

Broads Authority

Agenda 19 November 2021

10.00am

The King's Centre, 63-75 King Street, Norwich, NR1 1PH

John Packman, Chief Executive – 12 November 2021

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 24 September 2021** (Pages 3-25)
7. **Summary of actions and outstanding issues following decisions at previous meetings – to note the schedule** (Pages 26-31)

Strategy and policy

8. **Responding to climate change** (Pages 32-37)
Report by Chief Executive, Head of Communications and CANAPE Project Manager
9. **Public Sector Co-operation Agreement with the Environment Agency** (Pages 38-41)
Report by Head of Construction, Maintenance and Ecology
10. **Financial performance and direction** (Pages 42-60)
Report by Chief Financial Officer
11. **Proposed navigation charges for 2022/2023 in the navigation area and adjacent waters** (Pages 61-87)
Report by Chief Executive, Chief Financial Officer and Collector of Tolls
12. **Decision to opt into the national scheme for Auditor Appointments managed by the PSAA as the "Appointing Person"** (Pages 88-100)
Report by Chief Financial Officer

13. **Strategic priorities – update** (Pages 101-107)
Report by Chief Executive
14. **Marketing and Viability Guide for adoption** (Pages 108-134)
Report by Planning Policy Officer

Governance

15. **Remote meetings** (Pages 135-138)
Report by Chief Executive

Reports for information

16. **Corporate partnership register** (Pages 139-153)
Report by Chief Executive
17. 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

To receive the minutes of the following meetings:

[Audit & Risk Committee – 20 July 2021](#)

[Navigation Committee – 2 September 2021](#)

[Planning Committee – 10 September 2021](#)

[Planning Committee – 8 October 2021](#)

18. Other items of business
Items of business which the chairman decides should be considered as a matter of urgency pursuant to section 100B (4)(b) of the Local Government Act 1972
19. To answer any formal questions of which due notice has been given
20. To note the date of the next meeting/workshop – **Friday 28 January 2022** 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 as amended by The Local Government (Access to Information) (Variation) Order 2006, for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.
22. **Yare House Lease Arrangements** (Pages 154-157)
Report by Director of Operations

Broads Authority

Minutes of the meeting held on 24 September 2021

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Present

Bill Dickson – in the Chair, Harry Blathwayt, Stephen Bolt, Matthew Bradbury, Nigel Brennan, Andrée Gee, Gail Harris, Paul Hayden, Tristram Hilborn, Tim Jickells, James Knight, Leslie Mogford, Greg Munford, Simon Roberts (from item 8), Michael Scott, Matthew Shardlow, Simon Sparrow, Nicky Talbot, Vic Thomson, Melanie Vigo di Gallidoro, Fran Whymark

In attendance

John Packman – Chief Executive, Chris Bing – Monitoring Officer, Maria Conti – Head of Governance, Emma Krelle – Chief Financial Officer, Rob Rogers – Director of Operations, Marie-Pierre Tighe – Director of Strategic Services, Dan Hoare - Head of Construction, Maintenance and Ecology, Natalie Beal – Planning Policy Officer and Sara Utting - Governance Officer

1. Welcome and apologies

The Chairman welcomed everyone to the meeting. There were no apologies for absence.

2. Chairman's announcements

Openness of Local Government Bodies Regulations 2014

The Chairman explained that the meeting was being audio-recorded. All recordings remained the copyright of the Broads Authority and anyone wishing to receive a copy should contact the Governance Team. The minutes remained the record of the meeting.

Maria Conti – Head of Governance

The Chair reported that this was the last Authority meeting for Maria Conti, in her role as Head of Governance. Maria had joined the Broads Authority in 1999 and taken on the role of Head of Governance in 2019. He thanked Maria for her invaluable and inexhaustive source of wisdom in supporting all members and wished her well in her new role working on the new Broads Plan. He concluded that it would be a privilege to continue working with her.

Maria thanked the Chair for his comments and stated that she also wanted to pay particular thanks to the Governance Team and wish them well for the future.

3. Introduction of members and declarations of interest

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

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 last meeting

The minutes of the meeting held on 23 July 2021 were approved as a correct record and signed by the Chairman.

7. Summary of actions and outstanding issues

Members received the latest summary of actions and outstanding issues following decisions at previous meetings.

In addition, the Chief Executive (CE) updated members on the Nature for Climate Peatlands Discovery Grant, advising that the bid had been submitted on time for which he thanked Andrea Kelly. This was a substantial bid for the BA, amounting to £700,000 of grant funding being sought jointly with partners. The announcement was due by mid-November on whether the bid had been successful.

In terms of Farming in Protected Landscapes (FiPL), the CE reminded members of the very tight timescales involved. Government guidance had only been issued on 1 July 2021 and all funds issued to the Authority for awarding as grants had to be spent by 31 March 2022 (i.e. grants had to be applied for, evaluated, approved and money spent). At the first meeting of the Local Assessment Panel, approval had been granted for five grants within the Broads area totalling £140,585 (approx. 62% of the total allocation of £227,354) covering all new areas and related strongly to the guidance. It was hoped to be able to redirect some of the money allocated for administration of the fund into the grant pot. The Authority was sharing administration services and a panel with Norfolk Coast AONB. The second meeting of the panel was taking place next week to consider three applications within the Broads area (totalling approx. £61,900) and one for the Norfolk Coast AONB. If approved, this would mean 90% of the funds had been allocated, which was very positive to note.

In response to a comment that the third meeting of the panel would only have a very small amount of budget left to award, the CE advised that it was a three year programme although there was no certainty regarding years 2 and 3 until the Comprehensive Spending Review had been announced in November. It was hoped Defra would then be able to confirm the allocations for years 2 and 3 but these would be less than year 1. In addition, the Treasury had been resisting movement of funds between years. However, some National Parks were not as far forward as the Broads Authority and so were pushing for year 1 money to be carried forward to years 2 and 3. There was also the possibility that Defra might reallocate some money between National Parks to those which had been more successful, and the CE had confirmed he had already contacted Defra as the BA potentially had another 23 grants projects which could be eligible. However, if the Treasury approved the movement of unallocated funds between years, then it was unlikely the reallocation between National Parks would be a possibility.

A member requested further details on the projects which had been successful and the CE responded he would provide all members with a summary. He advised that contracts had been signed for each of the five projects, with the largest grant award relating to water

supply/abstraction licensing, with the construction of a reservoir and biodiversity action around that reservoir. There was also a smaller grant for the repair of sedge cutting equipment in Reedham.

The report was noted.

8. Waterways Management Strategy and Action Plan

The Head of Construction, Maintenance and Ecology (HoCM&E) presented the report, supplemented by a presentation (copy attached to these minutes) on the [Waterways Management Strategy and Action Plan 2022/23 to 2026/27](#). The Strategy provided a framework for the integrated, sustainable and cost-effective management of the navigable waterways in the Broads Authority's Executive Area and was linked to Authority resources, budgets, known work allocations and emerging trends. Six key areas were highlighted, where there had been substantive changes in approach or where new evidence had been introduced:

- Update of mean low water level – the sediment modelling baseline
- Revision of waterways specifications inside and outside marked channels
- Revision to Breydon-Lower Yare commercial waterways specification
- Revision of waterways specification – above and below the water
- Introducing internal carbon pricing
- Bridge clearances

The document had been considered by the Navigation Committee at its meeting on 2 September and its feedback was focussed on water level trends restricting some vessel passage under bridges and the removal of the 4m dredge depth specification for Breydon Water and the River Yare to Cantley, as detailed in the report.

In response to a member question on the availability of real time information on bridge clearances, the HoCM&E advised that this did exist on static post boards but technology was being trialled on advance notice digital boards. The Director of Operations (DoO) added that trialling was taking place with sensors at Vauxhall Bridge using the LoRaWAN network operated by Norfolk County Council. The data was currently not reaching optimum accuracy and unfortunately there was a shortage in the supply of the sensors.

A member referred to carbon offset costs, acknowledging that the Authority could not immediately change its fuel or vehicles but questioned if there was the possibility of improved particulate filters for the Authority's diesel engines. The HoCM&E responded that HVO fuel was a direct replacement for diesel so the Authority could instantly change to using that. Regarding particulates, all of the new engines purchased were Euro 6 rated, so the technology was there. For older engines, some retrofitting would be required, which was more challenging. Although HVO fuel was now being used, unfortunately there was no data yet on those vehicles, in terms of particulate emissions. However, there was far less greenhouse gases emitted, with a manufacturer stated 90% reduction in carbon dioxide.

In terms of real-time bridge heights, a member commented that customers would value as they currently relied on predictions in tide tables. If the tides were later than predicted, hire boat customers were unaware and still tried to navigate through a bridge no matter what. He also queried how levels were measured, referring to Environment Agency (EA) data from recording stations which could provide a pretty accurate indication of the water level at Potter Heigham, based on a recording station a short distance upstream. The member also referred to the issue of dredging, stating that he was unsure how updating the baseline water level translated to a reduction in the required dredge volumes and would want to see more science on the mean water levels across a period of years. He also had concerns on the proposal to reduce the depth from 4m to 2m in Breydon and the Lower Yare as there was no commercial traffic, as he felt this traffic could resume at some point in the future. His view was that it was preferable to maintain waterways now at 4m as opposed to reducing the specification to 2m. The HoCM&E responded that he could ask the EA about data frequency from their stations as this was not published live on their website but with a four hour delay. Readings were only taken every 15 minutes and so would need to be more frequent for bridge clearance purposes. In terms of water level specification for Breydon and the Lower Yare, the water depths were currently 3.5-4m in the central channel. However, this was not an area where the BA had undertaken a lot of maintenance dredging in the last 10 years and so would not suddenly accumulate. There was strong tidal flow and a good river flow and so it was fairly self-sustaining. The proposed change was about maintaining appropriate priorities across the dredging programme rather than fairly limited benefit with no clear intention of commercial requirements for the future.

A member referred to the 11cm rise in water levels and the associated implications and questioned if the rise was linked to rising sea levels. He also questioned if more saline incursions were linked to higher tides. The HoCM&E responded that there were also seasonal changes in rainfall, particularly wetter autumns in recent years. Some issues needed to be raised with Broadland Futures Initiative as they had the services of professional hydrologists.

Another member drew attention to an intranet used by Norfolk County Council, which covered the whole area of both the Norfolk and Suffolk Broads, called the "[Intranet of Things](#)" operating off the LoRaWAN system. Information captured by sensors in devices or objects about their status or their surroundings was used to plan services, such as the gritting of roads based on road temperatures. This could also be extended to locating mooring availability, water level information, etc.

Concern was expressed by a member about reducing the dredging at Breydon, commenting that there was a huge amount of silt which came down the river through to Reedham. If the target dredge depth was reduced from 4m to 2m, the same volume of water would be squeezed down the channel at an increased speed, increasing the flow considerably. However, this also meant it would take more silt with it so there was a possibility it would self-scour. He would not want to make the reduction a policy until the Authority had liaised with the appropriate people at the harbour and a hydrological survey commissioned. The HoCM&E responded that when the Authority had taken over responsibility for Breydon from the Great Yarmouth Port Authority, a hydromorphological study had been commissioned at

that time and the report showed that waterflow through Breydon was self-scouring. The professional hydrologist team showed that over the past 100 years, the channel had remained stable through Breydon, with the depth profile and position of the channel remaining pretty static and only a small amount of maintenance was required in terms of dredging shoals at the edges of the channel. In 2009, the Authority invested in the maintenance of Turntide Jetty to maintain the depth and flow, so that the river downstream of the structure almost maintained itself.

A member commented that, in terms of bridges, particularly at Potter Heigham, Wroxham and possibly Beccles Old Bridge, rising water levels also reduced the width of the navigable opening beneath the bridge, so information was also needed on width changes as well as maximum air draft. A width gauge at Potter Heigham would be particularly useful, given the width of the boats was often an issue as well. The HoCM&E confirmed that some bridges did have markers identifying the width at the highest point and Lucy Burchnell (Head of Ranger Services) was currently reviewing how this information was communicated to users.

In response to a question on whether the Authority would be monitoring any adverse effects due to changes in dredging, the HoCM&E advised that, in terms of the regular hydrographic surveys commissioned by the Authority, the aim was to have fresh data every five years for the whole of the Broads. The EA was also gaining data from the whole area of Breydon including the mud flats, so this provided early warning if the mud was being pushed towards the channel. The Broads Control and river engineers' log reported issues of vessels grounding in the actual channels.

A member referred to HVO fuel and questioned when would all vehicles would change over to HVO. The HoCM&E responded that all of the vessels and heavy plant had changed over to "red" HVO. In terms of road vehicles, diesel vehicles had not yet changed as more infrastructure was needed in terms of storage for road-legal "white" HVO fuel. This would require significant storage investment, so was not possible this financial year. However, most vehicles would be moving over to electric vehicles in time, with the staff pool vehicles at both Yare House and the dockyard were electric, as were several of the rangers' vehicles. The challenge now was with the 4x4s and big vans as there were currently fewer, very expensive electric options. The member advised that all waste vehicles under the new contract for refuse collection at his local authority used HVO and there might be the possibility of the Broads Authority using their fuel store.

In response to a member seeking clarification on what the implications of endorsing the strategy would mean in terms of dredging levels, the HoCM&E advised that by endorsing the strategy, members would be supporting the proposal to reduce the Waterways Specification for Breydon and the Lower Yare from 4m to 2m.

Nicky Talbot proposed, seconded by Melanie Vigo di Gallidoro, and

It was resolved by 19 members for and two against to endorse the Waterways Management Strategy and Action Plan 2022/23 to 2026/27.

9. Norfolk Strategic Flooding Alliance Strategy

The Director of Strategic Services (DoSS) introduced the report, which sought the Authority's endorsement of the Norfolk Strategic Flooding Alliance (NSFA) Strategy. The aim of the NSFA was to strengthen partnership working amongst the many organisations with responsibilities for flood risk management in Norfolk, to help better protect Norfolk from future flood events. The DoSS had attended meetings of the NSFA on behalf of the Authority and a key activity had been to develop the Strategy.

The DoSS advised members at the meeting that most authorities had endorsed the Strategy and others were in the process of doing so, following which a Press release would be released announcing the adoption of the strategy. The NSFA would progress working together on flood risk management and building cases for future funding. They had started working on the specific areas which had been subjected to severe flooding last December. Work on some projects had started and some projects had already been completed.

A member referred to section 14 in the action plan (Appendix A) and how FiPL funding might be able to assist. The text referred to farmers and landowners perceiving planning to be a barrier in providing more reservoirs and he considered that there needed to be greater co-operation and grant-funding could help with the process. The DoSS commented that the constraint with FiPL in year 1 was the timing. A planning application would have needed to be in place before the bid got submitted, and one recently approved scheme had achieved this. However, she confirmed the possibility of FiPL funding for years 2 and 3, subject to the allocation being confirmed. It was noted that the amount of FiPL money may be small compared to the needs for such projects.

A member commented that adoption of the strategy would not change any organisation's statutory duties but would bring Norfolk into alignment with Suffolk and lead local flood authorities. By working in partnership, this would provide opportunities to bring more money into Norfolk. In terms of the Broads Authority, it had a huge role to play through the Broadland Futures Initiative and he commended endorsement of the strategy to members.

Paul Hayden proposed, seconded by Fran Whymark, and

It was resolved unanimously to endorse the Norfolk Strategic Flooding Alliance (NSFA) Strategy.

10. Strategic Priorities – update

The Authority received the report of the Head of Governance, which provided an update on the latest progress in implementing the Authority's annual strategic priorities for 2021/22.

The report was noted.

11. Statement of Accounts 2020/21

The Authority received the report of the Chief Financial Officer (CFO) containing the Statement of Accounts for the year ended 31 March 2021.

The CFO advised members that Ernest Young (EY) attended the Audit and Risk Committee meeting on 21 September and provided an update on the outstanding work. The last area outstanding was pensions and this related to a new audit standard on accounting estimates being introduced. The Broads Authority valuation was carried out by the actuary Hymans Robertson LLP and generated the figures in the Balance Sheet and Income and Expenditure Statement. This was a significant figure for the Authority in terms of its accounts. The new standard required Audit to test the actuary's method of measuring the estimate to determine whether: the model was appropriately designed, consistently applied and mathematically accurate and that the integrity of the assumptions and the data had been maintained in applying the model. Therefore, extra data had been requested from the Pension Fund and EY were running this through their own model to see how the results compared. The latest update was that this work remained on track for the deadline of signing off the accounts on 30 September. The only issue would be if EY's model did not reflect the actuary's result, within a level of tolerance, which would delay signing off the accounts. Recent experience for a local authority had shown that their figures had come out as expected.

The CFO also provided a number of updates to the report, since it had been prepared:

- further adjustment to Property, Plant and Equipment (PPE) valuation: where a loss had previously been recognised in the Income and Expenditure Statement in a previous year, it can be reversed via a credit to the Income and Expenditure Statement. Therefore, row 2 of table 2 (summary of adjustment) amounts reduced to £745,000 (total cost of services in Income and Expenditure Statement was now £3,579,000 and so a total movement of £21,000.
- In Table 3 (detailed adjustments) the depreciation, amortisation and revaluation line had reduced to £326,000 meaning the deficit on the provision of services was now £368,000. Again, a total movement of £21,000.
- Unfortunately, the revaluation affected all of the core statements – the Expenditure and Funding Analysis, Comprehensive Income and Expenditure Statement; Movement in Reserves Statement; Balance Sheet and the Cash Flow. However, the overall net liability on the Balance Sheet remained the same as that in the report because all the adjustment required is on the unusable reserves for the revaluation reserve (decreased) and capital adjustment account (increased).
- The revaluation also affected supporting notes 7, 8A, 9, 19 and 35.
- Note 25 has also been amended in terms of external audit costs to show a separate line for scale fee of £11,000 and the additional fee requested for 2019/20 of £40,000. The total remained unchanged and therefore was only a presentation adjustment.

A member asked if the McCloud judgement was applicable to the Broads Authority in terms of pension liabilities. The CFO confirmed it was applicable, advising that all local government pension schemes were previously based on final salary but in 2014 moved to a career average with transitional arrangements for those people within a certain number of years of retirement age. Some people took a case to Court based on the fact it was age discrimination

for those not within 10 years of retirement. The Court found in their favour and potential remedies were being looked at so this did potentially increase the Authority's liability but not by much and this was shown in the actuary's results.

In response to a question on whether carbon accounting costs, which the Head of Construction, Maintenance and Engineering had referred to previously, could be accounted for in the longer term, particularly as the Authority would be paying more for a more expensive type of fuel, the CFO stated that the Statement of Accounts did reflect actual expenditure but did not take into account notional costs of carbon. However, this was a subject the whole area of accounting needed to look towards, so carbon accounting may change in future.

Gail Harris proposed, seconded by Andrée Gee, and

It was resolved unanimously

- (i) To adopt the Statement of Accounts for 2020/21.**
- (ii) To delegate to the Chair and Chief Financial Officer to sign the Statement of Accounts at an appropriate date once the audit is complete.**

12. Financial Direction for 2021/22

The Chief Financial Officer (CFO) presented the report, which provided a strategic overview of current key financial issues (the Consolidated Income and Expenditure form 1 April to 31 July 2021) and sought approval for the waiver of Standing Orders Relating to Contracts for payroll services.

At the meeting, the CFO presented updated figures on Toll income, advising that as at 22 September, the surplus was £170,000 over what had been budgeted for. In addition, the figure in paragraph 7.1 relating to the Navigation Reserve balance at the end of 2021/22 should be £726,000 not £626,000 (equating to 19%).

It was noted the payroll services contract had remained with Norfolk County Council since 2014 and renewed annually since, unless notice had been given. The request to waive the Standing Order would enable the contract to continue until the end of 2022/23, following which the contract would be retendered, with any new contractor starting from 1 April 2023. Whilst the annual amount payable remained below £8,000, the increase between this year and next (14.5%) exceeded the 10% threshold delegated to the Chief Executive (Standing Order 6(e)) in terms of the renewal.

Simon Roberts proposed, seconded by Matthew Bradbury, and

It was resolved unanimously

- (i) To note the income and expenditure figures.**
- (ii) To approve the waiver of Standing Orders Relating to Contracts (6(e)) for the payroll contract to continue to the end of 2022/23.**

13. Beccles Neighbourhood Plan – adoption

The Planning Policy Officer (PPO) introduced the report, which recommended adoption of the Beccles Neighbourhood Plan, following examination by an independent Examiner, and subject to the result of a referendum held on 16 September.

The PPO reported at the meeting that more than 50% of those participating had voted at the referendum in favour of adopting the Plan and the Plan had subsequently been adopted by East Suffolk Council on 22 September 2021.

A Member expressed his disappointment that the light pollution recommendations made by the Broads Authority had not been taken up by Inspector.

Fran Whymark proposed, seconded by Stephen Bolt, and

It was resolved unanimously to adopt the Beccles Neighbourhood Plan.

14. Code of Practice for members of the Planning Committee and officers

Members received the report of the Head of Governance on a revised “Code of Conduct for Members on Planning Committee and Officers” following the recent adoption by the Authority of a revised Member Code of Conduct. The document (dated 2017) had been retitled as the “Code of Practice for members of the Planning Committee and officers” and changes included the removal of information already covered in the Member Code of Conduct (such as the declaration of interests) and other governance documents. The Code had been considered by the Planning Committee at its meeting on 10 September 2021, when a number of comments were made and these had been included in the updated document for adoption by the Authority.

Gail Harris proposed, seconded by Melanie Vigo di Gallidoro, and

It was resolved by 20 members for and one abstention, to adopt the revised Code of Practice for members of the Planning Committee and officers.

15. Protocol on member and officer relations

Members received the report of the Head of Governance on a revised “Protocol on member and officer relations in the Broads Authority”, as part of the regular review of the Broads Authority’s governance documents.

Greg Munford proposed, seconded by Andrée Gee, and

It was resolved unanimously to adopt the Protocol on member and officer relations in the Broads Authority.

16. Items of business raised by the Designated Person in respect of the Port Marine Safety Code

There were no matters to report under this item.

17. Minutes to be received

Members received the minutes of the following meetings:

Broads Local Access Forum – 9 June 2021

Navigation Committee – 10 June 2021

Planning Committee – 18 June 2021

Planning Committee – 16 July 2021

Planning Committee – 13 August 2021

18. Other items of business

There were no other items of business which the Chair decided should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act 1972.

19. Formal questions

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

20. Date of next meeting

The next meeting of the Authority would be held on Friday 19 November 2020 at 10.00am.

21. Exclusion of the public

Michael Scott proposed, seconded by Matthew Shardlow, and

It was resolved unanimously 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 3 of Part 1 of Schedule 12A to the Act as amended by The Local Government (Access to Information) (Variation) Order 2006, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

There were no members of the public present and the recording was suspended.

22. Exempt minutes

The exempt minutes of the meeting held on 23 July 2021 were approved as a correct record and signed by the Chairman.

The meeting ended at 11.34am

Signed by

Chairman

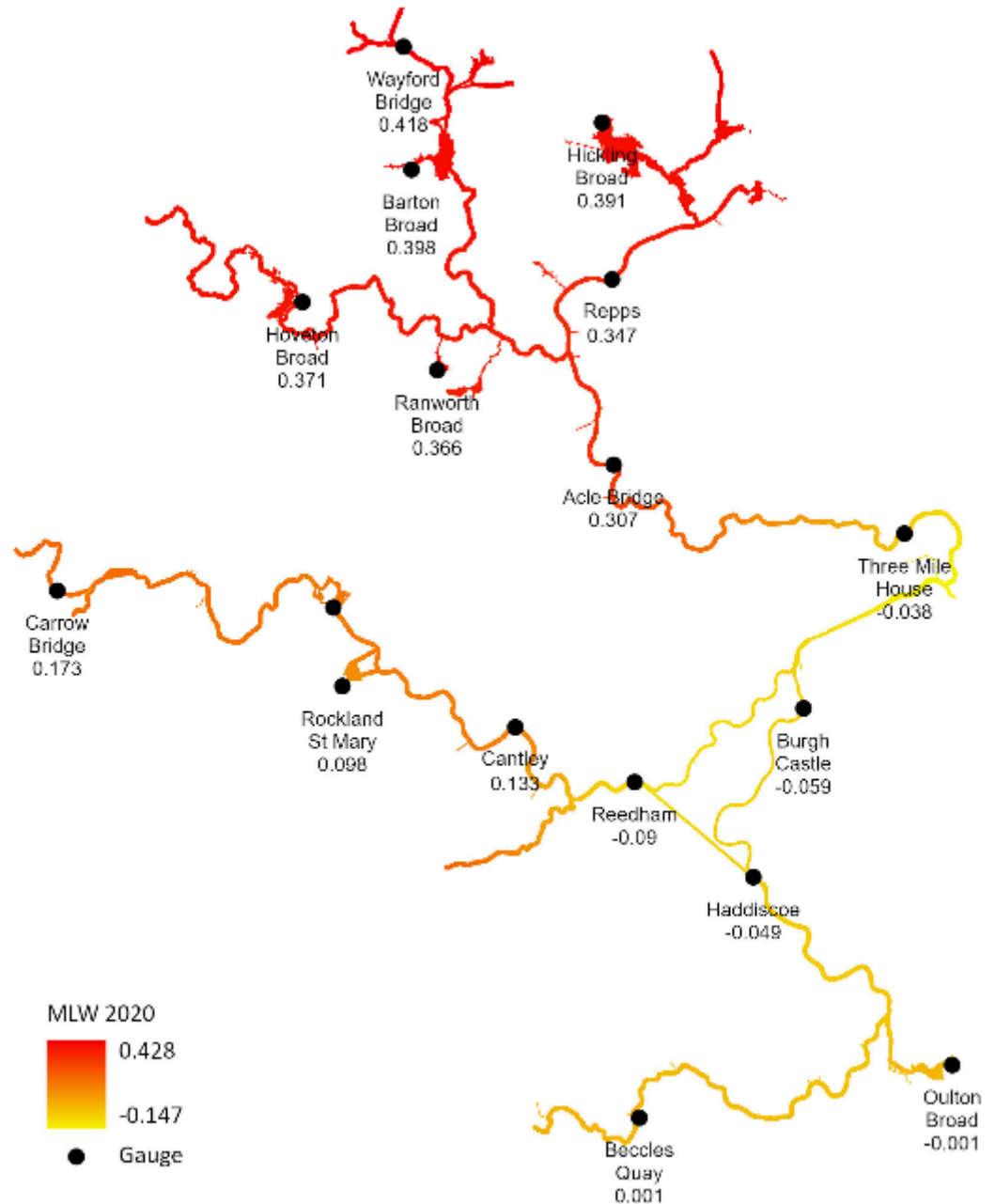
Appendix 1 – Declaration of interests: Broads Authority, 24 September 2021

Member	Agenda/minute	Nature of interest
Andrée Gee	13	Member of East Suffolk Council - Other Registerable Interest

1

Update of mean
low water level

2020 sediment
modelling
baseline



1 Update of mean low water (MLW) – 1993 & 2020

Station Name	MLW 1993 (m ODN)	MLW 2020 (m ODN)	Difference (m)
Haven Bridge Great Yarmouth	-0.520	-0.558	-0.038
Reedham (River Yare)	-0.130	-0.090	0.040
Burgh Castle (River Waveney)	-0.240	-0.059	0.181
Haddiscoe (River Waveney)	-0.180	-0.049	0.131
Three Mile House (River Bure)	N/A	-0.038	
Oulton Broad (River Waveney)	-0.050	-0.001	0.049
Beccles Quay (River Waveney)	-0.040	0.001	0.041
Rockland St Mary (River Yare)	N/A	0.098	
Cantley (River Yare)	N/A	0.133	
Brundall (River Yare)	-0.040	0.139	0.179
Carrow Bridge (River Wensum)	-0.030	0.173	0.203
Acle Bridge (River Bure)	0.180	0.307	0.127
Repps (River Thurne)	0.230	0.347	0.117
Ranworth Broad (River Bure)	0.220	0.366	0.146
Hoveton Broad (River Bure)	0.240	0.371	0.131
Hickling Broad (River Thurne)	0.230	0.391	0.161
Barton Broad (River Ant)	0.260	0.398	0.138
Wayford Bridge (River Ant)	0.260	0.418	0.158

1 Update of mean low water (MLW) – 1993 & 2020

Station Name	MLW 1993 (m ODN)	MLW 2020 (m ODN)	Difference (m)
Haven Bridge Great Yarmouth	-0.520	-0.558	-0.038
Reedham (River Yare)	-0.130	-0.090	0.040
Burgh Castle (River Waveney)	-0.240	-0.059	0.181
Haddiscoe (River Waveney)	-0.180	-0.049	0.131
Three Mile House (River Bure)	N/A	-0.038	
Oulton Broad (River Waveney)	-0.050	-0.001	0.049
Beccles Quay (River Waveney)	-0.040	0.001	0.041
Rockland St Mary (River Yare)	N/A	0.098	
Cantley (River Yare)	N/A	0.133	
Brundall (River Yare)	-0.040	0.139	0.179
Carrow Bridge (River Wensum)	-0.030	0.173	0.203
Acle Bridge (River Bure)	0.180	0.307	0.127
Repps (River Thurne)	0.230	0.347	0.117
Ranworth Broad (River Bure)	0.220	0.366	0.146
Hoveton Broad (River Bure)	0.240	0.371	0.131
Hickling Broad (River Thurne)	0.230	0.391	0.161
Barton Broad (River Ant)	0.260	0.398	0.138
Wayford Bridge (River Ant)	0.260	0.418	0.158

1 Update of MLW – 2020 non-compliant sediment volumes (m³)

River	1993 MLW	2020 MLW	Difference
Ant	206,454	126,492	-79,026
Bure	265,363	143,169	-96,033
Chet	7,321	1,989	-4,799
Thurne	129,757	248,129	-2,583
Waveney	147,445	104,654	-26,326
Yare/Wensum	257,040	191,001	-64,869

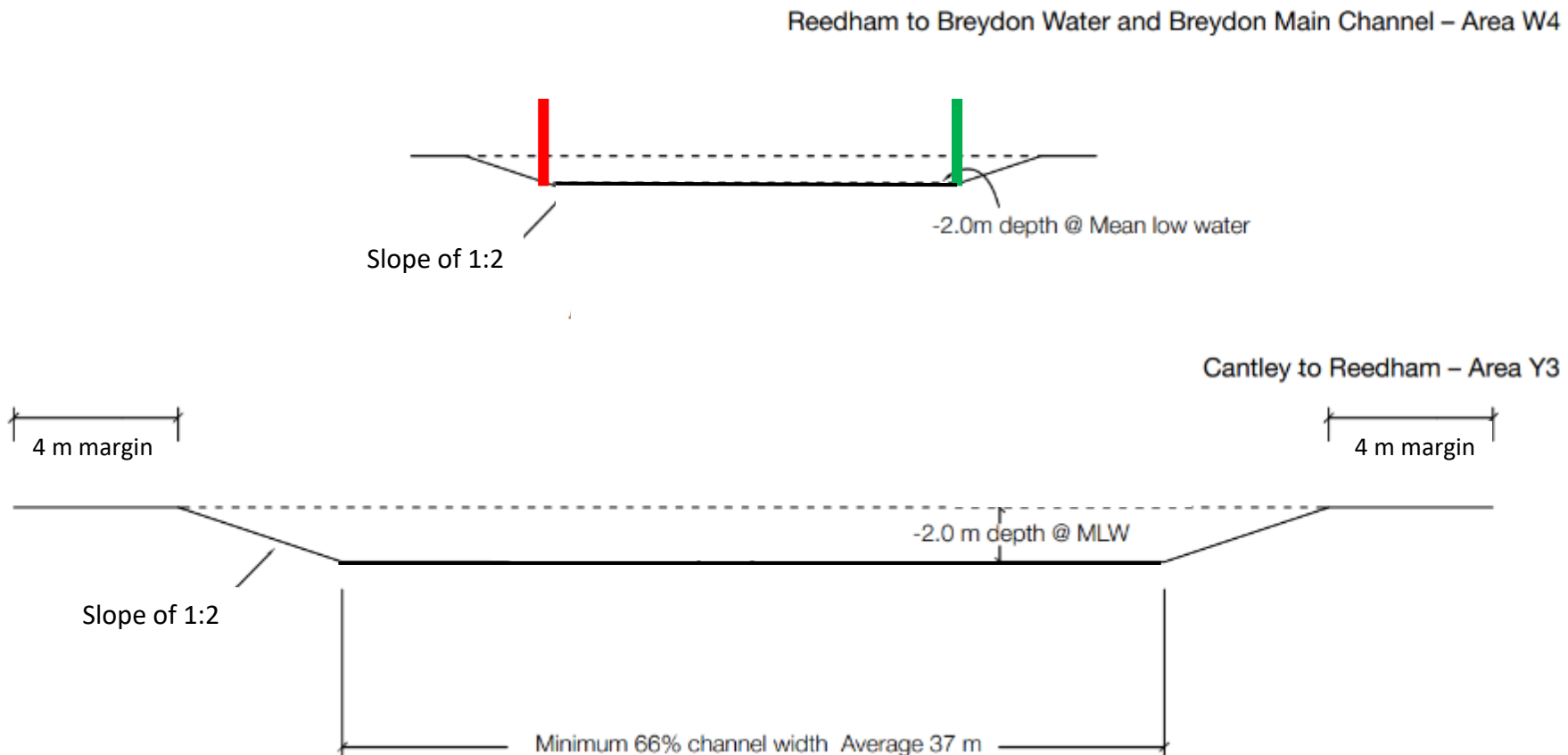
1 Update of MLW – 2020 non-compliant sediment volumes (m³)

River	1993 MLW	2020 MLW	Difference
Ant	206,454	126,492	-79,026
Bure	265,363	143,169	-96,033
Chet	7,321	1,989	-4,799
Thurne	129,757	248,129	-2,583
Waveney	147,445	104,654	-26,326
Yare/Wensum	257,040	191,001	-64,869
Total volume	1,013,380	815,434	-343,637

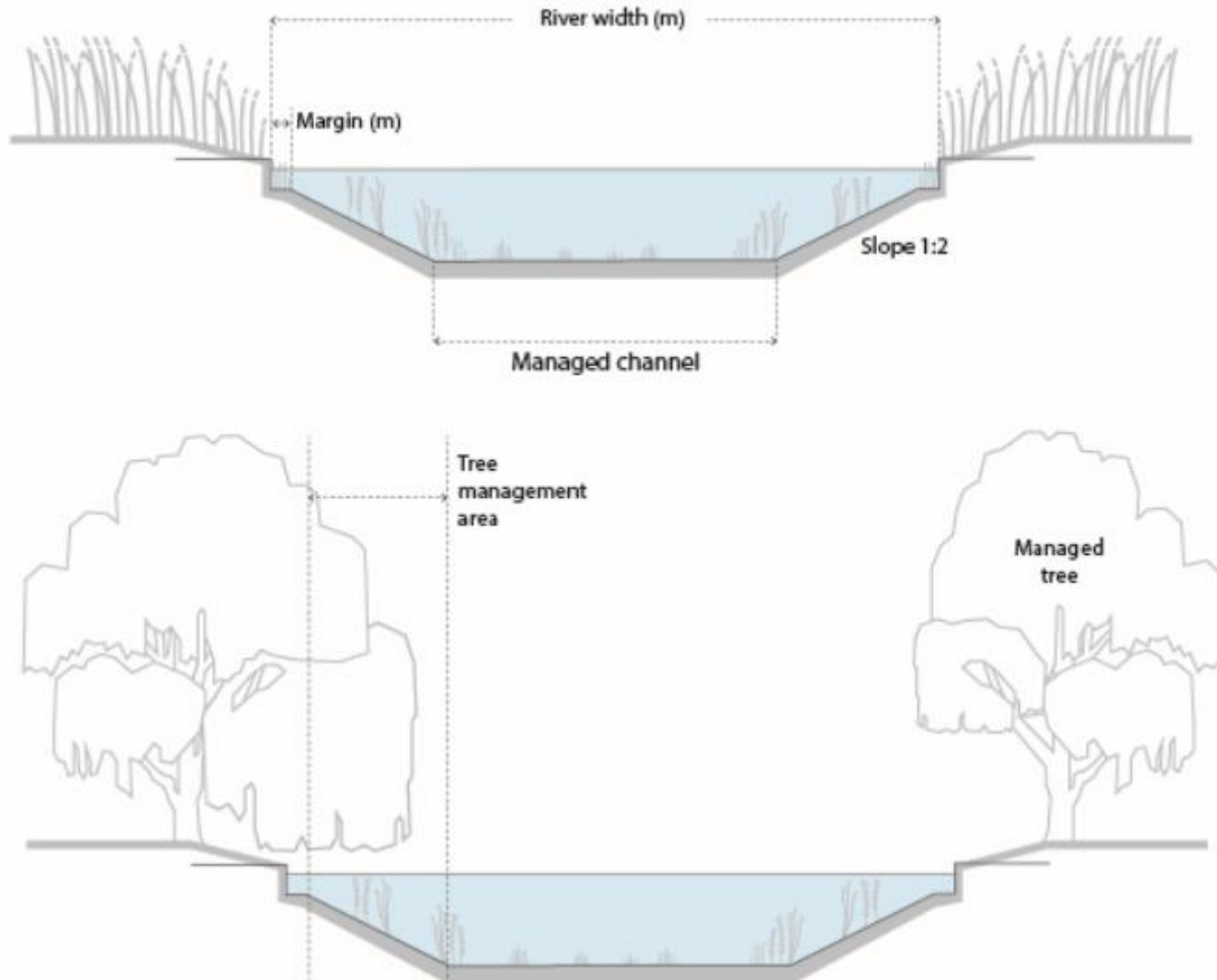
2	Marked Channel	Outside of Channel	Hydrographic survey outside marked channel	Revision of waterways specifications inside and outside marked channels
Barton Broad	1.8	1.5	17.8 ha = £1,220	Consistently apply the 1.5 m waterway specification outside the channel Report as two separate areas for dredge volumes. Carry out hydrographic survey at least every five years within marked channel and every ten years for outside
Hickling Broad	1.5	1.3	112.0 ha = £7,710	Retain existing waterways specifications. Report as two separate areas for dredge volumes. Carry out hydrographic survey at least every five years within marked channel and every ten years for outside.
Rockland Broad	1.8	1.5	13.1 ha = £900	Retain existing waterways specifications. Report as two separate areas for dredge volumes. Carry out hydrographic survey at least every five years within marked channel and every ten years for outside
Breydon Water	2.0	No waterways specification set	460 ha = £30,880	Retain existing waterways specifications. Work with partners to obtain access to existing hydrographic survey data from outside the marked channel.

3 Revision to Breydon-Lower Yare commercial waterways specification

User waterway specifications (not to scale)



4 Revision of waterways specifications – above and below the water



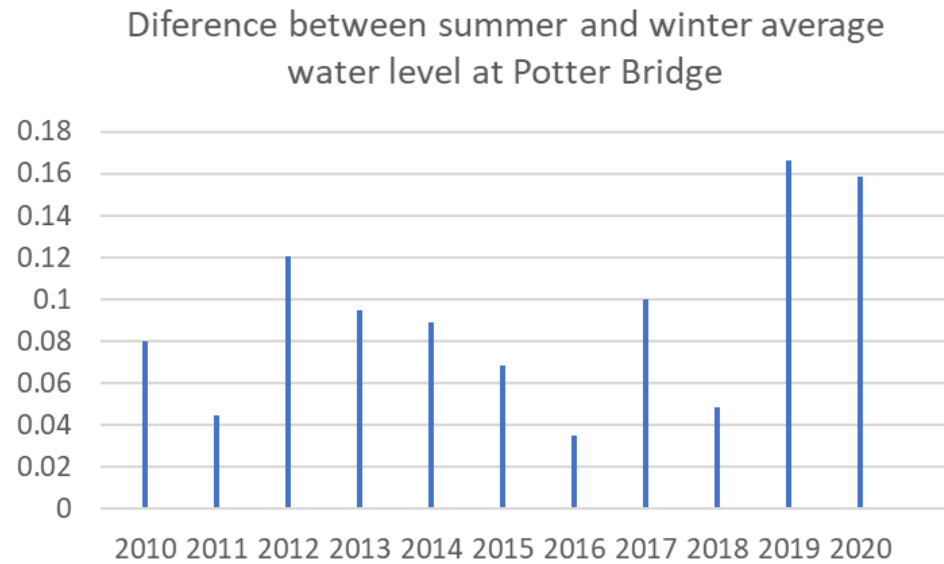
5 Introducing internal carbon pricing

Internal carbon pricing is a financial tool that aids the shift towards a low-carbon economy by allowing:

- The environmental and social costs of carbon emissions to be monetised, so fairer options appraisals can be made
- The responsibility of emissions to be shifted back to the emitter instead of society at large and the environment

Diesel for all vessels and equipment, financial year 2020/21			
Cost of fuel (£)	CO ₂ eq emissions (tonnes)	Carbon cost (£ - ICP method)	Cost of fuel + carbon cost (£)
29,621	179.8	8,990	38,611

6 Bridge clearances



Broads Authority

19 November 2021

Agenda item number 7

Summary of actions and outstanding issues following decisions at previous meetings

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Pilot agri-environment scheme for the Broads (Broads Test and Trial of ELMS)	16/03/2018	Andrea Kelly	Submission to Defra for pilot agri-environment scheme for the Broads, which builds on partnership work with NFU and local land managers and is prepared with assistance of local conservation NGOs.	<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.</p> <p>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:</p> <p>Objective 2 - Developed detail and costs of management interventions and scheme tiers for grazing marsh and fen/reedbed habitats; 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 British 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 Apr 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>Jun 2020: Responded to Defra ELMS Policy Consultation and responding to Defra Peat Strategy Consultation. Signed new T&T Defra contract. Sent two online surveys to over 300 farmers and land managers - 77 completed. Contributed to thematic webinar on advice provision to Defra policy team. 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. Prepared grazing costs for verification with 10-15 farmers and land managers. 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. Sept 2020: Analysed two online surveys. T&T report written for approval by Steering Group. Outputs include Broads Tier Structure, grazing payments budget and Collaboration Plan.</p>	31/08/2021

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>EPA presented conclusions to Defra ELM scheme Policy Team. Defra requested BA applies for contract extension for further ELM scheme work, focusing on advice provision, formation of Local Board and role of convenors.</p> <p>Oct 2020: Full Report and Summary Action Plan published https://www.broads-authority.gov.uk/looking-after/projects/environment-land-management-scheme. Held meeting with Defra ELM team leaders and policy officers.</p> <p>Extension and new contract being formalised with Defra to test and trial 'advice provision' by end Dec 2020 and 'local governance' by end March 2021. Advice online questionnaire drafted. Policy governance approach and role for investment gathering being discussed.</p> <p>Jan 2021: Advice Provision Survey sent, analysed and Report published Broads-Test-Trials-Extension-Advice-Provision-Final.pdf (broads-authority.gov.uk). c.60 responses from farmers (71%) and land managers. New Test & Trial on setting up and trialling Local Governance proposal submitted to Defra for approval Jan 2021.</p> <p>Feb 2021: New Test & Trial approved by Defra Jan 2021. Partners will set up and trial the Broads Land Management Board and Local Convenor role and operate the Board via topic based seminars.</p> <p>Defra and Protected Landscape Farming Project is providing free advice on entering countryside stewardship - Countryside Stewardship in the Broads flyer. The Farming Project is also working with 3 local AONBs and UEA to produce Protected Landscape Natural Capital Evidence Compendium for farmers and land managers to support their E.L.M.</p> <p>9 Mar 2021: Defra guidance on Farming in Protect Landscapes scheme, due in Feb, still awaited.</p> <p>1 July 2021: Launch of the Farming in Protected Landscapes (FiPL) programme Farming in Protected Landscapes (FiPL)</p> <p>26 Aug 2021: Land Management Board set up with operating ToR and members, which has benefited the quick start of FiPL. T&T activities complete, including 3 seminars with National Expert speakers, and assessment of the role of Local Convenor via structured interviews. Report written and submitted to Defra. Setting up a handover meeting with Defra.</p> <p>21 Oct 2021: Defra are adopting the model developed and tested in the Broads Test and Trial of the Land Management Board for ELM Local Nature Recovery</p>	
National Parks Review: Response	28/09/2018	John Packman	That the Chairs' Group, together with the Chief Executive, 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. Deadline response submission 18 December 2018. Chairs Group to meet 5 Dec 2018 to finalise response and consider points raised. Members also able to submit individual responses.	<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> <p>Oct 2020: Awaiting Government response on Landscape Review.</p>	24/07/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>Nov 2020: Defra's publication of The Ten Point Plan for a Green Industrial Revolution (publishing.service.gov.uk), which includes this headline "New national parks and greater protections for England's iconic landscapes to improve access to nature and better protect the country's rich wildlife and biodiversity".</p> <p>April 2021: Awaiting Government response on Landscapes Review.</p> <p>June 2021: Written Ministerial Statement issued on 24 June Written statements - Written questions, answers and statements - UK Parliament and response from National Park England Landscapes review - government response: National Parks England</p> <p>November 2021: Government response anticipated in the near future.</p>	
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 ongoing with Norfolk County Council.	<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.</p> <p>NCC to repair two bridges at Loddon FP4 by Sept 2020.</p> <p>Environmental officers to complete minor tree/shrub clearance by Oct 2020.</p> <p>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> <p>Oct 2020: Funding application submitted Aug, been through first round approval and decision to be made in Dec.</p> <p>Dec 2020: Application unsuccessful. Reframing bid with Norfolk CC colleagues to submit in a future funding round.</p> <p>Apr 2021: BA to dredge River Chet and place sediment onto footpath winter 2021/2022. Arrangement made with Norfolk CC to return up to 18 months later to reshape footpath once sediment has dried.</p> <p>Jun 2021: BA partnering up with NCC for CIL application to carry out additional works here and at Surlingham and Bramerton.</p> <p>July 2021: The CIL bid has been submitted (end of July 2021) with responses for successful bids expected in Nov 2021. Dredging in the River Chet is programmed for October 21 with material being deposited onto the footway to help build up the path. The CIL money (if successful) will be used to restore bridges and stabilise the banks at weak points.</p>	31/12/2021
Draft planning documents for consultation	27/09/2019	Natalie Beal	Processes for consultation on Draft Marketing and Viability SPD and Residential Moorings Guide, and adoption of Flood Risk SPD and Statement of Community Involvement.	<p>Sept 2019: Documents submitted for first stage 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. Planning Committee 6 Mar recommended that BA adopt SPD following minor amendments.</p> <p>May 2020: Draft documents endorsed for consultation (under delegated powers in light of COVID-19 lockdown): Marketing and Viability SPD (Planning Committee 7 Feb & 6 Mar), Residential Moorings Guide (Planning Committee 6 March), consultation period for both documents 16 March to 5 June.</p> <p>July 2020: BA adopted amended SCI to reflect COVID-19 restrictions.</p>	24/07/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>25 Sept 2020: BA endorsed joint statement with Environment Agency on Strategic Flood Risk Assessments.</p> <p>Oct 2020: Draft Residential Moorings Guide and Peat Guide both out to public consultation.</p> <p>Mar 2021: Residential Moorings Guide went to Planning Committee (Feb) and due to go to BA (March) for adoption, but delayed to consider further comments from EA. Peat Guide went to Planning Committee (5 March) and on this agenda for adoption.</p> <p>Apr 2021: Peat Guide adopted at March Broads Authority. Marketing & Viability Guide being prepared for consultation. Residential Moorings Guide adoption delayed.</p> <p>July 2021: Residential Moorings Guide adopted and Marketing & Viability Guide agreed for consultation at July Broads Authority. Statement of Community Involvement may be updated in the next few months to reflect the start of the Local Plan review.</p>	
Responding to Climate Change Emergency	27/09/2019	John Packman	<p>To adopt Climate Change Emergency Statement for the Broads (first report Appendix 1) and principles outlined for BA to: Recognise climate emergency</p> <p>Work toward making the Broads Authority 'carbon neutral' by 2030, with further objective of reducing all carbon emissions to zero by 2040.</p> <p>Establish base line for CO2 emissions using a common methodology with NPAs and develop an Action Plan and Monitoring system</p> <p>Work with constituent local authorities to reduce emissions from domestic, travel and other sources in the Broads across the two counties.</p> <p>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.</p>	<p>Sept 2019: Principles agreed - first in series of items dealing with climate change.</p> <p>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.</p> <p>10 Jan 2020: Planning Committee report on planning policy response to climate change mitigation and adaptation.</p> <p>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.</p> <p>July 2020: Report on agenda on Climate Change Action Plan - agreed to set target of 1.5 degree compliant emissions curve for Broads executive area, in line with Tyndall Centre recommendations, and use as basis for public engagement and working with partners.</p> <p>Sept 2020: National Parks England received data from BEIS on emissions from National Parks and the Broads. Work underway to better understand these figures, in particular around boating emissions listed as several times higher than previous estimates.</p> <p>Yare House electricity supply switched to Green Tariff. BA investigating capacity of its equipment to use higher percentages of biofuel. These measures will achieve targeted savings for this year.</p> <p>With South Downs NPA, BA working with Smallworld Consulting Ltd to deliver Consumption Baseline for Broads Area by March 2021. From data provided by this and BEIS data, BA will establish savings needed in each year to achieve carbon neutrality.</p> <p>12 Mar 2021: Facilitated presentation on climate change to the Norfolk Public Sector Leaders Board.</p> <p>August 2021: Trial of HVO Biofuel with the CME team has been successful. This can provide a low-carbon fuel source for our heavy equipment before electric/alternative fuelled equipment becomes available, and make a substantial reduction in the BA Carbon Footprint.</p> <p>Ongoing work with Smallworld Consulting Ltd to calculate a consumption based Climate Footprint for the Broads Executive Area, in line with the National Parks Family. This will inform our high level targets for Climate Mitigation.</p> <p>We have carried out a survey of boat owners in the Broads to get a better understanding of usage habits and fuel consumption, and to gather views on green boating.</p> <p>We have successfully received funding to carry out a partnership project (led by Ren Energy Ltd) to deliver a feasibility study into an electrified broads network.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			Work with boating and tourism organisations to continue promoting and developing environmentally friendly boating and sustainable tourism ; and Aspire to offsetting carbon emissions locally within the Broads by a Broads offsetting scheme.		
Visitor Services Review (Exempt)	22/11/2019	Rob Leigh	To continue to examine the short-term options presented and test different small-scale options if possible, and to defer considering a business case and site analysis for a Visitor and Education Centre.	<p>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.</p> <p>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.</p> <p>May 2020: Plans on hold due to COVID-19 situation.</p> <p>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.</p> <p>Lowestoft Rail Station Broads National Park signs and Suffolk Wildlife Trust Carlton Marshes visitor centre display on hold due to COVID-19.</p> <p>Existing TICs at How Hill and Hoveton reopened on 4 July. Boat trips expected to be running again by end of July.</p> <p>Sept 2020: Ra trip boat awaiting repair to control unit, which has delayed trips restarting. Visitor centres: Norwich City Council trialling reopening Norwich Forum with reduced capacity; working towards refurbishment for 2021 season but uncertainty due to C-19 and Jarrolds reorganisation. Broads National Park display completed at Lowestoft train station TIC (run by Community Rail Partnership). Suffolk Wildlife Trust, Carlton Marshes - agreed to install Broads National Park displays before official opening Spring 2021 (soft opening Autumn 2020).</p> <p>Jan 2021: Ranworth TIC to reopen April 2021 as Broads National Park information centre with Liana boat trip running from staithe. Ra will move to Hoveton.</p> <p>Investigating possibility of installing Broads National Park display on outside area of Norwich Forum from Summer 2021 to Spring 2022. Project would be funded by Intereg EXPERIENCE project. Work progressing with Norfolk County Council to secure funding and procure exhibition specialist. Discussions ongoing regarding on inside space of Forum information centre.</p> <p>April 2021: Ranworth TIC reopened.</p>	31/03/2021
Response to the COVID-19 emergency	25/06/2020	John Packman	That the Authority supports the approach for hire boat charges in 2020/21 outlined in the report	<p>July 2020: Chief Executive gave verbal update at 24 July BA meeting. Hire boat operators informed of arrangements agreed by BA on 1 July 2020. Survey of hire boat operators carried out on impacts of Covid-19 on their businesses.</p>	03/09/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
and the financial position of the Broads Authority and local businesses			following consultation with the Navigation Committee on 11 June 2020. 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.	3 Sept 2020: Update to Navigation Committee on BA financial position and hire boat operators survey results; NC endorsed recommendations to BA as in report on today's agenda. Nov 2020: Second hire boat operators survey carried out. Member briefing on tolls 5 Oct. Update report to Navigation Committee 22 Oct and recommendations in report to BA on today's agenda. Jan 2021: BA Management Team and Sections Heads continuing weekly COVID Management Group meetings to review Government guidance and financial position and prepare briefing for members, staff and volunteers. Finance report on today's BA agenda outlines latest financial information. Mar 2021: BA provided verbal update at BA meeting on 19 March, including recruitment of new Rangers and completion of nine animated safety videos. April 2021: Initial training of Rangers completed. Animated videos circulated and received positive reviews. November 2021: Animated videos have received 45,000 views. They will be reviewed over the winter.	
Nature for Climate Peatlands Discovery Grant	23/07/2021	Andrea Kelly	To submit a partnership application to the Nature for Climate Discovery Grant. Scheme launched on 7 July with a closing date for applications of 1 September 2021.	July 2021: Members agreed to submit an application, at the Broads Authority meeting on 23 July 2021, with the Authority as the lead partner. Aug 2021: Bid submitted, for around £800k project across 13 sites and with 7 partner organisations. Natural England report that they will announce successful projects in mid-November 2021. Oct 2021: Responses to 12 clarification questions submitted. Initial preparation on recruitment and procurement.	01/09/2021
Farming in Protected Landscapes (FiPL)	23/07/2021	Marie-Pierre Tighe	To deliver the Farming in Protected Landscapes (FiPL) programme.	24 August 2021: First meeting of the Local Assessment Panel (called the Broads and Norfolk Coast Land Management Board), in collaboration with Norfolk Coast AONB. Ten applications were approved: five from the Broads (about 62% of the allocation), and 5 from the AONB (about 69% of the allocation). 22 October 2021: Another two Local Assessment Panels (on 30 September and 8 November) to approve additional projects. Some work on-going to reallocate some of the administrative and advice project towards the project pot. The website will publish the summary of the successful projects. Farming in Protected Landscapes . The catchment and farming officer joined the Authority on 21 October.	

Date of report: 27 October 2021

Broads Authority

19 November 2021

Agenda item number 8

Responding to Climate Change

Report by Chief Executive, Head of Communications and CANAPE Project Manager

Purpose

Inspired by the COP26 meeting in Glasgow where a joint statement was signed by many protected and conserved areas (including National Parks UK), this report summarises the Authority's existing initiatives and discusses how the Authority, working with others, could encourage residents, visitors and local companies to help combat climate change and biodiversity loss.

Broads Plan context

Various themes, including A. Managing water resources and flood risk, B. Sustaining landscapes for biodiversity and agriculture, G. Connecting and inspiring people, and H. Building 'climate smart' communities.

Recommended decision

1. Note the content of the joint statement of protected and conserved areas around the world on climate change and biodiversity; and
 2. In principle, to support the National Parks' involvement as a hub in the 'Count Us In' initiative and work with local media, local authorities, Broads Tourism (Visit the Broads) and partners to promote the development of 'Broads specific' actions, linked to the 16 'Count us in' themes, to residents and visitors to help tackle climate change and biodiversity loss in the Broads in order to develop behaviour change messaging
-

Contents

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2. The 'protected and conserved areas' joint statement and Count Us In initiative	3
3. 16 steps to reduce carbon pollution and persuade others to do the same	4
4. Financial implications	6
5. Risk implications	6
6. Conclusion	6

1. Introduction

1.1. In September 2019, the Broads Authority agreed to recognise a climate emergency with a timeline for developing an action plan with a carbon audit and baseline. A follow-up report was presented to Broads Authority members in July 2020, with an update on progress, and the adoption of an action plan, including engaging with organisations that have responsibility for emissions in the Broads area to map a route towards zero carbon.

1.2. In a 2019 [statement](#), National Park authorities committed to achieving carbon neutrality, in line with government net-zero targets. They have agreed an ambition to achieve net-zero by no later than 2030.

1.3. Responding to the challenges posed by climate change, in both reducing greenhouse gas emission and adapting to the changes it will bring about, is central stage in the current Broads Plan and the Authority is making some progress on a number of fronts:

Mitigation – to reduce or prevent emissions of greenhouse gases or carbon capture

1.4. Smallworld work – In Partnership with the National Parks Family, we are working with Smallworld consulting to develop a model of consumption-based emissions from National parks and the Broads. The Consumption footprint is particularly interesting for areas like the Broads, as it isn't limited to just the emissions within the Broads, but captures the full impact of the visitor economy, including people travelling to the Broads as a destination.

1.5. Research – DfT project Electrifying the Broads (ETB) – The ETB partnership is writing a feasibility study to determine the infrastructure needs for a fully electric hire cruiser to operate on the Broads. This partnership includes Ren Energy, Norfolk Broads Direct, Net-Zero East, Hethel Innovation, and the Broads Authority.

1.6. Research – We are supporting the Centre for Ecology & Hydrology NERC funded project “GHG Aqua”, which is studying the emissions from inland waters. They have carried out some initial surveys in the Broads, which will help us understand if the open water areas in the Broads are likely to be methane emitters, and the relationship between this and their water quality.

1.7. Creating A New Approach to Peatland Ecosystems (CANAPE) – through our Interreg Project, we have developed concepts with partners across Europe for more sustainable use of peatlands, including “Paludiculture”, the practice of wetland farming. If Paludiculture is practiced in place of farming on drained peatlands, it can save up to 40 tonnes of CO2 emission per hectare.

Hydrotreated Vegetable Oil – in 2021 we began trialling the use of HVO fuel in our construction and maintenance equipment. This is a biofuel produced from waste cooking oil that is a drop-in replacement for Gas Oil (aka Red Diesel). This has the potential to save over 100 tonnes a year of CO2 emissions, although in the long term

we still need to switch to zero emission equipment when it becomes available, due to the knock-on land use issues and inherently limited global supply of biofuels.

Adaptation - to help us cope with the impacts of climate change and become more resilient with climate change

- 1.8. Broadland Futures Initiatives. One key goal of the project is for the Broads to become more resilient with the increased risk of flood risk due to climate change. A public [report](#) has been published to highlight the future impact of climate change.
- 1.9. Water Resources East (WRE). The East of England region is under pressure from population growth, climate change and the need to enhance the environment. WRE are working in partnership to safeguard a sustainable supply of water for the Eastern England, resilient to future challenges and enabling the area's communities, environment and economy to reach their full potential.

Advocacy

- 1.10. In the month when COP has been held in Glasgow, this report asks whether the Authority could be doing more – in particular in advocating changes in behaviour to our visitors and residents.

2. The 'protected and conserved areas' joint statement and 'Count Us In' initiative

- 2.1. On 5 November, many organisations in charge of some of the largest tracts of protected landscapes and marine environments across the world came together for the first time to call upon world leaders to support their work at the vanguard of the fight against Climate Change and Biodiversity loss. Orchestrated by National Parks UK, as host nation for COP26, the statement was signed by, amongst others, the International Union for the Conservation of Nature (IUCN)/ World Commission on Protected Areas (WCPA), EUROPARC, Parks Canada and the United States National Park Service. The statement notes:

"As a family of Protected and Conserved Areas we recognise that no single site or organisation can address the global crisis of climate change nor the exacerbating impact of climate change on biodiversity loss. "

"[This family] is well placed to respond to the calls to action from the IPCC, IPBES, IRP and UNEP and to support the ambition of countries around the world, including the G7 and the members of the HAC, by taking rapid and far-reaching actions to tackle climate change and biodiversity loss."

"We can be the first 30 percent that inspires and informs land and sea use choices across the remainder of the planet, and we can be the places where billions of people connect with nature and become inspired to play an active part in combatting the dual crises."

The full text of the statement can be read [here](#).

- 2.2. 'Count Us In' is a non-for-profit initiative, funded by philanthropic donations and set up by partners through pro-bono work. Partners of 'Count Us In' have to meet four essential criteria:

Be credible in their climate change action

Be a leader in your sector, and mobilize your ecosystem to address climate change. Global corporate partners must have made a Net Zero commitment. If feasible, we encourage SME, sports organization, university, city, faith organization, and other partners to map out a pathway to join the [Race to Zero campaign](#).

Commit to meaningful action as part of Count Us In

This will be different for each partner based on their organisation and ecosystem, and we will work out with each partner what that means to them, and how best to leverage their contribution to the campaign for launch and beyond in phases.

Be visible as part of Count Us In (CUI)

Put your organisation's name and brand on the CUI website and communications, and share your participation in CUI with your audience.

Uphold the Values and Principles of CUI

This will be different for each partner based on their organisation and ecosystem, and we will work out with each partner what that means to them, and how best to leverage their contribution to the campaign for launch and beyond in phases.

- 2.3. The 'Count Us In' initiative is based on 16 steps are the most effective way to reduce carbon pollution, which are explained in section 3.
- 2.4. At the heart of 'Count Us In' are a series of Hubs that sign up to inspire their communities. The Hubs are taking steps and promoting the project in their own neighbourhoods and networks.
- 2.5. Our National Parks UK Communications Team is exploring whether the UK's National Parks could become a hub for the 'Count Us In' initiative. More details can be found at [Count Us In \(count-us-in.org\)](https://count-us-in.org)

3. 16 steps to reduce carbon pollution and persuade others to do the same

- 3.1. 16 Steps have been selected with experts from the UN Environment Programme based on 3 criteria: their impact on your personal carbon pollution, their power to influence leaders and their ability to involve everyone. The Broads Authority has the potential to influence 8 million visitors, 6,000 residents, 300 employees, volunteers and their families and numerous partner organisations.
- 3.2. We can use the 16 steps as a tool to inform Authority activity but also to advocate change to our visitors, local communities and partners. Some examples of relevant

Authority activity are shown below. Whilst the list is not exhaustive it does illustrate that there may be more the Authority can do. A similar approach can be used to develop actions that we can encourage others to take within the Broads as part of a behaviour change campaign:

16 steps	Broads Authority response to date
Fly less	Our business travel policy specifies that travelling by plane will not be acceptable, except in exceptional circumstances with permission needed from the Chief Executive
Drive electric	The Authority now runs 7 electric vehicles Electrifying the Broads project Installation of electric charging points at moorings and yacht stations
Insulate your home	Review of office space to take place in light of reduced capacity requirements
Wear clothes to last	Columbia was selected as a clothing supplier for National Parks because of their corporate responsibility and positive change policies Clothing is re-used where possible
Tell your politicians	The CEO included an item on climate change at the Norfolk Leaders meeting
Walk and cycle more	Cycle to work policy and pool bicycle at Yare House Limited staff parking at Yare house Yare House location close to train station and bus routes Developing new cycle routes around the Broads
Cut food waste	Food waste collected from BA kitchen and composted in local allotments by staff
Green your money	Review of Investment Strategy Find out about the investments made by the Norfolk Pension Fund
Repair and reuse	Maintain construction equipment for at least 15 years Re-engine rather than replace boats Maintain cars for 10 years ICT take measures such as installing additional ram and SSD cards to keep older computers running
Dial it down (reducing energy waste)	Green energy tariff Fleeces are provided to all staff

16 steps	Broads Authority response to date
Speak out at work	The carbon reduction project manager engages with most teams across the organisation.
Talk to friends	The carbon reduction project manager engages with local authorities across Norfolk and Suffolk, and parishes in the Broads area
Eat more plants	Oat milk provided at work Investigate vegan ice cream for tourism information centres
Eat seasonal	N/A
Switch your energy	Switched to green suppliers for our electricity Trialling use of HVO as a diesel substitute
Get some solar	Examining the potential for solar panels on Dockyard building

4. Financial implications

- 4.1. At this point we don't have a costing for a promotional campaign to residents and visitors, which would be run in collaboration with the local media and partners, but it is likely that it can be funded from existing resources.

5. Risk implications

- 5.1. Working with partners would reduce the risks of working on a media campaign based on 'Count Us In'.

6. Conclusion

- 6.1. The Authority is making progress in reducing its carbon footprint. There is a big opportunity to engage with residents and visitors and provide them with information about how they act in their own lives. Working with the local media, local authorities across the Norfolk and Broads tourism sector would make this more effective.

Author: John Packman, Rob Leigh, Harry Mach

Date of report: 08 November 2021

[Broads Plan](#) strategic actions: Various

Broads Authority

19 November 2021

Agenda item number 9

Public Sector Co-operation Agreement with the Environment Agency

Report by Head of Construction, Maintenance & Ecology

Purpose

This report proposes a five year partnership between the Broads Authority and the Environment Agency to co-operate to achieve common purposes relating to the carrying out of flood risk management maintenance and similar works and activities where the Broads Authority is a delivery party.

With the formal end of the Broadland Flood Alleviation Project in May 2021, the direct management and maintenance responsibility of flood risk management assets in Broadland returns fully to the Environment Agency, after a two-year transition period with the consultants (Jacobs UK Ltd) and contractors (BAM Construct UK Ltd).

The overall objective of the proposed Public Sector Co-operation Agreement is to provide the Environment Agency and Broads Authority with a framework for delivery of their common needs, such as maintenance of flood risk management assets (floodbanks); to secure efficient local working arrangements which will achieve value for money; and to take advantage of local skills, experience and operational practices.

Broads Plan context

This partnership would contribute to the longer-term integrated management of tidal and fluvial flooding risk, establish a new framework within which opportunities for sustainable re-use of dredged sediment and operational best practice are promoted, and to assist the Authority in the maintenance of the Broads navigation.

Recommended decision

Support the principle of the Authority entering in a Public Sector Co-operation Agreement with the Environment Agency to enable selected projects and tasks to be carried out for mutual benefit, and delegate authority to the Chief Executive to negotiate the details of the final agreement.

1. Introduction

- 1.1. The overall objective of a Public Sector Co-operation Agreement (PSCA) is to provide statutory bodies with a framework for delivery of their common needs. Under section

13 of the Flood and Water Management Act 2010 (FWMA) operating authorities are encouraged to improve working arrangements to achieve optimal use of available resources and improved management of flood risk. Section 13 places duties on risk management authorities to cooperate and share information. Under section 13(4) of that Act, “a risk management authority (such as the Environment Agency) may arrange for a flood risk management function to be exercised on its behalf by another public sector risk management authority”.

- 1.2. The Broads Authority is not a risk management authority in terms of the FWMA but is eligible for inclusion within the scope of PSCA’s as a navigation authority. A navigation authority may perform a flood risk function on behalf of a risk management authority but there is no reciprocal arrangement. This means a navigation authority may, undertake works and activities for a risk management authority (provided that such arrangements otherwise fit within the scope of the PSCA), but risk management authorities have no authority to undertake works for the navigation authority.
- 1.3. The scope of activities the Authority may enter into via this type of agreement with the Environment Agency includes, but is not limited to:
 - Provision of dredged material for flood embankment maintenance
 - Hire/use of equipment
 - Checks and basic maintenance of Environment Agency assets with secondary navigation function or sometimes unpermitted navigation use (for example piled river edges used as moorings)
 - Tree removal/management
 - Incident response

2. PSCA in practice

- 2.1. Once a PSCA is in place it is valid for five years. Where suitable opportunities for practical works within the scope of the PSCA are identified by the parties, an annual programme of work to be delivered in the subsequent financial year will be agreed. As per the Authority’s existing annual operational work programming planning cycle, priority projects are set in the autumn, prior to commencement of delivery from the following April. The agreement is a framework for cooperation, so it does not oblige the partners to do any particular works and activities, unless and until specific tasks are mutually agreed.
- 2.2. The parties will agree the details of specific works and activities in writing using the template forms contained within the [PSCA User Guide](#). This should be agreed and signed by both parties before any work is commenced.

3. Financial implications

- 3.1. Arrangements using PSCA's can be made, subject to satisfying the objectives and conditions in the PSCA guide, to ensure that procurement laws are complied with and there is no distortion of the commercial market place. Where activities are accepted into the Authority's annual work programme (depending on available operational capacity and priority), they will either be charged at the agreed rates, or carried out either free of charge or at cost (and not for profit).
- 3.2. Any reimbursement will be of actual costs corresponding to the carrying out of the activity. Costing models will be fully transparent as defined in costs tables shared between parties and updated annually. The internal operating costs for all Construction, Maintenance & Ecology staff, vessels and plant has been refreshed using financial information up to the end of March 2021.

4. Risk implications

- 4.1. Activities to be included within the PSCA annual work schedule will be agreed and confirmed in writing by the parties each year. Works to be undertaken by the Authority will be targeted specifically where there is a mutual benefit between the parties to reduce wider corporate risks, such as for flood risk management, asset management and public safety.
- 4.2. The PSCA template includes sections on liabilities, insurance levels, compensation, variations and termination to protect each party and allow for any future changes that may be required.

5. Conclusion

- 5.1. For the first few years of an agreement, a short list of potential projects where there is mutual benefit between parties is already drafted. Specific examples include assisting the transportation of dried dredged sediment along the River Waveney for crest raising a section of floodbank; felling small tree growth on floodbanks along the River Ant; and management of river edge piling for 24 hr moorings on the River Bure. These activities could be initiated as one-off projects with the Environment Agency without a PSCA, but the opportunity to avoid duplication of effort and having a solid framework to arrange health & safety standards, manage environmental risks, set reimbursement rates and align permitting requirements would be lost.

Author: Dan Hoare

Date of report: 03 November 2021

Background papers: PSCA User Guide 2018 https://www.ada.org.uk/wp-content/uploads/2018/11/PSCA_User_Guide_Oct_2018.pdf

[Broads Plan](#) strategic actions:

1.3 Long-term integrated coastal, tidal and fluvial flood risk strategic approach;

3.1 Annual dredging regimes; new resources, legislation and best practice for sediment management;

3.2 Reducing soil erosion into waterways, improving sustainable dredging disposal

Broads Authority

19 November 2021

Agenda item number 10

Financial performance and direction

Report by Chief Financial Officer

Purpose

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

Recommended decision

To note the income and expenditure figures.

Contents

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1. Introduction

- 1.1. This report covers the Consolidated Income and Expenditure from 1 April – 30 September 2021.

2. Overview of actual income and expenditure

Table 1

Actual consolidated income and expenditure by directorate to 30 September 2021

Directorate	Profiled latest available budget £	Actual income and expenditure £	Actual variance £
Income	(5,944,389)	(6,123,837)	+179,448
Operations	2,467,248	2,243,977	+223,271
Strategic Services	694,878	683,266	+11,612
Chief Executive	984,847	850,148	+134,699
Projects, Corporate Items and Contributions from Earmarked Reserves	(47,337)	(18,671)	-28,666
Net (Surplus) / Deficit	(1,844,753)	(2,365,117)	+520,364

2.1. Core navigation income is above the profiled budget at the end of month six. The overall position as at 30 September 2021 is a favourable variance of £520,364 or a 28.21% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £179,448 within income:
 - Hire Craft Tolls is £62,070 is above the profiled budget.
 - Private Craft Tolls is £126,164 is above the profiled budget.
 - Short Visit Tolls is £4,928 behind the profiled budget.
 - Other Toll Income is £207 above the profiled budget.
 - Investment income is £4,065 behind the profiled budget.
- An underspend within Operations relating to:
 - Construction and Maintenance salaries is £21,293 behind the profiled budget due to 2% pay rise that was budgeted not being agreed by the National Joint Council (NJC) and the Unions, as well as some vacancies within the team.
 - Equipment, Vehicles and Vessels is £91,098 behind the profiled budget due to delays in the equipment and vehicle replacements and the availability of equipment on the second-hand market.
 - Land Management is £22,110 above the profiled budget due to delays in receiving income from the Rural Payments Agency.
 - Practical Maintenance is £17,373 behind the profiled budget due to the Breydon replacement piles not being completed in-house and some timing differences on billing.

- Ranger Service is £41,172 behind the profiled budget due to the 2% pay rise that was budgeted not being agreed by the National Joint Council (NJC) and the Unions to timing differences on the launch repairs and maintenance
- Safety is £39,992 behind the profiled budget due to delays to vehicle replacements. This is where there is a shortage of electronic chips for new vehicles.
- Premises is £15,512 behind the profile budget due to delays on expenditure from the earmarked reserves on the slipway and wash down area at the Dockyard.
- Project Funding is £16,957 behind the profile budget due to timing differences.
- An underspend within Strategic Services relating to:
 - Strategy and Projects (including salaries) is £114,645 behind the profiled budget mainly due to the receipt of the first instalment of the Farming in Protected Landscapes grant of £93,460. This will reduce as the grants are paid out. The majority of the grant pot has already been committed to projects.
 - Biodiversity Strategy is £11,063 behind the profiled budget due to timing differences.
 - Human Resources is £19,061 above the profiled budget due to staff cover.
 - Communications is £55,345 above the profiled budget mainly due to timing differences on the National Park recharges for the UK team and additional work being commissioned.
 - Visitor Centres and Yacht Stations is £52,988 above the profiled budget due to reduced income as an impact of COVID-19 and timing differences on the salary costs.
- An underspend within Chief Executive relating to:
 - Legal is £11,778 behind the profiled budget due to timing differences.
 - Governance is £14,225 behind the profiled budget due to a drop-in expenditure on postage and stationery due to COVID-19 and some timing differences.
 - Asset Management is £9,419 above the profiled budget due to the purchase of Berney Mill moorings 2 (£20,120) which has been funded from the Property earmarked reserve. This was not originally budgeted for but dealt with under the Chief Executive's delegated powers. This has been offset by other timing differences.

- Finance and Insurance is £91,253 behind the profiled budget due to vacancies and timing differences on audit and insurance billing
- ICT is £22,110 behind the profiled budget due to timing differences.
- An adverse variance within reserves relating to:
 - Premises reserve is under the profiled budget due to the delays in the Dockyard expenditure.
 - Property reserve is above the profiled budget due to the purchase of Berney Mill moorings 2.
 - Plant, Vessels and Equipment reserve is under the profiled budget due to the delays in equipment and vehicle replacements.
 - Section 106 reserve is over the profiled budget due to the unpredictable nature of when section 106 monies will require payment.
 - UK Communications reserve is over the profiled due to the National Park recharges for the UK team and additional work being commissioned.
 - Match Funding reserve is over the profiled budget due to the payment for the EXPERIENCE project which was not in the original budget but created at the end of the last financial year.

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

3. Latest available budget

3.1. The Authority's income and expenditure is monitored against the latest available budget (LAB) for 2021/22. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are set out in Appendix 2.

Table 2

Adjustments to consolidated LAB

Item	Authorisation reference	Amount £
Original budget 2021/22 – deficit (balanced via reserves)	Broads Authority 29/01/21 Agenda item number 8	329,840
Approved budget carry-forwards	Broads Authority 30/04/21 Agenda item number 9	93,392
LAB as at 30 September 2021	n/a	423,232

4. Overview of forecast outturn 2021/22

- 4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all budget lines for which they are responsible. A summary of these adjustments are given in the table below:

Table 3

Adjustments to Forecast Outturn

Item	Amount £
LAB	423,232
Adjustments reported 24/09/21	(91,200)
Increase in Hire and Private Craft Income	(35,300)
Potential contribution to earmarked reserve to help fund new tolls system (as recommended by Navigation Committee 21/10/21)	88,000
Forecast outturn deficit as at 30 September 2021	384,732

5. Reserves

- 5.1. As in previous years, the Authority's contributions to the reserves have all been made in full at the end of quarter one. This has resulted in some reserves showing increased balances at the end of July. This will reduce as planned purchases take place throughout the year.

Table 4

Consolidated earmarked reserves

Reserve name	Balance at 1 April 2021 £	In-year movements £	Current reserve balance £
Property	(731,379)	(52,009)	(783,388)
Plant, Vessels and Equipment	(345,886)	(95,245)	(441,131)
Premises	(212,245)	(80,980)	(293,225)
Planning Delivery Grant	(227,643)	0	(227,643)
Upper Thurne Enhancement	(164,637)	(21,000)	(185,637)
Section 106	(33,741)	33,620	(121)
HLF	(32,258)	61,278	29,020

Reserve name	Balance at 1 April 2021 £	In-year movements £	Current reserve balance £
Catchment Partnership	(74,677)	(22,149)	(96,826)
CANAPE	(391,323)	42,362	(348,961)
Computer Software	(31,006)	(10,000)	(41,006)
UK Communications Team	(47,659)	(25,959)	(73,618)
Match Funding	(46,016)	29,038	(16,978)
Total	(2,338,470)	(141,044)	(2,479,514)

6. Conclusion

- 6.1. The forecast outturn position suggests a deficit within both the National Park and Navigation budgets, which will be balanced through the use of reserves. This would result in a National Park Reserve balance of approximately £727,000 and a Navigation Reserve balance of approximately £675,000 at the end of 2021/22 (before any year-end adjustments). This would mean that both reserves would be above the recommended levels, with National Park at 20.2% and Navigation at 17.2%. Year-end transfers of interest to the earmarked reserves mean it will remain the same due to the very low rates of interest. This will be highly dependent on the level of interest received.

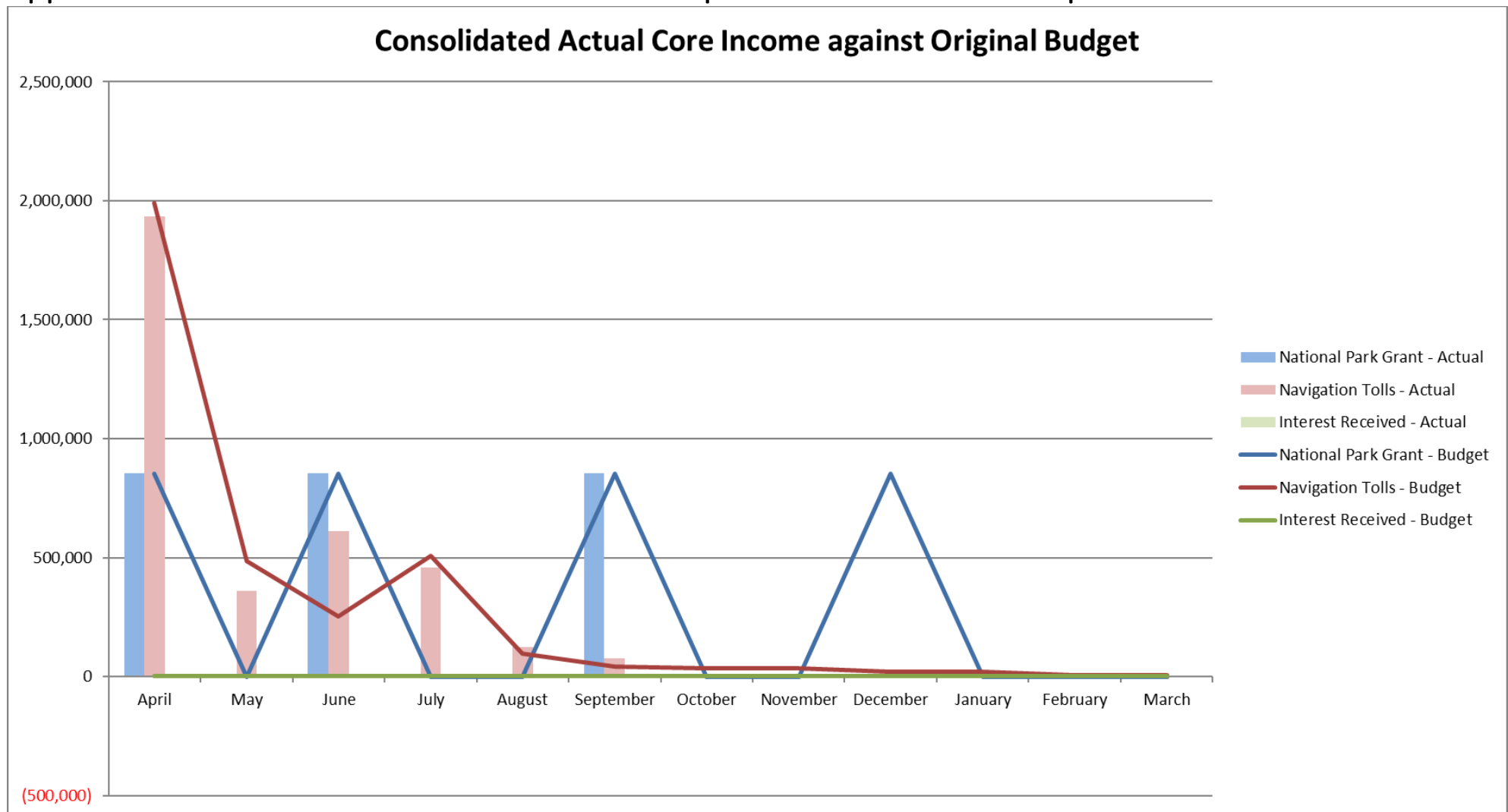
Author: Emma Krelle

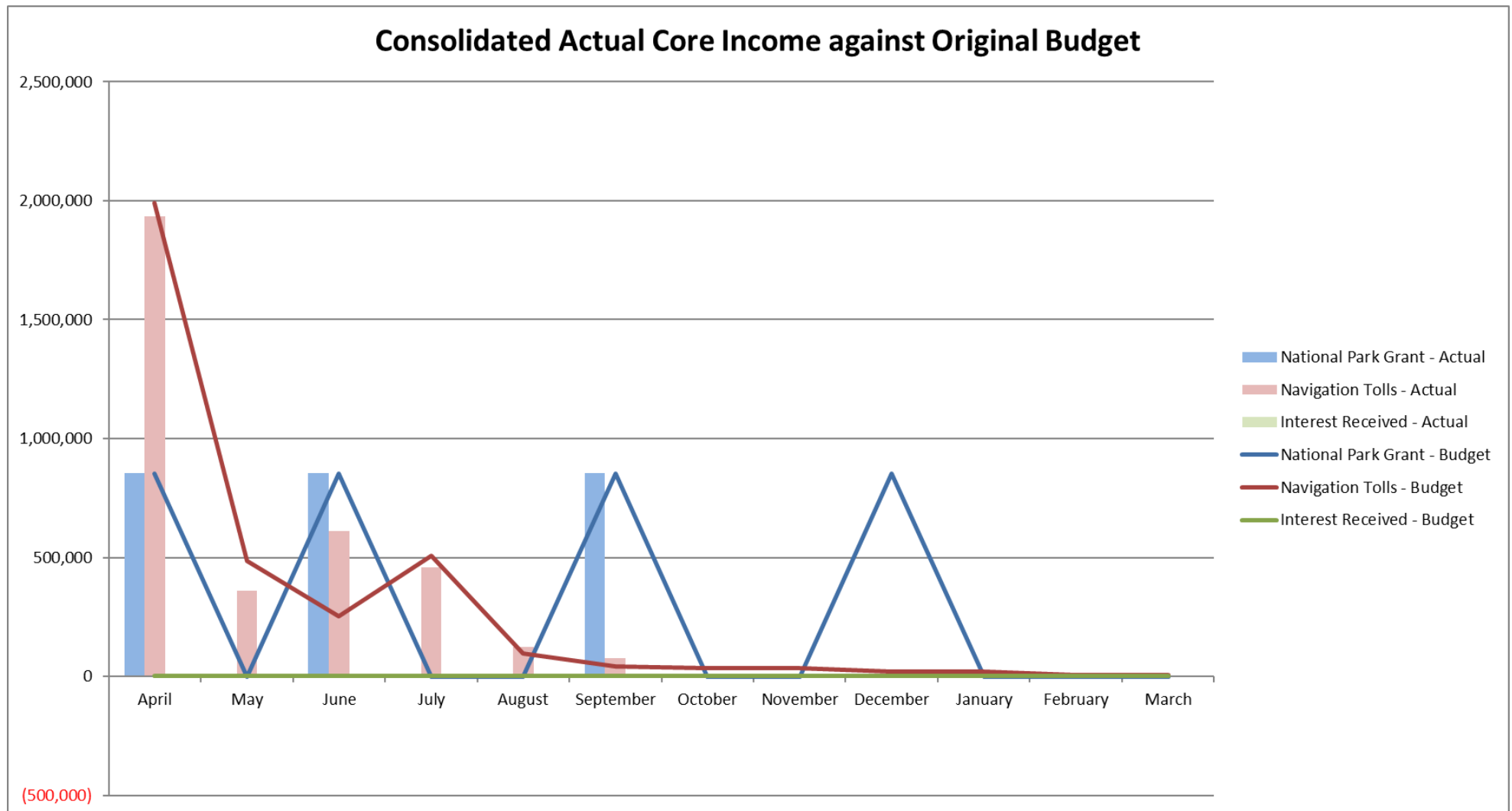
Date of report: 04 November 2021

Appendix 1 – Consolidated actual income and expenditure charts to 30 September 2021

Appendix 2 – Financial monitor: Consolidated income and expenditure 2021/22

Appendix 1 – Consolidated actual income and expenditure charts to 30 September 2021





Appendix 2 – Financial monitor: Consolidated income and expenditure 2021/22

Table 1

Income

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Income	(6,924,478)	0	(6,924,478)	(7,105,978)	181,500
National Park Grant	(3,414,078)	0	(3,414,078)	(3,414,078)	0
Hire Craft Tolls	(1,131,000)	0	(1,131,000)	(1,193,100)	62,100
Private Craft Tolls	(2,303,000)	0	(2,303,000)	(2,429,900)	126,900
Short Visit Tolls	(45,000)	0	(45,000)	(45,000)	0
Other Toll Income	(17,900)	0	(17,900)	(17,900)	0
Interest	(13,500)	0	(13,500)	(6,000)	-7,500

Table 2
Operations

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Operations	4,399,095	85,385	4,484,480	4,356,980	127,500
Construction and Maintenance Salaries	1,331,370	0	1,331,370	1,331,370	0
Salaries	1,331,370	0	1,331,370	1,331,370	0
Expenditure	0	0	0	0	0
Equipment, Vehicles & Vessels	528,400	0	528,400	528,400	0
Income	(8,700)	0	(8,700)	(8,700)	0
Expenditure	537,100	0	537,100	537,100	0
Water Management	98,635	0	98,635	98,635	0
Expenditure	98,635	0	98,635	98,635	0
Land Management	(29,856)	7,885	(21,971)	(21,971)	0
Income	(87,606)	0	(87,606)	(87,606)	0
Expenditure	57,750	7,885	65,635	65,635	0
Practical Maintenance	480,386	77,500	557,886	557,886	0
Income	(11,000)	0	(11,000)	(11,000)	0
Expenditure	491,386	77,500	568,886	568,886	0
Waterways and Recreation Strategy	47,580	0	47,580	47,580	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Income	0	0	0	0	0
Salaries	38,580	0	38,580	38,580	0
Expenditure	9,000	0	9,000	9,000	0
Ranger Services	1,113,430	0	1,113,430	1,013,430	100,000
Income	(7,000)	0	(7,000)	(7,000)	0
Salaries	840,040	0	840,040	840,040	0
Expenditure	280,140	0	280,140	180,140	100,000
Pension Payments	250	0	250	250	0
Safety	147,520	0	147,520	120,020	27,500
Income	(1,000)	0	(1,000)	(1,000)	0
Salaries	62,070	0	62,070	62,070	0
Expenditure	86,450	0	86,450	58,950	27,500
Premises	223,160	0	223,160	223,160	0
Income	(3,500)	0	(3,500)	(3,500)	0
Expenditure	226,660	0	226,660	226,660	0
Premises - Head Office	258,880	0	258,880	258,880	0
Income	0	0	0	0	0
Expenditure	258,880	0	258,880	258,880	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Project Funding	62,100	0	62,100	62,100	0
Expenditure	50,000	0	50,000	50,000	0
Pension Payments	12,100	0	12,100	12,100	0
Operations Management and Administration	137,490	0	137,490	137,490	0
Salaries	128,990	0	128,990	128,990	0
Expenditure	8,500	0	8,500	8,500	0

Table 3

Strategic Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Strategic Services	1,507,714	15,007	1,522,721	1,577,721	-55,000
Development Management	382,900	0	382,900	382,900	0
Income	(90,000)	0	(90,000)	(90,000)	0
Salaries	415,750	0	415,750	415,750	0
Expenditure	52,600	0	52,600	52,600	0
Pension Payments	4,550	0	4,550	4,550	0
Strategy and Projects Salaries	218,295	0	218,295	218,295	0
Income	0	0	0	0	0
Salaries	151,120	0	151,120	151,120	0
Expenditure	67,175	0	67,175	67,175	0
Biodiversity Strategy	11,270	0	11,270	11,270	0
Income	(11,653)	0	(11,653)	(11,653)	0
Expenditure	22,923	0	22,923	22,923	0
Human Resources	139,714	8,150	147,864	189,364	-41,500
Income	0	0	0	0	0
Salaries	80,940	0	80,940	122,440	-41,500

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	58,774	8,150	66,924	66,924	0
Volunteers	74,190	0	74,190	74,190	0
Salaries	51,070	0	51,070	51,070	0
Expenditure	23,120	0	23,120	23,120	0
Communications	328,105	6,857	334,962	334,962	0
Income	(115,022)	0	(115,022)	(115,022)	0
Salaries	347,750	0	347,750	347,750	0
Expenditure	95,377	6,857	102,234	102,234	0
Visitor Centres and Yacht Stations	240,030	0	240,030	253,530	-13,500
Income	(206,100)	0	(206,100)	(206,100)	0
Salaries	357,280	0	357,280	357,280	0
Expenditure	88,850	0	88,850	102,350	-13,500
Strategic Services Management and Administration	113,210	0	113,210	113,210	0
Salaries	109,860	0	109,860	109,860	0
Expenditure	3,350	0	3,350	3,350	0
Strategy and Projects	0	0	0	0	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	0	0	0	(280,661)	280,661

Table 4

Chief Executive

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Chief Executive	1,604,064	(7,000)	1,597,064	1,705,184	-108,120
Legal	77,500	0	77,500	77,500	0
Income	(2,500)	0	(2,500)	(2,500)	0
Expenditure	80,000	0	80,000	80,000	0
Governance	295,050	0	295,050	295,050	0
Income	0	0	0	0	0
Salaries	169,760	0	169,760	169,760	0
Expenditure	125,290	0	125,290	125,290	0
Chief Executive	123,080	0	123,080	123,080	0
Salaries	120,730	0	120,730	120,730	0
Expenditure	2,350	0	2,350	2,350	0
Asset Management	147,033	0	147,033	167,153	-20,120
Income	(23,000)	0	(23,000)	(23,000)	0
Salaries	46,710	0	46,710	46,710	0
Expenditure	123,323	0	123,323	143,443	-20,120
Finance and Insurance	410,111	(7,000)	403,111	403,111	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Salaries	170,460	0	170,460	170,460	0
Expenditure	239,651	(7,000)	232,651	232,651	0
Collection of Tolls	152,530	0	152,530	152,530	0
Salaries	141,330	0	141,330	141,330	0
Expenditure	11,200	0	11,200	11,200	0
ICT	398,760	0	398,760	486,760	-88,000
Salaries	201,460	0	201,460	201,460	0
Expenditure	197,300	0	197,300	285,300	-88,000

Table 5

Projects and Corporate items

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Projects and Corporate Items	141,666	0	141,666	141,666	0
Partnerships / HLF	(734)	0	(734)	(734)	0
Income	(609,523)	0	(609,523)	(609,523)	0
Salaries	152,660	0	152,660	152,660	0
Expenditure	456,129	0	456,129	456,129	0
Corporate Items	142,400	0	142,400	142,400	0
Expenditure	19,400	0	19,400	19,400	0
Pension Payments	123,000	0	123,000	123,000	0

Table 6

Contributions from earmarked reserves

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Contributions from Earmarked Reserves	(398,221)	0	(398,221)	(290,841)	-107,380
Earmarked Reserves	(398,221)	0	(398,221)	(290,841)	-107,380

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	(398,221)	0	(398,221)	(290,841)	-107,380

Table 7

Net (Surplus) / Deficit

Row labels	Original Budget (Consolidated) £	Budget Adjustments (Consolidated) £	Latest Available Budget (Consolidated) £	Forecast Outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Grand Total	329,840	93,392	423,232	384,732	38,500

Broads Authority

19 November 2021

Agenda item number 11

Proposed navigation charges for 2022/23 in the navigation area and adjacent waters

Report by Chief Executive, Chief Financial Officer and Collector of Tolls

Purpose

Following a briefing for all Members on 28 September and consultation with the Navigation Committee on 21 October, this report looks at income and expenditure for 2021/22; the challenges for the coming year; the need to replace the Authority's on-line tolls system; the repayment to National Park Reserves of the funding provided earlier this year; a proposed increase in the officer time given to hire boat licensing; and resources for tolls collection and finance, and makes recommendations on the charges for 2022/23.

Broads Plan Context

Aspiration 4 is to maintain a safe, open navigation and reduce pressures on busy or vulnerable areas, with a strategic action to implement, promote and monitor measures to maintain and improve safety and security for the navigation and boats.

Recommendations

In line with the unanimous recommendations of the Navigation Committee officers are recommending the following:

- (i) Navigation Charges for 2022/23 in the navigation area and adjacent waters are increased by 3.6%;
 - (ii) £88,000 of the additional navigation income is transferred to the IT Computer Software Reserve as a contribution towards the replacement of the tolls on-line system. The navigation share of the capital receipt from the sale of the Ludham Field Base will be ringfenced towards the replacement of the tolls on-line system;
 - (iii) Repayment of the £250,000 transferred from National Park Reserves last year to fund safety measures at a rate of £50,000 per annum over 5 years;
 - (iv) Hire Boat Licence charges are increased to £25 per operator and £17 per vessel to increase the time of a Licensing Officer from one day to three days a week; and,
 - (v) A workshop is held in 2022 on the theme of sustainable boating on the Broads.
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1. Introduction

- 1.1. Last year the Authority increased resources towards public safety on the water by using National Park Grant Reserves to fund more patrolling and the production of videos for visitors to the Broads. Without the contribution from National Park Reserves the level of tolls required would have been 7% rather than the 4% implemented, to maintain services and provide for the urgent safety provisions. This investment appears to paid off and there have been very few serious incidents on the water this year.

2. Navigation Income and Expenditure 2021/22

- 2.1. After all the difficulties resulting from COVID this has been an exceptionally good year for boating on the Broads. The number of hire boats has not fallen as far as anticipated and the number of private boats has increased. Appendix 1 contains the boat numbers as of 30 September. The result has been a significant increase in Navigation income – see Table 1.

Table 1

Toll income to 30 September 2021

Income	Private Boats	Hired Boats
Actual	£2,352,700	£1,193,100
Budget	£2,303,000	£1,131,000
Current surplus	£49,700	£62,100
Predicted surplus as at 31/03/2022	£126,900	£62,100

- 2.2. The current income forecast for the end of the financial year is a surplus of £189,000. This provides the Authority will a real opportunity to plan for the future and the long-term needs of the Authority in its role of maintaining the waterways.

3. Challenges

- 3.1. There are a number of significant pressures on the Authority's navigation expenditure, particularly in light of rising inflation:

- Rising inflation
 - In the 12 months to August 2021, CPI rose by 3.2%, CPIH by 3%, and RPI by 4.8% - Released 15 September 2021 by the [ONS](#).
 - Unknown pay increases 2021/22 and 2022/23 – the working assumption is the budget is +2% p.a.
 - Big increases in material costs – fuel, timber, steel etc.
- Health and Social Care Levy
 - Additional Employer National Insurance for health and social care costs [announced in September 2021](#)- the cost to the Authority is estimated as £33,000 in 2022/23 and £49,000 in 2023/24.

- 3.2. There is also a high degree of uncertainty. This includes but is not limited to:

- COVID-19 crisis – We are not out of the woods yet.
- Domestic holidays in the UK are likely to remain strong although there also appears to be a cautious return to international leisure travel in recent weeks.
- Hire Boat industry has had a good year in 2021 following a delayed start to the season caused by COVID restrictions. Forward bookings for 2022 appear to be healthy.
- Continuing investment in new hire boats but a decline in overall numbers. Weekly hired cruisers reduced by 7 this year. We do not know how many there will be next year but a fall of c 40 boats is predicted.

- Uncertainty around how many of the additional private motor-boats are likely to remain.

4. Need for Replacement On-Line Tolls System

- 4.1. The current on-line computer system revolutionised the payment of tolls in 2011 and was funded from a Government scheme called Implementing Electronic Government. It has served the Authority well but now needs replacing and updating to meet the expectations of toll payers. Whilst the specification needs fully developing this will only be the third time a new system has been installed in the Authority's history. Looking at the costs of when the last system was installed in 2011 a provisional estimate of £250,000 has been made as a starting point.
- 4.2. In order to fund a project of this scale, it is recommended that the Navigation share of the capital receipts reserve that exist from the sale of the Ludham Fieldbase (£162,000) together with £88,000 from this year's surplus income is ringfenced to provide a total of £250,000 towards the costs of the new system. This could then be drawn down in future years once the full cost and specification was known. A small proportion of the surplus income would be used to offset some of the previous forecast adjustments notified to the Committee in September. The remainder would then be used to help reduce the percentage increase required for 2022/23. This proposal was supported by the Navigation Committee. Table 2 below sets out the forecast position if the £88,000 is placed into the earmarked reserve.

Table 2

Forecast outturn

Income & Expenditure	Latest Available Budget 2021/22	Forecast Outturn 2021/22
Income	(£3,503,650)	(£3,688,900)
Expenditure	£3,803,116	£3,908,131
(Surplus)/Deficit	£299,466	£219,231
Transfer of interest to earmarked reserves	£3,375	£1,500
Opening Reserves	£894,535	£894,535
Closing Reserves	£591,694	£673,804
Reserves as % of Expenditure	15.6%	17.2%

5. National Park Grant

- 5.1. On 31 March 2021, £250,000 was transferred from National Park Reserves to Navigation Reserves after securing permission from DEFRA given the exceptional circumstances related to the COVID-19 pandemic. This was essential at the time of

budgeting, when income was forecast to remain low, however because of the much higher level of income received since April this transfer can be repaid. The most likely outcome from the Comprehensive Spending Review is a flat cash settlement for National Parks for the next three years, in real terms a decline in funding. Given the high level of navigation income for the current year and the good prospects for next summer it would be appropriate to transfer back to the National Park Reserves the contribution made and two options were discussed with the Navigation Committee. The repayment of £50,000 per annum over 5 years was supported by the Committee.

6. Hire Boat Licensing

- 6.1. Public safety on the water continues to be a top priority for the Authority and last year additional resources were used for the production of safety videos for visitors and increased patrolling by Rangers. Both of these have had a positive impact and the proposed expenditure for future years assumes that the higher level of patrolling will be maintained. The content of the safety videos will be reviewed in the light of the feedback that has been received during the first season of their use. Amendments will need to be made and potentially new videos added.
- 6.2. In July 2003, 10 people aboard a day hire boat (Breakaway V) capsized and inverted without warning at Horning Hall, with one person losing their life. The DTI's Marine Accident Investigation Branch report, which followed the investigation into the accident, recommended that the licensing powers available to local authorities should be used. The introduction of a Broads-wide Licensing Scheme was one of the key objectives of the Broads Authority Bill.
- 6.3. Last year following two very serious incidents on the Broads, and a Marine Accident Investigation Branch (MAIB) investigation, officers identified deficiencies in the current hire boat licensing system and concluded that it required strengthening. Currently a Hire Boat Licensing Officer is employed for 1 day per week to carry out hire boat licensing inspections, audits, visit and advise new businesses as well as dealing with hire boat licensing, BAPS inspections, enquiries and complaints. This has proved to be insufficient and it is essential that this is increased if the Authority's oversight of the industry is to be fit for purpose.
- 6.4. The Hire Boat Code is being updated and following the MAIB investigation into the Diamond Emblem 1 incident, additional changes have been recommended. These will come into force from 1 April 2022.
- 6.5. In recent years the Authority has seen an increase in start-up Hire Boat Operators (mainly paddle sports) which provide an offering all year around. These new start-up companies need a high proportion of the HBLO time to ensure that the health and safety and other rules associated with hiring are compiled with and that high safety standards are maintained.

- 6.6. A new traffic light system for the auditing of hire boat operators is being developed which includes more visits to potentially failing operators to ensure standards are met and improvements carried out. Time will be needed for subsequent visits to monitor progress.
- 6.7. The Authority also has the duty to implement a regime that has the ability and capacity to investigate when breaches of the hire boat code are reported. Under the current arrangements the Authority's ability to respond is limited and can be delayed. Being able to react faster will improve standards.
- 6.8. The costs of implementing the licensing regime are met from licensing income. There are currently 1,078 boats within the Scheme with 79 operators. The largest operator has 235 licensed. Currently the charges are £18 for the operator and £5 per vessel. It costs £6,510 to provide an officer one day a week which compares to the income raised year to date of £6,812.
- 6.9. At the Briefing Members supported an increase in Hire Boat Officer time and the Navigation Committee considered two options. An increase to 3 days a week (at a total cost of £21,140) was preferred, increasing the Hire Boat Licence charge to £25 and the charge per vessel to £17 and this is recommended.

7. Sustainable Boating

- 7.1. The Broads Authority has been a leading exponent of sustainable boating, operating the first solar-powered passenger boat in the UK, installing a network of electric charging points and providing discounts for private and hire boats which are powered by the wind, electric or hybrid technology.
- 7.2. Given the priority given to de-carbonisation by the Government, in the year when it is hosting COP 26, and the policies in the Broads Plan, the question arises as to whether the Authority should be doing more to encourage private and hire boat owners to move away from diesel and petrol engines. One option that was considered by the Committee was that charges for day hire boats could be raised to £54.30 per square metre (an 8.36% increase) while the charge for an electric day boat could be reduced to £26 per square metre (a 24.2% reduction). There would be no net cost of this change to the Authority's income. Changes to the charges for day boats were not supported by the Navigation Committee. It was argued that the Authority needed to take a holistic approach to electrification and associated charges. The Committee proposed that the Authority should hold a workshop on the topic of sustainable boating in 2022 and this is recommended.

8. Pressures on Staff

- 8.1. The impact of the last 18 months on staff cannot be under estimated. Most have gone beyond the call of duty to keep services ticking over and have faced considerable pressure. In previous years officers have presented options for additional areas of

expenditure but this year it is proposed to keep increases to a minimum and only to fund existing commitments. The purchase of additional speed control signs has been suggested. These have been a success and it proposed to see if the costs of two additional signs – c £6,000 – can be found from existing budgets.

8.2. The Tolls and Finance Teams have been under particular pressure for a number of years, working evening and weekends, to try to keep on top of the number of new boat registrations, managing the Authority's finances, producing the Statement of Accounts and processing additional external grant funding. The current position is unsustainable and so the following changes are being proposed to cope with the workload.

- (i) In view of the growing pressure over several years on the Tolls Team it is proposed to recruit an additional Tolls Assistant at a cost to Navigation £31,280 (100% Navigation).
- (ii) It is proposed to strengthen the Finance Team with the appointment of a Senior Accountant (cost to Navigation £22,130 – 50%).
- (iii) The Head of Governance part-time post, vacated by the previous post holder, is being replaced at a lower grade by a post of Senior Governance Officer for five days a week (cost to Navigation £574 – 33%).
- (iv) The additional responsibility of the Chief Financial Officer in line managing the Tolls, IT and Governance Teams, is recognised through a change to Director of Finance (cost to Navigation £6,475 – 50%).

8.3. The net cost of these changes to Navigation Expenditure is £60,460. This is in part offset by a £4,700 saving on insurance costs (47% Navigation).

9. Social, economic and environmental implications

9.1. Previous toll payer surveys show that the Authority's tolls account for less than 10% of the typical costs of owning a boat. While boat ownership may be seen by some as a luxury, we know that this is not always the case. COVID has had serious impacts on many people in ways that cannot yet be fully measured or appreciated. However, it is fair to say that many people face uncertainty regarding their financial security. Our community of private boat owners is diverse in nature and some may face difficult decisions regarding their continuing boat ownership. The resulting effect on private boat numbers in the Broads cannot be predicted.

9.2. Bookings for next year's hire boat holidays are strong and the urgent need to improve safety on the Broads is a compelling argument for an increase in the time spent on hire boat licensing.

10. Financial implications

10.1. Despite the impact of COVID-19 private boat numbers have increased and contrary to the initial forecast the number of hire boats has not decreased by as much as expected.

This has meant that reserves have remained above the recommended minimum of 10% and the proposals set out above look to maintain the Navigation reserve just above this over the three-year period of the medium-term financial strategy.

- 10.2. While it had been anticipated that the minimum level of reserves would be reviewed during 2021/22 this work has not been completed due to other pressures. The 10% minimum has been in place for a number of years, and until COVID-19 remained adequate. It is proposed that for the purpose of setting the 2022/23 this remains the case. A fundamental review will then be carried out, and members will be consulted if the recommendation is to increase the minimum level of reserves.
- 10.3. The rising costs of inflation has an impact on the Authority's expenditure plans. As with previous years, budget holders' requests have started from a zero base with no expectation of automatic rollover of last year's budgets. All requests are reviewed by the Directors and then jointly by Management Team. The expenditure requested is deemed to be a fair and achievable reflection of the service to be delivered.
- 10.4. Members will note from the tables below that expenditure will run at a deficit but this will be balanced by the higher level of reserves over the life of the strategy. By year three it is planned to return to a surplus position.
- 10.5. The impact of a 3.6% increase is shown in Table 3 below.

Table 3

Draft 2022/23 Navigation Budget 3.6% Increase

Income and expenditure	2022/23	2023/24	2024/25
Income	(3,743,900)	(3,883,400)	(4,030,900)
Expenditure	3,826,623	3,918,655	4,004,235
(Surplus)/Deficit	82,723	35,255	(26,665)
Transfer of interest to earmarked reserves	1,500	3,750	7,500
Repayment of NP transfer	50,000	50,000	50,000
Opening Reserves	(673,804)	(539,581)	(450,577)
Closing Reserves	(539,581)	(450,577)	(419,742)
Reserves as % of Expenditure	14.1%	11.5%	10.5%

11. Risk implications

- 11.1. The setting of tolls is always challenging. The impacts from COVID and Brexit are likely to be felt for many years to come by the public and the Authority. The cautious approach to boat numbers in 2022/23 means that this year's increase has not been relied upon and that the proposals remain in line with inflation.

12. Consultation with the Navigation Committee

12.1. The Broads Hire Boat Federation and the Norfolk and Suffolk Boating Association were consulted on the Navigation Committee report and their comments were represented to the Committee. The Navigation Committee unanimously supported the following proposals:

- (i) £88,000 from this year's additional income together with the capital receipt from the Ludham Filed Base is transferred to the IT Computer Software Reserve to help fund the costs of the replacement on-line tolls system. This is a crucial piece of infrastructure for the Authority and a more modern system would make the process of payment more straightforward and efficient for toll payers.
- (ii) The number of hours a Boat Licensing Officer is employed are increased to 3 days a week and the related charges are increased to fund the costs as set out above. This is a self-funding option and does not impact the overall level of tolls charged to Private Boat owners.
- (iii) The repayment of the £250,000 transferred from National Park Reserves to fund the safety improvements is made at a rate of £50,000 per annum over five years.
- (iv) A workshop on sustainable boating is held in 2022.
- (v) The net result is a recommended increase in charges of 3.6%. The impact of that increase on the different categories of vessel is shown in Tables 4, 5 and 6.

Table 4

Proposed charges for 2022/23 – Hired craft

No	Category	Current charge	+3.6%
1.	Weekly hired motor craft	£32.75 per m ²	£33.93
2	Weekly hired motor craft – electric and hybrid	£22.54 per m ²	£23.35
3.	Day hired – petrol/diesel	£50.11 per m ²	£51.91
4	Day hired Electric	£34.31 per m ²	£35.55
5.	MCA Passenger Boats and small passenger boats	£43.10 per m ²	£44.65
6.	Hired Motorised Sailing Craft – diesel	£26.58 per m ²	£27.54
7.	Hired Sailing Boats & Hired Motorised Sailing - electric	£19.44 per m ²	£20.14
8.	Hired Houseboats	£16.60 per m ²	£17.20
9.	Hired Rowing, canoes etc.	£72.94	£75.57

Table 5

Proposed charges for 2022/23 – Private craft

No	Category	Current charge	+3.6%
10.	Private Motor Boats - petrol & diesel	£14.54 per m ²	£15.06
11.	Private Motor Boats Electric	£11.11 per m ²	£11.51
12	Private Motorised Sailing Craft - petrol & diesel	£10.75 per m ²	£11.14
13.	Private Sailing Boats & Private Motorised Sailing Craft - electric	£8.88 per m ²	£9.20
14.	Private Houseboats	£5.72 per m ²	£5.93
15.	Private Rowing, canoes etc.	£36.47	£37.78

Table 6

Impact of proposed charges for typical sized vessels

Vessels	Number of vessels (30 Sep 2021)	Current charge	+3.6%
5 m ² Private sailing craft	452	£44.40	+£1.60
11 m ² Private sailing craft	127	£97.68	+£3.52
5 m ² Private motor boats	724	£72.70	+£2.60
15 m ² Private motor boats	257	£218.10	+£7.80
22 m ² Private motor boats	327	£319.88	+£11.44
38 m ² Private motor boats	116	£552.52	+£19.76
12 m ² Day hired boats – petrol/diesel	71	£601.32	+£21.60
38 m ² Weekly hired motor craft	55	£1,244.50	+£44.84
48 m ² Weekly hired motor craft	61	£1,572.00	+£56.64

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Date of report: 22 October 2021

[Broads Plan](#) strategic actions: 4

Appendix 1 – Boat Numbers at 30 September 2021

Appendix 3 – Proposed Navigation Charges 2022/23

Appendix 1 – Boat Numbers at 30 September 2021

Table 1

Hire Boat

Class of Hire Boat	2019	2020	2021	Change 2020 on 2019	Change 2021 on 2020
Motor Cruisers	801	736	729	-65	-7
Auxiliary Yachts	44	37	45	-7	8
All cabin hire boats	845	773	774	-72	1
Day Launches	297	262	322	-35	60
Outboard Dinghies	8	4	5	-4	1
Passenger Vessels MCA	6	5	6	-1	1
Passenger Vessels SPB	7	4	8	-3	4
Total Motor Boats	1,163	1,048	1,115	-115	67
Sailing Craft	87	74	88	-13	14
Rowing Craft	193	174	228	-19	54
Houseboats	26	19	27	-7	8
Total	1,469	1,315	1,458	-154	143

Table 2

Private Boats

Class of Private Boat	2019	2020	2021	Change 2020 on 2019	Change 2021 on 2020
Motor Cruisers	5,024	4,875	5,179	-149	304
Auxiliary Yachts	1,097	945	1,038	-152	93
Day Launches	549	540	569	-9	29
Outboard Dinghies	1,039	1,023	1,115	-16	92
Workboats	153	141	138	-12	-3
Passenger Vessels SPB	23	13	19	-10	6
Total Motor Boats	7,885	7,537	8,058	-348	521
Sailing Craft	1,010	834	913	-176	79
Rowing Craft	1,531	1,778	2,034	247	256
Houseboats	47	45	52	-2	7

Class of Private Boat	2019	2020	2021	Change 2020 on 2019	Change 2021 on 2020
Total Unpowered Boats	2,588	2,657	2,999	69	342
Total	10,473	10,194	11,057	-279	863

Appendix 2 - Schedule Showing 3.6% Increase in Charges for 2022/23

Table 1

Category 1 - Weekly hired motor craft

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
12	13	393.00	14.16
13	1	425.75	15.34
15	9	491.25	17.70
17	1	556.75	20.06
18	4	589.50	21.24
19	6	622.25	22.42
20	11	655.00	23.60
21	10	687.75	24.78
22	18	720.50	25.96
23	7	753.25	27.14
25	6	818.75	29.50
26	10	851.50	30.68
27	8	884.25	31.86
28	33	917.00	33.04
29	14	949.75	34.22
30	21	982.50	35.40
31	11	1015.25	36.58
32	11	1048.00	37.76
33	16	1080.75	38.94
34	15	1113.50	40.12
35	20	1146.25	41.30
36	17	1179.00	42.48
37	38	1211.75	43.66
38	55	1244.50	44.84
39	37	1277.25	46.02

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
40	25	1310.00	47.20
41	16	1342.75	48.38
42	24	1375.50	49.56
43	10	1408.25	50.74
44	51	1441.00	51.92
45	3	1473.75	53.10
46	46	1506.50	54.28
47	10	1539.25	55.46
48	61	1572.00	56.64
49	4	1604.75	57.82
50	27	1637.50	59.00
51	23	1670.25	60.18
52	29	1703.00	61.36
54	3	1768.50	63.72

Table 2

Category 2 - Weekly hired motor craft electric

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
40	1	901.60	32.40
41	1	924.14	33.21
48	3	1081.92	38.88

Table 3

Category 3 - Day hired boats

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
5	2	250.55	9.00
6	9	300.66	10.80
7	1	350.77	12.60
8	18	400.88	14.40
9	25	450.99	16.20
10	42	501.10	18.00
11	49	551.21	19.80
12	71	601.32	21.60
13	20	651.43	23.40
14	7	701.54	25.20
15	8	751.65	27.00
16	1	801.76	28.80
17	2	851.87	30.60
21	3	1052.31	37.80

Table 4

Category 4 – Day hired electric boats

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
7	5	240.17	8.68
8	1	274.48	9.92
9	3	308.79	11.16
10	16	343.10	12.40
11	16	377.41	13.64
12	7	411.72	14.88
13	1	446.03	16.12
14	4	480.34	17.36

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
15	6	514.65	18.60
17	1	583.27	21.08
19	2	651.89	23.56
21	2	720.51	26.04

Table 5

Category 5 - MCA passenger boats and small passenger boats

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
5	1	215.50	7.75
8	1	344.80	12.40
9	1	387.90	13.95
16	1	689.60	24.80
23	2	991.30	35.65
31	1	1336.10	48.05
37	1	1594.70	57.35
72	2	3103.20	111.60
84	1	3620.40	130.20
89	2	3835.90	137.95
98	1	4223.80	151.90

Table 6

Category 6 - Motorised sailing craft for hire

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
13	1	345.54	12.48
16	3	425.28	15.36
17	1	451.86	16.32

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
18	2	478.44	17.28
19	1	505.02	18.24
21	4	558.18	20.16
22	1	584.76	21.12
23	4	611.34	22.08
24	3	637.92	23.04
25	9	664.50	24.00
26	4	691.08	24.96
29	1	770.82	27.84
30	2	797.40	28.80
34	1	903.72	32.64
35	2	930.30	33.60

Table 7

Category 7 - Sailing boats and electric motorised sailing craft for hire

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
5	61	97.20	3.50
8	1	155.52	5.60
10	2	194.40	7.00
11	12	213.84	7.70
12	1	233.28	8.40
13	1	252.72	9.10
14	2	272.16	9.80
16	10	311.04	11.20
22	4	427.68	15.40

Table 8

Category 8 - Houseboats for hire

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
22	1	365.20	13.20
23	2	381.80	13.80
24	1	398.40	14.40
28	2	464.80	16.80
29	2	481.40	17.40
31	1	514.60	18.60
34	1	564.40	20.40
35	2	581.00	21.00
36	5	597.60	21.60
39	3	647.40	23.40
40	2	664.00	24.00
41	1	680.60	24.60
43	4	713.80	25.80

Table 9

Category 9 - Rowing boats, canoes etc. for hire

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
All	229	72.94	2.63

Table 10

Category 10 - Private motor boats

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
5	724	72.70	2.60
6	252	87.24	3.12
7	182	101.78	3.64

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
8	153	116.32	4.16
9	151	130.86	4.68
10	192	145.40	5.20
11	255	159.94	5.72
12	247	174.48	6.24
13	149	189.02	6.76
14	184	203.56	7.28
15	257	218.10	7.80
16	236	232.64	8.32
17	110	247.18	8.84
18	149	261.72	9.36
19	117	276.26	9.88
20	130	290.80	10.40
21	208	305.34	10.92
22	327	319.88	11.44
23	276	334.42	11.96
24	107	348.96	12.48
25	87	363.50	13.00
26	102	378.04	13.52
27	112	392.58	14.04
28	182	407.12	14.56
29	133	421.66	15.08
30	125	436.20	15.60
31	86	450.74	16.12
32	58	465.28	16.64
33	102	479.82	17.16
34	120	494.36	17.68
35	111	508.90	18.20

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
36	62	523.44	18.72
37	93	537.98	19.24
38	116	552.52	19.76
39	95	567.06	20.28
40	68	581.60	20.80
41	98	596.14	21.32
42	71	610.68	21.84
43	47	625.22	22.36
44	27	639.76	22.88
45	19	654.30	23.40
46	76	668.84	23.92
47	27	683.38	24.44
48	26	697.92	24.96
49	17	712.46	25.48
50	13	727.00	26.00
51	13	741.54	26.52
52	13	756.08	27.04
53	4	770.62	27.56
54	16	785.16	28.08
55	10	799.70	28.60
56	1	814.24	29.12
57	3	828.78	29.64
59	2	857.86	30.68
60	6	872.40	31.20
62	7	901.48	32.24
63	3	916.02	32.76
64	3	930.56	33.28
66	1	959.64	34.32

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
67	3	974.18	34.84
68	1	988.72	35.36
69	3	1003.26	35.88
70	2	1017.80	36.40
74	1	1075.96	38.48
75	1	1090.50	39.00
76	2	1105.04	39.52
78	1	1134.12	40.56
79	1	1148.66	41.08
80	1	1163.20	41.60
85	1	1235.90	44.20
86	2	1250.44	44.72
105	2	1526.70	54.60

Table 11

Category 11 - Electric private motor boats

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
5	189	55.55	2.00
6	14	66.66	2.40
7	15	77.77	2.80
8	14	88.88	3.20
9	11	99.99	3.60
10	3	111.10	4.00
11	4	122.21	4.40
12	4	133.32	4.80
13	7	144.43	5.20
14	1	155.54	5.60

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
15	4	166.65	6.00
16	3	177.76	6.40
18	1	199.98	7.20
19	1	211.09	7.60
20	1	222.20	8.00
21	2	233.31	8.40
22	3	244.42	8.80
28	1	311.08	11.20
30	1	333.30	12.00
31	1	344.41	12.40
39	1	433.29	15.60

Table 12

Category 12 - Motorised sailing craft

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
6	8	64.50	2.34
7	23	75.25	2.73
8	42	86.00	3.12
9	22	96.75	3.51
10	63	107.50	3.90
11	75	118.25	4.29
12	89	129.00	4.68
13	58	139.75	5.07
14	62	150.50	5.46
15	66	161.25	5.85
16	60	172.00	6.24
17	102	182.75	6.63
18	53	193.50	7.02

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
19	20	204.25	7.41
20	62	215.00	7.80
21	39	225.75	8.19
22	21	236.50	8.58
23	14	247.25	8.97
24	7	258.00	9.36
25	14	268.75	9.75
26	14	279.50	10.14
27	7	290.25	10.53
28	6	301.00	10.92
29	4	311.75	11.31
30	2	322.50	11.70
31	1	333.25	12.09
35	1	376.25	13.65
37	2	397.75	14.43

Table 13

Category 13 - Private sailing craft and electric motorised sailing craft

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
5	452	44.40	1.60
6	69	53.28	1.92
7	45	62.16	2.24
8	98	71.04	2.56
9	30	79.92	2.88
10	41	88.80	3.20
11	141	97.68	3.52
12	42	106.56	3.84

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
13	14	115.44	4.16
14	20	124.32	4.48
15	6	133.20	4.80
16	3	142.08	5.12
17	10	150.96	5.44
18	9	159.84	5.76
19	6	168.72	6.08
20	3	177.60	6.40
21	8	186.48	6.72
23	3	204.24	7.36
24	1	213.12	7.68
25	1	222.00	8.00
27	2	239.76	8.64
28	1	248.64	8.96
32	1	284.16	10.24
33	1	293.04	10.56
34	1	301.92	10.88
36	1	319.68	11.52
38	1	337.44	12.16
40	1	355.20	12.80
45	1	399.60	14.40

Table 14

Category 14 - Private houseboats

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
11	2	62.92	2.31
13	2	74.36	2.73

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
17	1	97.24	3.57
19	3	108.68	3.99
20	2	114.40	4.20
22	1	125.84	4.62
25	1	143.00	5.25
26	1	148.72	5.46
28	3	160.16	5.88
29	1	165.88	6.09
31	1	177.32	6.51
32	1	183.04	6.72
33	3	188.76	6.93
35	2	200.20	7.35
36	2	205.92	7.56
38	2	217.36	7.98
40	3	228.80	8.40
41	3	234.52	8.61
42	1	240.24	8.82
43	2	245.96	9.03
44	1	251.68	9.24
45	1	257.40	9.45
46	1	263.12	9.66
48	2	274.56	10.08
49	1	280.28	10.29
50	1	286.00	10.50
52	1	297.44	10.92
61	2	348.92	12.81
62	1	354.64	13.02
69	1	394.68	14.49

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
81	1	463.32	17.01
104	1	594.88	21.84
110	1	629.20	23.10

Table 15

Category 15 - Private rowing boats, canoes etc.

Size in Metre ²	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.6% Difference in cash (£) terms
All	2034	36.47	1.31

Broads Authority

19 November 2021

Agenda item number 12

Decision to opt into the national scheme for Auditor Appointments managed by the PSAA as the 'Appointing Person'

Report by Chief Financial Officer

Purpose

This report sets out proposals for appointing the external auditor to the Authority for the accounts for the five-year period from 2023/24.

Recommended decision

That the Authority uses Public Sector Audit Appointments for the appointment of external auditors for the five financial years from 1 April 2023.

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1. Introduction

- 1.1. The current auditor appointment arrangements cover the period up to and including the audit of the 2022/23 accounts. The Authority opted into the 'appointing person' national auditor appointment arrangements established by Public Sector Audit Appointments (PSAA) for the period covering the accounts for 2018/19 to 2022/23.
- 1.2. PSAA is now undertaking a procurement for the next appointing period, covering audits for 2023/24 to 2027/28. During Autumn 2021 all local government bodies need to make important decisions about their external audit arrangements from 2023/24. They have options to arrange their own procurement and make the appointment themselves or in conjunction with other bodies, or they can join and take advantage of the national collective scheme administered by PSAA.

2. Procurement of External Audit for the period 2023/24 to 2027/28

- 2.1. Under the Local Government Audit & Accountability Act 2014 ("the Act"), the Authority is required to appoint an auditor to audit its accounts for each financial year. The Authority has three options;
 - To appoint its own auditor, which requires it to follow the procedure set out in the Act.
 - To act jointly with other authorities to procure an auditor following the procedures in the Act.
 - To opt in to the national auditor appointment scheme administered by a body designated by the Secretary of State as the 'appointing person'. The body currently designated for this role is Public Sector Audit Appointments Limited (PSAA).
- 2.2. In order to opt in to the national scheme, an Authority must decide at a meeting of the Authority.

3. The Appointed Auditor

- 3.1. The auditor appointed at the end of the procurement process will undertake the statutory audit of accounts and Best Value assessment of the Authority in each financial year, in accordance with all relevant codes of practice and guidance. The appointed auditor is also responsible for investigating questions raised by electors and has powers and responsibilities in relation to Public Interest Reports and statutory recommendations.

- 3.2. The auditor must act independently of the Authority and the main purpose of the procurement legislation is to ensure that the appointed auditor is sufficiently qualified and independent.
- 3.3. The auditor must be registered to undertake local audits by the Financial Reporting Council (FRC) employ authorised Key Audit Partners to oversee the work. As set out below, there is a currently a shortage of registered firms and Key Audit Partners.
- 3.4. Auditors are regulated by the FRC, which will be replaced by a new body with wider powers: the Audit, Reporting and Governance Authority (ARGA) during the course of the next audit contract.
- 3.5. Authorities therefore have very limited influence over the nature of the audit services they are procuring, the nature and quality of which are determined or overseen by third parties.

4. The national auditor appointment scheme

- 4.1. PSAA is specified as the 'appointing person' for principal local government authorities under the provisions of the Act and the Local Audit (Appointing Person) Regulations 2015. PSAA let five-year audit services contracts in 2017 for the first appointing period, covering audits of the accounts from 2018/19 to 2022/23. It is now undertaking the work needed to invite eligible bodies to opt in for the next appointing period, from the 2023/24 audit onwards, and to complete a procurement for audit services. PSAA is a not-for-profit organisation whose costs are around 4% of the scheme with any surplus distributed back to scheme members.
- 4.2. In summary the national opt-in scheme provides the following:
 - the appointment of a suitably qualified audit firm to conduct audits for each of the five financial years commencing 1 April 2023;
 - appointing the same auditor to other opted-in bodies that are involved in formal collaboration or joint working initiatives to the extent this is possible with other constraints;
 - managing the procurement process to ensure both quality and price criteria are satisfied. PSAA has sought views from the sector to help inform its detailed procurement strategy;
 - ensuring suitable independence of the auditors from the bodies they audit and managing any potential conflicts as they arise during the appointment period;
 - minimising the scheme management costs and returning any surpluses to scheme members;
 - consulting with authorities on auditor appointments, giving the Authority the opportunity to influence which auditor is appointed;

- consulting with authorities on the scale of audit fees and ensuring these reflect scale, complexity, and audit risk; and
- ongoing contract and performance management of the contracts once these have been let.

5. Pressures in the current local audit market and delays in issuing opinions

- 5.1. Much has changed in the local audit market since audit contracts were last awarded in 2017. At that time the audit market was relatively stable, there had been few changes in audit requirements, and local audit fees had been reducing over a long period. 98% of those bodies eligible opted into the national scheme and attracted very competitive bids from audit firms. The resulting audit contracts took effect from 1 April 2018.
- 5.2. During 2018 a series of financial crises and failures in the private sector year led to questioning about the role of auditors and the focus and value of their work. Four independent reviews were commissioned by Government: Sir John Kingman's review of the Financial Reporting Council (FRC), the audit regulator; the Competition and Markets Authority review of the audit market; Sir Donald Brydon's review of the quality and effectiveness of audit; and Sir Tony Redmond's review of local authority financial reporting and external audit. The recommendations are now under consideration by Government, with the clear implication that significant reforms will follow. A new audit regulator (ARGA) is to be established, and arrangements for system leadership in local audit are to be introduced. Further change will follow as other recommendations are implemented.
- 5.3. The Kingman review has led to an urgent drive for the FRC to deliver rapid, measurable improvements in audit quality. This has created a major pressure for audit firms to ensure full compliance with regulatory requirements and expectations in every audit they undertake. By the time firms were conducting 2018/19 local audits during 2019, the measures they were putting in place to respond to a more focused regulator were clearly visible. To deliver the necessary improvements in audit quality, firms were requiring their audit teams to undertake additional work to gain deeper levels of assurance. However, additional work requires more time, posing a threat to the firms' ability to complete all their audits by the target date for publication of audited accounts. Delayed opinions are not the only consequence of the FRC's drive to improve audit quality. Additional audit work must also be paid for. As a result, many more fee variation claims have been needed than in prior years.
- 5.4. This situation has been accentuated by growing auditor recruitment and retention challenges, the complexity of local government financial statements and increasing levels of technical challenges as bodies explore innovative ways of developing new or enhanced income streams to help fund services for local people. These challenges have

increased in subsequent audit years, with Covid-19 creating further significant pressure for finance and audit teams.

- 5.5. None of these problems are unique to local government audit. Similar challenges have played out in other sectors, where increased fees and disappointing responses to tender invitations have been experienced during the past two years.

6. The invitation

- 6.1. PSAA is now inviting the Authority to opt in for the second appointing period, for 2023/24 to 2027/28, along with all other eligible authorities. Based on the level of opt-ins it will enter into contracts with appropriately qualified audit firms and appoint a suitable firm to be the Authority's auditor. Details relating to PSAA's invitation are provided in an Appendix 1 to this report.

7. The next audit procurement

- 7.1. The prices submitted by bidders through the procurement will be the key determinant of the value of audit fees paid by opted-in bodies. PSAA will:
- seek to encourage realistic fee levels and to benefit from the economies of scale associated with procuring on behalf of a significant number of bodies;
 - continue to pool scheme costs and charge fees to opted-in bodies in accordance with the published fee scale as amended following consultations with scheme members and other interested parties (pooling means that everyone within the scheme will benefit from the prices secured via a competitive procurement process – a key tenet of the national collective scheme);
 - continue to minimise its own costs, around 4% of scheme costs, and as a not-for-profit company will return any surplus funds to scheme members. In 2019 it returned a total £3.5million to relevant bodies and in 2021 a further £5.6million was returned.
- 7.2. PSAA will seek to encourage market sustainability in its procurement. Firms will be able to bid for a variety of differently sized contracts so that they can match their available resources and risk appetite to the contract for which they bid. They will be required to meet appropriate quality standards and to reflect realistic market prices in their tenders, informed by the scale fees and the supporting information provided about each audit. Where regulatory changes are in train which affect the amount of audit work suppliers must undertake, firms will be informed as to which developments should be priced into their bids.
- 7.3. The scope of a local audit is fixed. It is determined by the Code of Audit Practice (currently published by the National Audit Office), the format of the financial statements (specified by CIPFA/LASAAC) and the application of auditing standards regulated by the FRC. These factors apply to all local audits irrespective of whether an

eligible body decides to opt into PSAA's national scheme or chooses to make its own separate arrangements. The requirements are mandatory; they shape the work auditors undertake and have a bearing on the actual fees required.

- 7.4. There are currently nine audit providers eligible to audit local authorities and other relevant bodies under local audit legislation. This means that a local procurement exercise would seek tenders from the same firms as the national procurement exercise, subject to the need to manage any local independence issues. Local firms cannot be invited to bid. Local procurements must deliver the same audit scope and requirements as a national procurement, reflecting the auditor's statutory responsibilities.

8. The way forward

- 8.1. Regulation 19 of the Local Audit (Appointing Person) Regulations 2015 requires that a decision to opt in must be made by a meeting of the Authority (meeting as a whole), except where the authority is a corporation sole.
- 8.2. The Authority then needs to respond formally to PSAA's invitation in the form specified by PSAA by the close of the opt-in period (11 March 2022).
- 8.3. PSAA will commence the formal procurement process in early February 2022. It expects to award contracts in August 2022 and will then consult with authorities on the appointment of auditors so that it can make appointments by the statutory deadline of 31 December 2022.

9. Risk Implications

- 9.1. The principal risks are that the Authority:
- fails to appoint an auditor in accordance with the requirements and timing specified in local audit legislation; or
 - does not achieve value for money in the appointment process.
- 9.2. These risks are considered best mitigated by opting into the sector-led approach through PSAA.

10. Legal implications

- 10.1. Section 7 of the Local Audit and Accountability Act 2014 requires a relevant Authority to appoint a local auditor to audit its accounts for a financial year not later than 31 December in the preceding year.
- 10.2. Section 8 governs the procedure for appointment including that the Authority must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor. Section 8 provides that where a relevant Authority is a local Authority operating executive arrangement, the function of appointing a local

auditor to audit its accounts is not the responsibility of an executive of the Authority under those arrangements.

- 10.3. Section 12 makes provision for the failure to appoint a local auditor. The Authority must immediately inform the Secretary of State, who may direct the Authority to appoint the auditor named in the direction or appoint a local auditor on behalf of the Authority.
- 10.4. Section 17 gives the Secretary of State the power to make regulations in relation to an 'appointing person' specified by the Secretary of State. This power has been exercised in the Local Audit (Appointing Person) Regulations 2015 (SI 192) and this gives the Secretary of State the ability to enable a sector-led body to become the appointing person. In July 2016 the Secretary of State specified PSAA as the appointing person.

11. Financial Implications

- 11.1. There is a risk that current external audit fee levels could increase when the current contracts end. It is clear that the scope of audit has increased, requiring more audit work. There are also concerns about capacity and sustainability in the local audit market.
- 11.2. Opting into a national scheme provides maximum opportunity to ensure fees are as realistic as possible, while ensuring the quality of audit is maintained, by entering into a large-scale collective procurement arrangement.
- 11.3. If the national scheme is not used some additional resource will be needed to establish an auditor panel and conduct a local procurement. This is due to the panel needing to be made up of wholly or a majority of independent members as defined by the Act. Independent members for this purpose are independent appointees, excluding current and former Authority members (or officers) and their close families and friends. Until a procurement exercise is completed it is not possible to state what, if any, additional resource may be required for audit fees from 2023/24.

12. Conclusion

- 12.1. The report concludes that the sector-wide procurement conducted by PSAA will produce better outcomes and will be less burdensome for the Authority than a procurement undertaken locally because:
 - collective procurement reduces costs for the sector and for individual authorities compared to a multiplicity of smaller local procurements;
 - if it does not use the national appointment arrangements, the Authority will need to establish its own auditor panel with an independent chair and independent members to oversee a local auditor procurement and ongoing management of an audit contract;
 - it is the best opportunity to secure the appointment of a qualified, registered auditor - there are only nine accredited local audit firms, and a local

procurement would be drawing from the same limited supply of auditor resources as PSAA's national procurement; and

- supporting the sector-led body offers the best way of ensuring there is a continuing and sustainable public audit market into the medium and long term.

12.2. If the Authority wishes to take advantage of the national auditor appointment arrangements, it is required under the local audit regulations to make the decision at an Authority meeting. The opt-in period starts on 22 September 2021 and closes on 11 March 2022. To opt into the national scheme from 2023/24, the Authority needs to return completed opt-in documents to PSAA by 11 March 2022.

Author: Emma Krelle

Date of report: 03 November 2021

Appendix: Invitation from the PSAA to opt into the national scheme for auditor appointments from April 2023

22 September 2021

To: Dr Packman, Chief Executive
Broads Authority

Copied to: Ms Krelle, S151 Officer
Ms Talbot, Chair of Audit Committee or equivalent

Dear Dr Packman,

Invitation to opt into the national scheme for auditor appointments from April 2023

I want to ensure that you are aware the external auditor for the audit of your accounts for 2023/24 has to be appointed before the end of December 2022. That may seem a long way away but, as your organisation has a choice about how to make that appointment, your decision-making process needs to begin soon.

We are pleased that the Secretary of State has confirmed PSAA in the role of the appointing person for eligible principal bodies for the period commencing April 2023. Joining PSAA's national scheme for auditor appointments is one of the choices available to your organisation.

In June 2021 we issued a draft prospectus and invited your views and comments on our early thinking on the development of the national scheme for the next period. Feedback from the sector has been extremely helpful and has enabled us to refine our proposals which are now set out in the [scheme prospectus](#) and our [procurement strategy](#). Both documents can be downloaded from our website which also contains a range of useful information that you may find helpful.

The national scheme timetable for appointing auditors from 2023/24 means we now need to issue a formal invitation to you to opt into these arrangements. In order to meet the requirements of the relevant regulations, we also attach a form of acceptance of our invitation which you must use if your organisation decides to join the national scheme. We have specified the five consecutive financial years beginning 1 April 2023 as the compulsory appointing period for the purposes of the regulations which govern the national scheme.

Given the very challenging local audit market, we believe that eligible bodies will be best served by opting to join the scheme and have attached a short summary of why we believe that is the best solution both for individual bodies and the sector as a whole.

I would like to highlight three matters to you:

1. if you opt to join the national scheme, we need to receive your formal acceptance of this invitation by Friday 11 March 2022;

2. the relevant regulations require that, except for a body that is a corporation sole (e.g. a police and crime commissioner), the decision to accept our invitation and to opt in must be made by the members of the authority meeting as a whole e.g. Full Council or equivalent. We appreciate this will need to be built into your decision-making timetable. We have deliberately set a generous timescale for bodies to make opt in decisions (24 weeks compared to the statutory minimum of 8 weeks) to ensure that all eligible bodies have sufficient time to comply with this requirement; and
3. if you decide not to accept the invitation to opt in by the closing date, you may subsequently make a request to opt in, but only after 1 April 2023. We are required to consider such requests and agree to them unless there are reasonable grounds for their refusal. PSAA must consider a request as the appointing person in accordance with the Regulations. The Regulations allow us to recover our reasonable costs for making arrangements to appoint a local auditor in these circumstances, for example if we need to embark on a further procurement or enter into further discussions with our contracted firms.

If you have any other questions not covered by our information, do not hesitate to contact us by email at ap2@psaa.co.uk. We also publish answers to [frequently asked questions](#) on our website.

If you would like to discuss a particular issue with us, please send an email also to ap2@psaa.co.uk, and we will respond to you.

Yours sincerely

Tony Crawley
Chief Executive

Encl: Summary of the national scheme

Why accepting the national scheme opt-in invitation is the best solution

Public Sector Audit Appointments Limited (PSAA)

We are a not-for-profit, independent company limited by guarantee incorporated by the Local Government Association in August 2014.

We have the support of the LGA, which in 2014 worked to secure the option for principal local government and police bodies to appoint auditors through a dedicated sector-led national body.

We have the support of Government; MHCLG's Spring statement confirmed our appointment because of our "strong technical expertise and the proactive work they have done to help to identify improvements that can be made to the process".

We are an active member of the new Local Audit Liaison Committee, chaired by MHCLG and attended by key local audit stakeholders, enabling us to feed in body and audit perspectives to decisions about changes to the local audit framework, and the need to address timeliness through actions across the system.

We conduct research to raise awareness of local audit issues, and work with MHCLG and other stakeholders to enable changes arising from Sir Tony Redmond's review, such as more flexible fee setting and a timelier basis to set scale fees.

We have established an advisory panel, which meets three times per year. Its membership is drawn from relevant representative groups of local government and police bodies, to act as a sounding board for our scheme and to enable us to hear your views on the design and operation of the scheme.

The national scheme for appointing local auditors

In July 2016, the Secretary of State specified PSAA as an appointing person for principal local government and police bodies for audits from 2018/19, under the provisions of the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015. Acting in accordance with this role PSAA is responsible for appointing an auditor and setting scales of fees for relevant principal authorities that have chosen to opt into its national scheme. 98% of eligible bodies made the choice to opt-in for the five-year period commencing in April 2018.

We will appoint an auditor for all opted-in bodies for each of the five financial years beginning from 1 April 2023.

We aim for all opted-in bodies to receive an audit service of the required quality at a realistic market price and to support the drive towards a long term competitive and more sustainable market for local audit. The focus of our quality assessment will include resourcing capacity and capability including sector knowledge, and client relationship management and communication.

What the appointing person scheme from 2023 will offer

We believe that a sector-led, collaborative, national scheme stands out as the best option for all eligible bodies, offering the best value for money and assuring the independence of the auditor appointment.

The national scheme from 2023 will build on the range of benefits already available for members:

- transparent and independent auditor appointment via a third party;
- the best opportunity to secure the appointment of a qualified, registered auditor;
- appointment, if possible, of the same auditors to bodies involved in significant collaboration/joint working initiatives, if the parties believe that it will enhance efficiency;
- on-going management of any independence issues which may arise;
- access to a specialist PSAA team with significant experience of working within the context of the relevant regulations to appoint auditors, managing contracts with audit firms, and setting and determining audit fees;
- a value for money offer based on minimising PSAA costs and distribution of any surpluses to scheme members - in 2019 we returned a total £3.5million to relevant bodies and more recently we announced a further distribution of £5.6m in August 2021;
- collective efficiency savings for the sector through undertaking one major procurement as opposed to a multiplicity of smaller procurements;
- avoids the necessity for local bodies to establish an auditor panel and undertake an auditor procurement, enabling time and resources to be deployed on other pressing priorities;
- updates from PSAA to Section 151 officers and Audit Committee Chairs on a range of local audit related matters to inform and support effective auditor-audited body relationships; and
- concerted efforts to work with other stakeholders to develop a more sustainable local audit market.

We are committed to keep developing our scheme, taking into account feedback from scheme members, suppliers and other stakeholders, and learning from the collective post-2018 experience. This work is ongoing, and we have taken a number of initiatives to improve the operation of the scheme for the benefit of all parties.

Importantly we have listened to your feedback to our recent consultation, and our response is reflected in [the scheme prospectus](#).

Opting in

The closing date for opting in is 11 March 2022. We have allowed more than the minimum eight-week notice period required, because the formal approval process for most eligible bodies is a decision made by the members of the authority meeting as a whole [Full Council or equivalent], except police and crime commissioners who are able to make their own decision.

We will confirm receipt of all opt-in notices. A full list of eligible bodies that opt in will be published on our website. Once we have received an opt-in notice, we will write to you to request information on any joint working arrangements relevant to your auditor appointment, and any potential independence matters which may need to be taken into consideration when appointing your auditor.

Local Government Reorganisation

We are aware that reorganisations in the local government areas of Cumbria, Somerset, and North Yorkshire were announced in July 2021. Subject to parliamentary approval shadow elections will take place in May 2022 for the new Councils to become established from 1 April 2023. Newly established local government bodies have the right to opt into PSAA's scheme under Regulation 10 of the Appointing Person Regulations 2015. These Regulations also set out that a local government body that ceases to exist is automatically removed from the scheme.

If for any reason there is any uncertainty that reorganisations will take place or meet the current timetable, we would suggest that the current eligible bodies confirm their acceptance to opt in to avoid the requirement to have to make local arrangements should the reorganisation be delayed.

Next Steps

We expect to formally commence the procurement of audit services in early February 2022. At that time our procurement documentation will be available for opted-in bodies to view through our e-tendering platform.

Our recent webinars to support our consultation proved to be popular, and we will be running a series of webinars covering specific areas of our work and our progress to prepare for the second appointing period. Details can be found on [our website](#) and in [the scheme prospectus](#).

Broads Authority

19 November 2021

Agenda item number 13

Strategic priorities- update

Report by Chief Executive

Purpose

This report sets out the latest progress in implementing the Authority's annual strategic priorities for 2021/22.

Recommended decision

To note the report.

1. Introduction

- 1.1. Each year the Broads Authority identifies a small set of strategic priorities, which focus on projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. Setting these priorities helps target the Authority's resources and make the most of partnership working and external funding opportunities. Priorities are set each financial year, although some large-scale projects carry across several years.
- 1.2. The latest update on our agreed strategic priorities for 2021/22 is in Table 1.

Table 1

Strategic priorities 2021/22 – progress update

Themes, aims and milestones	Progress	Lead officer
<p>1. Broads strategy and policy review</p> <p>(a) Broads Plan</p> <p>Aim: To refresh the Plan's strategic actions, assessing the Government's response to the Landscapes Review and its implications for protected landscape management plans.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Produce Sustainability Appraisal Scoping Report (by Autumn 2021) (ii) Prepare first draft Plan for consultation (by Nov 2021) (iii) Prepare final draft Plan for consultation (by Mar 2022) 	<p>Status: Some delays</p> <p>Timetable slightly revised to allow for further work at first draft stage. First draft plan for consultation to go to BA meeting in January 2022.</p>	<p>Strategy and Projects Officer</p>
<p>(b) Local Plan for the Broads</p> <p>Aim: To review and update the Broads planning policy framework</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Produce Sustainability Appraisal Scoping Report (by Autumn 2021) (ii) Produce Issues and Options version of Local Plan ready for consultation in 2022 (iii) Produce evidence base on various topics including housing need (2021 and early 2022) 	<p>Status: On track</p> <ul style="list-style-type: none"> (i) Sustainability Appraisal (SA) Scoping Report produced and consulted on; considered by Planning Committee 8 Oct, who supported the proposed changes to future iterations of SA. (ii) Issues and Options sections taken to Planning Committee each month for consideration – may see final document consulted on in April/May 2022. (iii) Evidence base in production – key studies underway for housing need, residential mooring need and Gypsy and Traveller and Travelling Show people need. 	<p>Planning Policy Officer</p>

Themes, aims and milestones	Progress	Lead officer
<p>2. CANAPE project (Creating A New Approach to Peatland Ecosystems)</p> <p>Aim: To implement CANAPE work packages 3 and 4 to agreed schedules.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Complete Chara Bay construction work (April 2021) (ii) Develop and contribute to the CANAPE Conference (Oct 2021) (iii) Begin construction work at paludiculture demonstration site at Horsey (Aug 2021) 	<p>Status: On track</p> <ul style="list-style-type: none"> (i) Last phase of Chara Bay construction works ongoing, anticipated to be completed this year. Extracted reed rhizomes and begun planting to accelerate colonisation of site by natural flora. (ii) CANAPE Conference held in hybrid form on 13-15 October and was considered successful – approx. 60 in person attendees and 80 online attendees. (iii) Construction works and first phase of planting completed on time at Wet Farming Demonstration site, including testing first-time innovative propagation method for reed with New Energy Farms. Monitoring and farmer and policy maker engagement active over next 12 months, with further works required to keep geese off site and a further planting will occur in the spring. Project presented at live Defra hosted event at COP26 on 10 November, and featured in both Nature-based Solutions Initiative launched at COP26 and BBC Look East focus on the Broads. 	<p>CANAPE Project Manager</p>
<p>3. Environment Land Management scheme (ELM)</p>	<p>Status: completed</p> <ul style="list-style-type: none"> (i) Completed seminars on nature recovery prioritisation, water management and carbon in 	<p>Environment Policy Adviser</p>

Themes, aims and milestones	Progress	Lead officer
<p>Aim: To implement sustainable wetland and lowland grazing options within ELM scheme.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Conduct and write up 3 farmer seminars with advisory group testing role of local land management boards (Apr-Jul 2021) (ii) Conduct survey on role of local conveners in ELM scheme (Mar-May 2021) (iii) Hold collaboration workshop (May 2021) (iv) Finalise Operating Procedures for Broads land management board (Jul 2021) (v) Complete final report and Defra handover meeting/presentation (Jul 2021) 	<p>peat, and blending private and public finance.</p> <ul style="list-style-type: none"> (ii) Completed. (iii) Collaborative workshop changed to online series of workshops due to COVID19 – completed. (iv) Completed. (v) Final report agreed by Broads Land Management Board on 24 August. The finding presented to Defra ELM lead for Local Nature Recovery. Defra will be widely adopting the Board structure for the delivery of ELM Local Nature Recovery. The success of the Board, which has also evolved to act as the Local Assessment Panel for the Farming in Protected Landscapes (FiPL) programme, was noted. This has enabled FiPL applications to be approved in a timely manner. 	
<p>4. Responding to climate change</p> <p><u>(a) Broadland Futures Initiative</u></p> <p>Aim: To implement the joint programme of work with the Environment Agency and other partners to develop longer-term integrated flood risk management for Broadland.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Hold virtual exhibition and online survey (Jan-Apr 2021) 	<p>Status: On track</p> <ul style="list-style-type: none"> (i) Completed. (ii) Completed. Second meeting of Elected Members Forum took place on 28 Sept 2021. The minutes are available on the BFI website. (iii) On track. Draft report “BFI Plan Objectives” presented to Elected Members Forum on 28 Sept; the Forum approved the draft BFI objectives. 	Director of Strategic Services

Themes, aims and milestones	Progress	Lead officer
<ul style="list-style-type: none"> (ii) Hold first meeting of Elected Members Forum (Spring 2021) (iii) Various technical deliverables from consultant (throughout 2021/22) 		
<p>(b) Climate Change Action Plan</p> <p>Aim: To reduce the carbon footprint of the Broads Authority and the Broads Executive Area ('Broads Area').</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Broads Area carbon baseline (Smallworld Consulting Ltd) (June 2021) (ii) Broads Authority footprint for 2020/21 (Jun 2021) (iii) Solar power at Dockyard (Oct 2021) (iv) Consultation and consensus building on sustainable propulsion in the Broads (ongoing) 	<p>Status: Some delays</p> <ul style="list-style-type: none"> (i) The final calculations for the carbon baseline are ready, Smallworld are consulting and writing their report, including feasible trajectories for emissions from the Broads Executive Area. (ii) Emissions have been calculated. With caveats around the difficulty of estimating homeworking impact (additional emissions from employees heating their homes vs saved emissions from reducing commuting). Emissions have fallen in line with a net-zero by 2030 trajectory. (iii) We are continuing to review what funding options may be available for solar power on BA buildings (iv) Work has begun on the feasibility study for "Electrifying the Broads", beginning with calculating the power requirements of a typical Broads Hire Cruiser, and mapping potential locations for charging points. Next steps will include assessing power available from the grid, and discussions with the planning team on how to fit any 	Carbon Reduction Project Manager

Themes, aims and milestones	Progress	Lead officer
	charging point roll-out with protecting the Broads Landscape.	
<p>5. Safety in the Broads</p> <p>Aim: To manage and monitor safety in the Broads for Authority staff and volunteers and for Broads users.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Recruit and train new Rangers (April 2021) (ii) Prepare and make available 9 training videos (April 2021) (iii) Develop survey approach of visitors to assess handover procedure and effectiveness of videos (Summer 2021) (iv) Review Marine Accident Investigation Board (MAIB) report when published 	<p>Status: On track</p> <ul style="list-style-type: none"> (i) Achieved (ii) Achieved (iii) 427 surveys completed by the Ranger team plus further online surveys completed by hirers directly. Data to be assessed by Jan 2022 ahead of next season. (iv) MAIB interim report released 	Head of Ranger Services
<p>6. Water, Mills and Marshes Landscape Partnership Scheme</p> <p>Aim: To implement partnership projects to agreed schedules.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Monitor and report progress (Sept/Mar) (ii) Submit quarterly claims to National Lottery Heritage Fund (Apr/Jul/Oct/Jan) (iii) Implement fundraising plan with partners (May) (iv) Hold Broads Hidden Heritage Conference (Nov) 	<p>Status: On track</p> <p>Quarterly returns submitted on time and paid by NLHF. All projects progressing well to adjusted plans, with most scheduled to end in 2022.</p> <p>Works at Highs Mill completed. Scaffolding erected at Mutton's Mill, Halvergate. Largest bits of timber for mill works delivered (18.5m in length) for works in winter/spring. Students from City College Norwich returning to site works in November.</p> <p>New fundraising plan underway with support from Norfolk County Council (NCC) External Funding team and Scheme partners. New focus on pursuing Crowdfund Norfolk, as one of</p>	WMM Programme Manager

Themes, aims and milestones	Progress	Lead officer
	<p>the initial focusses is on Windmill restoration.</p> <p>Work continues with East Suffolk, South Norfolk and Broadland District Councils on installation of Changing Places toilet facilities in the Broads to improve access for local communities. We are also working with the RNIB on the installation of a “Map-for-All”, a tactile map that allows visually impaired people to navigate with confidence around a site. We’ve also worked with local organisations to solve access issues for people with mobility issues.</p> <p>Face-to-face community engagement events and archaeology day schools being held monthly. We led 3 guided walks in September as part of Heritage Open Days in Norwich and Lowestoft and had a presence at the Norwich Science Festival in October. Further engagement events planned for autumn with Norfolk Libraries service.</p> <p>Work continues with NCC Historic Environment Team to create new maintenance and management system on their database for mills project legacy.</p> <p>Planning ongoing for Broads Hidden Heritage Festival with Scheme partners. Legacy planning ongoing, with new legacy partners recruited to continue works beyond project funding.</p>	

Author: John Packman

Date of report: 04 November 2021

Broads Authority

19 November 2021

Agenda item number 14

Marketing and Viability Guide- for adoption

Report by Planning Policy Officer

Summary

The Marketing and Viability Guide has been consulted on three times, most recently from July to September 2021. This report presents the comments made, the responses to those comments, and the proposed final Guide.

Recommendation

To note the comments, endorse the responses and adopt the final Marketing and Viability Guide.

1. Introduction

- 1.1. The Marketing and Viability Guide has been consulted on three times, most recently over July to September in 2021. This report presents the comments received on the draft Guide, the responses to those comments and proposed amendments (Appendix 1) and the proposed final Guide (Appendix 2). Please note that the guide in appendix 2 shows the proposed changes as a result of the third consultation.
- 1.2. The comments received and amended Guide were discussed at Planning Committee on 5 November and feedback will be reported verbally to the Broads Authority meeting.
- 1.3. It should be noted that some changes have been made to the Guide, not as a result of the comments received. These are summarised as follows:
 - 1.3.1. Amended reference to the 2021 NPPF, throughout.
 - 1.3.2. As a result of the Inspector's report on a recent appeal, brief text relating to rent and maintenance, new section 7.5.
 - 1.3.3. As a result of conversations between a Development Management Officer and an applicant, footnote 6 and 12.
- 1.4. The Guide was endorsed by the Planning Committee on 5 November 2021.
- 1.5. Members' comments are invited, with a recommendation that the Broads Authority adopts the Guide.

Author: Natalie Beal

Date of report: 08 November 2021

Appendix 1 – Marketing and Viability Guide - comments received, responses and amendments

Appendix 2 – Proposed final Marketing and Viability Guide (with track changes)

Ref	Name	Organisation	Comment	BA response	Amendments
#1	Joy Brown	Norwich City Council	Thank you for consulting Norwich City Council on the Broads Authority marketing and viability guide. We have no comments to make.	Noted.	No change
#2	Keri Williams	Norfolk Gardens Trust	Thank you for consulting the Gardens Trust. The trust does not wish to submit comments on this document.	Noted.	No change
#3	Paul Cunningham	Beccles Town Council	Regarding Section 7.5.4. d (specifically lines 274-275), it would be worth defining/clarifying what is meant by “ongoing business”.	As in if a business is still trading.	Add this explanation as a footnote.
#4	Paul Cunningham	Beccles Town Council	Additionally, we are uncertain as to why "If an ongoing business, a summary of the trading history needs to be included" information needs to be provided as marketing particulars.	In discussion with our viability and marketing expert, if it is an existing business that is being marketed for sale or the operation of the business from the premises underpins its value then it reasonable to give interested parties a brief outline of the business opportunity. It may be the a brief outline is provided within any marketing information and that more detailed information is made available separately to genuine interested parties on a confidential basis	Add footnote to say: ' It may be the a brief outline is provided within any marketing information and that more detailed information is made available separately to genuine interested parties on a confidential basis '
#5	Jacqui Salt	Natural England	Natural England does not consider that this Marketing and Viability Guide poses any likely risk or opportunity in relation to our statutory purpose, and so does not wish to comment on this consultation.	Noted.	No change
#6	Penny Turner	Norfolk Police	Thank you for the consultation invite but the DOCO team will not be commenting on this particular Broads Authority guide.	Noted.	No change
#7	Liam Robson	Environment Agency	Just to confirm the Environment Agency have no comments on this consultation.	Noted.	No change
#8	Emily Curtis	Loddon Parish Council	Loddon Parish Council is concerned that the guide is too prescriptive which may deter investment in the Broads area particularly from small scale and first-time tourism ventures. We would not want to see the Broads only occupied by large scale businesses. The document may therefore restrict officers ability to work with applicants to find solutions, which could be of benefit to all. Not every situation can be pre-determined by a guide and there should be flexibility built in. Officers and applicants need to be able to find practical solutions within a framework of what is acceptable.	The guide sets out how a developer can meet the policy requirements. It is designed to be helpful to applicants. One could argue that if the guide is followed, there will be less delay and costs as the marketing or viability assessment will not need to be started again. The Broads works with applicants, as is required by the NPPF and indeed SP1 of the Local Plan.	No change
#9	Emily Curtis	Loddon Parish Council	We are concerned that additional costs and delays could be imposed as a result of adoption of this guide. This document also seems to create a presumption against development, unless an existing use can be proven non-viable to the satisfaction of planners. We do not believe this complies with the principles of the NPPF.	Noted. The requirements are set out in policy. This guide does not set any new requirements; it elaborates on policy to help with applicants adequately meet the policy requirements. One could argue that if the guide is followed, there will be less delay and costs as the marketing or viability assessment will not need to be started again. If a proposal on a site is for something different to what the Local Plan sets out, then the applicant will need to justify that the change is needed and that there is no interest in the current operation and that the current operation is not viable. This is a common and usual approach taken by probably all local planning authorities. So if there is no interest in the site when it is marketed and there is proof that it is not viable and other policy tests are met, then the proposed scheme (that is different to what the Local Plan requires) may well be permitted.	No change
#10	Emily Curtis	Loddon Parish Council	We agree with the need to protect the character and historic nature of The Broads but this should not be at the detriment of the economic realities of the Broads today. If we cannot move with the times and plan for the future, we will be doing an injustice to the residents of the area, the local businesses and the tourists that visit.	Noted. This guide elaborates on policy. It does not set any new requirements. If a proposal on a site is for something different to what the Local Plan sets out, then the applicant will need to justify that the change is needed and that there is no interest in the current operation and that the current operation is not viable. This is a common and usual approach taken by probably all local planning authorities. So if there is no interest in the site when it is marketed and there is proof that it is not viable and other policy tests are met, then the proposed scheme (that is different to what the Local Plan requires) may well be permitted.	No change
#11	Emily Curtis	Loddon Parish Council	As coronavirus has had a significant detrimental effect on businesses, we feel that this guide would be better delayed until the emerging picture of future development and commercial activity is better understood. We would welcome The Broads Authority helping to rebuild the local economy and therefore feel that perhaps this document is badly aimed and timed, as it could do the opposite.	Noted. We delayed this guide for 18 months for that very reason. But the policy which this guide elaborates, has always been in place. The Guide elaborates on already adopted policy and does not change policy or set any additional requirements; it elaborates on how to meet the requirements of the policy.	No change
#12	Emily Curtis	Loddon Parish Council	Our usual concerns on The Broads as a planning authority are not alleviated by this document. We are of the opinion that a wholly elected body, such as a District Council, is better placed to determine planning policy than The BA.	Comments noted. This is not something we are able to change.	No change
#13	Emily Curtis	Loddon Parish Council	We are also mindful that The Broads exists under its own Act of Parliament, and we would not want to see any significant shift or attempt to weaken the principles of that Act, which govern the focus of environment alongside commerciality appropriate to the uniqueness of The Norfolk Broads.	Noted. It is not clear how the guide affects the principle of the two Acts of parliament. The Guide elaborates on adopted Local Plan policy and does not set anything new.	No change
#14	Paul Harris	SNDC and BDC	The Council supports the decision to change the document from a Supplementary Planning Document to a Guide. This change will give the Broads Authority further flexibility to respond to the particular circumstances of any individual application within the framework of the policies of the adopted Development Plan.	Support noted.	No change
#15	Paul Harris	SNDC and BDC	Unless a specific requirement or particular approach is set out in the policies of the adopted Development Plan, the Council would suggest that the authority takes care to express guidance in terms of “the authority would recommend” or “the authority would typically expect”. This will help make it clear where a requirement is specifically set out in a policy of a Development Plan and where it is further guidance that is intended help in the implementation of a policy.	Comments noted. We are content with the language used as we feel that by following this Guide, the requirements of the policy will be met and a robust marketing and viability assessment will be completed.	No change

#16	Paul Harris	SNDC and BDC	<p>Accepting that the impact of the recent changes to the Use Classes Order will be much more limited in the Broads Authority area than elsewhere, the Council suggests that the Broads Authority may wish to take the opportunity within the Guide to explain the extent to which any changes impact on the application of the policies of the Development Plan.</p> <p>Follow up:</p> <p>As I read the changes to the Use Classes Order a lot of the extended permitted development rights wouldn't apply within the BA.</p> <p>However, changes within the same Use Class, in particular E, wouldn't be development. Therefore, thinking about DM26, couldn't an employment use falling within E (g)(i) or (g)(ii) change to an indoor sport or recreation use without needing to go through the steps outlined in the policy, by virtue of the fact that these would fall under E(d)?</p> <p>It's worth noting that I am not trying to say that there is definitely an issue here, or that the particular example give above is correct. I specifically didn't give an example for those reasons and I've not thought about it in that level of depth. Rather it is just a polite suggestion that you might want to consider whether all of your policies can still be applied as imagined at adoption or if not whether you'd want to take the opportunity presented by the guide to provide further guidance to applicant's on this point.</p>	<p>This is a useful suggestion and indeed we will raise this in the Guide.</p>	<p>Add this to 6.3: 6.3.2. In terms of its current use, that also will mean that the site needs to be marketed in line with its current land use class. For example, if the site is currently an office or a day nursery, then that is land use class E and there are many other types of use included in class use E . which the site/property could become without the need for planning permission.</p>
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A guide on marketing and viability assessment requirements

Adopted November 2021

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1. Introduction

- 1.1. Several policies in the [Local Plan for the Broads](#)¹ will require you, as an applicant or agent, to carry out a robust marketing campaign and/or a viability assessment if your proposed scheme is promoting something different to the adopted policy position. This guide explains what is meant by marketing and viability, and which Local Plan policies have this requirement. It highlights how to carry out these processes and provide information in the way the Broads Authority requires. Following this guide will reduce the chances of a delay in determining your application in relation to these requirements.
- 1.2. The Broads Authority is the Local Planning Authority within the Broads area and this guide applies only to land within the Authority's executive boundary.
- 1.3. The Authority considers that this guide will help applicants consider the issue of marketing and viability in an appropriate way. The guide should be read alongside relevant policies of the Local Plan for the Broads (adopted 2019). The guide is a material consideration in determining planning applications. The advice and guidance herein will not add unnecessary financial burden to development; it is designed to help deliver policy requirements of the adopted Local Plan for the Broads.
- 1.4. In the Local Plan, we refer to 'viability assessment'. This effectively has two meanings. The first is an assessment of the viability of continuing the current land use, when a proposal is submitted to change the use. The second is to determine the level of planning contributions that might be appropriate for a proposed development whilst maintaining its viability and deliverability.
- 1.5. ~~We consulted on the first draft of this document back in September 2019. We then consulted on an amended version in March/April 2020. Comments received as a result of both consultations are here <https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations> (available week commencing 26 July 2021).~~
- 1.6. **It is important to note that the Broads Authority offers a free pre planning application service. We encourage and recommend all applicants take advantage of this. This service will provide initial officer level thoughts on proposals. We aim to provide this advice within 21 days.**

¹ Local Plan for the Broads: <https://www.broads-authority.gov.uk/planning/planning-policies/development>

2. Consultation

- 2.1. [This guide underwent three rounds of consultation, most recently during July to September 2021. The comments received at each round of the consultation can be found here xxx.](#)

Members – when the guide goes on the website, we will include the consultation documents on the same webpage. For now, here are the links to those documents:

Consultation 1: https://www.broads-authority.gov.uk/__data/assets/pdf_file/0031/397624/Marketing-and-viability-guide-consultation-responses-November-2019.pdf

Consultation 2: https://www.broads-authority.gov.uk/__data/assets/pdf_file/0032/397625/Marketing-and-viability-guide-second-consultation-responses-April-2021.pdf

Consultation 3: attached to this item of the planning committee

3. National Planning Policy on viability and marketing

- 3.1. The [National Planning Policy Guidance](#)² (NPPG) states that: ‘Viability assessment is a process of assessing whether a site is financially viable, by looking at whether the value generated by a development is more than the cost of developing it. This includes looking at the key elements of gross development value, costs, land value, landowner premium, and developer return’.
- 3.2. The Local Plan for the Broads was examined under the 2012 National Planning Policy Framework (NPPF). However, all planning applications submitted to the Broads Authority will be considered against the most up-to-date version of the NPPF, published in [2021](#) ~~2019~~.
- 3.3. Regarding viability, the [2021 National Planning Policy Framework](#)³ (para 58) states that: ‘Where up-to-date policies have set out the contributions expected from development, planning applications that comply with them should be assumed to be viable. It is up to the applicant to demonstrate whether particular circumstances justify the need for a viability assessment at the application stage. The weight to be given to a viability assessment is a matter for the decision maker, having regard to all the circumstances in the case, including whether the plan and the viability evidence underpinning it is up to date, and any change in site circumstances since the plan was brought into force. All viability assessments, including any undertaken at the plan-making stage, should reflect the recommended approach in national planning guidance, including standardised inputs, and should be made publicly available’
- 3.4. More information from the NPPG relating to viability assessments can be found online: [Standardised inputs to viability assessment](#)⁴.
- 3.5. Whilst not necessarily National Policy, the Royal [Institution](#) of Chartered Surveyors have a guidance note⁵ and are intending to update it.
- 3.6. Regarding marketing, the NPPF and NPPG seem to only refer to marketing relating to the use of heritage assets (NPPF paragraph [201](#) ~~195~~).

² NPPG on viability: <https://www.gov.uk/guidance/viability>

³ NPPF: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

⁴ NPPG: <https://www.gov.uk/guidance/viability#standardised-inputs-to-viability-assessment>.

⁵ Financial Viability in Planning, 1st edition <https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/financial-viability-in-planning-1st-edition-rics.pdf>. Please note that at the time of this consultation, this document is being reviewed.

4. When do you need to assess marketing and viability?

- 4.1. If you are required to prepare a marketing and viability assessment, this should be completed before a planning application is submitted. Marketing and viability assessments carried out after an application has been submitted to justify a new use or development, will inevitably lead to a delay in determination of the application due to the sustained period required for marketing.
- 4.2. It will be necessary to provide information on how a site has been marketed and to assess the viability of the site in these circumstances:
- a. When a policy of the Local Plan for the Broads requires appropriate marketing of a site (and evidence of this marketing to be provided) to assist in proving to the Broads Authority that the current use of the site is no longer appropriate.
 - b. When a policy requires the submission of viability evidence to demonstrate that a use of a site is not viable.
 - c. When a policy requires something to be provided as part of a scheme (such as affordable housing and planning obligations) and a promoter assesses the impact of this provision on the viability of the scheme.

5. Relevant policies in the Local Plan

- 5.1. The following policies of the Local Plan for the Broads refer to marketing/rent and viability requirements. If your scheme is promoting something different to the position set out in these policies, you will need to carry out a marketing campaign and/or a viability assessment. The objective is to assess the economic viability of the existing business/use and, if necessary, market it at a reasonable price⁶ to find a new owner/occupier and retain that use.
- 5.2. The following table/matrix sets out which policies require marketing or viability requirements. See [Appendix A](#) for more information.

⁶ [Reasonable and realistic price could be achieved through seeking two independent valuations.](#)

Policy	Requires marketing?	Requires viability information related to a new scheme/as a result of a policy requirement? To check if a policy requirement is not viable.	Requires viability information related to redevelopment or change of use? To check if the existing use is still viable.	Relevant section of guide.
Policy DM4: Water Efficiency		X		7.3
Policy DM12: Re-use of Historic Buildings	X		X	6 and 7.4
Policy SP11: Waterside sites			X	
Policy DM26: Protecting general employment	X		X	6 and 7.4
Policy DM30: Holiday accommodation – new provision and retention	X		X	6 and 7.4
Policy DM34: Affordable housing		X		7.3
Policy DM38: Permanent and temporary dwellings for rural enterprise workers	X		X	6 and 7.4
Policy DM43: Design		X		7.3
Policy DM44: Visitor and community facilities and services	X		X	6 and 7.4
Policy DM48: Conversion of buildings	X		X	6 and 7.4
Policy HOR8: Land on the Corner of Ferry Road, Horning			X	7.4
Policy THU1: Tourism development at Hedera House, Thurne		X		7.3
Policy SSPUBS: Waterside pubs network			X	7.4

6. Marketing your site/property

6.1. Introduction

- 6.1.1. This section sets out the detailed requirements for marketing a site to show that there is no demand for the existing use and to justify a change of use. Be aware that there are experienced organisations who can help with your marketing campaign; we suggest you seek their assistance.

6.2. Proposals involving the potential loss of tourist accommodation.

- 6.2.1. We note that the marketing requirement is slightly different for proposals that would result in a loss of tourist accommodation. New tourist accommodation should be operating and available to potential customers for at least 12 months to understand the demand for the accommodation. If there is sufficient evidence to demonstrate limited interest in people staying at the holiday accommodation, the next stage is to market the site for tourist accommodation or an alternative tourist use on the open market for a year. Marketing the unit to another potential operators is considered a sound approach to demonstrating that holiday use is unviable in the long term rather than marketing it for 12 months to sell it on the open market.
- 6.2.2. If you believe that your tourist accommodation is not successful or not viable enough, then we will need to understand why this is. We need to understand, in order to be successful and take into account the various costs associated with the accommodation, what % occupancy (in days or weeks in a year) is the 'break even' level. When marketing the accommodation for 12 months, we can then see how the occupancy level rates against that 'break even' level in that time.
- 6.2.3. Tourist accommodation permitted in the first few months of a calendar year may not receive many bookings for the following summer/peak period because people may book their holidays well in advance. Therefore, the 12-month period for marketing is best to start from the following December (1st) to be available for booking when people may book their holidays.
- 6.2.4. When marketing your accommodation, we would expect the accommodation to be available for rent on at least three well-known holiday accommodation websites. These may include Air BnB and bookings.com for example. You will need to explain and justify the websites you use. If you consider that your site should be available for rent/hire on fewer than three websites, please explain why this is the case. We would expect good quality photos posted on those websites to help the accommodation be attractive to those looking for somewhere to stay.

- 6.2.5. The price charged per night needs to be reasonable and a level that is acceptable and one that someone is likely to pay to stay at your accommodation. This price will require justifying.
- 6.2.6. The property should be able to be let for a variety of time periods (for example 1 night, 2 nights, 7 nights etc), in accordance with any planning conditions attached to the property. Again, these time periods need to be justified.
- 6.2.7. If the property is unavailable for rent during the 12 months, you need to contact the Broads Authority to discuss this. The policy does say that a sustained period of 12 months is required. We may require the time the property is unavailable to be added on to the end of the 12 months.
- 6.2.8. The marketing report presented to the Broads Authority at the end of the 12 month period will need to detail what bookings were made and for how long. The report needs to say how many days or weeks in a year the accommodation was rented for and how that relates to what was expected to be successful year for the accommodation. This could usefully include information from the websites used to advertise the property. Indeed, information of the reviews received for the holiday accommodation will be of interest and relevance. If a negative review raises issues that can be addressed, how have you addressed those issues?

6.3. Land use Class and Permitted Development

- 6.3.1. Permitted Development rights allow changes of certain uses to other uses, subject to particular criteria. As part of marketing the site, the site will need to be marketed and/or investigated in terms of its potential for other uses permitted by the General Permitted Development Order⁷ as well as for its current use.
- 6.3.2. In terms of its current use, that also will mean that the site needs to be marketed in line with its current land use class. For example, if the site is currently an office or a day nursery, then that is land use class E and there are many other types of use included in class use E⁸. which the site/property could become without the need for planning permission.

6.4. How to market your site

- 6.4.1. As a minimum, the following initiatives are expected to be used for all premises. The Broads Authority may request other ways of marketing. How you market your site will be proportionate to the site/property that is being marketed/proposed for change of use.

⁷ https://www.planningportal.co.uk/info/200187/your_responsibilities/37/planning_permission/2

⁸ Use classes (as at November 2021) https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use

6.4.2. Method of marketing and approach to advertisement

This will cover:

- Basis of instruction - sole agent or joint agent, etc. We would need to know the details of the agent appointed and their expertise/qualifications. If no agent was used, we would need to understand why.
- Method of disposal - private treaty or informal/formal bids.
- Advertisement option - sale boards, internet, PR, publications, mailing, etc.

6.4.3. Marketing board

- a. A simple 'for sale' board for small commercial premises, single tourist unit accommodation and community facilities.
- b. For larger commercial units and tourist accommodation sites, larger boards giving details of the property including the guide price are required.
- c. Boards need to be placed so they can be seen from the main public vantage point (which could be a road and/or river in the Broads) but not so they cause obstructions or inconvenience to the public or neighbouring uses. They should also be designed and located in a way to not impact the special qualities of the Broads.
- d. Temporary 'for sale' boards do not generally require consent, subject to certain restrictions, and it is the land owner's responsibility to comply with these⁹.

6.4.4. Marketing particulars

- a. The details of the site need to be advertised.
- b. For a small site, this could be on the website or be a simple handout.
- c. For larger commercial units and tourist accommodation sites, which are more likely to have a regional or national audience, the particulars need to be set out in a bespoke, well-designed brochure. This needs to include layouts of the building and professional photos.
- d. In all cases, the following information is required:
 - Background –why the property is being marketed.
 - Description – including details on floorspace, number of floors, layout, car parking and yard facilities.

⁹ [The Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007, Schedule 3, Part 1, Class 3A; 'Miscellaneous temporary advertisements'](#)

- Internal and external photographs
- Location - including information on proximity to regional centres such as Norwich, Ipswich and Lowestoft, links to transport networks and general setting (e.g. Business Park / enterprise zone).
- Description of accommodation
- Terms (leasehold, freehold, long lease, etc.) - these should be flexible and consider prevailing market conditions. The length of leases should not be unduly restrictive.
- Guide price/rent
- Planning information – a summary of the existing planning use and status, history and restrictions.
- Services and utilities
- Energy Performance Certificate
- Rateable value and business rates
- VAT status
- Legal and professional costs
- Viewing arrangements
- Contact information for the agent
- If an ongoing business¹⁰, a summary of the trading history needs to be included¹¹.

6.4.5. Advertisement in press/press release

- a. For small commercial units, community facilities and single unit tourist accommodation, an advert is to be placed and maintained (for a period to be agreed with the Authority) in a local newspaper and estate/property agents (including with specialist trade agents if appropriate).
- b. For larger commercial units and tourist accommodation sites, specialist publications are to be used (again for a period to be agreed with the Authority)

¹⁰ Ongoing business means of the business is still trading in the property.

¹¹ It may be the a brief outline is provided within any marketing information and that more detailed information is made available separately to genuine interested parties on a confidential basis.

and estate/property agents (including with specialist trade agents if appropriate).

- c. Advertisements in both local and national publications should include a colour picture of the premises.
- d. For larger commercial units and tourist accommodation sites, a press release could be given to the local and regional press.

6.4.6. Online advertisement

- a. The site needs to be published on the agent's website
- b. Also, if for a commercial site, one national commercial property search engine.
- c. For very large commercial units and tourist accommodation ~~parks~~ sites, a bespoke website for the property should be created.
- d. The information set out in 8.5.4 needs to be displayed on the website.

6.4.7. Targeted mailing

- a. This would be completed by the agent.
- b. They may mail their contacts and/or purchase a database of contacts and send them the details.

6.5. Length of marketing campaign and re-advertising

6.5.1. As set out in the Local Plan, the marketing of the site must be for a sustained period of 12 months at a realistic price ([Appendix A](#)).

6.5.2. This period may have the added benefit of allowing communities time to develop community led proposals, and will also be relevant if the property has been registered as an asset of community value with Broadland District, Great Yarmouth Borough, North Norfolk, Norwich City, South Norfolk or East Suffolk Council.

6.5.3. If there has not been a willing buyer/occupier in the first three months of marketing, the site/property will need to be re-advertised, at three monthly intervals unless otherwise agreed with the Authority. This advertisement will be for a total of at least 12 months as set out in the Local Plan for the Broads.

6.6. Expenditure on marketing

6.6.1. The budget for the marketing campaign should be proportionate to the anticipated return from the property. The budget for the marketing campaign should be proportionate to the nature of the property and the interest being sold . You will be required to justify the marketing spend as being appropriate.

6.7. Guide price/rent

- 6.7.1. This needs to be commensurate with the current market price for similar premises (which may reflect if the market is stagnant). To provide impartial evidence regarding viability and marketing of the property, an independent assessment or valuation is likely to be required. It is expected that the value of the property will be derived from a suitably qualified expert or practitioner who may well be a member of RICS (Royal Institution of Chartered Surveyors) or other appropriate professional organisation. The marketing must be at a reasonable and realistic value¹² for the current permitted use class and for other permitted use classes (see 8.3) both for sale and rent.

6.8. Marketing statement

- 6.8.1. If there has been no success in selling or letting the unit after 12 months of marketing, a marketing statement must be prepared and submitted with any planning application for redevelopment or change of use. The marketing statement should set out the following details:
- a. The duration and dates of the marketing campaign
 - b. The value of the property used in the marketing campaign and the justification to support this value
 - c. Evidence how the marketing campaign was delivered – to include photos of the marketing boards, copies of particulars, screenshots of online advertisements, copies of press articles and adverts
 - d. A full record of enquiries received throughout the course of the marketing campaign. This needs to record the date of the enquiry, details of the company/individual, nature of the enquiry, if the property was inspected, details of any follow-up and reasons why the prospective occupier deemed the premises unsuitable. If any offers were rejected, the grounds on which the offers were rejected must be provided. This will be subject to GDPR requirements.
 - e. If the record of enquiries indicates a lack of interest during the marketing campaign, the report needs to detail the measure undertaken to alter the campaign and to increase interest.
- 6.8.2. The statement will need to be independently reviewed. This review will be entirely at the applicant's expense.

¹² Reasonable and realistic price could be achieved through seeking two independent valuations.

7. Preparing a Viability Assessment

7.1. Introduction

7.1.1. This guide gives general information about requirements for viability assessments.

7.1.2. There are two types of viability assessments covered in the Local Plan and in this guide. The first is related to whether a scheme can meet policy requirements like water efficiency and affordable housing. The second relates to proving if a current use is not viable when an applicant is seeking a change of use or redevelopment.

7.2. Community Infrastructure Levy (CIL)

7.2.1. At the time of writing, the Broads Authority does not have a CIL in place.

7.3. Viability Assessment – policy requirements like design, water efficiency and affordable housing.

General information

7.3.1. It is not intended that this guide goes into detail about completing viability assessments; instead it discusses viability assessments more generally. For more detailed information, visit the NPPG: <https://www.gov.uk/guidance/viability>.

7.3.2. It is important to note that the Local Plan and its policies underwent a viability appraisal¹³ as part of the production and examination. The viability appraisal and its assumptions should be an important consideration when producing a site-specific viability assessment¹⁴.

7.3.3. Viability assessments must now not be based on information specific to the developer, and therefore need not be treated as commercially sensitive. If commercially sensitive information is included, then it should be aggregated in published viability assessments and executive summaries.

7.3.4. If no viability assessment is submitted then it will be assumed that the application is policy compliant and full policy ask is being delivered / not contended

Requirements of viability assessments

7.3.5. A suitably qualified expert or practitioner who may well be a member of RICS (Royal Institution of Chartered Surveyors) or other appropriate professional organisation, must complete the viability assessment.

¹³ https://www.broads-authority.gov.uk/_data/assets/pdf_file/0020/256115/EP528-Updated-Viability-Appraisal-for-the-Broads-Local-Plan-Nov-2018.pdf

¹⁴ By way of background, the Local Plan for the Broads was examined using the 2012 NPPF. It is noted that the NPPG and the new NPPF have specific requirements relating to viability appraisals and these are noted. When determining the specifics of a site-specific viability appraisal, the current NPPF and NPPG will be referred to, noting that the Local Plan was examined under the 2012 NPPF.

- 7.3.6. The level of detail and type of evidence and analysis presented should be proportionate to the scale and nature of the site and/or property in question.
- 7.3.7. The assessment must be clear and transparent, setting out robust evidence behind the assumptions and inputs that go into the development appraisal. There must be no hidden calculations or assumptions in any model or appraisal.
- 7.3.8. Viability Assessments need to include details of the proposed scheme including site area, unit numbers, number of habitable rooms (if residential), unit size, density and the split between the proposed tenures/uses. Floorspace figures need to be provided for residential uses (gross internal area) by tenure, and non-residential uses in gross internal area (GIA) and net internal area (NIA). Information needs to be provided relating to the target market of the development and proposed specification, and be consistent with assumed costs and values.
- 7.3.9. Details of the assumed development programme and the timing of cost and income inputs need to be provided.
- 7.3.10. Any assessments submitted needs to include an executive summary along with the detailed viability assessment which clearly shows the inputs applied and the outcome and should include a detailed cashflow. The information provided must be able to be reviewed and interrogated without the need for additional information being provided . There are several specialist appraisal models that can be used to undertake the a viability apparaisal and provide the information in a suitable format including the use of Microsoft Excel.

Land values

- 7.3.11. Site promoters and developers need to ensure that the price paid for land does not negatively affect the delivery of this Local Plan's objectives. The NPPG says:
 - 'The price paid for land is not a relevant justification for failing to accord with relevant policies in the plan. Landowners and site purchasers should consider this when agreeing land transactions'
 - 'It is important for developers and other parties buying (or interested in buying) land to have regard to the total cumulative cost of all relevant policies when agreeing a price for the land. Under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan'
- 7.3.12. Where land with planning permission is subsequently sold, the price paid for land should not be inflated to such an extent that it compromises the existing permission. Such land transactions should remain at a price that ensures that the development remains policy compliant.

Affordable housing

- 7.3.13. Policy DM34: Affordable housing reasoned justification says that effectively, the district's percentage will be a starting point for assessment. If viability is an issue, the assessment can assess lower percentages. In assessing lower percentages, the assessment should demonstrate at what percentage the scheme becomes unviable. Any assessment should use different tenures as they have different transfer values. For example, shared equity may be 50% market value; Low Cost Home Ownership may be 80 % market value. Where a developer is suggesting a scheme is unviable and seeking to reduce affordable housing they should model the highest transfer values in order to maximise the choice. Conversely, for any market housing, the assessment will work up from zero.

Confidentiality

- 7.3.14. Planning practice guidance is now clear that viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. In general, viability assessments are published online (as part of the supporting documents for planning applications on the Broads Authority's website) and are kept in the planning application file with the other studies, plans and information contained within the planning application. Members of the public may ask to see these files.
- 7.3.15. In exceptional circumstances, where the publication of information would harm the competitiveness of a business due to the necessity to include commercial information unique to that business, the Authority will consider keeping some of the viability assessment confidential. In such cases, the applicant will need to provide full justification as to why the harm caused would outweigh the public interest in publishing the information.
- 7.3.16. Even when there are exceptional circumstances (i.e. the Authority is satisfied that the information is commercially sensitive) the executive summary should be made public. In such publications, the commercially sensitive information should be aggregated into costs in the executive summary. This does not mean that the information is not split out in the appraisal; just that it is not published in agreement with the Authority. Also note the reference to confidentiality in section 9.4.11. Please see detail in NPPG Paragraph: 021 Reference ID: 10-021-20190509 Revision date: 09 05 2019¹⁵ entitled 'should a viability assessment be publicly available?'.

Circumstances

- 7.3.17. Any Issues relating to the personal circumstances of the applicant or to the price paid for the building cannot be taken into consideration.

¹⁵ NPPG: <https://www.gov.uk/guidance/viability>

7.4. Viability Assessment – change of use/conversion/redevelopment

General Information

- 7.4.1. This section relates to schemes that seek a change of use/conversion/redevelopment contrary to what is permitted in the local plan.

Requirements of viability assessments

- 7.4.2. A suitably qualified expert or practitioner who may well be a member of RICS (Royal Institution of Chartered Surveyors) or other appropriate professional organisation
- 7.4.3. The level of detail and type of evidence and analysis presented should be proportionate to the scale and nature of the site and/or property in question.
- 7.4.4. The assessment must be clear and transparent, setting out robust evidence behind the assumptions.
- 7.4.5. The viability assessment needs to assess the current and likely future market demand for the site or property. For the existing and future demand in terms of bookings, this could be by using recent and future bookings. For future demand in terms of someone taking on the property/site, expert opinion would be useful, as well as interest in buying the property/site when it is marketed.

Assisting a business to be run in a viable manner - grant funding/financial support

- 7.4.6. As part of the assessment, the applicant will need to demonstrate that they have explored all possible options to improve the viability and sustainability of the service/business. It is up to the applicant to investigate and demonstrate the steps they have taken, but it could include the following. Details of the grants or support investigated, whether the application was successful (and if not, why not), and the impact of this funding or support on viability must be provided as part of the viability assessment, but this part of the viability assessment, in discussion with the applicant, may be confidential.
- a. **Business rate relief:** The district council may provide business rate relief. Owners or operators of the site in question should approach the district council to discuss the potential for this, and evidence of any such discussions with the district council will need to be provided with any planning application.
 - b. **Interventions to improve the commercial attractiveness:** The owner or operator of the site will need to provide evidence showing how they have considered reasonable interventions to improve the attractiveness of the site, and evidence if these interventions are not feasible (if that is the case).
 - c. **Grant funding and financial support:** Information showing that all available opportunities of grant funding and financial support to help retain the current

use(s) have been fully explored and that none are viable (if that is the conclusion).

Proposals relating to Public Houses

- 7.4.7. Owners wishing to pursue other uses of a public house will need to make a planning application and submit a report undertaken by a suitably qualified expert or practitioner who may well be a member of RICS (Royal Institution of Chartered Surveyors) or other appropriate professional organisation, that meets the tests as set out in the CAMRA Public House Viability Test¹⁶. The Authority will need to verify the content of the report and may need to employ external expertise to do so. The applicant will need to meet this expense.
- 7.4.8. The Public House Viability Test does not seek to protect the continued existence of every pub - circumstances can change and some pubs find themselves struggling to continue. It does, however, help all those concerned in such cases – local authorities, public house owners, public house users and Planning Inspectors – by providing a fact-based method to rigorously scrutinise and test the future viability of a pub against a set of well-accepted measures.
- 7.4.9. The fundamental basis of this viability test is to assess the continued viability of a pub business. The question to address is what the business could achieve if it were run efficiently by management committed to maximising its success.
- 7.4.10. It is also important to note that some public houses may be listed as Assets of Community Value¹⁷. These are allocated as such by the District Council, in liaison with the Broads Authority. There are certain requirements relating to these Assets which can be found here: <https://mycommunity.org.uk/help-centre/resources/land-and-building-assets/assets-community-value-acv/>

Confidentiality

- 7.4.11. There may be some instances where parts of the assessments are deemed confidential.

Circumstances

- 7.4.12. Any Issues relating to the price paid for the building cannot be taken into consideration.

7.5. Rent and Maintenance

- 7.5.1. Rent and maintenance are important considerations when assessing viability. There is further guidance in this guide: <https://www.rics.org/globalassets/rics->

¹⁶ CAMRA Public House Viability Test: https://camra.org.uk/campaign_resources/public-house-viability-test/

¹⁷ It should be noted that other properties/venues/sites can be allocated as Assets of Community Value. Again, see websites of our Councils.

[website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability_final.pdf](https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability_final.pdf).

7.6. Independent Review – both types of viability assessments.

7.6.1. The Authority will need to verify the content of a viability assessment and may need to employ external expertise to do so. The applicant will need to meet this expense.

7.6.2. The independent review will assess and scrutinise the assumptions and inputs applied in undertaking the assessment and give a view on whether the assessment is robust. If the assessment is not considered robust, this will be discussed with the applicant who may be asked to amend the assessment. Depending on circumstances, the independent review may include a revised viability assessment in accordance with this guide and again the applicant will need to meet this expense.

7.6 Relevant links

7.6.1 The following links may contain useful information:

- Financial viability in planning: conduct and reporting (rics.org):
<https://www.rics.org/uk/upholding-professional-standards/sector-standards/building-control/financial-viability-in-planning-conduct-and-reporting/>
- RICS guidance note on the National Planning Policy Framework (note that some references may be out of date as a result of the new NPPF):
https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability_final.pdf

8. Summary

- 8.1. If you intend to submit a planning application to the Broads Authority, please check at an early stage whether your proposal will require marketing of the site and/or a viability assessment. If it does, you must submit the assessment with your application as the Authority cannot validate your application until the assessment is received.
- 8.2. Please note that the assessment will be treated as public information in support of the application, along with all the other required documents and plans. As discussed in this Guide, there could be some instances where parts of the assessments are deemed confidential.
- 8.3. During the determination of the application, the Authority will assess the information you have provided against the marketing and viability requirements set out in this guide. It will verify the content of any viability assessments and may need to employ external independent expertise to do so. As the applicant, you will need to meet this expense. The Authority will consider the expert advice and let you know whether: (a) the assessment adequately demonstrates the argument you have put forward; (b) further information is required; or (c) the assessment does not demonstrate the case. The application will then be determined accordingly.

Appendix A: Additional requirements relating to specific proposals/policies

Introduction

Some schemes are specific and trigger slightly different approaches to marketing and viability. In these instances, as set out above, the approach to marketing needs to be agreed with the Authority and viability and marketing assessments will be reviewed by external expertise with the cost met in full by the applicant. The specific differences are highlighted in bold.

Economy section of Local Plan.

The reasoned justification to policy DM26: Protecting general employment says that any assessment needs to consider employment, tourism, recreational and community uses of the site.

‘To prevent the loss of established employment sites and properties, proposals to redevelop them to uses related to community facilities or to sustainable tourism and recreation uses will only be permitted if it can be demonstrated that employment uses (uses within Classes B1, B2 or B8 of the Town and Country Planning (Use Classes) (Amendment) (England) Order 2010) are unviable. **Only then will alternative uses be permitted, again subject to demonstrating that employment, tourism, recreational or community uses would be unviable**’.

Heritage section of the Local Plan

The reasoned justification to policy DM12: Re-use of Historic Buildings says that assessments need to consider and detail conversion costs and market for economic, leisure and tourism uses of the site.

‘Applications to convert a historic building to residential use will be expected to be accompanied by a report, undertaken by an independent Chartered Surveyor, **which demonstrates why economic, leisure and tourism uses would not be suitable or viable as a result of inherent issues with the building**. Issues relating to the personal circumstances of the applicant or as a result of a price paid for the building will not be taken into consideration. **Details should be provided of conversion costs and the estimated yield of the commercial uses, and evidence provided on the efforts that have been made to secure economic, leisure and tourism re-use** for a continuous 12-month period’.

Tourist accommodation section of the Local Plan

Policy DM30: Holiday accommodation – new provision and retention says that the emphasis is on demonstrating no demand for tourist accommodation in the area as well as assessing the impact of a net loss of accommodation that is necessary.

‘Existing tourism accommodation will be protected. Change of use to a second home or permanent residence will only be considered in exceptional circumstances **where it can be fully and satisfactorily demonstrated that there is no demand for tourist accommodation**’.

‘To make sure new holiday accommodation is used for tourism purposes that benefit the economy of the Broads, occupancy conditions will be sought to prevent the accommodation from being used as a second home or sold on the open market. To ensure an adequate supply of holiday accommodation is retained, the removal of such a condition will only be permitted where the proposal is accompanied by a statement, completed by an independent chartered surveyor, which demonstrates that it is financially unviable or **that any net loss of accommodation is necessary to allow appropriate relocation or redevelopment**’.

Affordable Housing policy

Policy DM34: Affordable housing reasoned justification says that effectively, the district’s percentage will be a starting point for assessment.

‘The independent review process will require the applicant to submit a site-specific viability appraisal (to include a prediction of all development costs and revenues for mixed use schemes) to the Authority’s appointed assessor. **They will review the submitted viability appraisal and assess the viable amount of affordable housing or the minimum number of market homes needed to cross subsidise the delivery of affordable housing on a rural exceptions site.** This review shall be carried out entirely at the applicant’s expense. Where little or no affordable housing would be considered viable through the appraisal exercise, the Authority will balance the findings from this against the need for new developments to provide for affordable housing. In negotiating a site-specific provision with the applicant, the Authority will have regard to whether or not the development would be considered sustainable in social terms’.

Converting buildings

Policy DM48: Conversion of buildings reasoned justification says that assessments need to consider and detail conversion costs and commercial yield and consider proposals for economic, commercial, leisure and tourism uses.

‘Residential conversions may be appropriate for some types of buildings and in certain locations, providing that it has been demonstrated that a **commercial or community use of the building is** unviable and that the building is of sufficient quality to merit retention by conversion. Applications to convert a building outside of a development boundary to residential use should be accompanied by a report undertaken, by an independent Chartered Surveyor, which **demonstrates why employment, recreation, tourism and community uses would not be viable due to inherent issues with the building.** This should include **details of conversion costs, the estimated yield of the commercial uses, and**

evidence of the efforts that have been made to secure employment, recreation, tourism and community re-use for a sustained period of 12 months’.

Rural enterprise workers dwellings

Policy DM38: Permanent and temporary dwellings for rural enterprise workers addresses what to do if the condition relating to a rural enterprise dwelling is proposed to change to make it market residential.

‘Should a new dwelling be permitted under this policy, the Authority will impose a condition restricting its occupation to a person (and their immediate family) solely or mainly employed in agriculture, forestry or a Broads related rural enterprise, as appropriate.

The **removal of an occupancy condition** will only be permitted in exceptional circumstances where it can be demonstrated that:

- a) There is no longer a long-term need for the dwelling on the particular enterprise on which the dwelling is located; and
- b) Unsuccessful attempts have been made to sell or rent the dwelling at a price that takes account of the occupancy condition**

Applications for the removal of occupancy conditions will also need to **be accompanied by robust information to demonstrate that unsuccessful attempts have been made, for a continuous period of at least 12 months, to sell or rent the dwelling at a reasonable price. This should take account of the occupancy condition, including offering it to a minimum of three local Registered Social Landlords operating locally on terms which would prioritise its occupation by a rural worker as an affordable dwelling, and that option has been refused. With regards to criterion j), unless there are special circumstances to justify restricting the dwelling to the particular enterprise where the dwelling is located, an occupancy condition is likely to allow occupation by other workers in the locality. In this case it should be considered whether there is other demand locally, not just whether the demand for this particular enterprise has ceased’.**

Broads Authority

19 November 2021

Agenda item number 15

Remote meetings

Report by Chief Executive

Purpose

Members are asked to consider whether it is appropriate for the Broads Authority's advisory, non-decision-making committees, namely Navigation Committee and Audit and Risk Committee, to have the option to hold meetings virtually.

Recommended decision

Subject to consultation with the Chairs of Audit and Risk Committee and Navigation Committee once the agendas have been prepared, that meetings of these Committees be permitted to meet virtually, and that Standing Orders be amended accordingly.

1. Introduction

- 1.1. Holding formal meetings of the Broads Authority and its committees online (in other words, as virtual meetings) during the Covid-19 pandemic has worked rather better than many people had thought possible. There have been a number of advantages, and some members and, the Navigation Committee in particular, have indicated that they would like the option of virtual meetings to continue. We therefore sought legal advice on this matter, specifically in respect of the Authority's advisory, non-decision-making committees (namely, Audit and Risk Committee and Navigation Committee).
- 1.2. There are three principal advantages of the on-line meetings. Firstly, it saves on travel time and thereby reduces carbon emissions if members normally travel to the meetings by car. Secondly, more members are able to attend as it is less disruptive to the working day, and thirdly it provides greater access to the public who can view the meeting on-line. Members will see from the legal advice note (Appendix 1) that this is a grey area of the law and that decisions by the Government on future arrangements are awaited.
- 1.3. The advice states: *"there is currently no clear-cut answer, and therefore the Broads Authority should think carefully before holding meetings virtually and look to balance the commercial risks involved as there will be a possibility of challenge. Our advice therefore is that as a starting point the Broads Authority should take a risk-based approach. If controversial business is to be determined at a meeting, there is a higher risk of challenge. The Broads Authority need to weigh the risk of challenge against the benefits of holding a virtual meeting for its members."*

- 1.4. The advice note also states that: *“There is a strong legal consensus that purely advisory committee meetings can continue to be held virtually as they are only making recommendations, which are not required to be accepted by the council in question.”*.
- 1.5. The views of the Authority are sought on this matter. If members decide that virtual meetings should be an option open to the Audit and Risk Committee and Navigation Committees then it is proposed that, following preparation of the agenda for each meeting, the Chief Executive consults the Chair and Vice-Chair of the relevant Committee, on whether it would be appropriate for the meeting to be held face-to-face or virtually. The Authority’s Standing Orders would need to be amended accordingly to enable this choice.

Author: John Packman

Date of report: 03 November 2021

Appendix 1 – Legal advice on remote meetings

BROADS AUTHORITY – VIRTUAL MEETINGS ADVICE NOTE

1. BACKGROUND

- 1.1 From 7 May 2021 the ability to hold virtual local authority meetings ceased due to the expiry of the coronavirus regulations. In the legal challenge following this the High Court refused to apply a modern interpretation to Schedule 12 of the Local Government Act 1972 (**LGA 1972**), and ruled a meeting must take place at a single, specified geographical location; attending a meeting at such a location means physically going to it; and being "present" at such a meeting involves physical presence at that location. Therefore, new primary legislation is required for councils to meet and make decisions virtually. Furthermore, it was held "open to the public" or "held in public" under the LGA 1972 requires physical attendance by the public, and remote access *alone* does not satisfy this requirement.
- 1.2 Despite this, some local authorities have continued to hold virtual meetings, particularly when meetings are purely advisory and non-decision making (i.e. committees appointed under section 102(4) of the LGA 1972).

2. ADVICE NOTE

- 2.1 There is a strong legal consensus that purely advisory committee meetings can continue to be held virtually as they are only making recommendations, which are not required to be accepted by the council in question. However, there is currently no clear cut answer, and therefore the Broads Authority should think carefully before holding meetings virtually and look to balance the commercial risks involved as there will be a possibility of challenge.
- 2.2 The Standing Orders do not currently expressly provide or prohibit virtual committee meetings. However, under Standing Order 24(1) (Quorum of Committees and Sub-Committees) of the Broads Authority it states:
- "Except where authorised by a statute or ordered by the Authority business must not be transacted at a meeting of any Committee unless at least one quarter of the whole number of the voting members of the Committee or four voting members (whichever is more) are present."*
- 2.3 As the High Court ruled being "present" involves physical attendance where the meeting is taking place. Nevertheless, it could be argued that Standing Order 24(1) is not applicable to the Navigation Committee as it does not have "voting members" since it is a consultative and advisory non-decision making committee, and therefore members do not need to be "present" for a valid meeting to take place and can attend virtually.

- 2.4 However, as detailed above the High Court has expressly ruled that primary legislation is required for valid virtual meetings, which depends on the passage of parliamentary legislative procedures. Consequently, it should be reiterated there is currently no absolute clarity on this matter and it remains a grey area of law.
- 2.5 It must also be noted that under section 100(2) of the LGA 1972 committee meetings are open to the public and the press. In addition, three clear days' notice must be given to the public. Therefore, thought must be given by the Broads Authority to physical public attendance and public participation where it has been permitted.
- 2.6 Our advice therefore is that as a starting point the Broads Authority should take a risk based approach. If controversial business is to be determined at a meeting, there is a higher risk of challenge. The Broads Authority need to weigh the risk of challenge against the benefits of holding a virtual meeting for its members.
- 2.7 Primary legislation is anticipated to reflect the demand for virtual meetings, but until then the position remains uncertain.

Birketts LLP 2021

Broads Authority

19 November 2021

Agenda item number 16

Corporate Partnerships Register (Nov 2021)

Report by Chief Executive

Summary

The Broads Authority maintains a register of its key partnerships with external organisations. The latest Corporate Partnerships Register (Appendix 1) was endorsed by the Audit and Risk Committee on 21 September 2021.

Recommendation

To note the updated Corporate Partnerships Register (Nov 2021).

1. Corporate partnerships

- 1.1. The Broads Authority works in partnership with a wide range of organisations to meet its statutory purposes and deliver the [strategic objectives](#) for the Broads.
- 1.2. These partnerships add value to the Authority's work by helping us to:
 - coordinate and increase project delivery, access new resources, achieve economies of scale and reduce waste and duplication;
 - tackle complex, cross-sector and Broads-wide issues and share risks;
 - build understanding and relationships between different organisations and sectors, and with our stakeholders and local communities;
 - develop new ideas and ways of working; and
 - hold greater influence together than as individual partners.
- 1.3. A 'partnership' refers to an arrangement involving the Authority and one or more external organisations, from any sector, who share responsibility for agreeing and implementing actions to meet common goals. Within each partnership, partners agree a formal structure or identifiable working process, contribute to objectives, share any risk in proportion to the benefits each receives, and share information.
- 1.4. In this context, a partnership does not include a traditional contractual arrangement where the delivery of a service or project has been awarded to a contractor (with or without a competitive tendering process), or to groups of elected members or officers from local authorities and others who come together to discuss strategy or

policy. It also excludes ongoing day-to-day contact with statutory agencies whose responsibilities impact on or link closely to our work, such as Natural England or the Environment Agency. That said, there are occasions when the relationship with such bodies may constitute a partnership arrangement.

2. Partnerships protocol

- 2.1. The Authority will only enter into a formal partnership arrangement if it is able to invest the staff time, assets, knowledge and funding to play a full and constructive role. Before entering into a new arrangement, it will make sure that:
- the partnership's aims and objectives are clear, and it can be shown how they contribute to the Authority's statutory purposes and objectives;
 - there are clear terms of reference setting out how the partnership proposes to achieve its objectives;
 - the financial responsibilities of the respective parties are clearly established;
 - the partnership represents value for money, and the Authority could not achieve the same outcome more cost effectively;
 - there is a clear exit strategy should the partnership fail to meet its objectives;
 - there is a nominated responsible officer for the Authority; and
 - the need for member involvement in any Partnership Board is considered.
- 2.2. Management Team approval, and full Authority approval in some cases, will be obtained before entering into a new partnership agreement.

3. Corporate Partnerships Register

- 3.1. The Register gives details for each partnership including purpose, partners and lead Authority officer, perceived benefits, duration, financial arrangements and tasks. Associated risks and mitigation measures are noted in our Corporate Risk Register or operational level Directorate Risk Registers.
- 3.2. The Management Team reviews the Register on a regular basis, and may also commission an evaluation of the internal management and governance arrangements in place for any partnership.
- 3.3. Having reviewed the Register in autumn 2021, the Management Team considers that all partnerships are meeting their original aims and objectives, internal management and governance arrangements are adequate and appropriate, and the partnerships represent value for money.
- 3.4. The Farming in Protected Landscapes (FiPL) partnership is a new addition to the register, and the Broads Test and Trial ELM scheme has been removed.
- 3.5. The updated Register is at Appendix 1 to this report.

Author: John Packman

Date of report: 29 October 2021

[Broads Plan](#) objectives: All

Appendix 1 – BA Corporate Partnerships Register (Nov 2021)

Appendix 1

Corporate Partnerships Register

The register at Table 1 shows the Broads Authority's corporate partnership arrangements with external organisations. A 'partnership' in this context refers to an arrangement involving the Authority and one or more external organisations, from any sector, who share responsibility for agreeing and implementing actions to meet common goals.

Within each partnership, partners agree a formal structure or identifiable working process, contribute to objectives, share any risks in proportion to the benefits each receives, and share information and good practice. Any significant identified risks to the Authority associated with these partnerships are noted in our Corporate Risk Register or relevant Directorate Risk Registers.

Table 1

Corporate Partnerships Register (reported to ARC 21/9/21 and BA 19/11/21)

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
ANT BROADS AND MARSHES SSSI RESTORATION PROJECT Purpose: To monitor and model water and restore fen to enhance habitat quality across Sutton Fen (RSPB), Catfield Fen (Butterfly Conservation), the How Hill National Nature Reserve (Broads Authority) and Barton Broad National Nature Reserve (NWT). Partners: BA, RSPB, Butterfly Conservation, Norfolk Wildlife Trust	Critical work to prevent loss of more than 5,000 fen orchid plants and continued loss of fen habitat that supports most of UK conservation priority species associated with this habitat, including fen orchid and swallowtail butterfly.	To Dec 2021	£300k grant from European Agricultural Fund for Rural Development – Water Environment Grant and Biffa funding. BA to receive £50,749.55 grant.	Carry out agreed activities and submit claims in accordance with agreed schedule.

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
BA lead officer: Environment Policy Advisor			BA cash financial contribution is zero.	
ASSOCIATION OF INLAND NAVIGATION AUTHORITIES (AINA) Purpose: Represents the collective views of navigation authorities to Government, regulators, other policy makers, funders and stakeholders. Provides information, advice and good practice for managing, operating and developing inland waterways for navigation and wider use. Partners: 18 partners including the Canal & River Trust, Environment Agency, BA and National Park Authorities, local government authorities, private canal companies, internal drainage boards, public and charitable trusts. BA lead officer: Director of Operations	Gives collective voice greater than sum of constituent members, such as access to senior DEFRA officials and chance to influence policy and regulations.	Ongoing	BA contribution £3,400 in 2020/21	Represent issues for Broads navigation
BROADLAND CATCHMENT PARTNERSHIP Purpose: Steers a catchment approach to source funding, agree targets and deliver practical projects in collaboration. It is an informally constituted partnership. Partners: BA, Norfolk Rivers Trust, Environment Agency, Natural England, Water Management Alliance, Anglian Water, Essex & Suffolk Water,	Supports catchment-wide project planning and delivery. Partner activities can be co-ordinated to achieve greater impact with collective ability to meet catchment water management challenges.	Ongoing	BA contribution approximately £17k p.a. in officer time	Coordinate partnership

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
NFU, RSPB, Country Land & Business Association, Norfolk Farming & Wildlife Advisory Group BA lead officer: Catchment and Farming Officer				
BROADLAND FUTURES INITIATIVE Purpose: To develop the future management of flood risk in the Broads area. Partners: BA, Environment Agency, Natural England, NFU, RSPB, Norfolk County Council, Suffolk County Council, Water Management Alliance, Coastal Partnership East BA lead officer: Director of Strategic Services BA members: Matthew Bradbury (Matthew Shardlow as reserve) on Elected Members' Forum	Coordination of partner activities to achieve greater impact, with collective ability to meet flood risk management challenges.	Ongoing	Small financial contribution each year to facilitate meetings.	Chair partnership meetings, provide comms support, review technical information and provide data and guidance.
BROADS BEAT Purpose: Dedicated Police presence for the Broads alongside BA patrols to ensure safety and security on the Broads. Partners: Norfolk Constabulary (lead partner), BA, Environment Agency BA lead officer: Head of Ranger Services	Operational benefits to BA Rangers through practical day-to-day liaison with local Police.	Ongoing	Primarily financed by Norfolk Constabulary. Additional funding discretionary for all other sponsors. BA contribution £2,500 p.a. (2019/20*) plus officer time to assist Broads Beat patrols.	Provide Ranger assistance to Broads Beat patrols.

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
			(*not charged 2020/21)	
BROADS BIODIVERSITY PARTNERSHIP Purpose: To steer biodiversity delivery to source funding, agree targets and deliver practical projects in collaboration. It is an informally constituted partnership. Partners: BA, Norfolk Rivers Trust, Environment Agency, Natural England, Water Management Alliance, Anglian Water, Essex & Suffolk Water, RSPB, Norfolk Farming & Wildlife Advisory Group, Norfolk Coast AONB, Norfolk Wildlife Trust, Suffolk Wildlife Trust, Butterfly Conservation, Dragonfly Society, Norfolk Flora Group BA lead officer: Environment Policy Adviser	Supports nature recovery project planning and delivery. Partner activities can be co-ordinated to achieve greater impact, with collective ability to meet nature recovery challenges. Joint ownership and updating of Broads Biodiversity and Water Strategy and Action Plan.	Ongoing	Small financial contribution each year to facilitate meetings. Officer time (chairing meeting, updating BBW Strategy and Action Plan)	Review annual action plan. Hold partnership meetings every 3-4 months.
BROADS LANDSCAPE PARTNERSHIP Purpose: To deliver the Water, Mills and Marshes Landscape Partnership Scheme. Partners: BA, Broads Society, Broads Tourism, City College Norwich, Easton and Otley College, Farm Conservation Limited, Great Yarmouth Preservation Trust, New Anglia LEP, Natural England, Norfolk County Council, Norfolk	In return for proportionately small BA contribution, the area receives significant funding to make a real impact. The multi-partner, multi-project programme benefits local communities and area's	To 31 Dec 2022	Total budget of £2.6m funded by National Heritage Lottery Fund, with additional income of £525k to be funded by third parties.	Administer partnership through Project Manager.

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
Windmills Trust, RSPB, Voluntary Norfolk, WLMA, Workers' Educational Association BA lead officer: Director of Operations	local natural, cultural and social heritage.		BA contribution is £300k from 2015/16-2020/21.	
BROADS TOURISM (Visit the Broads) Purpose: To develop and promote a high quality and environmentally-friendly tourism industry in the Broads, fulfilling the BA's second statutory purpose and the duty to foster the economic and social well-being of those who live and work in the Broads. Partners: Local tourism businesses and promoters, BA BA lead officer: Head of Communications BA members: Paul Hayden	Supports coordinated approach to working with tourism businesses and promoters to encourage and manage common messages and sustainable tourism in the Broads.	Ongoing	BA provides in-kind administrative support to Broads Tourism board, as well as occasionally producing publications and attending shows or other promotional events.	Provide admin support for meetings and comms support as required. Attend Board meetings in advisory capacity, manage website and Broads National Park social media accounts, work with DMOs, provide support to promote area to visitors.
CANAPE Purpose: Creating a new approach to peatland ecosystems (EU Interreg North Sea Region project). Partners: BA (lead partner), VHL University of Applied Sciences (NL), Waterschap Hunze En Aas	Project falls within overarching purpose of creating a sustainable North Sea Region, protecting against climate change and preserving the environment.	To March 2023 (extension agreed by partnership, still to be formally endorsed as	BA to receive c.€729,508 EU grant benefit from project budget of €1.459m. In 2020/21 project funded from existing CANAPE	Hold steering group meeting twice a year.

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
(NL), Naturstyrelsen (DK), Natuurpunt Beheer VZW (BE), Landkries Diepholz (DE) BA lead officer: Director of Strategic Services	Funding makes significant difference to BA's ability to sustain the natural environment, ecosystems and landscape in the Hickling Broad area.	part of project modification)	reserve with no additional contribution. Officer time and equipment provided as required match funding.	
ELECTRIFYING THE BROADS Purpose: To carry out a feasibility study into the infrastructure requirements for fully electric hire cruisers to operate on the Broad. Partners: BA, Ren Energy Ltd, Norfolk Broad Direct Ltd, Net-Zero East, Hethal Innovation BA lead officer: John Packman	Bringing expertise and stakeholders together to develop solutions to facilitate greener boating.	To 31 March 2022. May bid for extra funding if feasibility study shows potential for prototyping and roll out.	Project funded by Department for Transport through UK Research & Innovation (UKRI). BA match funding is in staff time.	Carry out mapping, provide policy context and planning information.
EXPERIENCE Purpose: EU Interreg project to develop and promote 'experiential tourism' to extend the visitor season and attract new visitors. Partners: Norfolk County Council (lead partner), 14 partners in France and UK (Norfolk, Kent, Cornwall, Pas-de-Calais, Compiègne, Brittany) BA lead officer: Head of Communications	Develops English National Park Experience Collection projects locally, supported by local accommodation providers. Immersive experiences tell the story of our unique landscapes, the people who live there and their history and culture.	Bid successful in July 2019, cooperation agreement with NCC signed in Sept 2020.	Overall value is €23.3m. BA budget is £254k over life of project, with £167k from EU.	Hold quarterly steering group meetings. Oversee and manage three projects: Broad Experiences, Broad National Park display at Norwich Forum

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
		Project to run to March 2023.		and Broads National Park signage.
<p>FARMING IN PROTECTED LANDSCAPES</p> <p>Purpose: The programme, developed by Defra, and delivered locally through the Broads Authority and Norfolk Coast AONB, supports farmers and land managers in carrying out projects that support the natural environment, mitigate the impacts of climate change, provide public access opportunities or support nature-friendly, sustainable farm businesses.</p> <p>Partners: Norfolk Coast AONB.</p> <p>The Local Assessment Panel includes representatives of the farming and land-owning community, environmental NGOs, the Broads Authority, the Norfolk Coast Partnership and Natural England.</p>	The funding will pay for projects, on one landholding or across a number of holdings, which provide direct benefits to the Broads.	Applications for the first year of funding should be made between 1 July 2021 and 31 January 2022 (year 1). The funding has not yet been guaranteed by DEFRA for year 2 and year 3.	Overall value for 2021/22 allocation is £280,661 for the Broads. Land Management Board will act as FiPL grant decision making board with specific Terms of Reference	Comply with the National Framework. Hold regular Local Assessment Panels. Report monthly to DEFRA.

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
BA lead officer: Catchment and Farming Officer				
GENERATION GREEN PROJECT Purpose: DEFRA GRCF project to reconnect young people with the natural environment and protected landscapes. The BA will deliver hands on engagement, volunteering and training opportunities to local schools, youth groups and visiting residential groups to raise involvement with and awareness of the Broads. Partners: Access Unlimited Coalition comprising YHA, FSC, Outward Bound Trust, Scouts, Girlguiding, English NPA. BA lead officer: Education Officer	Supports 25-year Environment Plan to sustain and build capacity in the sector. First step in Government support for Landscapes Review recommendation that every child should spend a night under the stars in a National Landscape.	March 2020 to 31 March 2022	Overall budget is £2.5m; BA budget is £50,716	ENP Project Officer to hold monthly meetings with Access Unlimited Coalition partners; BA to feed back to ENP Generation Green Project manager on monthly basis.
NATIONAL PARKS ENGLAND Purpose: Association of the authorities that look after the 10 National Parks in England. Partners: English National Park Authorities and BA BA lead officer: Chief Executive sits on NPE Chief Executive's Group. BA members: BA Chair sits on NPE Chairs' Group	Provides a collective voice for English National Parks to coordinate interaction with the Government, develop policy positions and work with other agencies. Raises the national and international profile of the National Parks family.	Ongoing	BA contribution is £21,300 in 2021/22	None
NATIONAL PARKS PARTNERSHIP	Brings in additional funding, corporate	Ongoing	BA contribution is £8,500 in 2021/22	None

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
Purpose: Limited Liability Partnership (LLP) set up to pursue engagement of the UK National Parks family with the corporate sector. Partners: UK National Park Authorities and BA BA lead officer: Chief Executive	support and a raised profile to the Broads as a member of the National Parks family.			
NATIONAL PARKS UK COMMUNICATIONS TEAM Purpose: National promotion and branding of UK National Parks and BA Partners: UK National Park Authorities, National Park Partnerships and BA BA lead officer: Head of Communications	Raises the profile of National Parks with the public through a jointly funded Communications Team, based with the Broads Authority.	Until 2022/23	Funding from 15 UK National Parks and from National Parks Partnerships. BA contribution in 2021/22 is £6,073. This replaces NPUK subscription; BA also employs two officers as benefit in kind.	Keep Chairs and Chief Executives informed of progress; host and line manage team; lead on strategic planning for team activity through Heads of Comms Steering Group.
NORFOLK AND SUFFOLK BROADS CHARITABLE TRUST ('The Broads Trust') Purpose: Fundraising charity to stimulate and support sustainable and high qualities projects in the Broads with clear public and community benefits. Partners: Trustees BA lead officer: Director of Strategic Services	The Trust manages the 'Love the Broads' visitor giving scheme and promotes sustainable improvements to benefit the Broads.	Ongoing	Fundraising charity; in kind support from BA officers	Provide officer support, particularly in respect of bidding for external funding.

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
BA members: Paul Hayden, Simon Roberts				
RIVER WENSUM STRATEGY PARTNERSHIP Purpose: To promote the regeneration and management of the River Wensum in Norwich Partners: Norwich City Council, Norfolk County Council, Environment Agency, Norwich HEART, Norwich Society, BA BA lead officer: Director of Strategic Services. Delivery Board attended by Waterways & Recreation Officer.	Coordinated management of River Wensum. Opens up opportunities for funding and supports partnership working on cross-party issues such as access/mooring improvements and dealing with anti-social behaviour and abandoned vessels.	Strategy adopted by BA in July 2018; action plan to end 2022.	Project delivery underway; further funding needed for future activity. Anticipated that significant part of any project cost will be raised from external funding applications or CIL.	Support delivery of action plan.
UK NATIONAL PARKS CHARITY FOUNDATION Purpose: To provide a vehicle for charitable giving by the corporate sector. Partners: UK National Park Authorities and BA, though not all have yet committed to membership. BA lead officer: Chief Executive	National charity established in response to experience of National Park Partnerships in engaging with the corporate sector, which showed that some companies would like to contribute to National Parks but can only do so to a registered charity.	Ongoing	No assets as yet.	None.
TROWSE RAIL BRIDGE WORKING GROUP Purpose: To promote the need for investment in and improvements to this low level rail bridge	Forum for BA to promote navigational needs within Norwich city boundary,	Ongoing	No financial contribution from BA	Raise profile of navigation interests and support wider

Name, purpose, partners and BA representatives	Benefits of partnership to the BA	Duration of partnership	Financial arrangements	BA tasks
<p>spanning the River Wensum. Investment will have to consider the demands of navigation, rail transport and the development of east Norwich.</p> <p>Partners: Norfolk County Council, Norwich City Council, Local Enterprise Council, Network Rail and Greater Anglia (Abelio)</p> <p>BA lead officer: Director of Operations</p>	<p>and to contribute to strategic planning for future development in east Norwich and in other swing bridges in the Broads.</p>			<p>development of east Norwich.</p>
<p>WATER RESOURCES EAST</p> <p>Purpose: To safeguard a sustainable supply of water for the East of England, resilient to future challenges and enabling the area's communities, environment and economy to reach their full potential.</p> <p>Partners: Anglian Water, Essex & Suffolk Water, Cambridge Water Company, Severn Trent Water, Affinity Water, County Councils, NFU, BA. Other organisations may join in.</p> <p>BA lead officer: Director of Strategic Services</p>	<p>WRE's mission is "To work in partnership to safeguard a sustainable supply of water for the East of England, resilient to future challenges and enabling the area's communities, environment and economy to reach their full potential." It is a Company Limited by Guarantee pioneering a collaborative approach to water resources planning.</p>	<p>BA joined WRE Board in Sept 2019; WRE in place to production of Regional Plan in Sept 2023.</p>	<p>BA contribution is £7,500 for 2020/21</p>	<p>Take part in WRE board meetings and workshops.</p>

Recently ended partnerships

Details of partnership agreement	Benefits to the BA	Details of partnership closure
<p>BROADS TEST & TRIAL OF ENVIRONMENTAL LAND MANAGEMENT SCHEME</p> <p>Purpose: To gain feedback from farmers and land managers on elements to build into the ELM scheme post-Brexit agriculture support system, based around paying for achieving public goods (storing water, carbon and biodiversity)</p> <p>Partners: Steering Group of 9 land management organisations and 6 farmers and reed and sedge cutters including BA, Natural England, Water Management Alliance, NFU, RSPB, Norfolk Farming & Wildlife Advisory Group, Norfolk Wildlife Trust, Suffolk Wildlife Trust</p> <p>BA lead officer: Environment Policy Advisor</p>	<p>Influencing and informing development of ELM scheme. Interaction with 300+ Broads farmers. Developing local priorities to inform Broads scheme approach, collaboration and governance. Outputs include Broads Tier Structure, locally derived payment rates to sustain public benefits over Broads landscape, defining local collaboration topics and creating mechanisms and priorities for local delivery board</p>	<p>Ended August 2021.</p> <p>Land Management Board now involved in Farming in Protected Landscapes partnership.</p>

Register updated: (ARC 21/9/21) November 2021

Next update due: November 2022

Contact officer: Chief Executive