

## AGENDA

**25 September 2015**

**10.00am**

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1. <b>To receive apologies for absence and welcome</b>	
2. <b>Chairman’s Announcements</b>	
3. <b>Introduction of Members and Declarations of Interest</b>	
4. <b>To note whether any items have been proposed as matters of urgent business</b>	
5. <b>Public Question Time</b> To note whether any questions have been raised by members of the public	
Questions submitted by Peter Riches	4
6. <b>To receive and confirm the minutes of the Broads Authority meeting held on 10 July 2015 (herewith)</b>	5 – 20
7. <b>Summary of Progress/Actions Taken following Decisions of Previous Meetings</b> To note schedule (herewith)	21 – 25
STRATEGY AND POLICY	
8. <b>Hickling Broad Enhancement Project</b> Presentation and Report by Director of Operations (herewith)	26 – 52
9. <b>Mutford Lock Maintenance and Reserve</b> Report and Rivers Engineer (herewith)	53 – 60
10. <b>Strategic Direction</b> Report by Chief Executive (herewith) <i>(1) Strategic Priorities 2015/16</i>	61 – 65
11. <b>Annual Governance Statement 2014/15</b> Report by Solicitor and Monitoring Officer (herewith)	66 – 84
12. <b>Statement of Accounts 2014/15</b> Report by Head of Finance (herewith)	85 – 176

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13. <b>Financial Performance and Direction</b> Report by Head of Finance (herewith) <i>(1) Review of Reserve Policy – presentation by Chief Executive and Head of Finance.</i> <i>(2) Consolidated Income and Expenditure from 1 April to 31 July 2015</i>	177 – 188
14. <b>Oulton Broad Conservation Area Re-Appraisal for Adoption</b> Report by Historic Environment Manager (herewith)	189 – 192

#### REPORTS FOR INFORMATION

15. <b>Update on Judicial Review Claim – National Park Branding Decision</b> Report by Solicitor and Monitoring Officer (herewith)	193 – 194
16. <b>Broads Local Access Forum Membership</b> Report by Senior Waterways and Recreation Officer (herewith)	195 – 204
17. <b>The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code</b>	

#### MINUTES TO BE RECEIVED

18. <b>To receive minutes of the following meetings:</b>	
Navigation Committee – 4 June 2015	205 – 214
Planning Committee – 26 June, 24 July and 21 August 2015 (herewith)	215 – 238
Financial Scrutiny and Audit Committee – 7 July 2015 (herewith)	239 – 245
Broads Local Access Forum – 10 June 2015	246 – 252
19. <b>To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972</b>	
20. <b>To answer any formal questions of which due notice has been given</b>	
21. <b>To note the date of the next meeting – Friday 20 November 2015 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich</b>	

22. **Exclusion of the Public**  
The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.
23. **To receive the exempt minute of the Navigation Committee meeting held on 4 June 2015 (herewith)**
24. **Pre-Application Discussions on Land East of Norwich**  
Report by Head of Planning (herewith)
25. **Marine Management Organisation Licensing of Works in the Broads**  
Report by Environment and Design Supervisor (herewith)
26. **Crown Estate Licensing in the Broads**  
Report by Environment and Design Supervisor and Asset Officer (herewith)

**Public Question Time**

**Question submitted by Peter Riches**

**Renewal of Irrigation Licences near Catfield**

The Broads Authority took an active and concerned approach to the application made by Mr Andrew Alston to renew two spray irrigation licences. This policy of active engagement, as one of the two EA statutory consultees led to regular meetings with EA and NE and to the commissioning of Prof Rushton to look at the EA hydrological model and its application to the site. The Broads Authority, as a statutory consultee enjoys a privileged position with preferential access to EA and to its hydrological model and other information and also to Natural England. It is presumably expected that Statutory Consultees respond when consulted or when asked for their observations.

The Authority made a detailed and critical response to the EA prior to the minded to decision being taken. Following that decision significant, additional evidence became available in November 2014 to EA and its statutory consultees. This evidence caused EA to change and widen the grounds of its decision which resulted in the licence applications being refused specifically because of their potential to have an adverse effect upon Catfield Fen, both alone and in combination as well as having a damaging effect upon Snipe Marsh. Your Authority declined an invitation by EA to make further submissions on this additional and compelling evidence. This failure to comment by the BA was in marked contrast to Natural England which submitted a detailed eleven page analysis confirming the relevance and importance of the new evidence which changed the EA's mind.

My question is:

- A. Can you explain why the Authority, as a statutory consultee, failed to make a further submission taking into account the additional and compelling evidence which caused EA to change its mind?
- B. The Authority provided a substantial and at times, a pivotal role in the discussions prior to the minded to stage. What instructions were given to staff, or executive decisions made that resulted in the BA not following through on the earlier good work and making no response to the post minded to consultation?
- C. Does the Authority recognise that there is an existential threat to the nature conservation interests of the Broads from abstraction both to the 25% of the area protected by the Habitats Directive and to the 75% of the area which is not so protected?

The Authority's response will be reported at the meeting and read out by the Chairman.

## **Broads Authority**

Minutes of the meeting held on 10 July 2015

### **Present:**

Mr K Allen	Prof J A Burgess	Mr J Knight
Mr J Ash	Mr N Dixon	Mr G McGregor
Mr M Barnard	Sir Peter Dixon	Mr P Rice
Mr L Baugh	Dr J M Gray	Mr V Thomson
Miss S Blane	Ms G Harris	Mr P Warner
Mr M Bradbury	Mr G W Jermany	Mr M Whitaker

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

### **In Attendance:**

Dr J Packman – Chief Executive  
Mrs S A Beckett – Administrative Officer  
Dr D Hoare – Environment and Design Supervisor (Item 25)  
Mr B Hogg – Historic Environment Manager (Item 13)  
Mr P Ionta – Solicitor and Monitoring Officer  
Ms E Krelle – Head of Finance (Item 1 – 11)  
Ms L Marsh – Head of Communications  
Ms C Smith – Head of Planning (Items 1 – 15)  
Ms T Wakelin – Director of Operations  
Ms K Wood – Planning Officer (Item 13)

### **1/1 Apologies and Welcome**

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

Apologies were received from: Mr Matthew Bradbury, Mrs Lana Hempsall and Mr Phil Durrant.

### **1/2 Appointment of Chairman**

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

Mr M Whitaker proposed the nomination of Professor Jacquie Burgess and this was seconded by Dr M Gray.

There being no further nominations

RESOLVED

that Professor Jacquie Burgess be appointed as Chairman until the Annual meeting of the Authority in July 2016.

### **Jacquie Burgess in the Chair**

#### **1/3 Appointment of Vice-Chairman**

The Chairman invited nominations for the appointment of Vice-Chairman for the forthcoming year.

Dr M Gray nominated Sir Peter Dixon, seconded by Miss S Blane. There being no further nominations

RESOLVED

that Sir Peter Dixon be appointed as Vice-Chairman until the Annual meeting of the Authority in July 2016.

#### **1/4 Chairman's Announcements**

##### **(1) Openness of Local Government Bodies Regulations 2014**

Following a request from the Chairman, no members of the public indicated that they would be recording or filming the proceedings.

##### **(2) Membership**

The Chairman welcomed Gail Harris, Paul Rice and Vic Thomson to their first meeting as members of the Authority since being appointed in May and June 2015.

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

###### **Members Annual Site Visit - 23 July 2015**

The Chairman reminded Members that the Annual Site Visit would be on 23 July 2015 starting from Yare House at 9.00am for a 9.30am departure. An outline programme was circulated. The site visit was specifically intended for members to discuss matters informally and gain an understanding of the key current issues with which the Authority was dealing.

The Chairman reported that, although unable to be present, Phil Durrant had provided comments and these would be fed into the discussions.

## **1/5 Introduction of Members and Declarations of Interest**

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

## **1/6 Items of Urgent Business**

No items of urgent business had been received.

## **1/7 Public Question Time**

No public questions had been received.

## **1/8 Minutes of Broads Authority Meeting held on 15 May 2015**

The minutes of the meeting held on 15 May 2015 were approved as a correct record and signed by the Chairman.

## **1/9 Summary of Progress/Actions Taken Following Decisions of Previous Meetings**

The Authority received and noted a schedule of progress/actions taken following decisions of previous meetings. Members noted that some of these also linked in with the Strategic Priorities report at Minute 1/10.

In addition, reference was made to Minute 6/2(3) concerning Members Allowances and claim for child care or caring in general. The Solicitor confirmed that as a general principle the regulations for local authority members' allowances included cover for child care. Under the Defra regulations, Members allowances for National Parks and the Broads did not make provision for child care. This was being followed up with Defra again and a response was awaited. Members considered this required an amendment to the regulations particularly in light of consistency and the aim of seeking gender balance, but agreed that it would be appropriate to view the Defra response prior to considering the matter further.

In particular, members noted the updates concerning:

### **Minute 6/18 Catfield Water Abstraction Fen Seminar**

The Chief Executive commented that given the complex issues relating to the Catfield environment as well as the legal proceedings underway, it was not considered appropriate to hold a seminar at this stage. However, he assured members that officers were working with the relevant key partners (Natural England, the Environment Agency (both nationally and locally) and the RSPB in considering survey and research priorities for fens as well as seeking EU funding for fen research.

### **National Parks UK Commercial Sponsorship Project**

The Chief Executive confirmed that Sir Peter Dixon had been appointed as a Director on the board for National Parks Partnerships Ltd.

### **Network Rail Consultation**

Members noted that the Final Anglia Route Study and consultation responses were due to be available by August 2015. Officers had attended a high level liaison meeting with Network Rail representatives on 1 July 2015 where further information had been provided on Trowse Swing Bridge, the potential replacement of which was the Authority's prime issue of concern. A further meeting had been arranged for later this month to discuss the potential options for remediation of the bridge and to take matters forward. A request was made that notes of the meeting be circulated to Members.

### **Cockshoot Broad – Restoration of boardwalk at Cockshoot Dyke**

Unfortunately it had not been possible to reach a mutual agreement with the landowner on the terms of a new lease for the boardwalk at Cockshoot Dyke. However, planning permission had been granted for the replacement of the structure which would be up to the landowner to take forward. It was clarified that the adjacent fishing platforms were the responsibility of the landowner in association with the angling club.

### **Stakeholder Surveys Analysis – Meeting with Broads Hire Boat Operators**

The Chief Executive reported that a successful meeting had taken place with the Broads Hire Boat Operators on 25 June 2015 (more details below at Minute 1/10). Members requested that the notes taken be circulated.

## **1/10 Strategic Direction for 2015/16 (including Broads Plan)**

The Authority received a report setting out the Broads Authority's activities in delivering progress against the Broads Plan 2011 through the 5 key Strategic Priorities agreed at the Authority's meeting on 20 March 2015. The Strategic priorities were designed to meet those objectives where the Authority had been identified as the lead partner for the year 2015/16. The five which had been adopted were very broad and were likely to extend beyond a year.

It was noted that the Members Annual Site Visit on 23 July 2015 would provide more details on one of the key issues – the Landscape Partnership bid, which had been submitted to the Heritage Lottery Fund (HLF) in May and a visit from HLF was due to take place at the end of July 2015.

The Chief Executive took the opportunity to inform the meeting of the recent events in parliament in relation to Promoting the Broads and the Government's response to questions on Direct Elections and National Park branding. It was confirmed (29 June 2015) that the Government did not intend to bring forward the legislation necessary to enable direct elections to be held for national parks and the Broads, as local communities were already well represented on the boards of the authorities. With regard to branding, the Minister (Parliamentary Under-Secretary) Rory Stewart (8 July 2015) confirmed that Defra was "more than comfortable for the Broads Authority to refer to the area as the Broads National Park as "a common sense term for the public to understand its national park qualities". He also stated that Defra



“does not wish the Broads Authority to be controlled by the National Park legislation because of the issues around the Sandford Principle and the importance of navigation.” He praised the work of the Authority in balancing its environmental, tourism and navigation interests.

Members noted that on the basis of legal advice, officers would continue to implement the decisions by the Authority made at its January meeting in a precautionary way.

With regards to the implementation of the Stakeholders Survey Action Plan, as previously mentioned (Minute 1/9), the meeting with the Broads Hire Boat Federation (BHBF) involved discussions on a series of issues with three in particular being of concern. One related to Tolls and concerns over the level of the Multiplier, the second concerned the issue of waste disposal, in the light of the removal of local service; the third, a more general concern to improve the level of engagement between the BHBF and the Broads Authority. It was therefore proposed to have a briefing for all members on Tolls and a workshop on Waste Disposal, both events to be tied in with the Member Development Programme (Minute 1/15). It was also suggested that Insight Track be engaged to carry out further analysis of the survey results from private boat owners.

As part of improving engagement with local people, members reviewed an assessment of the Broads Area Parish Forums following the most recent Forum held on 17 June 2015 and considered the format and timing, specificity, publicity and location of future Forums. Although the Ranworth Parish Forum attendance had been disappointing, it was noted that most of the key issues of concern to the residents previously, such as waste disposal and the management of the staithe, had now been resolved. The Chairman reported that she, together with three other members had recently attended a meeting of Ludham Parish Council at its invitation and this had been well attended. The main frustration raised had been the lack of progress on the opening of the permissive footpath between Ludham and St Benets, the delays having been a consequence of legal negotiations with multiple landowners. Other areas of concern such as planning matters, management of staithe, ranger services and direct elections had been discussed. The Chairman hoped that more invitations for members to attend Parish Council meetings would be forthcoming.

The Chairman commented that 14 members had signed up to be associated with the four Parish Forum groups which was helpful and it was considered important that engagement with these was seen as Member led. If invited to attend a parish council meeting, it was also important that the local elected representative was involved as well as the Chief Executive or his representative. Members considered that it was worth continuing with the interactive area based forums and that these should be timed around specific issues or developments.

## RESOLVED

- (i) that the performance of the different projects to meet the Strategic Priorities for 2015/16 in the accompanying table Appendix 1 to the report be noted;
- (ii) that the Feedback from the Parish Forums and assessment be noted; and
- (iii) that the interactive area based forums be continued and consideration be given to timing the events around specific issues or developments.

### **1/11 Financial Performance and Direction**

The Authority received a report providing a strategic overview of key financial issues including the summary of the Statement of Accounts 2014/15, proposals for carry forward for the budget 2015/16 and additional expenditure from the Planning Delivery Grant. These had been discussed in depth at the Financial Scrutiny and Audit Committee meeting on 7 July 2015

#### ***Summary of Statement of Accounts 1 April 2014 – 31 March 2015***

The Authority received the summary of the Statement of Accounts for the year 2014/ 2015 and the timetable for these to be signed off in accordance with the International Financial Reporting Standards (IFRSs) and the Code of Practice on Local Authority Accounting issued by CIPFA. Members noted the details on Revenue Account outturn.

Members noted that the draft Statement of Accounts for 2014/15 showed revenue reserves of £1,230,277 (general reserves £950,138, navigation reserves £280,1390) which was considered to be adequate and in line with the levels considered in setting the Financial Strategy for the period to 2017/18.

#### ***Carry Forward requests***

Members also received details of the 2014/15 carry forward requests which totalled £54,337. The effect of agreeing these amounts would result in a general reserve balance of £906,470 and navigation reserve balance of £269,470. The requests mainly related to ring fenced income for the Biodiversity Strategy including the Love the Broads income for the Barn Owl project, the partner income for Catchment Partnership and Strategy and Projects extension for the Catchment Officer post. The IT request was due to capacity issues within the department which has now been resolved.

#### ***Additional Reserve Expenditure***

Details were received of the proposed expenditure relating to the Planning Delivery Grant (PDG) following the establishment of a greater understanding of some of the specific costs associated with the production of a new Broads

Plan, the Local Broads Plan and the Sustainable Tourism Strategy. It was noted that the PDG had been awarded in the past for the excellent planning service provided and although not ring fenced it had been targeted to support the Authority's Forward Planning function. It was also noted that the development of the Broads Plan, a strategic priority, would straddle two financial years and the Local Plan 3 years.

Members also noted the closing balance of the earmarked reserves for 2014/15 of £1,593,428 which included Navigation earmarked reserves of £962,956.

The Chief Executive commented that the income and expenditure was very close for the year with less than 1% variance between the budget of expenditure and the actual end of year spend, which when compared to other Local Authorities was more favourable, although it was recognised that the Authority's budgeting was less complex. Therefore the Authority was considered to be in a good financial position with strong reserves. It was also essential to note that the Authority needed to be mindful of considering the maintenance of assets in the future, with anticipated maintenance for countryside assets to be on average £50,000 per annum.

Although it was recognised that for some of the Authority's projects it was difficult to predict when expenditure could be fitted into the work programme, as this would often depend on the ability to negotiate with landowners, particularly relating to moorings and the disposal of dredging, it was also considered that there was a need to be more mindful of reducing variances. It had been suggested that, in adopting a precautionary and pro-active approach, a list of contingency spending might be appropriate in order to take up any unpredicted slack, particularly where certain anticipated projects were not able to materialise. Members were assured that the Management Team received regular monitoring reports and an improved tracking system was being examined.

The Chairman of FSAC assured members that the finances had been examined in depth and that the Committee believed they were well under control and in safe hands. They were specialist accounts for which all members had a responsibility and therefore the financial training proposed at Minute 1/15 was essential. Members were particularly mindful that with a Government Spending Review pending, it was important for staff and members to be particularly prudent and seek ways of increasing efficiency and partnership working.

Members welcomed the report and congratulated staff on the production of the Statement of Accounts, given the limited staff resources working to a very tight timetable.

#### RESOLVED

- (i) that the Summary of the Statement of Accounts 2014/15 and the revenue account outturn figures be noted;

- (ii) that the carry forward proposals set out in paragraph 4.2 of the report totalling £54,337 be approved, and that this amount be added to the 2015/16 budget as additional expenditure; and
- (iii) that the additional expenditure from the Planning Deliver Grant (PDG) reserve set out in paragraph 5.4 of the report totalling £108,000 be approved to be spent in 2015/16.

### **1/12 Whitlingham Charitable Trust Prosecution Policy**

The Authority received a report which set out the Prosecution Policy as prepared by NPLaw Solicitors and the implications for the Whitlingham Charitable Trust (WCT). The Whitlingham Country Park Byelaws had been formally approved by Defra in 2012, by the Authority in September 2012 and came into force on 1 January 2013. The actual enforcement of the byelaws would be the responsibility of the Authority through the Head of Ranger Services who already acted as Head of Enforcement for the Authority's Navigation Byelaws.

It was noted that the WCT would be liable for the costs of any prosecutions taken as a result of the Prosecutions Policy under the Service level Agreement.

RESOLVED

that the Prosecution Policy for Whitlingham Country Park be adopted.

### **1/13 Local List Adoption: Waterside Chalets**

The Authority received a report and presentation on the proposed formal adoption of 58 Waterside Chalets on the Local List as recommended by the Heritage Asset Review Group and the Planning Committee at its meeting on 1 May 2015. The identification and formal adoption of Locally Listed Buildings was in line with Government Guidance and was a continuing process as part of the management of the historic landscape of the Broads. Members noted the details and consideration of the HARG including the sensitivities associated with some of the properties. It was suggested that the list should include the Parish in which the property was located. It was also noted that some of the chalets to be included in the Local List may be worthy of national listing and that this would be investigated further. A chalet being included on the Local List would ensure that this would be a material planning consideration in association with the appropriate Development Management Policies for consideration of any development. It was also noted that the NPPF afforded a level of protection to cultural assets. The List would be reviewed on a regular basis.

Members also noted that having a plaque displayed on the properties on the Local List would be optional.

The Authority commended and congratulated Kayleigh Wood, the Planning Officer, for the excellent work and in achieving a Distinction in relation to this for her Master's Degree. Members encouraged her to seek to publish the work in a suitable academic journal.

RESOLVED

that the 58 buildings recommended for inclusion on the Broads Local List be formally adopted and the owners notified.

#### **1/14 Committee Membership and Member Appointments**

The Authority received a report prepared by the Chairman with the Chief Executive, setting out proposals for the appointment to Committees and outside bodies until the Annual Meeting in July 2016. Following discussions at the previous meeting (Minute 6/13) the report took account of Members wishes that they all be more engaged in the work of the organisation and the key findings of the stakeholders surveys on the importance of land based recreation and raising the profile of the Broads Local Access Forum. With new members accounting for one-third of the membership there was also an opportunity to make changes to reflect the skills and experience of all individual members. The Chairs of the Authority's committees had been consulted as had other members. The proposals took account of local authority elected councilors being on the Planning Committee to represent local interests, and a maximum number of toll payers being included on the Navigation Committee. Members agreed with the proposal to replace the previous model of appointing lead Members but that two for Heritage/ Education and Safety Management should be retained.

In addition to the appointment to outside bodies, it was noted that the Chair of the Planning Committee had specific responsibilities on two external bodies: the Strategic Planning Members Forum and The Water Management Partnership with the Vice-Chairman of Planning standing in when necessary. It was also noted that the Heritage Asset Review Group was appointed by the Planning Committee.

The Chairman referred to paragraph 1.2.1 in the report and apologised to the member named for including the latter part of the paragraph. In accordance with Standing Order 5.3 she proposed to amend the report to delete the last three sentences of this paragraph and for Table 1 to be amended accordingly. This was agreed by 17 votes and one abstention.

RESOLVED

- (i) that the Broads Authority appointments to the Planning, Financial Scrutiny and Audit Committee, Navigation Committees and Local Access Forum as set out in Table 1 of Appendix 2 to these minutes be confirmed for the period until the Annual meeting in July 2016; and

- (ii) that the appointments to outside bodies and the two Lead Members as set out in Tables 2 and 3 in Appendix 1 to the report and Appendix 2 to these minutes be confirmed for the period until the Annual meeting in July 2016.

## **1/15 Member Development Programme 2015/16**

Members received a report setting out a Member Development Programme for 2015/16 in accordance with their wishes expressed at the previous meeting and in appraisals. The programme built on the strategy agreed in 2010 to enhance wider understanding of the key issues, provide continuous development, engagement with officers and outside bodies and therefore becoming more engaged in the work of the organization.

Members noted that the programme for 2015/16 had already included the Lake Review Workshop, Planning Committee training for new members, induction for new Navigation Members and a Design Tour. The programme also included topics as part of the induction for new members with some of the matters already having been covered. Members indicated that they would welcome a collective briefing on understanding the role and functions of Authority.

Members welcomed the proposed programme which also included the Annual Site visit on 23 July and the following workshop topics with amended timings: Financial Training prior to the next full Authority meeting in September, on the morning of the FSAC Committee date (22 September 2015), Tolls briefing in September (between 15 – 18 September) and Broads Pan Review in October, Waste in November, Tourism Strategy in January 2016 and Sediment Management in March 2016. It was considered that these would be helpful in providing greater understanding of both internal business and external relationships bearing in mind the strategic function of members, as well as improve engagement with members and officers and therefore help build collective identity.

With regard to Member Appraisals, Members agreed that the form required amendment in order to be fit for purpose, identify development opportunities to address strategic issues and provide practical outcomes as well as assist the Chairman in the most efficient and effective way. However, it was recognised that the forms had been based on Defra requirements and therefore any form would need to be designed to meet Defra standards and provide transferrable information in the simplest way.

RESOLVED unanimously

- (i) that the Draft Member Development Programme for 2015/16 be adopted; and
- (ii) that the Chair and Vice -Chair of the Authority work with the Chief Executive and Solicitor and Monitoring Officer to revise the form for future Members Development Appraisals.

## **1/16 Local Access Forum**

The Authority received the Annual Report of the Broads Local Access Forum which set out the key matters considered by the Forum during the last year concerning the development and improvements of public access within the Broads.

Members noted that the biggest challenge for the Forum had been that of funding with the cut backs from the County Councils in relation to rights of way as well as the changes to Agri-Environment Schemes. The role of the Access Forum as set up under statute was key in supporting officers and helping to prioritise areas for engagement and in developing as well as reviewing the Authority's Integrated Access Strategy.

RESOLVED

that the work of the Forum be noted and that the Draft Broads Local Access Forum (BLAF) Annual Report be received.

## **1/17 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code**

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

## **1/18 Feedback from Members and Those Appointed to Represent the Authority**

As the Authority's representative on **the Norfolk Windmills Trust**, the Chairman reported that the Norfolk Windmills Trust was in the process of implementing the Phase 1 successful HLF bid for the Stracey Arms and on track to submit the Phase 2 bid by the end of November 2015.

## **1/19 Minutes Received**

RESOLVED

### **(1) Broads Forum: 30 April 2015**

In particular attention was drawn to the useful presentation from the Environment Agency on the prymnesium outbreak and the importance of managing natural events, especially with how these were communicated to the media. A report would be provided to the next Broads Forum meeting on this topic and angling in general on 30 July 2015.

RESOLVED

That the minutes of the Broads Forum meeting held on 30 April 2015 be received.

**(2) Planning Committee: 1 May and 29 May 2015**

RESOLVED

that the minutes of the Planning Committee meetings held on 1 May and 29 May 2015 be received.

**1/20 Items of Urgent Business**

There were no items of urgent business.

**1/21 Formal Questions**

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

**1/22 Date of Next Meeting**

The next meeting of the Authority would be held on Friday 25 September 2015 commencing at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

**1/23 Exclusion of Public**

RESOLVED

The Committee was asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

**1/24 Exempt Minutes – Broads Authority 15 May 2015**

RESOLVED

that the exempt minute of the Broads Authority meeting held on 15 May 2015 be confirmed.

**1/25 Marine Management Organisation and the Crown Estate Licensing of Works in the Broads**

The Authority received a report from the Environment and Design Supervisor and the Asset Officer containing exempt information on licensing requirements of the Marine Management Organisation (MMO) and the Crown Estate in the Broads and the interaction with the Authority's own navigation



management and Works licensing scheme, which applied to third parties. It provided an update and expanded on the report considered at the Navigation Committee on 5 June 2014 and 4 June 2015. The report fully explained why the report was exempt in complete accordance with the provisions of the Local Government Act 1972 (as amended).

Members noted the requirements to seek MMO licences, as well as Authority Works Licences and the exemptions. Members noted the considerations of the Navigation committee on 4 June 2015.

Members considered that the matter required further investigation particularly concerning other bodies. Members therefore agreed that the item be deferred to the next meeting.

RESOLVED

that the matter be deferred for further investigation and a report brought back to the next meeting.

The meeting concluded at 12.50 pm

CHAIRMAN

## Code of Conduct for Members

## Declaration of Interests

Committee: Broads Authority 10 July 2015

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen	-	Member of Broads Angling Strategy Group Member of Waveney River Trust
Paul Rice	-	NSBA Member
James Knight	All	Hire Boat Operator Toll Payer , Member of NBYC, WoBYC, NSBA
Guy McGregor	-	Member of Suffolk County Council
John Ash	-	Toll Payer, Trustee Director of Wherry Yacht Charter Charitable Trust
Peter Dixon	10	Hickling resident. Others as disclosed and New as Director on the National Parks Partnership Ltd.
Michael Whitaker	8 - 27	Toll payer, Hire Boat Operator and Chair of the BHBF
G W Jermamy	-	Toll Payer

## Committee Membership for 2015/16

Table 1

<b>Planning Committee</b>	
Eleven Broads Authority members:	
Mr M Barnard	Mrs L H Hempsall
Miss S Blane	Mr G Jermany
Professor J A Burgess	Mr P Rice
Mr N Dixon	Mr J Timewell
Dr J M Gray	Mr V Thomson
Ms G Harris	
<b>Financial Scrutiny and Audit Committee</b>	
Six Broads Authority members:	
Chairman of the Authority - Prof J Burgess	
Vice Chairman of the Authority – Sir Peter Dixon	
Chairman of the Navigation Committee - Mr M Whitaker	
Mr L Baugh	
Mr N Dixon	
Mr G McGregor	
<b>Navigation Committee</b>	
Five Broads Authority members:	Plus eight co-opted members:
Mr K Allen	Mrs L Aspland
Mr J Ash	Mr W A Dickson
Mr M Bradbury	Mr A Goodchild
Sir P Dixon	Mr M Heron
Mr P Durrant	Mr J Knight
	Mrs N Talbot
	Mr B E Wilkins
	Mr M Whitaker
<b>Local Access Forum</b>	
Two Broads Authority members:	
Mrs L H Hempsall	
Mr P Warner	

**Table 2 External Appointments**

<b>External appointments</b>	<b>Appointee(s)</b>
Broads Tourism	Prof J Burgess Mr J Timewell
Campaign for National Parks	Mr P Warner
How Hill Trust	Miss S Blane
National Parks UK National Parks England	BA Chair – Prof J Burgess
Norfolk and Suffolk Broads Charitable Trust	Mr J Ash Mr L Baugh
Norfolk Mills and Pumps Trust	Prof J Burgess
Upper Thurne Working Group	Mr K Allen
Whitlingham Charitable Trust	Mr L Baugh Mr M Bradbury Ms G Harris Mr V Thomson

**Table 3: Lead Members**

<b>Area of activity</b>	<b>External linkage</b>	<b>Appointee</b>
Heritage	Heritage Champion/Education	Miss S Blane
Safety Management	Boat Safety Scheme Advisory Committee	Mr M Whitaker

**Summary of Progress/Actions Taken following Decisions of Previous Meetings**

<b>Date of Meeting and Minute No.</b>	<b>Authority Decision(s)</b>	<b>Responsible Officer(s)</b>	<b>Summary of Progress/ Actions Taken</b>
<p>18 January 2013 Minute 4/8(4) (Broads Local Access Forum Minute 1/9) <b>Ludham Bridge Footpath link to St Benets</b></p>	<ul style="list-style-type: none"> <li>Formal agreement with landowner to be signed.</li> </ul>	<p>Senior Waterways and Recreation Officer</p>	<p>Formal footpath agreements all completed. Accommodation works being programmed prior to opening of footpath for next season</p>
<p>20 March 2015 Minute 5/15 <b>External Funding Opportunities and Income Generation</b> Members received a report on the proposals for external funding opportunities and identification of four potential pathways.</p>	<p>The following actions to be undertaken:</p> <ul style="list-style-type: none"> <li>A prospectus for engagement with local businesses is prepared in tandem with the Broads Plan Review setting out opportunities for local companies to engage with the Authority on a range of areas including volunteering, training for staff, secondments and sponsorship.</li> <li>Discussions to be held with the Broads Charitable Trust to review the progress it is making and the scope for closer collaboration.</li> <li>The scope for deeper relationship with UEA be</li> </ul>	<p>Head of Strategy and Projects</p>	<p>Work on the prospectus during September and October when initial discussions with the Broads Charitable Trust will be taken further.</p> <p>The first round HLF Landscape Partnership Scheme application was submitted on 27 May 2015. A site visit for HLF officers was held on 31 July and queries responded to subsequently. The HLF are due to decide on Landscape Partnership applications in October and Members will be updated.</p> <p>The June edition of Water, Mills and Marshes: the Broads Landscape Partnership newsletter is available here <a href="http://bit.ly/Newsletter_No4_June2015">http://bit.ly/Newsletter_No4_June2015</a></p> <p>Information about the project is available on the <a href="#">Water, Mills and Marshes web pages here.</a></p>

Date of Meeting and Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>explored but not to the exclusion of other Universities</p> <ul style="list-style-type: none"> <li>Consider the potential of crowdfunding for specific Broads Authority projects.</li> </ul>		
<p>20 March 2015 Minute 5/14 <b>Geldeston Woodland</b></p>	<ul style="list-style-type: none"> <li>That the Chief Executive be authorised to accept on behalf of the Authority, the bid made by the River Waveney Trust on the basis that the copse would remain as a public amenity and that the Authority have first option on the sale for the same price, if the River Waveney Trust did not wish to continue as landowners.</li> </ul>	<p>Asset Officer</p>	<p>The transfer of ownership of papers has been drafted and is now with the River Waveney Trust for review.</p>
<p>23 January 2015 Minute 4/15 <b>Draft Climate Adaptation Plan</b></p>	<ul style="list-style-type: none"> <li>Draft Plan Noted and Summary approved for consultation.</li> <li>Responses to be used to refine Draft Plan and Final version created for consideration later in year</li> </ul> <p>Responses to be used to refine more technical version of Plan prior to submission to Defra in Spring 2015.</p>	<p>Head of Strategy and Projects</p>	<p>Draft summary Climate Adaptation Plan was available for public consultation from early July to 18 September. A report on any responses will come to the Authority at their next meeting. <a href="http://www.broads-authority.gov.uk/looking-after/climate-change">http://www.broads-authority.gov.uk/looking-after/climate-change</a></p>
<p>23 January 2015 Minute 4/18 <b>Chief Executive Report</b></p>	<p>Proposed Response to Network Rail to be circulated to members for comment prior to being submitted</p>	<p>Director of Operations</p>	<p>Final Anglia Route Study to be available by August 2015.</p>

Date of Meeting and Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
(1) <b>Network Rail: Consultation document: Anglia Route Study, Long Term Planning Process</b>	to Network Rail by deadline of 3 February 2015.		Director meeting held on 6 May 2015. Report to previous Broads Authority – see minutes 15-5-15. Network Rail have agreed to provide further information relating to Trowse Swing bridge and was developing options for remediation within “Norwich in 90”. A further meeting was scheduled for 26 June 2015.  High level meeting held on 1 July 2015.
20 March 2015 Minute 5/27 <b>Lease of Moorings on River Thurne</b>	<ul style="list-style-type: none"> <li>• That the principles for the lease of moorings at Oby on the River Thurne be supported.</li> <li>• The Chief Executive delegated to finalise the details and signing of the lease.</li> </ul>	Head of Planning/Asset officer	The completed lease papers are with the landowner for agreement and signature.  Footpath diversion agreed by Planning Committee on 1 May 2015 out for consultation Footpath Diversion Order confirmed 28 August 2015. Landowner to be contacted regarding papers.
15 May 2015 Minute 6/11 <b>Breydon Water: Water Skiing and Wakeboarding Trial Findings</b>	<ul style="list-style-type: none"> <li>• Authority’s preferred option to formally designate the existing zone for water skiing and wakeboarding without any additional controls.</li> <li>• Preferred option to be the subject of consultation in accordance with provisions of the Broads Authority Act 2009 to include Broads Forum and Natural England and Review of Habitats Assessment and amendments.</li> </ul>	Head of Safety	Discussions with Natural England held on 14 September prior to consultation this Autumn.

Date of Meeting and Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
<p>15 May 2015 Minute 6/13 10 July Minute 1/14 and 1/15</p> <p><b>Supporting and Developing the Role of Members</b></p> <p><b>Member Appointments</b></p>	<ul style="list-style-type: none"> <li>• Broads Authority Members be asked to volunteer for one of four Parish Forum Teams (reflecting the areas covered by the Ranger teams), and asked to participate in the development of the programme for 2015;</li> <li>• Annual Member Development Reviews extended to the Co-opted members of the Navigation Committee</li> <li>• Workshop programme to be developed</li> <li>• Lead Members and Appointment of Members to Outside Bodies</li> <li>• Broads Local Access Forum (BLAF) to be reviewed with the current members of the BLAF.</li> </ul>	<p>Chairman/Chief Executive</p>	<p>Responses from Members received on Parish Forum Teams</p> <p>See Strategic priorities report re Stakeholder Survey Action Plan</p> <p>Workshop Programme being progressed in accordance with decisions at Annual meeting.</p> <p>Members Appointed at Annual meeting</p> <p>BLAF meeting on 9 September considered a report outlining revised membership categories and a process for appointing new members.</p>
<p>15 May 2015 Minute 6/16</p> <p><b>Construction and Maintenance Output 2014/15 and Work Plan 2015/16</b></p>	<ul style="list-style-type: none"> <li>• Approved expenditure of £140k to achieve the restoration of the boardwalk at Cockshoot Dyke in 2015/16, subject to successful negotiation with landowner on the lease proposed.</li> </ul>	<p>Director of Operations</p>	<p>Exit works have been completed on Woodbastwick boardwalk, and BA no longer responsible for this site since 31 July 2015. Exit works underway on NWT land, due to be completed by end October 2015.</p>



Date of Meeting and Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
Minute 6/27 <b>Potential Purchase of Land for Safety Mooring and Dredging Disposal (Exempt)</b>	<ul style="list-style-type: none"> <li>To seek to purchase the site and Chief Executive authorised to confirm proposed offer on the basis of the guidance within the report, if required for purchase and that this be funded from the Navigation Property Earmarked Reserve</li> </ul>	Chief Executive	Freehold transfer in progress Transfer papers with landowners solicitors for signature
15 May 2015 Minute 6/2(3) And Minute 1/9 <b>Member Allowances</b>	<ul style="list-style-type: none"> <li>Query relating to Member Allowances for National Parks and the Broads relating to Care</li> </ul>	Solicitor and Monitoring Officer	Matter being followed up with Defra Response awaited.

**Hickling Broad Enhancement Project Proposal**  
Report by Director of Operations

**Summary:** This report sets out the details of a proposal for a master plan project for the enhancement of Hickling Broad. It sets out the background and context to the project, as well as explaining the stakeholder involvement to date.

**Recommendation:**

That members

- (i) endorse the principles of the proposal including the draft vision and strategic approach; and
- (ii) agree to increase the 2015/16 navigation budget by £21,000 for the priority dredging work as set out in Section 3, and note the likely financial provision required as set out in Section 4 and 7.

**1 Background**

- 1.1 The Broads Authority has previously confirmed that development of a Hickling project was a priority and adopted the following strategic objective for 2015/16:

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

- 1.2 The objective has been broken down into a number of key milestones, and these are set out in the Strategic Progress report elsewhere on this agenda.
- 1.3 A workshop to discuss the outputs of the Lake Review was held earlier in the year which a number of members and stakeholders attended, and this work provided a comprehensive scientific assessment of all previous lake restoration work in the Broads and its impacts and effectiveness.
- 1.4 The outputs from the Review included a dossier in respect of Hickling Broad, which included consideration of management options to improve the ecological condition of the Broad, and in combination with the acknowledged need to dredge for navigation and access needs, provide a powerful driver for the development of a multi benefit project.

## **2 Project Development**

- 2.1 In order to develop a long-term approach for the management of Hickling Broad an officer Project Group has been established to include all the required expertise and experience. Additionally, a consultative approach has been adopted with a wide range of stakeholders and interested parties in order to help identify the project objectives and to help develop a partnership approach with stakeholders and agree a refreshed vision for Hickling.
- 2.2 Whilst the scope for the Broads Authority proposed project is focussed on in-lake enhancement work, it is also worth noting that the Authority also continues to work with partners through the Internal Drainage Board led Brograve Partnership and the wider Broadland Rivers Catchment Partnership on the development and support for adoption of catchment measures to improve the aquatic environment. An assessment of the rural diversification options for the Upper Thurne catchment is proposed as part of the proposed external funding bid (see section 4). Although it is recognised that source control measures provide a more sustainable and long term solution and can contribute a wide range of benefits beyond food production, they are voluntary. In addition any changes to water level and agricultural management need to be made with these long term benefits in mind as they are likely to be high cost. The Authority is therefore currently promoting in-lake measures to enhance the broad in the shorter term, for the benefit of all interests.
- 2.3 As a starting point it has been useful to look to review the current adopted vision for Hickling which is captured within the Upper Thurne Water Space Management Plan. A workshop was held with the Upper Thurne Working Group (UTWG) in early June 2015 which reviewed the baseline data and also considered the opportunities and issues that an enhancement project could promote. Using the workshop outputs, officers have been aided to develop an interim vision which could be delivered in the short – medium term, pending further catchment measures.
- 2.4 The project proposal document which includes a draft revised interim vision statement as well as the agreed strategic approach and guiding principles has been drafted and is attached as Appendix 1. The Navigation Committee has reviewed the vision, and whilst recognising the importance of ensuring that the Broads Authority is working to develop a stakeholder vision also proposed further refinements and these are reflected in the amended proposal.
- 2.5 The proposal document also considers the plans in the context of planning policies, and identifies the potential issues/ dis-benefits that need careful monitoring and mitigation measures.
- 2.6 Throughout the development additional high level discussions have also been held with partner organisations which include the Environment Agency, Natural England, and Norfolk Wildlife Trust, the landowner. A detailed technical meeting to review the Natural England consent application and pre-planning advice has been sought to aid the consenting processes, and further stakeholder consultation has also been undertaken with the Broads Forum,

Navigation Committee, the Broads Local Access Forum and Planning Committee.

- 2.7 Specific advice in respect of Prymnesium has also been sought from the John Innes Institute and data shared with a prymnesium researcher, Johannes Hagström, in Sweden.

### **3 Project Plan and Timescales**

- 3.1 Given the urgent need for dredging to maintain access to Hickling village and associated facilities/businesses following the deferral of the project from last year, Natural England consent has been sought for initial works to complete erosion protection at Hill Common and undertake some additional dredging at the north end of the navigation channel which are due to be carried out in November 2015. Following an extension, formal response is due by 18<sup>th</sup> September. This work has planning permission in place, and will also be a useful local trial of the Nicospan technique for providing bankside protection and stabilisation. To support the application an Environmental Report has been prepared which details the proposed works, sets out the Habitats Risk Assessment and includes the detailed monitoring plan.
- 3.2 Additional budget of £34,500 is required to purchase/ hire the additional resources needed to complete these works. The dredging method proposed is to conventionally dredge using in house labour and plant as far as possible, but to reduce the risk of Prymnesium, additional mitigations are proposed which includes the addition of a 'moon pool' to the excavator, and additional silt curtains. To maximise the volume of material which can be deposited in Duck Broad Island, it is also planned to hire a concrete pump to offload, which will allow the rear of the island to be reached.
- 3.3 Members support is sought for a budget increase of £21,000 with the remaining amount to be funded by deferring Bure Mouth dredging to next year. The Navigation Committee supported these priority dredging works, and the associated budget requirement.
- 3.4 It is proposed that the vision would be delivered in a phased strategic approach over future years, subject to further feasibility work and detailed design, funding availability and individual planning and other consents as required but noting that realising the benefits depends on all elements being delivered.
- 3.5 Taking account of the physical and environmental constraints of operating on the site an annual window for dredging work has been identified as a maximum of 12 weeks per annum, although there is a possibility that construction works could take place outside this period. Therefore, to deliver the vision as a whole is likely to be a medium term commitment of up to 10 years. It should be noted that this commitment may mean a reduction in the amount of dredging completed elsewhere in the Broads whilst this project is ongoing, subject to resources.

- 3.6 Given the complexity of the site in terms of environmental factors, engineering feasibility and the monitoring requirements it must be stressed that plans at this stage are outline only. It will be important to retain a flexible approach to project delivery and will be subject to change depending on monitoring results. It is therefore proposed that regular reporting on progress to members and stakeholders would be undertaken throughout the project life.
- 3.7 The Navigation Committee agreed that a precautionary, phased approach was appropriate, and that it was important to listen to and take note of the views of the stakeholders in delivery of the project. It was also understood that through negotiations and monitoring results, changes may be required throughout the life of the project to some detailed aspects.

#### 4 Estimated costings

4.1 The Authority is currently investigating the possibility for European external funding and has submitted an Expression of Interest form for Interreg North Sea Region funding with a number of European partners. The Authority has submitted a number of work packages for lake, fen and catchment management under an initial budget of £1,400,000. These include:

- Hickling Broad Enhancement Project
- Economic assessment of diversification in the Upper Thurne catchment
- Beneficial reuse of fen/peat arisings
- Supporting school's curriculum development
- Developing volunteer surveyors
- Developing a water code and communication with water users

4.2 Outline costings for the Hickling Broad Enhancement Project have been developed and are summarised below to identify the potential scale of the budget required, and will assist in preparing a detailed external funding bid as well as identifying the amount of match funding required to be found by the Broads Authority using navigation income and National Park Grant.

Item	Estimated Volume (m3)	Estimated Cost (£) inc. BA labour/plant costs	Estimated Period (weeks)
Dredging	7,000	140,000	12
Mud pumping	40,000 volume may increase subject to mobilisation	800,000	60
Construction costs	Subject to design a) b)	200,000 679,000	50 70
Total		<b>£1,140,000</b> <b>£1,619,000</b>	102 weeks <b>6 - 10 years</b>

- 4.3 Interreg funding is usually available for projects over a 3-4 year period, and therefore would only be able to cover a proportion of the identified works. Funds can be available for 50% of overall project costs, and match funding can be provided in the form of staff time as well as cash contributions. The potential to gain additional match funding to reduce the project risk is being assessed.
- 4.4 With the above identified timescales it is proposed that the Authority implements the plan over a 10 year period using in house labour and equipment as far as possible, whilst continuing looking for alternative sources of funding. On this basis it is proposed that an annual cash budget provision of £60,000 be included in future financial strategy development to support the labour/ plant costs which are already included in salary and equipment budgets. This would equate to 2% per annum if funded solely from tolls, but as the project is designed to deliver multiple benefits it is suggested that the project should be funded across navigation and National Park income.
- 4.5 The Navigation Committee have expressed a mix of views in respect of the possible commitment, with some concern expressed at the possible impact on maintenance works elsewhere in the navigation area but also support from the NSBA for the ongoing application of resources for this project.

## **5 Desirable Outcomes**

- 5.1 It is envisaged that the outcomes from the delivery of the Hickling Broad Enhancement Project would include:
- Achievement of agreed waterway depths in the marked channel and identified priority areas, improving access to the staithe and local clubs and businesses
  - improved aquatic environment in sheltered bays providing more reed bed, better water quality, water plants and higher numbers of water birds
  - beneficial reuse opportunities for dredged material
  - increased expertise and understanding in matters relating to water quality in Hickling Broad, including dealing with Prymnesium
  - improved understanding by local communities, visitors and partners of the requirement to, and importance of, undertaking integrated water management projects to enhance the special qualities of the Broads.

## **6 Consultation**

- 6.1 Through the consultation process officers have developed proposals for a multiple benefit project on Hickling Broad, and this has received wide ranging in principle support from stakeholders. Detailed comments have also now been received from several stakeholders expressing concern for a large extension to Pleasure Island without further work to demonstrate the benefits, and similar concern has been raised regarding the possible groyne/ reef solution. It is therefore proposed to withdraw these elements from the vision pending further research and discussion.

- 6.2 At its meeting on 3<sup>rd</sup> September the Navigation Committee endorsed the project in principle, and supported the budget request for the priority dredging work in 2015/16. The Navigation Committee also agreed that restoration of the banks and reed beds should be supported, and that an ambitious project should be welcomed subject to the impact on the rest of the work programme. It recommends the Broads Authority to proceed cautiously, and taking a phased approach to project delivery.
- 6.3 The project has also been considered by the Broads Forum who welcomed and supported the proposals, commenting that works were overdue and that a 'do nothing' approach was not an option. The Broads Local Access Forum discussed the project at its meeting on 9<sup>th</sup> September and was very supportive in general terms. Detailed comments were received in respect of the project elements, and additional suggestions regarding the potential for further access or viewing areas were also received.
- 6.4 The master plan approach has also been considered by Planning Committee who now have an understanding of the background and context to the project, which may prove helpful when considering future planning applications.

## 7 Financial Implications

- 7.1 To summarise the financial implications of the project

Phase	2014/15	2015/16	2016/17	Annual commitment
1 – urgent dredging at Hickling Pleasure boat and Hill Common erosion protection	Work deferred	Total cash project cost £34,500, additional budget of <b>£21,000</b> required, supported by Nav C'ttee	completed	-
2 – Elements of masterplan phasing to be determined	-	Development of Interreg bid	<b>£60,000</b> as either match funding or full budget, to be considered when budget setting Proposed 50/50 Nav/NPG	<b>£60,000</b> on going, period depends on success of external bid and agreed financial strategy Proposed 50/50 Nav/NPG

7.2 Should the Authority agree to increase navigation budget by £21,000 as requested, this would result in a reserve position below the recommended 10%. It was agreed at Navigation Committee therefore that a report would be taken to the Financial Scrutiny and Audit Committee to review the policy and provide recommendations to the Broads Authority. A verbal update will be provided.

## **8 Next Steps**

- 8.1 Subject to the endorsement of the project approach by members, it is planned to carry out further consultation with members of the public and local residents at the Thurne Parish Forum, and dates are currently being canvassed for this meeting. A meeting is also being sought with the Hickling Broads Sailing Club and the Norfolk and Suffolk Boating Association to discuss the proposals in more detail.
- 8.2 A response to the Interreg Expression of interest is expected in November, and should this be supportive, detailed design work for the full application will have to be completed by February 2016.

Background papers: Lake Review report

Author: Trudi Wakelin  
Date of report: 11 September 2015

Broads Plan Objectives: BD4.1

Background papers: APPENDIX 1 – Project proposal



## Hickling Broad Enhancement project proposal

### **Background**

The Broads Authority has identified the following strategic objective for 2015/16:

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

The Lake Review included a dossier on Hickling Broad, which reviewed all known data through case history. This led to a number of conclusions:

- Hickling cannot be viewed in isolation and its water quality is highly responsive to the drainage and agricultural management within its general catchment, but especially of Horsey Mere
- External factors which cannot be controlled, such as weather and tidal conditions and bird numbers, influence the effectiveness of any management activities
- Water plants respond to, but also promote changes in environmental parameters, so underlying change mechanisms can prove hard to discern
- Although the mechanisms which originally switched the lake are well understood, the decline of Chara and other vegetation species in Hickling in the early 2000's cannot be explained with any certainty, and therefore the confidence in the effectiveness of any form of management is low.

Three connected management options were identified;

1. Changes in catchment management through reversion of arable land to grazing pasture at some locations and conversion to shallower drainage would lead to reductions in iron, phosphorous and salinity inputs to the benefit of Horsey Mere, Hickling Broad and the Upper Thurne
2. Source control, possibly accompanied by increased freshwater input from the Catfield catchment, would reduce phosphorous inputs and improve flushing and dilution,
3. Sediment removal – whilst the nutrient reduction potential of sediment removal is unlikely to be significant, it may create benefits of bed stabilisation, seed bank exposure, and habitat creation using dredged material.

Given the importance of the catchment influences the Broads Authority continues to work through both the Internal Drainage Board led Brograve Partnership and the wider Broadland River Catchment Partnership to adopt catchment measures aimed to improve the aquatic environment. An assessment of the rural diversification

options for the Upper Thurne catchment is proposed as part of the proposed external funding bid. Although it is recognised that source control measures provide a more long term and sustainable solution and can deliver a wide range of benefits beyond food production, they are voluntary. In addition any changes to water level and agricultural management need to be made with these long term benefits in mind as they are likely to be high cost. The Broads Authority is therefore promoting measures to enhance Hickling Broad in the short term, for the benefit of all interests, but recognises that ongoing dialogue to set and deliver the long term vision for the Upper Thurne with stakeholders must be a continuing strategic objective.

### **Short term Vision**

The vision for the enhancement of Hickling Broad to provide multiple benefits in the short term is:

- To provide refuge areas in quiet bays, that gives conditions for water plants to flourish and provide suitable habitat for fish and birds;
- To maintain the marked channel to an agreed depth and water plant cutting specification to allow boat users to access the staithe and neighbouring businesses, and enable the local clubs to enjoy their recreational activities;
- To use dredged material beneficially for the restoration of eroded reed swamp, lakeside bank protection, and topping up banks and island areas, as well as being spread to local arable land;
- To carry out regular monitoring to build better scientific understanding of the Broad and its management;
- In partnership, continue research to gain a better understanding of the ecological dynamics of *Prymnesium* and undertake trials to reduce nutrient and salinity inputs from the catchment; and
- To improve understanding by local communities, visitors and partners of the benefits of integrated water management projects to enhance the special qualities of the Broads.

### **Strategic approach**

Appendix i lists a review of potential benefits for a sediment removal programme and its relevance to Hickling Broad, and reviews the benefits in the context of the Authority's statutory purposes.

To develop these proposals the Authority consulted the Upper Thurne Working Group at a workshop event on 9 June 2015, where the context of the Lake Review and current baseline data were presented. This Group includes representatives of key stakeholders, including statutory bodies (EA/NE/IDB), user groups (sailing/angling/windsurfing), RSPB, local parish council and business interests, landowners (NWT/NT/Mills Estate).

With the objective of seeking to develop a multiple benefit project that will deliver a range of enhancements in the short to medium term for Hickling Broad, the workshop considered opportunities and possible risks. A high level of consensus was achieved over the following project elements:

- **Dredging of the navigation channel** – here the priority is the necessary dredging at the north end of the channel to maintain essential access to the staithe, businesses and facilities in the area. It was also agreed that the channel could be used as a silt trap to draw mobile sediment from the surrounding areas, and the effectiveness of this as a technique should be monitored.
- **Bank restoration works** – benefits were recognised to restore eroded banks around the perimeter of the broad, to reduce erosion and sediment input, to create new edge habitat and to increase shoreline complexity helping biodiversity.
- **Creation of refuge areas** – the creation of refuges was noted to be of benefit to allow water plants to recolonise in the sheltered areas, improve habitat and to provide refuges for fish as well as for birds. Specific areas suggested included Churchill’s Bay and Pleasure Island, to restore original features. The suggestion to extend Pleasure Island was also raised, although site specific areas are indicative only and would be subject to detailed work.
- **Beneficial reuse of sediment** – it was agreed that material arising from dredging activities should be used beneficially where possible, either in the construction of bank restoration or for island features, or by land spreading to local agricultural land, seeking to achieve habitat creation for conservation benefit.
- **Research needs** – there is a need to carry out initial research as part of the feasibility phase, to include investigations into any fish spawning/ nursery areas in the proposed footprint of the dredging/ construction works. Cooperation with current and future Pymnesium research will also be required throughout the life of the project to include the sharing of all water quality data and field trials of a mobile toxicity test.
- **Communication** – there is a need to ensure that local communities are engaged through the project, with the potential to gain improved understanding of the benefits of integrated water space management to enhance the special qualities of the Broads.

The following principles were also agreed;

- Works should be carried out in accordance with the agreed strategic approach, with strategic consents/ licences gained where possible to reduce the risk of individual project elements being refused/ delayed throughout the project period. Where this is not possible early engagement should be undertaken
- Robust and thorough monitoring will be required to collect data on the impacts and successes of the project delivery. This data will be used to inform/ amend subsequent phases design or methodology as required
- Experimental works should proceed only following successful small scale trials
- A flexible phased approach to the delivery of the vision should be adopted
- In lake reconstruction works should largely follow the historic lines of land which has now been lost to erosion
- Precautionary approaches should be adopted – including agreed mitigation measures/ timings etc. so that there is no avoidable delay due to

lack of full scientific certainty. Hence the purpose of well-monitored and phased research pilots leading to full scale experiments.

The delivery of each of these project areas will result in improved conditions for the environment, for navigation and for recreation. Local socio- economic benefits from the works will also be generated, as well as improved understanding of the ecological functioning of the lakes.

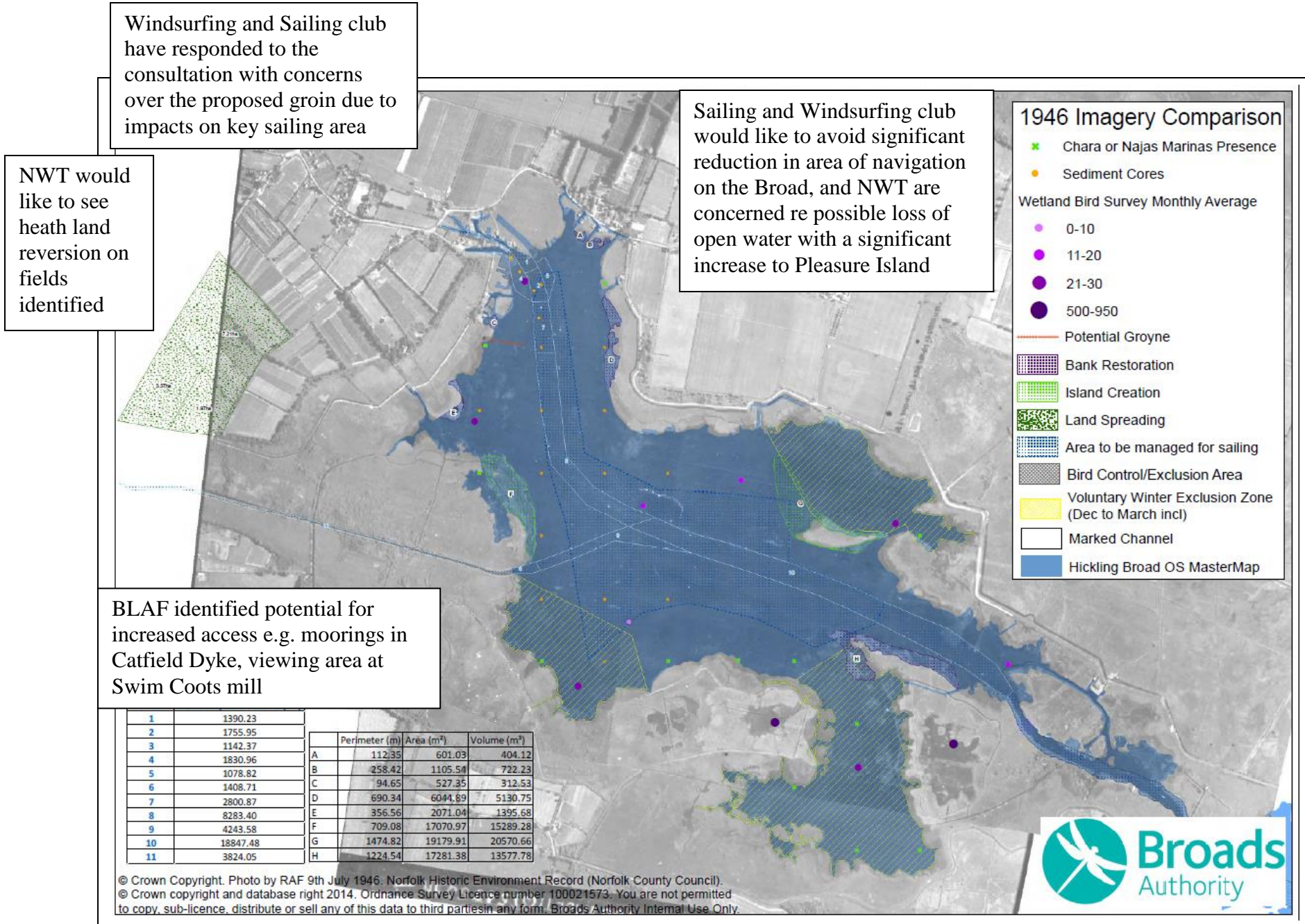
### **Desirable Outcomes**

It is envisaged that the outcomes from the delivery of the Hickling Broad Enhancement Project would include:

- Achievement of agreed waterway depths in the marked channel and identified priority areas, improving access to the staithe and local clubs and businesses
- improved aquatic environment in sheltered bays providing more reed bed, better water quality, water plants and higher numbers of water birds
- beneficial reuse opportunities for dredged material
- increased expertise and understanding in matters relating to water quality in Hickling Broad, including dealing with Pymnesium
- improved understanding by local communities, visitors and partners of the requirement to, and importance of, undertaking integrated water management projects to enhance the special qualities of the Broads.

Figure 1 shows the proposal in an indicative visual layout, and identifies the environmentally sensitive features of the site as well as primary navigation use. Examples of Previous Techniques used in the Broads are shown in Appendix ii and estimated costs are set out in Appendix v.

Fig 1



Please note – locations/ size/ area of proposed features are indicative only at ~~37~~ this stage, and will be subject to individual planning applications

Feasibility work in autumn 2015 is being carried out to determine ground conditions and appropriate engineering designs to inform the proposed priority phasing. This may include trial stages for differing techniques/materials/designs, as well as indicating the anticipated timescale for delivery.

If the proposal is endorsed it is proposed that each element would be delivered individually and would therefore be subject to separate funding arrangements unless significant external funding can be won. Individual planning consents will also be required. These will include detailed design and methodology based on full consultation. It is anticipated that each element will be delivered as part of a phased approach to delivering the whole vision and to ensuring multiple benefits. An initial 'trial' to demonstrate that any innovative design will work successfully will be assessed before larger scale activity / works take place on a phased basis.

A robust evaluation and monitoring strategy has been developed to identify the parameters that will be evaluated and the schedule of data collection. The analysis of the data will help to inform both the design of each element as well as understanding the impact of the works during and after construction.

The Broads Authority's consultative committees (Broads Forum, Navigation Committee, and Broads Local Access Forum) have been involved to help shape the vision and broad support has been expressed to date. The Planning Committee have also been briefed on the master plan prior to seeking the endorsement of the Broads Authority.

### **Potential impacts**

Key considerations for the proposal are will relate to hydrology, landscape impact, ecology and habitat considerations, and the impacts on water space and navigation (including in relation to use of dredgings). An initial assessment against these aspects and the relevant policy framework has been completed ( Appendix iv)

### **Environmental report**

An Environmental report has been prepared and submitted to Natural England which details the proposed initial dredging and bank protection works, sets out the Habitats Risk Assessment screening and Appropriate Assessment and also includes the proposed detailed monitoring plan to be undertaken.

This is currently being reviewed by Natural England, and if agreed is intended to form the basis of a standard methodology, which can be replicated to each element and modified as required for the site specific conditions and design. It is intended that sharing the monitoring and mitigation plans with stakeholders and interested parties will help to provide reassurance that an appropriate precautionary approach is being adopted. An example is given in Appendix iii, detailing our approach to considering Prymnesium and how the risk is mitigated against whilst carrying out works within the Hickling area.

## **Consultation responses to date**

The views of the Broads Forum have expressed that a 'do nothing' approach is not a viable option, given the poor environmental condition of the Broad, its failure to achieve either statutory targets or its potential, and the worsening position in respect of access and navigation through ongoing shallowing. Advice from the John Innes Institute has also indicated that the 'do nothing' option would also be inadvisable given the potential for boat disturbance of sediment to provide a contributory factor in pycnosium blooms, and that an increase in under keel clearance would be beneficial to prevent uncontrolled sediment disturbance.

Detailed comments have also been received in respect of the proposed groin structure, in respect of possible impacts on key sailing area as noted on Figure 1, as well as indicating a desire to minimise the loss of water space in the navigation area. The Navigation Committee have also confirmed that the 'do nothing' option is not acceptable, and agreed the importance of the priority dredging work. They have confirmed that these works must be undertaken as part of an agreed stakeholder approach, and a precautionary, phased approach should be adopted.

Following endorsement of the principles by the Broads Authority, further consultation is proposed with Hickling Broad Sailing Club, and a Parish Forum is proposed to be held in the area for members of the public and local residents.

Function	Comment	Benefit of dredging for			Other benefits
		conservation	navigation	promoting enjoyment	
Reduction of internal loading	Non-retentive sediment due to competitive binding of iron by sulphide. Therefore internal loading is naturally limited	Low	Low	Low	
Increased water depth	Hickling is shallow and turbid (unless dominated by plants). Deepening is unlikely to improve submerged light climate unless there is an accompanying equivalent reduction in turbidity. Current dominant species have rhizomes and independent of light regime but could be reduced unless dredging avoids existing beds.	Low	High	High	High benefit for tourism by improving access in navigation channel to local businesses and local community. Additional benefits also for angling, nature watching, tourism, landscape value by increased access through restoration of water depth in agreed areas and reduction of mechanical disturbance by boats in shallow water which has the potential to trigger prymnesium event through ongoing release of nutrient (unproven)
Bed stabilisation	Wind and boats stirring up the sediment is a source of turbidity. Increasing depth by removing fine sediment should increase clarity. Hickling sediment is, however, already comparatively cohesive and unlikely to limit water plants.	Mod	Low	Mod	Moderate benefit for angling, nature watching, tourism, landscape value by increased water clarity
Propagule bank exposure	Hickling historically dominated by water plants, some seeds may germinate after sediment removal.	Mod	Low	Mod	Moderate benefit for angling, nature watching, tourism, landscape value by increased water plants
Bank reclamation	Opportunity to reclaim and restore sections of eroded bank, especially in areas of reed dieback and goose grazing. Potential benefits to water plants through increased shoreline complexity and reduced wave reflection from steep eroded banks.	High	High	High	High benefit for navigation by lower bank erosion High potential benefit for angling dependant on location and design delivering improved fish habitat High benefit for nature watching, tourism and landscape value by increased reed edge High benefit for landowners to prevent loss of land/reed area
Contaminant removal	Opportunity to reduce the concentration of heavy metals (copper, tin).	Low	Low	Low	low benefit as tests indicate low levels of heavy metals
Creation of hydraulic refugia / sheltered bays	Water plants are likely to colonise sheltered bays. Imaginative used of dredged material to create bunds or islands could significantly increase shelter and help water plants re-establish.	High	Mod	High	Navigation benefit dependant on location e.g. island over a navigation hazard may be high benefit. Islands obstructing sailing may be low benefit. Beneficial use of sediment in constructing refuges would be of high benefit to assist with navigation dredging High benefit for angling, nature watching, tourism by increased water plants, fish habitat and bird refuge areas Landscape benefit dependant on location and design



The Broads Authority have undertaken a variety of projects making use of dredged sediment on agricultural land or in projects to protect or restore eroded reed beds and river banks. A few examples of recent projects are outlined below.

**1. Land Spreading**

Where an agronomist can show there will be agricultural benefit sediment can be spread onto agricultural land as a soil conditioner. When intending to spread sediment onto land it is common practice to remove the sediment from the waterbody with a suction dredger. A cutter suction dredger typically pumps a 85% water / 15% sediment mix which needs de-watering before spreading. Settlement lagoons are an established method of de-watering and have been used many times on the Broads and a few examples are given below. Another method is to pump the sediment mix into geotextile bags which under pressure and over time allow water to drain and sediment to consolidate.

**Example 1: Barton Broad**

Between 1996 and 2001 sediment was dredged from Barton Broad de-watered and spread on adjacent agricultural land.

Sediment	Volume	Dredging technique	Dewatering technique	Cost
Soft organic silt	305,000m <sup>3</sup>	Cutter suction dredger	Settlement lagoons	£10/m <sup>3</sup>



Photo 1: Barton Broad settlement lagoons

**Example 2: Ormesby Broad**

In 2010 sediment removed from Ormesby Broad was pumped into dewatering lagoons and later spread on agricultural land on the same site.

Sediment	Volume	Dredging technique	Dewatering technique	Cost
Soft organic silt	15,000m <sup>3</sup>	Small suction dredger	Settlement lagoons	£8/m <sup>3</sup>

### Example 3: Upton Little Broad

In 2011 highly organic silt was removed from an isolated broad and pumped into geotextile bags and later spread onto agricultural land, with the geotextile recycled in erosion protection works.

Sediment	Volume	Dredging technique	Dewatering technique	Cost
Highly organic silt and algal matter	4500m <sup>3</sup>	Small suction dredger	Non-woven geotextile bags	£20/m <sup>3</sup>



Photo 2: Geotextile bags starting to be filled at Upton

### Example 4: River Bure, Coltishall Lock Channel

In 2015 soft sediment overlying a hard sand and gravel bed was removed and pumped into settlement lagoons on adjacent agricultural land. Given the granular nature of the sub soil the sediment dewatered rapidly and is awaiting spreading.

Sediment	Volume	Dredging technique	Dewatering technique	Cost
Soft organic sandy silt	2000m <sup>3</sup>	Small suction dredger	Settlement lagoons	£15/m <sup>3</sup>



*Photo 3: Constructing settlement lagoons near Coltishall*

## 2. In-line Erosion Protection

Where bank erosion is an issue structures can be installed to protect the bank and retain sediment backfill. Recently timber post and geotextile structures have been trialled in the Broads to restore and protect the original bank line and make use of sediment backfill. An example is given below.

### **Example 5: River Ant, Hall Fen**

Principally an erosion protection project involving a simple geotextile retaining structure in front of an eroding bank. Due to the layout the capacity for sediment backfill was very limited however the structure proved a backfill depth of at least 0.6m could be successfully retained.

Sediment	Volume	Dredging technique	Retaining structure	Cost
Soft silt	100m <sup>3</sup>	360 excavator	Nicospan with anchored timber posts	£65/m <sup>3</sup> (for 24m length)

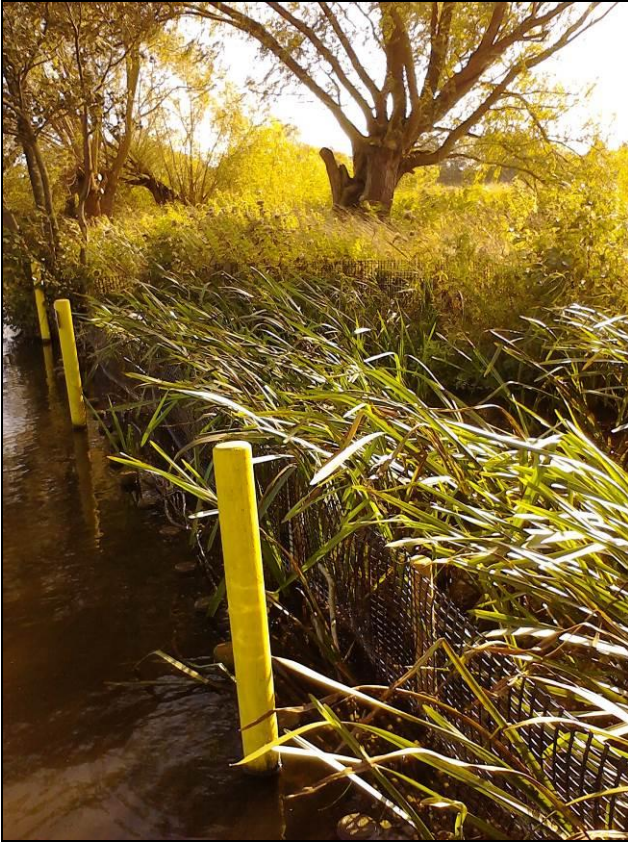


Photo 4: Nicospan erosion protection structure planted with bur-reed.

### 3. Reed Swamp Reclamation

In some locations sediment can be beneficially used to reclaim areas of eroded or degraded reed swamp. In such areas forming a stable retaining structure on very soft ground can be difficult. Geotextile tubes and gabion baskets have recently been used as effective retaining structures as outlined below.

#### Example 6: Heigham Sound

In 2012 soft silts were dredged from Heigham Sound and pumped approximately 1800m to a former soke dyke on marshland. The landowner wanted to create a reedbed and the soke dyke effectively formed a ready-made settlement lagoon. This is a refinement of traditional bankside disposal.

Sediment	Volume	Dredging technique	Retaining structure	Cost
Soft organic silt	10,000m <sup>3</sup>	Cutter suction dredger	Soke dyke as ready-made lagoon	£9/m <sup>3</sup>



Photo 5: sediment pumped from Heigham Sound filling former soke dyke.

### Example 7: Duck Broad

A bespoke gabion structure has been the solution to reform the perimeter of an eroded reed bed and retain dredged sediment. The steel cage baskets are linked together to form a mass gravity structure stable on the very soft bed material. The baskets were planted with reed and then sediment pumped into the internal lagoon area to recreate the reed bed land mass.

Sediment	Volume	Dredging technique	Retaining structure	Cost
Soft organic silt	14,000m <sup>3</sup>	Cutter suction dredger	Bespoke gabions with geotextile liner and filled with dredged material	£25/m <sup>3</sup>



Photo 6: Duck Broad Island recreation using gabion baskets



*Photo 7: View of the perimeter baskets from the water with reed beginning to establish.*

### **Example 8: Salhouse Broad**

In 2012 sediment dredged from the River Bure was used to recreate an eroded reed swamp on the edge of Salhouse Broad. To form the reed swamp edge and retain the backfill an 8.5m diameter geotextile tube was used and pumped full of sediment in-situ using a concrete pump. The concrete pump was used as it could pump a much denser mix of sediment than a dredging pump which was necessary to form a stable mass retaining structure in the tube.

<b>Sediment</b>	<b>Volume</b>	<b>Dredging technique</b>	<b>Retaining structure</b>	<b>Cost</b>
Soft silt	12,000m <sup>3</sup>	360 excavator and piston concrete pump	Geotextile tube filled with sediment	£21/m <sup>3</sup>



*Photo 8: Newly restored reed swamp area retained by geotextile tube at Salhouse Broad.*



*Photo 9: View of the restored reed swamp from the water.*

**Prymnesium and how the risk is mitigated against whilst carrying out works within the Hickling area.**

- BA is not responsible for the fisheries aspect of the Broads –the EA has statutory responsibility for fisheries and is in receipt of rod licence income
- Prymnesium is a naturally occurring algae, it is found year round in the Upper Thurne. Prymnesium is only found in ‘brackish’ waters, it cannot survive in a Freshwater environment.

**Broads Authority Prymnesium Measures**

- Pre work monitoring starts 6 months before planned works – we monitor Prymnesium cells counts, water temperature, conductivity (saline values), nutrient levels, water level & rain fall.
- We work to minimise ‘suspended sediments’ by using silt curtains, moon pools and mud-pumping (to remove sediments) where appropriate.
- We work when water temperatures are 8 degrees and less. This means working between Nov- Feb when weather conditions on Hickling are at their worst.
- We continually monitor - Prymnesium cells counts, water temperature, conductivity (saline values), nutrient levels, water level & rain fall as we work.
- We set ourselves robust ‘Thresholds’ and developed a risk matrix and decision tree to ensure consistency is maintained with regards to the Environmental Operating standards.
- We have carried out extensive research in ‘Prymnesium Cysts’, alleged to be present in the sediments within Hickling (it has been alleged that these cysts are stirred up with the sediment aiding the growth of Prymnesium) and can find no evidence of such cysts.
- No scientific data or research has definitively linked a Prymnesium bloom to dredging.
- BA has invested thousands of pounds in research, sampling & testing to ensure we work following the latest environmental best practise.



## Potential impacts

### Broads Core Strategy DPD

Policy CS1 – Landscape protection and enhancement – the project will help to restore landscape features such as islands which have been lost to erosion as identified in the 1946 aerial photographs. Bank protection measures will safeguard the site from further erosion, and recreate lost reed bed and open water mosaic habitat.

Policy CS3 – Navigable water space – the project will allow the navigation channel to be dredged so as to secure access to the staithe, as well as to reduce the long term need for dredging by reducing sediment input from bank erosion. Navigation hazards such as island remnants which currently need to be marked as a hazard will be removed by being restored using dredged sediment. This will also remove the need for visually intrusive marking. Monitoring will determine the benefit to the wider open water of dredging the navigation channel and using it as a silt trap to draw in mobile sediment from the surrounding area. Innovative solutions will be tested to measure their effectiveness as low cost, sustainable measures to help manage sediment. Successful schemes may be replicated elsewhere.

Policy CS4 – Creation of new resources. The proposed island restoration or creation would, as well as creating new reed bed, establish refuge areas where water plants, fish and birds would be able to flourish. This would be enhanced as a result of lower turbidity from reducing the fetch over the water which generates wind induced sediment disturbance, and also as a result of separation from boating activity. This should help to provide new areas for species, particularly those of conservation priority to extend their range in the Broad.

Policy CS15 – Use of dredging – the project has been designed to beneficially reuse sediment from the Broad. An assessment of engineering properties will be carried out. It is proposed that very loose unconsolidated material will be pumped to adjacent, arable land for land spreading, or within lagooned areas, for bank reinstatement or island creation. Firmer material will be used directly within construction elements. This may also include the reuse of historic sediment from previous deposits on the lake banks. The design of the phasing will take account of the need to return to each area following consolidation of the dredged sediments, so that topping up can maximise the capacity in each area as well as ensuring that final levels are suitable for reed bed restoration.

Policy CS20 – Flood risk – as the new habitat features will be created at or below high water, and will be constructed from material dredged from the water body. There should be neutral impact on water levels, and hence no increased flood risk to adjacent communities. The developments are all located within the waterbody, so any future plans for flood risk mitigation measures would not be impaired.

### Broads Development Management Policies DPD

Policy DP1 – Natural environment – the proposal will improve the mosaic of open water and reed bed and complexity to the lake edge which will result in greater number of niches for wetland species such as fish and quiet feeding area for bittern. Restoration of areas of reed bed will minimise further sediment input into the open water with added beneficial impact for the open water environment, as well as creating refuge areas for water birds and water plants by introducing shelter areas.

Policy DP13 – Bank protection – by including bank protection within the proposal on areas that have significantly eroded since 1946, further erosion will be arrested. This will help to protect the land and to benefit the water environment by removing a diffuse source of sediment input. Soft techniques will be adopted such as geotextiles or gabions, in preference to adopting a piled edge, and vegetation will be established. Appropriate temporary navigation marks will be included until the vegetation is fully established to provide a clear visual indicator of the new edge.

Policy DP29 – Development on sites with a high probability of flooding – the features created will be designed in such a manner as regularly to inundate designed floodable areas, to ensure that the desired vegetation is supported and to prevent the growth of scrub. As the development will be at or below high water, and will be constructed from material dredged from the water body, there should be a neutral impact on water levels and therefore no increased flood risk to adjacent areas.

This project is necessary to support the socio economic needs of the local community, by maintaining access to the village by boating visitors to the boatyard and local pubs, and also to ensure that the local recreation clubs such as sailing and windsurfing can continue to enjoy their activities. The Parish Council has recently invested in improvements to the staithe and slipway area. Numerous complaints have been received from local people about the current lack of maintenance dredging which is adversely affecting their activities.

**Estimated Costs for the various elements within Hickling Broad**

**Appendix v**

<b>Section (see Fig 1)</b>	<b>Potential Solution</b>	<b>Approx. Installation Cost per M, based on previous rates</b>	<b>Total Approx. cost inc. plant/labour</b>	<b>Length / Area</b>	<b>Approx. Construction Timings</b>	<b>Comments</b>
A + B Hill Common Erosion Protection	Nicospan geotextile with timber poles	£30	£11,123.10	370.77m 1,706.57m2	3 weeks	Installation of fabric surround, installing goose guard and planting. Back filling with dredge material would be a separate operation.
C + D	Nicospan geotextile with timber poles	£30	£23,549.70	784.99m 6,572.24m2	6 weeks	Installation of fabric surround, installing goose guard and planting. Back filling with dredge material would be a separate operation
E	Nicospan geotextile with timber poles	£30	£10,966.80	356.56m 2071.04m2	3 weeks	Installation of fabric surround, installing goose guard and planting. Back filling with dredge material would be a separate operation
F	Bagger-Buffer (geo-textile mini tube)	£40	£28,363.20	709.08m 17070.97m2	8 weeks	Untried within the Broads although the Dutch have used this with great success.
G(a)	Gabion Baskets as per Duck Island	£60	£88,489.20	1474.82m 19179.91m2	20 weeks	Using the same techniques as we employed at Duck Island. The 'croissant' could be built up in cells to give strength and allow for areas to be filled and planted.
G(b)	Geotube as per Salhouse project	£385	£567,490.00	1474.82m 19179.91m2	40 weeks	Using the same techniques as we employed at Salhouse Broad. The 'croissant' could be built up in phases and filled to a higher level over a number of years
H	Nicospan geotextile with timber poles	£30	£36,736.20	1224.54m 17281.38m2	10 weeks	Installation of fabric surround, installing goose guard and planting. Back filling with dredge material would be a separate operation.
Mud-pumping	To dredge channel and back filling of constructed areas/ land	£20 per m3	£800,000.00	40,000m3 in channel, noted volumes may increase	60 weeks	Mud-pumping could be used for the soft, silty mud mainly found in the main navigation channel. Duration depends upon weather conditions and distant to pump, but estimated based on previous outputs

	spreading			subject to levels of mobilisation in the Broad		achieved. Annual surveying required to monitor slumping/ mobilisation and repeat dredging requirements.
Grab Dredging	Dredge into barges and offloaded into constructed areas	£20 per m3	£140,000	7,000m3 in Channel	12 weeks	Grab dredging will be needed to remove the harder, consolidated sediments; these are generally located around the Pleasure Beach & sailing Club area.

**Mutford Lock Maintenance and Reserve**  
Report by Rivers Engineer

**Summary:** This report sets out the current maintenance issues at Mutford Lock and recommends revised budget allocation and use of reserves to undertake essential maintenance and keep it serviceable both in the short and long term. The following report and recommendations were considered and supported by the Navigation Committee on 3 September 2015.

**Recommendation:**

With support of the Navigation Committee it is recommended that the Authority agree to the following:

- (i) Expenditure of a £87,082 from the Mutford Lock reserve fund to complete essential maintenance and repairs in the current financial year (2015/16).
- (ii) A revised annual maintenance budget for Mutford Lock of £18,000 to allow for hydraulic control system servicing and routine underwater maintenance, which will be incorporated in the draft 16/17 budget for consultation.
- (iii) The proposed appointment of a consultant in 2016/17 to investigate costed de-watering options for the lock, ahead of future major work. The cost is estimated to be between £5,000 and £10,000, and is proposed to be funded from the ring fenced reserve.

## **1 Background**

- 1.1 Mutford Lock is a bi-directional lock with four pairs of mitre gates operated by a hydraulic system. The lock is heavily used during the summer months with typically around 800 vessel passages each year. The lock provides an important connection between the North Sea and the Broads, and is a popular alternative to navigating through the Port of Great Yarmouth.
- 1.2 Most locks (e.g. a typical canal lock) have a constant and significant head of water across the lock. The water pressure helps push and seal the gates when closed and helps with the movement and sluicing of silt and debris. Mutford Lock however experiences water level variation on both sides with a tidal cycle on Oulton Broad differing from the tidal cycle on Lake Lothing. The difference in water level across the lock is at times very small and therefore good maintenance and operation is essential to ensure the lock gates work and seal effectively when the benefit of a good head of water is not available.

- 1.3 In the last two years there has been a requirement for significant expenditure on Mutford Lock from reserves. Recent expenditure has been reactive rather than proactive; in part due to exceptional climatic events (large tidal surge in December 2013), but also in part due to previous low maintenance investment. Recent expenditure has included the replacement of the hydraulic control system (most of which was reimbursed by a government flood damage grant) and the removal and repair of a lock gate. This work has been previously reported to Navigation Committee most recently in June 2015.
- 1.4 Mutford Lock does have a dedicated reserve account from which such expenditure has been made. Annual contributions of £25,000 have been made to provide a fund for major work likely in the future, and an additional £2,000 is added into the fund each year from rental income.

## 2 Current Budget

- 2.1 The total annual budget for Mutford Lock is £39,000. In recent years this sum has been divided between contribution to reserves and operation and maintenance costs. The table below shows the typical budget allocation.

Item	Service Provider/Supplier	Budget Cost
Contribution to reserves		£27,000.00
Operation agreement	Sentinel Leisure Trust	£6,956.82
Maintenance agreement	Waveney Norse	£663.88
Available for routine annual maintenance and repair costs	Non specified but typically includes paint, grease, hydraulic maintenance, debris removal etc.	£4,379.30
<b>Total</b>		<b>£39,000.00</b>

- 2.2 After the contribution to reserves £12,000 is available for annual expenditure. Operation of the lock provided by Sentinel Leisure Trust and routine mechanical inspections and greasing provided by Waveney Norse account for most of this sum leaving £4,379 available for routine repair and maintenance costs.
- 2.3 The available budget for repair and maintenance has been spent each year on a number of minor items, such as paint, signage, gear repairs etc. as well as the use of divers to deal with obstructions. The available budget has however not been sufficient to cover a number of other repairs or maintenance issues which are now essential (see Section 3)

## 3 Immediate Works Requirements

- 3.1 In addition to the emergency works completed earlier this year to remove and reset one of the gates the recent survey and inspection work at the lock has highlighted a need for a range of non-routine maintenance tasks to be completed in the short term. These requirements are listed in the following

table with associated costs. A more detailed description and breakdown of the costs is included in Appendix 1.

<b>Item</b>	<b>Value</b>
<b>Penstock repairs</b> Replace two penstock sluices	£13,817.12
<b>Hydraulic control adjustments</b> Modify gate hydraulics to allow control of operating speed.	£5,981.00
<b>Spare parts</b> Purchase spares for hydraulic and electrical for the gate control system	£1,265.00
<b>Debris removal</b> Removal of silt and debris still remnant from surge	£6,400.00
<b>Gate re-balancing</b> Install buoyancy tanks to balance gates	£15,200.00
<b>Gate mechanism repairs</b> Replace grease pipes, rollers, racks, covers etc.	£8,200.00
<b>Paving repairs</b> Breakout and replace settled concrete paving	£3,000.00
<b>Gauge boards</b> Install new large gauge boards on both sides of lock	£2,000.00
<b><i>Total of proposed work</i></b>	<b>£55,863.12</b>
<b>Emergency work completed spring 2015</b>	£31,218.94
<b><i>Total reserves expenditure 2015/16</i></b>	<b>£87,082.06</b>

- 3.2 It is proposed that the cost of the maintenance work outlined in the above table be met by expenditure from the ring fenced lock reserve account. Much of this work is best undertaken in the quieter winter months (with the exception of the penstock replacement which is urgent). Whilst this expenditure was flagged up as a necessary item last year, it was not able to be budgeted as a contribution from reserves at that time due to the unknown amount required. To ensure the lock is in good serviceable order before the next summer season, it is recommended that all these items are completed before April 2016, and the Broads Authority is asked to approve this expenditure.

#### **4 Revised Annual Budget Requirement**

- 4.1 The following table shows the items which the annual budget is required to cover to proactively maintain the lock in serviceable condition.

<b>Item</b>	<b>Value</b>
Current Lock operation fees	£6,957.00
Mechanical maintenance	£2,000.00
Hydraulic and electrical maintenance	£1,935.00
Debris & Mussel removal and annual check	£5,000.00

Maintenance consumables & minor repairs	£2,108.00
<b>Total</b>	<b>£18,000.00</b>

- 4.2 This proposed budget allows for the existing operation fees and an improved level of mechanic maintenance, as well as provision for typical minor repairs and maintenance items. In addition to this it is proposed that an allowance is specifically made for the maintenance and annual servicing of the hydraulic control system and use of divers for underwater checks and maintenance.
- 4.3 The improved mechanical maintenance contract is suggested as current maintenance is not to the good level originally provided by Waveney District Council and this is reflected in the current low contract cost. The proposed cost in 4.1 is based on initial quotes from the current service provider and other potential providers.
- 4.4 The hydraulic control system is relatively new and like all electromechanical systems has items (e.g. filters, seals, heaters, fuses, pipes motors etc.) that need regular maintenance and servicing. The cost shown above is based on a quote from the system supplier who would provide monthly checks, an annual service and priority repair call out of the system.
- 4.5 With much of the lock structure and parts below water divers are regularly required to undertake maintenance. The use of divers has to date been purely on a reactive basis as problems have presented. The lock gates are vulnerable to disruption from excessive debris, silt and mussel built up. The cost shown in the table above would allow for three to four days with a dive team based on a typical day rate of £1500 to £2000. Rather than reactive work it is suggested that a proactive approach be taken with divers undertaking pre and post season underwater checks of the gates walls and cills and with removal of mussels and debris before problems occur.
- 4.6 Members should note that as previously reported Sentinel Leisure Trust who currently operate the lock on behalf of the Authority have requested a significant increase in the cost of operation from £6,957 to £20,000. This report focuses on the maintenance requirements of the lock and the associated costs which are necessary to keep it serviceable. The cost of the operating contract is being reviewed and will be reported separately with future consideration given to budgeting for any additional cost.

## **5 Reserve Account and Long Term Requirements**

- 5.1 Mutford Lock has a dedicated reserve account. The reserve account as at the end of March 2015 stood at £322,547. Since taking over management of the Lock it has been the aim of the Authority as set out in the Asset Management Strategy to build this reserve account to a total of approximately £500,000.
- 5.2 With the maintenance expenditure of approximately £87,082 outlined in Section 3 and the annual contribution to reserves of £27,000 allocated, the net effect on the reserves budget this year will be a reduction of £60,082.



Therefore by the end of the financial year the reserve account will stand at approximately £262,465.

- 5.3 The proposed annual budget outlined in Section 4 requires an annual maintenance expenditure of £18,000. It is proposed that the contribution to reserves should remain at £27,000; therefore requiring a minimum of 9 further years to reach a reserve balance of £500,000.
- 5.4 The main reason for building up this dedicated reserve is to provide funds in the future for major structural repair work to the lock chamber, the stability of the masonry walls is an ongoing concern, but other elements include the steel piling both within the chamber and to the Broad frontage.
- 5.5 The actual cost of such major work to the masonry walls will be significantly influenced by the condition of the lock walls at the time of repair and the method of dewatering for works access. The key areas of concern are the remaining old masonry parts of the walls adjacent to the gates. Failure of these parts of the structure could compromise the gates and quoins leading to very high repair costs and the requirement for cofferdams to isolate and dewater the area.
- 5.6 Taking a proactive approach to investigating likely repairs and undertaking maintenance work before failure could significantly reduce the cost. It may be that lower cost alternatives to cofferdams for dewatering are feasible and that pre-emptive work can avoid some major aspects of work such as re-building quoins.
- 5.7 It is therefore suggested that past structural reports are revisited and further work is undertaken by a consultant in 2016/17 to provide costed options for de-watering. The consultant fees are likely to be between £5,000 and £10,000. It is however work that will need to be undertaken at some stage, and if undertaken now will provide an improved basis on which to manage the future budget and reserve fund. Members support is requested for this approach, and authorisation for this expenditure from the reserve account will be sought as part of the 2016/17 budget setting.
- 5.8 A survey will also be undertaken in 2016/17 of other land holdings around Mutford Lock which are subject to the Harbour Revision Order. This will include structural surveys of the piling and timber structures along the Oulton Broad frontage. The condition, remaining life and costed options for maintenance or replacement will be included in a subsequent report to the Navigation Committee.

## **6 Navigation Committee Consultation**

- 6.1 The Navigation Committee received this report at its last meeting on 3 September 2015, and support was given for the use of reserves as indicated for the necessary works in this financial year.

6.2 The proposed structural survey work for 2016/17 was also supported, and it was agreed that a further report should be brought to Navigation Committee following the completion of the Harbour Revision Order to consider both the operating costs and the future charging strategy to be adopted.

Background papers: None

Author: Tom Hunter  
Date of report: 7 September 2015

Broads Plan Objectives: None

Appendices: Appendix 1 – Immediate Maintenance Requirements

## APPENDIX 1 – Immediate Maintenance Requirements

Item	Value
<p><b>Penstock sluices</b>  <i>The penstocks are paddle valves which control water flow in and out of the lock chamber. Two penstocks were found to be badly damaged and in need of replacement.</i></p>	
Remove banks and install new penstocks	£7,200.00
Supply new penstocks (x2)	£4,817.12
Replace penstock anodes	£1,800.00
<p><b>Hydraulic control changes</b>  <i>The hydraulic control system is an effective tool to work the gates; however unlike a manual system it can force the gates over obstructions without the operator aware. This appeared to have happened with the recent gate issues, therefore it is suggested that the operating loads are monitored and modifications made to reduce the speed and give the operator more sensitive control and avoid damage.</i></p>	
Data log and report on hydraulic load for each gate operation	£1,995.00
Install flow control valve to allow gate speed to be adjusted	£3,986.00
<p><b>Control System Spares</b>  <i>It is recommended that some spare parts are held for the hydraulic control system. Keeping these spares would potentially reduce down time in the event of a future breakdown.</i></p>	
Hydraulic spares pack	£1,060.00
Electrical spares pack	£205.00
<p><b>Debris removal</b>  <i>Debris removal has not been a routine task and although some material has been removed from the gate areas there is a significant backlog of debris and silt especially since the surge in 2013. This debris can obstruct the gates and get caught in the quoins (where the gates meet the walls). Mussels have also built up on the gates adding significant additional weight.</i></p>	
Bulk removal with small dredging vessel	£2,800.00
Clear gates/fine removal	£3,600.00
<p><b>Gate balancing</b>  <i>Lock gates need an accurate balance of weight distribution to allow correct alignment and sealing and prevent excessive pressure on bearings. Since the current gates were installed walkways and handrails have been added and mussels have been allowed to build up. Adding a buoyancy tank to each gate would redress the balance and minimise sealing and wear issues.</i></p>	
Buoyancy tanks – supply s/s tanks	£8,000.00
Install tanks	£7,200.00

Item	Value
<p><b>Gate mechanism repairs</b>  <i>Some of the basic mechanical items are now many decades old and have degraded over time. For example, the capstan covers protect the gate winding gearing from the elements but these are now severely corroded and effectively held together by paint. Another example is the racks which push and pull the gates; numerous repairs have been made but two would now benefit from replacement before failure as there could be a significant fabrication time.</i></p>	
New grease pipes	£500.00
New roller	£200.00
Capstan covers	£2,500.00
New rack (x2)	£5,000.00
<p><b>Paving repairs</b>  <i>Settlement of the concrete slab paving along the lock side now presents a trip hazard. Due to the nature of the lock working and operation the lock edge is not protected so it is important that the surrounding paving does not present a hazard. The breaking and recasting of the existing settled slabs will also provide an opportunity to see if there is any loss of material or significant settlement behind the lock walls.</i></p>	
Concrete paving repairs	£3,000.00
<p><b>Gauge boards</b>  <i>There is currently no precise indicator of water level on each side of the lock. New clear gauge boards at each end of the lock would provide this and allow the lock operator also to better advise craft on bridge clearances through Lake Lothing.</i></p>	
Gauge board supply and installation	£2,000.00
<b>Total cost of proposed work</b>	<b>£55,863.12</b>
<p><b>Emergency work completed spring 2015</b>  <i>Failure of a gate to operate at the start of the season required investigation with divers and subsequent removal of the gate for repair.</i></p>	
Removal, repair and reseating of gate 2 south complete	£31,218.94
<b>Total reserves expenditure 2015/16</b>	<b>£87,082.06</b>

**Strategic Direction**  
Report by Chief Executive

**Summary:** This report sets out progress in implementing the Authority's Strategic Priorities for 2015/16.

**Recommendation:** To note the report.

**1 Progress on Strategic Priorities**

- 1.1 The Authority uses a small set of annual strategic priorities with accompanying projects to help monitor the delivery of the Broads Plan. Progress against the five priorities for 2015/16 is outlined in Appendix 1.
- 1.2. Updates on all objectives in the Broads Plan are posted on the e-Plan website at: [www.broads-plan.co.uk](http://www.broads-plan.co.uk).

Background papers: Nil

Author: Maria Conti  
Date of report: 8 September 2015

Broads Plan objectives: CC2, BD1, BD3, BD5, PE1, PE2 and TR2

Appendices: APPENDIX 1 - Strategic Priorities 2015/16

**Strategic Priorities 2015/16**1. Broads Plan Review

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

2. Broads Landscape Partnership Bid

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

3. Hickling Broad Lake Enhancement Project

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

4. Promoting the Broads

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

5. Stakeholder Action Plan

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



Updates on all Broads Plan objectives are posted on the e-Plan website at: [www.broads-plan.co.uk](http://www.broads-plan.co.uk)








**Strategic Priorities Progress Report – update Sept 2015**

Priority	Lead	Key milestones	Progress to date	Status
<b>Broads Plan Review</b>	Maria Conti	<ul style="list-style-type: none"> <li>▪ Scoping Mar - Nov 2015</li> <li>▪ Consult on first draft plan by end Feb 2016</li> <li>▪ Consult on revised draft by end Jul 2016</li> <li>▪ Adopt plan Mar 2017</li> <li>▪ Implement plan Apr 2017</li> </ul>	Lead officers scoping strategy for discussion at BA and Navigation Committee Member Workshop on 7 Oct and at Broads Forum on 5 Nov	
<b>Broads Landscape Partnership</b>	Will Burchnell	<ul style="list-style-type: none"> <li>▪ Submit first application to HLF by 1 Jun 2015</li> <li>▪ HLF decision Oct 2015</li> <li>▪ (TBC: Further development phases Nov 2015 - May 2017; delivery phase May 2017- May 2022)</li> </ul>	Application submitted on schedule HLF team visited Broads 31 Jul 2015	
<b>Hickling Broad Enhancement Project</b>	Trudi Wakelin	<ul style="list-style-type: none"> <li>(a) Collate baseline data including Broads Lake Review outputs by Apr 2015</li> <li>(b) Hold Lake Review stakeholder workshop Apr 2015</li> <li>(c) Develop partnership approach with stakeholders and agree refreshed vision for Hickling by Sept 2015</li> <li>(d) Seek planning permission and in principle agreement from regulators to deliver vision</li> <li>(e) Develop external funding options - Jan 2016</li> <li>(f) Undertake supporting research and pilots to inform feasibility by Mar 2016</li> </ul>	<ul style="list-style-type: none"> <li>(a) Completed</li> <li>(b) Completed</li> <li>(c) Item on agenda</li> <li>(d) Discussions ongoing</li> <li>(e) Expression of interest submitted for Interreg funding</li> <li>(f)</li> </ul>	<ul style="list-style-type: none"> <li>★</li> <li>★</li> <li></li> <li></li> <li></li> </ul>

Priority	Lead	Key milestones	Progress to date	Status
<b>Promoting the Broads</b>	Lorna Marsh	<p>(a) Produce Broads National Park branding guidelines for tourism industry by Summer 2015</p> <p>(b) Review Sustainable Tourism Strategy and Action Plan:</p> <ul style="list-style-type: none"> <li>· Scoping Mar - Nov 2015</li> <li>· Consult on first draft plan by end Feb 2016</li> <li>· Consult on revised draft by end Jul 2016</li> <li>· Adopt plan Mar 2017; implement Apr 2017</li> </ul>	<p>(a) Guidelines produced; awaiting legal guidance for dissemination in light of judicial review</p> <p>(b) Brought forward for completion date of 2016. Invitation to quote currently out to consultants to carry out work that BA resources cannot meet, and to ensure impartiality</p>	<p>(a) </p> <p>(b) </p>
<b>Stakeholder Action Plan (extract for reporting)</b>	Andrea Long	<p>(a) Workshop with hire boat operators to understand their concerns</p> <p>(b) Explanation of tolls structure in Broadsheet; website content for tolls information</p> <p>(c) Circulate Bulletin to parish clerks</p> <p>(d) Residents' newsletter</p> <p>(e) New Parish Forum format</p>	<p>(a) Meeting with hire boat operators held 25 June. Action on waste management being progressed</p> <p>(b) Website content re tolls structure has been updated and Broadsheet will carry the same information</p> <p>(c) Next issue of Bulletin will be circulated to parish clerks</p> <p>(d) Investigating production of residents' newsletter late 2015/ early 2016</p> <p>(e) Parish Forum to be held in Oct/Nov in Thurne area focused on Hickling Enhancement Project</p>	<p>(a) </p> <p>(b) </p> <p>(c) </p> <p>(d) </p> <p>(e) </p>



Priority	Lead	Key milestones	Progress to date	Status
		(f) Promotion of Broads Experiences	(f) Promotion of Broads Experiences will form part of a new Enjoy the Broads website and possible supporting material in 2016	
		(g) Promotion of Proximity Campaign, including Greeters' Initiative	(g) Greeters' initiative and other Proximity actions incorporated in Sustainable Tourism Strategy review for delivery in 2016	

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

**Annual Governance Statement 2014/15**  
Report by Monitoring Officer and Solicitor

**Summary:** This report explains the purpose of the Annual Governance Statement, and the requirement to carry out an annual review of the Authority's systems of internal control and governance arrangements. The Annual Governance Statement for 2014/15 is appended, for members' consideration.

**Recommendations:**

- (i) That the views and comments of the Authority are sought on the internal control systems and governance arrangements in place.
- (ii) That the Annual Governance Statement for 2014/15 and Action Plan for 2015/16 are approved, subject to any amendments or additions the Authority may wish to make.
- (iii) That the Authority confirms, subject to implementation of the improvements identified in the Action Plan, that the Authority's internal control systems and governance arrangements are considered to be adequate and effective.

**1 Introduction**

- 1.1 The Accounts and Audit (England) Regulations 2011 contain a requirement that an Annual Governance Statement, prepared in accordance with proper practices in relation to internal control, must be approved 'by the relevant body' (in this case the Broads Authority) and must accompany the Statement of Accounts. (The Regulations were recently updated, which took effect from 1 April 2015, however these do not apply to the period covered by this Statement.)
- 1.2 The Annual Governance Statement requires local authorities to conduct a review at least once a year of the effectiveness of their systems of internal control and risk management, so as to give assurance on their effectiveness and/or to produce a management action plan to address identified weaknesses.
- 1.3 In addition, under the Accounts and Audit Regulations 2011 and CIPFA's Code of Practice for Internal Audit ('the Code'), the Head of Internal Audit is required to provide, on an annual basis:
  - an overall opinion on the adequacy and effectiveness of the Authority's internal control environment;

- any qualifications to that opinion, along with the reasons for qualification;
- a summary of audit work from which the opinion was derived;
- any issues considered relevant to the Annual Governance Statement;
- comparison with planned and actual audit work, summarising the performance of internal audit against its measures and targets;
- commentary on compliance with the standards of the Code; and
- communication of the results of the Internal Audit quality assurance programme.

- 1.4 The Opinion of the Head of Internal Audit for 2014/15 was set out in a report considered by the Financial Scrutiny and Audit Committee at its meeting on 7 July 2015, and the key findings are summarised in the Annual Governance Statement. The overall opinion is that the framework of governance, risk management and control at the Broads Authority is deemed to be adequate, representing a stable control environment. The Authority has also received 2 good assurance levels in respect of Corporate Governance & Risk Management and Key Controls & Assurance.
- 1.5 Internal Audit work has not identified any weaknesses that are significant enough for disclosure within the Annual Governance Statement.
- 1.6 Once agreed, the Annual Governance Statement should be signed by the Chairman of the Authority and the Chief Executive.

## **2 Code of Corporate Governance**

- 2.1 The Authority's systems for delivering good governance are set out in the Code of Corporate Governance which was adopted by the Broads Authority at its meeting in November 2009. This document was prepared in accordance with the guidance set out in the CIPFA/SOLACE Framework '*Delivering Good Governance in Local Government*'.
- 2.2 The principles and standards set out in the Framework are aimed at helping local authorities to develop and maintain their own codes of governance and discharge their accountability for the proper conduct of business. The Framework emphasises the importance of good governance to the wider outcomes of good management, good performance, and good public engagement. It puts high standards of conduct and leadership at the heart of good governance, placing responsibility on members and officers to demonstrate leadership by behaving in ways that exemplify high standards of conduct, and so set the tone for the rest of the organisation.
- 2.3 The Authority's Code of Corporate Governance is updated annually, as part of the process of preparing the Annual Governance Statement, and is signed by the Chairman and Chief Executive.
- 2.4 Where new evidence has been identified in the Code, to contribute towards the Authority's governance arrangements, this has been included in the 2015/16 Action Plan, in order to monitor progress and ensure that it is implemented.

### **3 Role of the Chief Financial Officer**

3.1 In 2010 CIPFA issued a document entitled '*The Role of the Chief Financial Officer in Local Government*'. The Statement supports CIPFA's work to strengthen governance and financial management across the public services, and sets out five principles that define the core activities and behaviours that belong to the role of Chief Financial Officer (CFO) in local government and the governance requirements needed to support them. These are set out in paragraphs 3.2 and 3.3 below.

3.2 The CFO in a local authority:

- is a key member of the leadership team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest;
- must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risk are fully considered, and alignment with the authority's financial strategy;
- must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

3.3 To deliver these responsibilities the CFO:

- must lead and direct a finance function that is resourced to be fit for purpose;
- must be professionally qualified and suitably experienced.

3.4 It is further recommended that, in their Annual Governance Statements, local authorities should 'include a specific statement on whether the authority's financial management arrangements conform with the guidance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010) and, where they do not, explain why and how they deliver the same impact'. This statement is set out in paragraphs 3.13 to 3.16 of the Annual Governance Statement.

### **4 Annual Review of Governance Arrangements**

4.1 The production and publication of the Annual Governance Statement is the result of an ongoing review of the adequacy of internal control systems and governance arrangements, and is not an activity which should be viewed in isolation.

4.2 The review has been informed by the work of officers of the Authority, who have responsibility for the maintenance and review of the internal control environment, internal audit reports and the recommendations made by external auditors and inspectors. It has also been informed by a survey of senior managers, who have been asked to respond to a questionnaire analysing the adequacy of the Authority's internal control systems and

governance arrangements insofar as they affect their teams, with a view to identifying any significant gaps and weaknesses. The review of Partnership arrangements and the review of the Strategic Risk Register also contributes towards the review.

- 4.3 Where significant weaknesses have been identified these are set out in the Action Plan (Appendix 1b). It should be noted that this Action Plan does not cover all the activities which will be undertaken during the year and which will contribute towards good governance, but focuses on those activities, and especially new initiatives and those issues identified by auditors, which will address weaknesses, ensure continuous improvement of the system and generally 'add value' to the arrangements.
- 4.4 A copy of the 2014/15 Action Plan is also appended (Appendix 2), with progress to date added. Where the appropriate action is still outstanding, it has been carried forward into the 2015/16 Action Plan.
- 4.5 The Financial Scrutiny and Audit Committee shall review the Annual Governance Statement and Action Plan at its meeting on 22 September 2015 2014 and should there be any amendments proposed by the Committee, those amendments along with the Committees' recommendations shall be presented to the Authority for approval.

## **5 Summary**

- 5.1 The Authority is asked:
  - to review and comment on the internal control systems and governance arrangements in place;
  - to approve the Annual Governance Statement and confirm that it represents a true reflection of the control environment present in the Authority; and
  - to confirm that, subject to implementation of the improvements identified in the Action Plan, these are adequate and effective.
- 5.2 The Action Plan will be implemented during 2015/16 in order that there is ongoing review and improvement of the systems of internal control and governance arrangements. Progress in implementing the Action Plan will be reported in the next Annual Governance Statement.

Background papers: CIPFA Annual Governance Statement Rough Guide for Practitioners  
Internal Audit Annual Report and Opinion 2014/15  
Broads Authority Code of Corporate Governance

Author: Piero Ionta  
Date of report: 11 September 2015

Broads Plan Objectives: None

Appendices: APPENDIX 1a– Annual Governance Statement 2014/15  
APPENDIX 1b – 2015/16 Action Plan  
APPENDIX 2 – 2014/15 Action Plan: Summary of Progress

# Broads Authority

## Annual Governance Statement 2014/15

### 1 Scope of Responsibility

- 1.1 The Broads Authority is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility the Authority is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk.
- 1.3 The Authority has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government'. A copy of the Code is on the Authority's website at [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk) or can be obtained from the Monitoring Officer at Yare House, 62-64 Thorpe Road, Norwich NR1 1RY. This statement explains how the Authority has complied with the Code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003, as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 and the Accounts and Audit (England) Regulations 2011, in relation to the publication of an Annual Governance Statement.

### 2 The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes for the direction and control of the Authority and its activities through which it accounts to, and engages with the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Authority's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at the Broads Authority for the year ended 31 March 2015 (except where otherwise stated) and up to the date of approval of the statement of accounts.

### **3 The Governance Framework**

- 3.1 At its meeting on 20 November 2009, the Broads Authority adopted a Code of Corporate Governance in accordance with guidance in the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government'.
- 3.2 The Framework also included a number of supporting principles and suggestions for source documents/good practice that may be used to demonstrate compliance. These have been used by the Authority in developing its Code.
- 3.3 The purpose of the Code is:
- to develop a framework for Corporate Governance for the Authority based on good practice and external guidance;
  - to demonstrate compliance with the principles of good governance; and
  - to continuously improve its effectiveness through an annual review of performance against the framework with an action plan to address weaknesses (as set out in the Annual Governance Statement).
- 3.4 The Code sets out how the Authority delivers good governance, using as its basis the objectives set out in the CIPFA/SOLACE Framework, supported by examples of evidence which demonstrate the actions being taken.
- 3.5 At its meeting on 13 May 2011 the Broads Authority adopted the Broads Plan 2011, the strategic five year plan for the management of the Broads. As part of the development of the new Plan the Authority consulted key stakeholders (including the Broads Forum, which includes representatives of over 50 Broads organisations and user groups), partner organisations and members of the public. The Plan contains a revised vision for the Broads, for the period up to 2030, together with long-term aims, and strategic objectives for the five year period up to 2016. The Plan can be viewed at the following link: <http://www.broads-plan.co.uk/>. Work has commenced on reviewing achievements (Broads Plan 2011) and evidence gathering is underway to support scoping of issues for the next plan to cover the five year period 2017-22.
- 3.6 The Authority has in place a number of procedures to ensure that it obtains best value for money in all that it does, including Financial Regulations, Standing Orders Relating to Contracts and a Procurement Strategy. These are all reviewed and updated on a regular basis, with the Financial Regulations and Standing Orders Relating to Contracts having been updated in April 2013 to reflect the transition to two Directorates. In addition the Authority adopted a Counter Fraud Bribery and Corruption Strategy in June 2012 to supplement these procedures. The Authority benchmarks some of its key services against those of national park authorities, through the identification of a number of performance indicators, supplemented by a number of 'local' (Broads Authority only) indicators. Performance data is published in the Authority's Business Plan and over time will give an indication of how well the Authority is performing in these areas, both year on year and in comparison with national park authorities.
- 3.7 The Authority also has in place a series of internal financial controls, including approved budgets, separation of duties and authorised signatures, to reflect good practice and ensure that its finances are managed securely to minimise risk.
- 3.8 The views of users have been sought through a number of means, including the visitor centres annual survey, inviting comment and feedback at parish forums, an



ongoing survey of users of the corporate website and the annual Broads Outdoors Festival feedback forms. In 2014, a stakeholder survey of hire boat operators, private boat owners, residents and visitors took place. Members support the view of repeating this exercise in five years' time as part of strategic approach in formulating its Broads Plan and its priorities for that following five year period.

- 3.9 The Authority communicates the results of surveys, and other relevant information, through its website and social media and through its regular publications Broad Sheet (aimed at toll payers), Broadcaster and the Annual Report.
- 3.10 The Authority does not operate through an Executive. All matters are dealt with by the full Broads Authority, which is the prime decision maker, and its service committees. The Authority monitors the effectiveness of internal control systems through the consideration of regular performance management and budget monitoring reports, and through monitoring and receiving reports on the work of the Financial Scrutiny and Audit Committee.
- 3.11 The terms of reference of the Financial Scrutiny and Audit Committee include responsibility for financial scrutiny, including a review of the Statement of Accounts and Annual Governance Statement, financial planning, audit and risk management.
- 3.12 As a result of the Localism Act 2010, a new standards regime was introduced by the Authority, with the Standards Committee ceasing to exist from 1 July 2012. The new arrangements have incorporated a revised process for hearing allegations against the Authority and a revision to the Code of Conduct was adopted by the Authority on 10 May 2013. Two Independent Persons were appointed to the Authority on 13 July 2012 to support the new standards arrangements.
- 3.13 The Authority has appointed the Head of Finance and Revenue Services at Broadland District Council to act as its Treasurer and Financial Adviser ('the Treasurer'), to be responsible for the proper administration of the Authority's financial affairs, as set out in Section 17 (1) of the Norfolk and Suffolk Broads Act 1988. The Treasurer has a defined job description, appropriate delegated powers, works closely with senior officers of the Authority (in particular the Director of Planning and Resources and Head of Finance), is consulted on key decisions, receives all committee papers which have potentially significant financial implications, and attends Broads Authority meetings as and when appropriate to provide high level strategic and financial advice.
- 3.14 The Treasurer is professionally qualified and suitably experienced. Although not a member of the Authority's Management Team, she has access to the Chief Executive and Director of Planning and Resources and is entitled to attend meetings of the Management Team should she consider it to be necessary.
- 3.15 The Treasurer is supported by the Director of Planning and Resources and the Head of Finance, who are both members of the Management Team and who work closely with the Treasurer in overseeing the Authority's strategic financial arrangements. The Head of Finance manages the financial arrangements and internal financial controls on a day to day basis.
- 3.16 Although these arrangements do not comply in all respects with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government, they are considered to be appropriate and proportionate for the size and budget of the Authority, and have worked successfully for many years, representing a good example of partnership working between local authorities.

- 3.17 The Chief Executive is responsible for day to day management and maintenance of internal controls within the Authority, with advice and support from the Treasurer and Financial Adviser, Solicitor and Monitoring Officer, and other senior officers.
- 3.18 There are clear Terms of Reference which set out the powers reserved to the Broads Authority and its committees, and a Scheme of Powers Delegated to Officers, which sets out the powers delegated to the Chief Executive and other senior officers. These were both updated by the Authority on 22 March 2013 and are due for a further review in March 2016.
- 3.19 The Authority has in place a Whistle Blowing Policy which enables staff to raise concerns or issues about any aspect of the Authority's work, and a formal Complaints Procedure for receiving and investigating complaints from members of the public. Both documents have been updated in April 2013 to reflect the transition to two Directorates and are on the Authority's Intranet; the latter is also on the Authority's website. There were sixteen formal complaints received during this period and a summary of the complaints and responses were provided to the Authority on 15 May 2015. Of these sixteen complaints, two were addressed by the Local Government Ombudsman and the remainder were addressed by officers. Nine complaints were planning related, two complaints were navigation related, two complaints related to the conduct of employees and one complaint related to the powers of the Authority regarding waste collection. The Local Government Ombudsman investigated one matter and did not uphold the complaint and it decided not to investigate the other complaint referred to them as it was considered beyond their remit. There were no complaints which were considered to have foundation during the year, and therefore there were no findings of maladministration against the Authority.
- 3.20 The Authority's Strategic Risk Register is reviewed six monthly by risk owners and by the Management Forum so that the Management Team can provide assurance that key strategic and operational risks have been identified, monitored and reviewed during the year and that key controls to mitigate the identified risks have operated effectively throughout the year. It is also reviewed on an annual basis by the Financial Scrutiny and Audit Committee. In addition the Risk Management Strategy is reviewed annually. The resilience of the Authority was increased due to steps taken in FY 2013/14, with the completion of the ICT Disaster Recovery Plan to reflect the move from the Ludham Field Base, the generation of the Finance Business Continuity Plan and the review of the Business Continuity Plan through a table top management exercise.
- 3.21 A Partnerships Protocol and Register of Partnerships have been developed, and the Management Team has identified and reviewed the governance arrangements in respect of all significant partnerships, with identified weaknesses being addressed through an Action Plan, with responsibility for action and timescales. It has also been agreed to provide an annual report on Partnerships to the Broads Authority. This will be provided in September 2015.
- 3.22 The Authority has made significant progress in developing its asset management practices over the past few years, following an Audit Commission qualification in 2009/10. Comprehensive data of all the Authority's land and property assets have been captured on a consolidated Excel database, and the corresponding paper records have been consolidated into one location. Phase One of the Asset Management Plan has now been developed and the Authority endorsed the process for the development of a Capital Plan for the Authority's assets at its meeting on 23 November 2012. Phase Two of the Asset Management Plan, including valuation of

assets and the development of a schedule of costs for replacement/life costs has been completed, and was adopted by the Authority on 17 January 2014. The Asset Management Strategy was also updated and now includes a full asset disposal policy.

- 3.23 Significant progress was made during the year, following the 2012/13 Review of Consultative Arrangements and Community/Stakeholder Engagement, to establish regular Parish Forums as a primary community engagement mechanism. The revised Broads Forum arrangements have also been put in place, allowing engagement on a wide range of issues with a large group of stakeholders.
- 3.24 The Authority commissioned a peer review, using the Planning Advisory Service, on the operation of its Planning Committee. The feedback provided to the Authority was positive, identifying the operation of the Planning Committee as being welcoming and accessible for members of the public, recognising the high quality and knowledge in officer presentations and reports, with the Committee's debates being very full and great care being taken in the determination and handling of applications.

#### **4 Review of Effectiveness**

- 4.1 The Authority has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.
- 4.2 As part of this exercise the Authority reviews the Code of Corporate Governance on an annual basis. The annual review was initiated by the Head of Governance and Executive Assistant prior to his departure, and includes consultations with the Management Team, the Solicitor and Monitoring Officer, the Treasurer and Financial Adviser and the Chair of the Financial Scrutiny and Audit Committee. Other senior officers are also invited to contribute.
- 4.3 The Treasurer and Financial Adviser have provided an assurance that, subject to the weaknesses already identified and addressed in the Action Plan, the Authority's governance arrangements are adequate and are operating effectively. They have confirmed that there have been no significant control issues that have required the need for formal action in their respective roles.
- 4.4 The Solicitor and Monitoring Officer has been asked to provide an annual ethical assessment of the activities of the Authority and what, if necessary, the Authority could do to improve its ethical standards. The Solicitor and Monitoring Officer has concluded that 'the ethical standards of the Authority continue to be high'.
- 4.5 Internal audit reports are considered by the Management Team and other officers as appropriate, and a management response is submitted in respect of each recommendation, setting out whether the recommendation is accepted, what action will be taken, which officer is responsible and the timetable for action. Each audit report contains an independent assurance of opinion on the adequacy and effectiveness of controls in place to mitigate risks. The agreed actions are followed up subsequently to ensure implementation, thus ensuring that the Authority's risks are properly managed. A summary of all internal audit work carried out during the year is received by the Financial Scrutiny and Audit Committee, together with regular

reports setting out progress made in implementing internal audit recommendations. Any significant issues of concern are brought to the attention of the the Broads Authority.

- 4.6 The Authority has developed a strategic five year audit plan for the Authority, using a risk based approach, supplemented by an annual audit plan.
- 4.7 The 2014/15 Annual Internal Audit Plan included 3 audits, which were summarised within the Internal Audit Annual Report and Opinion 2014/15, were:

#### Consultation Activities and Partnership Provision

On conclusion, an **adequate** assurance opinion was awarded with three medium and two low priority recommendations agreed with management.

#### Key Controls and Assurance Work

On conclusion of the review, a **good** opinion was awarded, as in the previous year; indicating a stable control environment in these key areas. Thus highlighting a sound system of internal control designed to achieve the client's objectives, with these control processes being consistently applied.

#### End User Controls

On conclusion, an **adequate** assurance opinion was awarded, with three medium and five low priority recommendations agreed with management for implementation.

- 4.8 The 2015/16 Annual Internal Audit Plan, included a review of Corporate Governance and Risk Management and looked at the arrangements that were in place for 2014/15.

#### Corporate Governance and Risk Management

The audit concluded with a **good** assurance opinion. Three areas were identified where further enhancements could be made.

- 4.9 The Accounts and Audit (England) Regulations 2011 require that the Authority must undertake an annual review of the effectiveness of its internal audit function, and that this review must be carried out by the same body that reviews the effectiveness of the system of internal control. The aim is not only to make the Authority more aware of the work of Internal Audit and its key role in governance, but also to make those charged with governance more able to understand the connection between, and the Authority's responsibility for, risk management, internal control and the function of internal audit. This review was the subject of a separate report to the Financial Scrutiny and Audit Committee at its meeting on 7 July 2015. The Committee concluded that proper arrangements had been put in place to comply with the statutory requirements relating to Internal Audit, and that the system of internal control at the Authority was effective.
- 4.10 In order for the Broads Authority to be able to place reliance on the opinions contained within this report, the Head of Internal Audit has in place a performance

management and quality assurance framework to demonstrate that the Internal Audit Service is:

- meeting its aims and objectives;
- compliant with the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom 2006;
- meeting internal quality standards;
- effective, efficient and continually looking to improve service delivery; and
- adding value and assisting the Authority in achieving its objectives.

4.11 Additionally the Authority is informed of the work of the appointed auditors and inspectors, including receipt of the Annual Governance Report and annual audit and inspection letter.

4.12 The Head of Internal Audit is required to provide an annual opinion on the overall adequacy and effectiveness of the Authority's internal control environment, including its corporate governance framework and risk management arrangements, identifying any weaknesses that qualify this opinion and highlighting significant issues.

4.13 It is the overall opinion of the Internal Audit Consortium Manager that the framework of governance, risk management and control at the Broads Authority is deemed to be adequate, representing a stable control environment. The Authority has also received 2 good assurance levels in respect of Corporate Governance & Risk Management and Key Controls & Assurance. Internal Audit work has not identified any weaknesses that are significant enough for disclosure within the Annual Governance Statement.

4.14 The Authority is advised on the implications of the result of the review of the effectiveness of the governance framework by the Financial Scrutiny and Audit Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

## **5 Significant Governance Issues**

5.1 An Action Plan has been developed in order to address those significant governance issues which have been identified and to secure continuous improvement in the Authority's governance arrangements. This is set out at Appendix 1b.

5.2 This Action Plan has been informed not only by the results of audit and other reports, but also by the results of a self assessment assurance statement which has been circulated to all senior managers, inviting them to assess the Authority's performance across a range of governance issues, in order to identify any gaps and weaknesses and add value to the Authority's governance arrangements.

5.3 The Action Plan was monitored on a regular basis by the Head of Governance and Executive Assistant, and a record of progress against the recommendations is maintained. In future, monitoring of the Action Plan will fall upon the solicitor and Monitoring Officer.

5.4 The Authority proposes over the coming year to take steps to address the above matters to further enhance its governance arrangements. The Authority is satisfied that these steps will address the need for improvements that were identified in the review of effectiveness and will monitor their implementation and operation as part of the Authority's next annual review.

Signed .....  
Professor J Burgess, Chair

Date .....

Signed.....  
Dr J Packman, Chief Executive

Date .....

## Annual Governance Statement 2014/15

## 2015/16 Action Plan

Action	Lead Officer(s)	Target Date	Priority
<b>Data Management and Monitoring</b>			
Formalise a data quality policy	Head of Communications	By 31 March 2016	M
<b>Governance and Risk Management</b>			
To evaluate the effectiveness of the measures put in place to implement the Review of Consultative Arrangements recommendations.	Director of Planning and Resources	By 1 March 2016	M
Directly link the Strategic Risk Register to the Strategic Objectives and Annual Strategic Priorities, with a gap analysis completed.	Solicitor and Monitoring Officer	By 31 March 2016	L
The Strategic Risk Register to be added as a standing agenda item for the Financial Scrutiny and Audit Committee.	Solicitor and Monitoring Officer	By 31 December 2015	L
<b>Finance</b>			
Provide updated Procurement Training to officers who have responsibilities for conducting procurements	Head of Finance	By 31 March 2016	L

Action	Lead Officer(s)	Target Date	Priority
<b>Human Resources</b>			
Undertake an Equal Pay Audit	Senior HR Advisor	By 31 March 2016	M
Collect data about staff and volunteers, to enable an equality analysis of employment policies and practices to be carried out	Senior HR Advisor	By 31 March 2016	M
All staff to be formally reminded to review the Code of Conduct and Code of Corporate Governance documents, to ensure that they remain compliant.	Senior HR Advisor	By 31 March 2016	L
Review and update the following HR policies to ensure that they are in accordance with current legislation and where appropriate incorporate the requirements of volunteers: <ul style="list-style-type: none"> <li>• Capability (Performance Improvement)</li> <li>• Disciplinary</li> <li>• Grievance</li> <li>• Recruitment</li> <li>• Whistleblowing</li> </ul>	Senior HR Advisor	By 31 March 2016	M
<b>Volunteer Management</b>			
Complete the roll out of web based database to all volunteers, as far as possible	Volunteer Coordinator	By 30 October 2015	L



**APPENDIX 2**

**Annual Governance Statement 2014/15**

**2014/15 Action Plan: Summary of Progress**

Action	Lead Officer(s)	Target Date	Priority	Status
<b>Data Management and Monitoring</b>				
Formalise a data quality policy	Head of Communications	By 30 September 2014	L	<p>Initial investigations have been made into what the data quality policy would comprise and cover but reduced resources within the Communications Team and higher priorities mean that this work hasn't been taken forward.</p> <p>To be transferred to 2015/16 Action Plan with revised target dates.</p>
<b>Governance and Risk Management</b>				
Provide an Action Plan to address the observations detailed in the Planning Advisory Service report on the operation of the Planning Committee	Director of Planning and Resources	31 October 2014	M	Completed
Introduce annual submissions of members' declarations of interest	Head of Governance and Executive Assistant	26 September 2014	L	Completed

<b>Action</b>	<b>Lead Officer(s)</b>	<b>Target Date</b>	<b>Priority</b>	<b>Status</b>
Update the Risk Register to reflect specific 'Due Dates' against actions and the impacts that such actions will have on the risk (probability x severity) score	Head of Governance and Executive Assistant	23 September 2014	L	Completed
<b>Finance</b>				
Update the Procurement Strategy	Head of Finance	By 31 December 2014	M	Completed
Determine scope of benchmarking activities with other NPAs to evaluate value for money of service provision	Chief Executive	By 31 March 2015	M	Partially Completed.  Chief Exec approached other NPAs but due to lack of interest, collective NPA decision taken not to pursue this further.
<b>Human Resources</b>				
Undertake an Equal Pay Audit	Head of Human Resources	By 31 July 2014	M	Due to departure of head of HR, reduced resources within the HR Team and higher priorities, this work hasn't been taken forward.  To be transferred to 2015/16 Action Plan with revised target dates.

Collect data about staff and volunteers, to enable an equality analysis of employment policies and practices to be carried out	Head of Human Resources	By 31 July 2014	M	Due to departure of head of HR, reduced resources within the HR Team and higher priorities, this work hasn't been taken forward.  To be transferred to 2015/16 Action Plan with revised target dates.
Review and update the following HR policies to ensure that they are in accordance with current legislation and where appropriate incorporate the requirements of volunteers: <ul style="list-style-type: none"> <li>• Capability (Performance Improvement)</li> <li>• Disciplinary</li> <li>• Grievance</li> <li>• Recruitment</li> <li>• Whistleblowing</li> </ul>	Head of Human Resources	By 31 December 2014	M	Due to departure of head of HR, reduced resources within the HR Team and higher priorities, this work hasn't been taken forward.  To be transferred to 2015/16 Action Plan with revised target dates.
<b>Partnerships</b>				
Update the Service Level Agreement with the Whittingham Charitable Trust	<del>Head of Strategy and Projects/ Head of Governance and Executive Assistant</del> Director of Operations	By 31 March 2015  By 30 September 2015	M	Action was transferred to the Director of Operations upon the departure of the Head of Governance and Executive Assistant in March 2015.

				<p>At the same the deadline was extended to 30 September 2015.</p> <p>The updated and revised Service Level Agreement has been prepared and placed on the Whittingham Charitable Trust Agenda for their meeting on 16 September 2015 for their approval.</p>
<b>Volunteer Management</b>				
Complete the roll out of web based database to all volunteers, as far as possible	Volunteer Coordinator	By 31 March 2015	H	<p>Partly Completed.</p> <p>75% of volunteers are using the database to date.</p> <p>Lack of Admin support delayed completion of roll out. New Admin Officer in place and completion of roll out due to go ahead for Autumn 2015.</p>

**Statement of Accounts 2014/15**  
Report by Head of Finance

**Summary:** This report presents the Authority's Statement of Accounts for the year ended 31 March 2015 for approval along with final outturn figures for general and navigation income and expenditure.

**Recommendation:** That the Statement of Accounts 2014/15 be adopted and the revenue account outturn figures be noted, subject to any amendments by members.

## **1 Introduction**

1.1 The timetable for the preparation of the Authority's Statement of Accounts is dictated by the requirements of The Accounts and Audit (England) Regulations 2011. The timetable for the adoption of the 2014/15 accounts is as follows:

- Treasurer and Financial Adviser to sign off the completed accounts by the end of June 2015.
- Financial Scrutiny and Audit Committee to scrutinise the accounts on 7 July 2015, and to recommend them for approval to the Full Authority, subject to any suggested amendments.
- External Audit (Ernst and Young) to undertake and complete the audit of the accounts by the end of September 2015.
- Broads Authority to consider and formally adopt the audited accounts at its meeting on 25 September 2015.

1.2 The draft accounts were signed by the Treasurer and Financial Adviser on 22 June, and were considered by the Financial Scrutiny and Audit Committee at its meeting on 7 July. The Committee duly recommended them to the Broads Authority for approval. Principal external audit work commenced on 1 September and is ongoing at the time of writing this report. A preliminary Annual Governance Report has been prepared, and this is due to be considered and approved by the Financial Scrutiny and Audit Committee at its meeting on 22 September at which point the Committee will receive an update on the progress of the audit.

1.3 As members will be aware, the Authority's accounts are required to be prepared in accordance International Financial Reporting Standards (IFRSs), and the *Code of Practice on Local Authority Accounting* (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). The production of the Statement of Accounts represents a sizeable technical

exercise for the Authority's limited staff resources working to a very tight timetable.

- 1.4 This report summarises the draft Statement of Accounts for 2014/15 which has been submitted to the External Auditors (Ernst & Young). Appended to this report are:
- the consolidated income and expenditure outturn figures for 2014/15; and
  - the draft Statement of Accounts 2014/15 (excluding the Audit Report and Annual Governance Statement).
- 1.5 At the time of writing, external audit work on the Statement of Accounts is ongoing. Any amendments identified by the Auditors, along with a summary of the contents of the Annual Governance Report, will be reported at the meeting.

## **2 Revenue Account Outturn Figures**

- 2.1 The Statement of Accounts provides summaries of general and navigation fund income and expenditure for the year. At this point no adjustments to the draft figures reported to the Authority in July have been identified during the audit work, although a small number of minor amendments to some of the narrative in the notes have been made to provide additional clarity for users of the accounts.
- 2.2 The original general fund budget provided for a contribution of £55,053 from reserves. The final Latest Available Budget (LAB) for the year allowed for a deficit of £164,536, while the final Forecast Outturn was a deficit of £73,557. The year end saw a net underspend of £183,229 against the final forecast (and £43,668 has been approved to be carried forward as additional expenditure into 2015/16). The outcome was therefore a contribution of £109,672 to the general reserve. After accounting for the transfer of £3,969 interest to earmarked reserves, the closure of the STEP fund of £2,332, and the closure of the Sustainable Development Fund reserve of £43,030, the general reserve increased to £950,138 as at 31 March 2015.
- 2.3 The original navigation fund budget provided for a surplus contribution of £39,558 to reserves. The final Latest Available Budget (LAB) for the year allowed for a surplus of £7,449, while the final Forecast Outturn was a surplus of £16,166. The year end saw a net overspend of £18,148 against the final forecast (and £10,669 has been approved to be carried forward as additional expenditure into 2015/16). The outcome was therefore a draw down of £1,982 from the navigation reserve. After accounting for the transfer of £7,653 interest to earmarked reserves, the navigation reserve reduced to £280,139 as at 31 March 2015 reserve.
- 2.4 The consolidated surplus for the year is £107,690, which reduces to £96,068 after taking account of £11,622 interest transferred to earmarked reserves. An additional £54,337 was approved to be carried forward into the 2015/16

budget. There are a number of reasons for the 2014/15 underspend but in particular it arises from:

- significant difficulties in progressing projects, including the Whitlingham development project, for a variety of reasons including: capacity issues, difficulties in recruiting vacant posts, obtaining consents, and savings on new office equipment leases.
- major success in obtaining additional external funding, particularly within Biodiversity Strategy budgets, and also as a result of introducing new products for sale at the Visitor Centres / Yacht Stations.

### **3 Balance Sheet**

- 3.1 The Broads Authority has the following earmarked reserves shown on the Balance Sheet, which contain funds in addition to the General and Navigation Funds for specific purposes. The Authority uses these earmarked reserve accounts to make provision for known future liabilities which are unlikely to be affordable from revenue expenditure.

*Mobile Phone Upgrade / IT Reserve*

Reserve holding the balance of ring-fenced Defra “INSPIRE” grant funding provided to support the Authority in meeting regulatory requirements for publishing geospatial information related to the environment under the European INSPIRE Directive.

*Planning Delivery Grant*

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

*Sustainable Development Fund*

Balance of Sustainable Development Fund (SDF) grant supplied by Defra National Park Grant. At the end of 2014/15 this fund was closed and transferred to the General Fund.

*STEP*

A reserve set up for a European Grant part funded project relating to Sustainable Tourism in Estuary Parks. This grant funded project has now finished and transferred to the General Fund.

*PRISMA*

A reserve account set up for European grant part funded projects and trials relating to the development of sustainable techniques and methods for the dredging, treatment and reuse of sediment.

*Upper Thurne Enhancement Scheme*

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

*Section 106 Agreements*

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

### *Property*

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

### *Plant, Vessels and Equipment*

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

### *Premises*

A reserve account providing for the maintenance and development of both the Authority's Dockyard facility and main office site.

- 3.2 The closing balance of the earmarked reserves above in 2014/15 are shown in the table below.

### Earmarked Reserves 2014/15

<b>Reserve</b>	<b>Balance as at 01/04/2015 £</b>
Mobile Phone Upgrade / IT	(469)
Planning Delivery Grant	(353,676)
Sustainable Development Fund	0
STEP	0
PRISMA	(171,869)
Upper Thurne Enhancement Scheme	(53,285)
Section 106 Agreements	(16,652)
Property	(586,757)
Plant, Vessels and Equipment	(240,790)
Premises	(169,930)
<b>Total</b>	<b>(1,593,428)</b>

- 3.3 The balance of Navigation earmarked reserves within this total is £962,956.

## **4 Other Significant Issues**

- 4.1 There are no other significant issues arising from the preparation of the accounts which it is considered need to be drawn to the attention of the Authority at this stage.

## **5 Annual Governance Statement**

- 5.1 The Accounts and Audit (England) Regulations 2011 contain a requirement that an Annual Governance Statement, prepared in accordance with proper practices in relation to internal control, must be approved by the relevant body and must accompany the Statement of Accounts. The draft Annual



Governance Statement is set out for consideration as a separate report on this agenda, and will be appended to the Statement of Accounts once it has been approved.

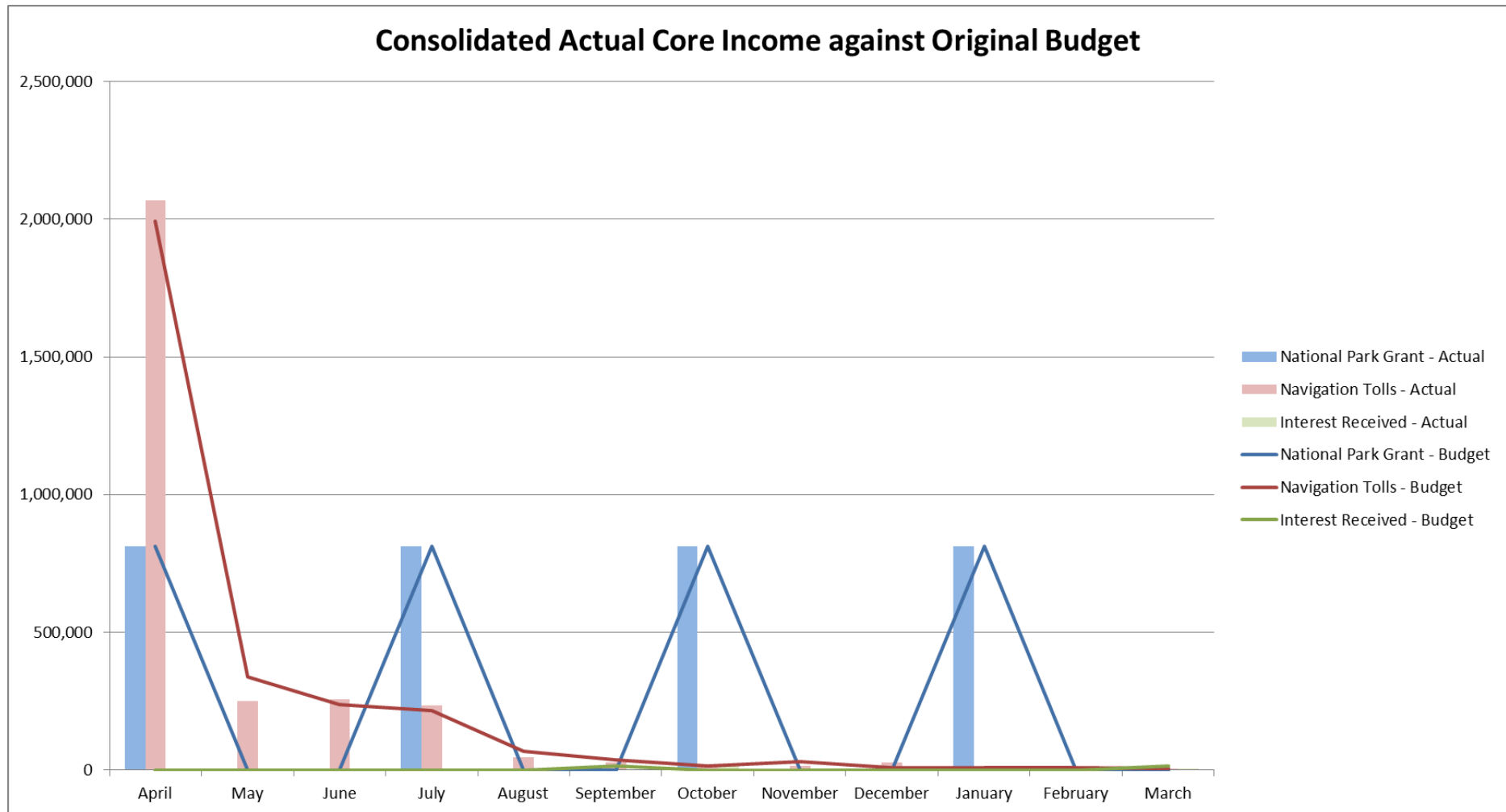
## **6 Audit of the Statement of Accounts**

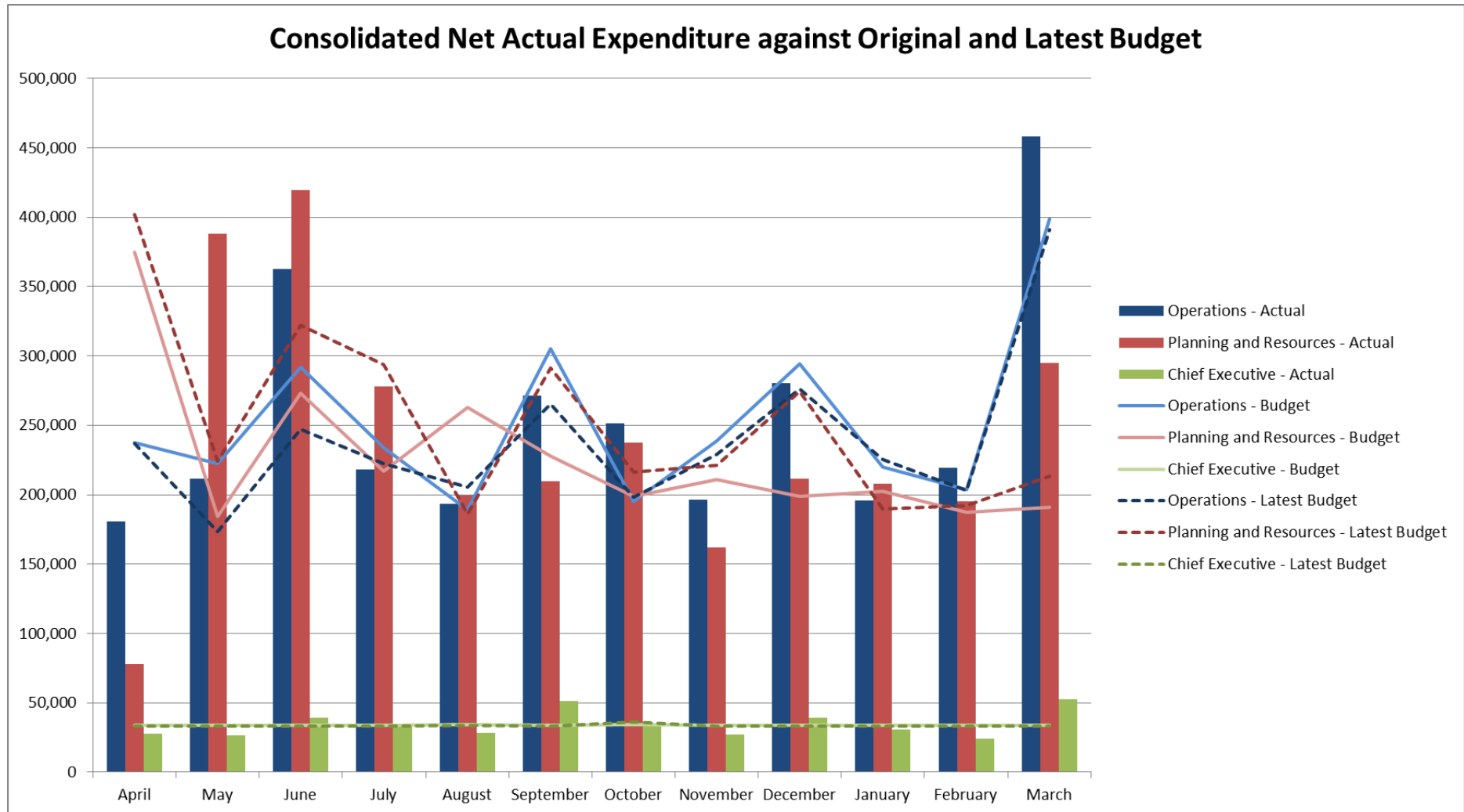
- 6.1 The Authority's External Auditors, Ernst and Young, have been undertaking the audit of these accounts during September 2015, and are required to complete the audit and issue the value for money conclusion by 30 September. Upon completion the audit report will be signed and incorporated into the Statement of Accounts.

## **7 Summary**

- 7.1 The Statement of Accounts for 2014/15 shows revenue reserves of £1,230,277 (general reserves £950,138, navigation reserves £280,139) that are considered to be adequate and which are in line with the levels considered by the Authority in setting the Financial Strategy for the period up to 2017/18. After the proposed carry-forwards are taken into account, navigation reserves will fall slightly below the recommended levels, as previously advised to the Authority, although the current budget and financial strategy would anticipate the restoration of this balance in 2015/16. Taken alongside the significant earmarked reserve balances, the Authority's reserves are therefore considered to be sound. The outturn figures for 2014/15, and their implication for the overall level of reserves, will be taken into account in future budgeting proposals, and when making decisions about income and expenditure in 2015/16.

Background Papers:	Annual Governance Statement 2014/15 Annual Governance Report 2014/15
Author:	Emma Krelle
Date of Report:	14 September 2015
Broads Plan Objectives:	None
Appendices:	APPENDIX 1: Consolidated Actual Income and Expenditure Charts to 31 March 2015  APPENDIX 2: Financial Monitor: Consolidated Income and Expenditure 2014/15  APPENDIX 3: Statement of Accounts 2014/15





To 31 March 2015

Budget Holder (All)

Row Labels	Values				
	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,242,264)		(6,242,264)	(6,230,354)	(11,910)
National Park Grant	(3,245,393)		(3,245,393)	(3,245,393)	0
Income	(3,245,393)		(3,245,393)	(3,245,393)	0
Hire Craft Tolls	(1,118,300)		(1,118,300)	(1,073,105)	(45,195)
Income	(1,118,300)		(1,118,300)	(1,073,105)	(45,195)
Private Craft Tolls	(1,792,100)		(1,792,100)	(1,833,384)	41,284
Income	(1,792,100)		(1,792,100)	(1,833,384)	41,284
Short Visit Tolls	(37,721)		(37,721)	(37,721)	0
Income	(37,721)		(37,721)	(37,721)	0
Other Toll Income	(18,750)		(18,750)	(18,750)	0
Income	(18,750)		(18,750)	(18,750)	0
Interest	(30,000)		(30,000)	(22,000)	(8,000)
Income	(30,000)		(30,000)	(22,000)	(8,000)
Operations	3,030,715	30,113	3,060,828	3,116,126	(55,298)
Construction and Maintenance Salaries	1,074,770		1,074,770	1,065,359	9,411
Salaries	1,074,770		1,074,770	1,065,359	9,411
Expenditure			0		0
Equipment, Vehicles & Vessels	405,000	(17,450)	387,550	387,550	0
Income			0		0
Expenditure	405,000	(17,450)	387,550	387,550	0
Water Management	67,500	14,350	81,850	80,535	1,315
Income	0		0	(1,315)	1,315
Expenditure	67,500	14,350	81,850	81,850	0
Land Management	(41,000)	14,850	(26,150)	(28,275)	2,125
Income	(90,000)		(90,000)	(100,500)	10,500
Expenditure	49,000	14,850	63,850	72,225	(8,375)

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Practical Maintenance	339,035	7,170	346,205	346,527	(322)
Income	(7,000)		(7,000)	(8,700)	1,700
Expenditure	346,035	7,170	353,205	355,227	(2,022)
Ranger Services	663,010		663,010	696,340	(33,330)
Income	(35,000)		(35,000)	(35,000)	0
Salaries	580,010		580,010	613,340	(33,330)
Expenditure	118,000		118,000	118,000	0
Pension Payments			0		0
Safety	76,900		76,900	83,542	(6,642)
Income	(9,000)		(9,000)	(1,000)	(8,000)
Salaries	51,900		51,900	51,542	358
Expenditure	34,000		34,000	33,000	1,000
Asset Management	104,650		104,650	123,912	(19,262)
Income	(1,000)		(1,000)	(1,000)	0
Salaries	37,900		37,900	37,662	238
Expenditure	67,750		67,750	87,250	(19,500)
Volunteers	61,340		61,340	61,373	(33)
Income	(1,000)		(1,000)	(1,000)	0
Salaries	42,340		42,340	42,373	(33)
Expenditure	20,000		20,000	20,000	0
Premises	151,970	11,193	163,163	172,363	(9,200)
Income	(11,200)		(11,200)	(2,000)	(9,200)
Expenditure	163,170	11,193	174,363	174,363	0
Operations Management and Administration	127,540		127,540	126,900	640
Income			0		0
Salaries	115,040		115,040	114,400	640
Expenditure	12,500		12,500	12,500	0
Planning and Resources	2,729,004	111,479	2,840,484	2,657,409	183,075
Development Management	224,910		224,910	215,699	9,211
Income	(60,000)		(60,000)	(75,000)	15,000
Salaries	259,910		259,910	255,699	4,211

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Expenditure	25,000		25,000	35,000	(10,000)
Pension Payments			0		0
Strategy and Projects Salaries	231,575	8,546	240,121	209,837	30,284
Income	(27,500)		(27,500)	(39,000)	11,500
Salaries	249,075	8,546	257,621	238,837	18,784
Expenditure	10,000		10,000	10,000	0
Biodiversity Strategy	35,000	42,298	77,298	77,298	0
Income			0		0
Expenditure	35,000	42,298	77,298	77,298	0
Strategy and Projects	84,900	2,020	86,920	86,453	467
Income			0		0
Salaries	44,900		44,900	44,433	467
Expenditure	40,000	2,020	42,020	42,020	0
Waterways and Recreation Strategy	84,920		84,920	78,618	6,302
Salaries	69,920		69,920	63,618	6,302
Expenditure	15,000		15,000	15,000	0
Project Funding	101,780	46,615	148,395	148,023	372
Income	(19,000)		(19,000)	(19,000)	0
Salaries	41,780		41,780	41,408	372
Expenditure	79,000	46,615	125,615	125,615	0
Pension Payments			0		0
Partnerships / HLF	50,000		50,000	0	50,000
Expenditure	50,000		50,000	0	50,000
SDF	12,000		12,000	12,000	0
Expenditure	12,000		12,000	12,000	0
Finance and Insurance	336,569	10,000	346,569	327,632	18,937
Income			0		0
Salaries	133,970		133,970	130,033	3,937
Expenditure	202,599	10,000	212,599	197,599	15,000
Communications	316,260		316,260	318,598	(2,338)
Income			0		0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	241,260		241,260	243,598	(2,338)
Expenditure	75,000		75,000	75,000	0
Visitor Centres and Yacht Stations	235,660	2,000	237,660	222,236	15,424
Income	(213,000)		(213,000)	(213,000)	0
Salaries	317,660		317,660	302,236	15,424
Expenditure	131,000	2,000	133,000	133,000	0
Collection of Tolls	113,660		113,660	113,192	468
Salaries	100,960		100,960	100,492	468
Expenditure	12,700		12,700	12,700	0
ICT	267,820		267,820	272,142	(4,322)
Income			0		0
Salaries	127,120		127,120	131,442	(4,322)
Expenditure	140,700		140,700	140,700	0
Legal	120,000		120,000	104,112	15,888
Income	0		0	(13,000)	13,000
Salaries	0		0	7,112	(7,112)
Expenditure	120,000		120,000	110,000	10,000
Premises - Head Office	240,000		240,000	224,547	15,453
Expenditure	240,000		240,000	224,547	15,453
Planning and Resources Management and Administration	273,950		273,950	247,021	26,929
Income	0		0	(11,000)	11,000
Salaries	146,750		146,750	148,821	(2,071)
Expenditure	127,200		127,200	109,200	18,000
Chief Executive	405,040		405,040	421,098	(16,058)
Human Resources	133,140		133,140	158,206	(25,066)
Salaries	73,140		73,140	98,206	(25,066)
Expenditure	60,000		60,000	60,000	0
Governance	170,410		170,410	160,659	9,751
Income			0		0
Salaries	109,210		109,210	104,459	4,751
Expenditure	61,200		61,200	56,200	5,000

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Chief Executive	101,490		101,490	102,233	(743)
Salaries	101,490		101,490	102,233	(743)
Expenditure			0		0
Projects and Corporate Items	93,000		93,000	93,113	(113)
PRISMA	0		0	113	(113)
Income			0		0
Salaries	10,410		10,410	10,523	(113)
Expenditure	(10,410)		(10,410)	(10,410)	0
STEP			0		0
Expenditure			0		0
Corporate Items	93,000		93,000	93,000	0
Pension Payments	93,000		93,000	93,000	0
Contributions from Earmarked Reserves			0		0
Earmarked Reserves			0		0
Expenditure			0		0
<b>Grand Total</b>	<b>15,495</b>	<b>141,592</b>	<b>157,087</b>	<b>57,391</b>	<b>99,696</b>



**BROADS AUTHORITY**

STATEMENT OF ACCOUNTS

2014/15

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Broads Authority Statement of Accounts  
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## **Explanatory Foreword**

### Introduction

The purpose of the foreword is to offer interested parties an easily understandable guide to the most significant matters reported in the accounts. It contains a commentary on the major influences affecting the Authority's income and expenditure and cash flow, and information on the financial needs and resources of the Authority.

### The Background to the Accounts 2014/15

The Statement of Accounts represents the financial transactions of The Broads Authority.

The Broads Authority was set up under the Norfolk and Suffolk Broads Act 1988.

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

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

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

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

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

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

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

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

## The Accounting Statements

The Broads Authority's accounts for the year 2014/15 are set out on pages 7 to 76. They consist of:

### **Statement of Responsibilities for the Statement of Accounts**

### **Statement of Corporate Governance**

**Movement in Reserves Statement** – This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable' reserves and 'other' reserves. The 'surplus / deficit on the provision of services' line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income & Expenditure Statement. The 'net increase / decrease before transfers to earmarked reserves' line shows the statutory General Fund balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

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

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

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

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

The information included in these accounts incorporates spending relating to the Broads Navigation. The Navigation income and expenditure is separately accounted for in the records to ensure the proper control of income from toll payers and to ensure it is spent primarily to benefit the users of the navigation. Navigation income and expenditure is shown in full at note 38 on page 76.

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Broads Authority Statement of Accounts  
**Explanatory Foreword**

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Changes to the 2014/15 Accounts

There have been no key changes to the Statement of Accounts in 2014/15.

Current Borrowing Facilities and Capital Borrowing

On 20 November 2007, the Authority took out a £290,000 loan from the Public Works Loan Board. The repayment period of the loan is 20 years at a fixed interest rate of 4.82%, repayable by equal instalments of principal. The Public Works Loan Board has advised that the fair value of the debt as at 31 March 2015 is £222,467.

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

Review of the Year

*General Income and Expenditure*

The Authority received National Park Grant of £3,245k and no further one-off funding from Defra (£3,547k in 2013/14, including one-off funding of £33k ). In addition to this, the income received from external grant support, sales, fees, charges and interest totalled £603k (£762k in 2013/14). Total income for 2014/15 was £3,848k (£4,342k in 2013/14).

The Authority set a budget for 2014/15 with a forecast deficit of £55k (£91k surplus for 2013/14). The Authority now monitors its budget throughout the year against a forecast outturn which is updated on a monthly basis. The final forecast outturn for the year indicated an anticipated deficit of £74k. The actual outturn saw a surplus of £109k (a favourable variance of £183k). After applying the Authority's carry forward policy, the net underspend against the forecast outturn budget was £65k for 2014/15 (£67k underspend for 2013/14).

*Navigation Income and Expenditure*

Income from tolls was £2,948k (£2,872k in 2013/14), other income received for the year from external grant support, yacht stations charges, sales of tide tables, works licences and other miscellaneous services was £133k, (£481k in 2013/14) and interest was £9k (£11k in 2013/14). Total income for 2014/15 was £3,090k (£3,364k in 2013/14). No additional funding was received from Defra (£82k in 2013/14 for repairs following the tidal surge).

The Authority set a budget with a forecast surplus of £40k for 2014/15 (surplus of £27k for 2013/14). The Authority now monitors its budget throughout the year against a forecast outturn which is updated on a monthly basis. The final forecast outturn for 2014/15, which took account of approved budget changes, indicated an anticipated surplus of £16k. The actual outturn saw a deficit of £2k (an adverse variance of £18k). After applying the Authority's carry forward policy, the net overspend against the forecast outturn budget was £13k (£20k underspend for 2013/14).

Financial Outlook

The Authority received notification in December 2010 that its National Park Grant would be reduced by 21.5% in cash terms over the period 2010/11 to 2014/15. This was on top of the 5% 'in-year' reduction announced in the summer of 2010. In December 2013, further reductions of 2.2% and 1.7% in the grant allocations for 2014/15 and 2015/16 were announced. In cash terms this means that the Authority will have experienced a reduction from £4.44 million in 2009/10 to £3.19 million in 2015/16, and Defra has indicated that there

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Broads Authority Statement of Accounts  
**Explanatory Foreword**

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remains considerable uncertainty about the wider fiscal outlook for public finances with continued downward pressure on Government spending likely.

Income from navigation tolls has however continued to hold up well, and is broadly in line with the projections made in the Authority's current Financial Strategy for the period up to 2017/18, which was adopted by the Broads Authority in January 2015.

The current Financial Strategy was drawn up having regard to the Authority's grant settlement and the priorities in the Broads Plan. It sets out a prudent strategy for managing the limited resources available in order to build on the work underway across the organisation and to continue to deliver the Authority's key priorities over the next three years. The focus in developing the Financial Strategy has been to deliver the maximum possible efficiencies and savings from within central budgets in order to minimise the impact on front-line activity, and this has required some difficult decisions about important services. Although it has not been possible to entirely mitigate the impact on the front line, considerable savings have been proposed within support services and these will be challenging to deliver. The Authority has previously undertaken a fundamental review of its organisational structure and moved from four to two Directorates with effect from April 2013. The Authority is now focussed on identifying opportunities to raise income, make efficiencies and find further savings.

In developing the Financial Strategy, a number of assumptions have been made in respect of National Park Grant allocations, future boat numbers and the level of staff pay inflation. In particular, there is considerable uncertainty about the likely levels of National Park Grant funding in the final two years of the current Financial Strategy (2017/18), although the Strategy assumes a standstill position in line with 2015/16 allocations. The Strategy follows the general principle that the Authority should seek to maintain both general and navigation reserves at a minimum of 10% of net expenditure, and that general and navigation income and expenditure should be broadly in balance across the life of the Financial Strategy.

Navigation funding is currently projecting a small surplus of £56k in 2015/16, with reserves at 10.4% of net expenditure at the end of the year. For general funding there is a projected surplus of £83k in 2015/16, with reserves at 24.7% of net expenditure.

There are a significant number of variables – and some unknown quantities, such as future inflation – which could impact on these figures. The Financial Strategy will therefore be reviewed and updated by the Authority, having regard to any changes in circumstances and the annual outturn figures, at its meeting in January 2016. The annual toll increase, which for 2015/16 was set at 1.7%, will continue to be subject to consultation with the Navigation Committee and other stakeholders.

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Broads Authority Statement of Accounts  
**Statement of Responsibilities for the Statement of Accounts**

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### **Statement of Responsibilities for the Statement of Accounts**

#### *The Authority's Responsibilities*

The Authority is required to:-

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

#### *The Treasurer and Financial Adviser's Responsibilities*

The Treasurer and Financial Adviser is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (the Code).

In preparing this Statement of Accounts, the Treasurer and Financial Adviser has:-

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

The Treasurer and Financial Adviser has also:

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

#### *Treasurer and Financial Adviser's Certificate*

I certify that the Statement of Accounts gives a true and fair view of the financial position of the Broads Authority at 31 March 2015 and its income and expenditure for the year ended 31 March 2015.

Jill Penn (Treasurer and Financial Adviser)

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Broads Authority Statement of Accounts  
**Certificate of Committee Resolution**

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**Certificate of Committee Resolution**

I confirm that these accounts were approved by The Broads Authority at its meeting held 25 September 2015.

Signed on behalf of The Broads Authority:

Prof J A Burgess

(Chair of meeting approving the accounts)

25 September 2015



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

### **Opinion on the Authority's financial statements**

We have audited the financial statements of the Broads Authority for the year ended 31 March 2015 under the Audit Commission Act 1998 (as transitionally saved). The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement and the related notes 1 to 38. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Accounting in the United Kingdom 2014/15.

This report is made solely to the members of the Broads Authority, as a body, in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the authority and the authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of the Treasurer and Financial Adviser and auditor**

As explained more fully in the Statement of the Treasurer and Financial Adviser Responsibilities set out on page 25, the Treasurer and Financial Adviser is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Treasurer and Financial Adviser; and the overall presentation of the financial statements. We read all the financial and non-financial information in the Statement of Accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the financial position of the Broads Authority as at 31 March 2015 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

**Opinion on other matters**

In our opinion, the information given in the Statement of Accounts for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we report by exception**

We report to you if:

- in our opinion the annual governance statement does not comply with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007 (updated as at December 2012);
- we issue a report in the public interest under section 8 of the Audit Commission Act 1998;
- we designate under section 11 of the Audit Commission Act 1998 any recommendation as one that requires the Authority to consider it at a public meeting and to decide what action to take in response; or
- we exercise any other special powers of the auditor under the Audit Commission Act 1998.

We have nothing to report in these respects.

**Other matters on which we are required to conclude**

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are also required by the Audit Commission's Code of Audit Practice to report any matters that prevent us being satisfied that the audited body has put in place such arrangements.

We have undertaken our audit in accordance with the Code of Audit Practice and, having regard to the guidance issued by the Audit Commission in October 2014, we have considered the results of the following:

- our review of the annual governance statement;
- our locally determined risk-based work.

As a result, we have concluded that there are no matters to report.

**Certificate**

We certify that we have completed the audit of the accounts of the Broads Authority in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

.....  
  
Neil Harris  
For and on behalf of Ernst & Young LLP, Appointed Auditor  
Luton  
25 September 2015

Broads Authority Statement of Accounts  
**Movement in Reserves Statement**

**Movement in Reserves Statement**

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

2013/14	General Fund and Navigation Fund Balance £000	Capital Grant Unapplied Account £000	Earmarked Reserves £000	Total Useable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2013 (A)	959	0	1,849	2,808	(1,533)	1,275
Surplus or (deficit) on the provision of services	(768)	0	0	(768)	0	(768)
Other comprehensive income and expenditure	0	0	0	0	1,410	1,410
Total comprehensive income and expenditure	(768)	0	0	(768)	1,410	642
Adjustments between accounting basis and funding basis under regulations (Note 7)	847	64	0	911	(911)	0
Net increase or (decrease) before transfers to Earmarked Reserves	79	64	0	143	499	642
Transfers to or from Earmarked Reserves (Note 8)	51	0	(51)	0	0	0
Increase or (decrease) in 2013/14 (B)	130	64	(51)	143	499	642
<b>Balance at 31 March 2014 (=A+B)</b>	<b>1,089</b>	<b>64</b>	<b>1,798</b>	<b>2,951</b>	<b>(1,034)</b>	<b>1,917</b>

Broads Authority Statement of Accounts  
**Movement in Reserves Statement**

2014/15	General Fund and Navigation Fund Balance £000	Capital Grant Unapplied Account £000	Earmarked Reserves £000	Total Useable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2014 (A)	1,089	64	1,798	2,951	(1,034)	1,917
Surplus or (deficit) on the provision of services	(498)	0	0	(498)	0	(498)
Other comprehensive income and expenditure	0	0	0	0	(1,584)	(1,584)
Total comprehensive income and expenditure	(498)	0	0	(498)	(1,584)	(2,082)
Adjustments between accounting basis and funding basis under regulations (Note 7)	564	(64)	0	500	(500)	0
Net increase or (decrease) before transfers to Earmarked Reserves	66	(64)	0	2	(2,084)	(2,082)
Transfers to or from Earmarked Reserves (Note 8)	77	0	(205)	(128)	0	(128)
Increase or (decrease) in 2014/15 (B)	143	(64)	(205)	(126)	(2,084)	(2,210)
<b>Balance at 31 March 2015 (=A+B)</b>	<b>1,232</b>	<b>0</b>	<b>1,593</b>	<b>2,825</b>	<b>(3,118)</b>	<b>(293)</b>

Broads Authority Statement of Accounts  
**Comprehensive Income and Expenditure Statement**

**Comprehensive Income and Expenditure Statement**

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

2013/14				Note	2014/15		
Gross Expenditure £000	Income £000	Net Expenditure / (Income) £000			Gross Expenditure £000	Income £000	Net Expenditure / (Income) £000
1,269	(261)	1,008	Conservation of the natural environment		1,102	(205)	897
425	(81)	344	Conservation of cultural heritage		377	(28)	349
532	(14)	518	Recreation management and transport		530	(14)	516
970	(232)	738	Promoting understanding		781	(196)	585
452	(80)	372	Rangers, estates and volunteers		475	(67)	408
444	(84)	360	Development control		433	(83)	350
272	0	272	Forward planning and communities		122	0	122
29	0	29	Non distributed costs		0	0	0
179	0	179	Corporate and democratic core		182	(0)	182
3,592	(3,353)	239	Broads Navigation Account	38	3,154	(3,074)	80
<b>8,164</b>	<b>(4,105)</b>	<b>4,059</b>	<b>Cost of services</b>		<b>7,156</b>	<b>(3,667)</b>	<b>3,489</b>
		53	Other operating expenditure	9			1
		319	Financing and investment income and expenditure	10			253
		(3,663)	Taxation and non-specific grant income	11			(3,245)
		768	(Surplus) or deficit on provision of services				498
		(11)	(Surplus) or deficit on revaluation of fixed assets				0
		(1,399)	Actuarial (gains) / losses on pension assets / liabilities				1,584
		(1,410)	Other comprehensive income and expenditure				1,584
		<b>(642)</b>	<b>Total comprehensive income and expenditure</b>				<b>2,082</b>

Broads Authority Statement of Accounts  
**Balance Sheet**

**Balance Sheet**

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

As at 31 Mar 14 £000		Note	As at 31 Mar 15 £000
4,366	Property, Plant & Equipment	12	4,312
339	Investment Property	13	339
14	Intangible assets	14	0
14	Long term debtors		9
4,733	Long term assets		4,660
8	Short term investments		4
115	Inventories	16	112
833	Short term debtors	17	599
4,150	Cash and cash equivalents	18	4,312
0	Assets held for sale		3
5,106	Current assets		5,030
(15)	Short term borrowing		(15)
(2,071)	Short term creditors	19	(2,118)
(51)	Provisions	20	(47)
(2,137)	Current liabilities		(2,180)
(181)	Long term borrowing		(167)
(5,604)	Other long term liabilities		(7,636)
(5,785)	Long term liabilities		(7,803)
<b>1,917</b>	<b>Net assets/(liabilities)</b>		<b>(293)</b>
	<u>Useable reserves</u>		
799	General Account fund balance		952
290	Navigation Account fund balance		280
64	Capital Grant Unapplied Account		0
1,798	Earmarked Reserves	8	1,593
	<u>Unusable reserves</u>	22	
1,486	Revaluation Reserve		1,426
2,908	Capital Adjustment Account		2,875
(5,377)	Pension Reserve		(7,372)
(51)	Accumulated Absence Reserve		(47)
<b>1,917</b>	<b>Total reserves</b>		<b>(293)</b>

Jill Penn (Treasurer and Financial Adviser)

22 June 2015

Broads Authority Statement of Accounts  
**Cash Flow Statement**

**Cash Flow Statement**

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

2013/14 £000	Revenue Activities	Note	2014/15 £000
(768)	Net surplus or (deficit) on the provision of services		(498)
1,850	Adjustments to net surplus or deficit on the provision of services for non-cash movements		1,055
0	Adjust for items in the net surplus or deficit on the provision of services that are Investing and Financing Activities		(56)
1,082	Net cash flows from Operating Activities	23	501
750	Investing Activities	24	(270)
(74)	Financing Activities	25	(69)
1,758	Net increase or (decrease) in cash and cash equivalents		162
2,392	Cash and cash equivalents at the beginning of the reporting period		4,150
<b>4,150</b>	<b>Cash and cash equivalents at the end of the reporting period</b>	18	<b>4,312</b>

## Notes to the Statement of Accounts

### 1. Accounting Policies

#### i. General Principles

The Statement of Accounts summarises the Authority's transactions for the 2014/15 financial year and its position at the year end of 31 March 2015. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2011, which those regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 and the Service Reporting Code of Practice 2014/15, supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

#### ii. Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amounts is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected. Specific bad debt provisions are reviewed annually.

#### iii. Cash and Cash Equivalents

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



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Broads Authority Statement of Accounts  
**Notes to the Statement of Accounts**

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

iv. Exceptional Items

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

v. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

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

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

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

vi. Charges to Revenue for Non-Current Assets

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

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

vii. Employee Benefits

*Benefits payable during employment*

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

### *Termination Benefits*

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

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

### *Post-Employment Benefits*

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

#### viii. Events After the Balance Sheet Date

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

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

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

#### ix. Financial Instruments

Financial instruments are defined as contracts that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. The term financial instrument covers both financial assets and financial liabilities and includes the most straightforward financial assets and liabilities such as trade receivables and trade payables and the complex ones such as derivatives.

Financial liabilities are recognised on the Balance Sheet when the Authority becomes party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Long term loans are shown in the balance sheet as the capital element outstanding at the year end, split between amounts due within the current year and amounts due outside the year. Any interest paid is taken directly to the income and expenditure account. The 'fair value' of any loans is disclosed in the notes to the accounts with accompanying explanations.

Financial assets are classified into two types:

- Loans and Receivables – assets that have fixed or determinable payments, but are not quoted on an active market.
- Available for Sale Assets – assets that have a quoted market price and / or do not have fixed or determinable payments.

The Authority has not made any material loans.

x. Foreign Currency Translation

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

xi. Government Grants and Contributions

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

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

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

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

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

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

xii. Intangible Assets

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

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Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Authority will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

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

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

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

xiii. Investment Property

Investment properties are those that are used solely to earn rentals and / or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale.

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's length. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the general reserve balances. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the general reserve balances. The gains and losses are therefore reversed out of the general reserve balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

xiv. Inventories

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

xv. Leases

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

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

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

### The Authority as Lessee

#### *Finance Leases*

Property, Plant and Equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

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

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

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

#### *Operating Leases*

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

### The Authority as Lessor

#### *Finance Leases*

Where the Authority grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Authority's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain

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or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

- a charge for the acquisition of the interest in the property – applied to write down the lease debtor (together with any premiums received); and
- finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

Amounts are therefore appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

#### *Operating Leases*

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

#### xvi. Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA *Service Reporting Code of Practice 2014/15* (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core – costs relating to the Authority's status as a multifunctional, democratic organisation.
- Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale.

These two cost categories are defined in SeRCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

#### xvii. Property, Plant and Equipment

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

*Recognition*

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

*Measurement*

Assets are initially measured at cost, comprising:

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

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

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

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

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

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

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

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

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

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

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

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

#### *Impairment*

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

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

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

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

#### *Depreciation*

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

Depreciation is calculated on the following bases:

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

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

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



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

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

*Disposals and Non-current Assets Held for Sale*

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell.

Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as held for sale, adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Held for Sale, and their recoverable amount at the date of the decision not to sell.

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment, or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement) (England and Wales). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

xviii. Provisions, Contingent Liabilities and Contingent Assets

*Provisions*

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation.

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For instance, the Authority may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

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

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

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

#### *Contingent Liabilities*

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

Contingent liabilities are not recognised in the Balance Sheet but are disclosed in a note (note 36) to the accounts.

#### *Contingent Assets*

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

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

#### xix. Reserves

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

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

#### xx. Operating Segments

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In accordance with IFRS 8 and the Code, the Broads Authority keeps the general fund and navigation fund separately. Under the Code, the Authority has prepared a single income and expenditure account for 2014/15, however in note 38 to the accounts the navigation income and expenditure is shown.

xxi. Allocation of Costs

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

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

xxii. Revenue Expenditure Funded from Capital Under Statute

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

xxiii. VAT

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

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

The 2015/16 Code of Practice on Local Authority Accounting adopts the following amendments to International Accounting Standards and International Financial Reporting Standards, which will be required from 1 April 2015:

- IFRS 13 *Fair Value Measurement*. This standard provides a consistent definition of fair value and enhanced disclosure requirements. It is designed to apply to assets and liabilities covered by those IFRS standards that currently permit or require measurement at fair value (with some exceptions). The adoption of this standard will require surplus assets (assets that are not being used to deliver services, but which do not meet the criteria to be classified as either investment properties or non-current assets held for sale) to be revalued to market value rather than value in existing use as at present. Operational property, plant and equipment assets are outside the scope of IFRS 13. This standard will not have a material impact on the Statement of Accounts, due to the Authority not holding surplus assets.
- IFRIC 21 *Levies*. This standard provides guidance on levies imposed by government in the financial statements of entities paying the levy. The IFRIC specifies the obligating event as the activity that triggers the timing of the payment of the levy. The amount payable may be based on information relating to a period before the obligation to pay arises or the levy is payable only if a threshold is reached, or both. This standard will not have a material impact on the Statement of Accounts.
- Annual Improvements to IFRSs (2011 – 2013 Cycle). These improvements are minor, principally providing clarification and will not have a material impact on the Statement of Accounts.

### **3. Critical judgements in applying accounting policies**

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

- There is a degree of uncertainty about future levels of funding for National Parks. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.
- The Authority is a member of Whitlingham Charitable Trust of which there are three members. The Authority can appoint up to four trustees and there shall be no more than nine in total. The Trust is limited by guarantee in which each member agrees to contribute £1 in the event of it being wound up. Whitlingham Charitable Trust was established to manage and maintain Whitlingham Country Park for public benefit. Whilst the Authority does have significant influence in the management of the Trust, it does not have a controlling influence, and it does not have any share equity, or any share in profits or losses. It is considered therefore that International Public Sector Accounting Standard (IPSAS) 7 – Accounting for Investments in Associates - does not apply as the charity has no formal equity structure, and the Authority does not derive any financial benefit from the Trust.

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

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

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Item	Uncertainties	Effect if actual results differ from assumptions
Property Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets fall.  It is estimated that the annual depreciation charge would increase by £54,000 for every year that useful lives had to be reduced.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of £3,008,000. Further details are set out in the sensitivity analysis in note 35.

**5. Material Items of Income and Expense**

There are no material items of expense in relation to 2014/15 which are not disclosed elsewhere within the Statement of Accounts.

**6. Events after the balance sheet date**

The Statement of Accounts was authorised for issue by the Treasurer and Financial Adviser on 25 September 2015. These financial statements replace the unaudited statements authorised for issue on 22 June 2015. Events that occur after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2015, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. However, there have been no post-balance sheet events.

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**7. Adjustments between accounting basis and funding basis under regulations**

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

General Fund & Navigation Fund	Capital Grant Unapplied	Movement in Unusable Reserves		General Fund & Navigation Fund	Capital Grant Unapplied	Movement in Unusable Reserves
2013/14	2013/14	2013/14		2014/15	2014/15	2014/15
£000	£000	£000		£000	£000	£000
			<b>Adjustments primarily involving the Capital Adjustment Account:</b>			
			<b>Reversal of items debited or credited to the Comprehensive Expenditure and Income Statement:</b>			
328	0	(328)	Charges for depreciation and impairment of non-current assets	310	0	(310)
362	0	(362)	Revaluation losses on property, plant and equipment	6	0	(6)
14	0	(14)	Amortisation of intangible assets	14	0	(14)
53	0	(53)	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	51	0	(51)
			<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>			
0	0	0	Reversal of finance lease liability for disposal of assets	0	0	0
(73)	0	73	Statutory provision for the financing of capital investment	(70)	0	70
(260)	0	260	Capital expenditure charged against the General Fund	(218)	0	218

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General Fund & Navigation Fund 2013/14 £000	Capital Grant Unapplied 2013/14 £000	Movement in Unusable Reserves 2013/14 £000		General Fund & Navigation Fund 2014/15 £000	Capital Grant Unapplied 2014/15 £000	Movement in Unusable Reserves 2014/15 £000
1,006	0	(1,006)	<b>Adjustments involving the Pensions Reserve:</b> Reversal of items relating to post-employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (see note 35)	955	0	(955)
(522)	0	522	Employer's pension contributions and direct payments to pensioners payable in the year	(544)	0	544
3	0	(3)	<b>Adjustments involving the accumulated Absences Account:</b> Adjustments in relation to short-term compensated absences	(4)	0	4
(64)	64	0	<b>Adjustments involving the Capital Grant Unapplied Account:</b> Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	64	(64)	0
<b>847</b>	<b>64</b>	<b>(911)</b>	<b>Total Adjustments</b>	<b>564</b>	<b>(64)</b>	<b>(500)</b>

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**8. Transfers to / from earmarked reserves**

This note presents details of the amounts set aside in earmarked reserves to provide financing for future expenditure and the amounts posted back from earmarked reserves to meet expenditure in 2014/15. During the year, the Authority consolidated its earmarked reserves into a smaller number of reserves holding larger balances. A description of each of the earmarked reserves follows the table below.

	Balance at 31 March 2013 £000	Transfers in 2013/14 £000	Transfers out 2013/14 £000	Balance at 31 March 2014 £000	Transfers in 2014/15 £000	Transfers out 2014/15 £000	Balance at 31 March 2015 £000
Asset Management	(75)	0	75	0	0	0	0
Fen Management Equipment	(73)	0	73	0	0	0	0
Mobile Phone Upgrade / IT Reserve	(16)	0	8	(8)	(7)	14	(1)
New Office Accommodation	(78)	0	78	0	0	0	0
Planning Delivery Grant	(504)	(15)	65	(454)	(6)	106	(354)
Sustainable Development Fund	(66)	(151)	151	(66)	(12)	78	0
STEP	(66)	(70)	128	(8)	0	8	0
Dredging disposal	(124)	0	124	0	0	0	0
Dockyard Vessels and Equipment	(133)	0	133	0	0	0	0
Dockyard Site Maintenance	(29)	0	29	0	0	0	0
Mutford Lock Endowment Fund	(302)	0	302	0	0	0	0
PRISMA	(211)	(233)	199	(245)	(15)	88	(172)
Vessel Replacement Fund	(83)	0	83	0	0	0	0
Upper Thurne Enhancement Scheme	(81)	(1)	0	(82)	0	29	(53)
Section 106 Agreements	(8)	(4)	0	(12)	(31)	27	(16)
Property	0	(586)	18	(568)	(94)	75	(587)
Plant, Vessels and Equipment	0	(310)	94	(216)	(184)	160	(240)
Premises	0	(140)	1	(139)	(31)	0	(170)
<b>Total</b>	<b>(1,849)</b>	<b>(1,510)</b>	<b>1,561</b>	<b>(1,798)</b>	<b>(380)</b>	<b>585</b>	<b>(1,593)</b>



Earmarked reserves

*Mobile Phone Upgrade / IT Reserve*

Reserve holding the balance of ring-fenced Defra "INSPIRE" grant funding provided to support the Authority in meeting regulatory requirements for publishing geospatial information related to the environment under the European INSPIRE Directive.

*Planning Delivery Grant*

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

*Sustainable Development Fund*

Balance of Sustainable Development Fund (SDF) grant supplied by Defra National Park Grant. At the end of 2014/15 this fund was closed and transferred to the General Fund.

*STEP*

A reserve set up for a European Grant part funded project relating to Sustainable Tourism in Estuary Parks. This grant funded project has now finished.

*PRISMA*

A reserve account set up for European grant part funded projects and trials relating to the development of sustainable techniques and methods for the dredging, treatment and reuse of sediment.

*Upper Thurne Enhancement Scheme*

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

*Section 106 Agreements*

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

*Property*

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

*Plant, Vessels and Equipment*

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

*Premises*

A reserve account providing for the maintenance and development of both the Authority's Dockyard facility and main office site.

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**9. Other Operating Expenditure**

2013/14 £000		2014/15 £000
53	Gains / losses on disposal of non-current assets	(5)
0	Expenditure on Assets Held for Sale	6
<b>53</b>	<b>Total</b>	<b>1</b>

**10. Financing and Investment Income and Expenditure**

2013/14 £000		2014/15 £000
42	Interest payable and similar charges	36
287	Net interest on the net defined benefit liability (asset)	233
(22)	Interest receivable and similar income	(19)
12	Income and expenditure in relation to investment properties and changes in their fair value	3
0	Other investment income	0
<b>319</b>	<b>Total</b>	<b>253</b>

**11. Taxation and non-specific grant income**

2013/14 £000		2014/15 £000
(3,547)	Defra National Park Grant	(3,245)
(34)	Defra Additional National Park Grant	(0)
(82)	Defra Access Infrastructure Grant	(0)
<b>(3,663)</b>	<b>Total</b>	<b>(3,245)</b>

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**12. Property, Plant and Equipment**

Movements on balances 2013/14

Cost or valuation	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2013	2,708	2,097	302	323	840	6,270
additions	89	133	0	0	49	271
donations	0	0	0	0	0	0
revaluation increases / (decreases) recognised in the Revaluation Reserve	(39)	0	0	0	0	(39)
revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	(364)	0	0	0	0	(364)
derecognition – disposals	(38)	(91)	0	0	0	(129)
assets reclassified (to) / from Investment Property	(339)	0	0	0	0	(339)
assets reclassified (to) / from Assets Under Construction	671	140	0	0	(811)	0
other movements in cost or valuation	0	0	0	0	0	0
<b>At 31 March 2014</b>	<b>2,688</b>	<b>2,279</b>	<b>302</b>	<b>323</b>	<b>78</b>	<b>5,670</b>

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Accumulated depreciation and impairment	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2013	73	884	148	0	0	1,105
depreciation charge	18	295	15	0	0	328
depreciation written out of the Revaluation Reserve	(51)	0	0	0	0	(51)
depreciation written out to the Surplus / Deficit on the Provision of Services	(2)	0	0	0	0	(2)
impairment losses / (reversals) recognised in the Revaluation Reserve	0	0	0	0	0	0
impairment losses / (reversals) recognised in the Surplus / Deficit on the Provision of Services	0	0	0	0	0	0
derecognition – disposals	(2)	(74)	0	0	0	(76)
other movements in depreciation and impairment	0	0	0	0	0	0
<b>At 31 March 2014</b>	<b>36</b>	<b>1,105</b>	<b>163</b>	<b>0</b>	<b>0</b>	<b>1,304</b>

Net Book Value	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
<b>At 31 March 2014</b>	<b>2,652</b>	<b>1,174</b>	<b>139</b>	<b>323</b>	<b>78</b>	<b>4,366</b>
At 31 March 2013	2,635	1,213	154	323	840	5,165

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Movements on balances 2014/15

Cost or valuation	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2014	2,688	2,279	302	323	78	5,670
additions	34	282	0	0	0	316
donations	0	0	0	0	0	0
revaluation increases / (decreases) recognised in the Revaluation Reserve	0	0	0	0	0	0
revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	(1)	0	0	0	0	(1)
derecognition – disposals	(23)	(116)	0	0	0	(139)
assets reclassified (to) / from Assets Under Construction	0	59	0	0	(59)	0
assets reclassified (to) / from Assets Held for Sale	(8)	0	0	0	0	(8)
other movements in cost or valuation	0	0	0	0	0	0
<b>At 31 March 2015</b>	<b>2,690</b>	<b>2,504</b>	<b>302</b>	<b>323</b>	<b>19</b>	<b>5,838</b>

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Accumulated depreciation and impairment	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2014	36	1,105	163	0	0	1,304
depreciation charge	26	269	15	0	0	310
depreciation written out of the Revaluation Reserve	0	0	0	0	0	0
depreciation written out to the Surplus / Deficit on the Provision of Services	0	0	0	0	0	0
impairment losses / (reversals) recognised in the Revaluation Reserve	0	0	0	0	0	0
impairment losses / (reversals) recognised in the Surplus / Deficit on the Provision of Services	0	0	0	0	0	0
derecognition – disposals	0	(88)	0	0	0	(88)
other movements in depreciation and impairment	0	0	0	0	0	0
<b>At 31 March 2015</b>	<b>62</b>	<b>1,286</b>	<b>178</b>	<b>0</b>	<b>0</b>	<b>1,526</b>

Net Book Value	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
<b>At 31 March 2015</b>	<b>2,628</b>	<b>1,218</b>	<b>124</b>	<b>323</b>	<b>19</b>	<b>4,312</b>
At 31 March 2014	2,652	1,174	139	323	78	4,366

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Depreciation

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

Category of Asset	Depreciation method	Depreciation period
Operational Land and Buildings	Straight line. (20% assumed land value, where no split available)	Between 5 to 50 years as per professional advice
Community Land	Not depreciated	Not depreciated
Infrastructure Asset	Straight line	20 years
Vehicles, Vessels and Equipment	Straight line	7 years / 10 Years
Computer and Office Equipment	Straight line	5 years

Capital Commitments

The Authority was committed to one significant capital contract as at the balance sheet date. Details of the amounts outstanding under this contract are set out in the table below.

Contract	Total contract value £000	Payments made to 31 March 2015 £000	Outstanding commitments £000
Third replacement Wherry	113	0	113
<b>Total</b>	<b>113</b>	<b>0</b>	<b>113</b>

Impairments

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

Revaluations

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

Significant assumptions applied in estimating the fair values are:

Property, Plant and Equipment of a specialised nature were valued on the basis of what it would cost to reinstate the service, suitably adjusted to reflect for age, wear and tear and obsolescence of the existing asset (Fair Value less depreciated replacement cost).

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Infrastructure Assets and Community Assets have been valued at historic cost rather than fair value.

Property leases have been split between finance and operating leases and valued accordingly depending upon whether the Authority is lessor or lessee.

Assets held for Sale have been valued on the basis of market value with the value reported being the estimated sale price.

	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total £000
Carried at historical cost	0	0	123	323	19	465
Valued at fair value as at:						
31 March 2015	28	436	0	0	0	464
31 March 2014	569	183	0	0	0	752
31 March 2013	0	447	0	0	0	447
31 March 2012	1,841	118	0	0	0	1,959
31 March 2011	191	34	0	0	0	225
<b>Total cost or valuation</b>	<b>2,629</b>	<b>1,218</b>	<b>123</b>	<b>323</b>	<b>19</b>	<b>4,312</b>



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**13. Investment Properties**

The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

2013/14 £000		2014/15 £000
8	Rental income from investment property	2
(20)	Direct operating expenses arising from investment property	(5)
<b>(12)</b>	<b>Net gain / (loss)</b>	<b>(3)</b>

There are no restrictions on the Authority's ability to realise the value inherent in its investment property or on the Authority's right to the remittance of income and the proceeds of disposal. The Authority has no contractual obligations to purchase, construct or develop investment property or repairs, maintenance or enhancement.

The following table summarises the movement in the fair value of investment properties over the year.

2013/14 £000		2014/15 £000
0	Balance at start of the year	339
	Additions:	
0	Purchases	0
0	Construction	0
0	Subsequent expenditure	0
0	Disposals	0
0	Net gains / losses from fair value adjustments	0
	Transfers:	
0	To / from Inventories	0
339	To / from Property, Plant and Equipment	0
0	Other changes	0
<b>339</b>	<b>Balance at end of the year</b>	<b>339</b>

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**14. Intangible Assets**

The Authority internally generated a website [www.enjoythebroads.com](http://www.enjoythebroads.com) which would be classified as an intangible asset as it meets strict IAS 38 requirements to be recognised on the balance sheet. The useful life of the website is 5 years and the carrying amount is amortised on a straight line basis.

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

2013/14		Internally Generated Assets £000	Other Assets £000	2014/15
Total £000				Total £000
	Balance at start of year:			
68	Gross carrying amounts	68	0	68
(41)	Accumulated amortisation	(55)	0	(55)
27	Net carrying amount at start of year	13	0	13
	Additions:			
0	Internal development	0	0	0
(14)	Amortisation for the period	(13)	0	(13)
<b>13</b>	<b>Net Carrying Amount at the end of the year</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Comprising:			
68	Gross carrying amounts	68	0	68
(55)	Accumulated amortisation	(68)	0	(68)
<b>13</b>		<b>0</b>	<b>0</b>	<b>0</b>

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**15. Financial Instruments**

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

	Long-term		Current	
	31 March 2014 £000	31 March 2015 £000	31 March 2014 £000	31 March 2015 £000
<b>Investments</b>				
Loans and receivables	0	0	2,758	3,254
Financial assets at fair value through profit and loss	0	0	0	0
<b>Total investments</b>	<b>0</b>	<b>0</b>	<b>2,758</b>	<b>3,254</b>
<b>Debtors</b>				
Loans and receivables	14	11	833	599
Financial assets carried at contract amounts	0	0	0	0
<b>Total debtors</b>	<b>14</b>	<b>11</b>	<b>833</b>	<b>599</b>
<b>Borrowings</b>				
Financial liabilities at amortised cost	181	167	15	15
Financial liabilities at fair value through profit and loss	0	0	0	0
<b>Total borrowings</b>	<b>181</b>	<b>167</b>	<b>15</b>	<b>15</b>
<b>Other Long Term Liabilities</b>				
Finance lease liabilities	79	118	50	53
<b>Total other long term liabilities</b>	<b>79</b>	<b>118</b>	<b>50</b>	<b>53</b>
<b>Creditors</b>				
Financial liabilities at amortised cost	0	0	0	0
Financial liabilities carried at contract amount	0	0	2,022	2,065
<b>Total Creditors</b>	<b>0</b>	<b>0</b>	<b>2,022</b>	<b>2,065</b>

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Income, Expense Gains and Losses

2013/14				2014/15		
Financial Liabilities measured at amortised cost £000	Assets and Liabilities at Fair Value through Profit and Loss £000	Total £000		Financial Liabilities measured at amortised cost £000	Assets and Liabilities at Fair Value through Profit and Loss £000	Total £000
42	0	42	Interest Expense	36	0	36
42	0	42	Total expense in Surplus or Deficit on the Provision of Services	36	0	36
0	(22)	(22)	Interest Income	0	(19)	(19)
0	(22)	(22)	Total Income in Surplus or Deficit on the Provision of Services	0	(19)	(19)
<b>42</b>	<b>(22)</b>	<b>20</b>	<b>Net (gain) / loss for the year</b>	<b>36</b>	<b>(19)</b>	<b>17</b>

**Notes to the Statement of Accounts**Fair Values of Assets and Liabilities

Financial liabilities, financial assets represented by loans and receivables and long term debtors and creditors are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

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

The fair values calculated are as follows:

	31 March 2014		31 March 2015	
	Carrying Amount £000	Fair Value £000	Carrying Amount £000	Fair Value £000
Financial Liabilities	261	308	284	340
Long term Creditors	0	0	0	0

	31 March 2014		31 March 2015	
	Carrying Amount £000	Fair Value £000	Carrying Amount £000	Fair Value £000
Loans and receivables	0	0	0	0
Long term Debtors	14	14	10	10

Available for sale assets and assets and liabilities at fair value through profit and loss are carried in the balance sheet at their fair value. These fair values are based on public quotations where there is an active market for the instrument.

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

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**16. Inventories**

	Consumable Stores		Maintenance Materials		Total	
	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000
Balance outstanding at start of year	46	43	66	72	112	115
Purchases	38	38	72	85	110	123
Recognised as an expense in year	(41)	(37)	(66)	(89)	(107)	(126)
Written off balances	0	0	0	0	0	0
<b>Balance outstanding at year-end</b>	<b>43</b>	<b>44</b>	<b>72</b>	<b>68</b>	<b>115</b>	<b>112</b>

**17. Debtors**

31 March 2014 £000		31 March 2015 £000
209	Central government bodies	125
10	Other local authorities	5
481	Prepayments	385
133	Other entities and individuals	84
<b>833</b>	<b>Total</b>	<b>599</b>

**18. Cash and Cash Equivalents**

The balance of Cash and Cash Equivalents is made up of the following elements:

31 March 2014 £000		31 March 2015 £000
2	Cash held by the Broads Authority	2
2,750	Investments with Broadland District Council	3,250
1,398	Bank current accounts	1,060
<b>4,150</b>	<b>Total Cash and Cash Equivalents</b>	<b>4,312</b>

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**19. Creditors**

31 March 2014 £000		31 March 2015 £000
1	Central government bodies	63
11	Other local authorities	19
1	NHS bodies	0
1,651	Accruals	1,612
0	Public corporations and trading funds	0
407	Other entities and individuals	424
<b>2,071</b>	<b>Total</b>	<b>2,118</b>

**20. Provisions**

2013/14				2014/15		
Accumulated Absences Provision £000	Redundancy Provision £000	Total £000		Accumulated Absences Provision £000	Redundancy Provision £000	Total £000
48	0	48	Balance at 1 April	51	0	51
51	0	51	Additional provisions made in year	47	0	47
(48)	0	(48)	Settlements or cancellation of provision made at end of preceding year	(51)	0	(51)
0	0	0	Unused amounts reversed in year	0	0	0
0	0	0	Unwinding of discounting in year	0	0	0
<b>51</b>	<b>0</b>	<b>51</b>	<b>Balance at 31 March</b>	<b>47</b>	<b>0</b>	<b>47</b>

No provision for redundancy costs was made in 2013/14 or 2014/15. For more information on the Accumulated Absence Account, see note 22.

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**21. Usable reserves**

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

**22. Unusable reserves**

31 March 2014 £000		31 March 2015 £000
1,486	Revaluation reserve	1,426
2,908	Capital Adjustment Account	2,875
(5,377)	Pensions Reserve	(7,372)
(51)	Accumulated Absences Account	(47)
<b>(1,034)</b>	<b>Total unusable reserves</b>	<b>(3,118)</b>



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Revaluation Reserve

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

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

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

2013/14 £000			2014/15 £000
1,499	Balance at 1 April		1,486
40	Upward revaluation of assets	0	
(28)	Downward revaluation of assets and impairment losses not charged to the Surplus / Deficit on the Provision of Services	0	
12	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on Provision of Services		0
(25)	Difference between fair value depreciation and historical cost depreciation	(33)	
0	Accumulated gains on assets sold or scrapped	0	
0	Asset disposed of 2013/14, balance still on reserve	(27)	
(25)	Amount written off to the Capital Adjustment Account		(60)
<b>1,486</b>	<b>Balance at 31 March</b>		<b>1,426</b>

Capital Adjustment Account

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

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The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 7 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2013/14 £000			2014/15 £000
3,308	Balance at 1 April		2,908
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
(328)	Charges for depreciation and impairment of non current assets	(310)	
(362)	Revaluation losses on Property Plant & Equipment	(6)	
(14)	Amortisation of intangible assets	(14)	
(53)	Amounts of non-current assets written off on disposal or sale as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Statement	(51)	
(757)		(381)	
25	Adjusting amounts written out of the revaluation reserve	60	
(732)	Net written out amount of the cost of non-current assets consumed in the year		(321)
	Capital financing applied in the year:		
0	Use of Capital Receipts Reserve to finance new capital expenditure	0	
0	Use of the Major Repairs Reserve to finance new capital expenditure	0	
0	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	0	
0	Donated Assets (no conditions)	0	
72	Statutory provision for the financing of capital investment charged against the General Fund	70	
260	Removal of Finance Lease Liability for assets returned in year		
260	Capital expenditure charged against the General Fund	218	
332			288
0	Movement in the Donated Assets Account credited to the Comprehensive Income and Expenditure Statement	0	
<b>2,908</b>	<b>Balance at 31 March</b>		<b>2,875</b>

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Pensions Reserve

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

2013/14 £000		2014/15 £000
(6,292)	Balance at 1 April	(5,377)
1,399	Remeasurements of the net defined benefit liability / (asset)	(1,584)
(1,006)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(955)
522	Employer's pension contributions and direct payments to pensioners payable in the year	544
<b>(5,377)</b>	<b>Balance at 31 March</b>	<b>(7,372)</b>

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Accumulated Absences Account

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

2013/14 £000		2014/15 £000
(48)	Balance at 1 April	(51)
48	Settlement or cancellation of accrual made at the end of the preceding year	51
(51)	Amounts accrued at the end of the current year	(47)
(3)	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	4
<b>(51)</b>	<b>Balance at 31 March</b>	<b>(47)</b>

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**23. Cash Flow Statement – Operating Activities**

The cash flows from operating activities include the following items:

2013/14 £000		2014/15 £000
(48)	Interest received	(23)
42	Interest paid	36
0	Dividends received	0
<b>(6)</b>	<b>Net cash flows from operating activities</b>	<b>13</b>

**24. Cash Flow Statement – Investing Activities**

2013/14 £000		2014/15 £000
(260)	Purchase of property, plant and equipment, investment property and intangible assets	(218)
1,010	Other payments from investing activities	4
0	Proceeds from the sale of property plant and equipment, investment property and intangible assets	(56)
<b>750</b>	<b>Net cash flows from investing activities</b>	<b>(270)</b>

**25. Cash Flow Statement – Financing Activities**

2013/14 £000		2014/15 £000
0	Cash receipts of short and long term borrowing	0
(59)	Cash payments for the reduction of the outstanding liabilities relating to finance leases	(54)
0	Other receipts from Financing Activities	0
(15)	Repayments of short and long term borrowing	(15)
<b>(74)</b>	<b>Net cash flows from financing activities</b>	<b>(69)</b>

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**26. Amounts reported for resource allocation decisions**

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the *Service Reporting Code of Practice*. However, decisions about resource allocation are taken by the Broads Authority on the basis of budget reports analysed across Directorates. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- no charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement); and
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than the current service cost of benefits accrued in the year.

The Authority completed the final stage of an organisational restructure in April 2013. The figures for 2012/13 have been restated to reflect the current Directorate structure in place during the financial year and are comparable with the 2013/14 figures.

Reconciliation of Directorate Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

Income and Expenditure 2013/14	Operations £000	Planning & Resources £000	Chief Executive £000	PRISMA £000	STEP £000	Corporate Amounts £000	Total £000
Fees, charges and other service income	(313)	(567)	0	(260)	(71)	(2,913)	(4,124)
Contributions from reserves	0	0	0	0	0	(343)	(343)
Government Grants	0	0	0	0	0	(3,581)	(3,581)
<b>Total Income</b>	<b>(313)</b>	<b>(567)</b>	<b>0</b>	<b>(260)</b>	<b>(71)</b>	<b>(6,837)</b>	<b>(8,048)</b>
Employee expenses	1,894	1,759	281	28	10	0	3,972
Other service expenses	1,316	2,029	141	199	128	73	3,886
<b>Total expenditure</b>	<b>3,210</b>	<b>3,788</b>	<b>422</b>	<b>227</b>	<b>138</b>	<b>73</b>	<b>7,858</b>
<b>Net expenditure</b>	<b>2,897</b>	<b>3,221</b>	<b>422</b>	<b>(33)</b>	<b>67</b>	<b>(6,764)</b>	<b>(190)</b>

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Income and Expenditure 2014/15	Operations	Planning & Resources	Chief Executive	PRISMA	STEP	Corporate Amounts	Total
	£000	£000	£000	£000	£000	£000	£000
Fees, charges and other service income	(217)	(472)	0	(25)	2	(2,986)	(3,698)
Contributions from reserves	0	0	0	0	0	(384)	(384)
Government Grants	0	0	0	0	0	(3,245)	(3,245)
<b>Total Income</b>	<b>(217)</b>	<b>(472)</b>	<b>0</b>	<b>(25)</b>	<b>2</b>	<b>(6,615)</b>	<b>(7,327)</b>
Employee expenses	1,925	1,706	303	11	0	0	3,945
Other service expenses	1,528	1,451	114	88	0	93	3,274
<b>Total expenditure</b>	<b>3,453</b>	<b>3,157</b>	<b>417</b>	<b>99</b>	<b>0</b>	<b>93</b>	<b>7,219</b>
<b>Net expenditure</b>	<b>3,236</b>	<b>2,685</b>	<b>417</b>	<b>74</b>	<b>2</b>	<b>(6,522)</b>	<b>(108)</b>

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This reconciliation shows how the figures in the analysis of directorate income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

2013/14 £000		2014/15 £000
(190)	Net expenditure in the directorate analysis	(108)
904	Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the analysis	504
3,345	Amounts included in the analysis not included in the Comprehensive Income and Expenditure Statement	3,099
<b>4,059</b>	<b>Cost of services in Comprehensive Income and Expenditure Statement</b>	<b>3,495</b>



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**Reconciliation between Segmental Reporting and Comprehensive Income & Expenditure Statement**

This reconciliation shows how the figures in the analysis of directorate income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

2013/14	Service analysis £000	Amounts not reported to management for decision making £000	Amounts included in analysis but not in CI&ES £000	Cost of services £000	Corporate amounts £000	Total £000
Fees, Charges & Other Service Income	(4,102)	0	0	(4,102)	0	(4,102)
Interest & Investment Income	(22)	0	22	0	(22)	(22)
Contributions from reserves	(343)	0	65	(278)	0	(278)
Government Grants & Contributions	(3,581)	0	3,581	0	(3,663)	(3,663)
<b>Total Income</b>	<b>(8,048)</b>	<b>0</b>	<b>3,668</b>	<b>(4,380)</b>	<b>(3,685)</b>	<b>(8,065)</b>
Employee Expenses	3,972	200	0	4,172	287	4,459
Other service expenses	3,886	0	(323)	3,563	0	3,563
Depreciation, Amortisation & Impairment	0	704	0	704	0	704
Interest Payments	0	0	0	0	42	42
Income and expenditure relating to investment properties	0	0	0	0	12	12
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	53	53
<b>Total Expenditure</b>	<b>7,858</b>	<b>904</b>	<b>(323)</b>	<b>8,439</b>	<b>394</b>	<b>8,833</b>
<b>(Surplus) or Deficit on the Provision of Services</b>	<b>(190)</b>	<b>904</b>	<b>3,345</b>	<b>4,059</b>	<b>(3,291)</b>	<b>768</b>

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2014/15	Service analysis £000	Amounts not reported to management for decision making £000	Amounts included in analysis but not in CI&ES £000	Cost of services £000	Corporate amounts £000	Total £000
Fees, Charges & Other Service Income	(3,679)	0	0	(3,679)	0	(3,679)
Interest & Investment Income	(19)	0	19	0	(19)	(19)
Contributions from reserves	(384)	0	159	(225)	0	(225)
Government Grants & Contributions	(3,245)	0	3,245	0	(3,245)	(3,245)
<b>Total Income</b>	<b>(7,327)</b>	<b>0</b>	<b>3,423</b>	<b>(3,904)</b>	<b>(3,264)</b>	<b>(7,168)</b>
Employee Expenses	3,944	174	0	4,118	233	4,351
Other service expenses	3,275	0	(324)	2,951	0	2,951
Depreciation, Amortisation & Impairment	0	330	0	330	0	330
Interest Payments	0	0	0	0	36	36
Income and expenditure relating to investment properties	0	0	0	0	3	3
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	(5)	(5)
<b>Total Expenditure</b>	<b>7,219</b>	<b>504</b>	<b>(324)</b>	<b>7,399</b>	<b>267</b>	<b>7,666</b>
<b>(Surplus) or Deficit on the Provision of Services</b>	<b>(108)</b>	<b>504</b>	<b>3,099</b>	<b>3,495</b>	<b>(2,997)</b>	<b>498</b>

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## 27. Members' Allowances

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

2013/14 £000		2014/15 £000
39	Allowances	40
9	Expenses	10
<b>48</b>	<b>Total</b>	<b>50</b>

## 28. Officers' Remuneration

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

		Salary, Fees and Allowances £000	Bonuses £000	Expenses Allowances £000	Pension Contribution £000	Total £000
Chief Executive	2013/14	79	0	1	12	<b>92</b>
	2014/15	82	0	0	12	<b>94</b>
Director of Planning & Resources	2013/14	54	0	0	8	<b>62</b>
	2014/15	58	0	0	9	<b>67</b>
Director of Operations	2013/14	54	0	0	8	<b>62</b>
	2014/15	58	0	0	9	<b>67</b>
Head of Strategy & Projects	2013/14	50	0	1	8	<b>59</b>
	2014/15	40	0	1	6	<b>47</b>

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

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2013/14 Number of Employees		2014/15 Number of Employees
3	£50,000 - £54,999	0
0	£55,000 - £59,999	2
0	£60,000 - £64,999	0
0	£65,000 - £69,999	0
0	£70,000 - £74,999	0
0	£75,000 - £79,999	0
1	£80,000 - £84,999	1

### Exit Packages

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

Exit package cost band	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14 £000	2014/15 £000
£0 - £20,000	0	6	0	0	0	6	0	34
£20,001 - £40,000	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>34</b>

### 29. External Audit Costs

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

2013/14 £000		2014/15 £000
12	Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	13
0	Fees payable to external auditors in respect of statutory inspections	0
0	Fees payable to external auditors for the certification of grant claims and returns for the year	0
0	Fees payable in respect of other services provided by external auditors during the year	0
<b>12</b>	<b>Total</b>	<b>13</b>

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### 30. Grant Income

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

2013/14 £000		2014/15 £000
3,582	Credited to taxation and non-specific grant income:	
82	Defra National Park Grant	3,245
	Defra grant for access infrastructure repairs	0
6	Credited to services:	
	Defra INSPIRE (Infrastructure for Spatial Information in the European Community) directive grant	0
<b>3,670</b>	<b>Total</b>	<b>3,245</b>

### 31. Related Parties

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

#### Central Government

Central government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates, provides the majority of funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties. Details of government grants are included in note 11.

#### Members

Members of the Broads Authority have direct control over the Authority's financial and operating policies. Members of the Navigation Committee have a consultative role in respect of navigation matters. The Authority wrote to all Members requesting details of any related party transactions. Details of Members' expenses are included in note 27.

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

Mr Kelvin Allen is a member of the Broads Authority and the Navigation Committee, and was also the Treasurer of the 'Broads Angling Strategy Group' (BASG), received no grant funding from the Authority's Sustainable Development Fund during the year (£10,000 in 2013/14).

Mr Lorne Betts is a member of the Navigation Committee and has a relationship with 'Lorne Betts Riverside Piling and Construction' which was contracted to undertake repairs, piling

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and litter picking during the year. The Authority paid £16,512 for these works in 2014/15 (£1,722 in 2013/14). No amounts were outstanding at 31 March 2015.

Mr Alan Goodchild is a member of the Navigation Committee and has a relationship with 'Goodchild Marine' which was contracted by the Authority to undertake refits of vessels during the year, supply diesel fuel and mooring facilities. The Authority paid £6,394 for refits, £6,402 for fuel and moorings in 2014/15 (£36,914 for refits, and £6,830 for fuel and moorings and £65,213 for dredging in 2013/14). The balance outstanding at 31 March 2015 was £116. Mr Goodchild took no part in the decision-making process associated with these contracts.

Mr Paul Greasley is a member of the Navigation Committee and has a relationship with 'Norfolk Broads Direct Ltd' which paid £100,903 navigation tolls to the Broads Authority in 2014/15 (£98,001 in 2013/14). The Authority paid £1,142 for Boat Trip services provided (£638 in 2013/14) and received income of £618 in respect of electric cards (£533 in 2013/14). The Broads Authority made no grant payments from the Sustainable Development Fund in 2014/15 (£2,392 in 2013/14). The balance outstanding at 31 March 2015 was £116.

Mr James Knight is a member of the Navigation Committee and has a relationship with 'Waveney River Centre (2003) Ltd' which paid £6,589 navigation tolls to the Broads Authority in 2014/15 (£6,369 in 2013/14). The Authority also made fuel purchases of £973 (£1,628 in 2013/14) and used mooring facilities of £4,140 (nil in 2013/14) during 2014/15. The balance outstanding at 31 March 2015 was £58.

Mr Michael Whitaker is a member of the Broads Authority and Navigation Committee, has a relationship with 'Herbert Woods LLP' which paid £175,380 navigation tolls to the Broads Authority in 2014/15. The Authority also made fuel purchases of £1,888. No amounts were outstanding at 31 March 2015. Mr Whitaker also has a relationship with 'Waterside Marine Sales LLP' which was the sales agent in the sale of two of the Authority's launches. The Authority paid £2,268 in commission in 2014/15. No amounts were outstanding at 31 March 2015.

#### Officers

The Chief Executive represents the Broads Authority on the board of the Whitlingham Charitable Trust. Officer remuneration is detailed in note 28.

#### Whitlingham Charitable Trust

During the year the Authority provided administration services for Whitlingham Charitable Trust of £53,367 (£38,688 in 2013/14). The balance outstanding at 31 March 2015 was £27,303 (£22,563 at 31 March 2014).

The Broads Authority also provides a recharge service for purchase invoices and salaries of £45,581 (£64,400 in 2013/14). The balance outstanding at 31 March 2014 was £12,818 (£15,607 at 31 March 2014).

The Whitlingham Charitable Trust also invoiced the Authority £15,264 (£15,264 in 2013/14) for rental income for the lease of the visitor centre and moorings. The balance outstanding at year end was £nil (£nil at 31 March 2014). The Trust also recharged purchase invoices of £1,160 (£nil 2013/14). This was not outstanding at year end (£nil in 2013/14).

#### Other Public Bodies

Broadland District Council provides financial and payroll services (payroll up until September 2014) for the Broads Authority. The Broads Authority was charged £11,497 in 2014/15 for the provision of these services (£18,411 in 2013/14).

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In 2014/15 up until September 2014, officers' salaries, expenses and members' expenses totalled £2.203m (£4.061m in 2013/14). The Council also provides treasury management of the Authority's investments, which were £3,250,000 as at 31 March 2015 (£2,750,000 as at 31 March 2014).

The Authority received no grant contributions during 2014/15 (£9,540 in 2013/14 from the Council towards works at Reedham Quay).

The Authority also recharged the Council for staff of £13,697 during 2014/15. The balance outstanding at 31 March 2015 was £3,287.

The Head of Finance and Revenue Services for Broadland District Council serves as the Treasurer and Financial Adviser (Section 17 Officer) for the Broads Authority.

Norfolk County Council provides legal services to the Broads Authority via its legal practice, NPLaw. The Authority paid £131,612 for legal services in 2014/15 (£100,936 in 2013/14). The Practice Director of NPLaw served as the Solicitor and Monitoring Officer to the Broads Authority until 20 March 2015. From October 2015 Norfolk County Council provides payroll services to the Broads Authority. The Authority paid £9,073 for this.

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**32. Capital expenditure and capital financing**

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

2013/14 £000		2014/15 £000
383	Opening Capital Finance Requirement	319
	<u>Capital Investment</u>	
271	Property, Plant and Equipment	316
0	Intangible Assets	0
	<u>Sources of Finance</u>	
	Sums set aside from revenue:	
(260)	Direct revenue contributions	(218)
(75)	MRP	(70)
0	Other contributions	0
<b>319</b>	<b>Closing Capital Finance Requirement</b>	<b>347</b>
	<u>Explanation of movements in year</u>	
(75)	Increase / (decrease) in underlying need to borrow (unsupported by government financial assistance)	(69)
11	Assets acquired under finance leases	97
<b>(64)</b>	<b>Increase / (decrease) in Capital Financing Requirement</b>	<b>28</b>



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### 33. Leases

#### Authority as Lessee

##### *Finance Leases*

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

2013/14 £000		2014/15 £000
0	Other Land and Buildings	0
158	Vehicles, Plant, Furniture and Equipment	203
<b>158</b>	<b>Total</b>	<b>203</b>

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

2013/14 £000		2014/15 £000
50	Finance lease liabilities (net present value of minimum lease payments):	54
79	• Current	118
12	• Non-current	13
	Finance costs payable in future years	
<b>141</b>	<b>Minimum lease payments</b>	<b>185</b>

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

	Minimum Lease Payments		Finance Lease Liabilities	
	31 March 2014 £000	31 March 2015 £000	31 March 2014 £000	31 March 2015 £000
Not later than one year	54	57	50	54
Later than one year and not later than 5 years	87	128	79	118
Later than 5 years	0	0	0	0
	<b>141</b>	<b>185</b>	<b>129</b>	<b>172</b>

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2014/15, no (£0) contingent rents were payable by the Authority (2013/14 £0).

##### *Operating Leases*

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The Authority has acquired vehicles by entering into operating leases, with typical lives of 7 years. The Authority has also established operating leases in relation to land and buildings with typical lives between 10 and 20 years. The future minimum lease payments due under non-cancellable leases in future years are:

2013/14 £000		2014/15 £000
144	Not later than one year	144
533	Later than one year and not later than 5 years	395
451	Later than 5 years	456
<b>1,128</b>	<b>Total</b>	<b>995</b>

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

2013/14 £000		2014/15 £000
161	Minimum lease payments	172
0	Contingent rents	0
0	(sub-lease payments receivable)	0
<b>161</b>	<b>Total</b>	<b>172</b>

Authority as Lessor

*Finance Leases*

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

*Operating Leases*

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

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

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

2013/14 £000		2014/15 £000
36	Not later than one year	35
126	Later than one year and not later than 5 years	91
0	Later than 5 years	0
<b>162</b>	<b>Total</b>	<b>126</b>

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

### **34. Termination Benefits**

The Authority terminated the contracts of six employees who were made redundant in 2014/15 as the final stage of the Broads Authority's organisational restructuring. In terminating these contracts the Authority incurred liabilities of £34,916, of which £nil related to enhanced pension benefits. The liabilities relating to termination benefits of £56,094, of which £17,870 related to enhanced pension benefits were incurred during 2013/14 and no provision for any future redundancy payments was established in the year.

### **35. Defined Benefit Pension Schemes**

#### Participation in Pension Schemes

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

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

#### Transactions Relating to Post-Employment Benefits

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

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2013/14 £000		2014/15 £000
	Comprehensive Income and Expenditure Statement	
	Cost of services:	
690	• current service cost	722
29	• past service costs / (gain)	0
0	• (gain) / loss from settlements	0
	Financing and investment income and expenditure	
287	• net interest expense	233
<b>1,006</b>	<b>Total post-employment benefits charged to the surplus or deficit on the provision of services</b>	<b>955</b>
	Other post-employment benefits charged to the Comprehensive Income and Expenditure Statement:	
(1,892)	• return on plan assets (excluding the amount included in the net interest expense)	(1,639)
548	• actuarial gains and losses arising on changes in demographic assumptions	0
(1,069)	• actuarial gains and losses arising on changes in financial assumptions	3,560
1,014	• other experience	(337)
<b>(1,399)</b>	<b>Total post-employment benefits charged to the Comprehensive Income and Expenditure Statement</b>	<b>1,584</b>
	Movement in Reserves Statement	
1,006	• reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the Code	955
	Actual amount charged against the General Fund balance for pensions in the year:	
(522)	• employers' contributions payable to scheme	(544)

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Pension Assets and Liabilities Recognised in the Balance Sheet

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

2013/14 £000		2014/15 £000
(22,809)	Present value of the defined benefit obligation	(27,383)
17,433	Fair value of plan assets	20,011
(5,376)		(7,372)
0	Other movements in the liability / (asset)	0
<b>(5,376)</b>	<b>Net liability arising from defined benefit obligation</b>	<b>(7,372)</b>

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

2013/14 £000		2014/15 £000
14,865	Opening fair value of scheme assets	17,433
669	Interest income	744
	Remeasurement gain / (loss):	
1,892	• The return on plan assets, excluding the amount included in the net interest expense	1,639
0	• Other	0
0	The effect of changes in foreign exchange rates	0
522	Contributions from employer	544
192	Contributions from employees into the scheme	206
(707)	Benefits paid	(555)
0	Other	0
<b>17,433</b>	<b>Closing fair value of scheme assets</b>	<b>20,011</b>

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

2013/14 £000		2014/15 £000
21,157	Balance at 1 April	22,810
690	Current service cost	722
956	Interest cost	977
192	Contributions from scheme participants	206
	Remeasurement (gains) and losses:	
548	• Actuarial gains / losses arising from changes in demographic assumptions	0
(1,069)	• Actuarial gains / losses arising from changes in financial assumptions	3,560
1,014	• Other	(337)
29	Past service cost	0
0	Losses / (gains) on curtailment	0
0	Liabilities assumed on entity combinations	0
(707)	Benefits paid	(555)
0	Liabilities extinguished on settlements (where relevant)	0
<b>22,810</b>	<b>Balance at 31 March</b>	<b>27,383</b>

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Local Government Pension Scheme Assets

Local Government Pension Scheme assets comprised:

Fair value of scheme assets 2013/14 £000				Fair value of scheme assets 2014/15 £000		
Quoted prices in active markets	Quoted prices not in active markets	Total		Quoted prices in active markets	Quoted prices not in active markets	Total
0.0	447.1	447.1	Cash and cash equivalents:	0.0	534.0	534.0
			• All cash and cash equivalents			
			Equity instruments:			
1,059.1	-	1,059.1	• Consumer	860.3	-	860.3
971.3	-	971.3	• Manufacturing	1,061.5	-	1,061.5
541.9	-	541.9	• Energy and utilities	440.6	-	440.6
1,085.8	-	1,085.8	• Financial institutions	1,286.9	-	1,286.9
495.4	-	495.4	• Health and care	676.7	-	676.7
311.8	-	311.8	• Information technology	680.0	-	680.0
774.1	-	774.1	• Other	1,014.2	-	1,014.2
			Bonds (Debt securities):			
703.6	-	703.6	• Corporate bonds (investment grade)	841.8	-	841.8
25.0	-	25.0	• Corporate bonds (non-investment grade)	21.8	-	21.8
0.0	-	0.0	• UK Government	0.0	-	0.0
61.5	-	61.5	• Other	0.0	-	0.0
			Private equity:			
-	1,199.3	1,199.3	• All private equity	-	1,316.1	1,316.1
			Property:			
-	1,737.2	1,737.2	• UK property	-	2,125.3	2,125.3
-	258.5	258.5	• Overseas property	-	244.0	244.0
			Other investment funds and unit trusts:			
5,042.2	-	5,042.2	• Equities	8,054.3	-	8,054.3
2,711.7	-	2,711.7	• Bonds	828.7	-	828.7
			Derivatives:			
7.6	-	7.6	• Other derivatives	24.8	-	24.8
<b>13,791.0</b>	<b>3,642.1</b>	<b>17,433.1</b>		<b>15,791.6</b>	<b>4,219.4</b>	<b>20,011.0</b>

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Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The Fund liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, estimates for the fund being based on the latest full valuation of the scheme as at 31 March 2013.

The principal assumptions used by the actuary have been:

31 March 2014		31 March 2015
	Long term expected rate of return on assets in the scheme:	
4.3%	• Equity investments*	3.2%
4.3%	• Bonds*	3.2%
4.3%	• Property*	3.2%
4.3%	• Cash*	3.2%
	Mortality assumptions:	
	Longevity at 65 for current pensioners:	
22.1 years	• Men	22.1 years
24.3 years	• Women	24.3 years
	Longevity at 65 for future pensioners:	
24.5	• Men	24.5
26.9	• Women	26.9
2.8%	Rate of inflation	2.4%
3.6%	Rate of increase in salaries	3.3%
2.8%	Rate of increase in pensions	2.4%
4.3%	Rate for discounting scheme liabilities	3.2%
	Take up of option to convert annual pension into retirement lump sum:	
50%	Pre- April 2008 service	50%
75%	Post- April 2008 service	75%

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

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



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

Change in assumptions at 31 March 2015	Approximate % increase to employer liability	Approximate monetary amount £000
0.5% decrease in real discount rate	11%	3,008
1 year increase in member life expectancy	3%	821
0.5% increase in the salary increase rate	3%	947
0.5% increase in the pension increase rate	7%	2,003

Techniques used to manage risk

The Pensions Committee of Norfolk County Council considers long term liabilities when setting its investment strategy but does not follow a specific liability matching investment approach having taken appropriate professional advice. The Committee has agreed an asset allocation benchmark, a performance target and various controls on the Fund's investments. These reflect their views on the appropriate balance between maximising the long-term return on investments and minimising short-term volatility and risk. The Committee monitors and reviews the performance of investments and the overall strategy on a regular basis, supported by advice from professional advisers as required. A large proportion of the Fund's assets relate to equities (68% of scheme assets) and bonds (8%). These percentages are materially the same as the previous year. The scheme also invests in properties as part of the diversification of the scheme's investments.

Further details of the Fund's investment approach are outlined in the Statement of Investment Principles and Funding Strategy Statement that are published on the Fund's website [www.norfolkpensionfund.org](http://www.norfolkpensionfund.org).

Impact on the Authority's cash flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The Administering Authority has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation will take place on 31 March 2016.

The scheme will need to take account of the national changes to the scheme under the Public Pension Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales may not provide benefits in relation to service after 31 March 2014. The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The Authority anticipates paying contributions of approximately £525,000 to the scheme in 2015/16.

The weighted average duration of the defined benefit obligation for scheme members is as follows:

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	Liability split	Weighted average duration
Active members	57.5%	22.4
Deferred members	20.0%	23.3
Pensioner members	22.5%	12.3
<b>Total</b>	<b>100.0%</b>	<b>19.6</b>

### 36. Contingent Liabilities

The Authority has identified two material contingent liabilities:

#### *Postwick Tip*

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

#### *Judicial Review*

A claim for Judicial Review has been issued in respect of the Broads Authority decision to brand the area as a National Park. Permission was initially refused on the papers but subsequently granted following a Renewal Hearing that took place in 12 August 2015. We await notice from the High Court as to when the hearing to determine the claim will take place.

At the Renewal Hearing, it was ordered that a costs cap be applied to this claim. This means that should the Authority succeed and be awarded its costs, it would be limited to receiving a contribution of no more than £10,000 from the Claimants. In return, should the Claimant's succeed in their claim, they would be limited to receiving a contribution of no more than £35,000 from this Authority. Whilst the cap limits both the recovery and exposure of this Authority, it does not account for the potential legal costs that may be incurred by this Authority in seeking to defend this claim. At this stage it is not possible to determine the potential legal costs that may be incurred by this Authority in seeking to defend this claim up to and including the hearing due to be listed shortly.

#### *Appeal against Adjacent tolls decision*

The Authority has applied to the High Court to appeal against a recent Crown Court decision which overturned a conviction against an individual for failing to pay the appropriate toll for mooring. The Appeal hearing has now been listed for 5 November 2015. At this stage it is not possible to determine the potential legal costs or effect this case may have on other similar situations.

### 37. Nature and Extent of Risks Arising from Financial Instruments

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

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Credit Risk	The possibility that other parties might fail to pay amounts due to the Authority.
Liquidity Risk	The possibility that the Authority might not have funds available to meet its commitments to make payments.
Market Risk	The possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market investments.
Foreign Exchange Risk	The possibility that financial loss might arise for the Authority as a result of changes in the exchange rate (GBP and Euro).

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

#### Credit Risk

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

The Authority's standard terms and conditions for payment of invoices are 30 days from invoice date. The Authority does not allow credit for customers, and only a small proportion of invoices were overdue and outstanding as at 31 March 2015 for which a bad debt provision had not been put in place.

#### Liquidity Risk

In the past the Broads Authority has had access to three-year funding from Defra but currently only has a one year confirmation for 2015/16. The change of government brings uncertainties whether future three-year funding will be available following another comprehensive spending review. Given the significant cash balances there is no significant risk that it will be unable to meet its commitments under financial instruments. All financial liabilities are due to be repaid within one year with the exception of the 20 year PWLB loan. Therefore there is no risk of having to borrow at unfavourable rates in future to replenish borrowings.

#### Market Risk

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

#### Foreign Exchange Risk

The Authority's Annual Investment and Capital Financing Strategy for 2014/15 states that if the Authority enters into any contractual arrangements above £100,000 which involve foreign currency, the advice of the Treasurer and Financial Adviser will be sought on the advisability of hedging the exchange risk before entering into the contract.

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**38. Navigation Income and Expenditure Account**

2013/14				2014/15		
Gross Expenditure £000	Income £000	Net Expenditure / (Income) £000		Gross Expenditure £000	Income £000	Net Expenditure / (Income) £000
3,591	(3,353)	238	Navigation Fund	3,155	(3,074)	81
12	0	12	Non-distributed costs	0	0	0
<b>3,603</b>	<b>(3,353)</b>	<b>250</b>	<b>Net cost of services</b>	<b>3,155</b>	<b>(3,074)</b>	<b>81</b>
		48	Other operating expenditure			(2)
		139	Financing and investment income and expenditure			113
		(82)	Taxation and non-specific grant income			0
		<b>355</b>	<b>(Surplus) or deficit on the provision of services</b>			<b>192</b>
		(17)	(Surplus) or deficit on revaluation of fixed assets			0
		(596)	Actuarial (gains) / losses on pension assets / liabilities			671
		<b>(258)</b>	<b>Total comprehensive income and expenditure</b>			<b>863</b>

## **Glossary of Terms**

### **ACCOUNTING PERIOD**

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

### **ACCOUNTING POLICIES**

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

### **ACCRUALS**

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

### **ACTUARIAL GAINS AND LOSSES**

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

### **AMORTISATION**

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

### **AMORTISED COST**

This is cost that has been adjusted for amortisation.

### **ASSET**

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

### **BUDGET**

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

### **CAPITAL INCOME AND EXPENDITURE**

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

### **CAPITAL FINANCING**

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

### **CASH EQUIVALENTS**

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

**CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA)**

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

**CODE OF PRACTICE ON LOCAL AUTHORITY ACCOUNTING (the Code)**

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

**COMMUNITY ASSETS**

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

**CONTINGENT LIABILITIES**

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

**CORPORATE AND DEMOCRATIC CORE (CDC)**

Corporate and Democratic Core represents costs associated with democratic representation and management and corporate management. Democratic representation and management includes all aspects of Members' activities. Corporate management concerns the cost of the infrastructure that allows services to be provided and the cost of providing information that is required for public accountability. Such costs form part of total service expenditure, but are excluded from the costs of any particular service.

**CREDITORS**

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

**CURRENT VALUE**

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

**DEBTORS**

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

**DEFICIT**

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

**DEPRECIATION**

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

**EXPECTED RETURN ON PENSION ASSETS**

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

**FAIR VALUE**

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

**FINANCIAL ASSET**

A right to future economic benefits.

**FINANCIAL INSTRUMENT**

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

**FINANCIAL LIABILITY**

An obligation to transfer economic benefits.

**FINANCE LEASE**

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

**LONG TERM ASSETS**

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

**GOVERNMENT GRANTS**

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

**HISTORIC COST**

The cost of an asset when originally bought.

**IAS19 RETIREMENT BENEFITS**

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

**IMPAIRMENT**

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

**INFRASTRUCTURE ASSETS**

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

**INTANGIBLE ASSETS**

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

**INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)**

International Financial Reporting Standards (IFRS) are issued by the International Accounting Standards Board. All local authorities apply international accounting regulations when preparing accounts. The Authority's accounts follow these standards where they apply to local authorities.

**INVESTMENT PROPERTIES**

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

**LIABILITY**

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

**MARKET PRICE**

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

**MINIMUM REVENUE PROVISION (MRP)**

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

**NET BOOK VALUE**

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

**NON DISTRIBUTED COSTS**

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

**OPERATING LEASE**

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

**OUTTURN**

The actual amount spent in the financial year.

**PENSION FUND**

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

**PROVISION**

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

**RESERVES**

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

**REVENUE INCOME AND EXPENDITURE**

Expenditure which relates to day to day expenses, such as salaries and wages, general running expenses and the minimum revenue provision. Revenue income includes charges made for goods and services.

**SERVICE REPORTING CODE OF PRACTICE (SeRCOP)**

CIPFA guidance which supports local authorities in financial reporting to stakeholders. It establishes 'proper practice' with regard to consistent financial reporting, which allows direct comparisons of financial information to be made with other National Parks.

**SURPLUS**

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

**VALUE ADDED TAX (VAT)**

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

**VARIANCE / VARIATION**

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



**Consolidated Income and Expenditure:  
1 April to 31 July 2015 Actual and 2015/16 Forecast Outturn**  
Report by Head of Finance

<b>Summary:</b>	This report provides the Committee with details of the actual income and expenditure for the four month period to 31 July 2015, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2016).
<b>Recommendation:</b>	Members are asked to decide whether to support the additional budget request in 2015/16 for both Hickling and Mutford Lock as set out in paragraph 6.2 and 7.1.

## 1 Introduction

- 1.1 Following on from member feedback there has been a slight change in presentation to the figures within this report. Colours have been removed and all figures are now in black. Where variances are reported brackets have been removed and replaced with a – /+. Where a variance has a – this means an adverse variance, and a + means a favourable variance. Budgeted and Actual Income still remain in brackets to be consistent with the presentation of the Financial Statement of Accounts.
- 1.2 In addition reserve expenditure has now been reflected within the Latest Available Budget (LAB) to help budget holders with the monitoring of their budgets. This expenditure is then offset within the Projects, Corporate Items and Contributions from Earmarked Reserves line.

## 2 Overview of Actual Income and Expenditure

Table 1 – Actual Consolidated I&E by Directorate to 31 July 2015

	<b>Profiled Latest Available Budget</b>	<b>Actual Income and Expenditure</b>	<b>Actual Variance</b>
Income	(4,466,379)	(4,412,429)	– 53,951
Operations	1,309,027	1,246,031	+ 62,996
Planning and Resources	1,054,733	956,583	+ 98,150
Chief Executive	147,347	132,161	+ 15,186
Projects, Corporate Items and Contributions from Earmarked Reserves	(239,983)	(173,297)	– 66,686
<b>Net (Surplus) / Deficit</b>	<b>(2,195,256)</b>	<b>(2,250,951)</b>	<b>+ 55,695</b>

2.1 Core navigation income is behind of the profiled budget at the end of month four. The overall position as at 31 July 2015 is an adverse variance of £53,951 or 1.2% difference from the profiled LAB. This is principally due to:

- An overall adverse variance of £58,598 within toll income:
  - Hire Craft Tolls £57,559 below the profiled budget
  - Private Craft Tolls £3,749 above the profiled budget
- A favourable variance within Operations budgets relating to:
  - Construction and Maintenance salaries is under the profiled budget by £10,174 due to staff vacancies
  - Equipment, Vehicle and Vessels is under the profiled budget by £28,617 due to timing differences between the profiled budget and actual receipt of the Linkflote and 3<sup>rd</sup> Wherry invoices
  - Water Management is under the profiled budget by £26,767 due to timing differences between the profiled budget and actual receipt of invoices
  - Land Management is above the profiled budget by £25,926 due to delayed income for the HLS
  - Practical Maintenance is under the profiled budget by £39,374 in part due to timing differences between the profiled budget and actual receipt of the Turntide Jetty works invoices. This is partly offset by the Mutford Lock spend (see section 7 of this report for further details)
- A favourable variance within Planning and Resources budgets relating to:
  - Development Management is under profiled budget by £46,514 due to additional income being received for Section 106 agreements.
  - Strategy and Projects is over profiled budget by £15,124 due to timing differences on income
  - Project Funding is under profiled budget by £16,969 due to timing differences on the receipt of income and expenditure
  - Visitor Centres and Yacht Stations is under profiled budget by £26,624 due to variances within income, salaries and expenditure
- A favourable variance within Chief Executive budgets relating to:
  - Staff Training is under profiled expenditure by £13,140 due to the additional income received from hosting the SNPS conference. This variance will reduce as the invoices are received and the surplus funds paid over to SNPS
- An adverse variance within Projects, Corporate Items and Contributions from Earmarked reserves. This relates entirely to expenditure from Earmarked reserves:
  - Plant, Vessels and Equipment reserve is behind profiled expenditure due to delayed billing for the Linkflotes and the 3<sup>rd</sup> Wherry. An overall variance of £37,885
  - The Section 106 agreement reserve did not have a budget set as it is difficult to predict when these agreements will arise, this has resulted in a variance of £31,666

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

### 3 Latest Available Budget

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

Table 2 – Adjustments to Consolidated LAB

	<b>Ref</b>	<b>£</b>
Original budget 2015/16 – surplus	Item 12 23/01/15 (BA)	(139,421)
Approved budget carry-forwards	10/07/15 Item 11 (BA)	54,337
<b>LAB at 31 July 2015 – surplus</b>		<b>(85,084)</b>

- 3.2 Taking account of the budget adjustments, the LAB therefore provides for a consolidated surplus of £85,084 in 2015/16 as at 31 July 2015.

### 4 Overview of Forecast Outturn 2015/16

- 4.1 Budget holders have been asked to comment on the expected expenditure at the end of the financial year in respect of all the budget lines for which they are responsible. These forecast outturn figures should be seen as estimates and they will be refined and clarified through the financial year.
- 4.2 As at the end of July 2015, the forecast outturn indicates:
- The total forecast income is £6,208,160, or £32,472 behind the LAB.
  - Total expenditure is forecast to be £6,160,681.
  - The resulting surplus for the year is forecast to be £47,479.
- 4.3 The forecast outturn expenditure takes account of adjustments to the LAB and in addition reflects the changes shown in Table 3. The forecast surplus represents an adverse variance of £37,605 against the LAB.

Table 3 – Adjustments to Forecast Outturn

<b>Item</b>	<b>£</b>
<b>Forecast outturn surplus per LAB</b>	<b>(85,084)</b>
Increase in Private Craft Income	(5,685)
Decrease in Hire Craft Income	23,157
Decrease in Interest Income	15,000
Increase in Waterways Strategy expenditure	5,133

<b>Forecast outturn surplus as at 31 July 2015</b>	<b>(47,479)</b>
----------------------------------------------------	-----------------

- 4.4 The main reason for the difference between the forecast outturn and the LAB is the change in predictions for navigation toll income and interest, which are based on the latest actual income figures and show a net overall decrease of £32,472 in forecast toll and interest income for the year.

## 5 Reserves

Table 4 – Consolidated Earmarked Reserves

	<b>Balance at 1 April 2015</b>	<b>In-year movements</b>	<b>Current reserve balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Property	(586,757)	81,607	(505,150)
Plant, Vessels and Equipment	(240,790)	59,515	(181,275)
Premises	(169,930)	(7,500)	(177,430)
Planning Delivery Grant	(353,676)	18,123	(335,554)
Mobile Phone Upgrade	(469)	469	-
Upper Thurne Enhancement	(53,285)	-	(53,285)
Section 106	(16,652)	(31,666)	(48,318)
PRISMA	(171,869)	14,899	(156,970)
<b>Total</b>	<b>(1,593,427)</b>	<b>135,446</b>	<b>(1,457,981)</b>

- 5.1 £824,597 of the current reserve balance relates to navigation reserves.

## 6 Hickling

- 6.1 Last October the Navigation committee was asked to consider whether to raise Tolls to generate sufficient income to fund works on Hickling Broad. The project was still in development and the committee recommended a 1.7% increase in Tolls without making any provision for Hickling. This recommendation was accepted by the Broads Authority.
- 6.2 Considerable progress has been made this year in developing the proposed enhancement scheme for Hickling but there is no financial provision in this year's budget to pursue the strategic objective. To take the project forward £34,500 is required, however savings made elsewhere reduces this figure to £21,000.
- 6.3 If members approve this additional expenditure this would mean that the forecast would reduce further to a £26,479 surplus. This would affect the year end position of the Navigation reserve which would result in a year end reserve of £272,242 before yearend adjustments. This would mean that the Navigation reserve balance would see a reduction and would fall below the 10% recommended minimum to 9.1%.

- 6.4 Funding additional expenditure out of the Navigation reserve is not sustainable in the long run without making savings or increasing income or a change in reserve policy. There is not an opportunity in 2015/16 to make additional savings elsewhere due to expenditure already being committed. The Hickling project may also require contributions in 2016/17 and 2017/18 of up to £60,000 (50% National Park/50% Navigation) which are not reflected in the current Financial Strategy.
- 6.5 Financial Scrutiny and Audit on 22 September 2015 started to consider a possible change in the reserves policy. A verbal update will be provided to the committee.

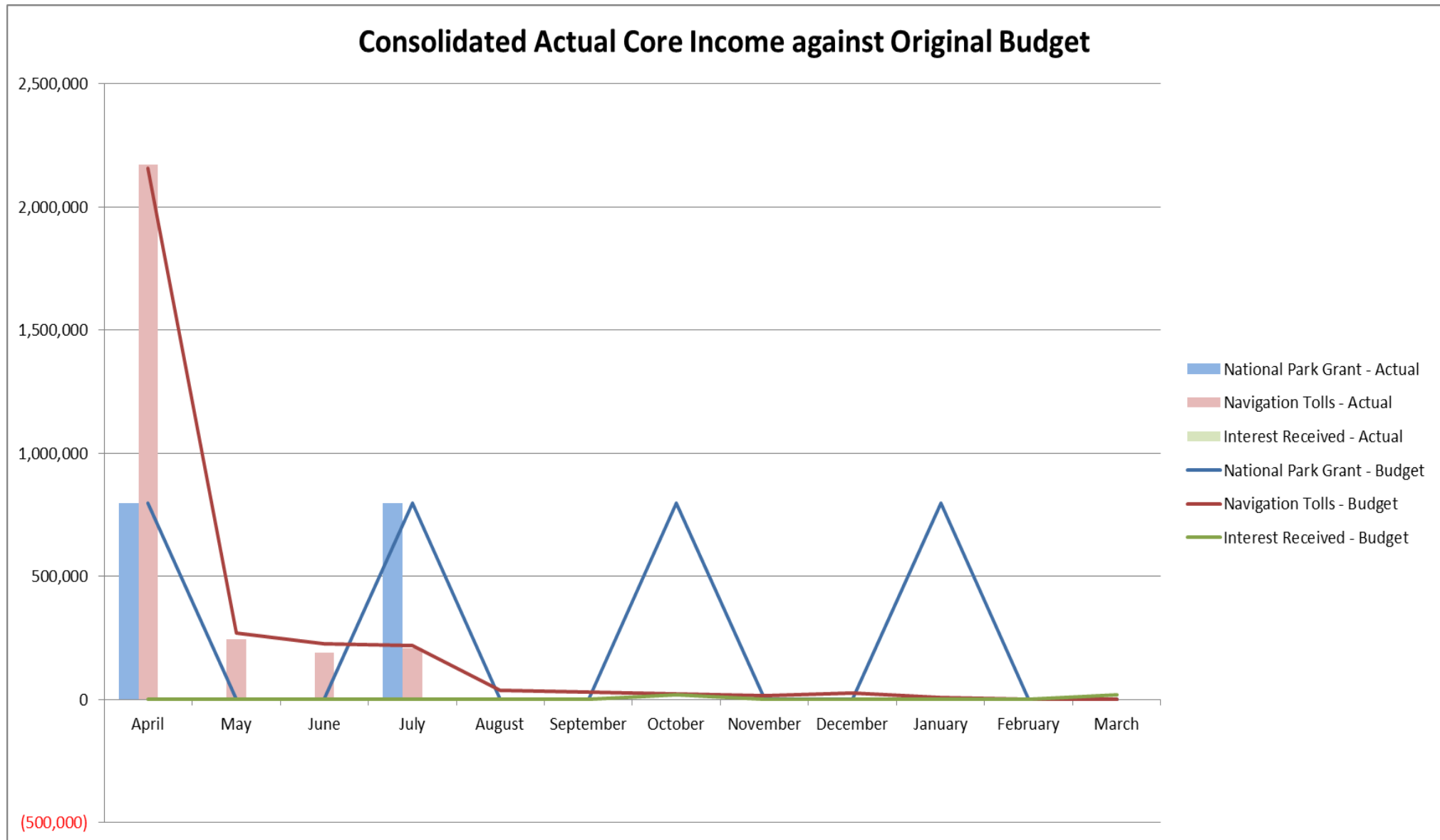
## **7 Mutford Lock**

- 7.1 When the budget was originally set it was unknown the extent of the repairs that Mutford Lock would require without further investigation so the expenditure from the reserve was set as zero. However a clearer idea of works required is now known and it is proposed that an additional £87,220 will be required from the reserve. This covers the £31,220 already spent relating to the gate failure and urgent repairs and the £56,000 required later on in the year for additional non-routine maintenance works. This additional spend will not affect the year end position on the Navigation reserve as it will be fully funded from the Property reserve which contains provision for Mutford Lock. It is predicted that the proportion relating specifically to Mutford would stand at £262,327 at the end of March 2016.

## **8 Summary**

- 8.1 The current forecast outturn position for the year suggests a surplus of £34,375 for the national park side and a surplus of £13,104 on navigation resulting in an overall surplus of £47,479 within the consolidated budget, which would indicate a general fund reserve balance of approximately £988,000 and a navigation reserve balance of approximately £293,000 at the end of 2015/16. This will mean that the navigation reserve will fall slightly below the recommended level of 10% of net expenditure during 2015/16. .

Background papers:	None
Author:	Emma Krelle
Date of report:	10 September 2015
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 31 July 2015 APPENDIX 2: Financial Monitor: Consolidated Income and Expenditure 2015/16



### Consolidated Net Actual Expenditure against Original and Latest Budget



To 31 July 2015

Budget Holder (All)

Values					
Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,240,632)		(6,240,632)	(6,208,160)	- 32,472
National Park Grant	(3,188,952)		(3,188,952)	(3,188,952)	+ 0
Income	(3,188,952)		(3,188,952)	(3,188,952)	+ 0
Hire Craft Tolls	(1,090,525)		(1,090,525)	(1,067,368)	- 23,157
Income	(1,090,525)		(1,090,525)	(1,067,368)	- 23,157
Private Craft Tolls	(1,869,042)		(1,869,042)	(1,874,727)	+ 5,685
Income	(1,869,042)		(1,869,042)	(1,874,727)	+ 5,685
Short Visit Tolls	(38,363)		(38,363)	(38,363)	+ 0
Income	(38,363)		(38,363)	(38,363)	+ 0
Other Toll Income	(18,750)		(18,750)	(18,750)	+ 0
Income	(18,750)		(18,750)	(18,750)	+ 0
Interest	(35,000)		(35,000)	(20,000)	- 15,000
Income	(35,000)		(35,000)	(20,000)	- 15,000
Operations	3,574,751	0	3,574,751	3,574,751	+ 0
Construction and Maintenance Salaries	1,088,740		1,088,740	1,088,740	+ 0
Salaries	1,088,740		1,088,740	1,088,740	+ 0
Expenditure			0		+ 0
Equipment, Vehicles & Vessels	631,500	(7,700)	623,800	623,800	+ 0
Income			0		+ 0
Expenditure	631,500	(7,700)	623,800	623,800	+ 0
Water Management	172,500	7,700	180,200	180,200	+ 0
Expenditure	172,500	7,700	180,200	180,200	+ 0
Land Management	(33,500)		(33,500)	(33,500)	+ 0
Income	(90,000)		(90,000)	(90,000)	+ 0
Expenditure	56,500		56,500	56,500	+ 0
Practical Maintenance	459,200		459,200	459,200	+ 0



Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(7,000)		(7,000)	(7,000)	+ 0
Expenditure	466,200		466,200	466,200	+ 0
Ranger Services	736,910		736,910	736,910	+ 0
Income	(35,000)		(35,000)	(35,000)	+ 0
Salaries	578,910		578,910	578,910	+ 0
Expenditure	193,000		193,000	193,000	+ 0
Pension Payments			0		+ 0
Safety	80,918		80,918	80,918	+ 0
Income	(9,000)		(9,000)	(9,000)	+ 0
Salaries	57,918		57,918	57,918	+ 0
Expenditure	32,000		32,000	32,000	+ 0
Asset Management	108,780		108,780	108,780	+ 0
Income	(1,000)		(1,000)	(1,000)	+ 0
Salaries	39,030		39,030	39,030	+ 0
Expenditure	70,750		70,750	70,750	+ 0
Volunteers	64,670		64,670	64,670	+ 0
Income	(1,000)		(1,000)	(1,000)	+ 0
Salaries	43,670		43,670	43,670	+ 0
Expenditure	22,000		22,000	22,000	+ 0
Premises	137,503		137,503	137,503	+ 0
Income	(10,667)		(10,667)	(10,667)	+ 0
Expenditure	148,170		148,170	148,170	+ 0
Operations Management and Administration	127,530		127,530	127,530	+ 0
Salaries	115,030		115,030	115,030	+ 0
Expenditure	12,500		12,500	12,500	+ 0
Planning and Resources	2,510,920	162,337	2,673,257	2,678,390	- 5,133
Development Management	241,882		241,882	241,882	+ 0
Income	(60,000)		(60,000)	(60,000)	+ 0
Salaries	276,882		276,882	276,882	+ 0
Expenditure	25,000		25,000	25,000	+ 0
Pension Payments			0		+ 0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Strategy and Projects Salaries	194,380	81,000	275,380	275,380	+ 0
Income	(32,500)	18,000	(14,500)	(14,500)	+ 0
Salaries	204,880	0	204,880	204,880	+ 0
Expenditure	22,000	63,000	85,000	85,000	+ 0
Biodiversity Strategy	0	2,300	2,300	2,300	+ 0
Income	(10,000)		(10,000)	(10,000)	+ 0
Expenditure	10,000	2,300	12,300	12,300	+ 0
Strategy and Projects	69,780	19,037	88,817	88,817	+ 0
Income	0	(18,000)	(18,000)	(18,000)	0
Salaries	36,280	22,037	58,317	58,317	+ 0
Expenditure	33,500	15,000	48,500	48,500	+ 0
Legal	2,000		2,000	2,000	+ 0
Expenditure	2,000		2,000	2,000	+ 0
Waterways and Recreation Strategy	77,820		77,820	82,953	- 5,133
Salaries	68,320		68,320	68,320	+ 0
Expenditure	9,500		9,500	14,633	- 5,133
Project Funding	147,060		147,060	147,060	+ 0
Income	(19,000)		(19,000)	(19,000)	+ 0
Salaries	41,560		41,560	41,560	+ 0
Expenditure	124,500		124,500	124,500	+ 0
Pension Payments			0		+ 0
Partnerships / HLF	50,000		50,000	50,000	+ 0
Expenditure	50,000		50,000	50,000	+ 0
Finance and Insurance	330,920		330,920	330,920	+ 0
Income			0		0
Salaries	130,920		130,920	130,920	+ 0
Expenditure	200,000		200,000	200,000	+ 0
Communications	259,830	30,000	289,830	289,830	+ 0
Income			0		+ 0
Salaries	187,830		187,830	187,830	+ 0
Expenditure	72,000	30,000	102,000	102,000	+ 0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Visitor Centres and Yacht Stations	238,020		238,020	238,020	+ 0
Income	(218,000)		(218,000)	(218,000)	+ 0
Salaries	326,520		326,520	326,520	+ 0
Expenditure	129,500		129,500	129,500	+ 0
Collection of Tolls	116,740		116,740	116,740	+ 0
Salaries	104,040		104,040	104,040	+ 0
Expenditure	12,700		12,700	12,700	+ 0
ICT	289,380	30,000	319,380	319,380	+ 0
Salaries	132,680		132,680	132,680	+ 0
Expenditure	156,700	30,000	186,700	186,700	+ 0
Premises - Head Office	254,548		254,548	254,548	+ 0
Expenditure	254,548		254,548	254,548	+ 0
Planning and Resources Management and Administration	238,560		238,560	238,560	+ 0
Income			0		+ 0
Salaries	128,360		128,360	128,360	+ 0
Expenditure	110,200		110,200	110,200	+ 0
Chief Executive	440,040		440,040	440,040	+ 0
Human Resources	111,530		111,530	111,530	+ 0
Income			0		+ 0
Salaries	52,030		52,030	52,030	+ 0
Expenditure	59,500		59,500	59,500	+ 0
Legal	107,260		107,260	107,260	0
Income			0		0
Salaries	47,260		47,260	47,260	0
Expenditure	60,000		60,000	60,000	0
Governance	119,790		119,790	119,790	+ 0
Salaries	65,590		65,590	65,590	+ 0
Expenditure	54,200		54,200	54,200	+ 0
Chief Executive	101,460		101,460	101,460	+ 0
Salaries	101,460		101,460	101,460	+ 0
Expenditure			0		+ 0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Projects and Corporate Items	112,000		112,000	112,000	+ 0
PRISMA			0		+ 0
Expenditure			0		+ 0
Corporate Items	112,000		112,000	112,000	+ 0
Pension Payments	112,000		112,000	112,000	+ 0
Contributions from Earmarked Reserves	(536,500)	(108,000)	(644,500)	(644,500)	+ 0
Earmarked Reserves	(536,500)	(108,000)	(644,500)	(644,500)	+ 0
Expenditure	(536,500)	(108,000)	(644,500)	(644,500)	+ 0
<b>Grand Total</b>	<b>(139,421)</b>	<b>54,337</b>	<b>(85,084)</b>	<b>(47,479)</b>	<b>- 37,605</b>

**Oulton Broad Conservation Area Re-Appraisal**  
Report by Historic Environment Manager

**Summary:** Members will be aware that the Authority has a responsibility to review its current Conservation Areas and from time to time consider the designation of new ones. This includes the publication of Appraisals and Management Proposals.

The purpose of this report is to summarise the reappraisal process, consultation and feedback for the Oulton Broad Conservation area to inform a decision regarding adoption.

**Recommendation:**

That members

- (i) consider the Consultation feedback for the Oulton Broad Conservation Area draft re-appraisal; and
- (ii) subject to Member comments, agree the recommendation of the Planning Committee and adopt the Oulton Broad Conservation Area re-appraisal and management plan.

**1 Introduction**

- 1.1 The Authority has a duty to identify and maintain up to date appraisals of existing Conservation Areas and, as appropriate, designate new areas.
- 1.2 The Oulton Broad Conservation Area is partly within the Broads Authority Executive Area and partly within Waveney District Council. As the boundary falls mainly within the Broads Authority Executive Area the appraisal and consultation exercise has been carried out and funded by the Broads Authority.
- 1.3 Broads Authority Officers have considered, in the preparation of the re-appraisal and management plan, if boundary changes are required and concluded that, in this instance, amendments to the Conservation Area boundary to include the North East fringe of the Broad and Nicholas Everitt Park to the South are appropriate. Waveney District Council Conservation Team have also been involved in and provided comments and input on the appraisal.

1.4 The Oulton Broad Conservation Area consultation draft was discussed at the Broads Authority Planning Committee on 25 April 2014. Members agreed the draft appraisal and to a consultation exercise. Members of the Authority's Heritage Asset Review Group have also considered the draft re-appraisal. The Planning Committee considered the feedback from the consultation on 24 July 2015 and agreed a recommendation for the Authority to formally adopt the re-appraisal and boundary change for the part of the area within the Broads Executive area.

1.5 A copy of the Oulton Broad Conservation Area re-appraisal, management plan and boundary may be viewed via the link to the Planning Committee report (Appendix 1) (See Link at end of report).

## 2 Oulton Broad Conservation Area Consultation Feedback

2.1 All residents within the Conservation Area boundary were contacted in September 2014 regarding the re-appraisal, as were Local Ward Members and other key stakeholders. All were sent a leaflet setting out the process and implications of the re-appraisal along with a copy of the draft document. An open morning in Oulton Broad was also held at a weekend during the consultation process.

2.2 Following the initial six week consultation period, officers collated the feedback and responses to it. This is summarised below.

Attendance at open morning	27	
Responses received	22	
	Appraisal document	Boundary change
Positive	10	11
Negative	4	4
Neutral	8	7

2.3 As a result of the consultation and in response to concerns raised by the Oulton Broad Community Enterprise Group representing residents within the proposed extension along Bridge Road. Officers met with representatives of the group on site.

2.4 Following this site meeting, amendments were made to the text of the re-appraisal and management plan where appropriate. A subsequent re-consultation in respect of the proposed extension to the Conservation Area was held during February 2015.

2.5 Additional feedback was received in the form of a single joint response from the residents who are now generally supportive of the extension to the boundary.

2.6 Details of the feedback received from both consultations is summarised in Appendix 2 of the report to the Planning Committee. (Seek Link at end of report)

### **3 Assessment and Implications of Adoption**

- 3.1 The Oulton Broad Conservation Area is one of the 25 Conservation Areas either wholly or partly within the Broads Authority executive area. The Conservation Areas are designated heritage assets.
- 3.2 The Authority has a duty to periodically review Conservation Areas and provide up to date appraisal and management plans for them. The Oulton Broad Conservation Area currently has no up to date appraisal or management plan. The provision of an appraisal and management plan assists local residents in the preparation of appropriate development proposals within the Area.
- 3.3 The Oulton Broad Conservation Area boundary is proposed to be altered as a result of the re-appraisal. The implications for landowners and the Broads Authority is summarised in the Planning Committee report 25 July 2015.
- 3.4 The re-appraisal provides a written interpretation of the characteristics of the Conservation Area and identifies key features, issues and opportunities for enhancement. It is considered that the document will assist residents and landowners in the preparation and development of proposals and the Local Planning Authority in the determination of applications within the Conservation Area.
- 3.5 Although not unanimous the majority of feedback received as a result of the consultation process has been positive.
- 3.6 Waveney District Council is responsible for the formal adoption of that part of the Conservation Area which falls within their area and a report will be taken to their members in due course.

### **4 Conclusions**

- 4.1 The Authority has a statutory duty to consider areas which are worthy of designation as Conservation Areas, to designate these areas as Conservation areas and to publish up to date appraisals and management plans.
- 4.2 It is considered that the area identified by the boundary map including the extension and described in the appraisal and management plan of Oulton Broad is worthy of Conservation Area designation following a detailed assessment, public and stakeholder consultation. Therefore, it is recommended that the appraisal and management plan for the Oulton Broad Conservation Area, for that part of the Area within the Broads Authority executive area, is formally adopted by the Broads Authority.

Background papers: Planning Committee report 24 July 2015  
[Oulton-Broad-Conservation-Area-Re-Appraisal](#)

Author: Ben Hogg  
Date of report: 10 September 2015

Broads Plan Objectives: LC2.3

Appendices: None



## **Update on Judicial Review Claim – National Park Branding Decision**

Report by Solicitor and Monitoring Officer

**Summary:** This report provides a brief update for members' consideration.

**Recommendation:** The content of this report be noted.

### **1 Introduction**

- 1.1 Members will be aware that further to the Authority's decision on 23 January 2015 to adopt the brand 'Broads National Park' for marketing purposes, a claim seeking to judicially review that decision was issued. This report is intended to bring members up to date with developments with the legal claim and confirm what will happen next.

### **2 Background & Update**

- 2.1 The background to this Judicial Review claim is that on 23 January 2015, following a lengthy consultation exercise, the Authority resolved by a majority of 11 to 3 to adopt the brand 'Broads National Park' in marketing related purposes. In so resolving, the Authority stressed that this did not involve any change in the legal name or functions of the Authority. It also resolved, in response to issues raised in the accompanying consultation exercise, that it would no longer pursue an aim for the Broads to become a national park in law and that it had no intention of seeking the application of the Sandford Principle to the Broads.
- 2.2 The Claimants, in their pleadings, characterise the Authority's Decision was unlawful, irrational, procedurally unfair and a misrepresentation.
- 2.3 On 13 July 2015, Mrs Justice Patterson refused the Claimants permission to bring judicial review and rejected all of the grounds argued, essentially on the bases set out by the Authority. In light of this, an application renewing their application for permission was lodged and a renewal hearing took place last month.
- 2.4 On 12 August 2015, Mr Justice Singh held that it was arguable that there may be an important point of public law which has not been considered by the courts. There may be a developing doctrine of public law that public authorities have higher obligations placed upon them than private parties, based upon a fundamental concept of fairness and dealing with the public in a plain way. Permission was therefore granted to allow the claim for Judicial Review to be listed for a full hearing.

2.5 The latest development is that last week, the Court listed this claim for hearing on 10 and 11 February 2016 before the High Court in London. The hearing is listed to last one and a half days. The Claimants will be represented by Leading Counsel, Mr Gregory Jones QC. The Authority will be represented by Leading Counsel, Mr Nigel Giffin QC. The Authority is currently finalising its further legal submissions and evidence to be relied upon at that hearing. The parties will then both submit skeleton arguments shortly before the hearing in accordance with the Civil Procedure Rules.

### **3 Financial Implications**

3.1 On the issue of costs, members are invited to note that at the Renewal Hearing, it was ordered that a costs cap be applied to this claim. This means that should the Authority succeed and be awarded its costs, it would be limited to receiving a contribution of no more than £10,000 from the Claimants. In return, should the Claimants succeed in their claim, they would be limited to receiving a contribution of no more than £35,000 from this Authority. Whilst the cap limits both the recovery and exposure of this Authority, it does not account for the potential legal costs that may be incurred by this Authority in seeking to defend this claim.

3.2 At this stage it is not possible to determine the potential legal costs that may be incurred by this Authority in seeking to defend this claim up to and including the hearing next year. As of the renewal hearing, the Authority's costs were estimated to have reached just over £10,000. Any costs will fall within the Authority's Legal budget and should, as expected, those sums lead to an overspend of the Legal budget for 2015/16, any additional sums shall be met from the Authority's national park reserves.

### **4 Summary**

4.1 Members shall be provided a further update at the Authority's meeting on 22 January 2016 or as and when appropriate.

Background papers:	None
Author:	Piero Ionta
Date of report:	11 September 2015
Broads Plan Objectives:	None
Appendices:	None

## Review of Broads Local Access Forum Membership

Report by Senior Waterways and Recreation Officer

**Summary:** This report considers the issue of membership of the Broads Local Access Forum (BLAF) and puts forward a proposal for recruiting new members to represent the interest groups that were identified as priorities for future recruitment by the BLAF at its meeting on 10 September 2014.

**Recommendation:** That members support the proposal for the recruitment and appointment of members to the BLAF outlined in this report.

### 1 Background

- 1.1 The BLAF considered a report on membership at its meeting on 10 September 2014. At that meeting members agreed that when seeking to recruit new members to ensure that a balance of interest groups is represented on the BLAF applicants representing canoeing, angling, cycling, boating, Broads Tourism, Norfolk Geodiversity, RSPB, Norfolk Wildlife Trust, Suffolk Wildlife Trust and interpretation should be given priority.
- 1.2 Local access forums are statutorily prescribed bodies under Sections 94 and 95 of the Countryside and Rights of Way Act 1990 (CROW). Their main function is to advise their appointing authority, ie. either a local highway authority (LHA) or a national park authority (NPA) for their area, as to the improvement of public access to land in that area for the purposes of open-air recreation and the enjoyment of the area. The regulations governing the composition of local access forums state:
- “forums should have at least 10 and a maximum of 22 members, and that these should be people who appear to be representative of:*
- a) Users of local rights of way or open access land (e.g. walkers, horse riders, cyclists and carriage drivers);*
  - b) Owners and occupiers of access land or land over which local rights of way subsist; or*
  - c) Any other interests especially relevant to the appointing authority’s area.”*
- 1.3 Terms of membership are also covered by the regulations and state that “a member of a local access forum shall be appointed for not less than one and not more than three years”. However, the regulations also make it plain that an appointing authority may reappoint a person to membership of a forum on the expiry of his or her term. As the BLAF currently has 16 members

representing a range of interest groups members agreed that there is scope for increasing the membership.

## **2 Recruitment and Appointment of Forum Members**

- 2.1 Guidance from Government in the regulations regarding the recruitment and appointment of new members to local access forums is detailed. Appointing authorities are obliged to advertise vacancies in local or regional newspapers and consult with such bodies or individuals that they consider appropriate prior to the appointment of members.
- 2.2 The appointment process should also be fair and transparent and comply with any relevant policies on social inclusion and diversity that the authority may have. The Regulations advise appointing authorities to adopt a creative and proactive approach in advertising vacancies in order to attract applicants from as wide a background as possible. The appointment process should also take account of the needs of young people, women, people on low incomes, people with disabilities and people from ethnic minorities.
- 2.3 Appendix 1 shows the list of current members of the BLAF including the date their term of membership ends. Government advice to appointing authorities is that they should ensure there is a reasonable balance of representation between the interest groups defined in the Regulations. Officers consider that the current membership broadly achieves this balance. However, as members of the BLAF have previously recognised, there are obvious gaps in representation under the third category of membership which covers “other interests especially relevant to the appointing authority’s area.”
- 2.4 This situation has been exacerbated by the fact that there have been a number of resignations from the BLAF in the past year which have resulted in further interest groups being unrepresented. In particular canoeing, angling and recreational boating are major recreational activities in the Broads that are now either not represented at all or under- represented on the BLAF.
- 2.5 Officers have also recently been approached by a number of people expressing an interest in becoming members of the BLAF. If all of these individuals were appointed and additional members were appointed to represent canoeing and angling the membership number would exceed the maximum of 22 defined in the Regulations.

## **3 Proposal for Recruitment and Appointment of Members to the Broads Local Access Forum**

- 3.1 The members of the BLAF have recognised that there are gaps in representation on the BLAF and identified interest groups that should be prioritised for recruitment. As mentioned at paragraph 2.5 there are also individuals actively seeking to become members of the BLAF.
- 3.2 Given the fact that so many members’ appointments come to an end this year officers consider that the fairest, most open and transparent way of recruiting

members to the BLAF would be not to simply reappoint the existing members but to advertise all potential BLAF vacancies using the Broads Authority's adopted appointment process and application form (attached at Appendix 2).

- 3.3 In this way all the organisations representing the interest groups that the members have prioritised can be consulted and, as advised in the Regulations, applications encouraged from people from as wide a range of interests and backgrounds as possible. This will enable the Authority to demonstrate that the membership of the BLAF meets the requirements of the Regulations and ensure that members are appointed who cover all the interests that are relevant to the Broads potentially contributing additional skills and perspectives to the work of the BLAF.

#### **4 Appointment Process**

- 4.1 The Chief Executive has delegated powers to appoint and re-appoint members to the Broads Local Access Forum, in consultation with the Chairman of the Forum. This process is fine for the filling of casual vacancies but it is suggested that a more robust process is necessary this time round when all members are being asked to reapply.

- 4.2 The following draft process was put forward for the BLAF's consideration at its meeting on 9 of September. The members unanimously agreed with the process and recommended that the Broads Authority be asked to ratify the process at its meeting on 25 September in order to enable the recruitment process to be completed before the December meeting of the BLAF.

Step 1	Consideration of the categories and size of the membership
Step 2	Contact all the relevant organisations inviting nominations. Advertisement of vacancies in the local newspaper and proactive approach to seeking new members
Step 3	Chief Executive to match applications to categories and appoint where there is only one candidate and invite to interview where more than one candidate
Step 4	If required, interview by Chair and Vice-Chairman of the Broads Authority
Step 5	Appointment to the BLAF following interview
Step 6	Chief Executive reports back to Broads Authority meeting

#### **4.3 Draft Timescale**

9 September 2015	BLAF considers process
25 September 2015	Broads Authority approves process
October 2015	Consultation with relevant organisations and advertisement in local press
November 2015	Interviews where necessary and appointment
9 December	New BLAF meets

## 5 Conclusions

- 5.1 The BLAF provides valuable advice to the Broads Authority on access related issues and contributes greatly to the delivery of the Authority's Integrated Access Strategy. Officers are therefore keen to complete the recruitment and appointment of members before the date of the next meeting scheduled for the 9 of December. Officers also recognise that it is important to ensure the expertise, knowledge and collective experience of the current membership is not lost and while invited to support the appointment process set out in this report members should note that the existing members of the BLAF will be encouraged to reapply for membership.

Background papers: Nil

Author: Adrian Clarke  
Date of report: 16 September 2015

Broads Plan Objectives: TR1, TR2

Appendices: Appendix 1 List of current BLAF members  
Appendix 2 Application for membership of the BLAF

## APPENDIX 1: List of current Broads Local Access Forum Members

<b>Broads Local Access Forum – Membership Terms</b>			
<b>Name</b>	<b>Years</b>	<b>Date</b>	<b>Representing</b>
Mr G Simons	three	30 November 2015	People with disabilities/ Access for all
Mr C Swan	three	30 November 2015	Parish Councils
Mr C Yardley	three	30 November 2015	Nature conservation/ Cycling
Mr G Saunders	three	30 November 2015	People with disabilities/ Access for all
Mrs H Llewelyn-Davies	three	30 November 2015	Walking
Dr K Bacon	three	30 November 2015	Archaeology and landscape heritage
Ms L Brooks	three	30 November 2015	Horse riding
Mr R Walpole	three	30 November 2015	Walking
Mr R Buxton	three	30 November 2015	Landowners and managers
Mr M Flett	three	28 February 2016	Landowners and managers
Mrs J Parmenter	three	28 February 2016	Nature conservation
Mr L Baugh	three	28 February 2016	Landowners and managers
Mr S Read	three	28 February 2016	Tourism and local business/ Water borne recreational
Mr A Hartley	three	28 May 2016	Wensum River Parkway Partnership
Mrs L Hemsall	three	09 September 2018	Broads Authority
Mr P Warner	three	09 September 2018	Broads Authority



**Application for Membership of the Broads Local Access Forum**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

**Background**

Occupation \_\_\_\_\_

Any relevant professional qualifications



## APPENDIX 2 Application for membership of the BLAF

### Which interests would you be representing?

Please do not indicate more than 3 interests. Please rank your primary interest as 1, and the others as 2 and 3.

- Walking
- Cycling
- Equestrian riding and driving
- Motorised vehicle use
- Tourism and local business (Economic development)
- Nature conservation
- Archaeology and landscape heritage
- Angling
- Waterborne recreational users
- Landowners and managers (including farmers, large, small and tenant.)
- Educational establishments
- People with Disabilities/Access for all
- Ethnic/Minority groups
- Local Authorities
- Wildfowlers/Field Sporting users
- Other (Please specify)

### Experience

Please detail the relevant skills, knowledge and experience that you would bring to the Broads Local Access Forum. Please include details of the length and nature of your involvement with any interests and memberships of any relevant organisations.

**APPENDIX 2** Application for membership of the BLAF

Do you have any knowledge of rights of way issues? (please detail)

Please include anything else of relevance.

**Why do you want to be a member of the Broads Local Access Forum?**

**What qualities would you bring to the Broads Local Access Forum?**

**What do you see as the most important issues for the Broads Local Access Forum to tackle?**

**APPENDIX 2** Application for membership of the BLAF

**Communication**

Please give an outline of how you would seek the views of your interest group on items considered by the Broads Local Access Forum, and how you would publicise the work of the Forum.

**Other Information**

For how many years would you initially be willing to serve on the Broads Local Access Forum?  
(Please circle)

1   2   3

Are you a member of a district/borough/parish council?

Yes  No

If yes, please give details

Do you have any connection with the Broads Authority?

Yes  No

If yes, please give details

## APPENDIX 2 Application for membership of the BLAF

### Statement

I am applying to be a member of the Broads Local Access Forum and certify that the information given on this form is correct. I have read the members roles and responsibilities and if appointed will agree to undertake all duties as described in the constitution.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return to:

Lottie Carlton  
Secretary to the Broads Local Access Forum  
Yare House  
62-64 Thorpe Road  
Norwich  
NR1 1RY

## Navigation Committee

Minutes of the meeting held on 4 June 2015

### Present:

Mr M Whitaker (Chairman)

Mr K Allen	Sir P Dixon	Mr J Knight
Miss S Blane (6/1- 6/11)	Mrs L Hemsall	Mrs N Talbot
Mr W Dickson	Mr M Heron	Mr B Wilkins
Mr Alan Goodchild		

### In Attendance:

Ms N Beal – Planning Policy Officer  
Ms E Guds – Administrative Officer (Governance)  
Dr D Hoare – Environment and Design Supervisor  
Ms A Leeper – Asset Officer  
Ms A Long – Director of Planning and Resources  
Dr J Packman – Chief Executive  
Mr R Rogers – Head of Construction, Maintenance and Environment  
Mr A Vernon – Head of Ranger Services  
Mrs T Wakelin – Director of Operations

### Also Present:

Prof J Burgess – Chairman of the Authority  
Mr S Shortman – Solicitor  
Mr J Ash – Broads Authority Member

### 6/1 To receive apologies for absence

The Chairman welcomed everyone to the meeting including members of the public and Jacquie Burgess, Chairman of the Broads Authority. The Chairman also welcomed John Ash, member of the Broads Authority and Stuart Shortman as the Solicitor.

Apologies for absence were received from Ms Linda Aspland and Mr P Durrant and the Chairman reported that, although unable to be present, Phil Durrant had provided comments which would be fed into the discussions.

### 6/2 To note whether any items have been proposed as matters of urgent business/ Variation in order of items on the agenda

No items had been proposed as matters of urgent business

**6/3 To receive Declarations of Interest**

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

**6/4 Public Question Time**

There were no public questions.

**6/5 To Receive and Confirm the Minutes of the Meetings Held on 23 April 2015**

The minutes of the meeting held on 23 April 2015 were confirmed as a correct record and signed by the Chairman after some minor amendments.

**6/6 Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings**

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

The Chief executive updated members on progress made drafting a programme for workshops and reminded members of the upcoming Annual Site visit in July.

Members noted the report.

**6/7 Mutford Lock**

Members received a report which set out the background to the Broads Authority's involvement with Mutford Lock, its current condition and proposed future management. Members were informed that the report was in two stages and that a follow up report including costs for further recommended capital works would be prepared for later in the year.

Members were updated that although there were still some issues the lock was now operational. The Head of Construction, Maintenance and Environment explained that repairing the lock was a long and complex process because the majority of the problem was under water which made access difficult and expensive. He further commented that the hydraulic opening mechanism put more pressure on the gates than hand 'cranking', and that the engineers are looking at options to relieve the hydraulic pressure.

Members were also informed of a possible increase in the annual operating contract cost of up to £20,000, which would either needed to be funded from navigation income or a doubling of the lock fee.

A concern however was not to make the Broads too expensive to use and visit to which the Collector of Tolls responded that the BA in the past had reduced the tolls and charged large boats coming through the locks for 7 days

or less for only 50% of the fee. A member reminded the meeting that the Broads Tolls Review of 2012 recommended that the Authority should consider a combined lock fee and short visit toll to encourage visitors into the Broads via Mutford Lock, and suggested that this idea be considered in order to promote greater use of the lock and therefore reduce the operating cost per passage. Only 5-10% of maritime visitors to Lowestoft currently pass through Mutford Lock on to the Broads.

A Member asked for a comparison of similar lock passage fees in Holland and it was confirmed by another member that the service is usually free.

Members were reminded that the Authority was in the process of resolving the outstanding freehold transfer and that a meeting on the 28 May was held in relation to some outstanding legal points. The Asset Officer updated members that the tripartite agreement had been finalised and the Harbour Revision Order is currently being drafted for submission. The Director of Operations added that on conclusion of the Harbour Revision Order the Authority would be in a better position to see whether to stay with Sentinel Leisure Trust or if they should consider adopting a different model.

Members welcomed the report.

## **6/8 Status of Broads: Condition and Use**

Members received a report which updated the current position in relation to the status of Broads water bodies as previously requested for their information.

A member expressed concerns in regard to the report as he believed that point 2.4 was open to misinterpretation because in his opinion not all artificial created waterbodies were necessarily closed to navigation at common law. In addition he disagreed with Point 2.5 in relation to how public right to navigation could be established and believed this to be incorrect because the ownership of land (Crown or otherwise) had no direct bearing on the right to navigate. He pointed out that a right to navigate could be established by long usage.

The Director of Operations responded that this was the legal advice BA had received and that the full advice had previously been set out in the report to the Oct 2014 Navigation Committee meeting.

While discussing navigable and closed broads members recognised that as part of the Broads Plan development process the Authority would look at discussing increased public access with the stakeholders.

While some members did not believe it necessary for the broads to be 100% navigable and found it acceptable for some broads to remain closed for conservation purposes, others believed that private owners had a duty of making a contribution and that therefore controlled public access might be what was expected from them. A member pointed out that public access and

the right to navigate were two separate responsibilities of the Authority and were not the same thing as each other. In addition to reaching agreements for public access, the Authority should not lose sight of its responsibility to improve and develop as well as to maintain the navigation.

In general the Committee agreed that negotiating public access with the landowners would be the best way forward but to keep sight of all three statutory purposes of the Authority while doing this.

Members welcomed the report.

## **6/9 Riverbank Stabilisation Guide and Mooring Guide**

Members received a report which presented revised guidance on riverbank stabilisation and the design of moorings. This would form background evidence and helped the implementation of policies in the reviewed Local Plan, as well as providing useful guidance to landowners. The views of the Committee were sought prior to the guides being subject to a six week period of public consultation. Officers confirmed that the leaflets would be used in a similar way to a Supplementary Planning Document and welcomed comprehensive member comments to help shape this document.

A member suggested that before the report was consulted on it should be circulated to the Environment Agency and BESL as both were consultees as part of the main consultation and therefore their views would be taken into account.

It was also recommended for 'angling' to be added as a consideration in the proposal and noted that 'matting' was not believed to be maintained well enough, being sometimes dislodged by boats coming into contact with the bank and creating a potential hazard to navigation as well as removing erosion protection.

A concern was raised in relation to trees as in some places they were obstructing the waterways making it difficult and sometimes impossible to sail and therefore it was suggested trees would need to be cut back.

The Senior Waterways and Recreation Officer acknowledged the problem and added that another issue was that trees shade blocked out plant growth like reed which was valuable when protecting floodwalls. He stipulated however that tree regulation would need to be balanced and therefore agreed it would be a good idea to cross reference the report with the Tree Guidance leaflet, which although not policy could still be consulted on as guidance.

Members were concerned about the loss of informal moorings as piling was removed. One Member commented that the apparent presumption against piling could lead to a continued loss of 'quiet' moorings located away from busy marinas and villages, which were part of the heritage of the Broads. He also commented that engineered banks had been a feature for over 100 years and could hardly be described as non-traditional.



A Member requested that references to ensuring 'no impact on the navigation channel' should be modified to read 'no unacceptable impact...', so as not to create a presumption against all new river moorings.

A member questioned the need for prescriptive guidance relating to signage and suggested that this could be dealt with by site-specific conditions. A member questioned whether prescriptive generalised statements such as 'surfacing behind moorings should be kept as natural as possible' were appropriate or objective. The use of granite chippings at some locations, for example at How Hill, was also questioned as it creates mess and damage when this is walked onto vessels.

One member believed that as ecological management of banks and management of navigation could be quite challenging and only a few had experience in designing riverbanks, the report and guidance was welcome and needed.

Subject to the incorporation of members' comments the Committee supported the guides going forward for public consultation.

#### **6/10 Broads Plan 2011: Review of Progress**

The Broads Plan is the strategic management plan for the Broads. The current Plan was adopted in May 2011 and the review of the Plan had been identified as a Strategic Priority for 2015/16. It was anticipated that the revised Plan would be adopted in March 2017. Members received a report which set out a summary of progress made against the objectives identified in the current Broads Plan.

The Director of Planning and Resources pointed out that progress had been made against almost every objective. She suggested consideration of those which had been more problematic could be discussed in a workshop.

One member advocated a new approach to the Broads Plan which would be less prescriptive, but the majority believed that there were too many big issues like Climate Change and Flood Alleviation which should not be discarded and that being prescriptive was necessary in order to see which objectives had been achieved and which ones still needed more work

The Chief Executive highlighted that the Broads Plan was not written for the Broads Authority but for the Broads so it was important to get the balance right.

Members agreed that the Authority should not become complacent and simply be looking at what was economically achievable but recognised that it was their job not only to maintain the Broads but also to improve it. Members acknowledged that although they would need to be realistic in their approach, they would like to remain aspirational and ambitious.

Members welcomed the report.

## **6/11 Construction, Maintenance and Environment Work Programme Progress Update**

Members received a report which set out the progress made in the delivery of the 2015/16 Construction, Maintenance and Environment Section work programme and members were informed that their view was sought specifically in regards to the proposed changes being suggested to the Waterways Specification.

Members were reminded that due to recent dredging work and investigation of the bed material in three locations, it had become apparent that achieving the original waterways specification was not possible in some localised areas within the scope of the Sediment Management Strategy and that the Authority only carried out maintenance dredging, which meant removing accumulated silt and not natural bed material. Members were informed that a revision was being proposed to the waterways specification depth for three localised sites in the Broads navigation. Each of these sites was historically known to have shallow areas and the proposed revised specification depths would reflect the reality of the depths in these areas.

It was suggested that water levels may have changed. Members recognised that presenting accurate water depths and setting appropriate Waterway Specification navigation depths was a complex issue which needed a proper consultation and accurate figures. Therefore they suggested that the Authority's staff provide more detail regarding current water depths, characterisation of the bed sediments, and a demonstration of the calculation of mean low water levels, for each of the three areas under revision.

A member reminded the committee that the Authority had a duty not merely to maintain but to improve the navigation and that improvements were desirable where practical. Maintaining an average water depth, as proposed in the report on page 67, was meaningless in navigational terms and would result in skippers of certain craft having to calculate the probabilities of grounding.

The Environment and Design Supervisor agreed that measuring depths and mean water levels was a very complex process and that the proposed information on bed character, water depths and mean low water modelling would be provided.

The Head of Construction and Maintenance expressed concerns about the removal of natural bed material but members remained more concerned about ensuring adequate depth. A member questioned the potential conflict with the Authority's conservation responsibilities if it removed natural bed material.

RESOLVED by 7 votes to 2

that before the agreed specifications are altered, the committee requested that further detailed information to be presented in a report including information on bed character, water depths and mean low water modelling be brought to a future meeting.

## **6/12 Chief Executive's Report**

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

In regard to Breydon Water Water-Skiing consultation the Director of Operations explained that a report would be brought back to the December meeting.

The Director of Planning and Resources confirmed that the Enforcement Matter relating to Thorpe Island, was heard in the High Court on 19 May and that the Judge's decision was expected soon.

A member noted that he did not think the usage of post-it notes in the report was appropriate as it could lead to misinterpretation of Hoveton Great Broad being seen as a priority project and was not a professional way of communicating the conclusions of any workshop or meeting. The Chair of the Authority explained that the post-it notes were an illustration of an exercise held at the Lake Review Workshop to encourage debate.

A concern was expressed that the use of this illustration had an equality of access to information implication for one of the serving members of the Authority

In response to a question, the Director of Planning and Resources updated members that a pre-application presentation in relation to the Generation Park development would take place before the next planning committee on 26 June. A similar approach was being adopted by the City Council as this would be a joint application. The application is expected to be submitted in July and it would go to the Navigation Committee in September.

Head of Ranger Services updated members of a residential abandoned vessel near Carrow Bridge and said they were trying to locate the owner to fund removal.

It was noted that when mentioning operators in item 9.3 the report was referring to operators of auxiliary yachts and unpowered craft as yachts were currently excluded from the scope of the Hire Boat licencing scheme.

A member mentioned that when he enquired why there had been no further update on the Prymnesium issue, the Environment Agency responded that this was now old news. The Senior Waterways and Recreation Officer said he

would be attending a meeting of all the organisations involved in managing such incidents which was going to discuss a communications protocol should further incidents occur.

It was noted that as the topic of adjacent waters was required to be discussed in a closed session the matter would be addressed later on in the agenda after Exclusion of the Public.

Members noted the report.

**6/13 Current Issues**

There were no current issues members wished to discuss.

**6/14 Items for future discussion**

There were no items for future discussion.

**6/15 To note the date of the next meeting**

The next meeting of the Committee would be held on Thursday 3 September 2015 at Yare House, 62-64 Thorpe Road, Norwich commencing at 1pm.

**6/16 Exclusion of the Public**

RESOLVED

that the public be excluded from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involve 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.

**6/17 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 23 April 2015**

The exempt minute of the meeting held on 23 April 2015 was confirmed as a correct record and signed by the Chairman.

**6/18 Marine Management Organisation and The Crown Estate Licensing of Works in the Broads**

Members received a report which summarised the licensing requirements of the Marine Management Organisation (MMO) and the Crown Estate, in the context of appropriate licensing for the Authority's own works and the third party guidance and application process for the Broads Authority's navigation Works Licensing scheme.

## RECOMMENDED

- (i) a proposal of a joint agreement with the MMO on joint licencing for works in the Navigation area.

In relation to the Crown Estate

- (ii) to reject the proposed joint arrangements with the Crown Estate

### **6/19 Tolls in Adjacent Waters**

Members received a short presentation concerning an appeal brought by an owner of a vessel in adjacent waters against their recent conviction/sentence. The Director of Operations defined what adjacent waters were and clarified when and why it was required for boats in these waters to pay tolls. The Collector of Tolls outlined the time line and the outcome of the court case while the Chief Executive raised the implications of the outcome of the court case for the Authority.

A member of the committee was advised to consider their position by the Solicitor at on the basis of a potential disclosable pecuniary interest. The member left the meeting having expressed that they did so under protest, but did not wish to prevent the committee from considering the issue.

RESOLVED by 6 votes to 1

that members supported the Authority's action in appealing the judgement in this case

The meeting concluded at 5.10 pm.

Chairman

## Code of Conduct for Members

**Declaration of Interests**

Committee: Navigation Committee

Date of Meeting: 4 June 2015

<b>Name Please Print</b>	<b>Agenda/ Minute No(s)</b>	<b>Nature of Interest (Please describe the nature of the interest)</b>
Mr K Allen		Member of the Broads Angling Strategy Group
Mr A Goodchild		MD Goodchild Marine, Chair of BMFCM, toll payer and landowner
Mr B Dickson	8	toll payer and landowner
Mr P Dixon		As previous
Mr J Knight	6-13 & 6- _	Hire Boat Operator, Toll Payer, Director of Broads Holiday Businesses, Director of business where boat moored in relation to adjacent waters matter
Mr M Heron	6-13	Toll Payer, Landowner, Member of British Rowing, Norwich RC, NSBA, RCC, Chair Whitlingham Boathouses
Mrs N Talbot		Toll Payer, NSBA Member and Member of NBYC
Mr M Whitaker	6-13	Toll payer, Hire Boat Operator, BHBF Chairman
Mr B Wilkins		Toll Payer, HBSC, NSBA, RCC

**Broads Authority**  
**Planning Committee**

Minutes of the meeting held on 26 June 2015 starting at 11.00am.

**Present:**

Dr J M Gray – in the Chair

Mr M Barnard  
Prof J Burgess

Mrs L Hemsall  
Mr N Dixon

**In Attendance:**

Mrs S A Beckett – Administrative Officer (Governance)  
Mr N Catherall – Planning Officer  
Ms M Hammond – Planning Officer  
Mr P Ionta – Solicitor and Monitoring Officer  
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke:

**BA/2015/0132/FUL Cockshoot Boardwalk, Adjacent River Bure,  
Woodbastwick**

Mr A Clarke                      On behalf of Applicant

**13/1 Apologies for Absence and Welcome**

The Chairman welcomed everyone to the meeting particularly members of the public. In particular he welcomed the new members of the Authority, who were prospective members of the Planning Committee, as observers.

The Chairman also welcomed Nigel Catherall as Planning Officer who had recently joined the Authority having previously worked in Enfield.

Apologies were received from: Miss S Blane, Mr G W Jermany, Mr P Warner and Mr J Timewell.

**13/2 Declarations of Interest**

The Chairman declared an interest on behalf of all members relating to application BA/2015/0132/FUL as this was a Broads Authority application. Members indicated that they had no other declarations of pecuniary interests other than those already registered and as set out at Appendix 1.

### **13/3 Minutes: 29 May 2015**

The minutes of the meeting held on 29 May 2015 were agreed as a correct record and signed by the Chairman.

### **13/4 Points of Information Arising from the Minutes**

None reported.

### **13/5 To note whether any items have been proposed as matters of urgent business**

No items had been proposed as matters of urgent business.

### **13/6 Chairman's Announcements and Introduction to Public Speaking**

#### **(1) Annual Public Meeting The Dockyard, 27 June 2015**

The Chairman reminded members that the Annual Open Day for the Public would be on Saturday 27 June 2015 at the Dockyard.

#### **(2) Chairman and Vice-Chairman of Planning**

The Chairman reminded members that at the next meeting of the Planning Committee, the Chairman and Vice-Chairman of the Planning Committee were due to be appointed for the next year and he invited members to consider this.

#### **(3) Public Speaking**

The Chairman reminded everyone that the scheme for public speaking was in operation for consideration of planning applications, details of which were contained in the revised Code of Conduct for members and officers. No one indicated that they intended to record or film the proceedings.

### **13/7 Requests to Defer Applications and /or Vary the Order of the Agenda**

No requests had been received.

### **13/8 Applications for Planning Permission**

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

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



(1) **BA/2015/0132/FUL Cockshoot Boardwalk, Adjacent River Bure, Woodbastwick**

Replacement of existing boardwalk with recycled plastic sleeper supports and piles, topped by pressure treated timber boards

Applicant: Broads Authority

The Planning Officer provided a detailed presentation of the proposals to replace an existing 500m boardwalk in poor repair and replaced with a new pressure treated timber surfaced boardwalk supported by recycled plastic piles and sleepers. The boardwalk ran between two areas of moorings one of which was Broads Authority 24 hour moorings. The boardwalk had provided an informal and low impact recreational attraction for visitors from which typical fen, open water and wet woodland features could be appreciated, and its replacement would enable this to continue as well as promote understanding of Broads wildlife and habitat.

The Planning Officer drew attention to the consultation responses and explained that no further responses had been received since the report had been written.

Having provided a detailed assessment against the Authority's policies, particularly policies relating to design, ecology and landscape, the Planning Officer commented that it was considered that the proposal would not result in any significant adverse effects on the landscape, ecology or trees, subject to appropriate conditions and was therefore recommended for approval subject to conditions.

Adrian Clarke, the Senior Waterways and Recreation Officer, explained that the aim was to provide a robust, long living supporting structure with pressure treated timbers which could be replaced separately. From experience and research in other National Parks, and given that the technology was improving, the recycled plastic to be used for the supporting structure was expected to last for 30 to 40 years. In general, the pressure treated soft wood and sleepers which had previously been used were not expected to last much more than 10 years. As the technology was so new, it was not yet possible to tell the exact character of degrading or length of life, but officers were confident in the proposed durability of the materials to be used and their appropriateness for the site.

Having been assured on the robustness of the materials to be used, members considered that the proposals were acceptable.

Mr Barnard proposed, seconded by Mrs Hemsall and it was

RESOLVED unanimously

that the application be approved subject to detailed conditions as outlined within the report.

The proposal is considered to be in accordance with Policies CS1 and CS17 of the adopted Core Strategy (2007), Policies DP1, DP2, DP4 and DP11 of the adopted Development Management Policies (2011) and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application.

### **13/9 Beccles Area Neighbourhood Plan: Designating the Beccles Area as a Neighbourhood Area.**

The Committee received a report relating to the proposed Neighbourhood Area for the Beccles Neighbourhood Area Plan and were provided with the comments received during the six week consultation period between 8 May to 19 June 2015. The Parishes involved included Beccles, Barsham, Shipmeadow, Ringsfield, Weston, Shadingfied, Sotterley, Wilingham and Ellough.

It had been suggested that Worlingham Parish should also be included. However, although not adverse to a Neighbourhood Plan, they did not wish to be included at this stage. Rather than hold up the proceedings and given the support from the other parish councils, Waveney District Council (as the other relevant District Planning Authority) was satisfied that there was nothing to dissuade Beccles Town Council from proceeding.

Members commended Beccles Town Council on coordinating the parish councils to be involved and wished them success with their Neighbourhood Area Plan.

RESOLVED unanimously

- (i) that the comments received be noted; and
- (ii) that the proposed Neighbourhood Area for the Beccles Area Neighbourhood Plan be accepted in order for the Plan to proceed.

### **13/10 Enforcement Update**

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

The Head of Planning reported further on the following;

**Former Jenners Basin at Thorpe Island.** The case had been considered in the High Court on Tuesday 19 May 2015. The Judge would be issuing his decision within the next few weeks and members would be informed by email as soon as this was received and a report would be submitted to a subsequent meeting.

**The Ferry Inn, Horning.** It was with regret that there had been reports of a number of unauthorised items on the site and further investigations would be made.

**J B Boat Sales, 106 Lower Street, Horning** – unauthorised building of an office. The Committee were shown the amended scheme for a building, which had been approved. Prosecution would not be pursued.

**Wherry Hotel, Bridge Road, Oulton Broad** - Unauthorised installation of refrigeration unit. The current period for compliance would expire at the end of September. However, there was a need to do some planting and therefore the period of compliance had been extended to the end of December 2015.

**Land at Newlands Caravan Park, Geldeston** – most of the unauthorised materials had now been removed and a further site inspection would be carried out.

RESOLVED

that the report be noted.

#### **13/11 Appeals to Secretary of State Update**

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

RESOLVED

that the report be noted.

#### **13/12 Decisions Made by Officers under Delegated Powers**

The Committee received a schedule of decisions made by officers under delegated powers from 18 May to 15 June 2015.

RESOLVED

that the report be noted.

#### **13/13 Date of Next Meeting**

The next meeting of the Planning Committee would be held on Friday 24 July 2015 at Yare House, 62- 64 Thorpe Road, Norwich. This would be followed by the Heritage Asset Review Group (HARG).

The meeting concluded at 11.25am

CHAIRMAN

**Code of Conduct for Members**

**Declaration of Interests**

**Committee:**           **Planning** 26 June 2015

<b>Name</b>	<b>Agenda/ Minute No(s)</b>	<b>Nature of Interest (Please describe the nature of the interest)</b>
All Members	13/8(1)	Application BA/2015/0132/FUL Broads Authority application
Mike Barnard	13/9	Member of Local Plans Working Group dealing with the application.

**Broads Authority**  
**Planning Committee**

Minutes of the meeting held on 24 July 2015

**Present:**

Mr M Barnard	Mrs L Hempsall
Prof J Burgess	Mr G W Jermamy
Mr N Dixon	Mr P Rice
Dr J M Gray	Mr J Timewell
Ms G Harris	Mr V Thomson

**In Attendance:**

Mrs S A Beckett – Administrative Officer (Governance)  
Mr B Hogg – Historic Environment Manager  
Mr P Ionta – Solicitor and Monitoring Officer  
Ms A Long – Director of Planning and Resources  
Ms C Smith – Head of Planning

**1/1 Appointment of Chairman**

The Director of Planning and Resources welcomed everyone to the meeting. She invited nominations for the appointment of a Chairman for the next year.

Jacque Burgess proposed, seconded by George Jermamy, the nomination of Murray Gray. There being no other nominations, it was

RESOLVED

that Dr Murray Gray be appointed as Chairman of the Planning Committee.

Dr Gray thanked members for his appointment explaining that this could only be until March 2016, when his term of office with the Authority came to an end.

**Dr J M Gray in the Chair**

**1/2 Appointment of Vice Chairman**

The Chairman invited nominations for the appointment of a Vice-chairman for the forthcoming year.

Paul Rice proposed, seconded by Mike Barnard, the nomination of Lana Hempsall. There being no other nominations, it was

RESOLVED

that Mrs Hemsall be appointed as Vice-Chairman of the Planning Committee for the forthcoming year 2015/16.

**1/3 Apologies for Absence and Welcome to new Members**

Apologies were received from Miss S Blane.

The Chairman welcomed the new members of the Authority to the Committee Gail Harris, Paul Rice and Vic Thomson.

On behalf of all members, the Chairman expressed thanks to Peter Warner for his time on the Committee.

**1/4 Declarations of Interest**

Members indicated that they had no other declarations of pecuniary interests other than those already registered and as set out at Appendix 1.

**1/5 Minutes: 26 June 2015**

The minutes of the meeting held on 26 June 2015 were agreed as a correct record and signed by the Chairman.

**1/6 Points of Information Arising from the Minutes**

None reported.

**1/7 To note whether any items have been proposed as matters of urgent business**

No items had been proposed as matters of urgent business.

**1/8 Chairman's Announcements and Introduction to Public Speaking**

**Public Speaking**

The Chairman commented that as there were no applications for determination and no members of the public present, there would be no need for the scheme for public speaking. No one indicated that they intended to record or film the proceedings.

**1/9 Requests to Defer Applications and /or Vary the Order of the Agenda**

No requests had been received.

## 1/10 Applications for Planning Permission

The Committee considered the following report relating to a major application due to be submitted under the Town and Country Planning Act 1990. Acting under its delegated powers the Committee authorised the immediate implementation of the decision.

(1) **BA/2015/0225/FUL Utilities Site between Cremorne Lane, Hardy Road and the River Wensum**

Generation Park – a mixed use generation Project

Applicant: NPH (Norwich) LLP

The Committee received a report concerning the expected application relating to the Utilities site formerly containing the gas power station. The Director of Planning and Resources explained that this was a hybrid application falling within the administrative Planning Authority areas of Norwich City Council and the Broads Authority with a small length of proposed access road in South Norfolk.

The application was due to be submitted by 1 August and it was proposed that a Joint Site Visit be undertaken with Norwich City Council with the prospective date of 2 October 2015. The City Council would be considering this matter at its meeting on 6 August 2015. The aim would be for both Planning Committees to consider the application at a special meeting in November with 26 or 27 November being the most likely dates.

The Director of Planning and Resources provided an outline of the proposed procedures for dealing with the application based on the model adopted for an application at Norwich Airport dealt with by Broadland District and Norwich City Councils. The Authority's Planning Committee would receive a briefing on the application, particularly those elements which came within the Broads Authority's jurisdiction, prior to the Site Visit, at the 11 September Planning Committee meeting. It was anticipated that the Special meeting would be held at City Hall, given the availability of more appropriate facilities and accessibility. It was proposed that the two Committees would be convened at the same time, receive identical reports presented by the Case officers Mark Brown (NCity) and Alison Macnab (BA). Each of the Committees would then take it in turn to debate the respective elements within their jurisdiction and make their decision. The precise details would still need to be decided.

Members considered that the procedures outlined would be acceptable. They particularly welcomed the opportunity of being provided with a briefing on the respective areas of jurisdiction and a site visit in order to gain a clear appreciation of the issues on which they were required to make a decision. The Chairman emphasised that it was important that as many members as possible attended the site visit as well as the decision making meeting.

RESOLVED

- (i) that a joint site visit to view the proposals for the Generation Park at the Utilities site be held with Norwich City Council and this be held on Friday 2 October 2015 (subject to their agreement)
- (ii) that the proposed procedures for joint consideration of the application with Norwich City Council be accepted in principle for further detailed confirmation.

**1/11 Enforcement of Planning Control: Item for Consideration: Positioning of Static Caravan in the grounds of Cross Keys Public House, Dilham**

The Committee received a report relating to the unauthorised positioning of a static caravan in the grounds of the Public House at the Cross Keys Public House in Dilham following receipt of a number of complaints. The caravan was being used for domestic storage. This was considered to be a material change of use of the land from car park to standing of a caravan. Planning Contravention Notices had been served in October 2014 and again in February 2015 and a number of site visits followed by letters had been sent to the landowner informing of the breach of planning control. Despite these attempts to engage with the landowner the caravan had remained on site. Members noted that the standing of the static caravan was contrary to development Policies DP4 and DP28 and that enforcement action was recommended with a period of compliance of two months.

The Head of Planning reported that since the writing of the report officers had had a number of discussions with the landowner who had indicated that there was a strong possibility that the static caravan would be removed in December and therefore instead of two months compliance, officers were recommending a longer period of six months. Although this was disappointing, it was considered beneficial to have a negotiated solution.

Members had concerns over the length of time the matter had already taken and therefore considered that a three month compliance period would be more appropriate as this would be in accordance with the proposed date the landowner had suggested.

RESOLVED

- (i) that authorisation is granted for the serving of an Enforcement Notice seeking removal of the Static Caravan with a compliance period of three months; and
- (ii) that authorisation be granted for prosecution (in consultation with the solicitor) in the event that the Enforcement Notice is not complied with.



## **1/12 Broads Local Plan Local Development Scheme – Version 2**

The Committee received a report relating to the timetable for the production of the Local Plan including the anticipated dates for undertaking and completing the tasks required in its production. This provided an update on that which had been received in 2014 and as version 2, reflected the slippage incurred. This was due to the requirement for an Objectively Assessed Housing Need (OAN) and also for practicalities to align at least the first consultation stages of the Local Plan and Broads Plan given that there would inevitably be some crossover of content. Members noted the complex processes involved in assessing the OAN which was being undertaken using consultants (ORS) in association with other Districts. Discussions as to apportionment would be required with those Districts as part of the Duty to Cooperate.

The Director of Planning and Resources reported that as part of the Planning Committee's training programme, it was intended that there would be some Policy focussed training to cover this issue together with Duty to Cooperate and Examination in Public procedures following a Planning Committee meeting in the Autumn (scheduled for 9 October 2015).

RESOLVED

that the Authority adopt Version 2 of the Local Development Scheme .

## **1/13 Duty to Cooperate Member Forum**

The Committee received a report on the most recent Duty to Cooperate Member Forum meeting held on 9 July 2015 and considered the recommendations from that meeting.

RESOLVED

that the Authority endorse the recommendations from the Duty to Cooperate Forum as follows:

- The Framework to be called Norfolk Strategic Framework
- Norwich City Council to host and employ the Project Manager and Assistant for a fixed term contract to drive the production of the Norfolk Strategic Framework
- That the Scope of the Framework be accepted.

## **1/14 Brundall Neighbourhood Plan: Proposed Comments on Pre-Submission Consultation Response**

The Committee received a report relating to the Brundall Neighbourhood Plan which set out the proposed Broads Authority comments on the Pre-Submission Consultation Document. Members welcomed the report and proposed comments.

RESOLVED

that the proposed pre-submission consultation response on the Brundall Area Neighbourhood Plan be endorsed and submitted.

#### **1/15 Oulton Broad Conservation Area Re-Appraisal**

The Committee received a report which provided members with the feedback from the Consultation exercise relating to the Oulton Broads Conservation Area Re-Appraisal. This came within the Authority's programme for review of current Conservation Areas as part of its statutory duties.

The Oulton Broad Conservation Area consultation draft was discussed at the Broads Authority Planning Committee on 25 April 2014. At this meeting Members agreed the draft appraisal and to carry out a consultation exercise. Members of the Authority's Heritage Asset Review group also considered the draft re-appraisal on two occasions.

The Committee noted that a thorough consultation had taken place particularly relating to the additional area proposed for inclusion at the south eastern area of Oulton Broad. Although initially objections had been received in relation to this extended area, following further explanation and understanding of the requirements for Conservation Areas, feedback was very supportive, particularly from the Friends of Nicholas Everitt Park.

The Committee considered that the area identified by the boundary map including the extension and described in the appraisal and management plan of Oulton Broad was worthy of Conservation Area designation following a detailed assessment, public and stakeholder consultation. Therefore the Committee agreed that the Conservation Area as proposed be adopted by the Authority.

RESOLVED to RECOMMEND to the Authority

that the appraisal and management plan for the Oulton Broad Conservation Area, for that part of the Area within the Broads Authority executive area, be formally adopted by the Broads Authority.

#### **1/16 Heritage Asset Review Group (HARG) Membership**

The Committee received a report on the role of the Heritage Asset Review Group and the need to appoint new members in light of the recent changes to membership of the Authority and that of the Planning Committee.

A meeting of the Heritage Asset Review Group would follow on from the Planning Committee meeting on 21 August 2015.

RESOLVED

that the membership of the Heritage Asset Review Group be comprised of the following: Dr J M Gray (Chairman of Planning Committee), Mrs L Hemsall (Vice-Chairman of Planning Committee), Mr M Barnard, Miss S Blane and Prof J Burgess.

#### **1/17 Enforcement Update**

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

The Head of Planning reported further on the following:

**Former Jenners Basin at Thorpe Island.** The case had been considered in the High Court on Tuesday 19 May 2015. The Judge had yet to issue his decision although it was expected shortly. Members would be informed by email as soon as this was received and a report would be submitted to a subsequent meeting.

**J B Boat Sales, 106 Lower Street, Horning.** Members of the Committee had been shown the amended scheme for a building which had been approved at the last meeting. The date for remedial works to be carried out had been extended to 8 October 2015.

**Land at Newlands Caravan Park, Geldeston.** Compliance had been achieved and therefore this would be deleted from the schedule for the next meeting.

RESOLVED

that the report be noted.

#### **1/18 Appeals to Secretary of State Update**

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

RESOLVED

that the report be noted.

#### **1/19 Decisions Made by Officers under Delegated Powers**

The Committee received a schedule of decisions made by officers under delegated powers from 15 June to 13 July 2015.

RESOLVED

that the report be noted.

**1/20 Date of Next Meeting**

The next meeting of the Planning Committee would be held on Friday 21 August 2015 at Yare House, 62- 64 Thorpe Road, Norwich. This would be followed by a meeting of the Members' Heritage Asset Review Group.

The meeting concluded at 11.15 am

CHAIRMAN

## Code of Conduct for Members

## Declaration of Interests

Committee: Planning 24 July 2015

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Paul Rice	1/17	Re Enforcement Update: Ferry Inn – as involved in negotiation and mediation
George Jermany	General	Toll Payer
Jacquie Burgess	1/10	Emeritus Professor, UEA but no involvement with the prospective application
Mike Barnard	1/15	Local Councillor Meeting with Residents

**Broads Authority**

**Planning Committee**

Minutes of the meeting held on 21 August 2015

Present:

Dr J M Gray – in the Chair

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

Mr G W Jernany  
Mr P Rice  
Mr V Thomson  
Mr J Timewell

In Attendance:

Mrs S A Beckett – Administrative Officer (Governance)  
Mr S Bell – for Solicitor  
Ms A Long – Director of Planning and Resources  
Mr N Catherall – Planning Officer  
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke:

**BA/2015/0205/ FUL Herbert Woods Boatyard, Broads Haven,  
Bridge Road, Potter Heigham**

Mr M Whitaker                      The Applicant

**Enforcement Matter: Thorpe Island**

Mr Thomas Foreman              Thorpe St Andrew Town Council  
Mr Jeremy Clarke                  Resident Thorpe St Andrew  
Mrs Sofroniou                      Resident of Thorpe St Andrew  
Mr Roger Wood                      Landowner, Thorpe Island

**2/1 Apologies for Absence and Welcome**

The Chairman welcomed everyone to the meeting particularly members of the public.

Apologies were received from Mr M Barnard.

**2/2 Declarations of Interest**

The Chairman declared a general interest on behalf of all members in relation to Application BA/2015/0205/FUL as the applicant was a Member of the Broads Authority. Members indicated that they had no other declarations of pecuniary interests other than those already registered and as set out in Appendix 1.

**2/3 Minutes: 24 July 2015**

The minutes of the meeting held on 24 July 2015 were agreed as a correct record and signed by the Chairman.

**2/4 Points of Information Arising from the Minutes**

None reported.

**2/5 To note whether any items have been proposed as matters of urgent business**

No items had been proposed as matters of urgent business.

**2/6 Chairman's Announcements and Introduction to Public Speaking**

**(1) Site Visit for Generation Park Application – Proposed for 2 October 2015**

Norwich City Planning Committee agreed to the date for the site visit in principle and will confirm agreement at their next meeting on 3 September 2015.

**(2) Public Speaking**

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

No member of the public indicated that they intended to record or film the proceedings.

**2/7 Requests to Defer Applications and /or Vary the Order of the Agenda**

There were no requests to defer applications or vary the order of the agenda.

**2/8 Applications for Planning Permission**

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

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

- (1) **BA/2015/0205/FUL Herbert Woods Boatyard, Broads Haven, Bridge Road, Potter Heigham,**  
Re-configuration of part of existing mooring basin measuring approximately 30, x 60m  
Applicant: Mr Michael Whitaker

The Planning Officer explained that the application was before the Committee as the applicant was a member of the Broads Authority. He provided a detailed presentation of the proposals to remove a narrow spit of land between two existing mooring basin elements, formerly the site of wet boatsheds, on the well-established, commercial boatyard of Herbert Woods at Potter Heigham. The aim was to provide a more practical use of this section of the boatyard. The scheme would not result in an increase in moorings or a loss of existing moorings but would provide a more efficient use of the basin.

The Planning Officer referred to the consultation responses received. He explained that originally Historic England had concerns over the need to survey and document the excavated material and therefore an archaeological condition had been recommended. However, since the report had been written further consultation had been received from Historic Buildings at Norfolk County Council and Natural England stating they had no objections. Historic England was content with their conclusions. In addition, the Parish Council had no objections and was supportive as the proposal would tidy up the area.

Having provided a detailed assessment against the Authority's policies, particularly Policies CS1 and the criterion of DP16 for the reconfiguration of basins and therefore taking account of the main issues relating to impact on landscape character, protected habitats and species and the SSSI, and navigation, the Planning Officer concluded that there would be no significant adverse impacts and the application could be recommended for approval subject to conditions without an archaeological condition.

Having been satisfied by the applicant on the areas for the disposal of the spoil from the works, Members considered that the application was acceptable.

Prof Burgess proposed, seconded by Miss Blane and it was

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report with the deletion of an archaeological condition. The proposal was considered to be in accordance with Policies CS1, CS3 and CS20 of the Core Strategy (2007), Policies DP1, DP2, DP16 and DP29 of the Development Plan Document (2011) and the NPPF (2012), a material consideration in the determination of the application.



## **2/9 Thorpe Island – Report on High Court Judgement**

The Chairman explained that it was not usual to make provision for public speaking on enforcement matters - often it is necessary to protect the anonymity of complainants. However, given the high level of public interest in the case for Thorpe Island (as well as the previous public involvement at the Public Inquiry and Hearing) and the seriousness of the issues involved relating to a Conservation area in an area equivalent to a National Park, the Broads Authority proposed to allow it in this case. In making this exception, however, the Broads Authority required that any comments made should be in respect of the proposals for the way forward or future intentions for the site and not a rerun of the history and issues which had already been determined by the Inspector and upheld in the High Court. The procedure for public speaking would be in the usual format allowing 5 minutes for each of the parties.

The Committee was provided with a detailed presentation and report by the Head of Planning relating to the recent High Court challenge to a decision made by the Planning Inspectorate concerning the long standing enforcement matter at Thorpe Island. Letters were also received from LSR Solicitors and Planning Consultants on behalf of Mr Clarke and Mr Cooper, Leathes Prior Solicitors on behalf of Mr Roger Wood and Dr Rodney Furze, Architect who had originally drawn up sketch details for proposals in the 1960s and 1970s for the site.

Members noted that the High Court had dismissed all of the challenges and upheld the decision of the Planning Inspectorate. The report and presentation provided the background to the matter setting out the timeline for the planning history of the site from the 1960s to March 2010, the enforcement issues from November 2011 to the present day and provided an explanation of the High Court decision and its implications.

Members noted that the Judge's decision stated that the 1960s permissions were for a comprehensive development and not stand alone components and that there was no existing planning permission, the basin had been designed for a commercial use integral to the original comprehensive scheme and was not stand alone; and the current private mooring was not the same as commercial use. Therefore planning permission would be required. (The decision concluded that the Planning Inspector had not erred in law, was not wrong in restricting the number of boats and that the Planning Inspector's decision was not irrational.)

Members noted that further breaches had continued resulting in repeated complaints from local residents, the Town Council as well as interest shown by the local MP about the additional activities taking place. Boats including houseboats, continued to be brought on site together with other structures such as decking and vehicles. Members noted the breaches covered by the original Enforcement Notice, breaches which were within the area but not covered by the Enforcement Notice and breaches which were entirely outside

the area and the scope of the Enforcement Notice (being in the main river adjoining Thorpe Island).

Members noted that these breaches were having an adverse impact on the area and were contrary to development plan policies, particularly adopted Core strategy 2007 Policies CS1, CS4, CS5 and CS24 and adopted DM Policies (2011) DP2, DP4, DP5, DP16, DP25 and DP28

Members were provided with the details of the potential options for taking matters forward, taking account of the advantages and disadvantages of each. These included:

- (i) Taking no action;
- (ii) Seeking to negotiate a mutually acceptable solution with the landowner;
- (iii) Serving further Enforcement Notices in respect of the new breaches;
- (iv) Prosecuting the landowner for non-compliance with the Enforcement Notice;
- (v) Applying to the High Court for an Injunction.

The Head of Planning emphasised that not all of the options were mutually exclusive and it was open to members to consider a combination of the approaches if they so wished. However, in conclusion, the Head of Planning recommended the pursuit of an Injunction in respect of all breaches on the basis that it would be wide ranging, potentially quick, could satisfy the expectation from local residents and would be demonstrating that the Authority was upholding planning law and that it was serious in wishing to resolve the issues and remedy the breaches in a Conservation Area within a special area. The Head of Planning explained that the landowner had a right to appeal the High Court decision to the Court of Appeal which was required to be lodged by Thursday 27 August. If this was the case then any decision made today may need to be held in abeyance.

Mr Foreman, on behalf of Thorpe St Andrew Town Council explained that the Town Council was seriously concerned about the state and continued deterioration of Thorpe Island, part of a Conservation Area in an area with national park status. The Council therefore advocated the Compulsory Purchase of Thorpe Island as the most cost effective way forward in the public interest for the future. He explained that the Town Council would endorse the recommendation of the Planning Officers. Further breaches, enforcement notices and negotiations would result in further delays, and all previous attempts to remedy the breaches had been disregarded. It was considered that the Injunction route would be the most conclusive way to protect the area. There was concern that boats within the basin could then move to the river and therefore a cohesive approach was required. He requested that a proactive role be taken and advocated the use of an Injunction, and that other matters should be explored further.

Mr Jeremy Clarke on behalf of Thorpe St Andrew residents, also supported and welcomed the Officer's recommendation citing the letter from Linda

Russell, Solicitor and Planning Consultant on his behalf. The amenity of residents had been disrupted and violated and the situation continued to worsen. The Authority had followed due process and incurred costs. He personally had incurred legal fees to see that due processes were followed. The site did not have planning permission and the Authority had a window of opportunity to adopt "no development". He urged the Authority to take out an Injunction and follow this up with direct action.

Mrs Sofroniou supported Mr Clarke's statement. She explained that she had lived opposite the site since 1997 and what had been a haven for wildlife was now becoming an eyesore. The landowner had no respect for the planning laws and residents were in fear of what would take place next. Legal challenges had been employed by the landowner to continue with illegal actions. Therefore action was required to protect our heritage and pressure applied in order to protect the area for future generations.

Mr Wood, the landowner commented that originally the Authority had been in favour of a marina but appeared to have changed its mind. The original scheme, which included a marina with an associated clubhouse had been designed by an architect who still lived in Norwich and whose letter had been provided to the Committee. He stated that the people of Norwich needed and deserved a marina for their boats as evidenced from the newspapers. He was of the view that planning permission existed and that this covered the mooring of private boats. In answer to members' questions he explained that the original plans were similar to that which had been granted permission for a scheme in Brundall. He had challenged the decisions for which he had been granted 12 and also 25 moorings as he considered that these numbers were not sufficient to make his business viable and pay the rates.

Members were mindful that the Authority was charged with the protection of the Broads as a special area and its duty and responsibility was to uphold planning law and that it was best practise to negotiate. However, there was uncertainty as to the landowner's true aspirations given that he had not implemented the planning permission he had been granted by the Inspector under two separate decisions, or confidence that he would conform to the requirements of those decisions. Further Enforcement Notices could result in further delays. Therefore Members were in favour of an Injunction to cover all the breaches indicated as well as to protect the river frontage. A member also advocated that the landowner be given the opportunity to regularise some of the activities by submitting a well-constructed, detailed and thorough planning application in accordance with polices. It was noted that this opportunity had already been afforded to the landowner.

A member commented that having heard the views of the Town Council and the Local Residents, the Authority had a responsibility as a Local Planning Authority to uphold the planning legislation and the need to be aware of the local residents' needs and their amenity. The landowner had used the legal process to pursue his own objectives and in doing so had damaged the landscape, and the amenities as well as damaging the Conservation area which was part of the special landscape of the Broads, an area with

equivalent national park status. It was unlicensed development. No planning permission existed and therefore it was considered that the Authority must support the planning legislation and the decision of the courts and to protect the amenity of the residents. In supporting the recommendation, members emphasised that it was not a course being taken lightly. It represented a failure on the part of the system not of the Authority's making. The Authority had dealt with matters in accordance with the correct procedures. It was considered that there was no alternative if the Authority was to uphold the planning law, the rights of the people who lived and enjoyed the area and the credibility of the Authority.

Members noted that an Injunction could not guarantee compliance, although there could be heavy penalties for not doing so. It would be open to the Authority to consider direct action and seek to recover costs.

Members were advised that the timing of seeking/serving of an Injunction would depend on the submission of a challenge by the landowner of the High Court decision to the Court of Appeal and its acceptance. It would also be mindful that there was time in the existing Enforcement Notice for compliance. Therefore an Injunction would be subject to legal advice.

Mr Rice proposed, seconded by Mr Jermany and it was

RESOLVED unanimously

to authorise the initiation of a Planning Injunction in relation to Thorpe Island and the adjoining area as highlighted in the report subject to legal advice.

**2/10 Circular 28/83: Publication by Local Authorities of Information about the Handling of Planning Applications for the quarter ending 31 March 2015**

The Committee received the report with set out the development control statistics for the quarter ending 30 June 2015. It was noted the Authority was dealing with applications within Government targets and officers were to be commended.

RESOLVED

that the report be noted.

**2/11 Enforcement Update**

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

RESOLVED

that the report be noted.

## **2/12 Appeals to Secretary of State Update**

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since 1 March 2015. Since the schedule had been drawn up, a further appeal had been submitted in relation to Silver Dawn although this had not yet been validated by the Planning Inspectorate. It would be up to the Inspectorate to determine whether an appeal was dealt with by a Hearing. It was the duty of Broads Authority officers to defend any decision made by the Authority.

RESOLVED

that the report be noted.

## **2/13 Decisions Made by Officers under Delegated Powers**

The Committee received a schedule of decisions made by officers under delegated powers 13 July to 10 August 2015.

RESOLVED

that the report be noted.

## **2/14 Date of Next Meeting**

The next meeting of the Planning Committee would be held on Friday 11 September 2015 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich,

The meeting concluded at 12.05 pm.

CHAIRMAN

## Code of Conduct for Members

## Declaration of Interests

Committee: Planning 21 August 2015

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members	2/8(1)	Application BA/2015/0205/FUL As applicant a member of the Broads Authority
Paul Rice	2/8 and  2/8(11)	Application in my Ward as Parish Councillor and District Councillor – details already in front of Parish.  Enforcement: Ferry Inn - involved in mediation
George Jermany		Toll Payer
Lana Hemsall	2/9	Apart from being lobbied generally, also been lobbied by Thorpe St Andrew Town Council

## **Broads Authority**

### **Financial Scrutiny and Audit Committee**

Minutes of the meeting held on 7 July 2015

Please note these draft minutes will be reviewed by the Financial Scrutiny and Audit Committee at its next meeting on 22 September 2015 and may be subject to amendments prior to being confirmed

#### **Present:**

Mr G McGregor – Chairman

Prof J A Burgess  
Mr Nigel Dixon  
Sir Peter Dixon (3/6-3/15)  
Mr M Whitaker

#### **In Attendance:**

Ms E Guds – Administrative Officer  
Ms E Krelle – Head of Finance  
Mr P Ionta – Solicitor and Monitoring Officer

#### **Also in Attendance:**

Ms E Hodds – Internal Audit Consortium Manager

#### **3/1 Apologies for Absence**

Apologies for absence were received from Phil Durrant, John Packman and Jill Penn.

#### **3/2 Matters of Urgent Business**

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

#### **3/3 Declarations of Interests**

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

#### **3/4 To receive and confirm the minutes of the Financial Scrutiny and Audit Committee meeting held on 10 February 2015**

The minutes of the meeting held on 10 February 2015 were approved as a correct record and signed by the Chairman.

### **3/5 Public Question Time**

No questions were raised by members of the public.

The Chair decided to address the next agenda item 3/6 later on in the agenda to allow Sir Peter Dixon who had been delayed to be present.

### **3/6 Draft Unaudited Statement of Accounts 2014/15**

This report summarised the Broads Authority's Statement of Accounts for the year ended 31 March 2015.

A discussion followed in relation to 2.2 when a member queried the variance between the original budget and the actual outturn figures. The officer pointed out that forecast figures were updated throughout the year to reflect changes since the original budget was set, for example approval of carry forwards, additional expenditure required in year and additional income.

Both officers and members recognised that officers would benefit from training in setting appropriate budgets and monitoring them throughout the year. Head of Finance confirmed that now the Finance Department was fully staffed they had the resources to provide such training and could afford to be more proactive.

Head of Finance presented the Carry Forwards which were supported by the Committee.

It was pointed out that although the PRISMA Project was completed the reserve had to remain open until the final claim in 2015/16 was received and the Euro currency rate was definite.

The Solicitor and Monitoring Officer informed members that the Annual Governance Statement would be presented to the Financial Scrutiny and Audit Committee at its next meeting in September 2015 and that a draft version would be made available to them by August. He informed them that any ideas they might want to contribute would be welcome.

After a question in what capacity the Treasurer was working for the Broads Authority it was clarified that the Treasurer was not employed by the Authority but was appointed as the Treasurer and Financial Advisor. The Head of Finance works closely with her and makes sure that she is kept up to date of any issues.

The pension fund was discussed and members were informed that it would come up for revaluation in 2016. It was confirmed that currently the pension fund was not fully funded and there could be a risk that additional payments currently being made to help with the deficit would increase.



A member suggested having a briefing before the September meeting with external auditors, especially as there were new members who needed to understand the responsibility of a dual role committee.

RESOLVED TO RECOMMEND TO THE AUTHORITY

that the Statement of Accounts for 2014/15 be approved.

### **3/7 Internal Audit Annual Report and Opinion 2014/15**

Members received a report which provided the Authority with an Annual Report and Opinion for 2014/15, drawing upon the outcomes of Internal Audit work performed over the course of the year. The report also concluded on the Effectiveness of Internal Audit.

The Head of Internal Audit took the members through the report and highlighted that overall the findings were very positive. She explained that because a full time resource outside the Authority had left this had a knock on effect on the Authority. She further mentioned that Broads Forum and Parish Forums were working well but that more formal feedback was needed, as well as their involvement in Broads Authority's strategic priorities.

One member raised concern to the fact that only an adequate opinion had been given and although the presence of the medium level risks, these were expected and a work plan to address these had been set.

The Head of Internal Audits explained that as this was a small audit plan there was limited scope and though the medium level risks were anticipated, an opinion could only be given on the current status of 2014/15.

She continued that the Authority was not in a bad position and she expected that next year once the medium level risks had been addressed the Authority's position would be even better.

RESOLVED

- (i) to receive and approve the contents of the Annual Report and Opinion of the Internal Audit Consortium Manager;
- (ii) to note that an adequate audit opinion had been given in relation to the framework of governance, risk management and control for the year ended 31 March 2015.
- (iii) to note that the opinions expressed together with significant matters arising from internal audit work and contained within this report should be given due consideration when developing and reviewing the Authority's Annual Governance Statement for 2014/15.
- (iv) to note the conclusions of the Review of the Effectiveness of Internal Audit.

### **3/8 Investment Strategy and Performance Annual Report 2014/15**

Members received a report which set out details of the Authority's investment of surplus cash, including the investment principles adopted and performance during the twelve months to 31 March 2015.

RESOLVED

to note the report and the current arrangements regarding the investment of surplus cash.

### **3/9 Procedure for Waiving of Standing Orders**

The Committee was invited to consider updating the procedure for the waiver of Standing Orders so as to set an upper limit of the Chief Executive's delegated authority when exercising such a waiver in addition to clarifying the process of approval where this limit may need to be exceeded.

After careful consideration members agreed that doubling the current agreement value into which the Chief Executive's delegate authority could enter would be reasonable and therefore

RESOLVED TO RECOMMEND TO THE AUTHORITY

- (i) that an upper limit of £50,000 would be set to the Chief Executive's delegated authority when exercising a waiver, and
- (ii) that the following process be used on the rare occasions when that may need to be exceeded, namely that the chief Executive consult the Chair and Vice-Chair of the Authority, the Chairman of the Financial Scrutiny and Audit Committee and should Navigation Expenditure be involved, the Chairman of the Navigation Committee prior to authorising the waiver sought whereupon this will be reported to the full Authority at the next available meeting.

### **3/10 External Audit Annual Audit Fee 2015/16**

Members received a report which appended the annual audit fee letter from Ernst & Young for undertaking the 2015/16 audit. The fee would be maintained at £13,943.

The report also detailed the rebate on audit fees from the Audit Commission in relation to the 2014/15 audit.

RESOLVED

that the details of the annual audit fee letter be noted, and the Audit Commission rebate be welcomed.

### **3/11 Implementation of Internal Audit Recommendation and Summary of Progress**

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

Head of Finance mentioned that some recommendations in regards to IT security remained outstanding due to staffing issues which now had been resolved and meant that the majority of recommendations could now be implemented by the end of August 2015.

RESOLVED

that Members note the report.

### **3/12 National Parks UK Commercial Sponsorship Proposal**

Members received a report which updated them on the establishment of the new Company with the aim of raising commercial sponsorship for the National Parks UK. Members were presented with an appendix containing the biographies of the Board, including Sir Peter Dixon's from the Broads Authority. The Chair congratulated Sir Peter on his appointment.

Sir Peter Dixon said he felt very positive about his first working session and fed back to the committee that he was impressed by the calibre of the other people involved and feels more confident now that the Company will deliver.

RESOLVED

to note the report and the progress made in the establishment of the Company Board and its composition.

### **3/13 To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4) (b) of the Local Government Act 1972**

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

### **3/14 Formal Questions**

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

### **3/15 Date of the next meeting**

Members noted that date of the next Committee meeting would be held on Tuesday 22 September 2015 at Yare House, 62-64 Thorpe Road, Norwich, commencing at 2:00pm.

The meeting concluded at 4.10pm.

CHAIRMAN

DRAFT

### Declaration of Interests

Committee: Financial Scrutiny and Audit Committee

Date of Meeting: 7 July 2015

<b>Name</b> <b>Please Print</b>	Agenda/ Minute No(s)	<b>Nature of Interest</b> (Please describe the nature of the interest)	Please tick here if the interest is a Pecuniary Interest ✓
Michael Whitaker		Toll payer, Hire Boat Operator, BABF Chair	
Peter Dixon	6-12	Board Member NPSL, Barn Owl Box provided	
Guy McGregor		Member Suffolk County Council	

## **Broads Authority**

### **Broads Local Access Forum**

Minutes of the meeting held on 10 June 2015

#### **Present:**

Dr Keith Bacon (Chairman)

Mr Louis Baugh	Mr Stephen Read
Ms Liz Brooks	Mr George Saunders
Mr Mike Flett	Mr Gary Simons
Mr Alec Hartley	Mr Charles Swan
Mrs Hattie Llewelyn-Davies	Mr Ray Walpole
Mr Peter Medhurst	

#### **In Attendance**

Professor Jacquie Burgess – BA Chairman  
Ms Lottie Carlton - Administrative Officer  
Mr Adrian Clarke – Senior Waterways and Recreation Officer (SWRO)  
Mr Simon Hooton – Head of Strategy and Projects  
Mr Mark King – Waterways and Recreation Officer (WRO)  
Ms Andrea Long – Director of Planning and Resources

#### **Also In Attendance**

Mr Tony Brand – River Waveney Trust  
Ms Anne Hemwood – River Waveney Trust  
Mr Andrew Hutcheson – Countryside Access Manager, Norfolk County Council  
Ms Tracey Jessop – Assistant Director, Highways and Transport, Norfolk County Council

#### **4/1 To receive apologies for absence**

Apologies for absence were received from Mr John Gregory, Mrs Jo Parmenter and Mr Hugh Taylor.

Attendees were welcomed to the meeting, including Mr Tony Brand and Ms Anne Hemwood of River Waveney Trust who were interested in becoming members of the Broads Local Access Forum. Members were reminded to sign the declaration of interests form for any relevant items of the meeting.

**4/2 To receive and confirm the minutes of the meeting held on 4 March 2015**

The minutes of the meeting held on 4 March 2015 were confirmed as a correct record, subject to the correction of some minor typographic errors, clarification of the Ordnance Survey term 'upsy-downsy' meaning 'inclines' in item 3/7, and signed by the Chairman.

**4/3 To receive any points of information arising from the minutes**

**(1) Minute 3/3 (1): Staithe – Current information and role of Staithe Management**

The research brief had been agreed with Professor Tom Williamson at UEA who will be appointed to undertake the work. A meeting was being held to agree milestones and outcomes. The research would commence in September 2015. A full report was expected by the end of the year. Potential staithe sites were being highlighted for research and Forum members were welcome to put forward other suggestions. Norwich was included in the survey brief, recognising that much of the Wensum riverside through Norwich had been used as a staithe historically.

**(2) Minute 3/3 (3): Boundary Farm Mooring**

A lease was being negotiated with the landowner. Once this was finalised the mooring would reopen.

**(3) Minute 3/3 (5): Review of BLAF membership**

Since the last Forum meeting the Broads Authority had decided to review the terms of membership of the Broads Local Access Forum and a full report would be compiled outlining the results of the review and a new process for appointing members. The Authority was keen to improve the status of the Forum, an important advice body for the Authority in delivering its second purpose. The importance of covering sufficient areas of access interest through membership was stressed. Views from BLAF members would be sought on how the Authority could better achieve the desired outcome outlined above.

It was noted that Mr Peter Medhurst would be resigning from the Forum after this meeting. Peter was thanked for his valuable input on the Forum over many years, particularly for his time as Vice-Chairman.

Also resigning was Mr Hugh Taylor who was also thanked for his input to the Forum. The Waveney River Trust, who Mr Taylor represents, is keen to remain involved with the Forum going forward.

**(4) Minute 3/3 (6): Sale of Geldeston Woodland and Marsh**

Geldeston Woodland had been passed to the River Waveney Trust who would be managing it in the future.

(5) **Minute 3/3 (7): Ludham Footpath**

The SWRO updated the Forum that after many drafts and requested changes, the wording of the permissive path agreements had been finalised and signatures were awaited from the three landowners involved. Members expressed frustration over the length of time it had taken to reach resolution. Some members were critical of the Broads Authority (BA) who they felt was at fault and should have enforced a resolution.

The SWRO provided clarification over certain issues:

- The route had never been a proven PROW and therefore the BA had not been in a position to be able to insist on opening it up.
- No-one had submitted a claim to prove the footpath had been in continuous use for at least 20 years. Furthermore the BESL work had created difficulties in providing this for one particular section.
- The Forum had agreed that the Broads Authority should attempt to negotiate a resolution with the three landowners involved rather than seek to legally prove continuous use of the path. Much time and effort had been expended by the SWRO in trying to obtain agreements from the landowners and this was acknowledged and appreciated by most members of the Forum who recognised that delays had not been the fault of the Authority or the SWRO.
- It was reported that the gate on the Restricted Byway to St Benet's Abbey had been put back. On a restricted byway this was an illegal obstruction. Explanation for the reason for the gate being needed involved cattle movements being obstructed by BESL using a particular area nearby without consent. It was agreed that it would be useful for the parties involved to meet and discuss the matter.

(6) **Minute 3/3 (8): How Hill Footpath**

A meeting was due to take place with Natural England at the end of June to confirm there were no concerns regarding habitat regulations.

(7) **Minute 3/3 (9): Broads Heritage Lottery Fund Bid**

The Broads Landscape Partnership Scheme HLF bid had been submitted. The outcome would be known in October.

(8) **Minute 3/3 (13) (5): Harbour Revision Order – Mutford Lock**

There was agreement between the three parties involved. The paperwork was now in the hands of their solicitors.



**(9) Minute 3/5: Cycling Ambition in National Parks funding**

Norfolk County Council had submitted an expression of interest for cycle delivery funding. Broads Authority was willing to be involved.

**(10) Minute 3/10 (8): Broads Forum Update**

The Upper Thurne Working Group had met. Hickling restoration had been their main agenda item. The BA Director of Operations was in attendance to feed back into the plans for long term restoration of this broad.

**4/4 Norfolk County Council update**

Norfolk County Council's Assistant Director, Highways and Transport updated the Forum following on from Matt Worden's feedback from the March BLAF meeting.

Stakeholder dissatisfaction with management of the PROW network by Norfolk County Council (NCC) had become clear and stakeholder groups were being consulted to try and get to the root of the problems. Workshops had been held and the results from these were circulated in a tabled paper.

A new approach to managing the PROW, in conjunction with the Norfolk Trails, would involve:

- Prioritising work to the most important areas (highlighted in the workshops and elsewhere)
- Recognising that government cuts meant that not everything could be done
- Emphasising improvements rather than inspections, with footpath wardens and others identifying and photographing problems to alert the Council via electronic feedback
- Facilitating a parish partnership scheme and community involvement to help adoption and maintenance of footpaths in local areas

Comments and answers to questions as follows:

- (1) Yes, the BLAF would be consulted on the NCC ROW improvement plan review.
- (2) Public transport to Whitlingham Country Park was requested.
- (3) Facilitating linked cycle routes from stops along Abellio railway lines was requested.
- (4) Several footpaths were no longer useable. The Assistant Director, Highways and Transport agreed to circulate NCC's cutting regime to help

Forum members identify any potential problems or savings that could be made by switching maintenance to more regularly used paths.

- (5) It was confirmed that a cycle way was included in the plans for the Northern Distributer Road bridge crossing.
- (6) It was confirmed that NCC was looking at synergies and sharing knowledge and experience of PROW issues with Suffolk County Council.

#### **4/5 Monitor of Engagement with the Natural Environment (Natural England's Access and Engagement Summary)**

Natural England had published the results of their latest survey of adults looking into engagement with the natural environment. This provided useful evidence for public bodies looking to prioritise budgets. Results tended to mirror those of the Broads Authority's Stakeholder Survey regarding the importance of access in the countryside.

Comments and answers to questions arose as follows:

- (1) The results would be invaluable background information for funding bids.
- (2) Health and exercise benefits were also a key consideration and contributions from Health Authorities could be forthcoming.
- (3) The links from the report were very interesting and Forum members were encouraged to look at these. With 49k people interviewed every year for 5 years this provided extremely robust evidence.
- (4) Forum members discussed access to Whitlingham Country Park and perceived obstruction to this aspiration by the Whitlingham Charitable Trust who manage the Park. It was noted that discussions were ongoing with the Trust on this matter.

#### **4/6 River Wensum Strategy Update**

The Broads Authority, and Norfolk County Council, had agreed to become formal partners with Norwich City Council taking the River Wensum Strategy forward. The Environment Agency was also involved regarding water management and quality.

Internal consultations and SWOT analysis of enhancement opportunities had been undertaken. The next stage would involve consulting the general public. An event was planned on 24 June at Blackfriar's Hall, Norwich from 1pm to 7pm for the public to put forward their views. There would also be an online consultation available. The SWRO agreed to circulate a link to the online consultation. There would be a follow up event at the end of the year with an updated strategy including feedback from the public.

The potential to look at Norwich City Council's ownership out to Hardley Cross would need to be done under a different consultation. The banks along this stretch were in multiple land ownership

Projects had not been decided on. Some suggestions included: historic interpretation, missing riverside links, New Mills industrial archaeology and Whitlingham Bridge.

#### **4/7 Integrated Access Strategy Action Plan Review**

The SWRO gave a presentation on the Integrated Access Strategy Action Plan Review. The IAS Action Plan was due for review on its set 3 yearly cycle. Achievements were displayed on a table with colours highlighting work completed and action ongoing. It also highlighted work that had not been achieved. This document would be used as a basis for the 2016-19 review.

Comments and answers to questions as follows:

- (1) The Broads Plan was also being reviewed and the IAS action plan review would link into this.
- (2) There was a need to be mindful of constraints including operational capacity and that new or improved access had ongoing maintenance considerations.
- (3) The review would be guided by stakeholder survey and boat census results.
- (4) Clarification was needed regarding ownership of countryside furniture and who was responsible for maintenance and replacement. Norfolk County Council, Broads Authority, BESL and the Environment Agency would be meeting to clarify and collaborate concerning this issue.
- (5) It was agreed to use the September BLAF meeting to concentrate on the IAS action plan review in a workshop style. The SWRO agreed to circulate the action plan update table for members to submit ideas prior to the meeting to enable mapping and supplementary information to be made available.
- (6) It was confirmed that the Navigation Committee had input to the IAS and review where actions had navigation elements.

#### **4/8 Joint LAF meeting**

Several BLAF members had attended the joint LAF meeting with Norfolk LAF. Issues covered had included: Generation Park Norwich, Coastal Access Path stages and links to coastal paths going inland, a broader approach, history of the area and linking to walks. It was agreed that partnership working was essential. It was noted that there was a Generation Park Norwich pre-application exhibition at the Forum in Norwich this week.

#### **4/9 Broads Forum Update**

The following items were discussed at the last Broads Forum:

- Broads Beat Officer presentation.
- Heritage boats and whether they should be exempt from tolls.
- Lake Restoration Research Project – review of 45 years of scientific research. Hickling to be prioritised.
- Discussion surrounding Prymnesium.

#### **4/10 To receive any other items of urgent business**

The SWRO alerted Forum members to two consultations that had come in:

- (1) Ramblers' Association 'Big Path Watch Campaign'. This involved registering a 1km square area online and surveying its condition on the 13 July. Results would provide a countrywide picture of the state of footpaths. Either an app or a paper version was available for the survey.
- (2) Natural England's 'Outdoor Sport and Recreation Alliance' consultation questioning what should be included in national strategy for the outdoors in England: National Parks and LAFs had been given an extension to 19 June to submit consultation responses. Individual Forum members could submit responses, but it was also agreed that the SWRO would submit a response on behalf of the BLAF.

A new document 'National Parks England' was circulated. It included qualities and values of National Parks and was intended as a means to help inform ministers.

#### **4/11 To note the date of the next meeting**

It was noted that the next meeting was scheduled to take place on Wednesday 09 September 2015 at 2pm.

The meeting concluded at 4.52 p.m.

Chairman