessment, impact of climate change) 	<p>Director of Strategic Services</p>

Theme, aims and milestones	Progress (to 10 July)	Lead officer
<ul style="list-style-type: none"> • Scope decision making system involving elected members (by end 2020) 	<p>Third project newsletter published in May 2020 (emailed to BA members). It includes information about postponement of face-to-face engagement events until spring 2021 in light of COVID-19, and alternative arrangements for 2020.</p> <p>Discussions underway with district and county councils about set up of Elected Members Forum dedicated to BFI.</p>	
<p>Marketing, promotion and media relations</p> <p>(a) Implement Broads National Park branding activities and market results of Discover England Fund project.</p> <p>Milestones:</p> <ul style="list-style-type: none"> • Road signs and train station platform signs projects – complete phases one and two • Complete branding audit, review and brand narrative work • Install displays at Norwich Forum, Lowestoft train station and Suffolk Wildlife Trust TIC • Host Australian travel trade visit to Broads to promote ‘Experiences’ activities • Launch and run ‘Broads Ranger experience’ • Complete local Broads Experience collection work <p>(b) Oversee work of UK NP Communications Team</p>	<p>Status: On track</p> <p>(a) activities:</p> <p>Road signs project phase ongoing, train stations project phase completed. Phase two of road and station platform signs delayed by COVID-19.</p> <p>Branding audit, review and brand narrative work completed.</p> <p>Display work delayed by C-19; now due for completion April 2021.</p> <p>Travel trade visit postponed due to C-19; to be rescheduled upon restart of international tourism.</p> <p>Broads Ranger experience launched.</p> <p>Local Broads Experience collection work on track, pending agreement of booking platform with all providers.</p> <p>(b) Newsletter launched; website set for relaunch by August 2020</p>	<p>Head of Comms</p>

Theme, aims and milestones	Progress (to 10 July)	Lead officer
<p>Milestones:</p> <ul style="list-style-type: none"> • Relaunch website • Launch newsletter • Carry out one-year review (August 2020) 		
<p>Environment Land Management Scheme (ELMS)</p> <p>Deliver sustainable wetland and lowland grazing options within ELMS.</p> <p>Milestones:</p> <ul style="list-style-type: none"> • Manage project and report progress of project activities to Steering Group and Defra (Apr - Oct) • Complete online survey, farmer one to ones, grazing marsh payments and report to Steering Group and Defra (July - Sept) • Complete claim (Oct) • Investigate potential for Broads Pilot with Land Managers Board • Submit and investigate with Defra further Test and Trial for investigating fen payments (June – Sept) 	<p>Status: On track</p> <p>Responded to Defra ELMS Policy consultation and responding to Defra Peat Strategy consultation.</p> <p>Signed new T&T Defra contract. Sent two online surveys to over 300 farmers and land managers (77 surveys completed).</p> <p>Contributed to thematic webinar on advice provision to Defra policy team. Preparing presentation to T&T thematic to Defra policy team on 15 July.</p> <p>In discussion with partners and Defra on additional work to assess fen payments. Prepared grazing costs for verification with 10-15 farmers and land managers.</p> <p>Tested Site Emission Tool (carbon calculator) on one site and gaining agreement to test carbon savings on farmer's land.</p> <p>Working with Oxford University Research Student to assess ELMS in Norfolk.</p>	Environment Policy Adviser
<p>Climate Change Action Plan</p> <p>Reduce the carbon footprint of the Broads Authority and the Broads Executive Area ('Broads Area').</p> <p>Milestones:</p>	<p>Status: On track</p> <p>Partner meetings held to discuss potential decarbonisation projects such as hydrogen and electric boats, and virtual power plants. Specification produced for electric Ranger launch.</p> <p>Broads Authority carbon footprint for 2019-2020 calculated.</p>	Carbon Reduction Project Manager

Theme, aims and milestones	Progress (to 10 July)	Lead officer
<ul style="list-style-type: none"> • Carry out baseline assessment of GHG emissions from consumption in Broads Executive Area • Track progress in Broads Authority reducing its own GHG emissions • Introduce Green Electricity Tariff for Yare House (BA head office) • Investigate possibilities for greater use of biofuel in dredging equipment • Begin public consultation with Broads' communities about climate mitigation measures 		

Author: Maria Conti

Date of report: 09 July 2020

[Broads Plan](#) objectives: Multiple

Appendix 1 – Broads Plan update report Nov 2019-June 2020

Appendix 2 – BA Annual Business Plan 2020/21

Broads Plan 2017

Summary of progress: November 2019 to June 2020

This report highlights key actions by the Broads Authority working in partnership to implement the strategic management plan for the Broads. All progress reports are on our website at www.broads-authority.gov.uk/about-us/how-we-work/strategy.



Photo: Amphibious digger excavating lost ditches in reed beds © Broads Authority

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A. Managing water resources and flood risk

1.1 Promote and implement best practice water capture and water use measures at a community level, and support a whole farm water management approach across the Broadland Rivers Catchment

- Rivers Trust, Environment Agency and Water Resources East submitted 'Water for Tomorrow' Interreg bid focusing on Broadland Rivers Catchment, particularly Ant and Upper Thurne. Project proposal is to run computer modelling scenarios of multi-sector sustainable water storage and abstraction licensing to predict effects on ground and surface water and on dependent wetland habitats and species.

1.2 Promote and implement catchment measures to manage water resources and respond to periods of water shortage and scarcity (incl. abstraction controls, water transfer and trading, infrastructure improvements)

- Environment Agency (EA) providing ongoing water abstraction advice and onsite visits to farmers and other stakeholders.
- EA monitoring shows surface water flows below normal; groundwater levels across East Anglia recovered during wet winter but now declining. No recorded significant fish kills or low dissolved oxygen incidents. EA held online conference on 22 June for public and private sector on sharing info on dry weather situation to support operational decisions.

1.3 Maintain current coastal, tidal and fluvial flood risk management strategies relevant to the Broads, Gt Yarmouth and interrelated coastal frontage, and prepare a longer-term, integrated, strategic approach

- Broadland Futures Initiative: Partnership work progressing on planning for future flood risk management. Physical public engagement events postponed to spring 2021 and online virtual events being planned for 2020 using story maps, infographics and 'walk through' virtual exhibitions. All project updates at www.broads-authority.gov.uk/looking-after/climate-change/broadland-futures-initiative
- BFI local consultation - see action 10.1

1.4 Investigate, plan and promote schemes to hold back or divert flood water, moving from retrospective to proactive approaches

- Water Sensitive Farming initiative 2018-21: Two new field corner bunds (silt traps) installed at West Somerton and Winterton to protect Martham Broad, local properties and wildlife areas, in response to severe run-off from harvested potato fields left uncultivated in winter 2019/20.
- All BCP project updates at www.broadlandcatchmentpartnership.org.uk/news

B. Sustaining landscapes for biodiversity and agriculture

2.1 Carry out lake restoration, maintenance and enhancement work including bio-manipulation; use monitoring evidence to trial and implement further innovative lake restoration techniques

- CANAPE Hickling Broad restoration: 15,000m³ of sediment moved into new land creation area; equipment demobilised and works to recommence in autumn with further 4000m³ dredging

and completion of Catfield mud pumping. Trials ongoing using updated DNA method for identifying *Prymnesium parvum*.

- Hoveton Great Broad: Sediment removal complete and monitoring of new fen areas to be undertaken by drone. Environment Agency consultation on temporary fish barriers holding up project progress and extension sought.

2.2 Promote and implement measures to reduce point and diffuse pollution into the floodplain and water courses, commensurate with EU/national water and habitat targets and with sustainable farming

- See Water Sensitive Farming projects – action 1.4

2.3 Maintain and enhance existing areas of priority fen, reed bed, grazing marsh and wet woodland through site management agreements/prescriptions and support services to site managers

- Water, Mills and Marshes:

Chedgrave Common Enhancements: Tree, scrub and reed bed clearance carried out.

Broads Land Management: Engagement event held to attract landowner interest in conservation land management for breeding waders and wintering waterfowl. RSPB team met advising farmers on wet grassland management. Winter surveys show good numbers of Lapwing, Snipe, Pink-footed geese, Wigeon and other wintering ducks. Breeding Wader survey postponed.

- ELMS test and trial: 100+ days of interaction with farmers and land managers (Nov-May) including workshops and site visits; tier structure and cost review drafted; collaboration topics, collaboration plan and Local Delivery Board tested/ready to be trialled.
www.broads-authority.gov.uk/looking-after/projects/environment-land-management-system

- Ant Broads and Marshes SSSI restoration project: Hydrological monitoring and habitat restoration works ongoing at three sites in Ant Valley SSSI including excavation of lost ditches at How Hill NNR, turf ponding at Barton Fen and assessing hydrology and options for vegetation enhancements at Catfield Fen. NWT survey of Catfield Fen shows site improvement.

2.4 Define, implement and monitor management regimes for priority species and invasive non-native species

- 24ha of grassland on edge of Halvergate Marshes recently reverted to wet fen attracting large numbers of breeding wetland birds including scarce species; breeding Marsh Harrier exceeding numbers found at Minsmere and representing nearly 2% of British breeding population.

- Invasive species control:

Mink project coordinator training scent dog to assist search. Waterlife Recovery East pilot study assessing feasibility of eradicating mink by creating core elimination area and 60km buffer including Norfolk and Suffolk. New measures such as automated trap monitoring devices and mink genotypes will help process.

BA operations include routine control of Himalayan balsam, Japanese knotweed and giant hogweed in agreed areas. Control of New Zealand pygmy weed has not been successful, and plans are to isolate, drain water and spray.

- Species Recovery: BA working with PhD intern to update status and planning of Nature Recovery projects for key species, based on latest research from UEA, Plantlife and independent ecologists.

2.5 Create 'bigger, better and more joined up' areas of priority habitat by identifying opportunities and developing site-specific plans for new habitat areas, connections, buffer zones and pollinator networks

- SWT Carlton Marshes habitat recreation work completed; area seeing great success with winter and breeding birds.
- Halvergate Fleet scheme working well, with c.10cm higher water levels compared to 10-year average. Site reporting marsh nesting avocets and sightings of great white egrets for first time.
- Loughlins Marsh Habitat Improvement Project partners planning next works to improve water supply on Halvergate Marshes, and developing purchased land adjacent to Breydon Water. BA supporting funding bid to Highways England to create habitat to mitigate disturbance to Breydon high tide roost area.
- Broadland Catchment Partnership facilitating development of Upper Thurne Holistic Water Management project to deliver benefits for wildlife, access, water quality, drought reduction and wetland habitat. Project hopes to encourage further investment in sustainable eco-tourism, economic regeneration and rural development over next 10 years.
- ELMS Test and Trial – see action 2.3.

2.6 Improve partnership coordination and communication of Broads biodiversity monitoring and research efforts, linked to national biodiversity network

- PIPs intern commissioned to work with BA to report results and recommendations for species recovery projects relating to Nature Recovery Strategy. Outputs to include case studies from Biodiversity Audit 'species of conservation concern' and greater public awareness.
- Norfolk and Norwich Naturalists' Society producing '150 Species' book to celebrate 150 years of society.

C. Managing water resources and flood risk

3.1 Implement dredging regimes in accordance with defined water-ways specifications, and seek resources/legislation to accelerate the removal of sediment in the Broads system

- 43,930m³ dredged sediment removed from prioritised sites in 2019/20 from programmed target of 44,000m³. This year's dredging programme priorities and progress is reported regularly to Navigation Committee at www.broads-authority.gov.uk/about-us/committees/navigation-committee
- Phase One of CANAPE project at Hickling Broad completed. Planned volume of sediment to be placed in lagoon area for reedbed creation exceeded (15,620m³ of targeted 19,000m³).

3.2 Implement plans and good practice guidance to reduce soil erosion into the waterways, manage areas lost or vulnerable to erosion, and dispose of dredged material in sustainable and beneficial ways

- BA Waterways Management Strategy and Action Plan in production, updating Sediment Management Strategy (2007) and embracing latest dredging methods, hydrographic surveys, and water plant cutting and riverside tree management regimes.

4.1 Maintain existing navigation water space and develop appropriate opportunities to expand or extend access for various types of craft

- River Wensum: Project to complete missing link in riverside walk between New Mills Yard and Carrow Bridge, Norwich in design phase, with predicted completion date of Feb 2021.
- Liaison meetings ongoing between BA and Network Rail (NR) with standard agenda on operational issues of swing bridges, communication with signalmen and NR capital investment programme. BA awaiting NR business case for bridge replacement programme.

4.2 Carry out appropriate aquatic plant cutting and tree and scrub management programmes and seek resources to increase operational targets

- Cutting and management programmes running to agreed schedules. Further information is available at www.broads-authority.gov.uk/looking-after/managing-land-and-water/riverside-tree-and-scrub-management

4.3 Implement, promote and monitor measures to maintain and improve safety and security for the navigation and boats

- BA Ranger team carrying out routine patrols and fortnightly asset checks, including during Covid-19 lockdown. Head of Safety Management providing guidance to ensure all BA operations are Covid-secure.
- BA attended two meetings of Norfolk Drowning Prevention Group; joint social media campaign held to support RLSS drowning prevention week in June and water safety messages promoted through patrolling by all agencies of popular waterside sites.
- BA Ranger navigation patrolling and performance target update reports published at www.broads-authority.gov.uk/about-us/committees/navigation-committee

D. Conserving landscape character and the historic environment

5.1 Implement measures to protect, conserve and enhance the distinctive landscape character and historic assets of the Broads

- Water, Mills and Marshes – Land of the Windmills: Restoration works at Six Mile House Mill due for completion by summer. CPT survey scheduled for end July at Muttons Mill, with piling works to begin shortly after. Tender being prepared for external contract to restore Highs Mill.
- Quinquennial surveys underway for heritage assets within BA area to inform updating of Heritage at Risk Register.

5.2 Produce, update and promote local landscape conservation action plans, appraisals and enhancement schemes

- Conservation Area Appraisals: Horning - draft complete, consultation on hold due to Covid-19; Ludham - out to consultation, anticipated adoption by BA Planning Committee in Aug 2020. BA

and neighbouring authorities agreeing review programme of all conservation areas, with work likely to start in autumn 2020 on Halvergate Marshes and Belaugh CAAs.

- BA providing ongoing heritage input into Neighbourhood Plans and other policy documents.

5.3 Develop measures to investigate, record and protect local built and cultural features, archaeology and potential hidden heritage (incl. waterlogged assets, waterways history, settlement patterns, WWII remains)

- BA agreed SLA with Norfolk County Council agreed for archaeological services for development management and drawing up agreement with Suffolk County Council.

- Water, Mills and Marshes:

Broads Hidden Heritage: Earthworks survey volunteers at Halvergate marshes recording visible remains and producing site drawing. Survey of second site held up by Covid-19. Research on early maps continuing, and information being transcribed from tithe maps and apportionment (land use, owners, occupiers, field names) for subsequent digitisation. Project also hosted Lidar volunteers in Aerial Archaeology team at Gressenhall.

Waterside Heritage: Research group met Nov and Feb to review work to date. Presentations included review of artwork found in Norfolk Museums Service collections; progress on trawling newspaper archives; and researched staithe/trade history in Catfield/Hickling.

Chet Boat: Boat complete and certified for recreational use. Target launch delayed to autumn 2020 (Covid-19 dependent). Discussions underway with local sailing club on handling boat and recruiting volunteer crews for tour.

5.4 Implement and promote measures to conserve and enhance local geodiversity sites and assets across identified work areas in Norfolk Geodiversity Action Plan

- Norfolk Geodiversity Partnership: Day schools in 'Palaeolandscapes of the Broads' delivered as part of Water, Mills and Marshes scheme.
- Data on County Geodiversity Sites (CGS) and 14 candidate CGS in Norfolk part of Broads made available to local authority planners through Norfolk Biodiversity Information Service.

5.5 Expand the longer-term resource of land management and heritage construction and maintenance skills training and qualifications

- Water, Mills and Marshes: City College Norwich heritage skills programme on hold due to Covid-19. Project managers working on revised training programme for September. Apprentices now back on site at Six Mile House Mill.

5.6 Build on measures to reduce the impacts on the Broads of visual intrusion and noise and light pollution, and pursue potential for dark sky place status

- Undergrounding wires scheme: £172k costs approved by UK Power Network Protected Landscapes Steering Group for removal of overhead power lines at Ludham Marshes and £270k of undergrounds sent to UK Power Networks/OFGEM for final consent.
- BA messages on avoiding running engines between 8pm to 8am put on mooring signs and on floating keyrings issued to hire boat operators.

E. Offering distinctive recreational experiences

6.1 Develop and implement schemes to upgrade and improve the network of access points and routes (where adverse effects can be prevented), linked to visitor facilities and including easier access for people with mobility and sensory needs

- Water, Mills and Marshes: Audit completed of Halvergate Bridleway for use as trail with new permissive links to allow for new Broads Mills Trail. Working with Broads Charitable Trust on funding and developing Gateways/Discovery Hubs in conjunction with Project 2A: Gateways to the Broads.
- Broads Integrated Access Strategy 5-year action plan produced.
- Planning application submitted for new pontoon mooring at Peto's Marsh. Pontoon canoe launching facilities installed at New Mills.
- GIS data recording and mapping ongoing, starting with angling access, to be published on BA website. Further work will record slipways, moorings, trails, cycling routes and so on.
- BA working with Norfolk County Council on programme to restore and enhance Wherryman's Way, including new circular walks, bank stabilisation, signage and 'access for all' paths. BA also working with NCC and Cycling UK as part of Interreg EXPERIENCE project to create a series of cycling hubs; Hoveton/Wroxham likely to be pilot region.
- Reedham permissive path agreement awaiting formal signing and contractor lined up to install furniture. New permissive footpath agreement at Belton Reach signed, forming first part of new Broads Mill trail to Somerleyton. First bundle of footpath extinguishment orders carried out as part of cleaning up PROW network following BESL flood alleviation works.

6.2 Implement measures to improve the network provision of riverside facilities, incl. refuse and recycling services, electric power points, water and pump out

- Acle Bridge 24-mooring re-piling contract delayed by 2 months due to Covid-19 – refurbished mooring due to open August and electric charging points installed in autumn.
- Detailed BA construction and maintenance updates available at www.broads-authority.gov.uk/about-us/committees/navigation-committee

6.3 Maintain, develop and promote a coordinated and year-round programme of activities (taking measures to prevent any adverse environmental impacts)

- Water, Mills and Marshes:
Gateways to the Broads: Sites finalised in southern area of scheme with Beccles Quay a priority. WMM working with Broads Charitable Trust on funding and developing Discovery Hubs to integrate with gateway projects.
Heritage assets: WMM partnering with Wherry Lines Community Rail Partnership to provide new maps and guides to local built and environmental heritage assets near stations.
Broads Hidden Heritage: Festival to promote Broads heritage and archaeology postponed to 2021.
Celebrating the Landscape: Woven Waters exhibition of local artists held at Norwich Cathedral in Dec-Jan, attracting more than 2,500 visitors.

Mapping the Broads: 3 artists exhibited mapping works consisting of drawing, printmaking, digital print on textiles and film documentary. Exhibition in Jan-Mar drew 1346 visits. Exhibition events included workshop on 'Yare, Polkey's and Halvergate' book and 'Reconnecting with Nature' film and talk.

- English National Park Experience Collection: Work ongoing to engage with travel trade in Australia, Germany, Canada and North America. Funding for central ENPEC team ended in March and new bid prepared; local funding secured from Interreg via Norfolk County Council. Initial work carried out to develop Broads Experience website in consultation with existing providers. Tender invitation drafted to secure services of travel trade and marketing consultant.

6.4 Implement Broads Angling Strategy action plan through partnership working and securing of additional resources

- GIS data and mapping of angling access points in Broads being produced for subsequent publication on BA website.
- Broads Angling Services Group updates: <https://basg.online/>

F. Raising awareness and understanding

7.1 Develop integrated, multimedia communications to boost local community and visitor awareness and appreciation of the special qualities of the Broads National Park

- Water, Mills and Marshes: First virtual mill tour created by group of children from Suffolk Young Carers, with 10 360° images of Hardley Mill annotated and uploaded for viewing by phone, computer and VR goggles - see <https://poly.google.com/view/1OV7igmhHUy>. Virtual versions of Mapping the Broads and Portrait exhibitions to be uploaded later this year.

7.2 Maintain and upgrade the range and provision of multi-media and 'point of need' visitor information and interpretation

- Water, Mills and Marshes: New interpretation to be installed at Wherry Line stations in partnership with Greater Anglia and Community Rail Norfolk. First briefs for mill interpretation sent out in June.
- New Water, Mills and Marshes website in development, and will include trails and activities for parents/educators. Since Nov 2019, scheme has had 138k Twitter impressions, 2.4k website users and 250 Instagram followers.
- COVID-19 recovery campaign to promote Broads National Park:

Publications: Broadcaster visitor newspaper, Broadsheet for toll payers and monthly Chief Executive's e-briefing published.

Promotional messaging: BA using all communication channels to keep public and businesses informed on latest Government COVID-19 restrictions and guidance. BA working with Visit the Broads (Broads Tourism), Visit East of England and other DMOs to promote safe return of tourism industry. Visit the Broads social media campaign and BA-managed accounts to focus on promoting the area and the Broads 'experience'; Visit East of England also running campaign to promote Norfolk and Suffolk as a combined destination, including the Broads.

Information Centres: Centre at Whitlingham Country Park closed in March following decision by Trust to end BA management partnership. BA reached agreement with Norwich City Council and Jarrolds for Broads National Park presence in Norwich Forum, but refurbishment works postponed by Covid-19. Planned new displays at Lowestoft train station and new SWT Carlton Marshes visitor centre also postponed.

- Broads National Park signage: Most road signs in place and generally well received, though opposed in some places. Second phase planned to include consultation with parish councils, and application using tourist road sign process once non-essential highway works restart. Broads National Park logos added to platform signs at 9 train stations on Bittern and Wherry lines, provided free by Community Rail Partnership. Other stations being considered for similar projects.

7.3 Implement industry-based measures to strengthen the quality and distinctiveness of the Broads tourism offer, including careers and skills training

- BA supplying Broads Tourism with links on 'Covid-19 safe' measures and training to support businesses, including Government advice and BA guidance, Visit England and Visit Britain resources and training support, and grants available to tourism sector to help businesses adapt to latest guidelines. Broads Tourism issuing weekly information to their members.

G. Connecting and inspiring people

8.1 Update and adopt Broads spatial planning policies and site-specific allocations to support local business, housing need, community facilities and transport choices, and to ensure development occurs within environmental limits

- Updated Broads Flood Risk SPD adopted.
- Better Broadband schemes for Norfolk and Suffolk ongoing.

8.2 Develop comprehensive approach to enhancing sites that are strategically important for their heritage or green infrastructure value

- BA working with Broads Charitable Trust to develop external funding bid for 'Discovery Hubs'.
- Hoveton Riverside Park: Concept design shared with Hoveton Parish Council and Roys.
- BA contract at Whitlingham Country Park ended in March.
- BA working with Norfolk LPAs on countywide Green Infrastructure Plan.

9.1 Widen the range of active and entry level/ taster initiatives that promote physical and mental health and wellbeing, based in the Broads natural environment

- Water, Mills and Marshes - Marsh Arts and Us: 7 sessions held in 2020, engaging small groups of people from social support charities in Lowestoft and Yarmouth via mental wellbeing arts activities in the Broads landscape.
- BA applied for grant in partnership with other National Parks and Clarion Housing to run activities for disadvantaged youths.

9.2 Offer a flexible range of practical volunteering programmes, events and training, and establish a longer-term succession strategy

- Water, Mills and Marshes: Overall scheme volunteering target met (Nov 2019); 450 volunteers engaged across projects between Nov 2019 and March 2020.
- BA volunteering programme: New e-Volunteer Handbook developed and well received. Annual volunteer record review, volunteer survey and equal opportunity monitoring analysis carried out. New modular training system ready to be rolled out together with ELMS online training online. New monthly e-newsletter 'Big Sky Views' sent to volunteers.
- Youth and Community Engagement officer group set up to address ways to encourage more young people and those from disadvantaged groups to try volunteering; Youth Action Days and Youth Forum being developed.

9.3 Increase the scope for partnership fundraising and other income generation initiatives to support Broads-themed projects

- BA supported Broads Tourism bid to Visit England's DMO Covid19 support fund, which resulted in grant of £7,200 to Broads Tourism.
- Covid-19 lockdown measures caused closure of BA information centres and yacht stations, and cancellation of passenger boat trips from start of season to early July, with loss of potential revenue of £24,500 for TICs and boat trips and £29,130 for yacht stations. It is hoped to recoup some of these losses in the remaining 3 months of the season.
- Partnership project work for Interreg funded 'Experience' initiative delayed by Covid-19 but expected to resume in July. Decision on joint National Parks bid for additional Discover England amplification funding for English National Park Experience Collection postponed. Visit England inviting revised submission by 10 July in light of changed tourism priorities and opportunities. Bid is for maximum of £175,000, requires some match funding by participating Parks, and would run for six months to March 2021.
- Water, Mills and Marshes continuing to fund local projects through 'Grand for a Grand' community grant fund.

9.4 Improve the capacity of the Broads Environmental Education Network (BEEN) to develop and run educational programmes and events for local schoolchildren

- BA producing further e-Broads Curriculum KS2 resources for science, history, geography, land use, food webs and habitats, and other resources in development. Proposed post Covid-19 schools outreach project 'The Big Walk Out' subject to DEFRA funding. Broads Trust /HLF wherry educational resources project completed.
- 15 school groups (281 contacts) engaged between Jan-Mar 2020; later bookings postponed due to Covid-19. Rivers project and environmental sculpture project completed with primary schools at Whitlingham Country Park.
- Water, Mills and Marshes:
 - Greater Water Parsnip Conservation Project underway with four schools.
 - Art on the Line project run in conjunction with Community Rail Norfolk for six schools on Wherry Line, with exhibition of 221 works at Lowestoft Railway station.

Broads Album: Primary and 6th form students composed and sang songs for album, and Broads Album performance held at Marina Theatre, Lowestoft.

Range of school trips planned for 2020, including litter picks and wildlife monitoring, but many postponed due to Covid-19.

Weekly posts and activities on Broads National Park produced for schools and families, covering everything from pollinators and peat to wherries and ghosts.

Life in the Dykes school art competition attracted 73 entries.

9.5 Develop and run motivational outreach activities and award schemes for young people, including those from disadvantaged backgrounds, focusing on life and work skills training and practical experience

- BA proposed project within bid to #Iwill fund led by Clarion Housing for youth social action. Project aims focused on biodiversity net gains and learning about habitats and countryside management. Programme planned to start early 2021.
- Most planned work placements in 2020 on hold due to Covid-19.
- Completed outreach activities include 17 John Muir Award courses (Dec-Mar), 3 MINT team building courses at Whitlingham Country Park (Jan-Mar), environmental activities with Douglas Bader School (Feb-Mar), 8 work experience sessions to SEN students from Parkside School/ Pathways College (Nov-Mar), careers fair in Sheringham, and weekly outreach project with Holiday Property Bond owners at Barnham Broom.

H. Building 'climate-smart' communities

10.1 Develop and promote tailored 'climate-smart' mitigation and adaptation measures, guidance and support to local communities

- Broadland Futures Initiative (BFI): BFI team reviewed first draft technical report on impact of climate change on flood risk to inform BFI Plan. No flood risk management actions being discussed at this stage. Aims include summarising latest climate evidence and long-term projections, and assessment of impacts on flood risk, drainage, saline intrusion and coastal erosion; and outlining potential approaches to mitigate and adapt to climate change as flood risk management is delivered. Technical report will inform public facing document that will include largely case study presentation of climate change impacts across Plan area.
www.broads-authority.gov.uk/looking-after/climate-change/broadland-futures-initiative
- BA contributing to inventory of natural capital assets in Norfolk and Suffolk.
- Green tourism continues to be promoted through local businesses:
www.visitthebroads.co.uk/the-blog/a-sustainable-broads-national-park

10.2 Commission and coordinate research to inform management approaches to decrease carbon emissions and increase carbon sequestration in the Broads

- CANAPE project: Sales of Broads charcoal continuing and Fairhaven Water Garden creating their own. Reed biochar to be incorporated into soil at Farmshare to test its effectiveness as stable form of carbon.

- Working group set up to consider carbon offsetting options in Broads, initially looking at need to offset peat loss through planning applications.
- Peat and Carbon Mapping Project: Consultants commissioned to digitise peat depth data and assess bulk density. Data on peat accumulation rates and peat wastage under drainage to support spatial assessment of peat gains and losses in the Broads. Site emission tool being assessed to support development of lowland carbon calculation system.

Broads Authority, Yare House, 62-64 Thorpe Road, Norwich NR 1RY
broadsplan@broads-authority.gov.uk

Annual Business Plan 2020/21



Yare House
62-64 Thorpe Road
Norwich NR1 1RY
Tel: 01603 610734
www.broads-authority.gov.uk

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Cover photo: Berney Arms Mill by (and in memory of) Steve Wright, former Broads Authority Ranger

1. Introduction

1.1. Annual Business Plan

This Annual Business Plan outlines the Broads Authority's work plans for 2020/21 and its 3-year financial strategy for 2020/21 to 2022/23.

Our work plans are guided by the Broads Plan, the partnership strategy for the Broads, and we work in partnership with many organisations, interest groups and local communities to achieve the vision and objectives for the area. Figure 1 (page 8) shows the 'golden thread' from the Broads Plan to our work plans and other policies, plans and programmes.

1.2. Our functions

The Broads Authority has a duty to manage the Broads for the following three purposes:

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

No priority is set between these purposes. It is up to the Authority in any particular instance to decide on their relative priority, supporting its commitment to integrated management of the Broads.

In managing the area, the Authority must also have regard to:

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

The Authority also has the duty to maintain the navigation area for the purposes of navigation to such standard as appears to it to be reasonably required; and to take such steps to improve and develop it as it thinks fit. It may carry out works and do other things in relation to any adjacent waters in or over which it has sufficient rights or interest for the improvement of navigation on those waters.

1.3. Our funding

The Authority's funding is through National Park Grant (NPG) provided by Defra, and navigation income funded by toll payers. Our financial strategy for 2019/20 to 2021/22 is in **Section 3**.

1.4. Context for the year ahead

This has been an exceptional year to date, and the rapidly changing conditions and an essential focus on the crisis caused by the COVID-19 outbreak have delayed the production of the Authority's Annual Business Plan. As of the time of writing (July 2020), we are gaining more assurance about this year's financial situation. Our private boat toll income is improving, hire

boat income is starting to come in, and Defra has undertaken to underwrite part of our income deficit.

In March, when the Government's C-19 restrictions were put in place and all boating on the Broads was suspended, the position was bleak for the country and for the Broads Authority, with one of our two major sources of income - tolls from private and hire boats - under severe threat. Defra forward funded 35% of the Authority's National Park Grant, and we resolved to maintain as many of our services, projects and essential maintenance as possible.

Our staff adapted quickly to the situation, finding new ways of working while maintaining social distancing, and working from home where possible. Our IT systems have worked well and we have got used to regular video-conferencing to carry out the Authority's business. Our major projects including CANAPE; Water, Mills and Marshes; Broadland Futures Initiative; and Tests and Trials for a new Environmental Land Management System and carbon reduction, have continued to progress, with funders and partners being understanding of changed timetables and working practices.

Continuing our practical maintenance of the waterways including dredging, moorings repairs, patrolling and weed cutting, proved to be the right decision. When C-19 restrictions were eased in May, private boating was able to resume immediately. This was appreciated by our toll payers, who have supported us throughout the crisis. However, the prospects for the rest of the Broads tourism season remain uncertain, with the potential threat of further C-19 spikes.

We have worked closely with Defra officials, British Marine, the Broads Hire Boat Federation and our own members in arguing for the early release of guidance for businesses and Broads users as restrictions were eased, and for special consideration of our local circumstances. In part we have been successful, but we still have concerns about the future of the hire boat industry and its ability to survive through the winter.

What we do know is that we will not return to the position as it was before March, and we need to take our collective learning and experience into next year. For the rest of the financial year 2020/21, our priorities are as follows.

- The Authority's finances and supporting the hire boat industry: In September, officers will present reports to the Navigation Committee and the Broads Authority with data on the income received by the hire boat industry and the prospects for the rest of the year. This will inform a decision by members on whether the Authority should make any reduction in the final two toll installments.
- Delivering our strategic priorities: We are continuing to implement four major programmes of work (as highlighted above). These projects are crucial to the future of the Broads, and the next 6 months will see important milestones being met.
- Maintaining the environment of the Broads: We will explore and implement a Green Recovery Plan for the Broads as a precursor to starting the Broads Plan review in spring 2021.

1.5. Guiding plans

The **Landscapes Review** (2019) sets out 27 proposals to protect and improve England's protected landscapes. We await the Government's full response to the report, but have started to identify what we can do within our existing resources.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/833726/landscapes-review-final-report.pdf

The **25-year Environment Plan** (2018) aims to improve the environment within a generation by setting goals for clean air and water, wildlife, environmental hazards, sustainable resource use, engagement with the natural environment, climate change adaptation, minimising waste and managing exposure to chemicals.

www.gov.uk/government/publications/25-year-environment-plan

The **8-Point Plan for England's National Parks** (2016) sets out how Government intends to protect, promote and enhance National Parks in England until 2020. The eight areas of activity include connecting young people with nature, delivering new apprenticeships, and health and wellbeing.

www.gov.uk/government/publications/national-parks-8-point-plan-for-england-2016-to-2020

At a local level, the **Broads Plan** sets a long-term vision and shorter-term objectives and guides more detailed plans, programmes and policies for us and for partners working in the Broads.

www.broads-authority.gov.uk/broads-authority/how-we-work/strategy

Sitting under the Broads Plan are a number of **guiding strategies** (see Appendix 1).

2. Review of last year

2.1. Our financial position

While the end of 2019/20 saw a consolidated surplus of £196,652 (subject to audit confirmation), a number of projects were delayed due to the Covid-19 outbreak. This meant an increased number of carry forward requests relating to these underspends, totaling £111,981. These were approved by the Broads Authority on 22 May 2020, and added to the 2020/21 budget.

Both reserves remained ahead of minimum operating levels at the end of 2019/20. C-19 impacts are proving challenging for the level of toll income the Authority may receive in 2020/21, and we are seeking support for the hire boat industry and the Authority. While the budgeted financial position is sustainable, the fact that National Park income has not risen in line with salary costs presents a challenge for future years. For the coming year a slight deficit is anticipated, which will be funded by the reserves.

The year-end report to the Authority is available on the committee page of our website:

www.broads-authority.gov.uk/about-us/committees/broads-authority

2.2. Progress against work plans

A summary of progress against last year's Directorate work plans is in Appendix 2. We also report progress against all Broads Plan objectives in a 6-monthly report, available on our website at <https://www.broads-authority.gov.uk/about-us/how-we-work/strategy>

Each year we set a small number of strategic priorities, focused on Authority-led projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. These priorities help us target resources and make the most of partnership working and external funding opportunities. The summary tables in Appendix 2 highlight last's years priorities.

3. Financial Strategy 2020/21 – 2022/23

2020/21 sees a one-year grant settlement from DEFRA for National Park purposes. There is uncertainty about future years, in particular regarding amounts and the period covered. However, in 2019/20 we saw increases to income from Navigation Tolls, as a result of increasing private boat numbers.

Our guiding principles in setting our Finance Strategy to 2021/22 are:

- A provisional 2% pay increase for staff, subject to the National Joint Council (NJC) finalising the pay deal for 2020/21 onwards;
- The loss of ten boats in the hire fleet; (budget assumption, figure now likely to be higher)
- Interest on deposits remaining at a similar level to 2019/20; and
- The installation of pontoons at Peto's Marsh
- Maintaining 41,500m³ priority dredging target

Staff pay increases from 2020/21 are unknown, despite the latest offer being increased to 2.75%. The NJC continue to negotiate future year pay awards on behalf of Local Government employers. The 2% negotiated for 2018 and 2019 has been used for calculating those future years, but will need to be amended once a decision has been made.

While National Park income and expenditure is operating at a deficit over the next three years, reserves continue to be above the minimum. Areas of additional expenditure require prudent planning to ensure they continue to be affordable and are not overly reliant on National Park Grant.

The financial position for navigation income is more uncertain. The Financial Strategy takes account of current boat numbers, but these numbers may reduce as a result of the C-19 situation. A 1% reduction in boat numbers could result in a £34,000 reduction in income, and would require careful management to balance expenditure. The deficit for 2019/20 still enables the reserve to be above the 10% minimum.

Our Financial Strategy for 2020/21 – 2022/23 is available on our website at www.broads-authority.gov.uk/about-us/spending/budgets-and-financial-planning. The latest available budget for 2020/21 is at **Table 1**. This will be revised when the loss of Navigation income is clearer. Details of Directorate budgets are in the Directorate Work Plans in **Section 4**.

Table 1
Expenditure summary 2020/21

Item by section	National Park £	Navigation £	Consolidated £
Income	(3,434,578)	(3,525,600)	(6,960,178)
Operations	1,432,692	2,586,560	4,019,252
Strategic Services	1,264,008	328,514	1,592,522
Chief Executive	765,384	665,019	1,430,403
Corporate items	104,100	79,400	183,500
(Surplus)/Deficit	131,606	133,893	265,499

4. Directorate work plans 2020/21

This section outlines the annual work plans for our three Directorates:

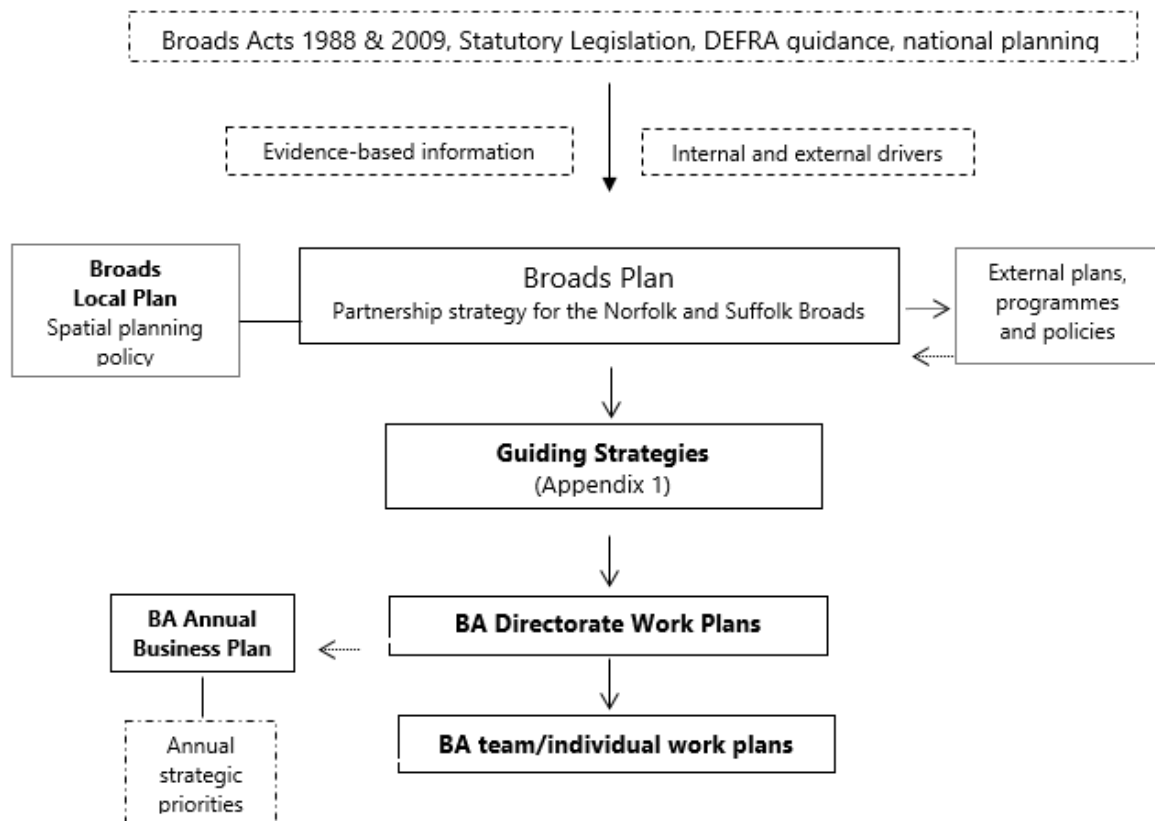
- Chief Executive's Group
- Operations Directorate
- Strategic Services Directorate

Appendix 2 shows progress against last year's work plans. **Fig.1** shows the link between the Broads Plan, which sets the high-level strategic direction for the Broads, and our Directorate work plans.

Our staffing structure chart is at www.broads-authority.gov.uk/about-us/who-we-are/staff.

Fig. 1

‘Golden thread’ strategic framework



4.1. Chief Executive's Group

The Chief Executive's Group includes the Chief Executive Officer, Monitoring Officer, Legal Services, Governance, Financial Services, Tolls, IT and Asset Management.

Table 2

Chief Executive's Group: Work plan 2020/21 (summary)

Ref	Work area [Broads Plan refs]	Planned priority actions
CE1	Strategic planning and governance	Publish 6-monthly Broad Plan progress reports; prepare Broads Plan review timetable.
		Review and update Annual Business Plan and BA strategic priorities.
		Produce Annual Governance Statement and Code of Corporate Governance; monitor and update Corporate and Directorate Risk Registers; update business continuity and staffing resilience plans.
		Provide admin support to CEO and BA Members, incl. servicing of statutory and advisory committees, Member training and allowances.
		Complete review of constitutional documents.
		Respond to recommendations in Landscapes Review.
CE2	Financial services	Provide financial planning and administration service, incl.: 3-year Financial Strategy, end of year accounts, monthly financial monitoring reports, internal & external audits, Govt returns for MHCLG/ CIPFA/ HMRC, Treasury Management; Prepare and tender for insurance policy & renewal from 2021/22.
CE3	Capacity building [9.3]	Support National Park Partnerships
CE4	Development at key sites, asset management [8.2]	Progress partnership project development for key sites including Hoveton Riverside Park, Acle Bridge, How Hill
		Monitor BA-owned assets, incl. negotiations of leases, additions and disposals; maintain assets database.
CE5	ICT	Provide ICT support service. Deliver priority projects in corporate ICT plan incl. DMS improvements, email and server farm replacement, supporting those working from home, options analysis of tolls system replacement.

Ref	Work area [Broads Plan refs]	Planned priority actions
CE6	Tolls	Collect and process toll income and prepare potential prosecutions.

Table 3

Chief Executive's Group - Expenditure 2020/21

Item by section	National Park Grant £	Navigation £	Consolidated £
Legal	70,000	27,500	97,500
Governance	123,240	60,700	183,940
Office Expenses	27,524	13,556	41,080
Chief Executive	73,870	48,370	122,240
Asset Management	44,009	76,284	120,293
Finance and Insurance	206,740	183,810	390,550
Collection of Tolls	0	146,440	146,440
ICT	220,001	108,359	328,360
Total	765,384	665,019	1,430,403

4.2. Operations Directorate

The Operations Directorate includes Construction, Maintenance & Ecology (CME), Ranger Services and Safety Management.

Activity for the CME team in 2020/21 is apportioned at 70% Navigation/30% National Park (20% conservation and 10% recreation). We regularly report on our delivery within CME and safety management to the Navigation Committee. Ranger team apportionment remains at 60% Navigation/40% National Park. This reflects Ranger services support in running events and educational activities, as well as managing countryside sites that are part of the Broads' tourism infrastructure. Ranger team work plans and priorities are agreed at area level according to local priorities.

Table 4

Operations Directorate: Work plan 2020/21 (summary)

Ref	Work area [Broads Plan refs]	Planned priority actions
OD1	Lake restoration [2.1]	BA strategic priority Implement CANAPE Work Package 3 to agreed schedule.
OD2	Priority habitat site management [2.3, 5.5]	Implement rotational habitat management programmes on management agreement sites and BA owned land; Review expiring HLS agri-environment scheme agreements, transfer sites into new schemes and pursue new site agreements for priority habitat.
		Work with local reed and sedge cutters to support commercial management on BA managed sites.
		Implement ecological enhancements at operational work sites, incl. Peto's Marsh and final phase of Hickling reedbed restoration.
		Review NNR management plan for How Hill NNR and Buttle Marsh.
OD3	Invasive non-native species management [2.4]	Implement BA work plan to control invasive non-native species in identified priority areas and encourage management activity at catchment level.
OD4	Research and monitoring for biodiversity [2.6]	Carry out annual water plant survey on selected broads and prioritized river stretches; produce framework to guide long-term BA monitoring programme on fen sites.
OD5	Ranger Services	Complete two adjacent waters surveys and increased tolls check events to monitor toll compliance (May/Sept); Carry out navigation patrolling and hold public safety events; Collect data for GIS asset monitoring and management; Develop use of social media to provide public safety and other information.
OD6	Dredging and sediment disposal [3.1, 3.2]	Carry out dredging works to achieve Waterways Specification in priority areas in line with 5-year dredging programme.
OD7	Navigation water space maintenance,	Liaise with Network Rail on planned works for swing bridges at Reedham (Oct 2021-Mar 2022), Somerleyton (Nov 2021 - Mar 2023), Oulton (Dec 2021 - Mar 2024).

Ref	Work area [Broads Plan refs]	Planned priority actions
	expansion and extension [4.1]	Work to Tripartite Agreement to 2022 for operation of Mutford Lock and road bridge. Provide evidence to inform feasibility study and budget plan for restoration of lock walls.
OD8	Aquatic plant cutting and tree and scrub management [4.2]	Carry out annual tree and scrub management regimes and annual regime for aquatic plant cutting in navigation channels to agreed criteria, prioritizing removal of tree/scrub encroachment over and into the water causing navigation safety issues.
OD9	Safety and security for the navigation and boats [4.3]	Continue roll out of electronic condition monitoring; maintain and relocate mobile speed awareness electronic signage to assist navigators.
		Carry out regular site checks at all BA managed facilities, incl. moorings and countryside sites provided by BA, and manage to agreed standards.
		Work with governing bodies to implement Hire Boat Code and administer Hire Boat Licensing Scheme audits.
OD10	Water, Mills and Marshes scheme [multiple objectives]	BA strategic priority Implement and report to NLHF on partnership projects to agreed schedules; complete restoration at two mill sites; evaluate completed projects and carry out mid-term review; agree formal legacy plans with Norfolk Windmills Trust and Norfolk CC.
OD11	Undergrounding wires programme [5.6]	Member of the Steering Group to promote implementation of undergrounding wires projects, funded by UK Power Networks.
OD12	Integrated physical access network and riverside facilities [6.1, 6.2]	Carry out rolling programme of structural assessment at all BA 24-hour moorings and implement planned works, incl. Acle Bridge, St Benet's, How Hill; bring new locations into use as BA 24-hour moorings, incl. Carrow, Belton Reach, Castle Staithe, Stalham Staithe and Peto's Marsh.
		Implement Broads Integrated Access Strategy action plan, incl. BA-led projects within River Wensum Strategy.
		Implement network riverside facilities annual maintenance and expansion programme to agreed schedules.

Ref	Work area [Broads Plan refs]	Planned priority actions
OD13	Operations administration	Provide administrative support to Directorate officers and committees/working groups.

Table 5

Operations Directorate: Expenditure 2020/21

Item by section	National Park Grant £	Navigation £	Consolidated £
Construction & Maintenance	497,572	830,508	1,328,080
Equipment, Vehicles and Vessel	120,690	281,610	402,300
Water Management	5,000	111,670	116,670
Land Management	(45,086)	0	(45,086)
Waterways & Recreation Strategy	0	9,000	9,000
Practical Maintenance	89,300	493,198	582,498
Ranger Services	304,304	560,656	864,960
Safety	42,226	79,244	121,470
Project Funding	60,793	1,067	61,860
Operational Property	85,173	100,737	185,910
Head Office	183,805	75,075	258,880
Operations Management & Admin	88,915	43,795	132,710
Total	1,432,692	2,586,560	4,019,252

4.3. Strategic Services Directorate

The Strategic Services Directorate includes Development Management, Ecology, Human Resources, Volunteer Services, Communications, Visitor Services and Education.

Table 6

Strategic Services Directorate: Work plan 2020/21 (summary)

Ref	Work area [Broads Plan refs]	Planned priority actions
SD1	Strategy and project planning	[BA strategic priority] Develop partnership proposals to inform Environment Land Management Systems (ELMS) to report to Defra.
		Review and update Biodiversity & Water Strategy (Broads Biodiversity Partnership) and Sustainable Tourism Strategy (Broads Tourism).
		Run Broads Engage stakeholder events to support strategy and project planning, subject to social distancing requirements.
SD2	Broadland Rivers Catchment Plan [1.1, 1.2, 1.4, 2.2]	Implement small-scale local interventions and river enhancement projects across catchment.
SD3	Climate change planning incl. flood risk management [1.3, 10.1, 10.2]	[BA strategic priority] Implement Broadland Futures Initiative stakeholder engagement plan.
		[BA strategic priority] Implement agreed actions in BA Climate Change Action Plan.
SD4	Lake restoration, maintenance and enhancement [2.1]	Agree and implement Water Environment Grant projects with Natural England (incl. How Hill scrapes, catch dyke hydrology monitoring).
SD5	Priority species and invasive non-native species mgt [2.4]	Support agreed species management priority action, incl. mink and floating pennywort control; install new biosecurity signage at key Broads access points.
SD6	Landscape-scale habitat initiatives [2.5]	[BA strategic priority] Implement CANAPE project Work Package 4 to agreed schedule, incl. supporting Broads biochar business and legacy of peatland interpretation at How Hill.

Ref	Work area [Broads Plan refs]	Planned priority actions
SD7	Landscape character and historic asset management [5.1, 5.2]	Adopt Conservation Area Appraisals for Ludham and Horning.
		Implement Water, Mills & Marshes 'Land of the Windmills' programmes to agreed partnership schedules.
SD8	Communications [7.1, 7.2, 7.3]	[BA strategic priority] Promote Broads National Park through branding guidelines and action plan; Implement EXPERIENCE Interreg project to agreed schedule; Manage BA events programme, PR and media engagement, incl. support to key partnership projects.
		When possible and in line with social distancing requirements, run BA information centres and yacht stations; Open new TIC facilities as replacement for Whitlingham TIC.
SD9	Education [9.4, 9.5]	Subject to social distancing requirements, implement Education Strategy annual action plan, incl. Broads Curriculum, work placements, award schemes; Water, Mills & Marshes educational activities. Prepare for review of Education Strategy in 2022.
SD10	Development management [8.1]	Prepare and adopt Supplementary Planning Documents and guidance to support Local Plan policy.
		Provide planning service, including determining applications to national targets, providing free pre-app advice, investigating alleged breaches of Planning & Listed Building Consent incl. condition and s106 monitoring, and resolving breaches of control; conduct annual Customer Satisfaction Survey.
		Engage with District Councils on Land Registry changes to ensure records are accurate.
SD11	Volunteer Service [10.2]	Implement Volunteer Strategy annual action plan, incl. roll-out of modular training programme, BA and local community project support, promotional and celebration events.

Ref	Work area [Broads Plan refs]	Planned priority actions
SD12	Human Resources	Provide routine HR support services to BA staff, incl. payroll and pension mgt; support flexible working opportunities through HR policy and recruitment; implement Equality Working Group actions; provide support for recruitment needs, incl. annual intake of apprentices.
SD12	Strategic Services administration	Provide administrative support to Directorate officers and committees/working groups.

Table 7

Strategic Services: Expenditure 2020/21

Item by section	National Park Grant £	Navigation £	Consolidated £
Development Management	402,961	8,719	411,680
Strategy and Projects	135,816	4,334	140,150
Biodiversity	11,870	0	11,870
Communications	268,133	84,026	352,159
Visitor Services	194,728	90,053	284,781
Human Resources	82,146	57,084	139,230
Volunteers	44,088	29,392	73,480
Strategic Services Management and Admin	124,266	54,906	179,172
Total	1,264,008	328,514	1,592,522

Appendix 1 – Guiding strategies

The Broads Plan is the key partnership strategy that sets the long-term vision and objectives for the Broads. Under this high-level plan sit more detailed guiding strategies, which generally focus on a single theme and cover a short-term period. Table 8 shows the status of those strategies for the Broads where the Broads Authority is a lead or key delivery partner.

Read our strategies here: www.broads-authority.gov.uk/about-us/how-we-work/strategy

Table 8

Guiding strategies

Strategy and scope	Lead	BA contact	Status
Broads Plan Key partnership management plan for the Broads	Broads Authority	Director of Strategic Services	Adopted April 2017. Review date: 2021-22
Local Plan for the Broads Spatial planning policy used in determining planning applications within the Broads Executive Area	Broads Authority	Planning Policy Officer	Adopted May 2019 Review date: 2024 (estimated)
Broads Biodiversity & Water Strategy Implementing the Biodiversity 2020 Strategy in the Broads	Broads Biodiversity Group	Environment Policy Adviser	Adopted May 2019. 5-year action plan to 2024.
Broadland Rivers Catchment Plan Managing water quality and quantity in the catchment	Broadland Catchment Partnership	Catchment Partnership Officer	Adopted 2014. Action plan under ongoing review.
Climate Change Action Plan Reducing our carbon footprint towards net zero.	Broads Authority	Carbon Reduction Project Manager	Adopted 2019. (Broads Climate Adaptation Plan 2016 now part of Broadland Futures Initiative)
Education Strategy for the Broads Formal environmental education and wider outreach in the Broads	Broads Environmental Education Network	Education Officer	Adopted 2017. 5-year action plan in place. Review date 2022.

Strategy and scope	Lead	BA contact	Status
<p>Integrated Access Strategy for the Broads</p> <p>Improving access facilities and links to and between land and water in the Broads, and wider access</p>	Broads Local Access Forum	Waterways & Recreation Officer	Rolling 3-year action plan reviewed 2020.
<p>Tourism Strategy and Destination Management Plan</p> <p>Promoting and managing tourism within the Broads and wider 'area of tourism influence'</p>	Broads Tourism	Head of Comms	<p>Adopted 2016 and 5-year action plan in place.</p> <p>Review date: 2020</p>
<p>Volunteer Strategy for the Broads</p> <p>Promotion, recruitment, training and administration of BA Volunteer Service</p>	Broads Authority	Volunteer Coordinator	<p>Adopted 2017 and 5-year action plan in place.</p> <p>Review date: 2022</p>
<p>BA Financial Strategy</p> <p>Managing the use of the BA's financial resources</p>	Broads Authority	Chief Finance Officer	3-year rolling strategy adopted annually in January

Appendix 2 – Progress against Directorate work plans 2019/20

Table 9

Chief Executive's Group: Progress against work plan 2019/20

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress [reasons]
CE1	Business planning and governance	Review and update Annual Business Plan and BA strategic priorities.	Completed
		Update Code of Corporate Governance and Annual Governance Statement; Review and coordinate Strategic Risk Register and Risk Management Policy.	Completed
		Provide admin support to BA Members, incl. servicing of statutory and advisory committees, Member training and Scheme of Members' Allowances.	Ongoing routine
CE2	Monitoring Officer, Legal Services	Review all constitutional documents.	Some progress
		Review performance of provision of legal services to determine tender for legal services beyond Mar 2020.	Completed
CE3	Landscapes Review	Respond to proposals arising from Glover report (due to be published in Sept 2019).	Completed
CE4	Financial services	Provide financial planning and administration service, incl.: 3-year Financial Strategy, end of year accounts, monthly financial monitoring reports, internal & external audits, Govt returns for MHCLG/ CIPFA/ HMRC, insurance policy & renewal, Treasury Management.	Ongoing routine
CE5	External fundraising and capacity building [9.3]	Develop external fundraising strategy; Continue to support National Park Partnerships and new national charity including appointing appropriate representative onto charity board.	Some progress (strategy not pursued but other measures put in place)
CE6	Development at key sites, asset	[Strategic Priority] Work with key partners to develop projects on	Some progress

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress [reasons]
	management [8.2]	key sites (incl. Acle Bridge, Hoveton Riverside Park, How Hill, Whitlingham Country Park).	
		Review performance of onsite catering operation established at Acle Bridge at Easter 2019.	Completed
		Review arrangements for Whitlingham Charitable Trust (WCT) and extent to which they are in line with BA purposes and objectives.	Withdrawn (BCT ceased BA lease and SLA from 31/03/20)
		Monitor BA owned assets including negotiations of leases/additions/ disposals, and maintain assets database.	Ongoing routine
CE7	Peer Review Action Plan	Review implementation of Action Plan.	Completed

Table 10

Operations Directorate: Progress against work plan 2019/20

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress [reasons]
OD1	Lake restoration [2.1]	[BA strategic priority] Implement CANAPE programme to agreed schedule (Work Package 3).	Good progress
OD2	Priority habitat site management [2.3, 5.5]	Implement rotational habitat management programme on existing management agreement sites and BA owned land.	Ongoing routine
		Work with NE to review management agreements at sites coming to end of HLS schemes and opportunities for new site agreements where priority habitat can be enhanced.	Good progress

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress [reasons]
		Work with local reed and sedge cutters on solutions for ongoing commercial management on BA managed sites	Ongoing routine
		Implement ecological enhancements within operational work sites (incl. dredging setback sites) with fen, reed bed and wet grassland habitat, e.g. Hickling & Peto's Marsh.	Some progress (Peto's Marsh delayed pending protected species licence)
		Revise site plans for How Hill NNR and Buttle Marsh.	Some progress (delayed to tie in with renewal of NNR mgt plan)
OD3	Invasive non-native species management [2.4]	Implement programme of BA action to control invasive non-native species in identified priority areas and encourage management activity at catchment level.	Ongoing routine
OD4	Dredging and sediment disposal [3.1, 3.2]	Carry out dredging works to achieve Waterways Specification in priority areas in line with 5-year dredging programme.	43,930m3 sediment removed (99% of target)
OD5	Navigation water space maintenance, expansion and extension [4.1]	Work with Network Rail on strategic planning for swing bridges at Trowse, Reedham and Somerleyton.	Good progress

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress [reasons]
OD6	Aquatic plant cutting and tree and scrub management [4.2]	Carry out annual tree and scrub management regimes and annual regime for aquatic plant cutting in navigation channels to agreed criteria, prioritizing removal of tree/scrub encroachment over and into the water causing navigation safety issues.	Good progress
OD7	Safety and security for the navigation and boats [4.3]	Continue roll out of electronic condition monitoring to inform priority maintenance programme.	Good progress
		Carry out regular checks on facilities including moorings and countryside sites provided by BA, and manage to agreed standards.	Good progress
		Lobby MCA, BM and AINA to issue updated Hire Boat Code; develop licensing conditions for implementation in April 2020.	Good progress
		Present findings and recommendations from marine and land hazard review to Navigation Committee.	Good progress
		Administer Hire Boat Licensing Scheme and compliance with Boat Safety Scheme.	Good progress
OD8	Whitlingham Country Park management [8.2]	Provide site maintenance, water and vegetation management and recreation enhancements.	Completed
OD9	Mutford Lock management and operation [4.1]	Continue work on future of Tripartite Agreement between BA, Suffolk County Council and Sentinel Leisure for Mutford Lock; Review feasibility report for lock wall restoration and budget requirement for work. programme	Good progress
OD10	Water, Mills and Marshes scheme [multiple objectives]	[BA strategic priority] Implement partnership projects to agreed schedule; monitor and report progress to HLF	Good progress

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress [reasons]
		and submit quarterly claims; Review and update legacy plan for all projects by end Dec 2019.	
OD11	Managing physical access points and routes, linked to visitor facilities [6.1]	Complete programme of moorings maintenance; Manage risk incl. health & safety policies, management practices and monitoring checks; Ensure practical works are to Standard Environmental Operating Procedures with regular review of best practice and environmental data.	Good progress
OD 12	Network provision of riverside facilities [6.2]	Complete annual maintenance and expansion programme.	Good progress
OD13	Volunteer Service [10.2]	Run Volunteer Service and implement Volunteer Strategy Action Plan; roll out modular volunteer training programme.	Good progress
		Investigate proposal for Volunteer Leader recruitment and training programme	Withdrawn (work resources refocused)
		Run/support community projects incl. Norfolk Maker's Festival at Norwich Forum; community workshops at Whitlingham Country Park.	Some progress (Whitlingham elements withdrawn)
		Promote volunteer opportunities through social media and PR, and hold Volunteer Celebration Day in Sept 2019.	Some progress (VCD now biennial, no event 2019)
OD14	Ranger Services	Complete two adjacent waters surveys and increased tolls check events to monitor toll compliance (May/Sept); Carry out navigation patrolling for user safety and guidance and hold campaigns/ events for Water Safety 'Wear It'	Good progress/ ongoing routine

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress [reasons]
		campaign, CO and Super Safety days; Collect data for GIS asset monitoring and management; Develop social media use by Ranger Service and Broads Control to provide safety and other information.	
OD15	Operations administration	Provide administrative support to Directorate officers and committees/working groups.	Ongoing routine

Table 11

Strategic Services Directorate: Progress against work plan 2019/20

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress (reasons)
SD1	Strategy and project planning	[BA strategic priority] Work with partners to influence environment land management schemes (ELMS) post-Brexit.	Good progress
		Run Broads Engage biodiversity event (April); prepare Broads Biodiversity & Water Strategy Action Plan 2019-24 and adopt by July 2019.	Completed
		Identify and fund BA projects through Project Development Group process.	Withdrawn [PDG budget committed]
SD2	Broadland Rivers Catchment Plan [1.1, 1.2, 1.4, 2.2]	Implement small-scale local interventions and river enhancement projects across catchment.	Good progress
SD3	Climate change planning incl. flood risk management [1.3, 10.1, 10.2]	[BA strategic priority] Work with EA to implement Broadland Futures Initiative work plan.	Good progress
SD4	Lake restoration, maintenance and	Implement PC lake modelling and wetland project work as elements in use of Water	Some progress (lake modelling completed,

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress (reasons)
	enhancement [2.1]	Environment Grant (WEG) and Biffa award to partners. (CANAPE - see action OD1)	WEG/Biffa project setbacks)
SD5	Priority species and invasive non-native species mgt [2.4]	Implement species management actions in Biodiversity & Water Strategy 2019-24.	Good progress
SD6	Landscape-scale habitat initiatives [2.5]	[BA strategic priority] CANAPE project Work Package 4 – Implement work to agreed schedule incl. business engagement on paludiculture (wet agriculture) and citizen science.	Good progress
SD7	Research and monitoring for biodiversity [2.6]	Implement fen monitoring and water plant monitoring annual programmes.	Completed
SD8	Landscape character and historic asset management [5.1, 5.2]	Adopt Conservation Area Appraisals for Ludham and Horning	Some progress (objections requiring additional consultation)
		Implement next phase of Water, Mills & Marshes 'Land of the Windmills' programme with min. 2 mills conserved.	Good progress
SD9	Undergrounding wires programme [5.6]	Work through steering groups to influence and gain agreement and funding on improvement projects; Support feasibility and planning for schemes at Hoveton and East Ruston.	Completed
SD10	Integrated physical access network [6.1, 6.2]	Adopt and implement Broads Integrated Access Strategy 2019-22.	Completed
		River Wensum Strategy: Develop feasibility study and project design for riverside improvements near Blackfriars Bridge;	Some progress

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress (reasons)
		implement new mooring linked to Carrow Road/NR1.	(feasibility for riverside improvements commissioned by Norfolk County Council)
SD11	Communications [7.1, 7.2, 7.3]	[BA strategic priority] Implement/promote Broads National Park branding guidelines and action plan, including: NPUK Partnership, Broads Tourism/ Visit the Broads, Discover England Fund, English National Park Experience; Collection project and legacy, support to BA-led projects incl. Water, Mills & Marshes and CANAPE; BA events programme and attendance at externally run events; Local signage, media engagement, PR and events promotion through print, websites and social media.	Good progress
		Run BA information centres and yacht stations.	Ongoing routine
SD12	Education [9.4, 9.5]	Implement Education Strategy annual action plan, incl. Broads Curriculum with online resource pages; work placement opportunities with local schools; John Muir Award scheme activities; Water, Mills & Marshes educational activities.	Good progress
SD13	Development management [8.1]	Adopt and implement Broads Local Plan.	Completed
		Provide planning service, including determining applications to national targets, providing free pre-app advice, investigating alleged breaches of Planning & Listed Building Consent incl. condition and s106 monitoring, and resolving breaches of control; conduct annual Customer Satisfaction Survey.	Ongoing routine

Ref	Work area [Broads Plan refs]	Planned priority actions	Progress (reasons)
SD14	Land Registry	Assess how legislation changes would impact BA (Planning Team involved in data identification & processes, ICT support for data migration).	Good progress
SD15	Human Resources	Provide routine HR support services to BA staff, incl. payroll and pension management.	Ongoing routine
		Continue review of all HR policies, associated practices and documentation.	Some progress [limited staffing capacity]
		Consider proposals to replace Investor in People assessment.	Completed
		Support flexible working opportunities through HR policy and recruitment.	Ongoing routine
		Implement Equality Working Group actions.	Some progress [limited staffing capacity]
		Provide support for recruitment needs incl. annual intake of apprentices.	Ongoing routine
SD16	ICT	Provide routine ICT support services to BA staff, incl. support to carry out GDPR action plan.	Ongoing routine
		Continue Site Check; deliver Document Management System (DMS) project priorities & roll out for committee reports, HR, tolls; reorganize file locations for all sections; assess SOTI software.	Ongoing routine
SD17	Tolls	Collect and process toll income and prepare potential prosecutions.	Ongoing routine
SD18	Strategic Services administration	Provide administrative support to Directorate officers and committees/ working groups.	Ongoing routine

[End of document]

Broads Authority

24 July 2020

Agenda item number 11

Statement of Community Involvement – revision for adoption in response to COVID-19 restrictions

Report by Planning Policy Officer

Summary

Our Statement of Community Involvement (SCI) was adopted in January 2020. Because of the COVID-19 pandemic, many of the approaches we set out in the SCI to engage and consult with the public and stakeholders are going to be difficult to achieve. The Government has stated that SCIs need to be updated to reflect social distancing and access restrictions. This updated SCI seeks to meet the regulation requirements in making documents available for consultation as well as ensuring the risks associated with COVID-19 are considered. It is hoped that the changes are temporary and the usual approach to consultations will be able to be achieved in future as social distancing and access restrictions change over time.

Recommendation

The updated Statement of Community Involvement be adopted.

1. Introduction

- 1.1. The Statement of Community Involvement (SCI) sets out how the Broads Authority will consult the public and other stakeholders on draft documents or planning applications. It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended) that Local Planning Authorities have a SCI in place. While mainly for planning related consultations, the Authority's SCI also says how we will consult on the Broads Plan.
- 1.2. Members endorsed and adopted an updated SCI in January 2020. The recent requirements for social distancing and reduced access to venues as a result of the COVID-19 pandemic mean that many of the ways we said we would engage with the public and stakeholders are difficult to achieve. The Government have stated that SCIs need to be amended if the approach set out in them is contrary to social distancing or access restrictions in place.
- 1.3. The draft SCI at Appendix 1 shows changes to the SCI adopted in January. We have not necessarily removed our usual approaches to consultation, but have provided some caveats about holding any consultation in line with any social distancing guidelines and access restrictions in place at the time of the consultation in question.

- 1.4. The NPPG is clear that these changes should be seen as temporary. Libraries and other venues may reopen soon to enable us to deposit hard copies of consultation documents, albeit there may be some access restrictions in place at those venues. As such, it may be necessary to update the SCI again in the near future, especially as we start to review the Local Plan.
- 1.5. Please note that the SCI went to the meeting of the Planning Committee in July. The deadline for this report was before that meeting was held and so any comments or proposed amendments will be reported to Members at the Authority meeting.

2. Main changes to the SCI

- 2.1. The main changes to the SCI are as follows.
 - a) We do not propose to consult on this SCI. There is no requirement to do so and the changes we are proposing are pragmatic responses to a global pandemic.
 - b) Hard copies of documents will be placed in Yare House, and are likely to be available to view on an appointment only basis - see below for further details.
 - c) We note that we hope to place hard copies in libraries where possible, rather than committing to doing so. As noted above, with access restrictions easing over time, libraries may reopen soon – see below for further details.
 - d) Where we refer to drop in sessions, meetings or presentations, we will include the option to do so using video conferencing.
 - e) We emphasise in various places why these changes are being made and that the precise approach to consultation will be set out in the document being consulted on, within the framework of the SCI. We make clear that we will need to consider the risks associated with COVID-19 social distancing and access restrictions when we say how we will consult on documents. Such restrictions are changing regularly.
 - f) There are some changes to improve or correct the SCI that were noticed upon re-reading the document.
- 2.2. In terms of hard copies being made available, it is important to note the regulations¹:

35.— (1) A document is to be taken to be made available by a local planning authority when—
 - a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and
 - b) published on the local planning authority's website

¹ The Town and Country Planning (Local Planning) (England) Regulations 2012:
<http://www.legislation.gov.uk/uksi/2012/767/regulation/35/made>

- 2.3. As can be seen in (a), at the very least the document must be available at the Authority's head office, that is in the reception at Yare House. Viewing by appointment is how Great Yarmouth Borough Council is making their Local Plan consultation documents available for public view and we will may be able to take that approach as well, subject to finer details. The next consultation we intend to hold is on the Coastal Adaptation SPD, which is at this meeting to be endorsed. It is anticipated that consultation will be at the end of August. As this document is fairly short, we will place printed pages in the windows of Yare House and advertise this approach when we consult on the SPD.
- 2.4. Placing consultation documents in other venues is up to the Local Planning Authority. Normally, we use other venues such as councils and libraries in the area. However, as discussed above and in the SCI, we are temporarily removing this commitment. If access restrictions change and venues reopen to the public, we can place documents there.
- 2.5. We will improve the formatting of this document, so the final version on the website may look slightly different.

3. Financial implications

- 3.1. When documents are out for consultation, there will be costs associated with press adverts, venue hire and printing documents. We will seek best value through getting quotes for those expenses.

4. Risk implications

- 4.1. The main risk is whether consultations will meet the requirements of the regulations. While being unable to guarantee that documents will be placed in libraries is not ideal, making sure there is a hard copy at Yare House for public inspection meets these requirements. This approach is temporary, and when libraries are open again they can be used as consultation venues.
- 4.2. Another risk is about ensuring consultation documents are accessible to all. This is linked to 4.1 above and the SCI gives the option for people to request hard copies of the document to be sent to them.

Author: Natalie Beal

Date of report: 03 July 2020

Appendix 1 – Draft updated Statement of Community Involvement July 2020



Statement of Community Involvement

July 2020

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1. Introduction

1.1. What is a Statement of Community Involvement?

This Statement of Community Involvement (SCI) is the Broads Authority's formal policy to:

- i. Identify how and when local communities and stakeholders will be involved in the preparation of the ~~Broads Local Plan~~[Local Plan for the Broads](#) – the Planning Policy Officer is responsible for the production of this;
- ii. Set out community involvement in the consideration of planning applications – the Development Management Officers are responsible for determining planning applications and the Planning Administration Team are responsible for the receipt and processing of applications and fees; and
- iii. State how the community can inform the review of the Broads Plan (the strategic plan to manage the Norfolk and Suffolk Broads) – the Head of Governance is responsible for this ~~at the time of writing.~~

This SCI updates and replaces the ~~2014 SCI adopted in January 2020~~[SCI](#). The National Planning Practice Guidance (NPPG) required SCIs to be updated every 5 years. [However, since the adoption of the January 2020 SCI, access restrictions to prevent the spread of COVID19 has meant that Local Planning Authorities have had to rethink how to hold public consultations. Indeed, as set out in section 2 of this document, the Government has stated that Statements of Community involvement need to be amended.](#)

The SCI is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). Section 18¹ states that:

- (1): *The local planning authority must prepare a statement of community involvement.*
- (2): *The statement of community involvement is a statement of the authority's policy as to the involvement in the exercise of the authority's functions under sections 13, 15, 19, 26 and 28 of this Act and Part 3 of the principal Act of persons who appear to the authority to have an interest in matters relating to development in their area.*

The SCI sets out the Authority's policy on consulting and involving people and organisations with an interest in the development and management of the Broads. The Authority must comply with the adopted SCI in preparing any planning document or when determining any planning application. The policy in the SCI will also be used to help inform the review of the Broads Plan.

1.2. Contact details

For more information about the Statement of Community Involvement, planning documents and applications in the Broads Executive Area, or the Broads Plan, please contact us:

Tel: 01603 610734

Email: PlanningPolicy@broads-authority.gov.uk
planning@broads-authority.gov.uk

¹ <http://www.legislation.gov.uk/ukpga/2004/5/section/18>

BroadsPlan@broads-authority.gov.uk

Post: Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, Norfolk NR1 1RY

Website: www.broads-authority.gov.uk

2. COVID19

The NPPG has been updated to say²: ‘where any of the policies in the Statement of Community Involvement cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue’.

In the case of the SCI for the Broads Authority, this states that we do place hard copies of consultation documents in libraries and other council offices, as well as in reception at Yare House. We do also say that we may hold open days, drop in events or present to groups. Because of social distancing and access restrictions related to COVID19, we need to amend this Statement of Community Involvement as we cannot currently fulfil these commitments.

It should be noted that changes to this SCI that remove the commitment to place documents in libraries or other council offices, or promote ways to engage other than meeting people face to face, are considered to be temporary at the time of publication. It is hoped that soon we can start more direct consultation again and when this happen we will amend this SCI. It is also important to note that libraries may reopen and we may be able to place documents in them. Social distancing measures and other access restrictions may change over time. We will ensure that we set out how we will consult for the particular document that is subject to consultation, in line with this SCI.

² <https://www.gov.uk/guidance/plan-making#covid19>

2.3. Involving the community in planning policy

2.1.3.1. The local plan process

The Local Plan³ includes policies to help determine planning applications and also allocate some areas of land for certain land uses. When the Broads Authority reviews the Local Plan from around 2020/2021 we will review the adopted planning policies and look into other issues in the Broads Authority Executive Area. The process is set out in Table 1 below. A timeline showing the estimated date for the Local Plan review is [the Local Development Scheme](#) in [Appendix A](#). Please note it is anticipated that this timeline will be amended more regularly than this SCI and so to see the most up to date version, please go here: <https://www.broads-authority.gov.uk/planning/planning-policies/development/supporting-documents-and-evidence->.

Over the coming years we will also produce and consult on some Supplementary Planning Documents (SPDs) and planning guides. We follow a set process for SPD production, consultation and adoption, and will produce guides in a similar way.

Table 1: Broads Local Plan Process

Sustainability Appraisal and Habitats Regulation Assessment	1: Identify issues	Review existing policies and identify gaps in policies.
	2: Collect evidence	Research what will inform the Local Plan.
	3: Consult	Let stakeholders and the public know the Authority is producing the Local Plan and ask for their views on what it should cover. Minimum 6-week consultation period. (Regulation 18)
	4: Prepare Draft Plan	Prepare a draft Local Plan with help from evidence and comments received.
	5: Consult	Consult stakeholders and the public on the draft Local Plan for a minimum of 6 weeks.
	6: Improve Plan	Consider consultation comments and any further evidence when improving the Local Plan.
	7: Publish Plan	Consult stakeholders and the public on the improved Local Plan for a minimum of 6 weeks. (Regulation 19)
	8: Submit	Assess consultation comments. If the Authority wants to improve the Plan further, stages 6 and 7 are repeated. If the Authority considers the Local Plan is sound, submit it to the Planning Inspectorate. (Regulation 22)
	9: Examine	An independent Planning Inspector examines the submitted Local Plan. There may be Public Hearings. (Regulation 24) Modifications to the Local Plan will also be subject to consultation.
	10: Adopt	If the Independent Planning Inspector finds the Local Plan sound, the Authority can adopt the Plan. (Regulations 25 and 26)

³ <https://www.broads-authority.gov.uk/planning/planning-policies>

The public can take part in stages 3, 5 and 7. They can also take part in stage 9 if they made comments at stage 7 ([in terms of taking part in the Examination](#)). Public can comment on [modifications to the Local Plan, also as part of stage 9](#). The Authority can carry out extra consultation if needed.

2.2.3.2. Relationship of the local plan to other documents

The following diagram shows how various documents relate to the Broads Local Plan and explains what each document is for.



Sustainability Appraisal

A Sustainability [Assessment Appraisal](#) (SA), including a Strategic Environmental Assessment (SEA), must take place as part of the Local Plan process. The SA process will assess the social, environmental and economic effects of the Plan and this will help make sure that decisions made contribute to sustainable development. These documents are put together at the same time as the Local Plan and help to inform and shape the Local Plan policies.

For Supplementary Planning Documents (SPD), a SEA is completed which may use the SA criteria.

The first stage of the SA is to produce a Scoping Report. This identifies the key sustainability issues for the area through consultation and a review of literature and data. The Environment Agency, Natural England and [English Heritage](#) [Historic England](#) must be consulted at this stage.

Following the Scoping Report, different versions of the SA are produced to go with each stage of the Plan making process. The SA assesses policies and proposals in the Plan and recommends improvements. The SA is published alongside the Local Plan and is also open to comment.

Habitats Regulation Assessment

The Habitats and Birds Directives protect sites of exceptional importance in respect of rare, endangered or vulnerable natural habitats and species within Europe. These European Sites include Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Offshore Marine Sites (OMSs), but at the moment there are no OMSs designated.

Articles 6(3) and 6(4) of the Habitats Directive (European Community 1992) require Habitats Regulations Assessment (HRA) of any plans or projects likely to have a significant effect on a designated feature of a European Site (European Commission 2002).

A Habitats Regulations Assessment assesses potential effects of a proposed plan on all European sites, both within and next to the plan area. It may also include an Appropriate Assessment (AA). The HRA (and AA) should make sure that a plan or project is only approved after determining it will not adversely affect the integrity of any European Site.

The HRA takes the following format:

- Evidence gathering - Identifying European sites in and next to the Broads designated area that may be affected. Research the qualifying features, site conditions, conservation objectives and other relevant plans or projects that might be relevant.
- Task 1 – Screening to decide if a policy is likely to have a significant effect. At this stage there should be enough information available to screen policies effectively.
- Task 2 – Appropriate Assessment and determining the effect on site integrity.

2.3.3.3. Duty to Cooperate and Statements of Common Ground

New legislation (Localism Act, section 110) sets out a 'duty to co-operate' which applies to all Local Planning Authorities, National Park Authorities and County Councils in England and to several other public bodies. The new duty means that councils and public bodies must '*engage constructively, actively and on an ongoing basis*' to develop strategic policies. Councils also have to consider joint approaches to plan making.

A statement of common ground records progress made by strategic policy-making authorities during strategic planning for cross-boundary matters. The statement records effective co-operation, or shows where it is not happening, throughout the plan-making process. It can be used at examination to prove that plans are deliverable over the plan period based on effective joint working across local

authority boundaries. For Local Planning Authorities, it is used as part of the evidence needed to show they have complied with the duty to cooperate.

More information can be found in the NPPG: <https://www.gov.uk/guidance/plan-making>

The NPPF and NPPG lists issues requiring cooperation as:

- The homes and jobs needed in the area;
- The provision of retail, leisure and other commercial development;
- The provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and the provision of minerals and energy (including heat);
- The provision of health, security, community and cultural infrastructure and other local facilities; and
- Climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.

Certain other public bodies have to follow the duty to cooperate. These are prescribed in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) as amended by the [National Treatment Agency \(Abolition\) and the Health and Social Care Act 2012 \(Consequential, Transitional and Saving Provisions\) Order 2013](#). The organisations that have a statutory duty to cooperate⁴ are:

- Environment Agency
- The Civil Aviation Authority
- The Homes and Communities Agency
- ~~English Heritage~~ [Historic England](#)
- The Office of Rail Regulation
- Natural England
- Norfolk County Council and Suffolk County Council
- Highways Agency
- New Anglia (Local Enterprise Partnership)
- Primary Care Trust⁵
- Marine Management Organisation

The Broads Executive Area covers parts of two County Councils and six District/Borough/City Councils:

- Norfolk County Council
- Suffolk County Council
- Broadland District Council
- Great Yarmouth Borough Council
- North Norfolk District Council
- Norwich City Council
- South Norfolk District Council
- East Suffolk Council

⁴ Please note that the regulations also refer to the Mayor of London and Transport for London but these are not relevant to the Broads Authority.

⁵ The Health and Social Care Act 2012 abolishes Strategic Health Authorities and other health bodies such as Primary Care Trusts. Instead there are newly established bodies, the clinical commissioning groups and the National Health Service Commissioning Board.

The Authority will ensure it 'engages constructively, actively and on an ongoing basis' with relevant organisations. Duty to Cooperate workshops are part of the Local Plan production process.

2.4.3.4. How we consult and engage

Advertising consultations

Depending on the consultation stage, we will use some or all the following advertising methods:

- Advertise and promote consultations on the Authority's website.
- Email or write to relevant organisations or individuals who asked to be on our consultation database.
- Display posters at suitable places around the Broads.
- Ask Town and Parish Councils and Councillors for their help letting people know about consultations.
- Use adverts or press releases to promote consultations in the local press or community magazines.
- Use social media (Facebook: <https://www.facebook.com/BroadsAuthority/> and Twitter: <https://twitter.com/BroadsAuth>) and information technology.

Methods of consultation

Depending on the type of consultation document, we will use some or all the following consultation methods.

Please note that not all of these approaches may be possible because of access restrictions or social distancing requirements. We will need to assess any risk associated with COVID19 in deciding how to engage with the public. We may use alternative approaches to our normal way of consulting. If we do hold events where we meet people in person, we will need to adhere to the social distancing rules in place at the time. Please check the consultation section of the relevant document to understand what approaches we will be taking.

- We may make presentations to certain groups or organisations. This could be in person or by using video conferencing.
- We may Attend Parish meetings if asked, particularly if they can be grouped or where there is a policy issue of local significance. This could be in person or by using video conferencing.
- We may hold open days or public meetings at accessible venues at times when most people will be able to attend. There could be potential in arranging such a 'meeting' using video conferencing (perhaps with the need to make appointments).
- Depending on any social distancing or other access restrictions in place, we would hope to be able to put printed documents in public venues around the Broads. Appendix B lists the usual venues. As a minimum, hard copies will be available at reception at Yare House and may be viewable by the public. For some documents, we may be able to attach them to windows so they can be read from outside the buildings. For other documents, documents will be viewable on an appointment basis (call the Broads Authority to check).
- We can print copies of the documents for individuals on request (we may have to charge a fee to cover costs and this will be set out in the consultation part of the document).
- We may deliver consultation summary leaflets to most homes in an area at certain

stages of the plan making process.

- Accept comments by email or post.
- [May p](#)ut up unstaffed displays (including summary posters) in public areas.
- [May S](#)end out questionnaires, either printed or online.
- Translate parts of documents or summary leaflets into other languages if needed.
- Provide braille or large print versions if needed.

Consultations are held for a set period. We will make sure that deadline dates and times are clear and well publicised. To be included in the consultation comments must reach us by the deadline. Late responses are kept on file, but are unlikely to influence the consultation document. At the formal stages of publication of a Local Plan, late representations are not 'duly made' and therefore cannot be used.

2.5.3.5. Who we consult

The Authority consults a wide range of people and organisations, under three main groups:

- Specific Consultees: These are the organisations we have to consult to comply with planning regulations. We also include the Local Enterprise Partnership (New Anglia) and the Local Biodiversity Partnership (Wild Anglia) as Specific Consultees.
- General Consultees: These are extra organisations that we think are relevant to the consultation. They may be national, regional or local organisations.
- Local Consultees: These organisations or individuals are local to the Broads.

See [Appendix C](#) for a list of consultees, correct at the time of writing and adopting this SCI document.

Some groups can be harder to engage with than others. These groups can include people whose first language is not English, people with disabilities, young people, older people and gypsies, travellers and travelling show people, and those who live on boats. Such groups may be unable or unwilling to engage in traditional consultation methods. Table 2 below explains how we will consult groups that can be harder to engage with.

[Please note that not all of these approaches may be possible because of access restrictions or social distancing requirements. We will need to assess any risk associated with COVID19 in deciding how to engage with the public. We may use alternative approaches to our normal way of consulting. If we do hold events where we meet people in person, we will need to adhere to the social distancing rules in place at the time. Please check the consultation section of the relevant document to understand what approaches we will be taking.](#)

Table 2 'Hard to engage' groups

Group that may be harder to engage with	How we will consult these groups
Young people	We may attend school assemblies, produce consultation materials aimed at school-aged people, and/or put up displays at venues that young people attend, taking into account social distancing or access restrictions.
People with English not	We may put display posters in venues used by this particular group. We

Group that may be harder to engage with	How we will consult these groups
as their first language	may translate parts of documents or summary posters and questionnaires if needed.
People with disabilities	Make sure that open days or public meetings (if held) are held in accessible venues. Include organisations and individuals that represent this particular group in our General Consultees list (for example the Disabled Persons Transport Advisory Committee Equal Lives). Provide large print and braille versions of consultation materials if needed.
Gypsies, travellers and travelling show people	Include organisations and individuals that represent this particular group in our General Consultees list (for example The National Federation of Gypsy Liaison Groups, The Showmen's Guild of Great Britain and Gypsy Roma Traveller Achievement Service) . Also include ensure that our contacts at the District Councils invite comments from the Housing Teams of our Constituent Authorities .
Elderly people	Make sure that open days or public meetings (if held) are held in accessible venues. Include organisations or individuals that represent this particular group in our General Consultees list (for example Age UK Norfolk). Make sure that hard copies of documents are available in public venues, subject to social distancing and access restrictions .
Those who live on boats	Talk to residential boaters face-to-face (subject to social distancing and access restrictions) or drop off leaflets and other information as appropriate. Our Ranger team may also be able to help contact residential boaters.

2.6.3.6. Consulting on different stages of different plans - who and how?

Different consultation methods suit different stages of the plan making process and the type of document being consulted. There are regulations that the Authority must follow, setting out who to consult, when and for how long, see Table 3. We may also add in extra stages of consultation.

We will try to avoid school holidays for consultations. If we can't avoid this we may extend the consultation period beyond the minimum required.

We prefer to let people know about consultations by email, and also receive comments by email, as this reduces postage costs and time. But we will send or receive communications by post if needed.

[The following table sets out how the various stages of consultation could be run.](#)

[Please note that not all of these approaches may be possible because of access restrictions or social distancing requirements. We will need to assess any risk associated with COVID19 in deciding how to engage with the public. We may use alternative approaches to our normal way of consulting. If we do hold events where we meet people in person, we will need to adhere to the social distancing rules in place at the time. Please check the consultation section of the relevant](#)

Table 3 Public consultation requirements of different plans

Document	Stage	Length of Consultation	Who and how
Sustainability Appraisal Scoping Report ⁶	Before plans are started	5 weeks	We will consult the Environment Agency, Natural England, English Heritage Historic England , New Anglia, Wild Anglia, Norfolk and Suffolk County Council and our six constituent districts. We will also consult the RSPB and Marine Management Organisation.
Broads Local Plan and Sustainability Appraisal ⁷	Consultation (Regulation 18)	Minimum 6 weeks	<p>This is the first stage of consulting on a planning document, and consultation methods will be wide ranging.</p> <p>We will notify those on our consultation database, place e-documents on the website, <u>where possible</u> place printed documents in public venues⁸ around the Broads, <u>place hard copies in Yare House reception (likely to use a view by appointment system or documents map-be attached to windows)</u> and <u>where possible</u> hold public events such as open days <u>either in person or using video conferencing (subject to social distancing and access restrictions)</u>.</p> <p>We will attend Parish meetings if asked (<u>where possible and subject to social distancing</u>), particularly if they can be grouped or where there is a policy issue of local significance. We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) (<u>where possible and subject to social distancing</u>) and produce summary posters or unstaffed displays at suitable venues as needed.</p>
	Publication (Regulation 19)	Minimum of 6 weeks	<p>At this stage of consultation, we will notify those on our consultation database, place documents on the website and <u>where possible</u> place printed documents in public venues around the Broads <u>and place hard copies in Yare House reception (likely to use a view by appointment system or documents map-be attached to windows)</u>.</p> <p>We will ask those who respond if they want us to let them know about the progress of the document as it is submitted, examined and</p>

⁶ The Environmental Assessment of Plans and Programmes Regulations 2004:

<http://www.legislation.gov.uk/ukxi/2004/1633/contents/made>

⁷ The Town and Country Planning (Local Planning) (England) Regulations 2012:

<http://www.legislation.gov.uk/ukxi/2012/767/contents/made> and The Environmental Assessment of Plans

⁸ Regulation 35 of the 2012 regulations say that documents are made available when 'made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours'.

Document	Stage	Length of Consultation	Who and how
			potentially adopted.
	Submission (Regulation 22)	-	At Submission stage, we must tell Specific and General consultees and those who asked to be kept informed that they can see the documents on the Authority's website and where possible at appropriate public venues <u>and place hard copies in Yare House reception (likely to use a view by appointment system or documents map may be attached to windows)</u> . We will also put a notice in the local press.
	Examination (Regulation 24)	-	Any consultee who made a representation and said that they want to attend the Examination in Public and speak at the public hearings will be told the date, time, venue and format of the hearings. <u>It should be noted that the Planning Inspectorate will use different ways of holding the hearings such as video conferencing to reflect the social distancing or access restrictions in place.</u> We will advertise the date, time, venue and format of the examination on our website and at public venues. The Inspector may also ask someone who has made a representation to provide further information to help their understanding. When we receive the Inspector's Report, we will place it on our website and where possible in public venues <u>and place hard copies in Yare House reception (likely to use a view by appointment system or documents map may be attached to windows)</u> , and contact those who asked to be kept informed. <u>If we need to consult on modifications to the Local Plan, we will do this in the same way as previous stages of consultation.</u>
	Adoption (Regulation 26)	-	As well as informing interested parties of adoption, we will place a notice in the local press, write to or email consultees, and where possible place information in public venues, <u>place hard copies in Yare House reception likely to use a view by appointment system or documents map may be attached to windows)</u> and on our website.
Statement of Community Involvement	Draft SCI	5 weeks	There is no requirement to consult at this stage, but the Authority will consult for about 5 weeks. We will notify those on our consultation database and place documents on our website. The final copy will be available at public venues. Once

Document	Stage	Length of Consultation	Who and how
			adopted, we will advise those on our consultation database that we have amended and adopted the SCI. We will place a copy on our website, advertise the adoption via social media and where possible have hard copies at public venues, but will have a hard copy at Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows).
Supplementary Planning Documents ⁹	Draft SPD (Regulation 12)	4 weeks	We will notify those on our consultation database, place documents on the website, where possible place printed documents in public venues and place hard copies in Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows). We may hold public events such as open days (where possible and subject to access restrictions and social distancing). We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) (where possible and subject to access restrictions and social distancing) and produce summary posters or un-staffed displays at suitable venues. We will ask those who responded if they want us to let them know when the Plan is adopted.
	Adoption (Regulation 14)	-	As well as informing the interested parties of adoption, we will place a notice in the local press, write to or email consultees on our database, where possible place information in public venues, place hard copies in Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows) and on our website.
Guides	Consultation	Around 6 weeks.	We will notify those on our consultation database, place documents on the website, where possible place printed documents in public venues and place hard copies in Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows). We may hold public events such as open days (where possible and subject to access restrictions and social distancing). We may produce summary leaflets or surveys, present to specific groups (such as school

⁹ The Town and Country Planning (Local Planning) (England) Regulations 2012: <http://www.legislation.gov.uk/uksi/2012/767/regulation/12/made>

Document	Stage	Length of Consultation	Who and how
			assemblies) (where possible and subject to access restrictions and social distancing) and produce summary posters or un-staffed displays at suitable venues. We will ask those who responded if they want us to let them know when the Plan is adopted.
	Adoption	-	As well as informing the interested parties of adoption, we will place a notice in the local press, write to or email consultees on our database, where possible place information in public venues, place hard copies in Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows) and on our website.

2.7.3.7. What we do with the comments we receive

When you respond to a Planning Policy consultation, your comments will eventually be viewable by the public. This helps ensure a transparent planning system. We will check all comments before they are made public, to make sure that the language used is appropriate for a public audience (i.e. not offensive or inflammatory).

We will abide by data protection rules and will make sure that full personal details are not made publicly available. Names (and job titles and organisations where appropriate) will be made public in the list of consultation responses. We will deal with your personal data in line with GDPR requirements and section 9 and [Appendix D](#).

All comments received will be acknowledged and logged on our database. At the end of the consultation period, we will put together a summary document of comments received, our response, and details about how the comments will be used. We will explain clearly why we made our decisions. The report will be available on the planning policy pages of our website and in paper format on request (a fee may be charged for this). The report will be ready after a reasonable time following the end of the consultation period, allowing us time to read, consider and respond to all comments.

When we submit the Local Plan (or any other planning document) to the Planning Inspectorate to be examined, we must produce a Consultation Report. This report will include the comments received at all stages of the Local Plan production. It will explain how we used the comments and how they have affected the development of Local Plan policy.

We cannot guarantee that every comment will result in changes to the plan that is being consulted on. But we can guarantee that we will read every comment and provide a response saying what actions will be taken or we will explain if no action is taken.

2.8.3.8. How can people get involved?

We will advertise our consultations widely in many different ways, so that people can find out about consultations and tell us what they think. Anyone interested can get in touch with us and ask to be kept informed about particular planning documents or consultations. From time to time, we will contact consultees to see if they still want us to keep their details on our consultation database.

3.4. Involving the community at the planning application stage

The Broads Authority is the local planning authority for all land and properties within the Broads executive area. Therefore, the Authority is responsible for processing and managing most forms of development in the Broads¹⁰.

3.1.4.1. **Legislative requirement to consult on planning applications**

As well as consulting on strategic documents, the Broads Authority also has to consult the community on planning applications. The requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010.

3.2.4.2. **Pre-application discussions**

The Localism Act 2011 sets out requirements for consultation in the pre-application process, and the National Planning Policy Framework (NPPF) also encourages applicants to engage in this process. This can provide feedback at an early stage as to whether their application is likely to be acceptable in principle.

The NPPF says: 188. *Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.*

For all applications, we encourage pre-application discussions with our Planning Officers, who can offer guidance and advice on design and on the planning policies and regulations that may apply. They can also give advice about the type and level of information required to enable the Authority to validate and determine their application. We can also let the applicant know which organisations we will be consulting. This will give the applicant an opportunity to contact the organisations beforehand and address any concerns they may have. We can also advise if planning permission is not needed.

The NPPF says: 190. *The more issues that can be resolved at pre-application stage, the greater the benefits.*

Pre-application advice can:

- Help identify issues any developer should consider in formulating proposals including flood risk
- Help identify the level of supporting information and detail that should accompany the plans and forms required to be submitted with any formal application
- Avoid expensive mistakes being made at application stage
- Speed up processing of the application
- Make sure groups or individuals you must consult by law are engaged as early as possible
- Identify schemes which are unlikely to win support
- Avoid time spent on making an application if permission is not needed

¹⁰ <https://www.broads-authority.gov.uk/planning/planning-permission>

At the time of writing, this service is provided for free. If you want to take advantage of pre-application advice, please fill out the pre-application advice form found on the Authority's website¹¹.

3.3.4.3. Pre-application consultation

The Localism Act sets out the requirements for statutory pre-application consultation; the NPPF also encourages those not required by law to undertake community engagement. All applicants are encouraged to consult neighbours, the appropriate Parish/ Town Council and other local amenity bodies before submitting their application. How this is done will vary in proportion to the scale and nature of the development proposal. As a minimum, for minor applications we recommend the applicants consult immediate neighbours before submitting an application.

For major applications, such as those that may be controversial, on sensitive sites or significant in scale, we encourage developers to engage with the local community at an early (pre-application) stage in order to establish local issues and concerns that may need to be addressed in the application. How this is done is up to the developer, but we would encourage public exhibitions, public meetings, press releases and public notices.

Applicants will then be able to submit a Consultation Statement with their application.

Major applications are defined as residential development comprising 10 or more dwellings OR if the number of dwellings is unknown, the site area is 0.5 hectare or more; or any other use where the floor space proposed is 1,000 square metres or more OR if the site area is one hectare or more.

3.4.4.4. Local Development Orders

Local Development Orders are made by local planning authorities and give a grant of planning permission to specific types of development within a defined area. They streamline the planning process by removing the need for developers to make a planning application to a local planning authority.

On producing a Local Development Order, the regulations¹² state that the draft local development order and statement for reasons need to be made available in a similar way to those of the Local Plans. The venues as set out in [Appendix B](#) will therefore hold paper copies of the documents, and a copy will be posted on our website.

Where the draft local development order would grant planning permission for development specified in the order, the Authority will display in at least one place on or near to the site to which the order relates a notice (as set out in Schedule 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2010) and give every person whom we know to be the owner or tenant of any part of the site whose name and address is known to the authority, a copy of the Order.

¹¹ http://www.broads-authority.gov.uk/_data/assets/word_doc/0004/410269/Do_I_need_Planning_Permission_form.doc

¹² http://www.legislation.gov.uk/uksi/2010/2184/pdfs/uksi_20102184_en.pdf

The consultation will last a minimum of 28 days.

The Specific Consultees as set out in [Appendix C](#) will be consulted, as well as the following groups:

- Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area;
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- Bodies which represent the interests of different religious groups in the local planning authority's area;
- Bodies which represent the interests of disabled persons in the local planning authority's area;
- Bodies which represent the interests of persons carrying on business in the local planning authority's area.
- Any person with whom they would have been required to consult on an application for planning permission for the development proposed to be permitted by the order.

3.5.4.5. Who will be consulted on planning applications and how?

Once an application has been submitted, the Authority is responsible for managing the consultation, determining who will be consulted and how long they will have to comment. The Authority carries out consultation for applications, even those when pre-application advice has been sought ~~to ensure there is no bias.~~

Depending upon the nature and location of the application, the Authority may consult various bodies and organisations to receive their views regarding the application. These can include the Environment Agency, Anglian Water, Natural England, Norfolk or Suffolk County Council Highways Departments, Norfolk Landscape and Archaeology Department, Norfolk or Suffolk Fire Service, Broads Society and others considered pertinent to the proposal.

The Authority may also consult internal officers for their specialist views. These can include the Ecologist, the Landscape Officer, the Historic Environment Manager, the Authority's Arboriculture Consultant and the Waterways and Recreation Officer. The Parish/Town Council is a statutory consultee and is always consulted.

For applications that relate to the use and enjoyment of the water space and/or affect navigation, the Authority will consult with relevant organisations that represent the various users of the Broads system.

These organisations/officers are consulted via email (or by post if no email address is provided to the Authority) with information as to how they can view the application online. Neighbours are consulted by post whilst Parish and Town Councils are sent an email informing them of the consultation period or sent a copy of the application by post if an email address is unavailable.

Some applications may have historic environment issues. On these occasions, the Authority will consult with Norfolk County Council Historic Environment Service, and [English Heritage Historic England](#) East of England Region as well as the Authority's Historic Environment Manager.

On occasion, planning applications are revised after they have been submitted, due to concerns raised by case officers or to address comments received from consultees or the public. Depending on the significance of the changes, the Authority ~~may~~**will** re-consult with the Parish Council, neighbours and anyone else likely to be affected by the changes made. The usual time for response to amendments is 10 working days.

In addition to consulting neighbours and other Statutory Bodies, the Authority publicises planning applications and other submissions as set out in the Table below to ensure the local communities have a number of ways to find out what is being proposed in their area.

For all Local Planning Authority applications and consents submitted to the Broads Authority, we will:

- a) Send notification of the application to the respective District/Borough/City Council
- b) Display a notice of the proposal in a prominent position on or near the proposed site
- c) Consult, by letter or email, immediate neighbours, respective Parish Council and respective District/Borough/ City Council Ward [and County](#) Members
- d) Publish full details of the application on the Authority's website
- e) Make details of the application available for inspection at the Authority's head office during normal working hours. Due to the restrictions arising from Covid-19 there will be specific arrangements and you may need to make an appointment to view these – [please contact us to discuss this.](#)
- f) Consult any relevant statutory and non-statutory bodies

In addition to the above, we will give notice in a local newspaper of the following types of development:

- a) Works within a Conservation Area or within the curtilage of a listed building.
- b) A proposal which is Environmental Impact Assessment development~~accompanied by an Environmental Statement~~
- c) A proposal which is contrary to the Development Plan
- d) A proposal which affects a public right of way
- e) Major development, including development likely to be of interest to a wider number of people
- f) Telecommunications development

A Weekly List¹³ of new planning applications is issued each week to allow the public to stay up-to-date with applications submitted for sites within their local area.

¹³ <https://planning.broads-authority.gov.uk/online-applications/search.do?action=weeklyList>

3.6.4.6. How can people get involved in the application process?

Members of the public can get involved during the consultation period, by informing the Authority in writing of their views on proposals or by providing any relevant information they feel the Authority should know.

Applications are also discussed at Parish/Town Council Committee Meetings. Members of the public may be able to speak at these meetings. However it is advised that the Parish Clerk/Representative is asked for that Parish's protocol in respect of its 'planning meetings'

The Broads Authority's Planning Committee¹⁴ is also a public meeting and anyone is eligible to register to speak on an application, or turn up on the day to sit and listen.

3.7.4.7. How can I find out about planning applications in my area?

The Weekly List published on the Authority's website shows new applications registered within the Broads Authority's Executive Area. Site notices are another way to find out about planning applications. These are erected on or close to the application site in places accessible to the public from public footpath or highway. Press Notices are included in the local newspaper for applications as specified the box on the previous page.

3.8.4.8. How to comment on a planning application

Consultation letters, Site Notices and Press Notices will all include details of how to view the planning application and how to make comments on the application.

There is a statutory consultation period of 21 days from the date of the Site Notice or neighbour notification letter, or 14 days from the date of the press advertisement, for responses to be made. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation for applications for development potentially affecting a SSSI. Any responses received during this consultation period are uploaded onto the Broads Authority's Public Access system and can be viewed by the wider public.

Comments on a planning application must be made in writing and can be submitted in three different ways:

- a) via the Broads Authority's Public Access system
- b) via email
- c) via post

3.9.4.9. What we do with the comments we receive?

We aim to acknowledge representations received from neighbours, Parish/Town Councils, District or other councillors and the Broads Society on undetermined applications within five working days of receipt. We will acknowledge representations from other bodies as appropriate.

¹⁴ <https://www.broads-authority.gov.uk/about-us/committees/planning-committee>

The Authority displays all comments received regarding an application on its website under the application's reference (although we will not include any inappropriate or offensive comments). These can be accessed by all members of the public.

The Planning Officer responsible for an application will take all comments received into consideration when making his/her recommendation. Where appropriate, comments received may result in amendments being made to the proposal and/or adding conditions to the decision notice. In some instances, comments received may result in the refusal of a proposal.

Every Planning Officer will ensure that any comment received is referenced in their final report on the proposal, whether or not further action has been taken as a result of the comment.

The determination of each planning application will either be made at Officer level under the Authority's Scheme of Delegation or by the Planning Committee. If the application is taken before the Planning Committee for determination, any comments or representations received will be brought to the attention of the Members.

3.10.4.10. Speaking at Planning Committee¹⁵

The majority of applications are not required to go before the Planning Committee to be decided, because they ~~fall within the are of a nature that enables them to be determined by the Authority's Head of Planning under the~~ Authority's Scheme of Delegation and can be determined by Officers.

For those applications that need to go to Planning Committee, the Planning Committee meeting is held around every 4 weeks, on a Friday morning at Yare House, 62-64 Thorpe Road, Norwich.

Members of the public, the Parish Council and Ward Member are eligible to speak at the Planning Committee, either as supporters or objectors and do not need to have provided comments during the initial consultation period. Attendance by the applicant/agent is also encouraged. Anyone who wishes to speak regarding an application must register with the Committee Clerk, preferably 3 days prior to the ~~day-commencement~~ of the Meeting.

Each speaker will be given a maximum of 5 minutes. If more than one objector/supporter ~~from a group~~ wishes to speak, then a total of 5 minutes will be allocated to ~~that group~~ those people. However, it is advised that a group nominate a single spokesperson due to the limited speaking time. The Committee Clerk will advise whether there are other interested parties who have requested to speak.

It is advised that your speech should be brief and to the point, referring to relevant planning issues. Illustrative material is permitted to clarify issues, but it would be useful to discuss this with us and submit it prior to the meeting.

Full details, including Committee agenda papers, Committee Minutes and planning decisions, are published on our website at www.broads-authority.gov.uk/Planning.

¹⁵ https://www.broads-authority.gov.uk/data/assets/pdf_file/0005/414887/PUBLIC-SPEAKING-September-2018.pdf

3.11.4.11. Sources of planning advice

Planning Aid

Planning Aid provides free, independent and professional advice to those who are unable to pay professional fees. See section 6 for more details.

Planning Portal

The Planning Portal is the Government's website that offers clear guidance on the planning system in England and Wales. The website also allows you to submit online planning applications to the Council. The website is available to view at www.planningportal.gov.uk.

.GOV.UK

There is also lots of information on the Government website: <https://www.gov.uk/planning-permission-england-wales>

4.5. Involving the community in producing the Broads Plan

4.1.5.1. The Broads Plan

The Broads Plan is the strategic plan to manage the Norfolk and Suffolk Broads. It sets out a vision, long-term aims and short-term objectives for the Broads, and coordinates and integrates a wide range of strategies, plans and policies relevant to the area with the purposes and duties set out in the Broads Act. The Broads Plan is a plan for the Broads, not just for the Broads Authority. While the Authority is responsible for its production, a wide range of partners will take a lead or joint role in the delivery and monitoring of specific actions in the Plan.

The Broads Plan helps shape the planning policies adopted with the Broads Local Plan, and neighbouring Local Planning Authorities need to have regard to it when adopting their own planning policies. The Broads Plan may also be a material consideration in making decisions on individual planning applications.

4.2.5.2. Reviewing the plan

The Authority is required to review the Broads Plan at least once every five years and update it as appropriate.

Each stage of the review process will involve working with our officers and members, key statutory and delivery partners, and stakeholder groups and individuals with an interest in the Broads. Our Broads Engage web pages¹⁶ highlight the consultation methods we use regularly, including stakeholder workshops, committee and interest group meetings, focus groups, social media (Twitter and Facebook) one-to-one discussions, written consultations in paper and electronic formats, surveys and questionnaires, and public events in local venues around the Broads, including 'drop-in' area parish forums, [all subject to social distancing and access restrictions at the time](#). We will follow the process in Table 2 to engage with those who may be considered as 'hard to engage'.

Please note that not all of these approaches may be possible because of access restrictions or social distancing requirements. We will need to assess any risk associated with COVID19 in deciding how to engage with the public. We may use alternative approaches to our normal way of consulting. If we do hold events where we meet people in person, we will need to adhere to the social distancing rules in place at the time. Please check the consultation section of the relevant document to understand what approaches we will be taking.

The stages are a Broads Plan review are:

- Carry out preliminary scoping work to review the Plan's vision, aims and objectives, and assess outputs and outcomes since the Plan was adopted.
- Prepare a first draft Plan and publish it for public consultation for a period of 6-8 weeks. Consider comments received, and carry out additional internal and external consultation if needed.
- Prepare revised draft Plan and publish it for a 6-8 week period of public consultation.
- Prepare and publish final Plan.

¹⁶ Broads Engage: <https://www.broads-authority.gov.uk/about-us/how-we-work/broads-engage>

The draft and final versions of the Plan and associated documents will be made available in paper and electronic format, and in large print or audio formats on request. We will publish information about consultations on our website, through our social media including Twitter, Facebook and relevant blogs (for example, from the Chief Executive), in our visitor and toll payer newsletters, in the local press, [place hard copies in Yare House reception](#) and ~~through~~ [hopefully in](#) the public venues shown in [Appendix B](#).

4.3.5.3. Environmental report

The Broads Plan review is informed by an Environmental Report (combining Sustainability Appraisal and Strategic Environmental Assessment), which assesses any significant environmental, economic and social impacts of the Plan on conservation sites designated under the European Habitats Directive. This process will be run in parallel with the Plan review process.

5.6. Neighbourhood Planning

5.1.6.1. About Neighbourhood Plans

The Localism Act 2011 (as amended) makes provision for communities to prepare their own Neighbourhood Development Plans, which can add detail beyond that of the Local Plans and can include policies that can include additional, more local details reflecting local circumstances that is not appropriate for Local Plans to cover. These plans can set planning policies to guide future development in the parish. They must have regard to National Policy as well as be in general conformity with any Plan that has been adopted by the Local Authority. They are community led and can be written by Town or Parish Councils, or where there is no Town or Parish Council by a specially created Neighbourhood Forum.

5.2.6.2. Neighbourhood Plans - 'cans' and 'cannots'

A Neighbourhood Plan *can*...

- Decide where and what type of development should happen in the neighbourhood (alongside the Local Plan);
- Promote more development than is set out in the Local Plan; and
- Include policies: For example, regarding design standards provided the Neighbourhood Plan policies do not conflict with the strategic policies in the Local Plan.

A Neighbourhood Plan *cannot*...

- Conflict with the strategic policies in the Local Plan prepared by the LPA;
- Be used to prevent development that is included in the Local Plan; and
- Be prepared by a body other than a Parish or Town Council or a Neighbourhood Forum.

5.3.6.3. Neighbourhood Plans produced by parishes in The Broads

There are no parishes wholly within the Broads Executive Area. Each parish that is partly in the Broads, where the Broads Authority is the LPA, will also have a part within one of the Authority's constituent council areas, with that council being the LPA.

5.4.6.4. Producing a Neighbourhood Plan

While the Neighbourhood Plan will be written by the community, the Local Planning Authority (LPA) still has a role to play. The Authority and its constituent councils work together to assist the community in producing a Neighbourhood Plan. The Council usually leads on the Local Planning Authority's side of producing the Neighbourhood Plan, usually because the majority of the area of a Parish is not in the Broads Executive Area, but also because the Council will eventually run the referendum stage of production.

That being said, both the Authority and the other Council need to undertake the required formal stages in line with their particular procedures. Table 4 summarises the process¹⁷.

¹⁷ More detail on the process of producing a Neighbourhood Plan can be found here <https://www.gov.uk/guidance/neighbourhood-planning--2#key-stages-in-neighbourhood-planning>

Table 4 Explanation of the Stages of Neighbourhood Plan Production

Stage	Explanation
Designating a Neighbourhood Area or Neighbourhood Forum	<p>If the application is for an entire parish, then the LPAs designate the Neighbourhood Plan.</p> <p>If for an area different to an entire parish, the Council and the Broads Authority will advertise the application for six weeks. The Council will probably lead on contacting particular consultees, with the Authority providing relevant contact details. The Authority will advertise the consultation on its website.</p> <p>On completion of the consultation (if required) , the Authority and Council designate the Neighbourhood Area or take the decision to designate the Neighbourhood Forum. At the meeting of the full Authority, the majority of the Authority's formal involvement in the production of a Neighbourhood Plan is delegated to the Planning Committee.¹⁸</p>
Pre-submission publicity and consultation	<p>The qualifying body (Parish Council or Neighbourhood Forum) publicises the draft plan or Order and invites representations and consults the consultation bodies as appropriate. The Authority and Council help. The Authority will place the consultation document on its website and in its Head Office reception. <u>Due to current restrictions, this is likely to be via a view by appointment system or documents may be attached to windows.</u></p>
Submission to the local planning authority and publication	<p>The Authority and Council checks that the submitted proposal complies with all relevant legislation. If the plan meets the legal requirements, the Authority and Council publicise the proposal for a minimum of 6 weeks and invite representations, and appoint an independent examiner (with the agreement of the qualifying body).</p>
Submission to Independent Examiner and Examination	<p>The Neighbourhood Plan and representations are sent to the independent examiner, who undertakes the examination. The independent examiner issues a report to the local planning authority and qualifying body. The Authority and Council consider the report and reach their own view – to proceed to referendum or not.</p>
Referendum	<p>On deciding to proceed to referendum, the Council organises and runs the referendum. <u>It is important to note that as a result of COVID19, the NPPG has postponed all referendums until 5 May 2021 and it is deemed that prior to referendum, if the Local Planning Authority has decided to proceed to referendum, the Plan can have significant weight.</u></p>
Making the neighbourhood plan	<p>The results of the referendum are reported to the full Authority. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act</p>

¹⁸ <https://www.gov.uk/guidance/neighbourhood-planning--2>

Stage	Explanation
	2004 requires that the Local Planning Authority must make the neighbourhood plan if more than half of those voting have voted in favour of the plan being used to help decide planning applications in the plan area.

Once the neighbourhood area is approved, the Authority and Council are legally required to provide support and advice covering such issues as planning matters and advice on the legal requirements for producing a Neighbourhood Plan. The Authority and Council are also responsible for checking that the submitted Neighbourhood Plan has followed the proper legal process, publicising the proposed plan and arranging for the independent examination and referendum to take place. The NPPG sets out the role for the LPA: <https://www.gov.uk/guidance/neighbourhood-planning--2#the-role-of-the-local-planning-authority-in-neighbourhood-planning>

5.5.6.5. How the community is involved in the process

The community are formally involved in the following stages. The Neighbourhood Forum/Parish Council may involve the community in other ways at other stages of the Neighbourhood Plan production.

Table 5: Community involvement in neighbourhood planning process

Stage	Length of time	How and who?
Pre-submission consultation	6 weeks	Relevant consultees are invited to comment on the draft Neighbourhood Plan. The draft plan is displayed on the Authority's website. A hard copy is displayed at the Authority's head office (due to current restrictions this is likely to be a view by appointment system or documents may be attached to windows).
Publication	6 weeks	Relevant consultees are invited to comment on the publication version of the Neighbourhood Plan. The draft plan is displayed on the Authority's website. A hard copy is displayed at the Authority's head office (due to current restrictions this is likely to use a view by appointment system or documents may be attached to windows).
Referendum	One day only to cast vote	Those who live in the Parish and are over 18. Polling stations for each ward of a Parish. Run by the Council. See above and the NPPG change regarding referendums in light of COVID19.

5.6.6.6. More information

For more information, visit these useful websites:

Locality:

<https://locality.org.uk/>

Forum for Neighbourhood Planning:

<https://neighbourhoodplanning.org/>

Community Knowledge Hub:

<http://planning.communityknowledgehub.org.uk/>

Government Guidance:

<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>

Planning Help:

<http://www.planninghelp.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans>

Planning Advisory Service:

<https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans>

Localism Act and Neighbourhood Planning:

<http://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/3>

6.7. Planning help and advice available to the community

6.1.7.1. Introduction

Planning Aid is a voluntary service linked to the Royal Town Planning Institute (RTPI) that offers free independent professional advice on planning issues. Planning Aid is provided to support community groups and individuals who have limited resources to participate effectively in planning matters.

6.2.7.2. What type of service is provided by Planning Aid?

The current remit of Planning Aid involves advising community groups in negotiations with the Local Planning Authority and, if necessary, representing the groups at examination.

Planning Aid England can help individuals and communities to:

- Understand and take part in the planning system
- Take part in the preparation of plans
- Comment on planning applications
- Apply for planning permission
- Appeal against a decision
- Help individuals represent themselves at appeals or public enquiries

Every part of the UK is covered by Planning Aid, with each region having its own service. Developers should consider contacting Planning Aid for advice about appropriate engagement techniques.

7.3 contact and more information

Planning Aid England can be contacted on 020 7929 8338 (although no advice given over the phone) or fill out the on-line form: <https://planningaid.zendesk.com/hc/en-us/requests/new>. Further information can be found on the RTPI website at <https://www.rtpi.org.uk/planning-aid/>.

Information regarding the planning system can also be found on the Government planning portal website at www.planningportal.gov.uk.

7.8. Complaints procedure

We operate a three-stage procedure¹⁹ to ensure complaints about our services and performance are dealt with impartially, objectively and professionally.

8.1 Stage one: informal complaints

Initially you may wish to informally contact a senior manager for the area of work where you have a complaint or comment. Alternatively, if you telephone the Broads Authority and explain that you wish to make a complaint, you will be put through to the senior member of staff best able to deal with your concerns.

As a further option you can email the Authority via our contact form. By approaching the Authority in this way, your concerns will be dealt with efficiently and every effort made to resolve your complaint. You will be provided with a written reply to email or written informal complaints within 10 working days of receipt. This applies to telephone informal complaints that cannot be resolved at the time.

8.2 Stage two: formal complaints

Please submit a formal complaint by completing and submitting a formal complaint form which will be forwarded to the relevant director. You will be sent an acknowledgement within three working days of receipt.

When a director receives a formal complaint, it is their responsibility to consider the whole complaint objectively and with professionalism. You will get a detailed reply in writing within 10 working days, identifying whether your complaint is upheld or not. If it is not possible to respond in full within 10 working days you will be sent a letter explaining why and be given an indication of when the response will be ready. The reply will include details of how to take the matter forward should you remain dissatisfied.

8.3 Stage three: Chief Executive review

Your request to proceed to the Chief Executive's Review Stage is normally only available if you have been through the Formal Complaints Stage process. Your complaint should be in writing and addressed to the Chief Executive stating your request for a Chief Executive's Review of your complaint. An acknowledgement letter will be sent within three days of receipt and a detailed reply will be sent within 20 working days. If it is not possible to respond in the timescale you will be sent a letter explaining why.

This is the last stage in the Authority's complaint process and it requires the Chief Executive to review your complaint in an impartial manner, undertaking a full and independent review of your concerns. If he considers it helpful, he may seek the assistance of the Authority's Monitoring Officer and may seek direction from the appropriate committee.

Please note that if your Formal Complaint concerns action that the Chief Executive has taken, your Formal Complaint will be reviewed by the Chairman of the Authority. An acknowledgement letter will be sent within three days of receipt and a detailed reply will be sent within 20 working days. If it is not possible to respond in the timescale you will be sent a letter explaining why.

¹⁹ <https://www.broads-authority.gov.uk/contact-us/comments-and-complaints/how-to-complain>

8.4 What happens next?

The Authority wants to improve service and resolve problems as quickly as possible. If your complaint is upheld, you will receive a written apology and explanation of action taken to prevent a similar thing happening again.

8.5 What if I am still not satisfied?

The reply from the Chief Executive or Chairman will set out your right to contact the Commission for Local Administration in England (the Local Government Ombudsman). If you consider your complaint was made because the Authority had not followed procedures correctly and may have caused you an injustice, the Local Government Ombudsman can be contacted at the Oaks, Westwood Way, Westwood Business Park, Coventry, CV4 8JB. The website address is www.lgo.org.uk.

Other complaints procedures²⁰

Our three-stage complaint procedure covers complaints about services and performance of the Broads Authority. However, if your complaint falls into one of the categories below, a different system is in place.

Maladministration

For complaints about administrative matters you can contact the Local Government Ombudsman. The Ombudsman usually prefers that an attempt has been made to resolve the complaint using the Authority's complaints scheme.

Member Code of Conduct

Complaints about conduct of a member or committees can be made formally by writing to the Monitoring Officer, Broads Authority, Yare House, 62 – 64 Thorpe Road, Norwich, NR1 1RY. Alternatively, you may raise the matter informally with the Solicitor and Monitoring Officer. The Code of Conduct for Members and Complaints Procedure, and Complaints Form provides guidance on this matter.

Financial Wrongdoings

The Treasurer and Financial Adviser, Chief Executive, and/or Monitoring Officer will investigate a matter if your complaint is about financial wrongdoings by the Broads Authority.

Unlawful Behaviour or Action

The Authority's Monitoring Officer will investigate a complaint if there is a concern about unlawful behaviour or action by the Broads Authority itself. In addition:

- if a complaint suggests criminal behaviour the matter will be reported to the Police
- applicants for planning permission have a legal right to appeal in the case of planning decisions with which they disagree. Details of appeals are included in the letter of refusal sent to the applicant.

Unreasonable Complainant Behaviour

A small number of complainants can be considered unreasonably persistent and/or vexatious; the Policy on the Management of Unreasonable Complainant Behaviour identifies these situations and outlines how they are responded to.

²⁰ <https://www.broads-authority.gov.uk/contact-us/comments-and-complaints/other-complaints-procedures>

8.9. Reviewing the Statement of Community Involvement

8.1.9.1. Reviewing and revising the SCI

The SCI will be kept under review. Revisions will be made only if there are new groups we wish to engage with or where the regulations relating to public consultation change. It will be reviewed in five years' time (2024⁵) at the latest, but potentially earlier than that.

9.10. Data protection

9.1.10.1. Data protection

The Broads Authority is registered under the Data Protection Act 1988 for the purpose of processing personal data in the performance of its legitimate business. The information held by the Authority will be processed in compliance with the principles set out in the Act. When we consult on documents, we will send out the information sheet at [Appendix D](#) that says how we will treat data we receive.

Appendix A: Local Development Scheme

A Local Development Scheme (LDS) sets out the timeline for producing Local Plans and related documents. The following LDS is in place at the time of adopting this SCI, and may change from time to time. It was adopted in July 2019.

Broads Authority Local Development Scheme - July 2019																																																
		Completed?	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22			
SCI	Production																																															
	Planning Committee					13																																										
	Full Authority				27																																											
	Consultation																																															
	Refinement																																															
	Planning Committee										10																																					
Full Authority/Adoption									31																																							
Flood Risk, Safety by the Water and Marketing and Viability Guide/SPD	Production																																															
	Navigation Committee (safety by water guide)					5																																										
	Planning Committee					13																																										
	Full Authority					27																																										
	Consultation																																															
	Assessing responses/Amendment																																															
	Navigation Committee (safety by water guide)										V																																					
	Planning Committee										10																																					
	Full Authority/Adoption										31																																					
Residential moorings, archaeology, light pollution and peat guide/SPD	Production																																															
	Navigation Committee (residential moorings guide)							31																																								
	Planning Committee									10																																						
	Full Authority									31																																						
	Consultation																																															
	Assessing responses/Amendment																																															
	Navigation Committee (residential moorings guide)																																															
	Planning Committee													23																																		
	Full Authority/Adoption													1	22																																	
Mooring plot and leisure plot, Green Infrastructure and Ecological Networks and Climate Change Guide/SPD	Production																																															
	Navigation Committee (mooring and leisure plot)														11																																	
	Planning Committee													26																																		
	Full Authority															24																																
	Consultation																																															
	Assessing responses/Amendment																																															
	Navigation Committee (mooring and leisure plot)																																															
	Planning Committee																																															
	Full Authority/Adoption																																															
Local Plan	Review of Local Plan																																															
	Internal review sessions																																															
	Project planning																																															
Broads Plan	Review of Broads Plan																																															
	Internal review sessions																																															
	Project planning																																															

Preparation

Committee

Consultation

Adoption

V

Comments and amended draft sent by email.

?

Dates for committee meetings yet to be set

Preparation

Committee

Consultation

Adoption

V

Comments and amended draft sent by email.

?

Dates for committee meetings yet to be set

Appendix B: Venues around the Broads Executive Area

Please note that we cannot guarantee that hard copies will be placed at these venues as it will depend on access restrictions and social distancing requirements as a result of COVID19. This may change as access restrictions and social distancing may change. Hard copies will be available at Yare House reception, with specific arrangements such as ~~probably~~ on an appointment basis.

Libraries

Acle Library
Beccles Library
Brundall Library
Bungay Library
Cromer Library
Great Yarmouth Library
Loddon Library
Lowestoft Library
Oulton Broad Library
Norwich Millennium Library
Stalham Library
Wroxham Library

Local Authority Offices²¹

Broads Authority Offices, Yare House, 62-64 Thorpe Road, Norwich ([call to check as you may need to make an appointment](#))
Broadland District Council Office, Yarmouth Road, Norwich
Great Yarmouth District Council Offices, Town Hall, Great Yarmouth
North Norfolk District Council Offices, Holt Road, Cromer
South Norfolk Council Offices, Swan Lane, Long Stratton
East Suffolk Council, the Marina Customer Service Centre, Lowestoft
Norfolk County Council, County Hall, Norwich
Suffolk County Council, Endeavour House, Ipswich

Broads Authority Tourist Information Centres

~~Whitlingham Visitor Centre, Whitlingham Lane, Trowse — up until March 2020.~~

²¹ We no longer leave documents at Norwich City Council's offices as there is no reception and also as the Forum is next door.

Appendix C: List of consultees (planning policy and Broads Plan)

At the time of writing, all those on the consultation database are being contacted to see if they wish to remain on it, and to confirm their details. As such, this information is correct as at November 2019 following a review of the contact database whereby people were asked if they wanted to stay on it or not. From time to time, other organisations may be added to the consultation list.

Specific Consultees

Norfolk County Council

Suffolk County Council

Highways England

Natural England

Homes and Communities Agency

Network Rail

[English Heritage](#)[Historic England](#)

Clinical Commissioning Groups

Neighbouring District Councils

Norfolk and Suffolk Constabulary

Marine Management Organisation

The Environment Agency

NHS STP Estates

Town and Parish Councils partly within the Broads Executive Area

Coal Authority

Relevant electricity and gas companies

Local Enterprise Partnership (New Anglia)

Relevant Telecommunications Companies

Local Nature Partnership (Wild Anglia)

Relevant sewerage and water undertakers

General Consultees

Age UK Norfolk

Arts Council England (South East)

Broadland Older People's Partnership

CPRE Norfolk

Crime Prevention and Architectural Liaison

Officer Norfolk

Equal Lives

Forestry England (East England Conservancy)

GeoSuffolk

Historic Environment Service

Home Builders Federation

Landowners, agents, developers and Housing

Associations operating in the area

MEPs - Eastern Region

MPs

National Farmers Union)

Norfolk Constabulary

Norfolk Farming & Wildlife Advisory Group

Norfolk Geodiversity Partnership

Norfolk Wildlife Trust

Public Health – Norfolk and Suffolk

RSPB Eastern England

Sport England - Eastern Region

Suffolk Archaeological Service

Suffolk Coalition of Disabled People

Suffolk Constabulary

Suffolk Wildlife Trust

SUSTRANS

The Crown Estate

The Traveller Movement

Train Operating Companies

Water Management Alliance

Local Consultees

AONB groups

Chambers of Trade

Civic societies

Local businesses

Local interest groups

Local partnerships

Local residents

Residents associations

Schools

County Council and Ward Councillors

Consultees specific to the Broads

Association of Inland Navigation Authorities

British Assoc of Shooting and Conservation

British Canoeing

British Horse Society

British Reed Growers Association
British Waterski
Broads Angling Services Group
Broads Hire Boat Federation
Broads Local Access Forum
Broads Reed and Sedge Cutters Assn
Broads Society
Broads Tourism
Brundall Riverside Estate Association
Butterfly Conservation - Norfolk Branch
Campaign for National Parks
Community Action Norfolk

Eastern Rivers Ski Club
Eastern Regional Rowing Council
Hire Boat operators
Inland Waterways Association
Nancy Oldfield Trust
Norfolk & Suffolk Boating Association
Norfolk Heritage Fleet Trust
Norfolk Windmills Trust
Oulton Broad Water Sports Centre
The Broads Trust
Yare Users Association

Appendix D: Local Plan data privacy notice

This consultation document and consultation process have been developed to adhere to the Broads Authority's Statement of Community Involvement²².

Information provided by you in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), and the Environmental Information Regulations 2004).

Are you satisfied that this consultation has followed the Consultation Principles? If not, or you have any other observations about how we can improve the process, please contact us at planningpolicy@broads-authority.gov.uk.

Annex A: Privacy notice

Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Our Data Protection Policy can be found here: http://www.broads-authority.gov.uk/_data/assets/pdf_file/0003/1111485/Data-Protection-Policy-2018.pdf.

The Broads Authority will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will be made publicly available as part of the process. It will not however be sold or transferred to third parties other than for the purposes of the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Broads Authority is the data controller. The Data Protection Officer can be contacted at dpo@broads-authority.gov.uk or (01603) 610734.

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters. We will also contact you about later stages of the Local Plan process.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a Local Planning Authority, the Broads Authority may process personal data as necessary for the effective performance of a task carried out in the public interest, i.e. a consultation.

4. With whom we will be sharing your personal data

Your personal data will not be shared with any organisation outside of MHCLG. Only your name and organisation will be made public alongside your response to this consultation.

Your personal data will not be transferred outside the EU.

5. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for 16 years from the closure of the consultation in accordance with our Data and Information Retention Policy. A copy can be found here <http://www.broads-authority.gov.uk/about-us/privacy>.

²² Our current SCI is here: http://www.broads-authority.gov.uk/_data/assets/pdf_file/0006/576609/Final-Adopted-Statement-of-Community-Involvement-November-2014.pdf

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a) to see what data we have about you
- b) to ask us to stop using your data, but keep it on record
- c) to ask to have all or some of your data deleted or corrected
- d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

7. Your personal data will not be used for any automated decision making.

Broads Authority

24 July 2020

Agenda item number 12

Broads Local Access Forum – Annual Report and revised constitution

Report by Waterways and Recreation Officer

Purpose

This report presents the Broads Local Access Forum (BLAF) Annual Report 2019/2020 on the development and improvement of public access within the Broads.

A significant revision to the BLAF constitution was also carried out and supported by BLAF in June 2020. The revised constitution requires endorsement by the Broads Authority, as the sponsoring body, prior to formal adoption.

Recommended decision

To note the BLAF Annual Report 2019/20 and to endorse the revised constitution.

1. Annual Report

- 1.1. The Broads Local Access Forum (BLAF) Annual Report 2019/20 is at Appendix 1.
- 1.2. BLAF held three public meetings in 2019/20 to consider and agree its advice to the Broads Authority on access matters and potential improvements. Due to COVID-19 restrictions, one meeting was held remotely and another was cancelled. However, members were able to contribute to the review of the Broads Integrated Access Strategy action plan and advise the Waterways and Recreation Officer when requested.

2. BLAF Constitution

- 2.1. Earlier this year, the BLAF updated and agreed to the adoption of an updated constitution. The new constitution was written in line with the Countryside and Rights of Way Act 2000 and the Local Access Forum Regulations 2007, following consultation and input from other local access forum groups.
- 2.2. The revised BLAF constitution (with track changes) is at Appendix 2, and the endorsed revised version at Appendix 3.

Author: Lewis Treloar

Date of report: 23 June 2020

[Broads Plan](#) objectives: 6.1, 6.2

Appendix 1 – [BLAF Annual Report 2019/20](#)

Appendix 2 – BLAF constitution (track change version)

Appendix 3 – BLAF constitution (endorsed version)

Broads Local Access Forum constitution

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2020

Broads Local Access Forum
c/o Broads Authority
Yare House
62-64 Thorpe Road
Norwich NR1 1RY
BLAF@broads-authority.gov.uk

Supported by the Broads Authority

Section 94 of the Countryside and Rights of Way Act 2000 (CROW Act) requires local authorities and National Park Authorities to establish advisory bodies known as Local Access Forums (LAFs) to advise decision-making organisations about improvements to public access for outdoor recreation and sustainable travel. Forums operate in accordance with the provisions of the Act and the Local Access Forums (England) Regulations 2007.

The constitution applies these regulations for the Broads Local Access Forum (BLAF). Forum members are given technical and administrative support by the Broads Authority officers to enable them to undertake their advisory role as effectively as possible.

1. Terms of reference

- 1.1. The Broads Local Access Forum ('the Forum') members are volunteers appointed to the Forum by the Broads Authority (as the appointing body) to represent a range of local interests.
- 1.2. The Forum gives advice to Section 94(4) bodies as follows: Broads Authority; Norfolk County Council; Suffolk County Council; District and Borough Councils within the Broads Authority executive area; Government Departments (e.g. Defra, Planning Inspectorate); Highways England; Natural England; Forestry Commission; Environment Agency; Sports England; and parish and town councils within the Broads Authority executive area. These bodies should have regard, in carrying out their functions, to any relevant advice given to them by the Forum.
- 1.3. The advice the Forum gives falls within one or more of the following categories:
 - a. Improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area;
 - b. Issues relating to public access to and from water;
 - c. The promotion and appropriate use of opportunities for all types of user to enjoy access to the countryside;
 - d. Promoting closer liaison and understanding between the various interest bodies and organisations which have an interest in access to the Broads and its wider catchment area, and in particular with Norfolk and Suffolk LAFs.
- 1.4. The Forum is a statutory consultee for:
 - a. Draft maps showing open country and registered common land;
 - b. Byelaws affecting access land;
 - c. The appointment of access wardens on access land;
 - d. Directions that would restrict or exclude long-term access;
 - e. Rights of way improvement plans;
 - f. Dog control orders which apply to access land.

- 1.5. In providing advice, the Forum will have regard to the duties of the Broads Authority as set up in the legislation, including:
 - a. Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
 - b. Promoting opportunities for understanding and enjoyment of the special qualities of the Broads by the public;
 - c. Protecting the interests of navigation.

2. Principles

- 2.1. The Chair will set the agenda, taking account of eligible proposals from members of the Forum. If there are no items of business to consider, the Chair may cancel a meeting as long as it does not contravene principle 2.4 below.
- 2.2. The Forum will produce an annual report to the Broads Authority.
- 2.3. The advice or comments of the Forum will be reported to by the appropriate bodies as set out in section 1.3.
- 2.4. The Forum will meet at least twice a year, and aim to meet four times in the year.

3. Membership

- 3.1. The Forum will comprise at least 10 and not more than 22 representatives, appointed by the Broads Authority in accordance with The Local Access Forums (England) Regulations 2007. Under 3(5) of the Regulations, membership of the Forum is representative of the following groups:
 - a. users of local rights of way or the right conferred by section 2(1) (rights of public in relation to access land);
 - b. owners and occupiers of access land or land over which local rights of way subsist;
or
 - c. any other interests especially relevant to the Broads Authority's executive area.
- 3.2. Members of the Forum shall be appointed for not less than one and not more than three years.
- 3.3. The appointment of a member of the Forum shall be determined by the Broads Authority and notified to the applicant in writing.
- 3.4. A member of the Forum may resign by giving notice in writing.
- 3.5. The Broads Authority shall terminate the appointment of a member of the Local Access Forum in the following circumstances:

- a. If a member has become a district or county council member and therefore exceeds our permitted number of representatives as per The Local Access Forum Regulations 2007 Part 2 S3(4).
 - b. If a member, without consent of the Broads Authority, failed to attend all meetings for one year.
 - c. If a member has failed to declare an interest in any matter brought up at a meeting.
 - d. Where two Forums merge.
- 3.6. The Broads Authority may reappoint a person who ceases to be a member of the Local Access Forum.
- 3.7. The Forum will appoint a Chair and Vice Chair on an annual basis. The Forum must ensure that they are not drawn from the same interest group referred to in paragraph 3.1.
- 3.8. The length of time served as the Chair and Vice-Chair is for the Forum to determine, but must not extend over the maximum term of their appointment as a Forum member (see 6(5) and 4(2) of the Regulations).
- 3.9. Officers of the Broads Authority, where appropriate, will attend meetings, present reports and answer queries. The Forum may also invite other persons to attend and participate but they will not have the option to vote.
- 3.10. Norfolk and Suffolk LAFs will each be invited to nominate one of their members to participate in all BLAF business, and who will be treated as if a member in all respects save voting rights.

4. Declarations of interest

- 4.1. A member of the Forum who is directly or indirectly interested in any matter brought up for consideration at a meeting of the Forum must disclose the nature of that interest to the Forum. Failure to do so may mean that the Broads Authority will terminate the member's appointment.

5. Access to meetings and documents

- 5.1. Meetings of the Forum are open to the public, subject to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.
- 5.2. Copies of the agenda and any reports for meetings must be open to inspection by members of the public at the Broads Authority's head office at least three days before the meeting, except:
- i. where the meeting is convened at shorter notice, the copies of the agenda and reports must be open to inspection from the time the meeting is convened; or

- ii. where an item is added to an agenda, copies of the document adding the item, and the copies of any report for the meeting relating to the item, must be open to inspection from the time the item is added to the agenda.
- 5.3. An item of business may not be considered at a meeting unless these requirements are complied with or, by reason of special circumstances to be specified in the minutes, the Chair of the meeting is of the opinion that the item should be considered as a matter of urgency.
- 5.4. After the meeting of the Forum the minutes, agenda and reports must be open to public inspection at the Broads Authority's head office for at least two years after the meeting. Copies of a list of any background papers for the report must also be available for inspection, together with a copy of any documents included on that list.

6. The role of the Broads Authority

- 6.1. The Broads Authority will support the Forum by providing administrative support.
- 6.2. Broads Authority officers will provide the following functions:
 - i. arranging a venue for Forum meetings;
 - ii. organising and advertising Forum meetings;
 - iii. preparing the agenda on receipt from the Chair, compiling supporting documents, and distributing agenda papers by email;
 - iv. assisting the Chair in conducting meetings;
 - v. producing draft minutes of meetings;
 - vi. reimbursing members expenses for travel, subsistence and care of dependents where appropriate; and
 - vii. organising and providing training for members if deemed appropriate.
- 6.3. The Broads Authority will also support the Forum by:
 - i. liaising between the Forum and the appointing authority and neighbouring Local Access Forums;
 - ii. communicating the Forum's advice to relevant authorities and bodies;
 - iii. providing ongoing support and advice to the Forum and its members;
 - iv. ensuring that the Forum's advice is made available to the relevant Broads Authority committees, Broads Authority members and officers; and
 - v. promoting the Forum's work through press releases, on its website or on social media as required.

7. Amendments

- 7.1. Any amendments to the Constitution must be agreed by the Broads Authority following consultation with the Forum.

Reference documents

1. [The Local Access Forums \(England\) Regulations 2007](#)
2. [Guidance on Local Access Forums in England \(Revised guidance 2007\)](#)

Appendix – BLAF rules

1. Quorum

The minimum number of members that must be present at any of the BLAF meetings to make the proceedings valid is seven (7).

2. Voting in meetings

- Will be by a show of hands.
- Every issue will be determined by simple majority of the votes cast at the meeting.
- Every member of the Forum has one vote on each issue, except for:
 - The Chair of the meeting, who has a second or casting vote; and
 - Any members from other Local Access Forum groups, who may not vote (see paragraph 3.10).

3. Substitutes

Members of the Forum cannot appoint substitutes to represent them in their absence from meetings.

4. Minutes

The Chair will sign the minutes of the proceedings at the next suitable meeting.

5. Record of attendance

Each member attending a meeting of the Forum must, with a view to securing the recording of his or her attendance, sign the attendance sheet provided by the Administrative Officer for that purpose. If any member arrives after the attendance sheet has been circulated, they must intimate their presence to the Administrative Officer.

6. Public questions

Any member of the public ~~A person resident in the Broads Authority executive area or within close proximity to this boundary~~ may attend meetings of the Forum and, by giving four working days' notice, may ask any question on any matter in respect of the Forum's Terms of Reference.

Any questions submitted in time will be included on the agenda and will be the subject of response by the Chairman.

If the person asking the question is not present at the meeting, the answer as reported at the meeting will be sent by post or email to the questioner following the meeting.

The number of questions which may be asked by any one person at any one meeting will be limited to one.

7. Chair's ruling

The ruling of the Chair as to the construction or application of these rules or as to any proceedings of the Forum will be final for the purposes of the meeting at which it is given.

8. Allocation of duties

The Chair (with Broads Authority officer support) will:

- Appoint and convene sub-groups with responsibility for replying to incoming correspondence, subject to there being:
 - at least one representative from each category of interest appointed where practicable; and
 - at least seven days' notice of proposed response to all Forum representatives to allow them to comment.
- Grant responsibility to individual representatives for maintaining contact with Broads Authority committees, Local Access Forums, Liaison Groups, etc.
- Grant responsibility to categories of interest to invite speakers and arrange training
- Submit the agenda to the administrative officer at least a month before the date of the next main meeting
- Sign outward correspondence

9. Changes to these rules

The Forum may change the rules in this Appendix (as long as they still comply with the Regulations) by a simple majority. Similarly, the Forum may add new rules of procedure.

Broads Local Access Forum constitution

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2020

Broads Local Access Forum
c/o Broads Authority
Yare House
62-64 Thorpe Road
Norwich NR1 1RY
BLAF@broads-authority.gov.uk

Supported by the Broads Authority

Section 94 of the Countryside and Rights of Way Act 2000 (CROW Act) requires local authorities and National Park Authorities to establish advisory bodies known as Local Access Forums (LAFs) to advise decision-making organisations about improvements to public access for outdoor recreation and sustainable travel. Forums operate in accordance with the provisions of the Act and the Local Access Forums (England) Regulations 2007.

The constitution applies these regulations for the Broads Local Access Forum (BLAF). Forum members are given technical and administrative support by the Broads Authority officers to enable them to undertake their advisory role as effectively as possible.

1. Terms of reference

- 1.1. The Broads Local Access Forum ('the Forum') members are volunteers appointed to the Forum by the Broads Authority (as the appointing body) to represent a range of local interests.
- 1.2. The Forum gives advice to Section 94(4) bodies as follows: Broads Authority; Norfolk County Council; Suffolk County Council; District and Borough Councils within the Broads Authority executive area; Government Departments (e.g. Defra, Planning Inspectorate); Highways England; Natural England; Forestry Commission; Environment Agency; Sports England; and parish and town councils within the Broads Authority executive area. These bodies should have regard, in carrying out their functions, to any relevant advice given to them by the Forum.
- 1.3. The advice the Forum gives falls within one or more of the following categories:
 - a. Improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area;
 - b. Issues relating to public access to and from water;
 - c. The promotion and appropriate use of opportunities for all types of user to enjoy access to the countryside;
 - d. Promoting closer liaison and understanding between the various interest bodies and organisations which have an interest in access to the Broads and its wider catchment area, and in particular with Norfolk and Suffolk LAFs.
- 1.4. The Forum is a statutory consultee for:
 - a. Draft maps showing open country and registered common land;
 - b. Byelaws affecting access land;
 - c. The appointment of access wardens on access land;
 - d. Directions that would restrict or exclude long-term access;
 - e. Rights of way improvement plans;
 - f. Dog control orders which apply to access land.

- 1.5. In providing advice, the Forum will have regard to the duties of the Broads Authority as set up in the legislation, including:
 - a. Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
 - b. Promoting opportunities for understanding and enjoyment of the special qualities of the Broads by the public;
 - c. Protecting the interests of navigation.

2. Principles

- 2.1. The Chair will set the agenda, taking account of eligible proposals from members of the Forum. If there are no items of business to consider, the Chair may cancel a meeting as long as it does not contravene principle 2.4 below.
- 2.2. The Forum will produce an annual report to the Broads Authority.
- 2.3. The advice or comments of the Forum will be reported to by the appropriate bodies as set out in section 1.3.
- 2.4. The Forum will meet at least twice a year, and aim to meet four times in the year.

3. Membership

- 3.1. The Forum will comprise at least 10 and not more than 22 representatives, appointed by the Broads Authority in accordance with The Local Access Forums (England) Regulations 2007. Under 3(5) of the Regulations, membership of the Forum is representative of the following groups:
 - a. users of local rights of way or the right conferred by section 2(1) (rights of public in relation to access land);
 - b. owners and occupiers of access land or land over which local rights of way subsist;
or
 - c. any other interests especially relevant to the Broads Authority's executive area.
- 3.2. Members of the Forum shall be appointed for not less than one and not more than three years.
- 3.3. The appointment of a member of the Forum shall be determined by the Broads Authority and notified to the applicant in writing.
- 3.4. A member of the Forum may resign by giving notice in writing.
- 3.5. The Broads Authority shall terminate the appointment of a member of the Local Access Forum in the following circumstances:

- a. If a member has become a district or county council member and therefore exceeds our permitted number of representatives as per The Local Access Forum Regulations 2007 Part 2 S3(4).
 - b. If a member, without consent of the Broads Authority, failed to attend all meetings for one year.
 - c. If a member has failed to declare an interest in any matter brought up at a meeting.
 - d. Where two Forums merge.
- 3.6. The Broads Authority may reappoint a person who ceases to be a member of the Local Access Forum.
- 3.7. The Forum will appoint a Chair and Vice Chair on an annual basis. The Forum must ensure that they are not drawn from the same interest group referred to in paragraph 3.1.
- 3.8. The length of time served as the Chair and Vice-Chair is for the Forum to determine, but must not extend over the maximum term of their appointment as a Forum member (see 6(5) and 4(2) of the Regulations).
- 3.9. Officers of the Broads Authority, where appropriate, will attend meetings, present reports and answer queries. The Forum may also invite other persons to attend and participate but they will not have the option to vote.
- 3.10. Norfolk and Suffolk LAFs will each be invited to nominate one of their members to participate in all BLAF business, and who will be treated as if a member in all respects save voting rights.

4. Declarations of interest

- 4.1. A member of the Forum who is directly or indirectly interested in any matter brought up for consideration at a meeting of the Forum must disclose the nature of that interest to the Forum. Failure to do so may mean that the Broads Authority will terminate the member's appointment.

5. Access to meetings and documents

- 5.1. Meetings of the Forum are open to the public, subject to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.
- 5.2. Copies of the agenda and any reports for meetings must be open to inspection by members of the public at the Broads Authority's head office at least three days before the meeting, except:
- i. where the meeting is convened at shorter notice, the copies of the agenda and reports must be open to inspection from the time the meeting is convened; or

- ii. where an item is added to an agenda, copies of the document adding the item, and the copies of any report for the meeting relating to the item, must be open to inspection from the time the item is added to the agenda.
- 5.3. An item of business may not be considered at a meeting unless these requirements are complied with or, by reason of special circumstances to be specified in the minutes, the Chair of the meeting is of the opinion that the item should be considered as a matter of urgency.
- 5.4. After the meeting of the Forum the minutes, agenda and reports must be open to public inspection at the Broads Authority's head office for at least two years after the meeting. Copies of a list of any background papers for the report must also be available for inspection, together with a copy of any documents included on that list.

6. The role of the Broads Authority

- 6.1. The Broads Authority will support the Forum by providing administrative support.
- 6.2. Broads Authority officers will provide the following functions:
- i. arranging a venue for Forum meetings;
 - ii. organising and advertising Forum meetings;
 - iii. preparing the agenda on receipt from the Chair, compiling supporting documents, and distributing agenda papers by email;
 - iv. assisting the Chair in conducting meetings;
 - v. producing draft minutes of meetings;
 - vi. reimbursing members expenses for travel, subsistence and care of dependents where appropriate; and
 - vii. organising and providing training for members if deemed appropriate.
- 6.3. The Broads Authority will also support the Forum by:
- i. liaising between the Forum and the appointing authority and neighbouring Local Access Forums;
 - ii. communicating the Forum's advice to relevant authorities and bodies;
 - iii. providing ongoing support and advice to the Forum and its members;
 - iv. ensuring that the Forum's advice is made available to the relevant Broads Authority committees, Broads Authority members and officers; and
 - v. promoting the Forum's work through press releases, on its website or on social media as required.

7. Amendments

- 7.1. Any amendments to the Constitution must be agreed by the Broads Authority following consultation with the Forum.

Reference documents

1. [The Local Access Forums \(England\) Regulations 2007](#)
2. [Guidance on Local Access Forums in England \(Revised guidance 2007\)](#)

Appendix – BLAF rules

1. Quorum

The minimum number of members that must be present at any of the BLAF meetings to make the proceedings valid is seven (7).

2. Voting in meetings

- Will be by a show of hands.
- Every issue will be determined by simple majority of the votes cast at the meeting.
- Every member of the Forum has one vote on each issue, except for:
 - The Chair of the meeting, who has a second or casting vote; and
 - Any members from other Local Access Forum groups, who may not vote (see paragraph 3.10).

3. Substitutes

Members of the Forum cannot appoint substitutes to represent them in their absence from meetings.

4. Minutes

The Chair will sign the minutes of the proceedings at the next suitable meeting.

5. Record of attendance

Each member attending a meeting of the Forum must, with a view to securing the recording of his or her attendance, sign the attendance sheet provided by the Administrative Officer for that purpose. If any member arrives after the attendance sheet has been circulated, they must intimate their presence to the Administrative Officer.

6. Public questions

Any member of the public may attend meetings of the Forum and, by giving four working days' notice, may ask any question on any matter in respect of the Forum's Terms of Reference.

Any questions submitted in time will be included on the agenda and will be the subject of response by the Chairman.

If the person asking the question is not present at the meeting, the answer as reported at the meeting will be sent by post or email to the questioner following the meeting.

The number of questions which may be asked by any one person at any one meeting will be limited to one.

7. Chair's ruling

The ruling of the Chair as to the construction or application of these rules or as to any proceedings of the Forum will be final for the purposes of the meeting at which it is given.

8. Allocation of duties

The Chair (with Broads Authority officer support) will:

- Appoint and convene sub-groups with responsibility for replying to incoming correspondence, subject to there being:
 - at least one representative from each category of interest appointed where practicable; and
 - at least seven days' notice of proposed response to all Forum representatives to allow them to comment.
- Grant responsibility to individual representatives for maintaining contact with Broads Authority committees, Local Access Forums, Liaison Groups, etc.
- Grant responsibility to categories of interest to invite speakers and arrange training
- Submit the agenda to the administrative officer at least a month before the date of the next main meeting
- Sign outward correspondence

9. Changes to these rules

The Forum may change the rules in this Appendix (as long as they still comply with the Regulations) by a simple majority. Similarly, the Forum may add new rules of procedure.

Broads Authority

24 July 2020

Agenda item number 13

Draft Coastal Adaptation SPD for consultation

Report by Planning Policy Officer

Summary

Coastal change is an inevitable part of a dynamic coastline. The risk of coastal flooding and vulnerability to erosion along the coast does not respect local planning authority boundaries, and therefore coastal change needs to be considered across a wide geography. A partnership of East Suffolk Council, Great Yarmouth Borough Council, North Norfolk District Council, the Broads Authority, and the shared Coastal Partnership East team is producing a Coastal Adaptation Supplementary Planning Document (SPD) to provide guidance on aligned policy approaches along the coast and to take a holistic (whole coast) approach. The SPD will ensure planning guidance is up to date, aid the interpretation and delivery of planning policy, and provide case study examples of coastal adaptation best practice.

Recommendation

- (i) To endorse the Coastal Adaptation SPD for consultation; and
 - (ii) As four Local Planning Authorities are jointly producing this SPD, and some committees may make comments on the SPD that result in changes, that final Authority endorsement for consultation is delegated to the Director of Strategic Services in consultation with the Chairman of the Broads Authority and the Chair of Planning Committee.
-

1. Introduction

- 1.1. The Local Planning Authorities (LPAs) of North Norfolk District Council, Great Yarmouth Borough Council, East Suffolk Council and the Broads Authority have a history of working together in relation to planning and the coast. For example, a [Statement of Common Ground on Coastal Zone Planning](#) was agreed between the partnership authorities in September 2018 and the Councils have formed Coastal Partnership East,¹ the shared coastal management team of North Norfolk District Council, Great Yarmouth Borough Council and East Suffolk Council covering the entire area of those Councils.

¹ The Broads Authority is not directly involved in Coastal Partnership East (CPE), but the area covered by CPE includes the stretch of coastline in the Broads Executive Area.

- 1.2. Following on from the Statement of Common Ground the four LPAs, with Coastal Partnership East (CPE), are producing a Coastal Adaptation Supplementary Planning Document (SPD).
- 1.3. This report introduces the first stage of public engagement in producing this SPD.
- 1.4. Please note that this report and the SPD went to the July meeting of the Planning Committee. The deadline for this report was before that meeting was held. Any comments from Planning Committee will be reported to the Broads Authority at the meeting.

2. About Supplementary Planning Documents (SPDs)

- 2.1. An SPD cannot create new or amend existing planning policies, nor can it prescribe that particular areas of land be developed for particular uses; this is the role of the Development Plan. The purpose of SPDs is to provide guidance on the correct interpretation of planning policy and aid the implementation of relevant policies. When adopted, the SPD will be a material consideration in determining planning applications.
- 2.2. The Coastal Adaptation SPD will be linked to Policy SSCOAST in the Local Plan for the Broads:

‘Coastal area defined on the Adopted Policies Map and its special nature, character and tranquillity will be conserved for low-key quiet recreation and as a wild bird and seal refuge. In order to further these purposes, and in view of the high flood and tidal inundation risk to the area, operational development will generally not be permitted. Exceptionally, small-scale development such as bird-watching hides, seal viewing platforms or footpath bridges, which further these aims, are consistent with managing recreational pressure (particularly in relation to Special Protection Area and Special Area of Conservation features), and are unobtrusive in the landscape will be supported’.

3. The coast in the Broads Authority Executive Area

- 3.1. There is a small stretch of coast in the Broads Authority Executive Area at Horsey. The coastal area of the Broads has a very special character and tranquillity, and is of wildlife and landscape importance. It is highly valued for walking and for bird and seal watching. It is also particularly vulnerable to climate change and sea level rise, and has been subject to sporadic coastal inundation for centuries (it was once the river mouth), with parts at risk of riverine flooding. This area of coast is also vulnerable to coastal erosion. This small stretch of coastline is part of the North Norfolk Area of Outstanding Natural Beauty and wholly in the Special Area of Conservation and partially within the Special Protection Area.

4. The Coastal Adaptation SPD

- 4.1. Coastal change is an inevitable part of a dynamic coastline. This presents a challenge in planning for the appropriate management of our coastlines.
- 4.2. The risk of coastal flooding and vulnerability to erosion along the coast does not respect local planning authority boundaries, and coastal change needs to be considered across a wide geography. There are significant potential benefits to joint working across administrative and professional disciplines to address the issues of coastal management and planning.
- 4.3. The Draft Coastal Adaptation SPD is at the first stage of consultation, the aim of which is to get feedback on what the SPD should address. The consultation documents include background information and questions for stakeholders, and is a scoping exercise.
- 4.4. The next version of the draft SPD will include requirements and will also be subject to consultation. As the SPD passes through various committees at different Local Planning Authorities, the time frame for the overall consultation will become clearer and the dates finalised. East Suffolk Council will format the SPD.

5. Consultation – scoping stage

- 5.1. It is intended to run the consultation for at least four weeks in August/September. This timeline has been set because of the need for the document to be endorsed for consultation by the four LPAs and reflects when various meetings are to be held.
- 5.2. At the time of writing, the actual approach to the consultation is being finalised as it needs to take account of the four LPA Statements of Community Involvement. It is likely to involve the following actions, to reflect COVID-19 access restrictions:
 - Documents placed on websites
 - Promotion through social media
 - Notification to those on consultation databases
 - Hard copies of the documents made available on request
 - If head offices are open, access to view hard copies, potentially by appointment (Note: In the case of the Broads Authority the document will be fixed on the window of the office so that it can be easily viewed from the street and not require entry to the building).
 - Phone numbers published for each LPA and the Coastal Partnership East for those wanting to ask questions

6. Next steps

- 6.1. After this scoping consultation stage, the responses will be assessed and the draft SPD produced. This will then go before the various Committees of the four LPAs before

being subject to a second public consultation. Once those responses are assessed, the final SPD will be produced for adoption by the four LPAs. This process could take up to 12 months, depending on comments received.

7. Financial implications

- 7.1. There may be a need to contribute to a press advert to advertise the various stages of producing the SPD. The cost will be shared across the Authorities. This could be up to £500 and would be paid for through the Planning Policy Budget.

Author: Natalie Beal

Date of report: 02 July 2020

Appendix 1 – Coastal Adaptation Supplementary Planning Document.

Appendix 1

Draft Coastal Adaptation SPD

Initial consultation document

Consultation dates ... August 2020 – ... October 2020

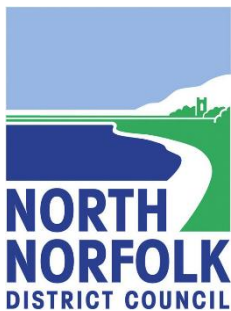
Coastal Change is an inevitable part of a dynamic coastline. Therefore, this presents a challenge in planning for the appropriate management of our coastlines.

The risk of coastal flooding and vulnerability to erosion along the coast does not respect local planning authority boundaries, and therefore coastal change needs to be considered across a wide geography. There are significant potential benefits to joint working across administrative and professional disciplines in addressing the issues of coastal management and planning.

The Draft Coastal Adaptation Supplementary Planning Document (SPD) is at the first stage of consultation, the aim of which is to gather feedback on what you think the SPD should address. Your time in providing comments is greatly appreciated. Please respond to this consultation by 5pm on ... October 2020.

Please respond by one of the following routes:

- Complete the [online questionnaire](#),
- Email your response to planningpolicy@eastsoffolk.gov.uk, or
- Post your response to Planning Policy & Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ



GREAT YARMOUTH
BOROUGH COUNCIL

About the SPD

A partnership of East Suffolk Council, Great Yarmouth Borough Council, North Norfolk District Council, The Broads Authority, and the shared Coastal Partnership East team² is at an early stage in preparing a Coastal Adaptation SPD. The purpose of this SPD is to provide guidance on aligned policy approaches along the coast and to take a holistic (whole coast) approach, which follows from the [Statement of Common Ground on Coastal Zone Planning](#) agreed between the partnership authorities in September 2018. In doing so, this SPD will ensure planning guidance is up to date, aid the interpretation and delivery of planning policy, and provide case study examples of coastal adaptation best practice.

The objectives of producing the SPD are:

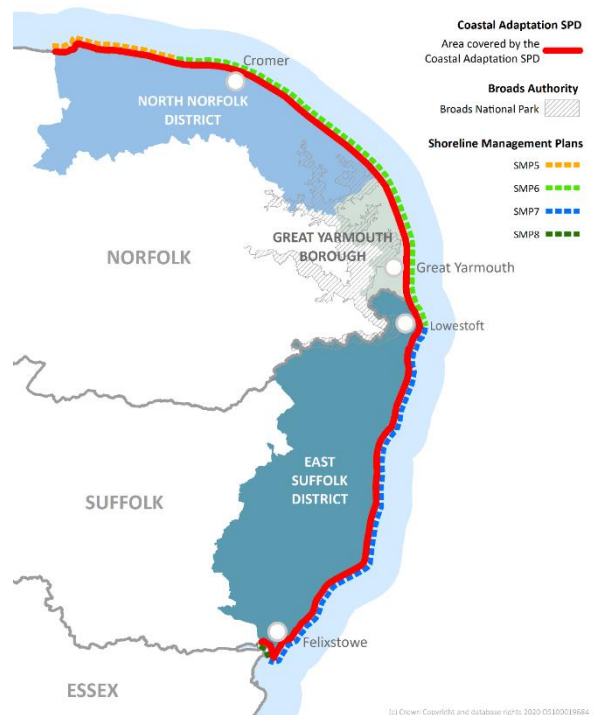
- Ensuring Coastal Communities continue to prosper and can adapt to coastal change; and
- To provide detailed guidance to developers, landowners, and development management teams on the interpretation of policies with a whole coast approach.

An SPD cannot create new or amend existing planning policies nor can it prescribe that particular areas of land be developed for particular uses; this is the role of the Development Plan. The purpose of SPDs therefore is to provide guidance on the correct interpretation of planning policy and aid the implementation of relevant policies. When adopted the SPD will be a material consideration in determining planning applications.

The SPD will provide guidance relating to the following adopted and emerging Local Plans:

- Waveney Local Plan (2019)
- The Broads Local Plan (2019)
- Emerging Suffolk Coastal Local Plan
- Emerging Great Yarmouth Borough Council Local Plan
- Emerging North Norfolk District Council Local Plan

This SPD will replace the following existing planning guidance:



² Coastal Partnership East is the shared coastal management team of North Norfolk District Council, Great Yarmouth Borough Council and East Suffolk Council.

- [‘Coastal Erosion and Development Control Guidance’ \(2009\)](#)³ covering North Norfolk District Council, and
- [‘Development and Coastal Change SPD’ \(2013\)](#)⁴ covering the former Waveney area which now forms part of East Suffolk Council.

Links to Shoreline Management Plans (SMPs)

Shoreline Management Plans (SMPs) provide coastal authorities with an opportunity to assess the risks associated with coastal processes⁵ and long-term implications⁶ for protecting the coast. The eastern half of [SMP5 'Hunstanton to Kelling Hard'](#), [SMP6 'Kelling Hard to Lowestoft Ness'](#), [SMP7 'Lowestoft Ness to Felixstowe Landguard Point'](#) and the northern most point of [SMP8 'Landguard Point to Two Tree Island'](#) cover the coastal area to which this SPD relates. As key sources of evidence SMPs are integral to the formulation of Local Plan policy in respect of the coast, and as such reference will be made to relevant SMPs within this SPD.

Proposed Content of the SPD

Drawing on case studies of coastal adaptation best practice this SPD is proposed to be structured around the following topic areas:

1. Context: Homes, Businesses, and Communities Affected by Coastal Change

The opening section will set out the purpose for the preparation of the SPD, which is to aid those affected by coastal change, including through natural processes to and management of the coast. It should be noted that reference to coastal change is inclusive of the effects of climate change on the coast.

2. Coastal Management Measures and Policies

This section will set out the powers bestowed upon coastal authorities and our partners that can be used to manage the coast, and coastal management policies and guidance established in Local Plans and national policy.

³ URL: <https://www.north-norfolk.gov.uk/info/planning-policy/current-local-plan/coastal-erosion-development-control-guidance/>

⁴ URL: <https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/supplementary-planning-documents/development-and-coastal-change/>

⁵ Natural coastal processes driven by geology, tides, weather and climate change.

⁶ Implications include coastal erosion including beach and cliff losses and tidal flooding.

3. Development in the Coastal Change Management Area

- a. Permanent and Temporary Development on the Coast
- b. Public Realm Infrastructure
- c. Coastal Erosion Vulnerability Assessment Guidance

The Coastal Change Management Area (CCMA) is an area identified in plans as likely to be affected by physical change to the shoreline through erosion, coastal landslip, permanent inundation or coastal accretion. Development within and adjacent to the CCMA is managed to minimise risk to life and property, to avoid increasing the pressure for new or improved coastal defences, and to guard against development which could have adverse impacts on coastal erosion, coastal processes and vulnerability elsewhere. This SPD will provide clear guidance as to what development may be appropriate in such areas and in what circumstances.

4. Roll-back and Relocation Options

Roll-back and relocation involves the movement of assets currently or soon to be at risk from coastal change to less vulnerable locations. This section shall provide guidance on appropriate roll-back and relocation options.

5. Delivery and Enabling Development

This final section will focus on the implementation of planning policies, with attention paid to the circumstances whereby enabling development may be supported. Enabling development is development that would ordinarily be contrary to policy but would secure a particular public benefit which may outweigh the disbenefits of departing from policy.

The SPD will not:

- Create new or amend existing planning policies as this is the role of the Development Plan and National Policy, or
- Alter the approach to the management of the coast as this is the role of SMPs.

Questions

We welcome comments on any part of this document; however, you may find the following questions helpful in structuring your comments.

- Do you consider the scope and proposed content of the SPD to be appropriate?
Yes/No
If no, please suggest how the scope and content of the SPD should be amended.
- Are there any elements of National or Local Planning Policy which should be particularly emphasised/explained in the SPD?
- What guidance for development in the CCMA should be identified in the SPD? Are the categories identified in section 3 appropriate and comprehensive or should others be identified?
- What guidance on temporary development within the CCMA should be included?
- What elements should be included within a Coastal Erosion Vulnerability assessment?
- What guidance on Roll-back and relocation options should be included?
- What guidance on enabling development should be included?
- What case studies should be used in this SPD to demonstrate coastal adaptation best practice?
- Do you have any other comments which could help the partnership prepare the SPD?

Next steps

The scope of the SPD will be informed by consultation responses and agreed between the partnership authorities, after which a full draft of the SPD will be prepared and then consulted on. The draft SPD will be supported by Strategic Environmental Assessment, Habitats Regulations Assessment and Equality Impact Assessment screening opinions and where necessary full assessments.

About this consultation

Please respond to this consultation by 5pm on ... October 2020.

This consultation is being undertaken in accordance with each partnership authority's Statement of Community Involvement (SCI):

- East Suffolk Council SCI ([former Suffolk Coastal area SCI \(2014\)](#)⁷ and [former Waveney area SCI \(2014\)](#)⁸),
- [Great Yarmouth Borough Council SCI \(2020\)](#)⁹,
- [North Norfolk District Council SCI \(2016\)](#)¹⁰, and
- [The Broads Authority SCI \(2020\)](#)¹¹.

By responding to this consultation you are accepting that your name and response will be available for public inspection and published online in accordance with the Town and County Planning (Local Planning) (England) Regulations (2012). View the [data protection statement](#).

⁷ Former Suffolk Coastal area SCI (2014): <https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/SCDC-Statement-of-Community-Involvement.pdf>

⁸ Former Waveney area SCI (2014): <https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Statement-of-Community-Involvement/1Statement-of-Community-Involvement-September-2014.pdf>

⁹ Great Yarmouth Borough Council SCI (2020): https://www.great-yarmouth.gov.uk/media/1224/Statement-of-Community-Involvement/pdf/Statement_of_Community_Involvement_Mar_2019.pdf

¹⁰ North Norfolk District Council SCI (2016): <https://www.north-norfolk.gov.uk/media/2823/statement-of-community-involvement-january-2016.pdf>

¹¹ The Broads Authority SCI (2020): https://www.broads-authority.gov.uk/_data/assets/pdf_file/0024/209337/Final-2020-SCI-31-Jan-2020.pdf

Broads Authority

24 July 2020

Agenda item number 14

Summary of formal complaints – 2019/2020

Report by Administrative Officer

Purpose

This report summarises the formal complaints received by the Broads Authority in 2019/20, together with the outcome of those complaints.

Recommended decision

To note the report.

1. Introduction

- 1.1. It is considered good practice for public bodies such as the Broads Authority to have effective, transparent and accessible arrangements in place to deal with complaints, to adequately publicise their complaints procedures, to monitor responses and to make sure lessons are learnt from the outcome of complaints.
- 1.2. The formal complaints summarised in this report are those made by members of the public and service users during the period 1 April 2019 to 31 March 2020, together with a summary of the Authority's responses.

2. Broads Authority complaints procedure

- 2.1. The Authority's formal Complaints Procedure is published on its website at <https://www.broads-authority.gov.uk/contact-us/comments-and-complaints/how-to-complain>. The procedure has a number of stages:
 - In the first instance, complainants are advised to contact the manager responsible for the area of work where they have a complaint or comment, so that the matter can be dealt with informally and as near as possible to the point of contact.
 - If it is not possible to resolve the complaint informally, the complainant may submit a formal complaint in writing. This complaint is investigated by the appropriate Director, who has a responsibility to reconsider the matter objectively and professionally. The complainant will receive a detailed reply in writing identifying whether their complaint is upheld or not. The reply will also explain how to take the matter forward should the complainant remain dissatisfied.

- Finally, if the complainant is still dissatisfied as a result of the Director's response, they may ask for the matter to be reviewed by the Chief Executive. The Chief Executive is required to review the complaint in an impartial manner and may, if he/she sees fit, seek advice from other officers such as the Monitoring Officer, and any also seek direction from the appropriate committee, or from independent consultants or advisers if he/she believes that an external view would be helpful. If the formal complaint concerns action that the Chief Executive has taken, it will be reviewed by the Chairman of the Authority. This is the final stage of the Authority's formal complaints procedure.
- 2.2. The Authority seeks to provide a remedy to complaints when it is found at fault.
 - 2.3. The Authority has a separate [Members Code of Conduct and complaints procedure](#), which clarifies the conduct expected by members and summarises how the Authority deals with such complaints.

3. Local Government Ombudsman

- 3.1. The Local Government Ombudsman (LGO) investigates complaints by members of the public who consider that they have been caused injustice by the administrative actions (maladministration) of local authorities and other bodies within their jurisdiction, which includes the Broads Authority.
- 3.2. The LGO provides a free, independent and impartial service, and will normally only agree to investigate a complaint if the internal complaints procedures of the appropriate body have been exhausted.

4. Formal complaints 2019/2020

- 4.1. Four formal complaints were made to the Authority in 2019/2020. The subject matter of those complaints is set out in Appendix 1, together with the outcomes. Other complaints and issues resolved on an informal basis are not recorded.

5. Comparison with previous years

- 5.1. The summary of formal complaints report to the Authority in May 2019 recorded a total of 21 complaints in the two years 2017/18 and 2018/19. 10 formal complaints were received in 2016/17 and 11 in 2015/16. In terms of complaints to the LGO, one complaint was made in 2018/19 (outcome awaited at May 2019), none in 2017/18 and one in 2015/16.
- 5.2. The complaint still at the LGO stage at the time of last year's report related to a granted planning permission for the construction of a boatshed. The LGO outcome showed there was fault in this case as the ground levels should have been included and consideration given to this when determining the application. The Authority apologised to the complainant for its failure to properly consider the application and the impact on his residential amenity. The Authority reviewed its procedures to ensure planning

applications include details of ground levels to ensure similar problems do not occur in other cases.

6. Conclusion

- 6.1. Given the breadth and volume of the Authority's work, the number of formal complaints received in 2019/20 is considered to be small. Officers will continue to record and monitor formal complaints and seek to learn lessons from these, especially where the Authority's actions have fallen below expected standards.

Author: Essie Guds

Date of report: 13 July 2020

Appendix 1 – Formal complaints 2019/2020

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Summary of complaint	Final response provided by	Summary of response
Allegation that the Authority had failed to adequately answer questions raised about a planning application, and had been evasive in addressing requested information and clarification of associated reports for a planning approval.	Local Government Ombudsman (LGO)	The LGO outcome was that the Authority had responded appropriately and answered the questions raised. Therefore, they would not investigate the complaint as it was unlikely they would add to the investigation carried out by the Authority and unlikely it would lead to a different outcome.
Complaint about the Authority's practice of asking boat owners to display registration marks on vessels.	Chief Executive	The Authority agreed it would be reviewing the wording of the "Display of Registration Marks" guidance document in 2020 and include words making the requirements of the byelaw clearer and that the non-statutory guidance is designed to be helpful.
Complaint about a planning application stopping light and obscuring a view of the broad and much of the sky.	Director of Strategic Services	It was pointed out that the Authority's complaints process was not the process for challenging planning decisions. Planning permission has been granted following consultation and assessment of the scheme. It was evidenced and confirmed that the planning application had been conducted in an appropriate manner. The complaint was not upheld.
Complaint that the Authority's use of Broads National Park signage was misleading.	Director of Strategic Services	A detailed response was given to each of the seven points raised by the complainant. The complaint was not upheld.