

AGENDA

20 November 2015

10.00am

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1.	To receive apologies for absence and welcome	
2.	Chairman's Announcements	
3.	Introduction of Members and Declarations of Interest	
4.	To note whether any items have been proposed as matters of urgent business	
5.	Public Question Time To note whether any questions have been raised by members of the public	
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7.	Summary of Progress/Actions Taken following Decisions of Previous Meetings To note schedule (herewith)	21 – 25
STRATEGY AND POLICY		
8.	Broads Climate Change Adaptation Plan Report by Head of Strategy and Projects (herewith)	26 – 40
9.	Fen Habitat, Strategic Priorities, Opportunities and Fen Survey Report by Senior Ecologist (herewith)	41 – 52
10.	Strategic Direction Report by Chief Executive (herewith) <i>To include:</i> <i>(1) Strategic Priorities 2015/16</i> <i>(2) Strategic Priorities 2016/17</i>	53 - 61

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11. Financial Performance and Direction Report by Head of Finance (herewith) <i>To include:</i> <i>(1) Consolidated Income and Expenditure from 1 April to 30 September 2015</i> <i>(2) Planning Delivery Grant – Thorpe Island Injunctions and Habitats Regulations Assessment for Broads Plan</i>	62 – 73
12. Asset Management Strategy Update and Draft Asset Management Plan 2016/17 Report by Director of Operations and Asset Officer (herewith)	74 – 94
13. Navigation Charges 2016/17 Report by Chief Executive, Head of Finance, Director of Operations and Collector of Tolls (herewith)	95 – 110
14. Mooring Guide and Riverbank Stabilisation Guide Consultation Responses Report by Planning Policy Officer (herewith)	111 – 126

GOVERNANCE

15. Public Question Time Scheme of Operation: Review Report by Solicitor and Monitoring Officer (herewith)	127 – 130
16. Membership of Planning Committee Report by Chair and Chief Executive (herewith)	131 – 132

REPORTS FOR INFORMATION

17. Annual Report on Partnership Arrangements Report by Solicitor and Monitoring Officer (herewith)	133 – 144
18. The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code	

MINUTES TO BE RECEIVED

19. To receive minutes of the following meetings:	
Navigation Committee – 3 September 2015 (herewith)	145 – 157
Planning Committee – 11 September 2015 (herewith)	158 – 170
Planning Committee – 9 October 2015 (herewith)	171 – 180

20. Feedback from Members appointed to represent the Authority on outside bodies

Broads Tourism – Prof J Burgess and Mr J Timewell
 Campaign for National Parks – Mr P Warner
 How Hill Trust – Miss S Blane
 National Parks UK and National Parks England – Prof J Burgess
 Norfolk and Suffolk Broads Charitable Trust – Mr J Ash and 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 and Mr V Thomson

21. 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

22. To answer any formal questions of which due notice has been given

23. To note the date of the next meeting – Friday 22 January 2016 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich

24. 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.

25. To receive the exempt minutes of the Navigation Committee meeting held on 3 September 2015 (herewith)

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26. To receive and confirm the exempt minutes of the Broads Authority meeting held on 25 September 2015 (herewith)

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Public Question Time

Question submitted by Phil Ollier

Will the Authority confirm that it is its policy to base any change to the structure of the tolls system on a sober and considered review of the evidence for and against any such proposed change together with an equally sober and considered analysis of the possible consequences of those changes?

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

Broads Authority

Minutes of the meeting held on 25 September 2015

Present:

Professor J A Burgess – in the Chair

Mr K Allen	Mr P Durrant	Mr G McGregor (1-11)
Mr J Ash	Dr J M Gray	Mr P Rice
Mr M Barnard	Ms G Harris	Mr J Timewell (1-11)
Mr L Baugh	Mrs L Hemsall	Mr P Warner
Miss S Blane	Mr G W Jermany	Mr M Whitaker
Sir Peter Dixon	Mr J Knight	

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 14)
Mr T Hunter – Rivers Engineer (Item 9)
Mr P Ionta – Solicitor and Monitoring Officer
Ms A Kelly – Senior Ecologist (Items 1- 8)
Ms E Krelle – Head of Finance
Ms A Long – Director of Planning and Resources
Ms L Marsh – Head of Communications
Ms C Smith – Head of Planning (Item 24)
Ms T Wakelin – Director of Operations

2/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public, Mr Brian Wilkins and Bill Dickson who were members of the Navigation Committee as observers and Keith Bacon, Chairman of Broads Forum.

Apologies were received from Mr M Bradbury, Mr N Dixon and Mr V Thomson. Apologies for having to leave early were received from Ms G Harris and Mr G McGregor.

2/2 Chairman's Announcements

(1) Openness of Local Government Bodies Regulations 2014

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

(2) **Annual Report 2014/15**

The Chairman drew Members attention to the Annual Report for 2014/15 which was now available.

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

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

The Chairman drew attention to the following dates:

Joint Broads Authority and Norwich City Council Planning Committee Site Visit – 2 October 2015

All those who would be attending had been sent details by email. Members were urged to arrive outside Yare House by 9.20am for prompt 9.30am departure.

Members Workshop – Broads Plan Review: 7 October 2015 at the Kings Centre, King Street, Norwich

The workshop would be for half a day starting at 9.00am. Details would be circulated.

Planning Committee Meeting – 9 October 2015

There would be training following the meeting.

Parish Forum: Thurne/Bure Parish Forum - Monday 26 October 2015 – doors opening at 6.30am

This was to be held at the Barn, Tate Loke (off Mallard Way), Hickling with particular focus on the Hickling Broad Enhancement Project (see Minute 2/8). A presentation on this would start at 7.30pm. It was anticipated that all those who had volunteered to serve on this group of parish councils would be attending, and as this was deemed to be a flagship project, all members were encouraged to attend in order to gain a perspective.

Member Development – Chairing Skills Training

There was an opportunity for Members to attend training which was being provided by Broadland District Council either on 9 or 29 October 2015. An email had been circulated to gauge interest.

2/3 Introduction of Members and Declarations of Interest

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

2/4 Items of Urgent Business

No items of urgent business had been received.

2/5 Public Question Time

A question had been received from Mr Peter Riches relating to the renewal of the Irrigation licenses near Catfield and the protection of wetlands in particular. Unfortunately Mr Riches was unable to attend. The Chairman read out the questions and provided the Authority's response (as attached at Appendix 2 to these minutes).

Members considered that the Public Question time procedures could be improved in order to provide a more satisfactory outcome for both parties. It was noted that the procedures were due to be reviewed in November 2015.

2/6 Minutes of Broads Authority Meeting held on 10 July 2015

The minutes of the meeting held on 10 July 2015 were approved as a correct record and signed by the Chairman subject to the deletion of Matthew Bradbury from the list of attendees.

2/7 Summary of Progress/Actions Taken Following Decisions of Previous Meetings

The Authority received and noted a schedule of progress/actions taken following decisions of previous meetings. Members noted that some of these also linked in with the Strategic Priorities report at Minute 2/10.

In particular, members noted the updates concerning

Members Allowances and claim for child care and/ or caring in general.

Further to Minutes 1/9 and 6/2(3), the Chief Executive reported that in an attempt to progress matters further he had written to the Defra Director responsible for National Parks and a response was awaited. Given that Government was pressing all public bodies to widen engagement it was considered appropriate for the regulations to be amended.

External Funding Opportunities

In addition to the National Parks UK Commercial Sponsorship Project, Members requested further information on the progress on seeking funding opportunities at the more local level through discussions due to be held with the Broads Charitable Trust.

Network Rail Consultation

The notes of the meeting with Network Rail on 1 July 2015 had been circulated to members as requested. A further high level meeting was due to be held on 29 September 2015.

Cockshoot Broad – Restoration of boardwalk at Cockshoot Dyke

The Director of Operations explained the details of the work undertaken to the Cockshoot Broad walkway. The work on the Norfolk Wildlife Trust section was due to be completed by the end of October and the Norfolk Wildlife Trust

would then be responsible for this. Unfortunately the landowner had indicated that he would be closing the footpath which fell within his ownership. A member reported that the fishing club was looking to relinquish its rights to maintain the boardwalk. Members expressed extreme disappointment as to the attitude of the landowner given the significance of the site for public access and noted the situation with considerable regret.

Geldeston Woodland

The Chief Executive reported that the transfer of ownership had been completed and Geldeston Woodland now belonged to the River Waveney Trust.

Breydon Water.

The formal notice relating to consultations on formally designating the existing water-skiing and wakeboarding zone without any additional controls would be advertised very shortly.

2/8 Hickling Broad Enhancement Project

The Authority received a report and presentation from the Director of Operations providing a strategic overview of the proposals for enhancement of Hickling Broad based on the scientific evidence gained from the Lake Review Project. The development of the project had been included in the strategic priorities for 2015/16 and the overall vision had been the subject of consultation with a number of interested parties including the Upper Thurne Working Group, Natural England, Environment Agency, Norfolk Wildlife Trust, the landowner, as well as the Authority's Navigation Committee, Broads Local Access Forum (BLAF) and the Broads Forum. In addition Members of the Planning Committee had also been provided with a presentation of the project and the potential proposals which would require planning permission.

Members welcomed the initiative resulting from the Lake Review Project which had been the subject of the successful Workshop in April 2015 and endorsed the project objectives in seeking multi benefits for conservation, recreation and navigation. They were in agreement with the views of the Navigation Committee that to do nothing was not an option. They were mindful of the size of the area as well as the sensitivities and complexities of the environment and that the project required a cautionary approach as well as flexibility and phasing in its implementation over a number of years. Members noted the catchment approach and considered that one of the major technical challenges would be a reduction in salt water incursion and environmental degradation.

A member suggested that it would also be beneficial to provide greater land based public access in association with the landowners and tenants of the broad and its surroundings, as an integral part of the enhancements.

Members were particularly appreciative of the wider engagement with local communities and stakeholders, considered to be vital for taking the project forward. They endorsed it as an exciting project.

Members noted the financial implications and the likely financial provision of £1.4 to £1.5 million required over the next six to ten years from 2016 (£60,000 per annum) which had been identified to assist in preparing a detailed external funding bid as well as the amount of match funding required from the Broads Authority using navigation income and National Park Grant. (The consideration of the budgetary implications for the priority dredging work was considered at Minute 2/13.)

Mr Rice proposed, seconded by Mr Allen and it was

RESOLVED

- (i) that the principles of the proposal for the Hickling Broad enhancement Project including the draft vision and strategic approach be endorsed; and
- (ii) to increase the 2015/16 navigation budget by £21,000 for the priority dredging work as set out in Section 3 of the report and the likely financial provision required as set out in Section 4 and 7 of that report be noted.

2/9 Mutford Lock Maintenance and Reserve

The Authority received a report setting out the current maintenance issues at Mutford Lock and the revised budget allocation and proposed use of reserves to undertake essential maintenance and keep it serviceable both in the short and long term. The Navigation Committee on 3 September 2015 had supported the recommendations, considering the proposals essential. In general members supported the pro-active approach, since the Lock was not only of importance for navigation but also for tourists in providing a reliable facility for boats accessing the Broads from the sea as well as in terms of a feature. Some concerns were expressed about the apparent disproportionate expenditure in comparison to income and concerns over the potential shortfall in building up the reserves. However it was recognised that there were considerable benefits, some of which might not be directly apparent or quantifiable.

Mr Barnard proposed, seconded by Mr Timewell

RESOLVED

- (i) that the expenditure of £87,082 from the Mutford Lock reserve fund to complete essential maintenance and repairs in the current financial year (2015/16) be approved;
- (ii) that the annual maintenance budget for Mutford Lock be revised to £18,000 to allow for hydraulic control system servicing and routine underwater maintenance, which will be incorporated in the draft 2016/17 budget for consultation; and

- (iii) that a consultant be appointed in 2016/17 to investigate costed de-watering options for the lock ahead of major work. The estimated cost being between £5,000 and £10,000, and that this be funded from the ring fenced reserve.

2/10 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 five 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. Members noted the progress made on the five priorities, which included the Hickling Project reported at Minute 2/8.

With reference to the issues identified in the Stakeholder Action Plan and in association with members' desire to have more engagement and workshops, the first of these had been held on 22 September on the Finances and Statement of Accounts. The Chairman reported that the Tolls Workshop held on 23 September 2015, attended by 16 members with invited representatives from the private boating and hire boating organisations, had been very positive in providing an understanding of the existing system and its complexities. Following discussions there was a general feeling that there was an appetite for change to the tolls charging structure and a clear mandate to move forward. As a result it was agreed that the next steps would be to set up a small working group in order to explore matters highlighted in the workshop and to come up with a set of proposals for future consideration by the Navigation Committee and the Broads Authority by possibly September 2016 for approval to consult on the draft proposal, with a view to implementation in April 2017.

Therefore the Chairman proposed that the Working Group be made up of the Authority Chairman and Chairman of the Navigation Committee with four other members to ensure that there was a representative from each of the boating groups. She explained that for efficiency it was advantageous to have a small group although the aim would be for other members to attend for specific topics as observers and stakeholders with specific interests be invited to provide advice and views.

Members debated the membership of the group with one commenting that the understanding from the workshop was that this should be self-nominating and therefore it should not be prescriptive.

Members endorsed the Chairman's view that the workshop had been useful. They supported the proposal that there should be a small Working Group to determine the work required and take matters forward emphasising that this should be member lead, mindful of the historic sensitivities and lessons from the previous reviews. While it was considered important to listen to stakeholders it was felt that the Group needed to balance the needs of these

with the objectives and purposes of the Authority which had the responsibility for the special qualities of the Broads National Park. It was also considered that the principles and attributes of the structure be taken into account.

The Chairman proposed under Standing order 5.1(e) and it was

RESOLVED by 13 votes to 2

- (i) that a fixed term Tolls Review Working Group comprising six members be established to include the Chairman of the Authority and the Chairman of the Navigation Committee in addition to four other members to be confirmed by the Chairman of the Authority. The Working Group to review the current tolls structure so as to make recommendations to the Authority thereafter.

RESOLVED

- (ii) 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.

2/11 Annual Governance Statement 2014/15

The Authority received a report on the Annual Governance Statement (AGS) with the Statement for 2014/15 appended, noting that this was required to provide an annual review of the Authority's systems of internal control and governance arrangements. Members noted Internal Audit work had not identified any weaknesses that were significant enough for disclosure within the AGS. The External Auditor had been satisfied with the AGS and the Financial Scrutiny and Audit Committee at its meeting on 22 September had approved this without any amendments. Members were assured that the work on the People Strategy was progressing and this would include matters relating to the Whitlingham Charitable Trust. It was hoped to deliver this as stated in the Action Plan by the end of this financial year.

Mr Whitaker proposed, seconded by Mr Baugh and it was

RESOLVED

- (i) that the Annual Governance Statement for 2014/15 and Action Plan for 2015/16 be approved for signature by the Chairman at the end of the meeting; and
- (ii) 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.

2/12 Statement of Accounts 1 April 2014 – 31 March 2015

The Authority received a report setting out the Authority's Statement of Accounts for the year ended 31 March 2015. Members were informed that the Auditors had completed their work and there were no changes to the figures within the report and all the balance sheet figures had remained the same. The Audit had provided the Authority with an unqualified report which was considered complimentary. The Financial Scrutiny and Audit Committee had considered the report to be acceptable.

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

Mr Barnard proposed, seconded by Mr Rice and it was

RESOLVED

that the Statement of Accounts 2014/15 be adopted and the revenue account outturn figures be noted.

2/13 Financial Performance and Direction

The Authority received a report providing details of the actual income and expenditure for the four month period to 31 July 2015, together with a forecast of the projected expenditure at the end of the financial year (31 March 2016) and the key financial issues requiring more detailed consideration. Members welcomed the revised format for the report.

Members gave consideration to the additional budget request in 2015/16 for both Hickling and Mutford Lock as set out in paragraphs 6.2 and 7 of the report and the reports to Minute 2/8 and 2/9 and were supportive.

Consolidated Income and Expenditure from 1 April to 31 August 2015

Members welcomed the revised format for the report and noted that the current forecast outturn position for the year indicated a surplus of £34,375 for the national park side and a surplus of £13,104 for navigation resulting in an overall surplus of £47,479 forecast within the consolidated budget. This indicated a general reserve balance of approximately £988,000 and a navigation reserve balance of approximately £293,000 at the end of 2015/16. It was noted that this would mean the navigation reserve would fall slightly below the recommended level of 10% of net expenditure.

The Chief Executive provided members with a presentation of the Authority's Reserves position and the need to maintain these to cover strategic requirements of contingencies against risks, matched funding, asset management, planning delivery grant and Section 106 ring fenced monies bearing in mind the forthcoming Government Comprehensive Spending Review to be announced in November. The Authority was not likely to know of

the outcome from Defra of the National Park Grant allocation for future years until the New Year.

Members noted the uncertainties; that the Authority's budget was very sensitive to change and any changes in toll income would have an impact on the navigation budget and reserves and this combined with changes to National Park Grant would have a significant impact on the Authority's activities and the nature of the work being undertaken. In line with the advice from the Authority's auditors and the consideration of the Financial Scrutiny and Audit Committee it was recognised that there should be a realignment to examine the scale and level of risks and the reserve position and it would be necessary to examine the options available and what the Authority might need to forego. The possibilities of seeking external funding including sponsorship should continue to be explored.

Mr Whitaker proposed, seconded by Mr Allen and it was

RESOLVED unanimously

- (i) that the Income and Expenditure from 1 April to 31 July be noted;
- (ii) that the presentation on the Authority's reserves policy be noted.; and
- (iii) that the additional budget requests in 2015/16 for Mutford Lock and Hickling as set out in 6.2 and 7.1 of the report be supported in accordance with the decisions made at Minute 2/8 and 2/9.

2/14 Oulton Broads Conservation Area Re-Appraisal

The Authority received a report on the Oulton Broad Conservation Area Re-Appraisal and the detailed consultation which had taken place. The Heritage Asset Review Group had considered the reappraisal on two occasions and the Planning Committee had considered this at its meeting on 24 July recommending that it be adopted with the new boundary.

Mr Barnard proposed, seconded by Dr Gray and it was

RESOLVED unanimously

that the Oulton Broad Conservation Area reappraisal be adopted.

2/15 Update on Judicial Review – National Park Branding

The Authority received a report providing an update on the Judicial Review concerning the Authority's decision in January 2015 for branding the area as a National Park for marketing purposes and that the Authority 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.

Members noted that since Mrs Justice Patterson had refused the claimants permission to bring judicial review and rejected all of the grounds argued, essentially on the basis set out by the Authority, the claimants had lodged an application for a renewal hearing. Permission was granted on 12 August to allow the claim for Judicial Review to be listed for a full hearing on the basis that there may be an important point of developing public law which had not been considered before the courts. This was due to take place on 10 and 11 February 2016.

Members noted that there was a cap on the recovery of any costs. Although concerned about the actual costs members recognised that they had taken a decision which had been debated at length and were committed to the principle. It was noted that confirmation had been received from the Minister that the Authority's decision was appropriate. Members were disappointed that there was no prospect of the matter being resolved with the claimants out of court. They considered as a public authority they needed to be mindful of the costs and the requirement to be transparent. They therefore requested regular updates.

RESOLVED

that the report be noted and that regular updates on the process to include costs be provided.

2/16 Membership of Broads Local Access Forum

The Authority received a report on the proposal to recruit new members of the Broads Local Access Forum (BLAF) to represent those interest groups which had been identified as priorities for future recruitment at the BLAF meeting in September 2014. Members noted that Access Forums were statutory prescribed bodies set up under Countryside and Rights of Way Act 1990 (CROW) and the terms of membership covered by its regulations advised that there should be at least ten and a maximum of 22 members with a stipulation of the interests those members should represent.

Given that a number of members' terms of appointment had come and were coming to an end as well as the interest expressed in being on the Forum, it was proposed that all potential BLAF vacancies be advertised and the Authority's adopted appointment process be used. BLAF had supported this at their meeting on 9 September 2015. In supporting this it was noted that existing members of BLAF would be encouraged to reapply in order to ensure that the current experience of the membership was not altogether lost, especially given that many of them had multiple interests and representations.

RESOLVED

that the proposals for the recruitment and appointment of members to the Broads Local Access Forum (BLAF) be supported with the aim of completion before the December meeting of the BLAF.

2/17 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.

2/18 Minutes Received

The Chairman stated that she would assume that members had read these minutes and the Chairman of each of the Committees would be available to answer any questions.

RESOLVED

(1) Navigation Committee: 4 June 2015

RESOLVED

that the minutes of the Navigation Committee meeting held on 4 June 2015 be received.

(2) Planning Committee: 26 June, 24 July and 21 August 2015

RESOLVED

that the minutes of the Planning Committee meetings held on 26 June, 24 July and 21 August 2015 be received.

Members noted that the Authority's Planning Committee would be having a joint site visit with Norwich City Council's Planning Committee to view the Utilities site for the proposals for a Generation Park.

(3) Financial Scrutiny and Audit Committee: 5 July 2015

RESOLVED

that the minutes of the Financial Scrutiny and Audit Committee meeting held on 5 July be received.

(4) Broads Local Access Forum: 8 June 2015

RESOLVED

that the minutes of the Broads Local Access Forum meeting held on 8 June 2015 be received.

2/19 Items of Urgent Business

There were no items of urgent business.

2/20 Formal Questions

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

2/21 Date of Next Meeting

The next meeting of the Authority would be held on Friday 20 November commencing at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

2/22 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.

Summary of Exempt Minutes

1/23 Exempt Minutes – Navigation Committee – 4 June 2015

RESOLVED

that the exempt minute of the Navigation Committee meeting held on 4 June 2015 be received.

1/24 Pre-Application Discussions on Land East of Norwich

The Authority received a report containing exempt information relating to the informal discussions about the principle of proposals for development which could impact on the navigation upstream of the River Wensum in association with planning development proposals for the Generation Park and potential mitigating measures.

RESOLVED

that the report be noted and that the approach and principle supported by the Navigation Committee be endorsed.

1/25 Marine Management Organisation 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.

Members noted the requirements to seek MMO licenses, as well as Authority Works Licenses and the exemptions. Members noted the considerations of the Navigation Committee on 4 June 2015 and considered that it was important that the Authority's status as a Harbour Authority should be recognised.

RESOLVED

- (i) that the principle of the joint working position with the MMO (as outlined in Appendix 1 to the report) to reduce the regulatory burden on third party applicants in the Broads wishing to carry out construction works in or next to the navigation, be accepted;
- (ii) that the Authority continue to oppose direct discharge into the navigation area other than in the lower reaches of the system as appropriate where specific conditions will be imposed;
- (iii) that, where appropriate, to allow the direct discharge into the navigation area that the conditions set out in Appendix 3 to the report be applied; and
- (iv) that the Authority continue negotiations seeking discussions at a higher level in order to seek resolution and greater recognition from the MMO of the Authority's status as a Harbour Authority and the area's special qualities.

1/26 Crown Estate Licensing in the Broads

The Authority received a report containing exempt information on licensing requirements of the Crown Estate in the Broads and the interaction with the Authority's own navigation management and Works Licensing scheme.

RESOLVED

that the proposal for joint arrangements (i) – (viii) with the Crown Estate as outlined in paragraph 2.4 of the report be rejected.

The meeting concluded at 13.52 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 25 September 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
George Jermany	-	Toll Payer
James Knight		Hire Boat Operator Toll Payer , Member of Boating Associatins
Peter Dixon	8	Hickling resident. Others as disclosed and Boat House owner
John Ash	-	Toll Payer, Trustee Director of Wherry Yacht Charter Charitable Trust
Guy McGregor	-	Member of Suffolk County Council
Mike Barnard	9 and 14	Local Councillor Approached by businesses and resident of Oulton
Michael Whitaker		Toll payer, Hire Boat Operator and Chair of the BHBF

Public Question Time**Question submitted by Peter Riches with Broads Authority Response****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.

The questions together with the Broads Authority response are set out below:

- 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?**

Broads Authority Response

The Broads Authority has spent an exceptional amount of resource, both in terms of staff time and finance, in the commissioning of independent expert evidence, in assessing the extensive material concerning the abstraction licences in the neighbourhood of Catfield Fen. It also submitted substantial and significant evidence to the Environment Agency on the issue.

The Authority's officers decided that the organisation would not make any further submissions on the subject because the Authority's advice to the Environment Agency, which primarily had focused on the hydrological model, had not changed.

The Authority continued to engage with the issue and communicate with stakeholders including responding to requests from Mr Riches.

- 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?**

Broads Authority Response

Officers of the Broads Authority were of a common view that there was nothing further that the organisation could assist with by way of submission of a further response.

- 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?**

Broads Authority Response

Abstraction from ground and surface water is regulated/ controlled by the granting of abstraction licences by Environment Agency in recognition of the fact that water is a key resource for a number of stakeholders and that uncontrolled abstraction could lead to a number of negative consequences, one of which could be less water availability for wetland habitats.

Limitations in the availability of evidence about the inter-relationships between water source, water quantity, water quality and vegetation type for groundwater dependant sites, means that it is a difficult and complex task to evaluate or predict the extent of threat of water abstraction for each site.

Summary of Progress/Actions Taken following Decisions of Previous Meetings

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
18 January 2013 Minute 4/8(4) (Broads Local Access Forum Minute 1/9) Ludham Bridge Footpath link to St Benets	<ul style="list-style-type: none"> Formal agreement with landowner to be signed. 	Senior Waterways and Recreation Officer	Formal footpath agreements all completed. Accommodation works being programmed prior to opening of footpath for next season.
20 March 2015 Minute 5/15 External Funding Opportunities and Income Generation Members received a report on the proposals for external funding opportunities and identification of four potential pathways.	The following actions to be undertaken: <ul style="list-style-type: none"> A prospectus for engagement with local businesses is prepared in tandem with the Broads Plan Review setting out opportunities for local companies to engage with the Authority on a range of areas including volunteering, training for staff, secondments and sponsorship. Discussions to be held with the Broads Charitable Trust to review the progress it is making and the scope for closer collaboration. The scope for deeper relationship with UEA be 	Head of Strategy and Projects	A prospectus outlining how businesses might be able to support the work of the Broads Authority is being drafted along with a potential plan of action. This will be discussed with the key partners and a report brought to members next year. <i>Landscape Partnership Project and HLF funding covered in Strategic Direction report.</i> Information about the Landscape Partnership project is available on the Water, Mills and Marshes web pages here. Coca Cola has awarded in the region of £210,000 over three years to the Norfolk Wildlife Trust on behalf of the Broadland Catchment Partnership on Catchment Management.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>explored but not to the exclusion of other Universities</p> <ul style="list-style-type: none"> Consider the potential of crowdfunding for specific Broads Authority projects. 		
<p>23 January 2015 Minute 4/18 Chief Executive Report (1) Network Rail: Consultation document: Anglia Route Study, Long Term Planning Process</p>	<p>Proposed Response to Network Rail to be circulated to members for comment prior to being submitted to Network Rail by deadline of 3 February 2015.</p>	Director of Operations	<p>Network Rail are developing options for Trowse Bridge remediation within "Norwich in 90" and meetings have been held to discuss the options to be included in feasibility work.</p> <p>High level meeting held 29 September, and short list of options reviewed with NR strategic planners at a meeting 28 October 2015.</p>
<p>20 March 2015 Minute 5/27 Lease of Moorings on River Thurne</p>	<ul style="list-style-type: none"> That the principles for the lease of moorings at Oby on the River Thurne be supported. The Chief Executive delegated to finalise the details and signing of the lease. 	Head of Planning/Asset officer	<p>The completed lease papers are with the landowner for agreement and signature.</p> <p>Footpath diversion agreed by Planning Committee on 1 May 2015 out for consultation. Footpath Diversion Order confirmed 28 August 2015.</p> <p>Negotiations with landowner underway.</p>
<p>10 July 2015 Minute 6/27 Potential Purchase of Land for Safety Mooring and Dredging Disposal (Exempt)</p>	<ul style="list-style-type: none"> 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 	Chief Executive	Freehold transfer completed.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	Navigation Property Earmarked Reserve		
15 May 2015 Minute 6/2(3) And Minute 1/9 Member Allowances	<ul style="list-style-type: none"> Query relating to Member Allowances for National Parks and the Broads relating to Care 	Solicitor and Monitoring Officer	Matter being followed up with Defra. Response awaited.
10 July 2015 Minute 1/14 and 1/15 25 September 2015 Minute 2/16 Membership of Broads Local Access Forum	<ul style="list-style-type: none"> Broads Local Access Forum (BLAF) to be reviewed with the current members of the BLAF. Proposals for the recruitment and appointment of members to the Broads Local Access Forum (BLAF) supported with the aim of completion before the December meeting of the BLAF. 	Director of Planning and Resources/ Senior Waterways and Recreation Officer	Request for new applications advertised with existing members welcome to apply. Appointments will be confirmed before next Broads Local Access Forum meeting in December.
23 January 2015 Minute 4/9 National Park Branding 25 September 2015 Minute 2/15 Update on Judicial Review – National Park Branding	<ul style="list-style-type: none"> Inter alia adoption of the brand “Broads National Park” for marketing related purposes. 	Solicitor and Monitoring Officer	Permission granted on 12 August to allow the claim for Judicial Review to be listed for a full hearing on the basis that there may be an important point of developing public law which had not been considered before the courts. This is due to take place on 10 and 11 February 2016.
25 September 2015 Minute 2/10 Strategic Direction Tolls Review Working Group	<ul style="list-style-type: none"> That a fixed term Tolls Review Working Group comprising six members be established to include the Chairman of the Authority and the Chairman of 	Chairman / Collector of Tolls/Chief Executive	Tolls Review Member Working Group established - Jacquie Burgess, Michael Whitaker joint Chairman. Kelvin Allen, Louis Baugh, Bill Dickson, Nicky Talbot and Phil Durrant.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	the Navigation Committee in addition to four other members to be confirmed by the Chairman of the Authority. The Working Group to review the current tolls structure so as to make recommendations to the Authority thereafter.		<p><u>First Meeting held on 5 October 2015</u> Items discussed: Terms of Reference of the Group, Scoping the context and determining the breadth of the Enquiry; Lessons from the 2005, 2008, 2009 and 2012 Tolls Review; Review of Fixed and Variable Elements of Navigation Charges.</p> <p><u>The Second Meeting on 6 November 2015</u></p> <ul style="list-style-type: none"> Reviewed the Principles and Criteria and Attributes adopted following the 2012 Review to examine if they were still fit for purpose and considered how well the current Tolls system performs. Considered the "Management" Working Paper Work Plan for next 2 - 3 meetings. <p>See Agenda Item 13 of this meeting</p>
25 September 2015 Minute 2/26 Marine Management Organisation Licensing of Works in the Broads	<ul style="list-style-type: none"> That the principle of the joint working position with the MMO (as outlined in Appendix 1 to the report) to reduce the regulatory burden on third party applicants in the Broads wishing to carry out construction works in or next to the navigation, be accepted. That the Authority continue to 	Director of Operations	Issue discussed with South East Harbour masters Group, and agreed that whilst other ports/ harbours face similar issues it is not universal, so individual members to make own representations. Letter sent to MMO CEO.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>oppose direct discharge into the navigation area other than in the lower reaches of the system as appropriate where specific conditions will be imposed.</p> <p>Tthat where appropriate to allow the direct discharge into the navigation area that the conditions set out in Appendix 3 to the report be applied.</p> <ul style="list-style-type: none"> • That the Authority continue negotiations seeking discussions at a higher level in order to seek resolution and greater recognition from the MMO of the Authority's status as a Harbour Authority and the area's special qualities. 		

Broads Climate Change Adaptation Plan
Report by Head of Strategy and Projects

Summary: The draft Broads Climate Change Adaptation Plan (full and summary versions) was subject to public consultation between July and September this year. A limited number of replies were received and comments made have been summarised along with a proposed response. In general, the comments either drew attention to the complexity of the subject and the need to relate actions more clearly to everyday situations, or sought a bolder set of actions to take things forward. The paper suggests the next steps including developing clear collaborative actions, more work around saline incursion, and finding resources to advance interpretation and help changes in understanding and behaviour. The views of the Broads Climate Change Adaptation Panel will be reported verbally at the meeting.

Recommendation:

Members are asked to:

- (i) note the comments received and agree the proposed responses in modifying the full and draft climate adaptation plans by the end of 2015;
- (ii) support the principles outlined in 2.3;
- (iii) support the recommendations from the Climate Change Adaptation Panel about the proposed next steps (shown in para 3, but subject to modification after the Panel meeting on 5 November 2015).

1 Background

- 1.1 As part of the Climate Change Act, English National Parks were invited by the Government to submit a climate change adaption plan under the Reporting Powers legislation alongside the statutory plans needed from bodies like utilities and infrastructure agencies. The Parks agreed and worked to a common framework. In developing its plan the Broads Authority worked through the Broads Climate Change Adaptation Panel, which brought into partnership key bodies like the Environment Agency, Natural England, the National Farmers Union and the University of East Anglia. The drafting process demonstrated the need for more discussion with a range of stakeholders to get different perspectives, and therefore the Broads Authority submitted only a preliminary draft plan to Defra in 2011.

- 1.2 The Panel then developed a process for greater local engagement. However, with the national emphasis on the economic downturn, climate issues tended to be downplayed and the dialogue was limited in its success. The information already gathered informed the writing of a more detailed draft plan to help people consider the issues. To support the consultation process, the Panel produced material under the 'Broads⁰Community' brand, a user-friendly brand on behalf of the partnership.
- 1.3 Through the development of the draft Plan it was clear that the climate impacts and solutions remained complex and greatly variable, and it would be better to suggest an approach that allowed people to consider their own vulnerabilities and possible actions to improve resilience and adaptation. This led to proposing a 'climate smart' approach, whereby a series of steps helps any organisation to consider its risks and opportunities and promotes open thinking around future actions.
- 1.4 Defra is keen to see a comprehensive and technical document submitted with evidence on the local thinking and data. It became clear that such a large document would not be that helpful in eliciting thoughts from our main stakeholders. Therefore a summary document was written and promoted as the main document for consultation (although the draft full Plan was also available for comment).
- 1.5 The documents were placed on the Broads Authority website, with paper copies available on request. The documents were promoted from July with emails sent to the Broads Authority's standard consultation list (from parish councils to user groups as well as statutory bodies) with a closing date of 18 September. An offer was also made for an officer to attend any relevant meeting to talk about the documents and the concepts within them.

2 Consultation and learning

- 2.1 In all, 14 responses were received and these are summarised in Appendices 1 (summary document) and 2 (full document), together with suggested responses. Although there were limited responses, useful points were raised.
- 2.2 The main learning from the responses can perhaps be condensed into:
 - The subject is complex and community responses suggested that it was still not clear how this really related to their everyday lives.
 - It is important to give consideration to all elements within the Broads, ensuring that impacts and actions encompass people as well as the environment and that the network of environmental assets is considered.
 - There is a general desire for something more specific about what was actually going to happen, as there was a need for a bold and clear plan of action.
 - The importance of managing water holistically, including exploring the implications and possible actions regarding the incursion of saline water, was supported.

- The climate-smart approach was supported and those that commented also supported the initial analysis around flood risk and sea level rise.

2.3 From this, the following principles are suggested:

- A. The concept of taking a climate-smart approach continues to be promoted.
- B. The importance of working together to develop integrated responses to a changing climate. This will grow in importance to ensure sector actions do not develop unintended adverse impacts elsewhere.
- C. The need to increasingly seek a holistic approach to water management and to embed understanding on how critical good water care is for the Broads.
- D. The Broads Plan (currently under review) is the document to express the aspirational and guiding strategic approach to get the best for the Broads from a changing climate. However some more detailed and specific plans to take integrated action and make a difference are also needed.

3 Next Steps

The Broads Climate Change Adaptation Panel has been asked to consider the following suggestions and their recommendations will be reported verbally to Members at the meeting.

- 3.1 **Documents:** Revise the full Climate Change Adaptation Plan and the summary document, taking into account the consultation responses received. This will include building in a description of the consultation process and outcomes within the full document. Both documents will be submitted to Defra and posted on the Broads Authority website with a target of the end of 2015.
- 3.2 **Interpretation:** There is a need to improve the awareness and understanding about the implications of a changing climate for the Broads to enable people to have confidence to take a climate-smart approach, assess their own vulnerabilities, and start planning ahead to use the need to change to their advantage. This can be tackled in three ways:
 - 3.2.1 **Broads Plan and other plans:** The current review of the Broads Plan enables climate change issues to be clearly embedded throughout the document and demonstrate how adaptation planning can be part of normal forward planning. There is also a need to scope and start drafting a 'water plan' across the Broads to aid future holistic water management and developing the evidence/knowledge about integrated adaptation changes to retain the special qualities of the Broads.
 - 3.2.2 **Using protected landscape adaptation actions to influence behaviour change in others:** A project being developed to interpret the climate change actions being taken in the Broads and other protected landscapes to particularly inform visitors and then influence their behaviour at a community level, needs

to be finalised and brought to fruition. It will require external funding to implement, initially at a pilot scale, with the hope of rolling out to other National Parks and AONBs.

- 3.2.3 Provide support to selected interested parties in our priority groups (farmers, tourism businesses, parish councils and young adults) to develop examples of climate smart assessments and action plans so that a body of good practice develops for sharing with others.
- 3.3 **Saline incursion:** The risk of more salt coming into the Broads' system remains and further work is needed to consider what can be done. Two initial strands of work are suggested:
 - 3.3.1 The Broads Authority is supporting a new PhD study at UEA modelling longer term (20 years+) impacts of a changing climate and rising sea level and how this affects flood risk and saline incursion. The study will also consider the response to the modelling undertaken by communities and stakeholders – does it improve understanding and confidence to act?
 - 3.3.2 The Climate Change Panel will press the Environment Agency to revisit their work on barriers to update understanding on technical feasibility and financial implications. This should then give more clarity on options for retaining a predominately freshwater system for as long as possible and allow a more open discussion with local and national interests
- 3.4 **Partnership working:** There remains a strong need to continue to work in partnership so that common approaches can be developed. This may be helped by:
 - 3.4.1 The Adaptation Panel becoming known as a Partnership and retaining flexibility on who is invited to join and participate in the partnership – though primarily retaining its high level representation.
 - 3.4.2 The Partnership to identify key bodies that can lend support to the differing elements in an action plan and invite their involvement.
 - 3.4.3 The Partnership seeking to strengthen links to academia and encourage new research and the development of possible visions for how the Broads might adapt to the changing circumstances.
 - 3.4.4 To continue to press the Broadland Rivers Catchment Partnership and the various (and evolving) coastal partnerships to realistically take account of the vulnerability of the Broads and develop ways of making the area more resilient and adapting to get the best for the Broads.
 - 3.4.5 Working closely with the Environment Agency to undertake effective dialogue about future flood risk management options as the Broads Flood Alleviation Project comes towards its conclusion.

Background papers:	Climate Change Adaptation Plans on Authority web site
Author:	Simon Hooton
Date of report:	30 October 2015
Broads Plan Objectives:	CC2, CC3, CC4
Appendices:	APPENDIX 1 – Summary of consultation responses to draft summary document APPENDIX 2 – Summary of consultation responses to full draft plan

Summary of responses to Broads Climate Adaptation Plan – SUMMARY DOCUMENT

Name/ organisation Alphabetical order	Location in Plan	Comment	BA response
Anglian Water		Nothing to raise	Noted
Beccles Town Council		Considered pragmatic and workable document but raised many questions which were not answered. Some adaptation options raised neither practical nor acceptable. (e.g. option 'e' table 3).	Intention was to show the need to have wide ranging thinking about possibilities; though agree the realistic choices may be much more limited.
	Page 15	List of bodies to be involved in the future appears to miss out parish and town councils and other interest groups. They need to be fully involved and kept informed of progress	Support. Intention is to work with communities (spatial and of interests) to help develop understanding and expertise and encourage action.
	All 6 questions	Happy to give a positive response to them noting the above	Noted
Broads Society		Differing views generated in considering document. The Society notes the plan's content	Noted
Historic England	Q1	Need to refer to the whole historic environment as a fundamental part of what makes the Broads special: reference in particular to historic landscape and archaeology would be welcome. Adaptation response should aim to conserve the significance of affected heritage assets and seeking to avoid unintended harm.	Support. Support. Will seek to incorporate
	Q2	The possible adaptation options are reasonable at the broad level; actions to record assets before they are lost are helpful but should be	Support. Noted for text review

		<p>the last resort after efforts to preserve assets in situ are exhausted.</p> <p>Water abstraction and holding back water could impact on heritage assets and need to be considered carefully. Similarly for actions related to flood management. Coastal adaptation (fresh/salt impacts) and extreme events response can also have impacts. Moving historic assets would be radical and very much a last resort.</p>	Support. Noted for text review
	Q3	The production of climate-related risk management plans for specific heritage assets, or types of heritage assets, would be helpful.	Support.
	Q4	Encouraging people to do their own planning and adaptation is positive though professional advice and support should always be sought where proposals have the potential to affect heritage assets	Support. Noted for text review.
	Q5	<p>Section 5 / Table 3 does make reference to the historic environment though not always consistently. Evidence gathering to monitor and predict future conditions should include information and analysis on the historic environment. Agree with the need for further detailed discussions around options and would be pleased to be involved in those to help protect the heritage assets.</p> <p>Support retaining the freshwater elements for the time being and recognise that careful consideration will be needed around future adaptation.</p>	<p>Noted for text review. Pleased to see offer of help.</p> <p>Noted.</p>
	Q6	Steps outline in 5.6 are appropriate provided they include discussion, evidence gathering and analysis of the historic environment involving Historic England where needed.	Noted.
D Howard, Newcastle Uni	General	No real reference to coping with projected sea level rise of nearly 1metre by end of century	Text sought to take a positive outlook when possible and avoid 'scare-mongering'. Comment is valid and noted for text review.

Norfolk and Suffolk Boating Association – R Card	General	Consider the water quality of the Broads of fundamental importance and all that is necessary must be done to retain to the greatest extent a fresh-water system. Principal issue not the prevention of flooding itself but stopping the threat of saline impacts. Planning needs to consider storms and sea level rise.	Noted. Threat of saline impacts is recognised though options for management remain limited at present. Support the need to include planning for storms and sea level rise so noted for text review.
		No mention about the impact of dredging with respect to flood prevention and resisting salt levels in rivers. Dredging Breydon water and re-instating surrounding salt marshes might be effective in reducing saline incursion and effect of surges. Dredging to an adequate depth throughout the system obvious importance to flood/saline impacts	Whilst dredging can contribute to flood protection there is current debate seeking to learn from experiences in Somerset to ensure it is cost effective and appropriate. Amounts of fresh-water for flushing and resisting salt needs to be considered.
		Views differ as to the practicability of barriers to prevent flooding but would encourage further investigation of new technology/options to provide protection saline incursion.	Support need for improved understanding around management methods for saline incursion.
Norfolk County Council		Comments primarily led by Green Infrastructure team and NCC reserve right for further comment as ideas evolve	Noted.
	Q1	Need to assess if current special qualities are sustainable. Take joint approach between all levels/types of authorities and land owning bodies to plan to cope with shifts. Need to consider qualities as interrelating with the interconnections as important	Support need for considering interrelationships and promoting collaborative approach between different bodies.
	Q4	Agree to people doing their own climate-smart planning which will need support to understand and interpret what is needed. Perhaps template to help? Provide material on line and on paper and with face to face options	Support the need for further assistance in developing skills around climate-smart planning and note template idea as an option.
Norwich & Norfolk Local Transport Group - D Carlow	General	Worried that the BA are suggesting they are concerned about climate change but raised no sustainability objections to the Norwich Northern Distributor Road which will increase emissions. Worries would also relate to any support for Acle Straight dualling. Need to protect the	Concerns noted. Balancing pros and cons on decision making can be testing and proving direct impacts can be challenging. Broads ⁰ Community approach hopes promoting climate-smart approach will help identify

		environment.	long term needs are not lost in short term goals.
RSPB	General	Detailed comments on the plan in appendix. These would have been easier to make with more detailed numbering (esp Table 1).	The RSPB have provided some helpful detailed comments on the content of the plan. These have not been comprehensively listed in this summary due to space but hopefully all substantive items are summarised. These will be followed up specifically with them and incorporated in iterations of the plan. The need for better numbering is acknowledged.
	General	<p>Impacts and adaptation options are a good start but remain high level and too ill defined to provide certainty that appropriate long term measures will be implemented.</p> <p>Plan must not be overly focused on flood risk and should consider holistic water management and other factors like invasive non-native species.</p> <p>Need to recognise the opportunities climate change brings</p>	<p>Intention was to use the first full plan to raise awareness about the scale and scope of needs and encourage further action. Support the need to get on with a more detailed plan of action.</p> <p>Support need for move to holistic water management. Emphasis on flooding because deemed as highest risk.</p> <p>Support the need to include opportunities where relevant.</p>
	General	Appears to be noticeable difference between summary document and full document. E.g. why no table 2 in the full plan? Need to incorporate into the full the consultation process and outcomes	Full plan developed to a point where reactions of stakeholders were needed. Summary document developed to help stakeholders respond to significant elements. Will use the consultation to update and improve full plan and will include reference to consultation process and outcomes.
		Consider Breydon Water to still function as an estuary (not a relict)	Noted for text review.
	Section 3 / Q1	The special qualities represent the range of interests in the Broads However the plan lacks clear strategic intent for the next 25-30 year period incorporating the environment, biodiversity and maintenance of the integrity of the protected area network within a balanced	Noted for text review the comment that the environmental elements are sometimes not equally referred to. Intention was to use the consultation process to help gauge stakeholders' priorities in

		approach to adaptation across all interests. Need to consider opportunities as well as impacts	setting the medium to longer term strategic intent. Support idea of a clear future vision
	Section 5	Greater clarity on the range of water pressures (quality, resources as well as flood) and the need for a holistic approach to adaptation options rather than the current emphasis just on flood risk	Support. Noted for text review.
	Section 5	Further clarity/emphasis needed on the risks and opportunities related to species especially invasive non-native species	Noted for text review. Difficult to be sure non-native species invasion is due to climate change as opposed to accidental introductions.
	Q2	Table 1 costs and impacts are overly optimistic in places such as related to coastal change and where habitat creation is identified.	Initial ideas set down to gauge other's views. Noted for text review.
	Q3	Oversimplification of the issues and measures; lack of a holistic plan for water management; lack of ambition in identifying opportunities; the need to be proactive and with less emphasis on letting market forces determine action (e.g. tourism related).	Summary plan written for all stakeholders with the intention of helping raise awareness and understanding perhaps from a low base. Difficult to identify intervention options when there remains ambivalence to act in places and insufficient powers /political will for change. Holistic water plan is supported although mechanisms for change are still unclear.
	Q4	Support the climate-smart approach and the need to plan strategically but need to allow individual groups to identify the best approach for them. Ultimately unless interests work together the Broads climate adaptation plan is unlikely to be effective.	Support. Intention was to provide a structure for those wishing and needing to act including an overall approach for a spatial area. Individual actions are welcomed and the need for a collaborative approach for effectiveness is seen as important.
	Conclusion	A Climate Adaptation Plan for the Broads is essential to inform a consistent approach to management across the Broads in the future. The draft plan provides a good basis and aligns with the work that the RSPB is currently undertaking around its Futurescape areas and reserves. However, there remain a number of refinements that are	Comments noted for text review. Support the idea of creating a clear and bold vision to stimulate action. Futurescape work is a good example of strategic thinking. Welcome the opportunity to work together positively to evolve and effective approach.

		<p>required if a truly effective plan is to be created and implemented.</p> <p>The RSPB looks forward to working positively with the Broads Authority to support the development of an appropriate climate adaptation plan.</p>	
South Norfolk Council	Q1	List seems relevant and comprehensive and a reasonable list to use. Perhaps need reference to communities to include a human dimension	Support need to ensure human dimension is included.
	Q2	In table 1 there are places where reference to impacts on communities needs to be added – e.g. under sea level rise and flash flooding	Support. Noted for text review.
	Q4	Support the idea of local climate smart planning. May need to be support to help with the analysis and subsequent actions. Some can be tackled locally but may need to be a mechanism to coordinate action across wider areas	Support the need for assistance to develop planning effectively and that coordination of actions for larger scale change is likely to be needed.
	Q5	Agree with analysis of flood risk	Noted and welcomed.
	Q6	Agree with next steps being proposed and having nothing to add	Noted and welcomed.
R Walpole	General	Can reviews of flood management include consideration of the provision/improvement of footpaths?	Noted.
Woodbastwick Parish Council	General	Not an 'easy read'; recognise it is complex but would like at some point a document relating to 'our community'	Intention was to try to make a complex subject accessible but when writing succinctly for a wide range of stakeholders examples may not always been ideal. Happy to explore how we can support community interests more.
	Q1	Special qualities argument should not override the needs of local people	Support the need to ensure local communities are considered part of the special qualities.
	Table 1	Impacts and adaptation options seem heavily weighted to tourism /	Noted for text review. Intention is certainly to take a

		market forces: Should be qualified with regard to local communities need	rounded view helping residents and visitors.
	Table 2	Example not good for local communities. Support idea of own climate smart planning but will need technical support/advice and mechanism to involve local people in changes needed	Support the view that technical information and helping mechanisms will be needed and would welcome local community involvement in developing that.
	Q5	Agree with flood risk analysis and support preliminary conclusions	Noted and welcomed.
	5.6 3 rd para	Support principle of need for high quality information and needs to be appropriate to local level to help engage people	Noted.

APPENDIX 2

Summary of responses to Broads Climate Adaptation Plan - FULL PLAN

Name/ organisation Alphabetical order	Location in Plan	Comment	BA response
J Ash, BA member	P4, third line	Use the phrase 'water resources' – bit ill-defined what you are referring to	Will clarify – means water management in all its forms
	P6, first para	Climate over 30-50 years. Isn't the time frame longer and more like 100 years ahead?	Will clarify. Refers to the blocks of time used to reflect climate: normally 30 year blocks but occasionally longer – and these are used to look forward over the century.
	P7, bullets	Add sea level rise and its impact in the Broads.	Support. Noted for text review
	P7, last para, first sentence	Explain more fully how the sea level affects flooding in the Broads.	Support. Noted for text review
	P10, Table	Add into title the example is 'a riverside footpath'	Support. Noted for text review
	P12, bottom para	Add in sea level rise	Support. Noted for text review
	P13, Table	Indicative cost. Needs a bit of explanation about its meaning. Is the gap for options for Hotter drier summer deliberate?	Support. Noted for text review Error. Will put in something.
	P14, Sea level rise line	Put in strengthen RIVER defences alongside coastal ones	Support. Noted for text review

	P15, top line Squeeze of coastal	Salt barriers – explain what is meant Add ‘....against high ground and barriers	Support. Noted for text review
	P16, Tidal surges box	Add river management plans alongside Shoreline Plans	Support. Noted for text review
	P17, first line, First para	Clarity over meaning for ‘water resources’ Improve to draw out it is a tidal system throughout	Support. Noted for text review Support. Noted for text review
	P17, Climate impacts bullets	Add in another bullet point referring to squeeze of riverine habitats	Support. Noted for text review
	P18, top bullet pts	Add ‘Loss of river habitats’	Support. Noted for text review
	P21, Table, b. d.	May want to expand /explain ‘current legislation’ May want to add into considerations that this would only be a medium term solution	Noted for text review
	P23, top para	May need another look to make it clearer and more precise	Noted for text review
	P27, 2.9	Do the projections of absolute sea levels include isometric change? Would reference to river level changes be helpful?	Will check/ review
	P29,	Include that EA do design and construction of sea defences	Support. Noted for text review
	P31	Water and sewage companies: review what they do as limited work on flood management	Will review

	P32	IDBs: put in clearly that the core role is land drainage	Support. Noted for text review
L Johnson, Environment Agency, Sustainable Places planning advisor	Glossary	CAMS defined as including monitoring for failing water quality. This is not the case and needs to be changed	Support. Noted for text review
	Further comment will be made by the Environment Agency through the Adaptation Panel's deliberations on next steps		

Fen Habitat, Strategic Priorities, Opportunities and the Fen Survey
Report by Senior Ecologist

Summary: Fen habitats are internationally important as well as providing the richest wildlife areas in the Broads (Broads Biodiversity Audit, 2013). The strategic priorities for fens are supported by the guiding Biodiversity and Water Strategy. The opportunities to deliver these strategic priorities are set out. These opportunities include bidding for funding for 'Managing Multifunctional Peatland Landscapes for Everyone' (Multi-PLE – Interreg, North Sea Region) (Section 4) and a targeted repeat of the fen survey to track the reported decline in biodiversity value of some areas and success of fen management in other areas (Section 5).

Recommendation:

That members note the contents of the report and in particular:

- (i) the strategic priorities for fens set out in Section 2;
- (ii) the proposed programme of work under the Managing Multifunctional Peatland Landscapes for Everyone (multi-PLE) Interreg North Sea Region bid;
- (iii) the indicative conclusions of the draft Fen Survey Scoping Report; and
- (iv) the need to continue to work with partners to agree a programme of work for the fen survey and seek the necessary funding.

1 Broads Authority's Role in Caring for Fens

- 1.1 Over the past 25 years, the agri-environment support has provided direct payments for active fen management and restoration. This has retained the largest expanse of species-rich calcareous fen in lowland Britain as open landscapes, with around 50% of this owned by private landowners and probably over 50% owned or managed by conservation organisations. In addition conservation organisations, including the Broads Authority, have funded major restoration (e.g. creation of hundreds of hectares of new reedbed and fen at Hickling, Buttle Marsh, South and Mown Fen), turf ponding (e.g. Burgh Common, Woodbastwick, Broad Fen), and large-scale scrub clearance to restore fen (e.g. in the Bure and Yare valley fens), as well as developing wetland harvester and conservation grazing schemes.
- 1.2 Since 1995, two major fen surveys funded by Broads Authority and Natural England and predecessors, have been undertaken (Fen Resource Survey 1991-1994 and Fen Ecological Survey 2007-2010) aiding understanding of

their biodiversity, geodiversity and management, as well as the impact of salinity and water level changes on freshwater fen wildlife (particularly the unique vegetation and invertebrate communities). These studies demonstrate how the mosaic of different management in the Broads, including turf ponding, long rotation conservation cutting, grazing and commercial cutting, provides both varied and dynamic conditions essential for Broads wildlife. Many of the fen sites are designated for nature conservation value and the Environment Agency's review of abstraction and discharge consents has assessed that the majority of fens have the right amount and quality of water to support the unique Broads wildlife. There are several groundwater dependent fens in the Broads. The Broads Biodiversity Audit (2013) concluded that fen habitat supports the greatest biodiversity (both species number and number of conservation priority species) in the Broads.

- 1.3 The Broads Authority role since the mid-nineties has been working with partners to formulate the evidence and strategy for fen management and as a statutory consultee for water abstraction consultations, providing advice to the Environment Agency. The Authority provides advice to Natural England on Stewardship schemes for fens as well as supporting the reed and sedge cutters with equipment and skills. In addition the Authority owns and manages a large area of fen habitat and has specialised equipment, including grazing ponies and expert officers.
- 1.4 The Authority uses an 'adaptive management' process, designed to review policy and decisions, with an aim to reducing uncertainty over time, using a scientific, evidenced based approach.

2 Strategic Priorities for Fen Habitat in the Broads

- 2.1 These strategic priorities for fens are set out in accordance with the structure of the Biodiversity and Water Strategy (2013) and help explain the focus for the next five years in terms of 'why work on fens', 'how to achieve biodiverse fens' and 'what to focus on' as expanded on below:

2.2 Why work on fens?

- Broadland fens support the richest biodiversity of all Broads habitats and are an international priority habitat
- Clear evidence of negative change, for example:
 - a. loss of pioneer swamps and upland transition habitat
 - b. loss in species richness to sites dominated by common reed
 - c. increase of scrub at the expense of high quality fen
 - d. fewer wet fen areas, shown by the loss of important turf-pond communities
 - e. strong evidence of nutrient enrichment, partly due to the succession to woodland and partly as a result of general water quality and quantity

- f. increasing salinity on the ronds and fen sites, which will form a new pressure for change arising from shifts in climate
- Fens provide vital multiple benefits (ecosystem services) such as flood protection, water storage, carbon capture and storage which benefit people.
- Broads Authority has a leading strategic and operational role for adaptive fen management.

2.3 How to achieve biodiverse fens?

- **Creating and enhancing**
Create more healthy populations of priority species of conservation concern, by translocation and enhancing environmental conditions to improve and create fen habitat in the context of the multiple benefits. Maintain a mosaic of structural diversity within fen sites to maximise species variety and their resilience to climate change. Each site is considered on its own merits.
- **Protecting**
Achieve optimal water quality and quantity for a healthy fen habitat, by sustainable land and water management both at and around the site as well as the wider river catchment. Adapt management based on the best evidence. Protecting peat forming processes by hydrological management to retain and capture carbon to help mitigate the effect of climate change.
- **Understanding**
Incorporate high quality scientific evidence into decision making on all operational, policy and strategic levels. Identify the gaps in knowledge and seek to gain further evidence for improved management, protection and adaptation of fen habitat and species overall and on a prioritised site by site basis.
- **People engagement**
Demonstrate and communicate the outcomes of successful integrated protection, management and understanding. Relate messaging to multiple benefits (ecosystem services) such as health, flood protection, water storage, carbon capture and storage.

2.4 What to focus on?

- **Continued monitoring of vegetation and invertebrates** to assess change
- **Better understanding of water supply** and the effect of water management on fens, focusing on groundwater dependant sites
- **Better understanding and control of nutrient and other pollutant inputs** for fens and relationship with the water catchment

- **Understand impacts** on freshwater fens and reedbed and on species (e.g. fen orchid, swallowtail butterfly) **from drought, flooding and salt tides**
- **Reducing the isolation of fen sites** to create space for adaptation and a range of adjoining habitats to support diversity, both within and between river valleys – creation of connected habitats at upland and water body edges
- Create opportunities for **management and creation of new fen** sites by demonstrating multi benefit outcomes
- **Sustainable management of fen** through reed and sedge cutting; removal of cut material from long-rotation management; conversion of cut material to biomass and soil improvers;
- **Continue to adapt fen management**, including cutting and grazing, informed by new ecological evidence collected in a standard way

3 Opportunities

- The majority of fen designated for nature conservation and under **Stewardship** schemes creates opportunity for effective protection and enhancement
- Wetland habitat remains a **national priority** for the government with obligations to deliver targets set by the Water Framework Directive and the outcomes set out in the Government's England Biodiversity Strategy
- **Working with universities** to achieve better understanding of pressures on fen habitat and priority species
- **Developing specialised volunteers** to support survey and monitoring
- Learning from the Department of Energy and Climate Change funded '**Wetland Biomass to Bioenergy project**' and gaining the final results from each of the end-to-end systems trialled
- Supporting the application to **Princes Trust Countryside Fund** for the Broads Reed and Sedge Cutters Association, to support the self-sustaining and sustainable development of thatching reed production in the Broads, to allow the Broads Reed and Sedge Cutters to continue to improve the management of reed and sedge habitats

- **Managing Multifunctional Peatland Landscapes for Everyone (Multi-
PLE) Interreg North Sea Region bid**
 - Four year project working across the UK, Belgium, The Netherlands and Germany will seek to achieve a better balance between human activity and the natural environment, focusing on the sustainable management and use of water. Tackling some of the most pressing threats to the unique lowland peatland landscapes of the North Sea Region and the ecosystem services they provide, this project will aim to ensure balance between the many changing demands on water resources including climate change across the low lying peat landscapes and work towards new agreements on how this balance can be maintained in the long-term.
 - This bid is an opportunity to fund some of the priority work from the fen survey scoping report. An expression of interest was submitted in May 2015. Partners are expected to hear on options for submitting a full application for a four year project in early November 2015. Broads Authority work packages include:
 - Lake enhancement – Hickling island/reedswamp development
 - Schools wetland curriculum – developing educational materials to increase knowledge of peatland ecosystems
 - Fen survey with volunteers – skills development for vegetation survey to help monitor change
 - Natural capital project – business and landowner multiple benefit local opportunity assessment
 - Water community – clear communication about the state of the water environment in the Broads
 - Other partners in the Broads are the RSPB, who will be acting as the lead partner, and the Norfolk Rivers Trust.
- Partners to find funding for core surveys to inform management and habitat quality of owned sites, including partners pooling their survey plans and so lessen costs and working in partnership
- Species or habitat focused projects, such the 'Million Ponds' project and 'fen raft spider project' can be effective as funders are often interested in finding funds for projects with charismatic species or clear outcomes
- New investments from private companies and developer contributions

4 Fen Survey

- 4.1 During the period 2005-2009, the Broads Authority and Natural England commissioned a comprehensive survey of fen vegetation of Broadland, together with a survey of fen invertebrates (OHES, 2010 and Lott et al, 2010). The results were used to describe the fen resource in National Vegetation Classification terms, provide an overview of environmental and management

factors and assess the conservation importance of the fens in their current state. The results were then used to produce a Condition Assessment report for each river valley (OHES, 2012 (2015 revision)), taking into consideration the designated features for each site.

- 4.2 As these surveys are now approaching 10 years old for some sites, consideration is currently being given (and funding sources being considered) for commencing a repeat of the Broads Fen Ecological Survey in 2016/17. The method best suited to repeating this survey, and the outcomes which can realistically be achieved, need careful consideration. Firstly, because of the nature of the baseline data and how it can be interpreted, and secondly because of the considerable cost of repeating such a survey. The 2007-2010 survey cost around £250,000 for the vegetation survey element alone.
- 4.3 Following a meeting between officers of the Broads Authority, Natural England, RSPB, Environment Agency and other interested parties, it was concluded that this would best be approached by undertaking a scoping study (Appendix 1) which sought to answer the following questions:
- (a) What information/conclusions could be drawn from a repeat of the Fen Ecological Survey?
 - (b) Which fen sites should be prioritised for vegetation or invertebrate surveys?
 - (c) What methods could be used for undertaking a repeat survey (including advantages and disadvantages of the various approaches)?
 - (d) How should the data be analysed and stored?
 - (e) How can the data be linked into other sources of information in order to expand our understanding of how to achieve best condition for Broadland fen sites?

The scoping report sets out objectives of a repeat survey and the options for the most effective way to deliver robust data. This report is with partners for comment.

- 4.4 Initial feedback from partners includes that the focus should be on assessing the following questions for the following reasons:
- Are certain species/communities in decline/problematic?
 - Are SAC features (or communities of interest) still present in the same quantities/condition?

There is support for targeted, fixed point monitoring of both a representative suite of samples, with a focus on some of the key Broadland species that are under threat locally and where targeted management can help – i.e. lesser water plantain, fen orchid, fen pondweed, intermediate bladderwort, grasswack pondweed.

- How are certain priority sites responding to external factors (e.g. abstraction, eutrophication, tidal surges)?

It would be useful to have site specific evidence of these processes and useful to provide evidence to tackle threats to site condition, with NE condition assessment also having a role.

- Are certain management practises more suited to specific communities?

This would be a high priority; however partners feel that there may be low confidence that this analysis could tell us anything new.

- 4.5 It is clear that prioritisation of efforts on key sites will be required as a result of declining resources. The scoping report suggested different methods for prioritising sites and the partners have yet to agree on the best approach.
- 4.6 Partners will meet to finally agree the priority questions and approach set out in the draft scoping report. They will consider the indicative costs and determine what contribution can be found from partners for the financial year 2016/17 and into the future. The scoping report will be finalised in January 2016.

5 Conclusions

- 5.1 As set out in the guiding Biodiversity and Water Strategy, fen is the most wildlife rich habitat in the Broads and has shown recent loss and change and requires ongoing protection, enhancement and understanding from a sound evidence base.
- 5.2 The Broads Authority has a leading role in setting the strategic direction for evidence based management and undertakes a significant amount of fen management in the Broads area.
- 5.3 The recommendations of the draft Fen Survey Scoping Report inform the detail of the programme of work for fen survey and evidence gathering. Finding resource to deliver the priority elements of these recommendations is going to be a challenging next step.
- 5.4 It is hoped that there will be an opportunity to undertake some of these recommendations and further value fen habitats as part of the multi-PLE Interreg North Sea Region bid. If this bid is not successful further funding will be required to deliver these work programmes.

References:	<p>Panter C, et al (2013). Broads Biodiversity Audit, Broads Authority Report.</p> <p>Lott, D.H., Drake, C.M. and Lee, P. (2010). Broads Fen invertebrate Survey: Final Report. Aracne.</p> <p>OHES (2010). Broadland Fens Vegetation Survey, Broads Authority Report</p> <p>OHES (2012, revised 2015). Broadland Fens Condition Assessment 2011-Ant Valley Fens, Broads Authority Report</p>
Author:	Andrea Kelly
Date of report:	6 November 2015
Broads Plan Objectives:	BD1, BD4, BD5
Appendices:	APPENDIX 1 – Project Brief: Scoping report for the repeat of the Broadland Fen Ecological Survey

Project Brief: **Scoping report for the repeat of the Broadland Fen Ecological Survey.**

Context:

Consideration is currently being given (and funding sources being considered) for commencing the repeat of the Broads Fen Ecological Survey in 2016/17. This will track community change against environmental parameters and management which have occurred since 2007-10. However, the method best suited to repeating this survey, and the outcomes which can realistically be achieved, need careful consideration. Firstly, because of the nature of the baseline data and how it can be interpreted, and secondly because of the considerable cost of repeating such a survey.

Following a meeting between the Broads Authority, Natural England, RSPB, Environment Agency and other interested parties, it was concluded this would best be approached by undertaking a scoping study.

Aims:

The aims of the study would be to answer the following questions;

1. What information/conclusions could be drawn from a repeat of the Fen Ecological Survey?
2. Which fen sites should be prioritised for vegetation or invertebrate surveys?
3. What methods could be used for undertaking a repeat survey (including advantages and disadvantages of the various approaches)?
4. How should the data be analysed and stored?
5. How can the data be linked into other sources of information (such as hydrological data and Lidar) in order to expand our understanding of how to achieve best condition for Broadland fen sites?

Method:

Data collation:

A number of sources of information have been identified which can be used for the scoping exercise. They include:

- The Fen Ecological Survey 2007-10
- The Fen Invertebrate Survey 2007-10
- Vegetation data from monitoring plots/repeat surveys on up to 10 Broadland sites since 2007
- Fen site condition from NE
- Fen meadow sites that require invertebrate and vegetation assemblage data from BA, NE
- Data on fen management sourced from RSPB, BA and NE
- Hydrological data
- Rainfall data

This would be supported by other documents held by the BA such as the;

- Broadland Fens Site Hydrology Assessment and WETMEC development (September 2011)
- Fen Condition Survey (2011)
- Biodiversity Audit (2011)
- Analysis of Vegetation Change at Sutton and Catfield Fens between 2007 and 2012 (2013)
- Summary data from Jo Parmenter's vegetation survey of 1991-93

Data assessment:

The datasets listed above will be used to assess how a repeat survey might best be undertaken and what the outcomes might be. For this purpose, the repeated surveys of the 10 Broadland sites will be a particularly useful source of information. Due to time/budget constraints it will not be possible to perform a detailed analysis of all 10 sites in terms of vegetation change since the 2007 survey. Instead, five or six of the ten sites will be selected, which best reflect a range of conditions, management histories and water supply mechanisms. These sites will then be analysed to ascertain the possibilities and limitations of different repeat survey/analysis methods.

The assessment will need to be specifically geared to the questions listed in the Aims.

Context Section:

- 1. Information/conclusions that could be drawn from a repeat of the Fen Ecological Survey**
- 2. Methods that could be used for undertaking a repeat survey (including advantages and disadvantages of the various approaches)**

Repeat survey:

The Fen Ecological Survey methodology was set up with a view to several objectives. These objectives included not only to provide a baseline of the current condition of the fen resource but also to provide an overview of the relationship between fen types in the Broads (within National Vegetation Classification terms). The objectives of a repeat survey may be somewhat different (largely concerning tracking community change against environmental parameters and identifying effective management practises). The nature of the existing data will be suited to answering certain questions but may be of limited value in respect to others. This will necessarily be dependent on what additional information has been gathered in the intervening years. For example, it would be difficult to assess the effect of changes in water level management if rainfall data did not exist for the relevant years. This is because a shift in floristic composition towards a wetter community might be the result of atypically wet summers when the vegetation was recorded.

Repeating the Fen Ecological Survey in an identical fashion to that used in 2007-10 is unlikely to be able to show detailed changes of individual species in direct response to management because it will not be possible to relocate the 2007 plots exactly. This can only be achieved through setting up permanent monitoring plots (which has already been undertaken on some sites). However, a Broad scale fen survey is necessary to complement this detailed monitoring and is the only way to provide an overview of the fen resource, which can then be linked into permanent monitoring plot data.

Methods:

Any methodology proposed will need to be directly comparable both between sites and years, with an ability to reflect wider changes in Broadland. Any difference in methodology (for example, in sample density) risks the two datasets being devalued. Consistency of skill and effort levels for recording is also imperative so that variations between sites and recording periods exclude significant recorded variation. This is likely to require training and a shared approach. For example, would it be feasible to use a volunteer base for repeat surveys? Would it be possible to integrate repeat surveys with ISA or are the methodologies not sufficiently compatible?

Main report sections

- 3. Which fen sites should be prioritised for vegetation or invertebrate surveys?**

Several factors would seem to be relevant with regard to prioritising sites for repeat surveys. These include whether i) a site was missed in the last survey, ii) the site has permanent monitoring plots, iii) the site requires an ISA, iv) the site is known to have

undergone management / hydrological change, v) the site contains hydrological monitoring data, or vi) site condition status.

Fen sites subject to consistent succession management tend not to change rapidly in ways which can easily be picked up by NVC surveys and therefore may be low priority. However, there is also an argument for recording some sites where conditions are believed to be very stable in order to put other site data in context. Furthermore, it could be argued that sites should be selected across a range of conditions (based on, for example, their water supply mechanism) and the full range of vegetation types. All these issues will need to be considered, and a protocol established for prioritising repeat surveys.

Since the invertebrate ordination carried out in 2007-10 gave many answers it does not need repeating. However a lack of data on some sites of site condition relating to invertebrates may be required.

The only variant on this would be on fen meadow, where some extra survey might be useful to better place the assemblages there. But this is likely to be rather peripheral to the main fen argument.

This issues will need to be considered in terms of repeat invertebrate and vegetation surveys, together with the timescales such approaches would require.

4. How should the data gathered be analysed and stored?

In the previous 2007-10 survey, the data was rigorously analysed using a combination of ordination, assessment by eye and ecological tools, but this was in part to assess the distinctiveness of the Broadland fen vegetation. The scoping study will need to address whether this process needs to be repeated in full, or whether other methods/simplified processes would be equally as valid. For example, by using the floristic tables generated in the 2007-10 survey to classify subsequent vegetation survey data rather than sending it through an ordination process.

The scoping study will need to consider whether it is possible to analyse the data in a way which identifies what is a significant change and what is merely natural stand variation. Furthermore, issues which developed during the 2007-10 surveys relating to data storage and management should also be identified here, so that complications with future surveys can be avoided.

GAP assessment and limitations:

This section should identify whether there are any gaps in the data available and how those gaps will affect the conclusions which can be drawn from a repeat survey. For example, to interpret fen survey and monitoring, site management needs to be recorded comprehensively, though this has implications for resources and partner organisations. Similarly, with the support of EA with regard to ROC monitoring, would it be worthwhile to continue hydrological monitoring at certain sites and if so, how can we tell which sites those are?

Consideration of the gaps in assessment of the fen meadows plant and invertebrate data also need to be considered.

Conclusions/recommendations:

The scoping study will need to bring together the conclusions of the trial analysis described above and generate a series of recommendations for the way forward. The recommendations can then be taken forward to a second phase of the scoping study (following this project) which should consist of

stakeholder consultations and assessment of funding resources. This would ensure whatever is proposed in survey terms is sustainable and within the resources of the partner organisations. Primarily by starting with a smaller number of schemes which have been prioritised in a logical fashion and then expanding the number of sites as resources become available.

Timescales:

To be drafted by October 2015 (with recommendations for funding actions in 2016)

To be completed January 2016

Strategic Direction
Report by Chief Executive

Summary: This report sets out progress in implementing the Authority's Strategic Priorities for 2015/16 and draft priorities for 2016/17.

Recommendations:

- (i) To note the updates for 2015/16.
- (ii) To consider the proposal that the same five priorities be retained for 2016/17, together with two additional areas of focus, namely climate change and sea level rise, and the Comprehensive Spending Review.

1 Progress on Strategic Priorities 2015/16

- 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 below and in Appendices 1 and 2. Updates on all objectives in the Broads Plan are posted on the e-Plan website at: www.broads-plan.co.uk.

2 Draft Strategic Priorities 2016/17

- 2.1 The work on most of the current year's Strategic Priorities flows beyond one year and therefore it is suggested that they (Items 1-5 below) should be retained in an updated form for 2016/17. Two additions (6-7) are suggested for Members to consider:

- Climate change and sea level rise
- Comprehensive Spending Review

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. Work has started on developing the new plan with scoping workshops recently held for Members and the Broads Forum.

2. Broads Landscape Partnership

The Authority and its partners have been successful in their initial bid to the Heritage Lottery Fund for £2.6 million under the Landscape Partnership Programme. A major commitment for the Authority will be coordinating the development phase over the next 18 months.

3. Hickling Broad Enhancement Project

A short and long-term approach for the management of Hickling Broad, building on scientific evidence from the Broads Lake Review, has been agreed and the Authority has committed resources for 2016/17 to take the Project further forward. An Expression of Interest has been submitted for EU funding and we hope to be invited to submit a full application in January 2016. The proposed enhancements to Hickling are simple but the execution of them is complex, balancing the needs of the ecology, landowners and users of the Broad.

4. Promoting the Broads

The Authority is currently reviewing and updating the Broads Sustainable Tourism Strategy and Action Plan in partnership with local businesses. This will be completed in the current financial year. The implementation of the Action Plan and crucially the branding initiative will be strategic issues for 2016/17, the latter dependent on the outcome of the Judicial Review process in February 2016.

5. Stakeholder Action Plan

While much of the Stakeholder Action Plan has been delivered, it is suggested that it remain a priority to keep the Authority's focus on engagement through mechanisms such as the Parish Forums and workshops for Members.

6. Adaptation to Climate Change and Sea Level Rise

Climate change and sea level rise remain the biggest long-term threats to the Broads. At the recent Broads Climate Partnership meeting, a programme of further research on some of the key adaptations was discussed. Given the importance and profile of this work it is suggested that it is included as a Strategic Priority.

7. Comprehensive Spending Review (CSR) – subject to decision on NPG

The Chancellor will be announcing the result of the CSR on November 25. The indications are that Defra has with three other Departments settled for cuts over four years of on average 30%. At this stage there is no indication what this means for National Park Grant. In the event of substantial reductions in the Authority's income, a review of all expenditure will need to be undertaken and revised priorities determined.

Background papers:	Nil
Authors:	John Packman, Maria Conti
Date of report:	9 November 2015
Broads Plan objectives:	CC2, BD1, BD3, BD5, PE1, PE2 and TR2
Appendices:	APPENDIX 1 - Strategic Priorities 2015/16 APPENDIX 2 – Feedback on Broads Parish Forum held on 26 October 2015

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

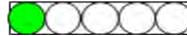

Implement multiple actions in response to the issues identified in the 2014 stakeholder surveys of hire boat operators, private boat owners, residents and visitors.








Updates on all Broads Plan objectives are posted on the e-Plan website at: www.broads-plan.co.uk

Strategic Priorities Progress Report – update November 2015

Priority	Lead	Key milestones	Progress to date	Status
Broads Plan Review	Maria Conti	<ul style="list-style-type: none"> ▪ Scoping Mar - Nov 2015 ▪ Consult on first draft plan by end Feb 2016 ▪ Consult on revised draft by end Jul 2016 ▪ Adopt plan Mar 2017 ▪ Implement plan Apr 2017 	Broads Plan workshops held with BA and Navigation Committee Members on 7 Oct and Broads Forum on 5 Nov. First draft plan in preparation.	
Broads Landscape Partnership Scheme: Water, Mills and Marshes	Will Burchnell	<ul style="list-style-type: none"> ▪ Submit first application to HLF by 1 Jun 2015 ▪ HLF decision Oct 2015 ▪ (TBC: Further development phases Nov 2015 - May 2017; delivery phase May 2017- May 2022) 	BA successful in 1st stage bid for £2.6m from HLF for Landscape Partnership Scheme. Development funding of £226,000 also been awarded to help Partnership progress plans to apply for full grant. Development phase work to begin this year with delivery phase scheduled for 2017.	 
Hickling Broad Enhancement Project	Trudi Wakelin	<ul style="list-style-type: none"> (a) Collate baseline data including Broads Lake Review outputs by Apr 2015 (b) Hold Lake Review stakeholder workshop Apr 2015 (c) Develop partnership approach with stakeholders and agree refreshed vision for Hickling by Sept 2015 (d) Seek planning permission and in principle agreement from regulators to deliver vision (e) Develop external funding options - Jan 2016 	<ul style="list-style-type: none"> (a) Completed (b) Completed (c) Completed (d) NE assent received; detailed design on priority area to be worked up. (e) Awaiting feedback from Interreg funding EOI. 	  

Priority	Lead	Key milestones	Progress to date	Status
		(f) Undertake supporting research and pilots to inform feasibility by Mar 2016	(f) Nicospan trial due to start Nov 15.	
Promoting the Broads	Lorna Marsh	(a) Produce Broads National Park branding guidelines for tourism industry by Summer 2015	(a) Guidelines produced; awaiting legal guidance for dissemination in light of judicial review	
		(b) Review Sustainable Tourism Strategy and Action Plan: <ul style="list-style-type: none"> • Scoping Mar - Nov 2015 • Consult on first draft plan by end Feb 2016 • Consult on revised draft by end Jul 2016 • Adopt plan Mar 2017; implement Apr 2017 	(b) Consultants appointed. Stakeholder consultation ongoing and first draft strategy to be produced in Dec 2015.	
Stakeholder Action Plan (extract for reporting)	Andrea Long	(a) Workshop with hire boat operators to understand their concerns (b) Explanation of tolls structure in Broadsheet; website content for tolls information (c) Circulate Bulletin to parish clerks (d) Residents' newsletter (e) New Broads Parish Forum format (f) Promotion of Broads Experiences	(a) Workshop held. (b) Website amended to communicate restructure for effectively; Feb edition of Broadsheet to include updated information. (c) Bulletin to be replaced by regular Chief Executive's update via email, a version of which will be circulated to parish clerks for dissemination to residents and other contacts (d) See response to (c) above (e) New 'issue specific' format trialled	    

Priority	Lead	Key milestones	Progress to date	Status
		(g) Promotion of Proximity Campaign, including Greeters' Initiative	<p>successfully at Hickling on 26 Oct (Thurne/Lower Bure area forum). Next forum to be held early 2016 to promote Landscape Partnership Scheme (Waveney/Yare). (See Appendix 2)</p> <p>(e) Promotion of Broads Experiences will form part of a new Enjoy the Broads website and possible supporting material in 2016.</p> <p>(f) Greeters' initiative and other Proximity actions incorporated in Sustainable Tourism Strategy review for delivery in 2016.</p>	 

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		

Feedback on Broads Parish Forums

Thurne & Lower Bure Parish Forum – 26 October 2015, Hickling

The Audit into Consultation Activity and Partnership Provisions in January-March 2015 identified the need for formal feedback from each Broads Parish Forum to the following Broads Authority.

The most recent Parish Forum was held at Hickling Barn, Hickling on the evening of 26 October 2015. This was the first of our 'issue specific' forums, following consideration of the forum format by the Broads Authority in July 2015. The purpose of this forum was to raise local community awareness of the Hickling Broad Enhancement Project (a BA Strategic Priority 2015/16) and get public feedback on the draft project proposals. The project has evolved through a partnership process involving a wide range of stakeholder organisations and local people, partly facilitated by the Upper Thurne Working Group.

The format for the forum involved a short 'drop in' session where members of the public could chat informally to Broads Authority Officers and Members, followed by a formal presentation on the Hickling Project and a question and answer session. The formal session was introduced by the Chair, with presentations and Q&A responses from John Packman, Trudi Wakelin, Dan Hoare and Rob Rogers.

The meeting was well attended by around 80 members of the public. In addition to Broads Authority officers, nine members from Broads Authority and Navigation Committee were in attendance.

Questions from the floor included:

Questions	Responses
How is the feral geese population being managed?	BA working with BTO to research migration and movement patterns, much of which appears to be regional. Dealing with overpopulations causes is a sensitive topic.
What are the effects of land use change on phosphorus in the Upper Thurne?	Change of land use from arable to grazing pasture is shown to reduce nutrients in water courses, but political will is needed to make such changes.
When did phosphorus start to be laid down in the Broad?	Phosphorus is predominantly found in the upper, more recently accumulated sediments, laid down in the last 50-60 years

How deep is the sediment in Hickling, and what is its composition?	It varies – better quality sediment such as marl sits under more sloppy, dark loose sediment layer which is anything from a few cms to 1m. Loose sediment focuses in deeper areas such as previously dredged channels.
What are the conditions needed for dredging?	Temperature of 8° or lower, greater water depth. Work must be completed by end of February 2016. If temperature conditions are not met within this window of opportunity, work cannot be carried out because of risk of Pymnesium bloom.
Will dredging cause damage to seed pods?	No, dredging removes the loose top layers of sediment only and does not go down into the seed bed.
The area was pumped previously; is lack of flushing an issue?	The only freshwater input is from Catfield Dyke pump, so there is very little flushing in the broad.
A possible solution is to divert water from the River Ant at Sutton across the flat dyke network to Catfield Dyke and into Hickling	Such a scheme would be prohibitively expensive. Would also divert water from Barton/Catfield, where water resource is already scarce. Land management and drainage issues are being discussed at next Upper Thurne Working Group meeting, with IDB representatives present.
What are the navigation user benefits of the proposed Hickling project works?	Project aims to create more healthy plant beds and biomass, with enhanced refuge areas. This overall enhancement of aquatic plants in the broad would provide a stronger case for plant management for navigation benefits in other parts of the broad.
<u>Land access – is there enough/too much?</u> Not enough land-based access around the broad, very limited opportunities to view the broad. Windsurfers use 'beach' and keep it locked. Could extend footpath access to broad from existing permissive footpath from	Points raised were comments rather than questions

<p>Catfield Dyke or Swim Coots Mill</p> <p>NWT – lot of visitor infrastructure on north side of broad; more footpath access created by flood protection embankment works, giving good views of the broad.</p> <p>More access would spoil the remoteness and cause disturbance to wildlife, current access levels are right.</p>	
<p>Major challenge is sourcing funding – important to ensure the project provides multiple outcomes, for navigation, recreation and biodiversity, to give the best chance of drawing in funding.</p>	<p>We always strive for multiple outcomes in the work we do, to meet all our statutory purposes.</p>
<p>How will BA respond to any further reductions in its National Park grant?</p>	<p>Working to draw in UK and European funds – currently awaiting HLF bid outcome, and undertaking EU bid for sediment management work. Also looking at commercial sponsorship (all National Parks) and commercial sales (e.g. through information centres).</p>

Next Parish Forum

Given the good attendance and interest at the Hickling Parish Forum, it appears that both the 'issue specific' format and the event publicity work well. Following the Authority's recent success in being awarded Heritage Lottery funding for the Landscape Partnership scheme, it is proposed to hold the next parish forum in the New Year within the defined Landscape Partnership area (Waveney/ Yare/ Chet triangle). The forum will promote public awareness and interest in the project during the early stages of its development. As with previous forums, there will also be a 'drop in' session for the public to meet and talk informally with BA Members and Officers on any issues of local interest.

Financial Performance and Direction
Report by Head of Finance

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

Recommendations:

- (i) That the income and expenditure figures be noted.
- (ii) That the additional expenditure from the Planning Delivery Grant (PDG) reserve set out in paragraph 6.1, totalling £5,000, be approved.

1 Introduction

- 1.1 This financial monitoring report summarises details of the forecast outturn and actual expenditure for both National Park and Navigation.

2 Overview of Actual Income and Expenditure

Table 1 – Actual Consolidated I&E by Directorate to 30 September 2015

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(4,532,547)	(4,513,123)	- 19,424
Operations	1,991,532	1,846,594	+ 144,938
Planning and Resources	1,440,095	1,277,045	+ 163,050
Chief Executive	220,520	216,408	+ 4,112
Projects, Corporate Items and Contributions from Earmarked Reserves	(315,970)	(133,458)	- 182,512
Net (Surplus) / Deficit	(1,196,369)	(1,306,534)	+ 110,164

- 2.1 Core navigation income is behind of the profiled budget at the end of month six. The overall position as at 30 September 2015 is a favourable variance of £110,164 or 9.21% difference from the profiled LAB. This is principally due to:

- An overall adverse variance of £19,424 within toll income:
 - Hire Craft Tolls £23,531 below the profiled budget.
 - Private Craft Tolls £8,469 above the profiled budget.
- A favourable variance within Operations budgets relating to:

- Construction and Maintenance salaries is under the profiled budget by £10,181 due to staff vacancies.
- Equipment, Vehicle and Vessels is under the profiled budget by £54,981 due to timing differences between the profiled budget and actual receipt of the 3rd Wherry invoices and the additional income from the Dockyard sale.
- Water Management is under the profiled budget by £21,693 due to timing differences between the profiled budget and actual receipt of invoices.
- Land Management is above the profiled budget by £25,308 due to the change in payment schedule of the HLS income.
- Practical Maintenance is under the profiled budget by £17,996 due to a number of small variances within each cost centres totalling £17,996.
- Ranger Services is under profiled budget by £42,081 due to delayed letting of the new launch contract following changes in the procurement regulations.
- Premises are under profiled budget by £12,858 due to a number of smaller variances.
- A favourable variance within Planning and Resources budgets relating to:
 - Development Management is under profiled budget by £45,471 due to additional income being received for Section 106 agreements.
 - Project Funding is under profiled budget by £13,539 due to timing differences on the receipt of income and expenditure.
 - Visitor Centres and Yacht Stations is under profiled budget by £26,701 due to variances within income, salaries and expenditure.
 - ICT is under profiled budget by £16,831 due to delays on the infrastructure and DMS project.
 - Head Office is under budget by £43,829 due to timing difference between the profile budget and actual receipt of the rent invoice.
- An adverse variance within Projects, Corporate Items and Contributions from Earmarked reserves. This relates entirely to expenditure from Earmarked reserves:
 - Planning Delivery Grant reserve is behind profile by £18,720 due to the delayed DMS expenditure.
 - Property reserve is behind profiled expenditure by £31,101 due to the delayed completion on the land purchase at Acle (sale completed 3/11/15).
 - Plant, Vessels and Equipment reserve is behind profiled expenditure due to delayed billing for the 3rd Wherry and the delayed letting of the launch tender. An overall variance of £101,494.
 - 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

	Ref	£
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
Additional Budget for Hickling	25/09/15 Item 8 & 13 (BA)	21,000
LAB at 30 September 2015 – surplus		(64,084)

- 3.2 Taking account of the budget adjustments, the LAB therefore provides for a consolidated surplus of £64,084 in 2015/16 as at 30 September 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 September 2015, the forecast outturn indicates:
- The total forecast income is £6,206,038, or £34,594 behind the LAB.
 - Total expenditure is forecast to be £6,188,919.
 - The resulting surplus for the year is forecast to be £17,119.
- 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 £46,965 against the LAB.

Table 3 – Adjustments to Forecast Outturn

Item	£
Forecast outturn surplus per LAB	(64,084)
Adjustments to forecast outturn reported 25/09/15	37,605

Decrease in Private Craft Income for month 6 actuals	3,443
Increase in Hire Craft Income for month 6 actuals	(1,321)
Increase in Planning income for New Homes Bonus and Generation Park	(12,762)
Increase in Legal expenditure for JR and High Court Appeal	20,000
Forecast outturn surplus as at 30 September 2015	(17,119)

- 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 £34,594 in forecast toll and interest income for the year.

5 Reserves

Table 4 – Consolidated Earmarked Reserves

	Balance at 1 April 2015	In-year movements	Current reserve balance
	£	£	£
Property	(586,757)	93,769	(492,988)
Plant, Vessels and Equipment	(240,790)	63,406	(177,384)
Premises	(169,930)	(15,000)	(184,930)
Planning Delivery Grant	(353,676)	28,980	(324,696)
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)
Total	(1,593,427)	154,857	(1,438,570)

- 5.1 £809,838 of the current reserve balance relates to navigation reserves.

6 Thorpe Island Court Costs

- 6.1 Following on from the Court of Appeal decision to refuse the appeal against the High Court Case the Authority is now in a position to pursue an injunction (following the resolutions of the Planning Committee in August 2015 and October 2015). This is not without costs and these are estimated to be in the region of £20,000. It has been proposed that this will be funded from the Planning Delivery Grant Reserve. In addition, following the Authority's decision in July to approve additional funds from the Planning Delivery Grant reserve for the Habitats Regulation Assessment (Item 11, section 5.4) there have been savings made from the tender process meaning that the original £30,000 allocated will not be fully spent, offering a saving of £15,000. This

means only an additional £5,000 would be required from the reserve for the Thorpe Island costs. This would indicate a reserve balance of £200,176 at 31/03/2016.

7 Summary

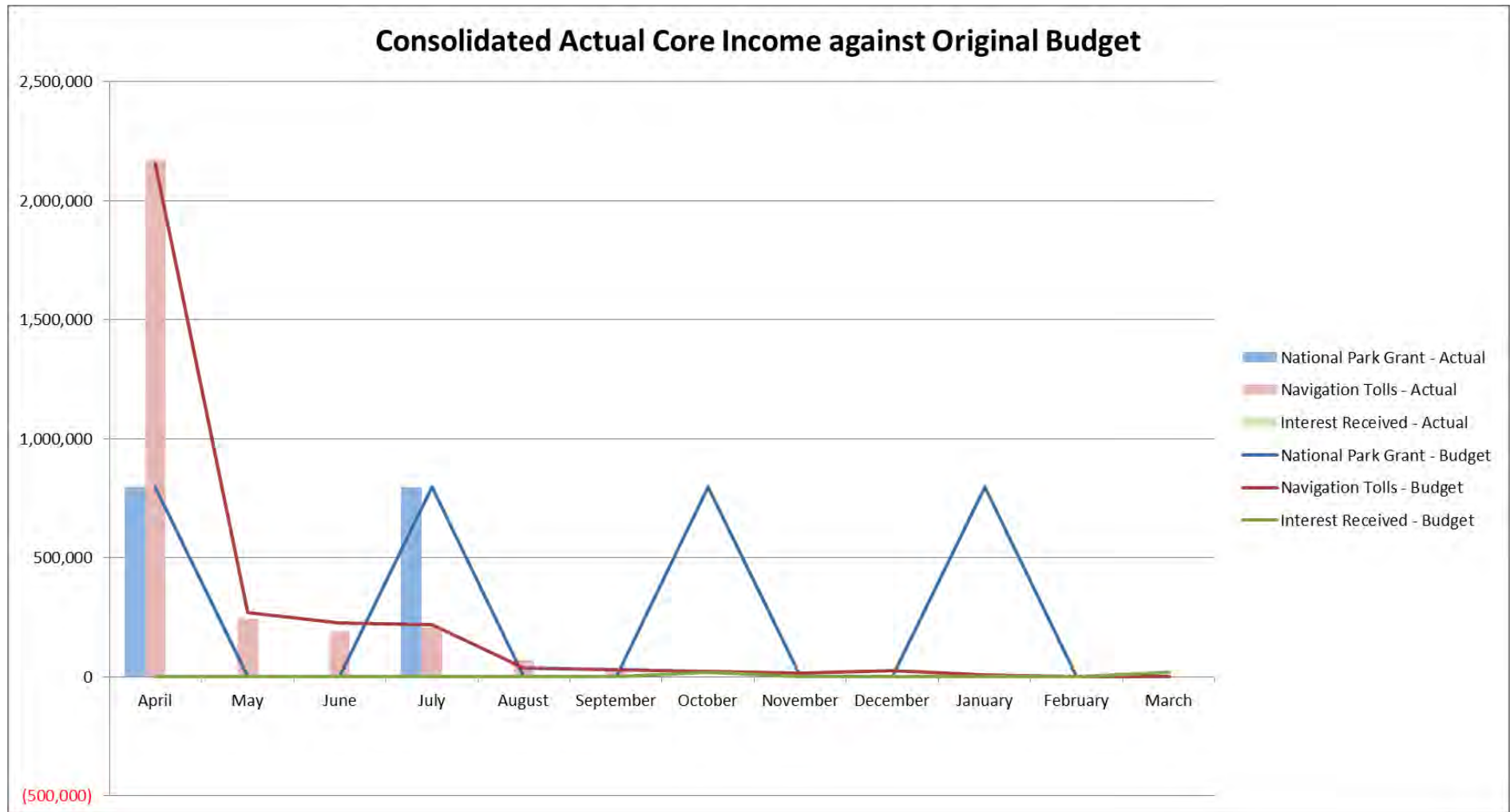
- 7.1 The current forecast outturn position for the year suggests a surplus of £28,637 for the national park side and a deficit of £11,518 on navigation resulting in an overall surplus of £17,119 within the consolidated budget, which would indicate a general fund reserve balance before year-end adjustments of approximately £982,094 and a navigation reserve balance of approximately £268,620 at the end of 2015/16. This will mean that the predicted navigation reserve at the end of 2015/16 will fall below the recommended level of 10% of net expenditure to 8.9%.

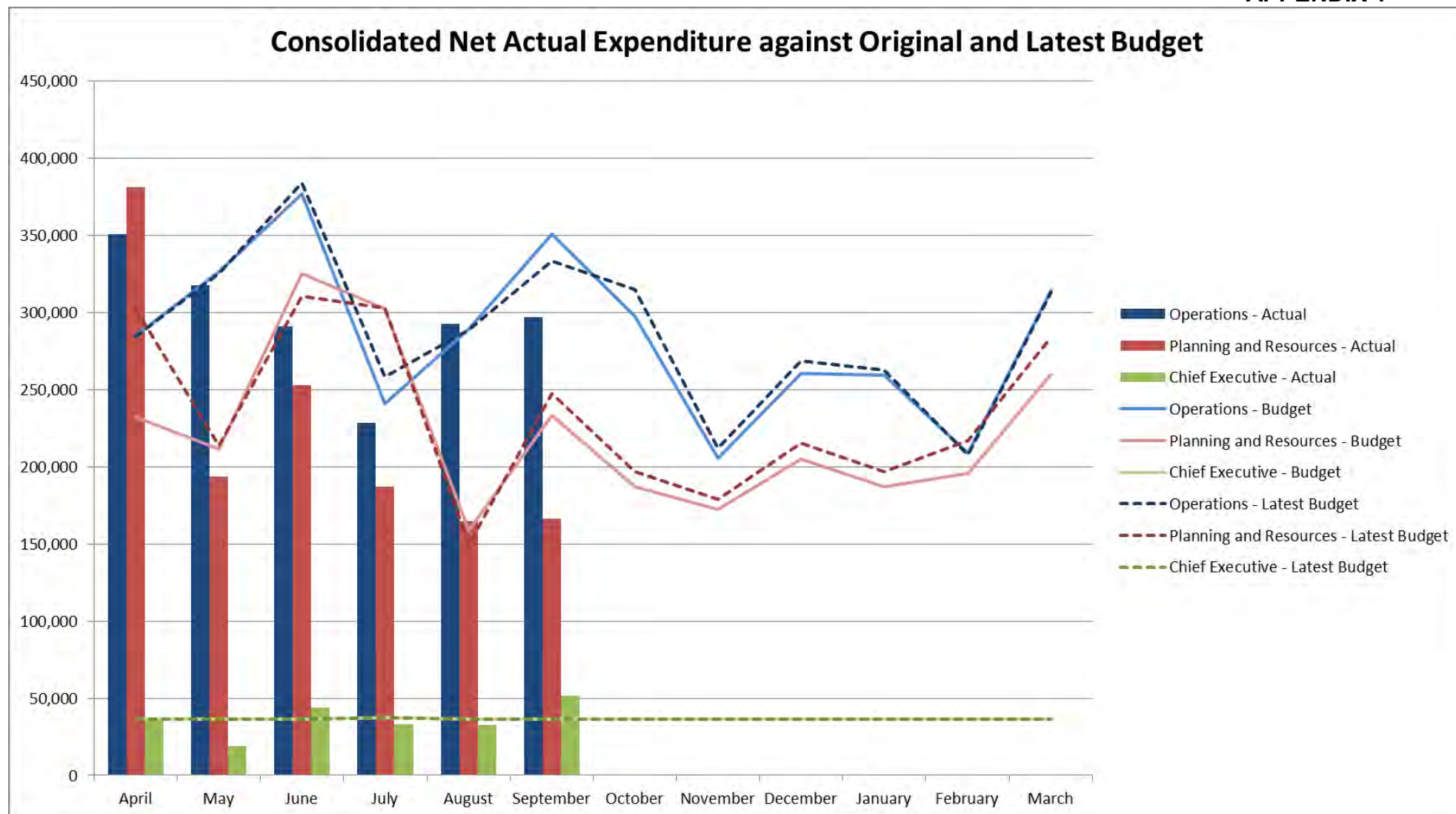
Background papers: None

Author: Emma Krelle
Date of report: 3 November 2015

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 30 September 2015
APPENDIX 2: Financial Monitor: Consolidated Income and Expenditure 2015/16





To 30 September 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	(6,240,632)		(6,240,632)	(6,206,038)	- 34,594
National Park Grant	(3,188,952)		(3,188,952)	(3,188,952)	+ 0
Income	(3,188,952)		(3,188,952)	(3,188,952)	+ 0
Hire Craft Tolls	(1,090,525)		(1,090,525)	(1,068,689)	- 21,836
Income	(1,090,525)		(1,090,525)	(1,068,689)	- 21,836
Private Craft Tolls	(1,869,042)		(1,869,042)	(1,871,284)	+ 2,242
Income	(1,869,042)		(1,869,042)	(1,871,284)	+ 2,242
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	3,576,751	108,220	3,684,971	3,684,971	+ 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	2,300	633,800	633,800	+ 0
Income			0		+ 0
Expenditure	631,500	2,300	633,800	633,800	+ 0
Water Management	172,500	18,700	191,200	191,200	+ 0
Income			0		0
Expenditure	172,500	18,700	191,200	191,200	+ 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

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Practical Maintenance	459,200	87,220	546,420	546,420	+ 0
Income	(7,000)		(7,000)	(7,000)	+ 0
Expenditure	466,200	87,220	553,420	553,420	+ 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	82,918		82,918	82,918	+ 0
Income	(9,000)		(9,000)	(9,000)	+ 0
Salaries	57,918		57,918	57,918	+ 0
Expenditure	34,000		34,000	34,000	+ 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
Income			0		0
Salaries	115,030		115,030	115,030	+ 0
Expenditure	12,500		12,500	12,500	+ 0
Planning and Resources	2,508,920	162,337	2,671,257	2,663,628	+ 7,629
Development Management	241,882		241,882	229,120	+ 12,762
Income	(60,000)		(60,000)	(72,762)	+ 12,762
Salaries	276,882		276,882	276,882	+ 0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Expenditure	25,000		25,000	25,000	+ 0
Pension Payments			0		+ 0
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
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	460,040	- 20,000
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	127,260	(20,000)
Income			0		0
Salaries	47,260		47,260	47,260	0
Expenditure	60,000		60,000	80,000	(20,000)
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)	(195,220)	(731,720)	(731,720)	+ 0
Earmarked Reserves	(536,500)	(195,220)	(731,720)	(731,720)	+ 0
Expenditure	(536,500)	(195,220)	(731,720)	(731,720)	+ 0
Grand Total	(139,421)	75,337	(64,084)	(17,119)	- 46,965

**Asset Management Strategy Update and
Draft Asset Management Plan 2016/17**
Report by Director of Operations and Asset Officer

Summary: This report sets out the progress that officers have made to date in the development of the Asset Management Plan and identifies the budgetary provisions which are required to satisfy the audit recommendations. Additionally, the Asset Management Strategy has been reviewed and an updated version is included for members' endorsement.

Recommendation: That members

- (i) note the progress made in the development of the Asset Management Plan, and endorse the revised Strategy at Appendix 1: and
- (ii) confirm the proposed financial provisions in relation to future maintenance and replacement of countryside and conservation assets as set out in section 3.2 and 3.3.

1 Asset Management Strategy update

- 1.1 The Broads Authority adopted its Asset Management Strategy in July 2012, following its identification as a key priority for the Broads Authority following an internal audit carried out in 2008/09, and a new post of Asset Officer was created as part of the restructuring in 2011. This Strategy identifies how the Authority will ensure that the Authority's land, property and other assets are managed and maintained as effectively as possible.
- 1.2 As required by the endorsed Strategy, the annual review has recently been completed. This has identified a number of updates, particularly identifying the lessons learned in respect of disposal of land following the processes required for the disposal of Geldeston Woodland. The main changes are listed below:
 - 7.5 (d) Updated to reflect current position
 - 7.5 (i) Addition – information on Open Access Land
 - 7.5 (j) Addition – information on Community right to bid
 - 7.5 (k) Addition – information on Crichel Downs
 - 7.7 Updated to reflect current position
 - 7.9 Moved and incorporated in to 5.6
 - 8.0 Updated to reflect current position
 - 8.1 Updated to reflect current position
 - 8.2 Updates to reflect current position

- 1.3 The updated Strategy is attached at Appendix 1 for members' information and endorsement, and is shown with tracked changes for ease of reference.

2 Asset Management Plan

- 2.1 The Authority's progress in developing its Asset Management Plan was reported to members in January 2014 where for the first time the Authority had collected a complete data set of all its assets. As a result the Authority reviewed the relevant revenue budgets, and agreed to make financial provisions to a number of ring fenced reserves as summarised in Table 1. The Authority is now able to demonstrate that for the majority of its assets, appropriate financial provision has been made for the maintenance, renewal and replacement as required. These provisions were updated and confirmed as part of the Financial Strategy 2015/16 adopted by the Broads Authority in November 2014.
- 2.2 As a general principle it was agreed that any underspend on any of these budgets as a result of securing more favourable prices should be ring fenced and added back into the appropriate reserves. Similarly, the reserve strategies should be regularly reviewed, updated and amended as required. Additionally, annual review is also required to identify any new assets acquired throughout each year and note the further budgetary requirement that this generates.
- 2.3 It should also be noted that these figures were based on 2013/14 prices, and no provision for inflationary increases has currently been made.
- 2.4 It was identified that the areas still outstanding of a fundamental review included Conservation and Countryside assets, along with Buildings and Property, and agreed that Conservation and Countryside would be reviewed in 2015.

Table 1

Item	15/16 Annual financial provision to reserves		Total contribution to reserves 15/16	Current reserve position	Comments – Nov 2015
Premises	Nav	NPG			
Dockyard maintenance	£19,500	£10,500	£30,000	Dockyard site maintenance reserve £120,638 @ 31/03/16.	Apportioned 65/35 Nav/ NPG (15/16), 70/30 (16/17)
Other depots, Boathouses and Billet's, Tourist Information Centres and Yacht Stations	nil	nil	nil	nil	Freehold properties include Ludham Field base, Boatsheds at Wroxham/ Irstead/ Ludham/ Dockyard and the Tourist Information centres at Hoveton /Toad Hole/ Ranworth. Regular maintenance costs are included in revenue budgets but no provision has been made for building replacement. Full review of property scheduled for 2016/17 Horning Waterworks/ Island Cottage/ Buttles Barn are leased, as is the jetty at Hardley, Yacht Stations and Whitlingham Flint Barn but repairing liability is limited to internal decoration and regular maintenance costs are included in revenue budgets.
Plant, vehicles and vessels					
Capital Vessels and equipment	£82,800	£9,200	£92,000	Vessels, vehicles and Equip reserve £114,314 @ 31/03/16	Apportioned 90/10 Nav/ NPG (15/16), 70/30 (16/17)
C&M vehicles	£14,300	£7,700	£22,000		Apportioned 65/35 Nav/NPG (15/16), 70/30 (16/17)
Launch replacement Strategy	£15,000	nil	£15,000	Launch replacement fund £0 @ 31/03/16	100% Navigation – tender for new launch fit out currently underway. Strategy to be reviewed in 16/17 to take account of contract prices and resale values.
Trip boats	nil	nil	nil	No current reserve for trip boat replacement	The current replacement estimate for the 3 trip boats is £135,000, however, no provision for replacement contributions is recommended at this stage, provided that regular refit maintenance and replacement of equipment is carried out. It is proposed that this Strategy is reviewed

Item	15/16 Annual financial provision to reserves		Total contribution to reserves 15/16	Current reserve position	Comments – Nov 2015
					should refit costs escalate. 100% NPG
Ranger Vehicles	£7,800	£5,200	£13,000	Vehicle reserve £104,532 @ 31/03/16	The Authority has adopted a 10 year vehicle replacement strategy, apportioned 60/40 Nav/ NPG
Office pool vehicle	£4,620	£9,380	£14,000		Apportioned 33/67 Nav/NPG
Property					
Mutford Lock	£25,000	nil	£27,000	Mutford Lock Endowment Fund £262,327 @ 31/03/16	100% Navigation plus £2,000 rental income
24 hr moorings	£150,000	nil	£150,000	None – 15/16 budget fully spent re Turntide Jetty.	MMR budget includes £150,000pa for repiling works per year. Any underspend will be vired to reserves as previously agreed, to build up a fund for the delivery of the 10 yr. piling Action Plan adopted Nov 2014. Update to be reported to Nav C'ttee Dec 2015 100% Navigation
Dredging disposal sites	nil	nil		Dredging disposal site reserve £19,334 @ 31/03/16	Need to maintain £30,000 in reserve for surrender of Postwick Tip license but no further funds to be accrued 100% Navigation
Countryside sites/ furniture	nil	nil		Asset reserve £76,625 @ 31/03/16	SIM budget £29,000 for annual maintenance works. Review of Countryside sites to be undertaken 2015/16 to identify required financial provision. see Appendix 2
				Upper Thurne enhancement reserve £ 53,285 @ 31/03/16	

3 Review of Countryside and Conservation Assets

- 3.1 Using the Asset register, detailed work has now been completed in reviewing the facilities provided by the Broads Authority to support and promote land based recreation (see Appendix 2) and the Authority's conservation function.
- 3.2 In respect of the assessment of National Park assets, it is noted that the current economic situation presents the Broads Authority with significant challenges and that expenditure will need to be prioritised in accordance with Authority strategic objectives. In response to previous cuts to the National Park Grant, a number of countryside sites have already been disposed of over the last three years. Officers have also identified that a further small number of sites, whilst currently providing a valuable service for tourists and residents alike, are not affordable to renew once they reach the end of their current life.

Therefore it is proposed:

- (i) that the asset management plan for countryside sites focusses on a short list of sites where the Broads Authority is the landowner, and where other organisations are unlikely to take over responsibility; also
 - (ii) that officers seek to reduce the number of National Park assets over time, thus reducing the financial provision required for replacement/ renewal; and
 - (iii) that an annual provision of £65,000 is made for contribution to reserves for the replacement/ renewal of key countryside assets. This should be funded £46,000 from National Park grant and £19,000 from the Upper Thurne Enhancement Fund income, to be ring fenced specifically for the maintenance of assets in Potter Heigham.
- 3.3 It is also proposed that financial provision does not need to be made in respect of conservation assets or interpretive signage, as these should be funded on a project basis.

Background papers: None

Author: Trudi Wakelin/ Angie Leeper
Date of report: 4 November 2015

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Asset Management Strategy
APPENDIX 2 – Asset management spread sheet (countryside and conservation)

Asset Management Strategy

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1. Purpose of Strategy

- 1.1 The purpose of this Strategy is to set out the practices and procedures which have been established to ensure that the Authority's land, property and other assets are managed and maintained as effectively as possible to contribute to the delivery of the Authority's objectives, as set out in the Broads Plan 2011, ~~annual Business Plan~~ and other key strategic documents. It also sets out a series of key principles which will be adhered to in the management of the asset base and guidance on the procurement and disposal of land and property.

2. Introduction

- 2.1 The Broads Authority owns or manages a significant number of land, property and other assets. Most of the land and property assets are relatively small, the largest being the land holding at How Hill, but many of these are high profile sites and, in the case of information centres, yacht stations and 24 hour moorings, are extensively used by members of the public. The Authority's property portfolio also includes offices, operational bases, boatsheds, car parks, toilet blocks, boardwalks and storage facilities.
- 2.2 It is important that these assets are managed effectively and efficiently, not only because they contribute to the Authority's key objectives, but also on legal, financial and health and safety grounds.
- 2.3 Historically the Authority has not sought to own significant amounts of land or property except where this has been deemed necessary for the delivery of its key objectives, a good example being the operational base at Griffin Lane, Thorpe St Andrew which was acquired in 2007. More recently however the Authority has been proactive in seeking to purchase sites for the disposal of spoil for dredging, and to provide free 24 hour mooring facilities for boaters.
- 2.4 ~~The appointment of a dedicated Asset Officer in May 2011 has provided the Authority with an opportunity to manage its assets in a more coordinated and corporate manner than was previously the case, with t~~The Asset Officer has having overall strategic responsibility for assets, in accordance with guidance provided by the Director of Operations, Broads Authority and the Management Team, ~~and~~ Nominated operational managers are responsible for the day to day management of individual properties.

2.5 This document sets out:

- a series of key principles which will be adhered to in the management of the Authority's asset base
- current best practice, as issued by CIPFA in its publication 'Code of Practice on Local Authority Accounting in the UK 2009/2010'
- how the Authority manages its land and property assets
- practices and procedures in the acquisition and disposal of assets
- the Authority's policy in respect of the acquisition and disposal of land and property assets
- strategic guidance on the acquisition and disposal of land and property assets
- arrangements for the maintenance of land and property assets
- the roles and responsibilities of staff and members in the management of land, property and other assets
- how the Authority makes financial provision for the replacement/renewal of its assets

3. Key Principles

3.1 The Authority will adhere to the following principles in the management of its asset base.

- i. The Authority will only hold land and property that can be demonstrated to support the delivery of the objectives as set out in the Broads Plan and [other strategic documents](#). Assets which do not meet with these requirements will be considered for disposal.
- ii. New assets will only be considered for acquisition where they meet the requirement of i) above and are in accordance with the Guidance for Procurement and Disposal as set out in paragraph 7 below.
- iii. Any proposals to acquire or dispose of assets must in the first instance be channelled through the Asset Officer, so that an overview of all property matters can be taken and if necessary the matter be referred to the Management Team.
- iv. The same applies when leases are due to end, or in the event of break clauses, so that the financial and strategic implications of any changes can be assessed, and also to the acquisition of new responsibilities such as access agreements and management agreements, which can bring with them considerable cost and resource implications. Any significant changes or those which have strategic, policy or resource implications will be referred to Management Team.
- v. The Authority will seek to obtain value for money in the acquisition and disposal of all its assets, and where necessary will seek appropriate professional advice.
- vi. The Authority will maintain all its assets in a condition that is fit for purpose and which preserves their value, and will ensure that all assets are monitored and their condition is recorded on a regular basis.

- vii. In making acquisitions the Authority will bear in mind the principles of sustainability, and take into account any opportunities for achieving carbon reductions in its use of resources.
- viii. The Authority will continue to make appropriate annual provision for capital expenditure in the following areas and undertake a fundamental review of each area on a five year rolling programme:

<u>Area</u>	<u>Completed Year</u>	<u>Next due</u>
<u>Replacement needs of Eessential Plant and equipment for Operations team/Vehicles</u>	<u>2012</u>	<u>2017</u>
<u>Replacement of the fleet of patrol launches</u>	<u>2012</u>	<u>2017</u>
<u>Repair /Maintenance of Authority's navigation land and property assets(inc base at griffin Lane)</u>	<u>2013</u>	<u>2018</u>
<u>Repair /Maintenance of Authority's countryside and conservation land and property assets</u>	<u>2015</u>	<u>2019</u>
<u>Structural repairs/ replacement of Authority Buildings and Land</u>	<u>2016 (to be scheduled)</u>	<u>2020</u>

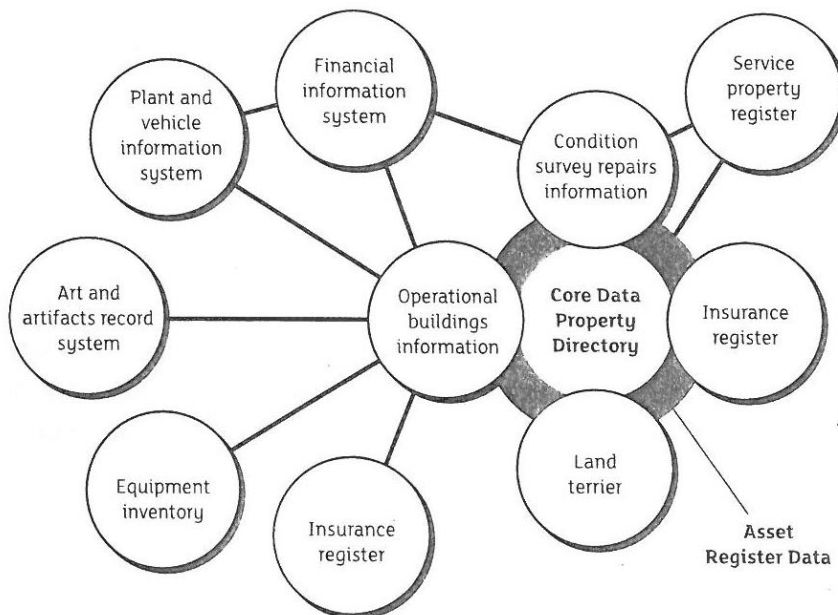
- ~~a. essential plant and equipment for the Operations Team;~~
~~b. replacement of the fleet of patrol launches; and~~
~~c. repair and maintenance of the Authority's land and property assets, including the operational base at Griffin Lane and Mutford Lock, 24hr moorings and countryside sites.~~

- ix. The Authority will prepare and incorporate into the Financial Strategy Business Plan a three year programme of capital purchases, maintenance and repairs, and will review and update this programme on an annual basis.
- x. The Authority will maintain a consolidated database-dataset of all land and property records. This database-dataset will be updated on a regular basis to have regard to acquisitions, disposals and changes in financial or other terms.

4. Best Practice: CIPFA Guidance

- 4.1 In its publication, 'Code of Practice on Local Authority Accounting in the UK 2009/2010', CIPFA (the Chartered Institute of Public Finance and Accountancy) provides clear guidance on the need for asset registers. CIPFA's view is that the development and maintenance of comprehensive asset registers is the best possible practice across the public services. It is acknowledged that there is no "off the shelf" solution and that each organisation must do what best fits with its requirements.
- 4.2 The purposes of an asset register can be applied to the following uses:
- Financial reporting.
 - Supporting best value and asset management planning.
 - Property review.
 - Property management and maintenance.
 - Supporting miscellaneous internal and external enquiries.
- 4.3 The guidance note provides a useful visual illustration as to how the asset register should work in relation to other sources of information.

The relationship of the asset register to other sources of information



- 4.4 Although some of the sources of information that are likely to link with an asset register are not relevant to the operations of the Broads Authority, its framework can readily be modified to fit the needs of the Authority.

5. Practices and Procedures: General Asset Management

- 5.1 Information relating to property (including land, buildings and infrastructure) is collated for the purposes of managing and maintaining sites and properties effectively and efficiently. All the Authority's land and property assets have been captured and entered onto a consolidated Excel database. Each record includes, amongst other things, information relating to the: type of documentation; location and Grid Reference; status of any agreement; terms and conditions; responsible officer; relevant dates; valuation; running costs; and maintenance or other liabilities. The database, which is regularly updated and currently holds over 450 records, has been placed on the Authority's Intranet so that this information is accessible to all members of staff. Responsibility for ensuring that the database remains up to date lies with the Asset Officer.

The corresponding paper based records have been consolidated into one location, on a site location basis and referenced by type of asset.

5.2 Fixed Asset Register

Various members of staff require information about assets in different forms. For example the Finance Section needs to maintain a Fixed Asset Register, in order to comply with financial reporting requirements. All assets with a value of at least £5,000 are recorded on the Register, depreciated in accordance with the Authority's policy, and recorded on the Balance Sheet. The value of all assets is reviewed on a five yearly basis, and an annual Impairment Review is carried out to identify any significant changes on a year to year basis. This information is currently held on a separate Excel spreadsheet and the assets are split into the following categories:

- land and buildings (both operational and community)

- infrastructure assets
- vehicles, vessels and field equipment
- computer and office equipment

5.3 Insurance Database

In addition the Finance Section maintains a database which is used in part for insurance purposes which includes assets owned by the Authority worth over £250. Certain low value assets are sometimes grouped together for the purposes of insurance.

5.4 GIS

The Authority's Geographical Information System (GIS) contains information relating to assets such as bridges, bridge gauge boards and electric charging points. Asset related information is being captured spatially, and [work is underway](#) identifying an appropriate platform in order that this data can be linked to a web map based system using GIS.

5.5 Asset Information

[Details of assets are currently captured on Excel spreadsheets. A new condition monitoring information recording system is currently being tested and captures information about assets within the navigation network, including facilities and structures such as signs, buoys, channel markers, safety ladders, mooring posts and water points. It will be used by the Authority to assist in the management of moorings, and to develop and prioritise a programme of maintenance for them. Each mooring is inspected on a fortnightly basis by Rangers and data is fed back into the database. Maintenance reports are generated for the Rivers Engineer and Maintenance Supervisor who feed issues into the maintenance programme, and comments back to the database. This system will be further developed to capture countryside and operational assets condition monitoring in the next phase.](#)

5.6 Computer Assets

The details of computer assets, including their value, are compiled on separate spreadsheets. These spreadsheets also identify the costs associated with a five year rolling replacement programme for hardware. This provides indicative costs which are 'smoothed' to ensure there are no problematic peaks in financial requirements for replacement equipment. [The responsibility for this lies with the Head of IT.](#)

6. **Practices and Procedures: Acquisitions and Disposals**

Scheme of Powers Delegated to Officers

6.1 In respect of matters related to land and property, the Chief Executive is authorised to take the following actions. Also set out (in brackets) are the details of officers who are authorised to exercise these powers in the absence of the Chief Executive.

(1) To approve the acquisition by the Authority of:

- the leasehold interest in property for any term to an annual rent not exceeding £10,000;
- the freehold interest in property at a price not exceeding £25,000 (Directors).

- (2) To approve increases in rent not exceeding £10,000 per annum (Directors).
 - (3) To enter into permissive path agreements and access agreements (Head of Projects and Strategy/Senior Waterways and Recreation Officer).
 - (4) To grant wayleaves, licenses, easements and highway dedications over the Authority's land (Directors).
 - (5) To give written notice proposing to seek permission for Authority development or the development of land vested in the Authority which it does not propose to carry out itself, in accordance with the Town and Country Planning General Regulations 1992 (Director of Planning and Strategy/Head of Development Management).
 - (6) To authorise named officers to enter land (including buildings) for the purpose of surveying or investigation, in connection with any of the Authority's functions (Directors).
- 6.2 All acquisitions and disposal of land, property or other assets must be made in accordance with the Authority's Financial Regulations and Standing Orders Relating to Contracts, to ensure that the Authority receives best value for money at all times. This will generally mean, except in cases of urgency where the Chief Executive has delegated powers to take action, that all acquisitions and disposals in excess of the delegated limits must be approved by the Broads Authority or appropriate committee. In the first instance any such requests should be set out on the form entitled 'Instructions for the Acquisition/Disposal/Agreement for an Asset or accrual of Liability for the Broads Authority' (Appendix 1), which can be found on the Intranet. Once completed the form should be submitted to the Asset Officer, who will determine whether the matter should be referred to the Management Team.
- 6.3 The Authority has entered into a formal Agreement with The NPS Group (property consultants) to advise on and where appropriate manage all land and property acquisitions and disposals, and to provide both general and specialist advice. The latest Agreement has been extended to 31 March 2016, and the Authority proposes to put this service out to competitive tender with effect from April 2016, in order to comply with Standing Orders and ensure that the Authority is obtaining best value for money. A full list of the services available from NPS is set in the Agreement.
- 6.4 The Authority's property consultants should be consulted by the Asset Officer on all matters relating to the management of property where there are likely to be significant financial implications (including acquisitions and disposals), to ensure that the Authority is obtaining value for money.
- 6.5 All contacts with NPS should be in accordance with the Procedure for Commissioning NPS Services (Appendix 2).

7. Guidance for Procurement and Disposal

Land and Buildings (Operational and Community) and Infrastructure Assets

- 7.1 Because of its limited capital budget, and in order to minimise maintenance and running costs, the policy of the Broads Authority is not to purchase land and property except in certain specific circumstances. Instead the Authority prefers to facilitate the acquisition of land by partner organisations, who are able to manage it in accordance

with the Authority's Asset management principles (Section 3). Partner organisations can include parish councils and community groups, charities etc.

7.2 The circumstances under which the Authority will consider the acquisition (whether freehold or, more commonly, leasehold), of land and property are as follows:

- as a last resort, to protect land and property which is of critical importance to the enhancement and integrity of the Broads, subject to all other options having been exhausted; e.g. the How Hill Estate which was purchased to maintain the estate and provide a demonstration project for large scale conservation management.
- for key operational reasons, such as the acquisition of the operational base at Thorpe St Andrew, or sites for the disposal of spoil; and
- to provide key community and visitor benefits as identified in the Authority's strategies and priority objectives, including the provision of 24 hour moorings in identified locations, where there are no possible alternative providers.

7.3 In all such cases the Authority must take professional advice to satisfy itself that the costs of the acquisition are reasonable, and also that they are proportionate to the benefits which will be attained.

7.4 The Authority's land and property database currently contains over 450325 records, including the operational base at Thorpe St Andrew, the field base at Ludham, and the land holding at How Hill which is managed in the main for purposes of nature conservation. In addition there are a significant number of leasehold agreements in place, many of which are for the provision of 24 hour moorings, together with a number of written agreements relating to the management of particular sites.

7.5 The Authority's policy in respect of specific functions/services is set out below:

- (a) Offices/Field Bases/Boatsheds. The Authority's head office is currently based at Yare House, Norwich and is leased from Highlight Consultancy Ltd. The Authority also has field bases at Ludham -(leased to a third party), Thorpe St Andrew (both freehold), Beccles and two in Horning (both-all leasehold), as well as the freehold of four boatsheds for the overnight berthing of the Authority's fleet of launches in the northern rivers. Any new acquisitions are made in line with operational need, although there are no current plans (or an identified need) to acquire further properties in the foreseeable future.
- (b) Information Centres/Yacht Stations. The Authority currently operates a network of three visitor 'hubs' at Hoveton (freehold), How Hill (freehold) and Whitlingham (leasehold) – and in addition manages yacht stations at Great Yarmouth and Norwich, both under a lease agreement with the local authority. A further Information centre is owned at Ranworth, and leased out to Norfolk Wildlife Trust.
- (c) Land for Conservation Purposes. The Authority has acquired 365 hectares of land at How Hill which it manages primarily for conservation benefit as an exemplar of good practice. Any further acquisitions of this nature are likely to be as a last resort only, to protect land which is of critical importance and is under threat. Even then this would only be after the Authority has exhausted all other options, including facilitating the acquisition of the land by a partner organisation (such as a wildlife trust for example), to manage the land in accordance with Broads Authority principles. The Authority's Fen Management Strategy, published in July 2007, set out what was effectively an

audit of land under management and existing management techniques, and has informed the Authority's engagement in Higher level Stewardship agreements.

- (d) 24 Hour Moorings. The Authority's Mooring Strategy, which was updated in April 2009, includes information relating to its principles in respect of the provision of moorings, and a series of criteria relating to the provision of moorings. The Authority will seek to increase freehold sites to secure their long term future for use as 24 hour moorings, as part of a prioritised programme of key strategic sites. This work ~~is due to be~~ was reviewed with members and stakeholders in 2014 and subsequently a report was taken to the Broads Authority meeting in November. The report identifies a ten year action plan for repiling the Broads Authority's existing piled moorings which is informed by the Authority's Asset Management Strategy and takes account of the comments made at the stakeholder mooring workshop held in July 2014 and the Navigation Committee in October 2014 and at which officers recommendations were adopted. However, budgetary pressure has meant that contributions to ring fenced reserves for the purchase of sites have been removed from the revenue budget, and any opportunities will therefore need to be considered on an ad-hoc basis.
- (e) Land for Disposal of Spoil. The success of the Authority's important dredging programme is dependent to a large degree on the availability of suitable sites to deposit spoil. The Authority has acquired a licensed site at Postwick Tip, but needs to identify and acquire further sites if the momentum of its ambitious programme of dredging is to be maintained. The Sediment Management Strategy, published in January 2007, includes a section setting out options for the disposal of dredging. The Authority will seek to develop a strategic network of new sites which are suitable by virtue of their location, which will need to have waste management licenses. However, it is recognized that these opportunities are limited and therefore short term lease arrangements for reuse of sediment will also be pursued. In 2014 the Authority successfully purchased 2 new sites for the disposal of spoil, and these will be managed for conservation benefit in between dredging campaigns. However, the purchases have depleted the ring fenced reserves for the purchase of sites and budgetary pressure has meant that contributions to this reserve have been removed from the revenue budget. Any further opportunities will therefore need to be considered on an ad-hoc basis, but land in the Hickling area remains a priority.
- (f) Countryside Management. The Authority leases and manages a number of sites which have been previously acquired to provide community benefits or provide facilities for visitors. In some cases these are subject to agreements with landowners and other authorities (such as parish councils) to assist with the maintenance of the site. The Authority ~~will seek~~ has to identify, review ~~and formalise and confirmed~~ these arrangements and will not enter into any new arrangements of this nature unless they are of strategic importance as identified in the Integrated Access Strategy, and meet the principles as set out in Section 3.1. The Authority will not, other than in exceptional circumstances, seek to acquire and/or manage any additional facilities, such as car parks or toilets for example, but will instead seek to negotiate for these facilities to be provided or managed by other public authorities, such as parish or district councils. The Authority will annually review these facilities, and look to dispose of its interest in these sites where potential for community asset management exists and can be negotiated.

- (g) Public Rights of Way. The Authority currently has limited financial capacity to assist in the day to day management of the public rights of way network, for which statutory responsibility lies with the County Councils, but has agreed to maintain a series of 'priority paths' which have been identified as a result of their significance to the Broads. In view of the financial restrictions, a ceiling of 30km (about 10% of the total network) has been set for the [identification maintenance](#) of such paths. The Authority has developed an Integrated Asset Management Strategy, to identify and implement opportunities to link public rights of way and access agreements with other facilities such as 24 hour moorings, to form an integrated and joined up access network, [and these will be developed as permissive path agreements can be negotiated](#).
- (h) Section 106 Agreements, Town & Country Planning Legislation. Where the Authority enters into an agreement with a landowner for land and/or a particular facility, the arrangements for the management and/or maintenance of this land and/or facility will be set out in a Section 106 Legal Agreement. The Section 106 will set out the responsibilities and liabilities of each party, including the Authority. The Authority will expect that other than in exceptional circumstances the primary responsibility for the maintenance of the land and/or facilities will remain with the landowner unless otherwise specified. This will include the requirement as set out in Planning policy DP16, where 10% of new moorings provided should be visitor moorings. This process will be subject to Management Team approval as for other acquisitions set out above.

[\(i\) Open Access land](#)

[This applies to land which is less than ten percent built upon and open to the public where it is then deemed as public open space. Land falling under this criteria needs to be treated in line with the Local Government Act 1972, Section 123 and advertised and sold accordingly and will incur additional time and expense for the disposal.](#)

[\(i\) Community Right to bid](#)

[The Community Right to Bid allows communities and parish councils to nominate buildings or land for listing by the local authority as an Asset of Community Value. An asset can be listed if its main use currently benefits the community \(or it did so in the recent past\). Listed assets remain on the list for up to five years. If a listed asset is sold during this time, a moratorium \(pause\) on the sale process \(of up to six months\) may be invoked, providing local community groups with a window of time to raise the finance to make a bid to buy the asset on the open market.](#)

[If an expression of interest is received during this six week interim moratorium period, a further four and half month pause in the sale process is triggered, providing six months in total. During the 6 month moratorium period the owner cannot conclude a sale. The Community Right to Bid does not give a right of first refusal to community groups to buy a listed asset. And at the end of the moratorium period the owner can sell the asset for whatever price they wish to whoever they want.](#)

(k) Crichel Downs

The Crichel Down Rules can constrain the sale of public land. The general rule set out in Rule 10 states that if land is surplus and is to be sold, it must first be offered to the former owner of the land at its current market value. This is provided that its character has not materially changed since acquisition. However, if the obligation to offer back does not apply, for instance if there has been material change to the land, the former owner will still have to be notified of the decision. This means there are obligations with which the disposing body must comply in any event. If the Rules apply then the disposing body follows a specific procedure set out in the detail of the Rules.

7.6 Vehicles

The Authority has a contract with Lex Vehicle Leasing to provide vehicles on a contract hire basis, although the majority of vehicles have been purchased outright from other suppliers where the capital funding is available, to save on lease costs. In 2011 the Authority undertook a comprehensive operational review of its vehicle fleet. One of the outcomes of this was the development of a Vehicle Procurement Strategy see Appendix 3, the aim of which is to provide guidance and advice on vehicle procurement decisions, and in so doing help to ensure that these objectives are met in full. In particular this strategy will ensure that:

- the vehicles being acquired are appropriate for projected operational needs;
- the vehicle fleet is being used in the most efficient and cost effective manner; and
- opportunities are being taken to ensure that the vehicle fleet is as sustainable as possible, contributing towards the Authority's targets for reducing its carbon footprint.

A copy of the Strategy can also be found on the Broads Authority's Intranet -

7.7 Vessels and Capital Equipment

The Broads Authority has approved a strategy for the replacement of the patrol launches on a rolling 3 year programme, and a mould tool has been purchased to allow for the construction of the hulls.

Additionally a Vessel and equipment replacement strategy has been developed and approved for the review of current inventory and to determine the future requirements.

The Authority has established a Launch Replacement Fund to provide for the replacement of its ageing fleet of navigation launches over a 20 year period, and has agreed to make annual contributions into this fund from 2012/13 onwards.

Funds have also been established for the replacement of the Authority's fen harvester, which is coming to the end of its useful working life, and for replacement of Dockyard vessels and equipment. Large items of equipment, such as wherries and cranes, are acquired as opportunities and funds permit. Often, because of the significant capital cost of buying new equipment, the Authority will seek to make second hand purchases.

~~Other smaller items of equipment are funded from revenue budgets.~~

7.8 Other Field Furniture and equipment

A record of all navigation and countryside field furniture is maintained on ~~the CAMS~~ an asset management ~~softwarespreadsheet~~. The decision of the Authority to take over responsibility for Breydon Water and the Lower Bure from 1 June 2012 has added to the number of assets for which the Authority is responsible, including markers, buoys and signage, together with the structure known as Turntide Jetty.

Records are maintained of equipment such as chainsaws and brushcutters, including the date of purchase, reference number, vibration level and maintenance records. Where appropriate these are also recorded on the Inventory maintained by the Finance Section. ~~The Authority is also in the process of recording information relating to the testing and maintenance of equipment to comply with the requirements of the Health and Safety Executive.~~

7.9 Computer and Office Equipment

Computer and other office equipment is acquired in accordance with operational need. The Authority operates a five year rolling programme for its computer hardware. More expensive office equipment – such as photocopiers and franking machines – is generally leased. All purchases are made in accordance with Standing Orders. Provision for replacement costs in relation to hardware is incorporated within the IT budget -

7.10 Disposal of Land and Property Assets

The Asset Officer will review land and property assets as and when lease or other agreements are due for renewal, to ensure that they continue to make a contribution to the Authority's aims and objectives. Where a property is no longer serving a useful purpose, the Asset Officer will present the case and obtain the approval of the Management Team to dispose, and will also determine whether member approval may be necessary. As with acquisitions the Authority's property consultants should be consulted on any disposals where there are likely to be significant financial implications, to ensure that the Authority is obtaining value for money.

All assets owned or otherwise managed by the Broads Authority when reviewed and considered for disposal must qualify under at least one of the following four characteristics:

- A. They do not meet an operational need.*
- B. They do not generate a measurable net profit.*
- C. They have the potential to be transferred.*
- D. They will be disposed because the Broads Authority is not uniquely placed to maximise their potential for the benefit of the Authority's Vision.*

The process of value assessment will be used to review all our assets and those failing to demonstrate value (including non-financial values) will be disposed of.

Factors to be taken into account will include:

- a *Where the Broads Plan or Authority's objectives can be achieved without Authority ownership or responsibility for the asset.*
- b *Where a level of threat has diminished to an acceptable level and the Authority considers it can wisely dispose of a property whilst safe-guarding the Authority's purposes.*
- c *Where a 3rd party can utilise the asset to contribute to the Broad's Authority vision more efficiently or effectively than the Authority can itself.*
- d. *Where it would be sensible for the Authority to dispose of the asset to pursue other objectives more effectively, having considered the Organisational Strategy, the points above and also taking into account:*
 - i. *Where ownership does not make sound economic sense*
 - ii. *The benefits of realising the capital value*
 - iii. *The timing of disposal to optimise the return to the Authority (market value, special interest, or windfall value)*
 - iv. *The potential reduction in resources devoted to the management or maintenance of the asset*
 - v. *Any resultant impacts on annual income*
 - vi. *Likely capital receipts in accordance with the principles of best value*
 - vii [The legal and consultancy fees involved in the transfer of Asset](#)

Where a site is approved for disposal the Broads Authority will in the first instance seek interest from possible partner organisations or third parties via a public process, and proposals received will be judged against the criteria set out in d) above .

8. [Maintenance-~~Replacement and renewal~~ of ~~Land and Property~~ Assets](#)

8.1 [~~Land and Buildings \(Operational and Community~~](#)

The Authority previously established an Asset Management reserve account in order to provide for the future repair and maintenance of property assets which it may not be possible to fund through the revenue account. This Asset Management reserve has now been consolidated into a wider Property reserve account to allow the Authority greater flexibility in dealing with significant one-off costs for assets. These liabilities and associated costs have been assessed and prioritised and built into an ongoing three year programme for proposed contributions. [Additional reserve accounts have been established for Premises, and Plant, vehicles and vessels and launch replacement](#)

[**Premises reserve** - The annual contribution to this reserve is £30,000, 65% from navigation budget and 40% national park grant as agreed at Broads Authority June 2011 and is required to maintain the Operational depots/ sites](#)

[**Plant, vehicle & vessel reserve** – The annual contribution to this reserve in 2015/16 is £92,000, 90% from navigation budget and 10% from national park grant for vessels and equipment, and a further £49,000 for vehicle replacements on varying allocations as per budget.](#)

Launch replacement reserve – The annual contribution to this reserves is currently £15,000, with 100% contribution from the navigation budget

8.2 In January/November 2014 the Broads Authority approved the annual financial provision required to allow for future renewal of replacement of assets as set out in the Asset Management Plan, as part of the Authority's Financial Strategy. which confirmed the necessary annual financial provision required to allow for future renewal of replacement of assets. It should be noted that the provision required for the replacement of 24 hour moorings would require significant increase to the budget which was considered infeasible to establish immediately. It was therefore agreed that budgets would be increased over a three to five year period.

As a general principle it was agreed that any underspend on asset management budgets as a result of securing more favourable prices should be ring fenced and added back into the appropriate reserves. Similarly, the reserve strategies should be annually reviewed, updated and amended as required.

Limited provision for other routine maintenance costs is built into and funded from the Authority's revenue account.

9. Roles and Responsibilities

9.1 Management Team

The Management Team has overall responsibility, through the Director of Operations, for ensuring that the practices and procedures which have been established through this policy contribute to the delivery of the Authority's objectives as set out in the Broads Plan 2011 and ~~the annual Business Plan~~ other strategic documents. It is responsible for any strategic decisions relating to the Authority's property portfolio and those which have significant financial implications, and for providing guidance to the Asset Officer in the management of these assets.

9.2 Asset Officer

The role of the Asset Officer is to lead on and coordinate all matters that relate to the management, disposal and acquisition of assets by the Authority, including conveyancing, Asset Management systems, relevant strategies, documenting risk assessments and landowner liaison. The Asset Officer should be consulted by all members of staff on any issues relating to the acquisition or disposal of land and property assets, or any other related issues which could have strategic or significant financial implications.

9.3 Responsible Officers

A number of officers have been designated as being responsible for the day to day management of the Authority's land and property assets, as set out in Appendix 3 to this policy. The specific responsibilities of these officers will be as follows:

- to ensure that appropriate arrangements are in place for the security of the premises, that any alarm systems are regularly tested and maintained, and that the premises are secure overnight
- to make arrangements for the health and safety of staff whilst working at the premises, including the undertaking of any risk assessments which might be necessary

- to make arrangements for key holders
- to ensure that appropriate fire arrangements are in place, that a suitable fire risk assessment has been carried out and that fire extinguishers and other firefighting equipment is appropriately maintained
- to be responsible for arranging routine repairs and maintenance
- to ensure that arrangements are in place for the testing, certification and maintenance of any specialist equipment
- to hold Asbestos Survey Reports and ensure that details are brought to the attention of any contractors working on site, as appropriate
- to ensure that appropriate arrangements are in place for waste disposal
- to be responsible for any specialist or legal arrangements unique to the site or property

10 Review

- 10.1 This document has been approved by the Management Team and Broads Authority. It will be reviewed on a regular basis, at least annually, and any significant changes will be subject to the approval of the Management Team. Responsibility for ensuring that regular reviews are carried out lies with the Asset Officer.

[OctoberNovember 2015](#)

[Please note that Appendices have not been included here for simplicity](#)

APPENDIX 2										
site	team	countryside/ footpath	feehold/ leasehold	Summary of annualised material costs	Condition	Expiry date	Comments/ Actions	Recommendations for Future	Action	MT decision 06/07/15
Acle off road path	Thurne & Bure	footpath	Freehold	£60.00	good	n/a	footpath in 3 segments, 2 bridges replaced 2015	retain		Agreed
along River Yare nr Ferry House P H (Surl Gun Club ?)	AC/MK	footpath	No agreement	£0.00		None	NCC have suggested that if BA bring up to spec and DDA compliant they will take on responsibility.	dispose as NCC respsible for PROW	AC/MK/AML	Agreed
Barton Boardwalk (Heron's Carr)	Bure & Ant	Countryside	Leasehold	£10,570.00	average	2123	10 year life is currently estimated before replacement required, recommended replacement utilises plastic members to increase lifespan	retain		Agreed subject to reserve finances
Barton Cross field Path	Bure & Ant	Countryside	Transfer covenant	£560.00	good	n/a	BA responsible for surface and hedges& vegetation,necessary to access boardwalk from main car park	retain		Agreed subject to reserve finances
Barton Disabled Car Park	Bure & Ant	Countryside	Leasehold	£450.00	good	3 Jan 2021	Peppercorn rent, maintain as per boardwalk	retain		Agreed subject to reserve finances
Barton Main Car Park	Bure & Ant	Countryside	Freehold	£830.00	good	n/a	Site use to be enhanced by improvements at Gays Staithe	retain		Agreed subject to reserve finances
Bungay Staithe	Waveney	Countryside	Freehold	£100.00	good	n/a	AC to investigate partnership with Waveney River Trust, letter sent to GD, confirmed no responsibility for the bridge, WRT to discuss	dispose due to poor siting and low levels of use if agreement can be reached, otherwise retain	AC/MK	Agreed
Careys Meadow	Yare	Countryside	Freehold	£1,060.00	good	n/a	Canoe launching point constructed 2014, also includes car park and angling platforms costs, works planned 2015	retain		Agreed
Cockshoot Boardwalk, Broad	Bure & Ant	Countryside	Leasehold	£0.00	bad	Year on year	Agreed to exit site due to condition, and pass back to NWT as landowner - agreed an exit strategy with landowner, works to be completed 2015	lease terminated in accordance with BA decision, exit works completed	TW/AML	noted
Cockshoot Boardwalk, Woodbastwick	Bure & Ant	Countryside	Leasehold	£1,960.00	bad	1 months notice	Agreed to exit site due to condition, and pass back to NWT as landowner - agreed an exit strategy with landowner, works to be completed 2015	lease terminated in accordance with BA decision, exit works completed	TW/AML	noted
Coltishall permissive path	AC/MK	footpath	none	£60.00	average		Agreed to pursue permissive path agreement, includes x2 bridges, costs assumed as per Acle off road path. Written to landowners to investigate further.	retain if agreement secured	AC/MK	Agreed
Eel Sett	Thurne & Bure	Countryside	Agreement	£2,960.00	average	n/a	Tripartate trust with BA as lead, research potential to develop Trust role and ensure recharge of costs would reduce liability to 33%	retain	TW/AML	Agreed
Ferry Farm, Reedham permissive path	AC/RW	footpath	Agreement	0	average	Sep 2020	fencing poor, path in bad condition, currently closed	notice to terminate given, exit works may be required	AC/MK/AML	Agreed
Geldeston Locks Woodland	Waveney	Countryside	Freehold	£0.00	good	n/a	Disposal in hand, papers with solicitors	dispose	AML	Agreed
Horstead Mill	Bure & Ant	Countryside	Leasehold	£3,550.00	good	2025	BA can require repair of sluice gates etc, potential to enhance the site or partnership with Parish Council?	retain	Ranger	Agreed
Horsey to village footpath	Thurne & Bure	footpath	none	£0.00	poor	n/a	landowner negotiations to divert path from roadside verge, may require structures in future	confirm and retain		Agreed
Hoveton Riverside Park	Bure & Ant	Countryside	Leasehold	£9,010.00	poor	2099	Liable for full maintenance & repair, enhancement project required and seek to renegotiate the future of the site	retain	Investigate sponsorship	Agreed
Hoveton Viaduct access path	Bure & Ant	Countryside	Leasehold	£5,200.00	poor	from 2006 year on year	3 months notice	retain, replace with plastic members to increase life span		Agreed
How Hill	Bure&Ant	Countryside	Freehold	£7,450.00	average	n/a	used for education and visitor access at hub site, maintenance work undertaken 2014/15, consider enhancing public access to opp bank	retain		Agreed
Irstead mooring meadow	Bure&Ant	Countryside	Freehold	£70.00	average	n/a	kept as wildflower meadow to rear of 24hr mooring	retain in line with mooring		Agreed
Ludham bridge permissive path	Bure&Ant	footpath	permissive path agreement	£250.00	n/a	2025 when signed	Agreement from all landowners, works to be completed 2015, Assumed costs for pedestrian gates/ stock fencing/ steps at £5000/20	retain	AC/MK	Agreed

Appendix 5 - Countryside sites annualised costs

Potter Heigham- Bridge Green	Thurne & Bure	Countryside	Freehold	£9,350.00	good	n/a	partnership opportunities investigated for future management/ maintenance - no agreements secured, planning and covenant restrictions mean limited value/ interest	retain, suggest future works funded by Upper Thurne enhancement money		Agreed
Potter Heigham Dinghy park	Thurne & Bure	Countryside	Freehold	£250.00	good	n/a	Enhancement project completed 2014/15 for picnic tables and resurfacing	retain		Agreed
Repps Meadow	Thurne & Bure	Countryside	Freehold	£2,270.00	poor	n/a	conservation enhancement potential, now being grazed	retain		Agreed
Potter Heigham Staithe	Thurne & Bure	Countryside	Freehold	£12,340.00	average	n/a	partnership opportunities investigated for future management/ maintenance, none negotiated	retain, suggest future works are funded by Upper Thurne enhancement money		Agreed
Ranworth Boardwalk	Bure & Ant	Countryside	Leasehold	£4,100.00	poor	Aug 2016	Exit strategy to be identified, discussions with landowner/ Parish to be completed, maintenance work 2015 to be completed and then give notice	dispose	TW/AML	Agreed
Ranworth staithe/car park	Bure & Ant	Countryside	Freehold	£850.00	good	n/a	TIC leased to others, potential to partner further or dispose	retain		Agreed
South Walsham	Thurne & Bure	Countryside	Freehold	£1,000.00	good	n/a	Review current arrangement and consult navigation committee - review still pending	open to all and make navigation asset, or dispose	AC/AML write to PC, need a joint review, BA report	as per action
Upton with Fishley permissive path	Bure & Ant	footpath	permissive path agreement	£0.00	poor	tdc	meeting with Parish Council to be arranged, to agree cutting route only	retain		Agreed
Whitlingham Ra pontoon	Yare	Countryside	Licence	£380.00	good	year to year	6 months notice inc 50% cost for weed clearance when reqd, necessary for operation of trip boat, can be relocated if boat moves	retain		Agreed
Worlingham	Waveney	Countryside	Freehold	£80.00	good	n/a	2 x fishing platforms	retain		Agreed
Interpretation signage	various			£2,000.00			Audit of signage to be completed by Comms, currently costs based on known interpretation signage on current BA sites only	to utilise project funding rather than making annual provision		Agreed
Conservation furniture	various	Conservation		£10,000.00	various	n/a	includes fish barriers/ tern rafts etc to be funded from projects budget in future	project funding		Agreed
		Total		£86,760.00	annualised costs					
				£45,910.00	Annual contribution to reserves if recommendations agreed					

Navigation Charges 2016/17

Report by Chief Executive, Head of Finance, Director of Operations and
Collector of Tolls

Summary: The Tolls Review Group established following the last meeting has met twice and considered its Terms of Reference which are presented here for approval. Following consultation with the Navigation Committee this report recommends a scale of navigation charges for next year.

Recommendations:

- (i) That the Terms of Reference for the Tolls Review Group 2016, as set out in Appendix 1, be approved.
- (ii) That, In line with the recommendations of the Navigation Committee, navigation charges for 2016/17 be raised such that overall navigation income from tolls rises by 4.5% to meet the costs of the additional activity set out in the report to the Navigation Committee (Appendix 2), and that the multiplier for weekly hired motor boats is reduced from 2.62 to 2.55.

1 Tolls Review Group 2016

1.1 A Tolls Workshop was held for Members on 23 September 2015. The aims of the event were to:

- help all Authority members understand the existing tolls system - its context, history, structure and operation
- share understanding of the spectrum of key external stakeholders perspectives and positions
- raise key issues, options and potential strategic choices
- consider the collective appetite for change in the near term and give guidance to officers accordingly
- agree the next steps.

Although not a decision making meeting there was agreement that while there was no pressing need to change the basic tolls collection system the structure of the tolls, the hire boat multiplier and the relative costs for different sized craft, did need looking at.

- 1.2 At its last meeting the Authority resolved that “a *fixed term Tolls Review Working Group comprising six members be established to include the Chairman of the Authority and the Chairman of the Navigation Committee in addition to four other members to be confirmed by the Chairman of the Authority. The Working Group to review the current tolls structure so as to make recommendations to the Authority thereafter.*” The Group has held two meetings and considered its Terms of Reference. These are reproduced in Appendix 1 for approval by the Authority. The plan is to report back regularly to the Authority and the Navigation Committee and to complete its work by next summer such that its recommendations can be taken into account in setting charges for 2017/18.

2 Navigation Charges 2016/17

- 2.1 The Navigation Committee was consulted on the level of charges for 2016/17 at its meeting on 22 October and a copy of the report is contained in Appendix 2. As can be seen there are a number of pressures on next year’s Navigation expenditure (see Section 5 of the report) and a range of options were presented to the Committee for its consideration (See Section 6 of the report). After a wide ranging debate the Committee resolved to recommend the following proposal to the Authority:

“to raise tolls such that toll income increases overall by 4.5% while reducing the multiplier for hired motor cruisers from 2.62 to 2.55 and to adopt the work programme in Option 3, which involved not proceeding with the hazard removal at the Dickey Works.” (Draft Minute)

- 2.2 Since the meeting of the Committee the data for the number of boats registered on the Broads and projected income for the current year have been updated.
- 2.3 The latest projection for Navigation income for 2015/16 is shown in Table 1. When compared to the figures available for the previous month the projected loss of income from the Hire Boats has decreased by just less than £500 and the projected additional income from private boats has fallen by just under £6,000.

Table 1 Predicted Navigation Income 2015/16

	Private	Hire
Month 7 Income	£1,843,011.63	£1,068,689.06
2014/15 Periods 8 - 12	£27,800	£0.00
Add 1.7% toll increase for periods 7-12	£472.60	£0.00
Predicted Toll Income	£1,871,284.23	£1,068,689.06
Budgeted Income 2015/16	£1,869,042.00	£1,090,525.00
Surplus/ Deficit	£2,242.23	-£21,835.94

- 2.4 The implications of this proposal by the Navigation Committee taken together with the latest predicted income for 2015/16 are set out in Table 1 in the form of Income and Expenditure for 2016/17. This shows that income would increase by just under £120,000, expenditure would increase by approximately £91,000 and that at the end of the year reserves would equal £269,283, 8.7% of expenditure and just under £42,000 below the 10% recommended level. This strategy would achieve the entire work programme, bar the removal of the hazard at the Dickey Works, while moderating the overall level of increase.

Table 1 Draft Budget for 2016/17

	Recommended Option
Navigation Income	£3,119,839
Expenditure	£3,109,176
Surplus/ Deficit	£10,663
Transfer of accrued interest to ear-marked reserves	£5,000
Opening Reserves	£263,619
Closing Reserves	£269,283
Reserves as % of Expenditure	8.7%

- 2.5 An indication of how the additional income would be spent is shown in Table 2.

Table 2 Areas of Additional Expenditure

Additional Expenditure	Amount
Extra Operational Work – 30:70, NPG:Navigation	+£49,000
Hickling dredging this year and next	+£30,000
Salary increase +1%, additional pension costs	+£28,000
Increased costs of maintaining Mutford Lock	+£6,000
Cancel work on removal of the Dickey Works	-£20,000
Additional Expenditure	+£93,000

- 2.6 At the meeting of the Navigation Committee a modest reduction in the hire boat multiplier for motor cruisers was proposed, from the current level of 2.62 to 2.55. Although not contained in the report before it, the proposal received overwhelming support from the Committee. Most of its members had been

present at the Tolls Workshop the previous month and been fully appraised of the origins and working of the Hire Boat multiplier. They had also been briefed on the responses to the Stakeholder Survey regarding the multiplier (see paragraph 2.5 of the report) and the on-going decline in the number of hire boats.

- 2.7 Table 3 sets out the implications for a range of craft sizes and types the implications of a flat rate increase of 4.5% and the increase required to raise income by 4.5% along with the suggested change in the multiplier. Because the number of hired motor cruisers are relatively modest, at just over 800, compared to the total fleet of around 12,000 the impact of this relatively small change brings the cash increases per boat for the hired cruisers more in line with the rise for equivalent sized private boats while making a modest additional increase to the rest of the fleet.
- 2.8 Given the continuing decline in the number of hire boats, the evidence from the survey data that tolls account for 11% of the average cost of running a hired boat compared to 9% for owning a private boat this relatively small change seems justified and reasonable and not to prejudice the outcome of the work of the Tolls Review Group.

Table 3 Sample Increases

	Toll 2015/16	Flat 4.5% Increase	Recommended Increase
Private Boats			
Canoe	£30.26	£1.36	£1.62
Sail 5m²	£47.14	£2.12	£2.52
Sail 11m²	£76.24	£3.43	£4.08
Motor Sail 18m²	£162.56	£7.32	£8.70
Motor Sail 25m²	£209.95	£9.45	£11.23
Motor 5m²	£94.28	£4.24	£5.04
Motor 11m²	£152.48	£6.86	£8.16
Motor 25m²	£281.13	£12.65	£15.04
Motor 38m²	£398.78	£17.95	£21.33
Motor 48m²	£489.28	£22.02	£26.18
Hire Boats			
Motor 11m²	£449.82	£20.24	£24.07
Motor 25m²	£736.56	£33.15	£18.67
Motor 38m²	£1,044.80	£47.02	£26.49
Motor 48m²	£1,281.91	£57.69	£32.50
Projected Income Private	£1.871 m	£1,955 m	£1,972 m
Hire	£1.068 m	£1,096 m	£1,079 m

3 Conclusions

- 3.1 The lowest ever increase of 1.7% for the current year plus the pressures for more practical work and the delivery of the dredging of Hickling Broad mean that an above inflationary increase is necessary. A rise in income of 4.5% as proposed by the Navigation Committee will enable almost all the work programme to be delivered whilst maintain reserves at a level just below the recommended level. The proposed reduction in the hire boat multiplier for motor cruisers gives some relief to the industry reducing the increase charge for a 48m² boat from £57.69 to £32.56 (+2.5%) and bringing it closer to the £26.18 (+4.5%) cash increase for the same sized private boat. (Please note the percentage increases are slightly different from the preliminary figures provided at the Navigation Committee meeting.)

Background Papers: Nil

Authors: John Packman, Trudi Wakelin, Rob Rogers, Bill Housden and Emma Krelle

Date of Report: 3 November 2015

Broads Plan Objectives: None

Equalities Impact Assessment – No implications identified

Appendices: APPENDIX 1 – Terms of Reference for the Rolls Review Group 2015
APPENDIX 2 – Report to the Navigation Committee 22 October 2015



Tolls Member Working Group Role and Terms of Reference

Membership of the Group

Prof J A Burgess	Joint-chairman	Secretary of State BA member, Chair BA, toll payer
Mr M Whitaker	Joint-chairman	Chair Navigation Committee, BA member, Chair BHBF, toll payer
Mrs N Talbot	Co-opted member	Navigation Committee, NSBA, toll payer
Mr B Dickson	Co-opted member	Navigation Committee, toll payer
Mr L Baugh	BA member	Secretary of State BA member, Finance Scrutiny & Audit Committee
Mr K Allen	BA member	Secretary of State BA member
Mr P Durrant	BA member (until 31.03.16)	Secretary of State BA member, Navigation Committee

Role

A Task and Finish Member working group to review the current structure of the Navigation Charges and develop a set of recommendations so that it will be fit-for purpose for the next 5 year period; and to produce a set of recommendations to be scrutinised by the Financial Scrutiny and Audit Committee in July 2016 prior to going to the Navigation Committee and decision by the Broads Authority in September 2016 so that any agreed changes can be incorporated into decisions made by the Broads Authority in November 2016 with a view to implementation in April 2017.

Terms of reference

- (i) To be cognizant of the Authority's three main purposes and statutory duties. The Review is to be informed by and linked to the strategic issues identified in the Broads Plan (2016-21) and other strategies including Sustainable Tourism (2016-21), Mooring Strategy/ Sediment Strategy/Asset Management Strategy.
- (ii) To develop a new strategy for the financial management of navigation (2017-2021/2), responsive to trends in the fleet, stakeholders' opinions and expectations, and a structure for the collection of tolls which is fair and reasonable and which will provide the basis for setting toll charges on a 3 year cycle.
- (iii) To review the processes, outputs and outcomes of previous Tolls Reviews (2005, 2009, 2012), taking forward unresolved issues such as the fixed and variable charging, fixed multipliers between different parts of the fleet, and the frequency/uncertainties associated with setting navigation charges.

- (iv) To develop a small range of options-for-change which are modelled/tested and their intended/unintended consequences fully considered
- (v) To call for evidence from a range of stakeholder groups, including those directly involved in previous Tolls Reviews and other interested parties, and to invite presentations to the Group as and when required.
- (vi) To report to the Navigation Committee and the Authority on progress on a regular basis.

Broads Authority Purposes:

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

While having 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 or work in the Broads.*

Navigation Committee

22 October 2015

Agenda Item No 7

Navigation Charges 2016/17

Report by Chief Executive, Head of Finance, Director of Operations and
Collector of Tolls

Summary: This report seeks the views of the Committee on next year's navigation charges. It identifies a number of pressures on income and expenditure together with options. Trends in boat numbers and the results from the Authority's stakeholder research are used to inform the analysis.

2 Trends and Feedback from Boat Owners

- 2.1 Evidence from boat registrations indicates that while the total number of boats using the Broads remains relatively stable at over 12,000, within the fleet there are distinct trends. The number of private motor boats is increasing and now accounts for 54% of all boats, while the number of private sailing boats and auxiliary yachts now represents less than 20% of the fleet. Larger private motor boats in particular are increasing while smaller motor boats are in decline (see Table 1). After a few positive years, largely attributable to 34 boats brought to the area by company Le Boat between 2009 and 2012, the number of hire boats is declining (see Table 2).

Table 1 Private Motor Boat Numbers by Size

Size m ²	2008	2009	2010	2011	2012	2013	2014	△ 2008-14	%△ 2008-14
1-10	2292	2130	1930	1940	1866	1844	1828	-464	-20.2%
11-20	1795	1923	1956	1991	1958	1983	1960	+165	+9.2%
21-30	1427	1487	1529	1566	1603	1614	1642	+215	+15.1%
31-40	736	765	800	814	819	865	865	+129	+17.5%
41-50	283	294	289	296	304	319	343	+60	+21.2%
51-60	39	46	44	51	60	63	65	+26	+66.7%

Table 2 Number of Hired Motor Cruisers

Year	2008	2009	2010	2011	2012	2013	2014	2015
No.	813	855	889	920	908	887	862	841

- 2.2 The Authority carried out a major survey of key stakeholders using a local company called Insight Track which produced useful evidence from both

private and commercial boat owners. The research included specific questions on tolls. It showed that 52% of private toll payers agreed that the charges were good value, 21% were neutral and 25% thought they weren't good value. The equivalent figures for the hire boat operators were 8%, 36% and 56%.

- 2.3 Comparisons with other waterways are of limited value. The Broads is one of the four largest inland navigations. The others, the canals operated by the Canals and Rivers Trust and Scottish Canals, and the river navigations managed by the Environment Agency, not only have substantial infrastructure but also considerable financial support from the public purse. Even when the latter is taken into account the charges on the Broads are generally lower.
- 2.4 In a period of low inflation clearly the Authority has to be mindful of the impact of raising its charges on both the private and commercial owners. On the other hand, the stakeholder research also indicated that around half of private boat owners and hire boat operators wanted more spent on dredging and the maintenance/provision of moorings and the hire boat operators also would like more spent on patrolling and safety.
- 2.5 On the question of the hire boat multiplier this received 70% support from the private boat owners while the majority of hire boat operators (72%) did not support the multiplier. Following a tolls workshop in September the Authority has agreed to review the structure of the tolls, including the multiplier, over the coming nine months with a view to introducing changes from 2017/18. So for this year a flat rate increase across the board is presented in this paper.

3 Current Financial Position

- 3.1 Table 3 shows that the outturn for navigation income and expenditure for last year was close to the budget set in March 2014 and that income and expenditure were almost equal. This left reserves at 9.4% of gross expenditure, close to the agreed level of 10%. However it is worth noting that the actual income, although close to anticipated level, included an additional £45,000 of income from private boats which offset a £41,000 below target income from the hire sector.

Table 3 Navigation Income and Expenditure 2014/15

	Budget 2014/15	Actual 2014/15
Income	£2,981,871	£2,975,960
Expenditure	£2,942,316	£2,977,942
Surplus/ Deficit	£39,555	£1,982
Closing reserve prior to yearend adjustment	£247,284	£289,773
Yearend adjustment (transfer of interest to earmarked reserves, etc.)	£7,500	£7,654
Reserve 31/03/15	£279,339	£280,138
Reserves as a % of Expenditure	9.5%	9.4%

- 3.2 Table 4 shows the predicted navigation income for the current year, taking into account the changes in income last year and the lowest ever increase in tolls of 1.7%. It estimates income at below the budget figure by over £14,000. There is a similar pattern to 2014/15 of lower than anticipated income from the hire fleet, which is only partially offset by additional income from private boats. The larger hire boat companies are investing in new, large high quality boats, but at the same time selling older, less attractive boats, many of which remain on the Broads in private ownership.

Table 4 Predicted Navigation Income 2015/16

	Private	Hire
Month 6 Income	£1,829,106.53	£1,068,217.80
2014/15 Periods 7 - 12	£47,200	£0.00
Add 1.7% toll increase for periods 7-12	£802.40	£0.00
Predicted Toll Income	£1,877,108.93	£1,068,217.80
Budgeted Income 2015/16	£1,869,042.00	£1,090,525.00
Surplus/ Deficit	£8,066.93	-£22,307.20

- 3.3 At the September meeting of the Navigation Committee support was given for additional expenditure in the current financial year (2015/16) of £21,000 for dredging the marked channel in Hickling Broad. This recommendation was subsequently adopted by the Authority. At this stage it is unlikely that these extra costs can be absorbed within the approved budget and it would be prudent to assume that the reserves at the end of the year will be reduced by £21,000.
- 3.4 The latest estimate for navigation income, together with the extra expenditure for Hickling has been built into a revised predicted outturn for this year which is shown in Table 5. This shows that reserves are predicted at 9.0% of expenditure at the end of the year.

Table 5 Predicted Outturn for Navigation for 2015/16

	Original Budget	Predicted Outturn
Navigation Income	£3,034,180	£3,012,440
Expenditure	£2,978,377	£3,017,104
Surplus/ Deficit	£55,803	-£4,664
Transfer of accrued interest to ear-marked reserves	£8,750	£5,000
Opening Reserves (a forecast for original budget)	£262,381	£280,138
Closing Reserves	£309,434	£270,473
Reserves as a % of Expenditure	10.4%	9.0%

4 Reserves Policy

- 4.1 The Authority's purchase of the May Gurney dredging and maintenance operation has allowed 25% more dredging and other practical work to be carried out for the same cost. However, one consequence, which the Authority and the Navigation Committee were fully aware of at the time of the decision in 2006, is that this has increased the organisations fixed costs and reduced its flexibility.
- 4.2 Once the costs of dredging in Hickling became known, a review of the Authority's reserves policy was undertaken to consider whether there was any room for change. This has clarified the four reasons the Authority holds reserves:
- (i) Protection against unforeseen circumstances and expenditure (e.g. extreme storm with consequences for the navigation, major oil spill, collapse of a structure such as a public mooring);
 - (ii) Matched funding for external programmes and projects;
 - (iii) Responding to opportunistic events, such as an offer to purchase land for the disposal of dredgings; and
 - (iv) Ring-fenced pots of money where resources can accumulate to purchase specific items such as replacement launches, which are too costly to fund out of the normal revenue budgets.
- 4.3 The feedback from the Navigation Committee, the Financial Scrutiny and Audit Committee and the Broads Authority has been that:
- (i) 10% is about the correct level for the contingency reserves;
 - (ii) Reserves for matched funding is a high priority; and
 - (iii) Different views about the reserves needed for Mutford Lock.

Therefore there has been no change in the existing policy of maintaining 10% expenditure as contingency reserves.

5 Pressures on Income and Expenditure for 2016/17

- 5.1 **The current exceptionally low level of inflation**, with the August figures for year on year inflation being 1.1% for the Retail Prices Index and 0.0% for the Consumer Prices Index gives rise to the expectation of a low level of any increase in tolls. However, there are a number of pressures on expenditure in 2016/17 that the Authority needs to take into account when setting next year's charges.
- 5.2 **Last year's lowest ever increase in navigation charges** of 1.7% has inevitably put pressure on the coming year's finances and means that as Table 5 shows the predicted outturn for the current year is that reserves will have fallen to 9% of expenditure, below the recommended minimum.

- 5.3 **Decline in hire boat numbers** has reduced income. From discussion with the Broads Hire Boat Federation it is likely that, even though the industry appears to have had a good year, the number of hire boats will continue to fall next year. A rough estimate is 20 - 30 boats. The toll income from these would typically be around £20 - 30,000 compared to £7-10,000 if they go into the private fleet. It would consequently be prudent to make provision for a further reduction in hire boat income of £20,000.
- 5.4 **Increased operational activity** as a result of the change in the apportionment of staff time from 60:40 to 70:30 Navigation: National Park. This change was supported by the Navigation Committee in September 2014 and adopted by the Authority. This involves an additional £49,000 of salary and other fixed cost expenditure and therefore an additional 528 man days of work on navigation activity in 2016/17 in the Construction and Maintenance team. At the time of the decision it was made clear that this would involve a 3% increase per annum in charges to fund it. The report indicated that the additional activity would be on “pre-season maintenance of the system – litter clearance and minor mooring maintenance – and additional tree work as these tasks could be achieved without incurring significant cash expenditure on materials. This responds directly to the concerns raised by the boating community.
- 5.5 An additional £28,000 will need to be made for **increased employment costs**, a 1% increase in staff salaries has been assumed along with provision for additional employer contributions to the pension fund.
- 5.6 **Hickling Broad** is a strategic priority for the Authority and £21,000 has already been committed as additional navigation expenditure from this year's budget. This year it involves undertaking priority dredging on the approach to Hickling Pleasure Boat Dyke and erosion protection at Hill Common. The dredged material will be used to backfill the bank at Hill Common and the surplus will be transported to Duck Broad to complete the filling of the lagoon created by the baskets. We are using Broads Authority staff and equipment in the main, from the enhanced staff allocation for navigation, plus the additional cash budget agreed at the last meeting to hire in specialist plant e.g. concrete pump, to purchase materials e.g. silt curtains and to pay for increased water quality sampling and analysis as required by the Mitigation Plan.
- 5.7 Future years' works in Hickling Broad will include construction of bank protection/island creation. This could be achieved either using Authority staff and equipment with the purchase of expensive items such as geotubes, or entirely using a specialist contractor or a combination. We are looking to use as much staff time as possible because the Authority is able to count it as matched funding in its bid for external finance from Europe in the MULTIPLE Project. The benefit of using contractors would be that the existing dredging programme using our own staff could be maintained but this would require a significant cash budget to pay for contractors. The enhanced staff resource for navigation will enable more of the existing dredging programme to be delivered alongside the Hickling Project in the most cost efficient manner.

- 5.8 The continued delivery of the Hickling Project relies on a further expenditure of £30,000 in 2016/17 matched by the same amount funded from National Park Grant. If the bid to Europe is successful the Authority will be committed to a four year programme of delivery which will have an impact on what can be done elsewhere and the level of navigation income needed.
- 5.9 Additional expenditure of £6,000 for **Mutford Lock** has already been agreed, and this may be insufficient if the cost of the contract for operating the Lock rises.
- 5.10 **A cut in National Park Grant** following the Comprehensive Spending Review is highly likely and this may require a further review on the apportionment of expenditure which could place further focus on the pressure on the navigation side of the budget in 2017/18, if not in 2016/17.
- 5.11 The calculations below do not include any funding for new aspirational activity, such as an initiative regarding the disposal of waste from moorings.

6 Options for Navigation Expenditure for 2016/17

- 6.1 The Authority has committed to increasing the amount of practical navigation activity and this year's dredging on Hickling is a corporate priority. The additional expenditure of £30,000 in 2016/17 for Hickling puts extra strain on the budget. However, this is a strategic project and one for which there is much demand from the boating community. The items of expenditure in next year's budget that could be cancelled include:
1. **Dickey Works** hazard removal **£20,000**
It would remain a hazard and an eyesore.
 2. **Channel marker** renewal Breydon Water **£10,000**
All the soft posts are effected by Gribble worm and would be replaced as and when they fell rather than proactively against a programme of work set out and agreed in the Asset Management Strategy.
 3. Reduction in the **mooring refurbishment** programme **£ 3,000**
e.g. the development of emergency moorings at Scare Gap
This was the top priority identified in the workshop on moorings and the provision of an emergency mooring in the Lower Bure would be deferred
 4. Reduction in the **piling** programme, **£10,000**
e.g. the piled returns to **Chedgrave Common** moorings
If this isn't done we have to continue to carry out maintenance of the eroded sections mooring on a regular basis and can tackle the returns when the site needs repiling.
 5. **Tree clearance** contract **£15,000**
Using contractors allows the Authority to tackle large difficult areas of tree removal. Without the expenditure the Authority would just rely on in-house resource targeted on the priority areas – mainly the River Ant.

6. Annual litter pick**£ 5,000**

New Mills to Surlingham through Norwich. The majority of the cost is for the disposal of material removed – e.g. bicycles, needles, shopping trolleys, road cones and fast food containers. Larger items may result in a hazard to navigation.

- 6.2 The Table below shows as examples some of the choices available for the Committee to consider. All include provision for the anticipated loss of hire boats next year (£20,000), increased salary burden on operational activity (£49,000), increased employment costs (£28,000), the delivery of the Hickling Broad Project in 2015/16 and 2016/17 (£51,000) and the increased costs of operating Mutford Lock (£6,000).

Table 6 Options for Navigation Expenditure in 2016/17

Option	Work Undertaken in 2016/17	Navigation Expenditure 2016/17
Option 1 (+3.9%)	Hickling dredging Items 1-6 cancelled saving £63,000	£3,066,176
Option 2 (+5.1%)	Hickling dredging Items 1-2 cancelled saving £30,000	£3,099,176
Option 3 (+5.5%)	Hickling dredging Item 1 cancelled saving £20,000	£3,109,176
Option 4 (+6.2%)	Hickling dredging Existing programme delivered in full	£3,129,176

- 6.3 These are then translated into four different options for a draft budget for 2016/17 shown in Table 7.

Table 7 Draft Budget for 2016/17

	Option 1	Option 2	Option 3	Option 4
Navigation Income	£3,108,804	£3,144,608	£3,156,543	£3,177,429
Expenditure	£3,066,176	£3,099,176	£3,109,176	£3,129,176
Surplus/ Deficit	£42,628	£45,432	£47,367	£48,253
Transfer of accrued interest to ear-marked reserves	£5,000	£5,000	£5,000	£5,000
Opening Reserves	£270,473	£270,473	£270,473	£270,473
Closing Reserves	£308,101	£310,905	£312,840	£313,726
Reserves as % of Expenditure	10%	10%	10%	10%

7 Options for Navigation Charges 2016/17

- 7.1 Table 8 shows the cash impact on boats of different sizes and classes of the different options for expenditure shown above. The Insight Track research showed that navigation charges accounted for around 9% of the costs of private boat ownership and 11% for the commercial fleet. So while it is recognised that there are other costs pressures, for example the rising charges for moorings, a 10% increase in tolls would only represent just over 0.75% increase in the total costs of an individual owning a boat. So for example, a 25m² motor boat currently pays £281.13. The survey results suggest that the annual total costs for owning the boat would typically be over £3,000 and if Option 4 were implemented the annual increase in tolls would be £17.43, just over ½% increase in the total costs of owning the boat. Similarly, for a 38m² hire boat paying £1,044.80, the results indicate that the annual costs are in the order of £9,500 p.a. and a £79.48 increase in tolls under Option 4 equates to a 0.75% increase in total costs.

Table 8 Sample Increases illustrating impact of different levels of increase

	Toll 2015/16	Option 1 Increase	Option 2 Increase	Option 3 Increase	Option 4 Increase
Example Tolls - Private					
Canoe	£30.26	£1.18	£1.54	£1.66	£1.88
Sail 5m²	£47.14	£1.84	£2.40	£2.59	£2.92
Sail 11m²	£76.24	£2.97	£3.89	£4.19	£4.73
Motor Sail 18m²	£162.56	£6.34	£8.29	£8.94	£10.08
Motor Sail 25m²	£209.95	£8.19	£10.71	£11.55	£13.02
Motor 5m²	£94.28	£3.68	£4.81	£5.19	£5.85
Motor 11m²	£152.48	£5.95	£7.78	£8.39	£9.45
Motor 25m²	£281.13	£10.96	£14.34	£15.46	£17.43
Motor 38m²	£398.78	£15.55	£20.34	£21.93	£24.72
Motor 48m²	£489.28	£19.08	£24.95	£26.91	£30.34
Example Tolls - Hire (excluding £5 hire boat licence):					
Motor 11m²	£449.82	£17.54	£22.94	£24.74	£27.89
Motor 25m²	£736.56	£28.73	£37.57	£40.51	£45.67
Motor 38m²	£1,044.80	£40.75	£53.29	£57.46	£64.78
Motor 48m²	£1,281.91	£49.99	£65.38	£70.51	£79.48
Projected Income Private	£1.877 m	£1.950m	£1.973m	£1.980m	£1.993m
Hire	£1.068 m	£1.089m	£1.101m	£1.106m	£1.113m

8 Conclusions

8.1 The annual process of setting navigation charges on the Broads is never easy but the decision for next year presents some particular difficulties because of the combination of a series of factors.

- The current exceptionally low level for inflation provides an expectation that increase in charges will be comparably low;
- The lowest ever increase in navigation charges at 1.7% was approved last year and recognised that no provision for Hickling was made at that level;
- The financial position has been exacerbated by the loss of income from the continuing decline in the number of hire boats operating on the Broads and the expectation that this will continue in 2016;
- The switch in the proportion of staff time devoted to the maintenance of the navigation area as opposed to National Park work puts additional pressures on the budget;
- The demand and expectation from our full range of stakeholders that the Authority progress with its strategically important project for the improvements to Hickling Broad; and,
- The Authority has committed to a review of the tolls structure for implementation in 2017/18. If the Working Group advocates significant changes and the Committee and the Authority accept the proposals they will be more difficult to implement if navigation income lags behind actual and proposed expenditure.

8.2 The views of the Committee on next year's navigation charges are sought for submission to the Authority at its November meeting when the decision will be taken.

Background Papers:	Nil
Authors:	John Packman, Trudi Wakelin, Rob Rogers, Bill Housden and Emma Krelle
Date of Report:	1 October 2015
Broads Plan Objectives:	None
Appendices:	None

Mooring Guide and Riverbank Stabilisation Guide Consultation Responses
Report by Planning Policy Officer

Summary:	The existing guide (which is over 10 years old) has been reviewed and two draft guides were approved for consultation. Planning Committee and Navigation Committee approved the guides for consultation which ran from 14 July 2015 to 4pm on Friday 4 September 2015. Sixteen organisations responded to the consultation. All comments have been considered and a number of changes have been made.
Recommendation:	That the Authority adopts the Riverbank Stabilisation and Mooring Guides.

1 Introduction

- 1.1. The Authority has an existing guide for Riverbank Protection Works¹ which is over ten years old. As part of the Local Plan review process, the Authority has reviewed the guide with the intention of making the content more up to date to reflect current practice and lessons learned. The guides are intended to give would-be designers/ developers of riverbank stabilisation and moorings information to help inform the way forward with their design and highlight some of the common issues which such development needs to consider.

2 The Revised Guides

- 2.1 The original guide has been split into two guides to provide clarity between the issue of riverbank stabilisation and mooring and also to enable more information to be provided for the different structures to reflect their purpose.
- 2.2 An Officer group comprising representatives from navigation, design, access, recreation, heritage, communications, landscape, planning and ecology teams have worked together to provide the draft guides.
- 2.3 The guides will be hosted on the Broads Authority website and produced in paper format only on request.

3 Status of the Guides

- 3.1 The purpose of the guides is to provide would-be designers of riverbank stabilisation and moorings advice on issues to consider as well as information

¹ http://www.broads-authority.gov.uk/_data/assets/pdf_file/0020/412832/Riverbank_Protection_Works.pdf

to help choose the most appropriate and relevant design for a particular location.

- 3.2 The guides are not Supplementary Planning Documents but have been produced in a similar way (e.g consultation and adoption by Full Authority).
- 3.3 The guides have been consulted on in order to give the guides more weight in determining planning applications and potentially at any subsequent appeals if required.

4 Consultation and Comments Received

- 4.1 The guides were presented to Planning Committee on 29 May 2015 and Navigation Committee on 4 June 2015.
- 4.2 The consultation ran from 14 July 2015 to 4pm on Friday 4 September 2015.
- 4.3 All organisations on the Local Plan contact database were contacted as well as other organisations with a particular interest in the subject of the guides. Boatyards and Marinas were contacted and officers attended the Broads Forum on 30 July 2015 to seek comments.
- 4.4 In total, 16 organisations/groups responded. Their comments and the proposed responses from the Broads Authority and proposed amendments to the guides are set out at Appendix A.
- 4.5 The amended draft guides are presented at Appendix B and C. Where changes have been made, the text is highlighted in pink.
- 4.6 The guides were presented to Planning Committee alongside the consultation responses on 9 October 2015. Planning Committee endorsed the guides for adoption by Full Authority.

5 Financial Implications

- 5.1 Officer time to date in producing the draft guides as well as finalising the guides following Full Authority.

6 Next Steps

- 6.1 If Full Authority is minded to adopt the guides:
 - (i) It is proposed that the tracked changes shown will be accepted and guides finalised and formatted
 - (ii) Copies of the responses made to the consultation, the Authority's response and the final guide will be sent to all who responded to the consultation.
 - (iii) The guides will be placed on their own webpage along with a summary of the process to date and the comments received.

- (iv) The guides will be used and signposted to those proposing moorings and riverbank stabilisation.

7 Conclusion

- 7.1 Having up to date guides will provide developers and landowners with useful guidance on the design of moorings or the protection of riverbanks.
- 7.2 The consultation event was far ranging and resulted in responses which have helped to improve and clarify the guides.
- 7.3 It is recommended that Full Authority adopts Riverbank Stabilisation and Mooring Guides.

Background papers: None

Author: Natalie Beal

Date of report: 8 September 2015

Broads Plan Objectives: NA1.5, TR2.2, NA5.2

Appendices: APPENDIX A - Comments received during consultation

APPENDIX B - Mooring Design Guide (with track changes)
and APPENDIX C - Riverbank Stabilisation Guide (with track
changes), please follow the link

[http://www.broads-authority.gov.uk/broads-
authority/committees/broads-authority/broads-authority-20-
november-2015](http://www.broads-authority.gov.uk/broads-authority/committees/broads-authority/broads-authority-20-november-2015)

Mooring Guide and Bank Stabilisation Guide Consultation (Aug-Sept 2016) RESPONSES

Barton Turf Adventure Centre

- (1) Typo - Mooring guide page 4, col 3 para 3, also page 10 col 1: – “waling” not “whaling” – AFAIK there are no whales on the Broads!
- (2) Stabilisation guide – suggest that it be noted somewhere that the use of geotextiles as bank reinforcement is not compatible with water voles as they cannot burrow through it.

Summary of response:

Typological error highlighted. Geotextiles prevent water voles from burrowing through.

Broads Authority response:

- (1) Whaling will be changed to waling.
 - (2) Agree. The BA install these at the water line so they are still effectively a soft edge to the water. Amend to say installed at or below water line.
-

Broads Angling Strategy Group

After discussion at its last committee meeting 16th July it was agreed that these guides apply design principles that enable angling in a safe and appropriate manner and no further action was needed.

Summary of response:

These guides apply design principles that enable angling in a safe and appropriate manner.

Broads Authority response:

Support noted.

Broads Authority

Suggested amendments by Officers.

Broads Authority response:

Mooring Guide:

Page 2 - 'Please contact us for free advice about whether natural...'

Page 3 - '...the ends are directed in to the bank.'

Page 3 - '...erosion of natural edges in some areas. Returning then to the'

Page 4 - 'Alder for pole piling is available locally. It has...'

Page 4 - '...of your project. There should be no ecological impacts'

Page 4 - 'The additional horizontal timber will help disguise the less natural material'.

Page 10 - 'Timber capping and waling of steel or plastic...'

Page 10 - 'and areas of high tidal range'.

Riverbank Stabilisation:

Page 5 - '...softwood to be used, it should be pressure treated to provide a reasonable life in wet conditions'.

Page 7 - 'Appropriate for most locations in the Broads with medium or low tidal range'.

Page 7 - 'you could consider plastic or plastic coated mesh instead of steel wire'.

Page 8 - 'the nearer it is to the water, the lower the impact. However potential navigation hazard has to be considered.'

Broads Forum

Comments from Broads Forum at meeting on 30 July 2015:

- FSC timber is poor quality so using it is not cost effective.
- Vertical wear out posts to protect piling.
- Some boats do not have fenders which could impact piling.
- SSSI section uses the word 'claims'. Re word to 'has' or something similar.
- Natura 2000 sites section needs improving in similar way as reference to Wildlife and Countryside Act 1981.

Broads Authority response:

Regarding FSC:

- The durability of treated softwood timber typically sold has reduced. This is a result of some of the more harmful chemicals in the preservative being banned and lower quality timber on the market.
- FSC (Forest Stewardship Council) certification on timber refers to the management of the forestry where the timber is sourced. It has nothing to do with the quality, durability, type or treatment of the timber (you can get FSC pine, oak, ekki etc.).
- Whatever the timber we would recommend it has FSC certification to be confident it has come from sustainable forestry. We will amend the wording in the guides to "Timber should be from a sustainable source and should have Forestry Stewardship Council (FSC) certification".

With regard to wear out posts and boat fenders:

- The use of boat fenders is a matter for boat owners. Generally fendering on most moorings and on boats is to protect the vessel not hard piling.
- We will amend the text as follows "The design is suitable for most tidal ranges. However consider the use of vertical fenders / rubbing strips in areas of high tidal range".

With regards to SSSI wording:

- See later comment from RSPB.
-

Environment Agency

We have considered these two documents and our detailed comments are as follows:

Flood Defence Consent:

The section on Flood Defence Consents could be a little more specific. The text we usually provide is below:

Under the terms of the Water Resources Act 1991, and the Land Drainage and Sea Defence Byelaws for Anglian Region, prior written consent of the Environment Agency is required for any proposed works or structures, in, under, over or within 9 metres or a main river or flood/sea defence.

The following could also be included to explain why Flood Defence Consent is required.

Any consent application should demonstrate that:

- There is no increase in flood risk either upstream or downstream
- Access to the main river network and sea/tidal defences for maintenance and improvement is not prejudiced.
- Works are carried out in such a way as to avoid unnecessary environmental damage.

Mitigation is likely to be required to control off site flood risk. We will not be able to issue our consent until this has been demonstrated.

Channel width: Where channel width is discussed it may be beneficial to mention that flow should not be restricted or channel capacity reduced as this could increase flood risk elsewhere. This would be considered as part of a Flood Defence Consent.

Water Framework Directive: There is no mention of the Water Framework Directive (WFD) in either document, for example it would be useful to include information on where a WFD assessment may be required, e.g. depending on length and type of works proposed an assessment may be needed.

Summary of response:

- Suggests better Flood Defence Consent text.
- Text about why Flood Defence Consent is required.
- Reference Water Framework Directive.

Broads Authority response:

- Agree. Flood risk will be mentioned in channel width section with impact on navigation.
- Agree. The potential requirement for a WFD assessment will be added to the EA section of the Permissions section of both guides.
- Agree. Guide text regarding consent will be amended to reflect this comment.
- In relation to why consent is required, this would reproduce lots of guidance in place. The changes to be made are adequate for this guide. Links to the EA webpages will be included in the guide.

Highways England

The areas where trunk roads and Broads Authority watercourses interact are relatively few and clearly our remit differs considerably. In this respect I do not feel that Highways England has a comment to make regarding your proposed policy documents.

Summary of response:

No comment.

Broads Authority response:

Noted.

Historic England

Draft Mooring Design Guide:

- The draft guide provides a useful overview of the design issues that need to be addressed by mooring proposals. We welcome the need for moorings to reflect and complement the character of the area, including heritage sites and conservation areas. The design, size and materials of any new mooring will need to be appropriate to the significance of heritage assets, which includes development within the setting of specific assets. The introduction of lighting

could impact on the significance of heritage assets, while there could be archaeological impacts from piling, dredging and the construction of trenches for services.

- We would advise that any proposal to replace old moorings should consider the significance of the existing mooring and whether it could be regarded as a heritage asset in its own right. In certain cases, there may be a need to conserve the existing mooring or at least ensure that it is recorded before removal.
- The archaeology section is rather short and could be expanded to mention built heritage and clarify that archaeological deposits can include paleo-environmental. Reference could also be made to the county historic environment records. We recommend that the guide requires proposals to assess whether there is potential for archaeological interest before the design is finalised, as this would be more proactive and prevent problems at the application stage. The current wording of the final sentence in this section implies a more reactive approach once proposals have been finalised and approved.
- The checklist at the end of the guide should make explicit reference to proposals needing to consider impact on heritage assets, including archaeology, before submitting a planning application.

Draft Riverbank Stabilisation Guide:

- As with the moorings guide, we welcome the need for stabilisation methods to reflect and complement the character of the area. The potential for impact on heritage assets through stabilisation methods, including impact on archaeological deposits, is considerable. Methods will need to minimise negative impacts and seek benefits for all aspects of the environment, including the natural and the historic.
- As with the moorings guide, the archaeological section is rather short and needs to promote a more proactive approach to the assessment of archaeological interest before stabilisation proposals are finalised.
- The checklist at the end of the guide asks planning applications to consider the archaeological and heritage characteristics of the location, but should go further and ask applications to consider the impact of development on such characteristics.

Summary of response:

Mooring:

- The design, size and materials of any new mooring will need to be appropriate to the significance of heritage assets, which includes development within the setting of specific assets. The introduction of lighting could impact on the significance of heritage assets, while there could be archaeological impacts from piling, dredging and the construction of trenches for services.
- We would advise that any proposal to replace old moorings should consider the significance of the existing mooring and whether it could be regarded as a heritage asset in its own right. In certain cases, there may be a need to conserve the existing mooring or at least ensure that it is recorded before removal.
- The archaeology section is rather short and could be expanded to mention built heritage and clarify that archaeological deposits can include paleo-environmental. Reference could also be made to the county historic environment records. We recommend that the guide requires proposals to assess whether there is potential for archaeological interest before the design is finalised, as this would be more proactive and prevent problems at the application stage.
- The checklist at the end of the guide should make explicit reference to proposals needing to consider impact on heritage assets, including archaeology, before submitting a planning application.

Stabilisation:

- Stabilisation methods will need to minimise negative impacts and seek benefits for all aspects of the environment, including the natural and the historic.
- Archaeological section is rather short and needs to promote a more proactive approach to the assessment of archaeological interest before stabilisation proposals are finalised.
- The checklist at the end of the guide asks planning applications should go further and ask applications to consider the impact of development on such characteristics.

Broads Authority response:

- Will amend introduction to landscape and wildlife to say 'Design of moorings should be appropriate to the location and reflect and complement the character...'.
- There are two issues here the impact that the outcome of the works might have on significance (setting) and also the potential physical impact (damage) on assets through the works.
- It is proposed to replace the archaeology section as follows. "Heritage and Archaeology. Heritage is a finite resource care should be taken throughout the design process to ensure that the physical and visual impact on both built heritage and Archaeology is minimised. The entire Broads is a site of exceptional waterlogged archaeology. This means there is potential for important discoveries during the course of carrying out work and you should be aware that archaeology may be uncovered. If planning permission is required it may be subject to an archaeological condition. Early advice should be sought from the Authority. Consulting the relevant Historic Environment record early in the process (LINK) will indicate any known heritage assets and help assess the likelihood of potential archaeology."
- This will be part of the assessment of any development that requires planning permission. But not all stabilisation and mooring development requires planning permission. There is general reference to heritage in the guide.
- Agree. Amend mooring checklist to say 'How does your proposal reflect the local character and how does it consider impact on heritage assets, including archaeology?'
- Agree. Amend stabilisation checklist to say 'What are the characteristics of the location and how does your proposal impact on/reflect/complement these characteristics?'

Homes and Communities Agency

Thank you for your email in connection with the above consultation the Broads Authority are undertaking. However, as this guide is unlikely to impact on the delivery of housing, the Homes and Community Agency does not intend to respond to the consultation, but we thank you for drawing this to our attention.

Summary of response:

No comment.

Broads Authority response:

Noted.

Knight, Mr J (Broads Authority Member)

Thanks for this. The guide is very useful and I fed most of my comments through at the Navigation Committee but am repeating some of them here, which I hope is helpful.

- (1) Much of the guidance is very prescriptive but is also subjective. For example 'surfacing behind moorings should be kept as natural as possible.' Why? Is this not simply a personal opinion rather than good practice?
- (2) Safety ladders and life rings - every 50m is excessive in my opinion within enclosed marinas, and certainly exceeds the requirements of The Yacht Harbour Association guidance. 50m may well be suitable for the rivers and I suggest that the guidance is modified accordingly.
- (3) Signage - the requirement for 50mm signage is unnecessarily prescriptive and appears entirely arbitrary as there are almost as many letter heights & styles currently in use as there are signs around the Broads

Summary of response:

- (1) Considers parts of the guide subjective. For example surfacing behind moorings.
- (2) Considers safety advice in moorings guide excessive.
- (3) Considers signing guidance overly prescriptive.

Broads Authority response:

- (1) Noted. In liaison with the Landscape Officer, suggested amendments to wording as follows:

'The type of surfacing behind moorings should reflect the environment within which the moorings are located. For rural environments the use of grass or bark provides a more natural feature. Grass can be reinforced to provide a firmer surface to allow access by, for example, wheelchairs and pushchairs. In more urban environments or areas of high use alternative surfacing may be chosen and local products which are cost effective include gravel (which can also be reinforced to make firmer) or hoggins.'

- (2) Noted. In liaison with the Head of Safety Management and the Rivers Engineer, the following amendments will be made:

- 'Safety ladders should be spaced at no more than 50m apart along the length of the mooring. There should also be a chain, rail or similar structure that someone in the water can grab onto in any tidal conditions. You should also complete a risk assessment to determine where public rescue equipment (for example lifebuoys or unlocked throw lines) should be located.'
- Another change to this section is also made. The Health and Safety Executive guide has 'docks' in its title, but it does relate to marinas. As such the following change is to be made:
- 'There is a free Health and Safety Executive code of practice www.hse.gov.uk/pubns/books/l148.htm relating to docks and moorings (including marinas).'

- (3) Comment noted. No change proposed however:

- Agree that there are many signing styles, but this guide refers to mooring related signage.
- AINA (Association of Inland Navigation Authorities) guide lines state that 50mm as a text height is viewable from 10m which we have judged to be a reasonable distance in which to react to the message of 'No public mooring' or succinct wording to that effect.
- A sign of this type will fit on the fascia or capping of a standard quay heading without the need for additional structures.
- White text on black is highly visible without causing glare from strong light.
- The guidance given in the guide is prescriptive, we felt this was preferable to a lengthy explanation of the reasoning and given that it only relates to one particular type of sign that it was not unreasonable.

Marine Management Organisation

Comments from our Marine Licensing team are as follows:

With regard to the mooring guide:

Within the checklist for submission of the planning application an additional question should be asked to confirm if the applicant has considered the need for a marine licence and if they have applied for one. As both authorities will be issuing a licence for these works it is important that we work together and having the applicant inform the authority, of their need for a marine licence, will help facilitate joint working, where required.

With regard to the Bank stabilisation guide:

- Reference should be made under the Permissions and notices section to the fact that for these works a Marine Licence from the MMO, under the Marine and Coastal Access Act 2009, is almost certainly going to be required for any works in a tidal area (i.e below Mean High Water Springs). I would suggest adding wording very similar to that used under the draft moorings guide.
- Within the checklist for submission of the planning application an additional question should be asked to confirm if the applicant has considered the need for a marine licence and if they have applied for one. As both authorities will be issuing a licence for these works it is important that we work together and having the applicant inform the authority, of their need for a marine licence, will help facilitate joint working, where required.

Summary of response:

With regard to the mooring guide:

Within the checklist for submission of the planning application an additional question should be asked to confirm if the applicant has considered the need for a marine licence and if they have applied for one.

With regard to the Bank stabilisation guide:

- Reference should be made under the Permissions and notices section to the fact that for these works a Marine Licence from the MMO, under the Marine and Coastal Access Act 2009, is almost certainly going to be required for any works in a tidal area (i.e below Mean High Water Springs).
- Within the checklist for submission of the planning application an additional question should be asked to confirm if the applicant has considered the need for a marine licence and if they have applied for one.

Broads Authority response:

- This issue is being considered at Full Authority on 25 September 2015. Dan Hoare. The resolution of Full Authority will inform the response to this comment which will be reported orally to Planning Committee. <http://www.broads-authority.gov.uk/broads-authority/committees/broads-authority/broads-authority-25-september-2015>.
- Agree. Amend so wording in stabilisation guide is similar to that of the mooring guide.
- Agree. Add marine licence to checklist or mooring guide.

Natural England

General comments:

- Natural England welcomes that both guides highlight the international and national importance of the landscape and wildlife within the Broads, the potential threats to these from mooring and riverbank stabilisation works and the due process that must be followed before any works can take place where there is potential for impacts to designated sites.
- We also welcome that page 3 of each guide encourages the exploration of enhancing or creating increased space for wildlife when assessing works options.

Suggested changes:

- We advise that Ramsar sites [Listed or proposed Wetlands of International Importance under the Ramsar Convention (Ramsar) sites are protected as a matter of Government policy. Paragraph 118 of the National Planning Policy Framework applies the same protection measures as those in place for European sites.] should also be listed on page 3 of each guide among the international site designations present within the Broads.
- On page 3 of the Draft Riverbank Stabilisation Guide, we advise that lesser reedmace *Typha angustifolia* should also be included within the list of recommended stabilisation species; this can effectively promote the growth of hover which is a very effective absorber of wave energy from boat wash.

Summary of response:

- We advise that Ramsar sites should also be listed on page 3 of each guide among the international site designations present within the Broads.
- On page 3 of the Draft Riverbank Stabilisation Guide, we advise that lesser reedmace *Typha angustifolia* should also be included within the list of recommended stabilisation species; this can effectively promote the growth of hover which is a very effective absorber of wave energy from boat wash.

Broads Authority response:

- Agree. Ramsar sites will be added to this section of the guides.
- Agree. Lesser reedmace *Typha angustifolia* will be added to the list.

Norfolk and Suffolk Boating Association

Draft Mooring Design Guide:

- Surfacing p 4: Large stone is clean on the boat but difficult for disabled people to walk on or for a wheel chair. Granite or stone chippings, which are used at some moorings, are easier for the disabled but the dust abrades the boat deck, cockpit and cabin sole. For this reason, we are strongly opposed to the use of stone chippings. Wood chippings rot over time but can be kinder to disabled people, and boats.
- Safety p 5: Where there are strong currents or a high tidal range most boats make for the ladders and moor up on them because they are easy and handy to attach the first mooring warp. If there was provision for 'vertical mooring' – vertical 2" rails that could be used instead of the ladders – the ladders could revert to being a safety feature.
- Signage p 7: The Authority's 'no mooring' signs on a piled edge are written in white on black. The remainder of the Authority's signs are written in black or some other colour on white.
- Timber staging p 9: Where staging is erected the vertical posts need to be on the outside of the structure such that the boat rides up and down on the vertical posts rather than getting caught under the staging (unless mooring poles are used to push the boat away from the mooring).
- Quay heading and piling p 9: We are wholly in favour of chamfered whaling. We note that this is not always used at the Authority's quay headings. Dome headed coach bolts should be countersunk into whaling and tightened onto the piling to avoid damage to boats
- Swing or trot p 10: In relation to the first paragraph on p 11, swing moorings are suitable for rivers provided there is a heavy enough weight and/or chain and there is sufficient room for the boat to swing without impeding the banks and other boats. This is demonstrated in countless other rivers and estuaries up and down the country.
- Dolphin p 11: The three legged dolphins that are at the North end of Breydon Water are positively dangerous for small sailing craft on a rising tide. They have no means of easily attaching a boat to them.

Bank stabilisation:

- Bank line protection p 7: The use of gabions is problematic. The rock filled gabions that have fairly recently replaced the steel piling in The New Cut are now clearly failing in parts.
- Matting p 8: Matting does not get caught up in boat engines – it gets caught up in boat stern gear.

Summary of response:***Draft Mooring Design Guide:***

- (1) We are strongly opposed to the use of stone chippings. Wood chippings rot over time but can be kinder to disabled people, and boats.
- (2) If there was provision for 'vertical mooring' – vertical 2" rails that could be used instead of the ladders – the ladders could revert to being a safety feature.
- (3) The Authority's 'no mooring' signs on a piled edge are written in white on black. The remainder of the Authority's signs are written in black or some other colour on white.
- (4) Where staging is erected the vertical posts need to be on the outside of the structure such that the boat rides up and down on the vertical posts rather than getting caught under the staging (unless mooring poles are used to push the boat away from the mooring).
- (5) Dome headed coach bolts should be countersunk into whaling and tightened onto the piling to avoid damage to boats
- (6) Swing moorings are suitable for rivers provided there is a heavy enough weight and/or chain and there is sufficient room for the boat to swing without impeding the banks and other boats. This is demonstrated in countless other rivers and estuaries up and down the country.
- (7) The three legged dolphins that are at the North end of Breydon Water are positively dangerous for small sailing craft on a rising tide. They have no means of easily attaching a boat to them.

Riverbank Stabilisation Guide:

- (1) The rock filled gabions that have fairly recently replaced the steel piling in The New Cut are now clearly failing in parts.
- (2) Matting gets caught up in boat stern gear.

Broads Authority response:

Mooring comments:

- 1: Noted. See changes to this section as detailed in response to James Knights' comments which address this.
- 2: Noted and agree to some extent. Amend guide to say 'Where moorings are proposed in areas of large tidal range, a vertical rail for ease of mooring at lower states of tide could be considered.'
- 3: Noted.
- 4: Agree. Drawing to be amended to take on board this suggestion.
- 5: Agreed, but this is a guide not a specification. However we will amend the example of piling drawing to extend the note on tie rods to read "Galvanised tie rod anchored to buried pile and bolted to waling with head countersunk".
- 6: This may be acceptable on wide rivers and estuaries, but swing moorings have the potential to impede navigation on most areas of our rivers. No change to guide.
- 7: Noted. Dolphins remain an option, we are not specifying the design. No change to guide.

Stabilisation comments:

1: The BA acknowledge there are issues in this area. This prompted the wording in the guide. No change to guide.

2: Agree. Replace 'engine' with 'boat stern gear'.

Norfolk County Council

Mooring Design Guide:

The County Council welcomes the draft guidance on Mooring Design and the sustainable principles which underpin the emerging Guidance. In particular the County Council welcomes the reference on page 2 to Landscape and Wildlife and on page 4 to Archaeology. In addition the County Council welcomes the reference on page 7 to Permissions and Notices.

Riverbank Stabilisation Guide:

The County Council welcomes the draft guidance on Riverbank Stabilisation and the sustainable principles which underpin the emerging Guidance. In particular the County Council welcomes the reference on pages 2 - 4 to Landscape and Wildlife and on page 4 to Archaeology. In addition the County Council welcomes the reference to Permissions and Notices on page 5.

Summary of response:

General support.

Broads Authority response:

Noted.

Norfolk Heritage Fleet Trust (Hunters Yard)

Broads Authority Mooring Design Guide:

- (1) A lot of space is taken up by considering the requirements of the environment, wildlife and archaeology but little on the requirements of the users of the mooring (boats). There is no guidance the best mooring design and arrangements for boats.
- (2) This guide has more relevance to private moorings than BA official moorings. Although the guide recommends grass, gravel, hoggin or bark for surfacing, many BA moorings still have fine grit for surfacing which is particularly damaging to boat decks.
- (3) A paragraph (Page 6) is devoted to Channel Width: new moorings must have no adverse impact on the navigation channel. "It is also not necessarily about the mooring itself, but the impact on channel width by the vessel that is to be moored". I know that this is a new guide and I have no access to the current guide but the recent moorings at How Hill and Womack Dyke have both reduced the navigation channel making it very difficult for tacking yachts.
- (4) Ways of mooring are covered on Page 7 - "In some locations double mooring or mooring stern on are more efficient ways of using space as long as there is adequate channel width". There are several places where there are stern-on moorings but the channel width is certainly not adequate, eg Horning New Inn, Horning Ferry and Martham - should they be allowed?

Broads Authority Riverbank Stabilisation Guidance:

- (1) The guidance on Page 4 about trees implies that trees are a good thing although it is mentioned in passing that they have a detrimental effect for sailing. It should be remembered that trees are a fairly recent addition to river banks. Early photographs of the Broads show very few trees (wherryman did not like trees) and, earlier than that, trees did not last to maturity as they were an important source of fuel. Should planting of new trees be encouraged if it alters the appearance of the area? The whole area is not a natural landscape but is the result of centuries of industrial and agricultural use.

- (2) Page 6 includes a section on re-profiling banks. There is no mention of the need to maintain some areas with vertical banks for informal mooring. The current scheme of sloping back all the banks removes any possibility of mooring and disembarking - this can also be a problem when Yard staff go to the aid of boats in trouble.

Again much emphasis placed on designs being beneficial to wildlife. All designs should be a compromise to meet the needs of every user, be it human or wildlife.

Summary of response:

Mooring Guide:

- (1) Little on the requirements of the users of the mooring.
- (2) Many BA moorings still have fine grit for surfacing which is particularly damaging to boat decks.
- (3) Recent moorings at How Hill and Womack Dyke have both reduced the navigation channel making it very difficult for tacking yachts.
- (4) There are several places where there are stern-on moorings but the channel width is certainly not adequate, eg Horning New Inn, Horning Ferry and Martham - should they be allowed?

Riverbank Stabilisation Guide:

- (1) The guidance on Page 4 about trees implies that trees are a good thing although it is mentioned in passing that they have a detrimental effect for sailing. Should planting of new trees be encouraged if it alters the appearance of the area?
- (2) Page 6 includes a section on re-profiling banks. There is no mention of the need to maintain some areas with vertical banks for informal mooring. The current scheme of sloping back all the banks removes any possibility of mooring and disembarking - this can also be a problem when Yard staff go to the aid of boats in trouble.
- (3) Again much emphasis placed on designs being beneficial to wildlife. All designs should be a compromise to meet the needs of every user, be it human or wildlife.

Broads Authority response:

- Surfacing comments noted. See comment in response to James Knight's comments which includes new wording.
- The moorings at How Hill were installed by BESL and were along the same section of frontage that mooring previously took place on (circa 2004). The new piling was installed in front of the previous pile line rather than removing the previous piling and repiling on exactly the same line. As the old piling had failed to the extent that it was a crinkle crankle wall the new pile line was some distance out from the previous pile edge and has resulted in a reduction in river width at this point. This was the subject of some debate at the time and is precisely why the Authority wanted the guidance to cover unacceptable encroachment on the available navigable width at any given location. No change to guide.
- Stern on comments noted. No change to guide. Comment will be referred to ranger team to consider and assess.
- Tree comments Noted. The guidance neither promotes or discourages trees. The existing text highlights the complex issue and reflects broadly the comments raised by Norfolk Heritage Fleet Trust. No change to guide.
- The current scheme being undertaken by EA involving removal of their own assets which were put in place for bank protection. The BA acknowledge that informal mooring contribute to the amount of mooring available in the Broads. Re-profiling banks is one of the various options discussed in the guide. The guide is not promoting removal of hard edges. Different options will provide different benefits in different locations. No change to guide.

- Agreed. The guides discuss design, cost, maintenance, safety, landscape impact amongst other issues to consider. No change to the guide.
-

RSPB

- Having reviewed the proposal, the RSPB considers there is a lack of clarity regarding the information that should be presented to the Broads Authority and/or Natural England when undertaking works on moorings or riverbank stabilisation close to designated sites. The RSPB therefore recommends the document be strengthened to better reflect requirements to ensure adverse effect to Natura 2000 sites and Sites of Special Scientific Interest (SSSIs) are avoided. Under the 'permissions and notices' section of the guides (p.7 & p.5 respectively), a planning application is required for waterside development. It should be highlighted that projects likely to impact on a Natura 2000 site should be accompanied by sufficient information to enable the Competent Authority to complete a Habitats Regulations Assessment to determine the application(s) in accordance with the Habitat Regulations [The Conservation of Habitats and Species Regulations 2010]. The guides already note that Natural England will need to determine whether the project will require any consents, but greater clarity on what this will require would be helpful. Additional guidance on the information required to enable Natural England and the Broads Authority to consent works under the Habitats Regulations could be attached to penultimate paragraph on p.3 of the Mooring design guide and the final paragraph on p.3 of the riverbank stabilisation guide. The guides already provide information regarding the Wildlife and Countryside Act 1981 and the need to survey for European Protected Species; a similar statement clarifying assessment requirements for the wider designations would therefore be appropriate for completeness.
- The RSPB recommends that penultimate paragraph on p.3 of the Mooring design guide and the final paragraph on p.3 of the riverbank stabilisation guide be amended. The first sentence of both paragraphs starts "The Broads also claims 28 Sites of Special Scientific Interest (SSSIs)..." The Broads does have/supports the identified SSSIs and a stronger term than "claims" must be used. We suggest this paragraph be re-worded to say: "The Broads supports internationally important wildlife populations and habitats protected within Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). These sites are underpinned at a national level by 28 Sites of Special Scientific Interest (SSSIs) that cover 24% of the executive area."

Summary of response:

- RSPB considers there is a lack of clarity regarding the information that should be presented to the Broads Authority and/or Natural England when undertaking works on moorings or riverbank stabilisation close to designated sites. The RSPB therefore recommends the document be strengthened to better reflect requirements to ensure adverse effect to Natura 2000 sites and Sites of Special Scientific Interest (SSSIs) are avoided.
- Under the 'permissions and notices' section of the guides (p.7 & p.5 respectively), a planning application is required for waterside development. It should be highlighted that projects likely to impact on a Natura 2000 site should be accompanied by sufficient information to enable the Competent Authority to complete a Habitats Regulations Assessment to determine the application(s) in accordance with the Habitat Regulations.
- Additional guidance on the information required to enable Natural England and the Broads Authority to consent works under the Habitats Regulations could be attached to penultimate paragraph on p.3 of the Mooring design guide and the final paragraph on p.3 of the riverbank stabilisation guide.
- The RSPB recommends that penultimate paragraph on p.3 of the Mooring design guide and the final paragraph on p.3 of the riverbank stabilisation guide be re-worded to say: "The Broads supports internationally important wildlife populations and habitats protected within Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). These sites are underpinned at a national level by 28 Sites of Special Scientific Interest (SSSIs) that cover 24% of the executive area."

Broads Authority response:

Amend text in both guides to say:

'The Broads supports internationally important wildlife and habitats. Within the Broads are the Broads Special Area of Conservation (SAC), Broadland Special Protection Area (SPA) and Broads Ramsar site. These sites are underpinned at a national level by 28 Sites of Special Scientific Interest (SSSIs) covering 24% of the executive area. You will need written consent from Natural England for any proposed works that may impact a protected site. In some cases an appropriate assessment may be required under the Habitat Regulations to demonstrate that there will be no adverse impacts on the integrity of the protected site.'

Salhouse Broad

In response to your consultation notification, please note a few points on the Mooring Guide and Draft Riverbank Stabilisation Guide, as recognised by Salhouse Broad:

- Coir is mentioned but not explained that this is coconut fibre.
- Matting out of jute is suggested, but coir and hemp would also be suitable.
- Asphaltic matting is mentioned, this should be bitumen matting.

Mooring design guide:

- Terram is a brand, and should not be 'advertised'
- Piling example, should show appropriate finish, of woodchip / gravel / reinforced grass turf
- Piling example should show appropriate drainage, to stop puddle formation behind the piling.

Summary of response:

- Coir is mentioned but not explained that this is coconut fibre
- Matting out of jute is suggested, but coir and hemp would also be suitable
- Asphaltic matting is mentioned, this should be bitumen matting
- Terram is a brand, and should not be 'advertised'
- Piling example, should show appropriate finish, of woodchip / gravel / reinforced grass turf
- Piling example should show appropriate drainage, to stop puddle formation behind the piling.

Broads Authority response:

- Agree. Amend to 'coir (coconut fibre)'.
 - Agree. Amend to 'natural fibres (e.g. jute, coir or hemp)'
 - Noted. Asphaltic is an accepted term. No change to guide.
 - Agree. Replace 'terram' with 'geotextile membrane'
 - It is difficult to show all three suggestions on one diagram. We discuss surfacing elsewhere in the guide. No change to guide.
 - The requirement to consider drainage is not standard on all piling schemes. Add a new bullet point relating to considering drainage.
-

Public Question Time Scheme of Operation - Review
Report by Solicitor and Monitoring Officer

Summary:	This report provides an overview of the Broads Authority's Public Question Time Scheme of Operation to invite members to consider amendments to the current Scheme to improve the efficiency of all Authority and Committee meetings.
Recommendation:	That the Authority adopts the amended Public Question Time Scheme of Operation detailed in Appendix 1 for all Authority and Committee meetings.

1 Introduction

- 1.1 During its meeting on 25 September 2015, officers were invited to review the Authority's Public Question Time Scheme of Operation (PQT Scheme) and consider whether any steps could be proposed that would improve the effectiveness of the Scheme and support the efficiency of Authority and Committee meetings.
- 1.2 This Authority's current PQT Scheme was last reviewed by Members at its meeting on 21 November 2014, where it was decided to amend the Scheme so that a question, statement or petition could be addressed at a meeting, without the requirement for the member of the public providing the question, statement or petition to be present.

2 Review

- 2.1 Having reviewed the PQT Scheme of a number of National Park Authority (North York Moors NPA, Lake District NPA and Brecon Beacons NPA), it is clear that this Authority's PQT Scheme mirrors the majority of those respective Schemes in addition to a number of such PQT Schemes in force at neighbouring local authorities.
- 2.2 In the course of that review, a few differences have been identified which might be helpful for this Authority to adopt within its own Scheme. However, on the whole, mindful of those other PQT Schemes which have been compared to that of this Authority, it is recommended that the Scheme as a whole remain the same as it ensures a fair and reasonable method to allow members of the public to raise legitimate questions of this Authority.

3 Proposed Changes to PQT Scheme

- 3.1 Of the minor changes proposed, which members are invited to consider, include the following:
 - 3.1.1 Removing the right to present a petition or make a statement – It is believed that there are more appropriate methods for members of the public to raise to the attention issues of concerns to the Authority and its members other than a petition or statement before public meetings of the Authority and/or its committees. This change will not affect the right of local residents to make representations before Planning Committee in relation to applications to be considered by members, as members will be aware that there are separate arrangements published by this Authority regarding public speaking before Planning Committee.
 - 3.1.2 Amending the way the Authority provides a reply to a question from a member of the public where they are not or unable to be present at the meeting – It is proposed that such answers shall be provided in writing to the individual who asked the question within 2 working days after the Authority meeting or Committee. Members will be provided with a copy of the written answer when minutes of the meeting/committee are published.
 - 3.1.3 Adding exclusions to the current PQT Scheme – It is proposed that to add greater clarity to the existing Scheme by setting out a number of further exclusions to the Scheme which are not currently expressed within the text.

Background papers:	Nil
Author:	Piero Ionta
Date of report:	4 November 2015
Broads Plan Objectives:	None
Appendix:	APPENDIX 1 – Public Question Time Scheme of Operation (with tracked changes)

Public Question Time Scheme of Operation

A member or members of the public may ask a question, ~~present a petition or make a statement~~ on any matter which relates to the business of the Broads Authority or any of its committees. Please note that this Scheme of Operation is not applicable for Planning Committee meetings. A separate scheme is open to the public for Planning Committee meetings, and applicants and objectors to development proposals may speak to the Committee under the Public Speaking at Planning Committee arrangements.

Twenty minutes are allowed at the beginning of Authority and Committee meetings (other than the Planning Committee) for dealing with public questions, ~~petitions and statements~~.

If you would like to submit a question, ~~petition or statement~~, written notice of at least four working days should be given to the Chief Executive providing the subject matter and the address and contact number of the person asking the question, ~~presenting the petition or making the statement~~.

~~Petitions should include the nature and object of the petition. If a person wants to make a statement in support of or as background for their question or petition, this statement should be included.~~

~~The maximum time allowed for a statement will be five minutes.~~

Any questions, ~~petitions or statements~~ deemed by the Chief Executive (in consultation with the Chairman of the Authority) to be vexatious, defamatory or which relate to a specific officer or member will not be included and the member of the public will be informed. The guidance provided by the Information Commissioner's Office concerning vexatious requests in relation to the Freedom of Information Act will be used to determine whether a question, ~~petition or statement~~ is deemed to be vexatious. In consultation with the person asking the question, the Chief Executive (following consultation with the Chairman of the Authority) may edit a question ~~or statement~~ to summarise the content or remove defamatory remarks.

No question relating to an individual recipient of services will be allowed, as appropriate alternative channels exist for such inquiries.

The opportunity to ask questions under this Scheme does not apply to staff or their representatives, since other mechanisms are available.

No questions will be accepted that relate to matters which would normally be dealt with in private session because they relate to exempt information, for example:-

- Legal action;
- Financial and business affairs of other organisations;
- Individual members of staff;
- Trade Union negotiations;

What happens in the meetings?

The Chairman will invite the questioner to read his/her question ~~and, where included within the written notice, allow them to make a statement explaining it~~. A prepared response will be ~~spoken~~ read out by the Chairman.

The questioner may be allowed to ask a supplementary question which may be answered by the Chairman or an officer if the necessary information is available. If not, a written answer will be provided within 20 working days.

~~Following questions, the Chairman will invite members of the public to deliver their petitions and, where included within the written notice, allow them to make a statement. Following delivery of petitions, the Chairman will invite statements to be read.~~

Except at the discretion of the Chairman there will be no debate during Public Question Time on question(s) and answer(s) provided, ~~or petitions and statements presented~~. However, if members of the meeting so decide, by way of a motion passed in accordance with this Authority's Standing Orders, it may be agreed to refer the matter to the next appropriate meeting and request an officer's report.

If a member of the public is not able to attend the meeting to ask a question, ~~present a petition or make a statement, these will still be represented to the meeting by the Chairman, together with the responses in the case of questions~~ a response will be provided in writing to the individual who asked the question within 2 working days after the Authority or Committee meeting.

A record of questions and their replies, ~~petitions delivered and statements made~~ is recorded in the formal minutes of the meeting.

Committee Membership and Member Appointments

Report by Chair and Chief Executive

Summary: This report seeks approval for the appointment of an additional Broads Authority member to the Planning Committee to ensure that there is a representative from the Navigation Committee on this Committee.

Recommendation: That Sir Peter Dixon be appointed to the Planning Committee as from 20 November 2016, for the following year until the Annual Meeting of the Authority in July 2016.

1 Committee Membership

1.1 The membership of committees and external appointments for the year 2015/16 were formally reviewed at the Authority's Annual Meeting on 10 July 2015 taking account of the seven new members including the two new Secretary of State appointees and three new local authority appointments. With new members accounting for one-third of the membership there was an opportunity to make changes to reflect the skills and experience of individual members and the strategic direction of the Authority.

2. Planning Committee

2.1 In considering the appointments to the Committees, Members agreed that it was advantageous to have its local authority members sitting on the Planning Committee so as to enhance the link with local residents. Therefore the three new local authority members were appointed to the Committee.

2.2 The membership of the Planning Committee currently includes 11 Members.

Mr M Barnard
Miss S Blane
Professor J A Burgess
Mr N Dixon
Dr J M Gray
Ms G Harris

Mrs L H Hemsall
Mr G Jermany
Mr P Rice
Mr J Timewell
Mr V Thomson

2.2 However, an unintended consequence of those appointments was that there is currently no member from the Navigation Committee on the Planning Committee or vice versa. Whilst there is no statutory requirement for there to

be so, Sir Peter Dixon has expressed his willingness to be appointed to the Planning Committee.

- 2.3 The Authority is therefore requested to approve the appointment of Sir Peter Dixon as a member of the Planning Committee.

3 Financial Implications

- 3.1 This appointment will not have any additional impact on the budget.

Background papers: Nil

Author: John Packman/Jacquie Burgess
Date of report: 20 October 2015

Broads Plan Objectives: None

Appendices: None

Annual Report on Partnership Arrangements
Report by Monitoring Officer and Solicitor to the Authority

Summary:	This report provides details of the Strategic Partnerships which are currently registered with the Broads Authority. Where actions are required to address weaknesses and manage risk, these are detailed within the Partnership Action Plan.
Recommendation:	That the Authority notes the current Register of Partnerships and Partnership Action Plan, at Appendices 1 and 2 respectively, and the results of the Management Team's annual review of the Partnerships at paragraph 2.3.

1 Introduction

- 1.1 The Broads Authority is increasingly involved in joint working with outside organisations which can cover the full range of the Authority's activities. These arrangements, usually referred to as partnerships, go beyond traditional contractual working relationships and can be very effective in delivering key objectives and priorities and fostering joint working with key partner organisations.
- 1.2 Partnerships should improve the quality of services provided by the Authority and/or contribute towards the attainment of the Authority's statutory objectives and priorities. Partnerships can deliver outcomes for which the Authority does not have the resources and expertise to deliver on its own, and can achieve benefits greater than the sum of what could be achieved by the individual partners. Ideally they should 'add value' to the work being carried out by the Authority. They can do this in a number of ways, including:
- a. improving services through better coordination, especially where these are delivered by a range of organisations;
 - b. tackling complex, cross-cutting and Broads wide issues;
 - c. facilitating and increasing community engagement through improved information, consultation and participation;
 - d. ensuring that services are developed in line with customer needs, through community involvement;
 - e. encouraging more creative approaches through bringing together people with different backgrounds and skills, and sharing risks;

- f. wielding greater influence than individual partners could achieve;
- g. achieving economies of scale and reducing waste and duplication through pooling resources;
- h. gaining access to new resources;
- i. meeting statutory requirements; and
- j. providing opportunities for learning through working with people from different organisations.

1.3 A partnership can be defined as an arrangement involving the Authority and one or more other external organisations, from any sector, who share the responsibility for agreeing and then delivering a set of actions and outcomes which contribute to the purposes and objectives of the Authority. The following do not constitute partnerships for this purpose:

- a. a traditional contractual arrangement where the delivery of services or a project has been awarded to a contractor (with or without a competitive tendering exercise);
- b. groups of elected members and/or officers from local authorities and others who come together to discuss forthcoming issues, policy and strategy;
- c. ongoing and day to day liaison with other agencies which have statutory responsibilities which impact on and in some cases link closely to the work of the Authority, such as the Environment Agency and Natural England (although occasionally the relationship with some bodies may constitute a partnership).

1.4 The Authority should only enter into a partnership if it is able to invest the necessary resources (staff time, assets, knowledge and money) required to play a full and constructive role in the partnership. Before entering into a formal partnership arrangement, officers complete a Partnership Protocol Checklist to ensure that:

- a. the aims and objectives of the partnership are clearly set out;
- b. it can be demonstrated how the aims and objectives contribute to the Authority's statutory purposes and objectives;
- c. there are clear terms of reference setting out how the partnership proposes to achieve these aims and objectives;
- d. the financial responsibilities of the respective parties are clearly established;

- e. the partnership represents value for money, and the Authority could not achieve the same outcome more cost effectively;
- f. there is a clear exit strategy should the partnership fail to meet its objectives;
- g. there is a nominated responsible officer (who should be at least Head of Section level); and
- h. the need for member involvement in any Partnership Board is considered

Management Team approval, and on occasion full Authority approval in appropriate instances, is obtained prior to entering into the Partnership agreement.

2 Register of Partnerships and Partnership Action Plan

2.1 The Authority maintains a Register of Partnerships which includes the following details in respect of each partnership:

- a. the name and purpose of the partnership;
- b. the partners involved and Broads Authority Lead Officer;
- c. the duration of the partnership;
- d. the financial arrangements, including details of the funding contributed by the Broads Authority; and
- e. the operational risks and mitigation measures in place.

The current Register of Partnerships is at Appendix 1.

2.2 Six months after the commencement of a new partnership the Management Team commission an evaluation of the internal management and governance arrangements which are in place in order to:

- a. ensure that these are adequate and appropriate;
- b. assess whether the partnership is meeting its original aims and objectives; and
- c. assess whether the operational risks are being effectively managed.

The conclusions of this exercise are considered by the Management Team, together with a summary of strengths and weaknesses and any remedial action which is considered necessary to address the weaknesses and manage the risks. These are set out in the Partnership Action Plan identifying the responsible officer and target dates. The current Partnership Action Plan

is at Appendix 2. Where any significant actions are identified through the Management Team review, these will normally be picked up and included within the Annual Governance Statement Action Plan.

- 2.3 The Register of Partnerships and Partnership Action Plan are reviewed by the Management Team on an annual basis. This review was completed on 9 November 2015, where the Management Team confirmed that the remaining partnerships were still meeting their original aims and objectives; that the internal management and governance arrangements were adequate and appropriate; and that the various partnerships continued to represent value for money.
- 2.4 It is good practice for the Authority to receive an annual update on the Strategic Partnerships and the Authority is requested to note the current Register of Partnerships and Partnership Action Plan at Appendices 1 and 2 respectively.

Background papers:	Nil
Author:	Piero Ionta
Date of report:	16 October 2015
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Register of Partnerships APPENDIX 2 – Partnership Action Plan

Register of Partnerships

Name and Purpose of Partnership	Partners Involved/ BA Lead Officer	Duration of partnerships	Financial Arrangements/BA Contribution	Operational Risks and Mitigation Measures
Trinities Partnership. To safeguard and enhance the Trinity Broads for wildlife and people through the delivery of improved water quality, biodiversity and public access.	Broads Authority Environment Agency Natural England Northumberland Water Ltd (T/A Essex and Suffolk Water) The Norfolk Naturalists Trust (T/A Norfolk Wildlife Trust) BA Lead Officer – Senior Ecologist (AK)	<p>The Partnership is subject to a term of 5 years of the Trinity Broads Management Plan 2012-2017 through a Draft Statement of Joint Working which is yet to be finalised.</p> <p>The Statement of Joint Working will terminate on the fifth anniversary of the commencement date or earlier if terminated under the partnership agreement.</p>	<p>The funding for the partnership is primarily financed by the lead partner Northumberland Water Ltd trading as Essex & Suffolk Water. Additional funding is discretionary for all other partners including the Broads Authority. The annual BA contribution is likely to be less than £10,000 plus officer time for project delivery.</p>	<p>Financial Risk. The main financial risk for the Authority is minimal due to the low value of the BA expected funding. Regular reporting by project officers will further reduce risk.</p> <p>Partnership Risk. The Statement of Joint Working limits liabilities and also sets out provisions for the withdrawal and termination of the partnership statement. Partners are therefore able to amend their discretionary funding of the partnership if funding streams decay and ultimately withdraw from the partnership. However there is little risk to the Authority as the landowner Northumberland Water Ltd will ultimately be responsible for the management of the site if the partnership were to fail.</p>
Association of Inland Navigation Authorities (AINA). (i) To represent the collective views of navigation authorities to Government, regulators, other policy makers, funders and stakeholders; (ii) To provide information, advice	18 partners - They include Canal & River Trust, the Environment Agency and the Broads Authority, in addition to national park authorities, local government authorities, private canal companies, internal drainage boards, and a variety of public and	<p>The Partnership has no specific end date although a recent review of the Constitution has taken place.</p>	<p>BA contribution is approximately £3,200 per annum.</p>	<p>Financial Risk. There is a limited financial risk for the Authority. The key risk would be expenditure incurred above the contribution. The withdrawal of other partners wouldn't necessarily incur a higher financial contribution for the BA.</p> <p>Partnership Risk. The main risk to the partnership would be from a Defra directive or withdrawal of Defra financial support. Withdrawal of one partner would not necessarily result in the partnership failing</p>

and good practice for the management, operation and development of inland waterways for navigation and wider use.	charitable trusts. BA Lead Officer – Senior Waterways and Recreation Officer (AC)			
The Broads Landscape Partnership	<p>Broads Authority, Broads Society, Broads Tourism, Easton and Otley College, Farm Conservation Limited, Great Yarmouth Preservation Trust, New Anglia LEP, Natural England, Norfolk County Council, Norfolk Windmills Trust, RSPB, Voluntary Norfolk, WLMA, Workers' Educational Association</p> <p>BA Lead Officer: Director of Planning and Resources (AL)</p>	Partnership was originally time limited to October 2015 and was dependent on a successful first stage HLF bid which has now been confirmed. There will be a need for a refresh of the partnership arrangements at the Development Stage beginning in January 2016.	<p>BA contribution is £50,000 cash in 2015/15, 16/17 and 17/18 as outlined in the current financial strategy.</p> <p>There will also be in kind contributions of officer time and it is envisaged that financial and in kind contributions will also be made by Project Partners.</p>	<p>Financial Risk – There is a limited financial risk for the Authority. The key risk would be expenditure incurred above the contribution. Resources required to prepare and submit the initial bid. Current committed budget for preparation and submission will be up to £50,000 plus officer time. (Identified in the Financial Strategy) As this is relatively small compared to the £2.6million asked for, the risk is considered acceptable.</p> <p>Partnership Risk – Should the later stages of the bid be unsuccessful, the partnership will be at risk. However, working closely in partnership from the beginning and getting BA members and the Project Board to sign off the bid, the reputational element can be minimised.</p>
Broads Beat	<p>Broads Authority, Norfolk Constabulary, Environment Agency,</p> <p>BA Lead Officer: Head of Ranger Services (AV)</p>	The Partnership is on-going and not time-limited.	The funding for the partnership is primarily financed by the lead partner Norfolk Police Service. Additional funding is discretionary for all other sponsors including the Broads Authority. The annual BA contribution is currently £2,500 plus officer time for assisting	<p>Financial Risk – There is a limited financial risk for the Authority. The key risk would be additional expenditure (time and resource) incurred should the service be discontinued. The withdrawal of other partners wouldn't necessarily incur a higher financial contribution for the BA.</p> <p>Partnership Risk –</p>

			Broads Beat patrols.	The main risk to the partnership would be from the Police deciding to terminate Broads Beat directive or withdrawal of financial support. Withdrawal of one partner would not necessarily result in the broads beat failing. However if all sponsors withdraw, the partnership might be at serious risk of ending.
Broadland Catchment Partnership. To provide steering of the Broadland Catchment approach to source funding, agree targets/projects in collaboration with partners	Broads Authority Norfolk Rivers Trust Environment Agency Natural England Water Management Alliance Anglian Water Essex and Suffolk Water NFU RSPB Defra BA Lead Officer – Broadland Catchment Partnership Officer (NP)	The partnership was due to expire on 31 March 2015 but the partners agreed to extend this further indefinitely.	BA contribution is £12,471 for 2015/16.	Financial Risk. The main financial risk is that funding can be terminated by DEFRA, NE and EA if the work is not delivered. If the BA withdrew from the partnership, there would be a cost to pay back. The financial resources are limited, but these would be paid back to partners pro rata in the event of termination. There is also the potential risk of redundancy for the staff member in future if the partnership is terminated. Partnership Risk. The main risk to the partnership would be the withdrawal of one of more of the partners from the partnership thus potentially increasing the financial burden on the remaining partners for the future.
National Parks – UK Partnership with the UK parks principally to deliver training and development for members and branding for the family as a whole. More recently a strong focus on corporate sponsorship and UK tourism.	National Parks – UK is partnership of the 15 national park authorities in Great Britain (10 in England including the Broads Authority, 3 in Wales and 2 in Scotland). National Parks – England is a partnership of the 10	The partnership is not time limited	The contribution to NP – UK will be £7,750 in 2015/16. The BA contribution to NP England in 2015/16 will be £17,910. All parks contribute equally.	Financial Risk. The main financial risk for the Authority is a continuing decline in National Park Grant (Defra Funding) Partnership Risk. The main risk to the partnership would be the withdrawal of one of more of the Parks from the partnership thus potentially increasing the financial burden on the remaining members. The strength of the partnership is through the comprehensive membership of all parks.

<p>National Parks England</p> <p>Brings the English Parks mainly together to coordinate their interaction with Defra and the Westminster Government, developing policy positions and working with agencies such as Natural England and Visit England.</p>	<p>parks in England including the Broads Authority.</p> <p>The Chair of the BA sits on the Chairs Groupings for both bodies. In the case of NPE he/she is a Director of the limited company.</p> <p>The Chief Executive is a member of the two Chief Executive Groups.</p> <p>BA Lead Officer – Chief Executive (JP)</p>			
<p>National Parks Partnership</p> <p>The 15 National Park Authorities and Broads Authority have established a Limited Liability Partnership (LLP) to jointly pursue engagement with the corporate sector.</p>	<p>The 15 Members of the National park family in the UK</p> <p>BA Lead Member – Peter Dixon</p> <p>BA Lead Officer - Chief Executive (JP)</p>	<p>The Partnership is not time limited.</p>	<p>£10,000 in 2014/15 towards the start-up costs.</p> <p>No contribution in 2015/16</p>	<p>Financial Risk – no return on investment, low risk given limited financial contribution</p> <p>Partnership Risk – Reputational risk if the LLP linked up with unsuitable sponsors. Mitigated by Peter Dixon's position on the Board. Collaboration between the parks is at the heart of the arrangement and this depends on continuing goodwill.</p>
<p>Broads Tourism</p> <p>To develop and promote</p>	<p>Broads Authority</p> <p>Broads Tourism</p>	<p>The Partnership is on-going and not time-limited.</p>	<p>The BA does not provide funds but instead provides in-kind administrative support to</p>	<p>Financial Risk. Minimal financial exposure since contributions are limited to in-kind support from staff who could be re-deployed elsewhere, plus</p>

a high quality and environmentally-friendly tourism industry in the Broads, fulfilling its second statutory purpose and the underlying duty to foster the economic and social well-being of those who live and work in the Broads.	BA Lead Officer – Tourism Promotion Officer. (BH)		Broads Tourism, as well as occasionally producing leaflets or other publications and attending shows or other promotional events.	occasional publications etc. In addition, there is an annual external audit undertaken by the organisation. Partnership Risk. This is minimal since the BA could simply cease tourism activities if Broads Tourism were to be dissolved or choose not to work with the Broads Authority any more.
River Wensum Strategy Partnership To promote the Regeneration and management of the River Wensum in Norwich	Norwich City Council, Norfolk County Council, Environment Agency, Norwich HEART Norwich Society BA Lead Officer – Senior Waterways and Recreation Officer (AC)	There is no formal partnership agreement in place as the partners are currently at the stage of drafting an agreed strategy document and action plan and this will be taken to the Broads Authority for ratification when it is complete.	Project delivery and funding is something that is still under negotiation between partners. It is anticipated that a significant part of any project costs will be raised from external funding applications or CIL.	Financial & Partnership Risks. Whilst the partnership is still in its inception, it is difficult to fairly assess what risks may arise. When the proposed Partnership agreement is presented to members, a report will articulate any potential/foreseeable financial and partnership risks.
Whitlingham Country Park. To secure the effective management of the country park, including the development of policies and provision of services.	Broads Authority Whitlingham Charitable Trust (WCT) BA Lead Officer – Director of Operations (TW)	The partnership is subject to a rolling three year Service Level Agreement. The current SLA was dated 26 September 2015.	The WCT is responsible for meeting the costs of managing the Country Park, including BA employee costs (principally Rangers). These costs are met by interest from the Endowment provided by the landowners, grant aid, and income from the public. The BA is responsible for the running costs of the visitor centre and associated cafe.	Financial Risk. The WCT could run into financial difficulties leaving BA to pick up the running costs. An annual budget is drawn up setting out the projected income and expenditure. The budget is monitored through the BA's monthly management statement and a quarterly report is made to Trustees. Lack of clarity regarding roles and responsibilities at the operational level. This has been addressed through the Service Level Agreement. Risk of injury/accident to staff/members of the public. All field work is carried out in accordance

				with the BA's policies and Codes of Practice relating to health and safety at work. Risk assessments are undertaken where necessary in accordance with the BA's procedures. Staff are appropriately trained to carry out all activities. BA officers have worked with the Trust to develop a WCT risk register to ensure a strategic view is taken to manage risk across all leases etc.
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Updated October 2015

Review of Partnerships: Action Plan

Issue	Action Taken/To be Taken	Responsible Officer (s)	Timetable (where appropriate)
Trinities Partnership			
No Issues identified	N/A	N/A	N/A
Association of Inland Navigation Authorities			
No Issues identified	N/A	N/A	N/A
Broadland Catchment Partnership			
No Issues identified	N/A	N/A	N/A
National Parks England			
No Issues identified	N/A	N/A	N/A
Broads Tourism			
No Issues identified	N/A	N/A	N/A
Whitlingham Charitable Trust			
The relationship as a provider of services (e.g. financial and	The SLA in place at last year's Annual Review ran until 31 March 2015. Work	Director of Operations	Completed

Issue	Action Taken/To be Taken	Responsible Officer (s)	Timetable (where appropriate)
secretarial) needs to be updated in the Service Level Agreement to reflect current roles and clarify certain areas.	<p>was undertaken with the WCT leading to an updated SLA approved with WCT on 26 September 2015</p> <p>(Note this was included as a Medium Priority action in the Annual Governance Statement Action Plan for 2014/15)</p>		

Updated October 2015

Navigation Committee

Minutes of the meeting held on 3 September 2015

Present:

Mr M Whitaker (Chairman)

Mr K Allen

Mr J Ash

Ms L Aspland

Mr W Dickson

Sir P Dixon

Mr A Goodchild

Mr M Heron

Mr J Knight

Mrs N Talbot

Mr B Wilkins

In Attendance:

Mr S Birtles – Head of Safety Management

Ms E Guds – Administrative Officer (Governance)

Mr T Hunter – River Engineer

Mr P Ionta – Solicitor and Monitoring Officer

Miss E Krelle – Head of Finance

Ms A Long – Director of Planning and Resources

Dr J Packman – Chief Executive

Mr R Rogers – Head of Construction, Maintenance and Environment

Ms C Smith – Head of Planning

Mr A Vernon – Head of Ranger Services

Mrs T Wakelin – Director of Operations

Also Present:

Prof J Burgess – Chairman of the Authority

Mrs L Hemsall – Vice Chairman of the Planning Committee

1/1 To receive apologies for absence

The Chairman welcomed everyone to the meeting including members of the public, Prof J Burgess, Chairman of the Broads Authority, and Mrs L Hemsall, Vice Chairman of the Planning Committee.

Apologies for absence were received from Mr P Durrant and Mr M Bradbury.

1/2 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

1/3 To receive Declarations of Interest

Members expressed their declarations of interest as set out in Appendix 1 of these minutes.

1/4 Public Question Time

There were no public questions.

1/5 To Receive and Confirm the Minutes of the Meetings Held on 4 June 2015

The minutes of the meeting held on 4 June 2015 were confirmed as a correct record and signed by the Chairman.

1/6 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 Head of Planning updated the members on the procedures regarding Thorpe Island and informed them that the timing of seeking/serving of an Injunction would depend on the submission by the landowner of a challenge to the High Court decision - and its acceptance by the Court of Appeal.

Members noted the report.

1/7 Hickling Broad Enhancement Project Proposal

Members received a report which set out the details of a proposal for a master plan project for the enhancement of Hickling Broad. It set out the background and context to the project, as well as explaining the stakeholder involvement to date.

The views of the Committee were sought on the following matters:

- (i) the details of the proposal including the draft vision, and preference for the project elements as set out in Section 6.2 of the report; and
- (ii) the level of support for the project, and in particular the financial provision required as set out in Section 3 and Section 4, summarised in Section 7 of the report.

The Director of Operations indicated that members' views on the level of priority regarding dredging were also sought.

Brian Wilkins entered the meeting and expressed his declarations of interest as set out in Appendix 1 of these minutes.

The Director of Operations talked about how the project could result in potential beneficial reuse of sediment including land spreading, and a suggestion for an innovative solution for the installation of a groin or reef south of the Sailing Club. She said that this could potentially prevent sediment from

settling in the northernmost area but might interfere with the sailing club activities. However, she explained that there would first need to be more of an understanding of how sediment moved in the broad before this could be considered.

Although members in general supported the proposal there were some concerns expressed. One member was concerned whether failure of the project, or failure of some of its elements, would jeopardise the chances of raising external funding in the future and therefore believed the Authority would need to progress with caution.

The Director of Operations responded that this project, as any other new project, would be carried out after consultation with stakeholders and that the vision and in principle proposals would be taken to the full Authority for members to endorse. She said that a phased approach was preferred in order to give stakeholders confidence in the engineering solutions used and that a robust process was in place to respond to any issues that occurred as the project progressed.

She explained that with regard to previous external funding awards, funding bodies and the Authority had recognised that there was real value in learning from the process and whether a project was totally successful was not necessarily the most important factor. She added that the Authority had gained relevant knowledge and experience from previous projects like PRISMA.

One member suggested that the project shouldn't become fixated on to trying to restore the exact edge of the Broad to the 1946 line, because this was simply an arbitrary year from which we have an aerial photograph. Whilst the photograph was a useful guide, he said that he was content for other sediment disposal locations to be considered around the Broad, subject to consultation with stakeholders.

Another member pointed out that the Hickling project was as much a stakeholders plan as it was an Authority plan and said he was surprised that after 40 years of research there was still uncertainty around scientific research on Hickling which he believed might jeopardise funding. He went on to say that the dredging operation proposed for this winter was discussed at the last Prymnesium working group meeting and that no objections were expected from the anglers as they were comfortable that the works proposed were being risk managed. He also stressed that the problems facing Hickling were largely influenced by the catchment area beyond, and highlighted the particular problems caused by salt incursion and salinity.

When a member questioned the figures quoted for mud pumping, the Head of Construction, Maintenance and Environment responded that the figures might appear high because they were based on a worst case scenario and also because they were being cautious not to budget too low. The Director of Operations added that giving an accurate calculation was difficult as volumes

are uncertain at this stage dependant on the amount of slumping into the channel, which would require ongoing monitoring.

In response to a question it was clarified that the land around Hickling Broad, was owned variously by Norfolk Wildlife Trust, Major Mills Estate, Mr Tallwin and several other landowners.

Members were reminded that the Hickling Project was not a restoration project but an enhancement project and therefore changing things gradually was the best the Authority could hope to achieve.

A concern of one of the members was that work on such an ambitious project could delay the essential dredging work on the deep water channel which has already been agreed, and he sought confirmation that the project would be in addition to normal dredging and maintenance operations. He requested clarification on the current level of compliance of the deep water channel and the depth outside the channel. He further enquired how much of the project would be funded from the Navigation Budget.

The Director of Operations responded that the depth outside the channel was an average of 1.3 m at low water but emphasised that the aim for the Authority was not to deepen the broad beyond its historical depth but only to remove accumulated sediment. The Member queried the figure of 1.3m because the water is only waist deep in many parts of the Broad.

With regard to funding the Director of Operations responded that this would be addressed later on in the agenda but that she could confirm that £21K was required for 2015/16 for dredging the channel, and that £60K in future years was required for the wider project. She added that it was extremely difficult to separate the budget as the various elements of the project were so interdependent. For example it was not possible to carry out sediment removal without the habitat creation works as the sediment was being beneficially reused in the works and without them dredging couldn't take place. It is therefore proposed that these costs are split 50/50 between Navigation and National Park Grant.

When discussing the vision for Hickling Broad, members didn't believe this was reflected very clearly and suggested that a clearer vision be included in the strategy. The Director of Operations explained that the difficulty was to summarise different views in one vision but undertook that the vision element of the report would be reviewed prior to presentation to the main Authority.

One member wanted to know whether hydraulic modelling had taken place and what the outcome was. The Director of Operations answered that no recent hydraulic modelling had been undertaken but that hydrographic surveys had been carried out which showed the bed profile and consideration had been given to the effect of dredging on the movement of sediment. She said that the Authority had concentrated on the depth and the thickness of the sediment layer which needed to be removed, but previous modelling when the

Sediment Management Strategy was developed had confirmed no effect on water levels from undertaking dredging to the Waterways Specification

The Director of Operations continued that the next steps would involve looking at detailed design and costing work. She mentioned that the Authority would try to gain funding through MULTIPLE and would need consent from Natural England, the Environment Agency, landowners and the planning department for each element.

One member expressed his doubts about Natural England's commitment to the project but the Director of Operations reassured him that NE had been fully engaged throughout the process, and a verbal update regarding consent will be given to the Broads Authority. The Member suggested that if Natural England prove to be non-communicative at a regional level then we should take the matter to the national level, via Members of Parliament if necessary.

A member said that recent experience of mud pumping demonstrated the cost-effectiveness of this method and queried the figure of £800,000 which he said seemed high. The Head of Construction confirmed that this was a worst-case scenario, as he did not yet have a specific project to cost.

A member asked about the apparently enormous cost difference between the use of gabion baskets or geotubes and sought clarification on the benefits of each method. In regards to the use of gabion baskets at Duck Broad versus the use of geo tubes at Salhouse the Director of Operations explained that both procedures would allow for the same amount of reuse of dredged material. However, deciding which method was appropriate to use was a site specific decision and very often came down to visual amenity.

Members acknowledged that the issues around Hickling Broad were very complex and that looking after it had always been an issue. They were aware that the broad would be affected by management in the catchment, but they were in agreement that doing nothing to improve the broad was not an option.

The Director of Operations concluded by seeking overall support for the principle of the project and specifically proposals such as the extension to Pleasure Island. She commented that environmental factors play an enormous role at Hickling, many of which we have no control over.

Providing the Authority proceeded with caution in a staged approach, members agreed that doing nothing was not an option and supported the proposal for:

- dredging and beneficial reuse of sediment, giving priority to dredging of the deep water channel in 2015/16;
- bank restoration works;
- creation of refuge areas/island construction;
- research needs

1/8 Boat Insurance Audit

Members received a report which set out the results from a recent audit of a sample of private boat owner's third party insurance compliance.

Members discussed the level of risk to the Authority and whether evidence of valid boat insurance should be a requirement. There were opposing views - some members were in favour of requiring evidence of boat insurance and agreed that insurance certificates should be provided when making an application for tolls; other members were content with the current method of self-declaration.

One member suggested that there was little point in having spot checks if there was no awareness of them, and that the Authority should highlight this ranger activity in publications such as the Broadsheet. Another member believed that rather than the Authority taking on sole responsibility for boat insurance checks, it could work with marina owners who already require third party liability insurance to be in place as a condition of their mooring agreement.

Conversely, one member said that incidents in general only appeared to be minor and that therefore insisting on evidence of insurance at the time of toll paying would be excessive. Others agreed it was important to keep boating on the Broads as simple as possible without the need for too much red tape which might risk keeping visitors away. One member suggested that the declaration made at toll renewal and registration time should be altered to require that insurance should be in place for the entire period of the toll.

One Member pointed out that the Environment Agency ask for details of insurance on their toll application forms.

Another Member queried the insurance exemption for small boats.

Some Members were concerned that the cost of running spot checks and other enforcement activity was simply an additional cost to the navigation account which could not be justified, especially in view of the extremely low incident rate and lack of any evidence of personal injury claims on the Broads.

The Head of Safety Management explained to members that although the Authority had the powers under the 2009 Act to formally request information relating to insurance from boat owners, it had no power to require boat owners to have insurance when their boats were not in the navigation or adjacent waters i.e. stored ashore over the winter period. Therefore depending on the circumstances it may not be necessary to have insurance in place for the full term of the toll. The Chief Executive explained that the audit was carried out as the Authority believed it would be beneficial to the boat owners and said they could repeat an audit in approximately 2 years' time to see how things had progressed.

One member responded that if the Authority wanted to determine a way forward with the audit and members were interested in the outcome, it would

be useful to find out how statistically relevant the sample size was as a bigger sample may be required in order to get more accurate results.

To the proposal of re-running the survey with a larger sample to inform policy development, 5 members voted in favour, 4 against and 1 abstained.

To the proposal to continue with self-declaration of boat insurance, 6 to 1 members voted in favour.

1/9 St Olaves Marina, Beccles Road, St Olaves

Members received a report which outlined the fact that in 2001 a Section 106 Legal Agreement requiring the provision of demasting moorings was signed by the owners of St Olaves Marina, however the moorings were never provided. The views of the Navigation Committee are sought on how to progress this matter.

Members were shown a presentation which demonstrated the location and the current state of the mooring site. They were informed that piling was installed by BESL, and the presentation showed there were large voids to the rear of these and made it clear that considerable work would be required to provide demasting or any kind of moorings on this site.

The different options members were asked to consider were:

- to accept the offer of the landowner i.e. to provide the moorings through a partnership approach which would be cheap and quick although the moorings would not be to the Authority's best practice standards.
- to require the landowner to comply with the S106 agreement through the courts as it was a legally binding contract stating that mooring should be provided, but this would be expensive and time consuming.
- to include the mooring into the Demasting Strategy and for the Authority to carry out the work themselves.

One member suggested a fourth option, which was to negotiate with the landowner and compromise on the work required, i.e. the landowner providing decking while the Authority would deal with the landfill behind the piling.

Members were concerned not only that the S106 agreement had apparently been forgotten for so long, but that it contained no detail within it of the nature of the works required. This would make it very difficult to enforce the agreement using the Authority's best practice standards and therefore a lower (but still safe) standard might have to be accepted.

A Member questioned whether it was reasonable to expect the agreement to be implemented now as originally envisaged, having regard for the different ground conditions resulting from the subsequent BESL works, and suggested that the Authority should work together with the land owners to find an economically feasible solution.

Another member suggested the building of a walkway which would extend over the voids behind the piling and therefore avoid the need of back fill.

The Senior Waterways & Recreation Officer informed members that pilings of the specification installed by BESL often created large voids behind pilings which would be very costly to fill. He continued that in addition, for safety reasons, loop chains which wouldn't disappear under water would need to be installed. He highlighted that having all this work done at both mooring locations would be very costly and therefore would prefer the suggestion of a surfaced path covering the voids rather than decking as this would provide a safer solution.

After a member expressed concern in relation to other S106 Agreements, the Head of Planning confirmed that they would be looking at S106 Agreements to prevent this from happening again.

Members agreed to support the fourth option of further negotiations between the Authority and the landowner but decided to leave the details of the compromise and the work required with the officers.

1/10 Mutford Lock Maintenance and Reserve

Members received a report which set out the current maintenance issues at Mutford Lock and recommended revised budget allocation and use of reserves to undertake essential maintenance and keep it serviceable both in the short and long term.

One member enquired whether the adjacent local authority would be able to fund the repairs or contribute towards it, to which the Chief Executive responded that this was unlikely as Waveney District Council were dealing with similar financial constraints and therefore would be highly unlikely to contribute to the maintenance of the lock.

The Director of Operations explained that the Authority was in the process of transferring ownership and therefore currently didn't own the Lock. Members were of the opinion that it was essential that the Lock was maintained as they believed it to be a strategic asset and an important piece of infrastructure which provides access and therefore attracts business to Oulton Broad and the other southern Broads. Several members suggested that increasing the fees might be necessary to contribute to the cost.

This was countered by another Member who believed that Mutford Lock was a strategic gateway to the southern Broads which was under-utilised often due to the total cost of entry which included the short visit toll in addition to the passage charges. This could mean that a 2 or 3 day visit from the salt side could easily cost £100 just to enter the Broads. With 10,000 potential visitors in Lake Lothing & Lowestoft, he felt that consideration should be given to reducing the cost of entry, to encourage significantly greater use. This could produce more income than currently generated, and provide a needed boost to Oulton Broad and the southern Broads generally.

Members agreed the proposals mentioned in the report and recommended:

- (i) Expenditure of an additional approximately £56,000 from the Mutford Lock reserve fund to undertake essential maintenance and repairs in the current financial year (2015/16).
- (ii) The proposed revised annual maintenance budget requirement for Mutford Lock of £18,000, an increase of £6,000 p.a., to allow for hydraulic control system servicing and routine underwater maintenance, which would be incorporated in the draft 2016/17 budget for consultation.
- (iii) The proposed appointment of a consultant in 2016/17 to investigate the costs of de-watering options for the lock, ahead of future major work. The cost was estimated to be between £5,000 and £10,000 for which authorisation for further expenditure from the reserve fund would be sought from Broads Authority in September.

In addition Members noted that the operating contract was due for renewal and the costs might rise further. A report on this will be brought to a future meeting.

1/11 Annual Income & Expenditure: 2014/15

Members received a report which set out a summary of the Authority's income and expenditure for the 2014/15 financial year, analysed between National Park and navigation funds. Original and Latest Available Budget information is provided for comparison.

The Head of Finance informed members that the total navigation deficit for 2014/15 was marginally higher than budgeted and higher than forecast. This was due to core income being behind budget. As a result the balance of the navigation reserve at the end of 2014/15 was slightly below the target balance of 10% of net expenditure.

Members welcomed the report.

1/12 Navigation Income & Expenditure: 1 April to 30 June 2015 Actual and 2015/16 Forecast Outturn

This report provides the Committee with details of the actual navigation income and expenditure for the three month period to 30 June 2015, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2016).

The Head of Finance updated members that since the report was written the Tolls figures in table 2 had improved slightly.

She explained that the current forecast outturn position for the year would suggest that the Navigation Reserve be slightly below the recommended 10% at 9.8% of navigation expenditure. The additional repairs and maintenance for

Mutford Lock would be fully funded from the Property reserve and would not further affect the Navigation Reserve. However, if the additional budget of £20K for Hickling was agreed, it would further reduce the Navigation Reserves to 9.1%.

The Chief Executive gave a presentation questioning the scale of reserve needed. Some members believed that tampering with the percentage of the reserves was too risky, especially as most funding required match funding and so reserves were essential. Others believed that 100% provision against risk was unnecessary.

The presentation showed that income from the hire boat industry had dropped. The Chief Executive explained that this was because the bigger yards were investing in bigger vessels and selling off older boats that the growth in income from private boats and the reduction in income from hire boats was likely to continue in future years. The Chairman added that because many older hire boats moved into the private fleet, the reduction in income would be limited to the hire boat multiplier rather than the entire toll.

When discussing ways to increase income one member suggested that BA should use its assets like vehicles and wherries for advertising. The Chief Executive responded that the Authority had had discussions with a local company regarding advertising at Norwich Yacht Station which had not come to anything, and the experience from other National Parks was that revenue from this was marginal and to make it lucrative the Authority would have to look at approaching the larger multinationals. Nevertheless it was agreed that this option should be explored.

Members suggested an exercise where expenditure would be reviewed on a regular basis to see where savings could be made. The Head of Finance responded that it would be very difficult to make a saving of £20K within this financial year due to the majority of expenditure having been committed.

Alan Goodchild left the meeting

Members noted the position in respect of Hickling and Mutford Lock in regards to the 2015/16 and recommended the additional budget request as set out in paragraph 6.2 and 7.1 of the report.

1/13 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.

Members welcomed the report.

1/14 Chief Executive's Report

The Committee received a report which summarised the current position in respect of a number of projects and events, including decisions taken during the recent cycle of committee meetings.

The Chair reminded members to make a note of the dates of the Finance, Tolls and Broads Plan workshops which are coming up in September and October.

Head of Ranger Services updated members in relation to the Launch Fit Out Contract that they would need to re-advertise in case they would be challenged due to change in Government tendering regulations.

Members noted the report.

1/15 Current Issues

A Member raised his concern in relation to the continuing encroachment of trees along the River Ant, making it almost impossible for 2 vessels to pass safely in places, and on the Bure particularly near Salhouse & Hoveton Great Broads. In relation to the River Ant, the Head of Construction, Maintenance and Environment said that the CM&E team in combination with the Rangers had identified priority areas for winter 2015/16 where a comprehensive programme of tree work would be carried out. These areas are South side of Neatishead Arms, Tylers Cut, downstream of Hunsett Mill & How Hill.

In response to a question about fish barriers at Hoveton Great Broad, the Head of Planning responded that Natural England had said they were confident that they were able to remove the gabion baskets if these were used.

The Director of Planning & Resources confirmed that a report on the Generation Park application would come back to the Navigation Committee in the October meeting 2015.

In response to a question regarding additional funding of the Hoveton Great Broad Restoration Project, the Director of Planning & Resources said that in addition to the HLF funding the project an application had been made for LIFE funding as well.

1/16 Items for future discussion

There were no items for future discussion.

1/17 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 22 October 2015 at Yare House, 62-64 Thorpe Road, Norwich commencing at 1pm.

1/18 Exclusion of the Public

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

Members of the public left the meeting

Summary of minutes excluded from public deposit

1/19 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 4 June 2015.

The exempt minute of the meeting held on 4 June 2015 was confirmed as correct and signed by the Chairman.

1/20 Leasehold Moorings

Members received a report which detailed the increasing issue of landowners expecting commercial rate rental income in respect of leased land for the provision of free Broads Authority 24hr moorings and sought members' views on the way forward.

Given the budgetary constraints members recommended that the Authority would continue negotiations with landowners in respect of current Broads Authority moorings and potential new moorings and agree not to pay any rents in excess of the Authority's property consultant's advice.

1/21 Pre-Application Discussions on Land East of Norwich

Members were informed about informal discussions which had commenced about the principle of the construction of two fixed bridges at Trowse and the construction of a 30 berth marina as compensation for the impact on navigation upstream.

Members noted the report.

The meeting concluded at 5.20 pm.

Chairman

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 3 September 2015

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Mr K Allen		Member of the Broads Angling Strategy Group and WRT
Mr J Ash		Toll Payer, WYCCT
Ms L Aspland		Member of the MBYC, Hunter Fleet Committee
Mr B Dickson		toll payer and landowner
Mr P Dixon	7	Hickling Resident, Boat House owner
Mr A Goodchild	6-21	MD Goodchild Marine, Chair of BMFCM, toll payer and landowner
Mr M Heron	6-15	Toll Payer, Landowner, Member of British Rowing, Norwich RC, NSBA, RCC, Chair Whitlingham Boathouses
Mr J Knight		Hire Boat Operator, Toll Payer, Company Director x2, Yacht Club Member
Mrs N Talbot		Toll Payer, NSBA Member and Member of NBYC
Mr M Whitaker	6-21	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 11 September 2015

Present:

Mrs L Hemsall – in the Chair

Miss S Blane (Minute 3/ 8(2) - 3/8(4))	Mr G W Jermany
Mr N Dixon	Mr P Rice
Ms G Harris	Mr V Thomson

In Attendance:

Ms N Beal – Planning Policy Officer (minute 3/9)
Mrs S A Beckett – Administrative Officer (Governance)
Mr N Catherall – Planning Officer (Minute 3/1 - 3/8)
Ms M Hammond – Planning Officer (Minute 3/1 - 3/8)
Mr P Ionta – Solicitor and Monitoring Officer
Ms A Long – Director of Planning and Resources
Ms A Macnab – Planning Officer (Minute 3/10)
Ms C Smith – Head of Planning
Ms T Wakelin – Director of Operations (Minute 3/11)

Members of the Public in attendance who spoke:

BA/2015/ 0188/FUL Poplar Farm, Church Lane, Runham, Mautby

Mr Jon Green and Applicants
Ms Clarke

BA/2015/0276/FUL Berney Arms Inn, The Marshes, Reedham,

Mr R Hollocks Applicant

BA/2015/0236/COND Waveney Inn and River Centre, Staithe Road, Burgh St Peter Variation of Condition 2 of BA/2013/0329/FUL

BA/2015/0243/NONMAT Waveney Inn and River Centre, Staithe Road, Burgh St Peter Non material amendment to pp BA/2013/0405/CU
Mr James Knight Applicant

3/1 Apologies for Absence and Welcome

Mrs Lana Hemsall (Vice-Chairman) as Acting Chairman welcomed everyone to the meeting particularly members of the public.

Apologies were received from Mr M Barnard, Professor J Burgess, Dr J M Gray and Mr J Timewell.

3/2 Declarations of Interest

The Acting Chairman declared a general interest on behalf of all members and staff in relation to Application BA/2015/ 0236/COND and BA/2015/0243/NONMAT as the applicant is 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.

3/3 Minutes: 21 August 2015

The minutes of the meeting held on 21 August 2015 were agreed as a correct record and signed by the Chairman of the meeting.

3/4 Points of Information Arising from the Minutes

None reported.

3/5 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

3/6 Chairman's Announcements and Introduction to Public Speaking

(1) Central Norfolk Strategic Housing Market Assessment (SHMA) DTc meeting – 9 September 2015

The Chairman reported that she together with the Head of Planning and the Planning Policy Officer had attended a meeting of the Central Norfolk SHMA part of the joint Norfolk Planning group to consider a preliminary report for consultation. This would be making its way via the constituent authorities in due course and a report was due to be prepared for the October Committee meeting.

(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 Code of Conduct for members and officers. No member of the public indicated that they intended to record or film the proceedings.

3/7 Requests to Defer Applications and /or Vary the Order of the Agenda

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

3/8 Applications for Planning Permission

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

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

- (1) **BA/2015/0188/FUL Poplar Farm, Church Lane, Runham, Mautby**
Retention of existing extensions to agricultural barns plus further extensions and erection of an additional farm building
Applicant: Mr J Green

The Planning Officer provided a detailed presentation of the proposals, part of which were retrospective, to retain extensions to agricultural barns built on the remnants of previous buildings and for the erection of an additional farm building. The development was intended to support the continued use of the site for agricultural purposes. The site immediately bordered the Halvergate Marshes Conservation Area and was adjacent to a public right of way and a Grade II * Listed Church with two semi-detached cottages 34 metres from the boundary. The buildings would be concentrated on the northern part of the site with a reed bed filtration system to the south bordering the marshes.

The Planning Officer drew attention to the consultation responses with no further consultation responses having been received since the report had been written. However, the objectors were not able to attend the meeting but wished to point out the distance between their properties from the site being 34 metres where Defra guidelines indicated a separation of 400 metres. The Parish Council had considered that the proposal was over development. The Planning Officer considered that the scale was proportionate and appropriate to the site and commented that consolidation of buildings on the north of the site was preferable to them being spread out.

Having provided a detailed assessment against the Authority's policies taking account of the main concerns and issues relating to design, amenity, heritage assets, flood risk and water quality, the Planning Officer concluded that the application would not adversely harm the adjacent Conservation Area or listed church nor the local landscape but could improve it. Subject to conditions providing mitigation measures concerning amenity, flood risk and water quality, the application could be recommended for approval.

The Planning Officer explained that the queries from the Parish Council in relation to the infilling of ditches on the site was the subject of a

separate investigation, not part of this application but with which the applicants were cooperating.

Ms Clark and Mr Green spoke in support of their application explaining that the site had been taken over in a dilapidated state in 2010 and had been a long established working farm. Although they were both working full time elsewhere at present all their efforts were being put into the improvements of the site with the aim of eventually making it provide them with a living. They provided a detailed description of how their business was developing which currently included 50 head of cattle and 35 breeding ewes. The aim of the proposal was to change the layout in order to maximise the capacity of the buildings and make them fit for purpose and economically viable.

Members considered that the application was worthy of support and were satisfied with the proposed conditions particularly those suggested by Environmental Health and the arrangements to ensure that livestock would not be kept in the buildings except in exceptional and necessary circumstances between April and October. They concurred with the officer's assessment.

Mr Dixon proposed, seconded by Mr Jermany and it was

RESOLVED unanimously

that the application be approved subject to detailed conditions as outlined within the report as the proposal is considered to be acceptable in accordance with Policies CS1, CS7 and CS20 of the adopted Core Strategy (2007), Policies DP2, DP3, DP4, DP5, DP28 and DP29 of the adopted Development Management Policies (2011) and the National Planning Policy Framework (2012) which is also a material consideration in the determination of this application

- (2) **BA/2015/0276/FUL Berney Arms Inn, The Marshes, Reedham**
Change of use of the Pub Building to a single dwelling
Applicant: Mr Raymond Hollocks

The Planning Officer provided a detailed presentation of the application for a change of use of the Berney Arms Inn to a single residential dwelling. The Inn was in a significant location on the northern bank of the River Yare, near to the confluence with the River Waveney and southwest of Breydon Water, adjacent to the Weavers Way and Wherryman's Way, RSPB nature reserve, part of the SSSI and within the Halvergate Marshes Conservation Area.

The Planning Officer drew attention to the consultations received, a large proportion of which were objections on the grounds of loss of an important tourist facility to the Broads in a prominent significant location, lack of justification on viability grounds including inaccurate information relating to boats on the broads and insufficient information

and absence of a satisfactory flood risk assessment (FRA), concern over loss/uncertainty over a significant length of public moorings, and insufficient weight being given to such an important waiting place for safe passage across Breydon Water.

Having provided a detailed assessment of the main issues to consider, which included the principle of the development, the viability and flood risk, access and the suitability of the site for residential use, the Planning Officer concluded that an approval could not be justified. The loss of the Pub would result in failure to protect an important and vital visitor and community facility which provided an essential asset to the local area, tourists, boats coming to and from Breydon Water and walkers along the Weavers Way and Wherryman's Way; the change of use would result in the loss of a non-designated heritage asset, resulting in significant harm to the special character of the area, the loss to the Conservation Area assets would be substantial and, fundamentally alter the relationship of the pub to the historic and cultural landscape. The viability element of the applicant's assessment was not based on a realistic assessment of the actual situation with regard to hire boat numbers, and the applicant had failed to demonstrate that there had been a significant decline in the numbers of hire boats, or that the pub trade had declined significantly in such a way as to directly affect the trading of the Berney Arms.

In addition, a FRA, particularly in this Flood Zone 3 location was vital if the Authority was to make informed planning decisions. Since the report had been written, a FRA had been submitted but had not yet been assessed by the Environment Agency. Therefore at present, the flood risk resulting from the proposed development was unknown. The absence of an FRA was considered sufficient reason in itself for a refusal of planning permission.

The Planning Officer informed the Committee that since the report had been written, Broadland District Council had nominated the Berney Arms as an Asset of Community Value under the Localism Act. The landowner had 28 days in which to appeal. The order gave the community six months in which to find funds to bid for the property and protect it as a community asset.

Mr Hollocks, the applicant explained that the figures provided in support of his application came from those provided by Hoseasons since the 1980s indicating that the number of hire boats had declined. The boats were not using the facilities especially as many of them were now far more self-sufficient than previously. There had been very good operators of the Berney Arms pub over the last three years with plenty of experience. However, they had not been able to make the premises viable. He cited an example of when there were 30 boats moored, only three customers had used the facilities. A turnover of £200k was required in order to break even. In addition there was no legal right of way over the marshes. Mr Hollocks claimed that landowners would

allow access to the premises but only for a dwelling. In answer to Members' questions relating to claims from objectors that the sale price was unreasonable, Mr Hollocks commented that it had been based on the Estate agent's valuation for such premises which he considered reasonable and he had been open to offers for the entire site. Although he had accepted offers these had not progressed due to questions of viability from funding sources. In answer to the criticism relating to lack of maintenance, he explained that the place was very clean but he acknowledged that investment would be needed and viability and increased trade was required to justify that investment. Mr Hollocks confirmed that he had no current offers on the table for the Berney Arms as a business or as a house. He also explained that he had not provided a FRA when first submitting the application as he did not think this would be necessary on the basis that the Environment Agency had recently undertaken flood defence works, the number of buildings on the premises had not changed and there were fewer people involved on the site.

Members were of the view that the facilities in this location contributed to the special character of the area and the principle of change of use required extremely careful and thorough examination. Therefore the quality of evidence had to be exceptionally high due to the potential loss of such a significant asset. With regard to economic viability, it was considered that the economic case had been inadequately demonstrated. Therefore in general, Members were of the view that the application as submitted did not meet the appropriate tests and the Officer's recommendation should be supported.

Mr Dixon proposed, seconded by Mr Rice and it was

RESOLVED by 6 votes to 1 against

that the application be refused as the proposal is considered to be contrary to Policies CS9, CS18, and CS20 of the Core Strategy (2007), Policies DP6, DP21, DP27, and DP29 of the Development Plan Document (2011), Policy XNS6 of the Site Specific Policies Local Plan (2014), and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application.

- (3) **BA/2015/0236/COND Waveney Inn and River Centre, Staithe Road, Burgh St Peter** Variation of Condition 2 of BA/2013/0329/FUL to amend approved drawings -New entrances, external cladding and window alterations; and
- (4) **BA/2015/0243/NONMAT Waveney Inn and River Centre, Staithe Road, Burgh St Peter** Non material amendment to pp BA/2013/0405/CU for minor differences to the external appearance of the apartment building from that approved
Applicant: Waveney River Centre (2003) Ltd.

The Planning Officer explained that both applications were before the Committee because the applicant is a member of the Broads Authority. She provided a detailed presentation of each of the proposals based at the Waveney River Centre, the first of which related to the Waveney Inn public house and the second concerning the original shop and holiday apartment. Application BA/2015/0236/COND involved regularising deviations from the original drawings relating to the application which had been approved in 2013 which included amendments to the entrances, external cladding and windows. As the amendments to the approved scheme were considered to have a significant material effect on the approved scheme, it had been necessary for the applicant to submit amended plans. The development had been completed although the proposed parking spaces in front of the building had not been demarcated. The applicant had demonstrated that the number of parking spaces available on the site was adequate.

With regard to application BA/2015/0236/NONMAT, the application was for the regularisation of a number of minor differences to the external appearance of the apartment from that approved in the planning permission granted in 2014. These included changes to the access by providing ramps and alterations to the location of steps as well as changes to the colour of the windows and doors. However, the changes were considered to be minor and not to have an adverse effect on the approved scheme.

The Planning Officer explained that the main issues to consider were that of design. She concluded that the retention of the amendments was considered acceptable as the completed designs had achieved the sensitive, contemporary renovation of the approved schemes in accordance with Policy and which had been commended by Members previously.

Mr Knight, the applicant explained that in the case of Waveney Inn, due to it being an old property, it became apparent when carrying out the works that it would not be practical to achieve all that had been included in the plans and that amendments, considered minor, were required. Given that the original Licensee had given notice to vacate the premises after 10 years, there was a limited timeframe in which to carry out the works prior to the next holiday season which therefore resulted in evolutionary changes to the overall scheme. He acknowledged that not enough consideration had been given to the detail at the start. He confirmed that the rendering required as part of the original plans would be undertaken within the next few months.

Mr Knight commented that the original application BA/2013/0329/FUL had provided indicative drawings of parking spaces, although he understood that these would not be specific as it became apparent that there was plenty of parking available in the vicinity. He did not intend to draw lines on the block parking as he considered this would detract

from the overall character. He considered that the only way to demarcate parking spaces would be to take up blocks and replace them with different coloured ones, which would be expensive. He would like this condition to be removed.

Concern was expressed that the applicant had not contacted the Authority at the right time in the process of the development when it was clear that amendments to the approved scheme would be required. Although Members expressed disappointment that the applications were retrospective they did consider that the overall scheme and finish was acceptable and they were mindful that they were required to judge the schemes on their merits. Some members were sympathetic to the applicant in relation to the condition concerning the demarcation of parking spaces, but recognised that this was part of the original application and if an amendment was required this would need to be the subject of a separate application. Members concurred with the officer's assessment.

RESOLVED unanimously

- (i) that the planning application **BA/2015/0236/COND** be approved subject to conditions as outlined within the report to include the retention of parking in accordance with plans. The proposal is considered to be acceptable in accordance with Policies DP4 and DP11 of the adopted Development Management Policies (2011) and the National Planning Policy Framework (2012) which is also a material consideration in the determination of this application.(NPPF).
- (ii) that the application **BA/2015/0243/NONMAT** be approved. The application is considered to be in accordance with the aims of the development plan policies particularly with PoliciesDP4 of the Development Management Plan DPD (2011), and the National Planning Policy Framework (NPPF).

3/9 Broads Local Plan Issues and Options Update

The Committee received a report on the progress being made on the development of the Broads Local Plan. They noted that the Issues and Options version was on target to meet the consultation stage for early February 2016. The aim of the Issues and Options version of the Local Plan was to explore and identify the issues and three broad options for each issue. Detailed policy wording and alternative options would be produced in the Preferred Options stage.

Members noted the key dates and that it was intended that the Issues and Options version of the Local Plan consultation stage would be aligned with the first consultation stage on the Broads Plan. They noted that a report on the consultation Mooring and Riverbank Stabilisation Guide would be brought to the next Planning Committee, as would a report on the Broads Objectively

Assessed Housing Need. It was intended that a report on the Issues and Options would be brought to the January Planning Committee prior to submission to the full Authority for authority to consult.

RESOLVED

that the report be noted.

3/10 BA2015/0225/FUL Generation Park: An introduction to the Planning Application

Further to Minute1/10(1) of 24 July 2015, the Committee received a report and brief presentation which provided a broad overview of the major planning application recently submitted for the redevelopment of the Utilities site between Hardy Road and Cremorne Lane, Norwich, the development known as Generation Park in order to give Members information prior to the Joint Site Visit with Norwich City Council on 2 October 2015. In the Planning Officer's presentation she identified those areas where permission was being applied for in outline and those elements which were being applied for in full. She also identified those aspects of the development which were the responsibility of the Broads Authority to determine as well as those to be determined by Norwich City Council.

The Planning officer explained the proposed vantage points for the Joint site visit, details of which would be sent out within the next week electronically. The visit would include transport by mini bus and boat. It was intended that plans would be made available for the visit and explained on site.

The Chairman informed the Committee that she considered it important that a representative of the Navigation Committee was included on the site visit. Therefore under Standing Order 6 she gave the Vice-Chairman of the Navigation Committee the opportunity to address the Committee.

The Vice-Chairman of the Navigation Committee raised navigation matters he considered pertinent to be pointed out when visiting the site, such as identification of the proposed moorings, pontoons, slipways and bridges and the potential constraints in relation to the navigable width of the waterways.

The Planning Officer commented that these issues had been the subject of lengthy discussions at pre-application stage and the applicants had submitted a Waterside Management document as part of the application to address many of the issues. She assured members that the issues raised would be brought to the attention of members on the site visit.

RESOLVED

that the report be noted.

3/11 Hickling Broad Enhancement Project Proposals

The Committee received a report and presentation by the Director of Operations relating to the proposals for the enhancement of Hickling Broad and details of the master plan vision for the Project in order to provide a strategic overview and identification of matters for consideration by the Planning Committee in the future. This set out the background and context to the project which had built on the scientific evidence from the Broads Lake Review, and explained the approach that would lead to a series of planning applications which would be required. These included design solutions for bank restoration, spit and refuge creation works as well as proposals for innovative techniques to deliver enhancements.

Members noted the potential impacts and the initial proposals which fell within the Authority's policy framework as well as the consultation responses to date from the Broads Forum and Navigation Committees. The Authority was due to consider the principles of the project at its meeting on 25 September following which further consultation would be undertaken particularly with Hickling Sailing Club and a Parish Forum organised for the area for members of the public and local residents. The project would take place over a number of years, the timescale being dependent on success in securing external funding.

The Vice-Chairman of the Navigation Committee, in being given the opportunity to comment, explained that the Navigation Committee was generally supportive of the project, particularly those areas where banks had been eroded being reinstated. The main concern was to ensure that dredging operations would not be compromised in the interests of the wider project and that urgent dredging works required would not be delayed.

The Director of Operations assured Members that necessary dredging works in the area were due to be carried out this Autumn.

Members welcomed the report, congratulated officers on the work undertaken so far and thanked the officers for providing a useful and interesting overview.

RESOLVED

that the report be noted.

3/12 HARG Heritage Asset Review Group: Notes from 21 August 2015

The Committee received the Notes from the Heritage Asset Review Group meeting on 21 August 2015. In particular Members noted the progress being made on the Conservation Area appraisals.

RESOLVED

that the report be noted.

3/13 Enforcement Item for noting – Nos 1 and 2 Manor Farm House, Oby

The Committee received a report which provided an update on the progress being made in relation to the Grade 2 Listed Building at Manor Farm where an agreement had been entered into for a phased replacement of the windows and doors. This was associated with the Listed Building Consent (LBC) which was granted for the work (BA/2014/0076/LBC) on 1 May 2014 when a period of 10 years was given for completion of the works.

Members welcomed the progress being made with 5 of the 28 apertures having been restored and further work scheduled. They indicated that they would be satisfied with the item being included in the Enforcement Schedule rather than receiving a full report and that this could include more details on the update at 6 monthly intervals.

RESOLVED

that the report be noted and welcomed.

3/14 Enforcement Update

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

Further to Minute 2/9 of 21 August 2015, The Head of Planning reported on the former Jenners site at **Thorpe Island**. The landowner, had submitted an appeal against the decision of the High Court. The decision as to whether he would be granted leave to appeal was not likely to be received until the end of the year and if granted this might not be heard until Summer 2016. Inevitably this caused delays. A report on the options open to the Authority would be provided to a future Planning Committee.

RESOLVED

that the report be noted.

3/15 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.

3/16 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 10 August 2015 to 1 September 2015

RESOLVED

that the report be noted.

3/17 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 9 October 2015 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich, following which there would be a Training session.

Members were reminded that prior to this there would be the Joint Site Visit with Norwich City Council on 2 October 2015.

The meeting concluded at 13.02 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning** 11 September 2015

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members and Staff	3/8(3)	Application BA/2015/0236/COND and BA/2015/0243/MONMAT as the applicant is a member of the Broads Authority
Paul Rice	3/14	Enforcement Issues – Ferry Inn, Horning as currently involved in mediation.
George Jermany	General	Toll Payer

Broads Authority

Planning Committee

Minutes of the meeting held on 9 October 2015

Present:

Dr J M Gray– in the Chair

Mr M Barnard
Miss S Blane
Professor J Burgess
Mr N Dixon
Ms G Harris

Mrs L Hempsall
Mr P Rice
Mr V Thomson
Mr J Timewell

In Attendance:

Ms N Beal – Planning Policy Officer (minute 3/9)
Mrs S A Beckett – Administrative Officer (Governance)
Ms M Hammond – Planning Officer (Minute 3/1 - 3/8)
Mr S Bell – for Solicitor
Ms A Long – Director of Planning and Resources
Mr A Scales – Planning Officer (NPS) (Item 3/1 – 3/8)
Ms C Smith – Head of Planning
Ms K Wood – Planning Officer (Compliance and Implementation)

Members of the Public in attendance who spoke:

**BA/2015/ 0223/FULWhitlingham Broad Campsite, Whitlingham Lane,
Trowse with Newton**

Mr F Bootman Applicant

**BA/2015/02/0244/COND Barnes Brinkcraft, Riverside Road,
Wroxham**

Mr A Knights Agent for Applicant

4/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting particularly members of the public.

Apologies were received from Mr G W Jermany.

4/2 Declarations of Interest

Members indicated that they had no other declarations of pecuniary interests other than those already registered and as set out in Appendix 1.

4/3 Minutes: 11 September 2015

The minutes of the meeting held on 11 September 2015 were agreed as a correct record and signed by the Chairman.

4/4 Points of Information Arising from the Minutes

None reported.

4/5 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

4/6 Chairman's Announcements and Introduction to Public Speaking

(1) Parish Forum – 26 October 2015 Upper Thurne - Hickling

The Chairman reminded members that the next Parish Forum for the Thurne and Bure group would be held on 26 October 2015 at The Barn, Tate Loke (Off Mallard Way), Hickling with particular focus on the Hickling Broad Enhancement Project. Doors would be opening at 6.30pm to give the public the opportunity to speak to members and officers with the presentation at 7.30pm.

(2) Planning Training

The Chairman reminded members that there would be training following this meeting to cover: Policy including Objectively Assessed Housing Need, Examinations and Duty to Cooperate.

(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 Code of Conduct for members and officers. No member of the public indicated that they intended to record or film the proceedings.

4/7 Requests to Defer Applications and /or Vary the Order of the Agenda

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

4/8 Applications for Planning Permission

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

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

(1) **BA/2015/0223/FUL Whitlingham Broad Campsite, Whitlingham Lane, Trowse with Newton**

Application for permanent change of use of land to campsite following existing temporary consent BA/2012/0338/CU which expires in March 2016. Consent to include erection of replacement washroom, managers dwelling, four tree shacks and various camping structures and associated infrastructure

Applicant: Whitlingham Broad Campsite

The Planning Officer explained that the application was brought to Committee as it was a major application of public interest and the applicant had recently been an employee of the Broads Authority. Being within the Whitlingham Country Park it was also linked to the Whitlingham Charitable Trust with which the Authority was associated.

The Planning Officer provided a detailed presentation of the proposals for the permanent change of use of the land to a campsite at the western end of the Whitlingham Country Park following the three year temporary consent granted in March 2013, which was due to expire in March 2016. The application included making permanent those elements which had received temporary permissions and additional elements which included: new tree shacks in the wooded slopes to the south of the main camping fields and a new managers dwelling to replace the temporary static caravan facility but set further back from the main camp site and screened but still near to reception; new cycle store, and a new purpose built washroom to replace the existing temporary washroom. The development was intended to be provided in four phases, although this was not included in the proposed conditions as it was not considered reasonable to do so.

The Planning Officer drew attention to the consultation responses and reported on the further views of the Environment Agency and Historic England received since the report had been written. The applicant had since provided a Heritage Statement and although there were some concerns that the site was in grounds of a previous listed garden and house, it was up to the Broads Authority to weigh this against any harm that might be done. The Planning Officer explained that having examined the heritage aspects, officers were satisfied that the impact would be limited. The area had changed significantly in the last few

years particularly as it had previously been a gravel extraction site and development could allow the public to appreciate the heritage of the area.

The Environment Agency had no objections subject to the provision of foul drainage on the site, which could be dealt with by condition. It was noted that Whitlingham Charitable Trust was supportive of the application.

Having provided a detailed assessment against the Authority's policies taking account of the main concerns and issues relating to continuing suitability for the proposed use, visual impact/design, justification for an on-site dwelling, access and parking, heritage and drainage, the Planning Officer concluded that the application could be recommended for approval. The supporting information demonstrated the campsite use had been successfully established without unacceptable impact on amenity, the nature of the business successfully established justified permanent accommodation linked to the campsite use and in accordance with the detailed criteria and tests on viability set out in Policy DP26; and the scale and design was considered commensurate with the business, modest and appropriate.

Mr Bootman, the applicant confirmed that the site had the necessary licenses for camping from South Norfolk Council and this did not include any seasonal restrictions for the use of the campsite and therefore was operational all year round. The use of the site did not include caravans.

In answer to members' concerns relating to the viability of the business, the Planning Officer confirmed that independent advice had been sought and the significant tests in association with Policy DP26 had provided a considerable level of confidence that the business had a sound financial basis, particularly given the relationship between the applicant and the landowners. In response to a member's concerns relating to access by public transport and to facilities, the Planning Officer confirmed that the reception store provided a basic range of provisions, the site sat within a Sustrans route, was less than a 1km walk from Trowse village and 2^{1/2} km to the Norwich bus and train stations.

The Planning Officer confirmed that the applicant had provided an arboricultural management plan in association with the proposal, which highlighted the need for thinning and removal of trees regardless of the development and any work would not change the overall appearance of the site.

Some concerns were expressed about the potential for development creep, particularly associated with the proposed manager's dwelling. It was explained that there was already a modest scale of outbuildings associated with the management of the site and on officer's advice

Members considered that a condition to remove permitted development rights for the dwelling would be appropriate.

Having received reassurances, Members considered that the application was laudable and worthy of support. It was considered that the manager's dwelling linked with the business would provide a suitable level of security required and this together with the other proposals would provide enhancements. In general they were satisfied that the application had been suitably tested against the criteria within Policy DP26 for sustainability. They were conscious that they needed to be mindful of striking a balance when considering the character of the area, a sustainable business and the development not becoming a blot on the landscape but being contained. They were satisfied with the proposed conditions particularly those suggested by the Environment Agency and concurred with the officer's assessment.

Mr Rice proposed, seconded by Prof Burgess and it was

RESOLVED unanimously

that the application be approved subject to detailed conditions as outlined within the report and an additional condition to cover the removal of permitted development rights as the proposal is considered to be acceptable in accordance with the Authority's development plan policies particularly Policies CS1, CS9, CS11 and CS12, CS19 of the adopted Core Strategy (2007), and Policies DP4, DP5, DP11, DP14, DP15, DP26 of the adopted Development Management Policies (2011) and the National Planning Policy Framework (2012) which is also a material consideration in the determination of this application.

- (2) **BA/2015/0244/COND Barnes Brinkcraft, Riverside Road, Wroxham**
Removal of condition 5 from planning permission BA/2008/0266/FUL to remove the requirement to provide 4 public moorings in Wroxham
Applicant: Barnes Brinkcraft Ltd.

The Planning Officer explained that the application involved the two sites now operated by Barnes Brinkcraft Ltd on the north and south side of the River Bure in Hoveton and Wroxham. She provided a detailed presentation of the application for the removal of a condition that restricted the use of an area of 115feet or a total of four public/visitor moorings on the Wroxham side of the river. The application sought to regularise the actual current situation since private boats had been moored on a long term basis in the area allocated and therefore had not been occupied as visitor moorings in accordance with the condition. The applicant wished to seek permission for an amendment to the original proposal to provide six visitor moorings on the Hoveton site of the business on a flexible basis. The proposal included appropriate signposts to provide visiting boats with the necessary directions.

The Planning Officer drew attention to the consultations received and explained that no further comments had been received since the report had been written.

Having provided a detailed assessment of the application which included replacing existing visitor moorings with private moorings and replacing and increasing the provision of visitor moorings within the boatyard on the opposite bank, the Planning Officer concluded that on balance an approval could be given with the amended condition to take account of the applicant's proposal.

Members concurred with the officer's assessment and were in support of the proposal.

Professor Burgess proposed, seconded by Mr Timewell and it was

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report which took account of the amendments as the proposal is considered to be acceptable in accordance with Policies CS9, CD14 and CS23 of the Core Strategy (2007), Policies DP16, and CP27 of the adopted Development Management Policies (2011) and the National Planning Policy Framework.

4/9 Enforcement of Planning Control: Unauthorised Erection of canopies and Alterations to Shop Front.

The Committee received a report on the unauthorised erection of canopies and alterations to the shop front at Grey's Ices and Confectionary, Norwich Road, Hoveton. As the shop front was physically and visually different from the previous shop front, it was considered that development had occurred without the benefit of planning permission and amendments would have been sought if an application had been submitted, as currently it was considered contrary to Policy. Although negotiations had taken place in order to seek a retrospective planning application none had been forthcoming.

Given the prominence of the amendments and the sensitivities of the area and on the basis that there were concerns over the visual impact on the character of the area, the development being contrary to Policy DP4, as well as concerns over precedent, members considered that it was expedient for the Authority to pursue formal action and that the owner of the business responsible be informed of the Authority's views and intentions.

RESOLVED unanimously

- (i) that authorisation be granted for the issuing of an Enforcement Notice and
- (ii) that authorisation be granted for prosecution (in consultation with the Solicitor) in the event that the Enforcement Notice is not complied with.

4/10 Thorpe Island: Report on Options for Action(s) at Thorpe Island

The Committee received a report on the latest position in relation to Thorpe Island following the decision made at its meeting on 21 August 2015. It was noted that the landowner had submitted a challenge to the High Court decision that introduced both delay and uncertainty. In light of this, Members gave detailed consideration to the options for taking the matter forward in relation to their decision to pursue an Injunction to stop the existing breaches of planning control.

Members agreed that it would not be appropriate at this time to consider direct action in relation to the pontoons and jetties. However members did agree that direct action should be taken against the green metal storage container as the landowner had previously promised to remove the same.

Members noted that following the 21 August Planning Committee meeting, Thorpe Town Council had put in writing their request that the site to be the subject of a Compulsory Purchase Order. Although it was considered that a compulsory purchase order would address the situation in the long term and be beneficial, the process was also likely to take considerable time and could also be subject to challenge from the landowner. They understood that the Authority itself did not have the powers to issue a Compulsory Purchase Order and that it would have to be Broadland District Council to undertake any CPO should they be minded to. However, Members wished to support the Town Council in their efforts to pursue this action.

Members considered that it was important to move matters forward given that so many people's amenity was being affected by so few and in relation to supporting the planning process and both decisions by the Planning courts. They noted the Secretary of State as Respondent's response to the challenge that leave should not be granted to appeal.

RESOLVED

- (i) that the report be noted and endorsed;
- (ii) that an injunction is sought covering all breaches on the site (with the exception of the green storage container) and the adjacent river frontage, with those matters which are the subject of the Court of Appeal challenge suspended pending the outcome of that challenge;
- (iii) that direct action be taken in respect of the green metal storage container; and
- (iv) that the Authority provide a supporting role in any pursuit of a Compulsory Purchase Order.

4/11 The Central Norfolk Strategic Housing Market Assessment

The Committee received a report and presentation from the Planning Policy Officer on the draft Central Norfolk Strategic Housing Market Assessment 2015 and the Objectively Assessed Housing Need identified by it for the Broads Authority. It was noted that this identified 274 dwellings for the Authority's area between 2012 and 2036, the average requirement of affordable housing being 26% across central Norfolk. Members noted that the methods, analysis and Housing Market areas used were considered to be and recognised as being sound and robust and a relevant basis for identification of the objectively assessed housing need. The Authority's needs were included within the Districts OANs and it would be necessary to ensure that there was no double counting. However the Duty to Co-operate would help in this regard when negotiating with the Districts and developing the Authority's Local Plan.

It was noted that residential moorings could not be assessed as part of the OAN but the Authority would need to develop the policies on these in relation to its Local Plan. It was essential that in developing any policies for residential moorings as well as holiday homes/second homes, these would need to be in accordance with the NPPF, fully justified and evidence based.

Although the OAN would be for the period 2012–2036, this would be reviewed every five years within the preparation of the Local Plan. It would also be subject to future demands in relation to the whole area and national policy.

The Authority had not been required to have a housing need or target previously and this being the first time, would require further analysis and understanding as the Local Plan was being developed.

RESOLVED

- (i) that the report be noted;
- (ii) that the Director of Planning and Resources, the Chairman of Planning Committee and the Chair of the Broads Authority be authorised to make any necessary minor amendments arising from the Norfolk Duty to Co-operate Forum and/or from the adoption process of the remaining commissioning bodies and accept this as part of the evidence for the Broads Local Plan.

4/12 Mooring Guide and Riverbank Stabilisation Guide for Consultation Responses

The Committee received a report from the Planning Policy Officer on the results of the consultation on the draft Mooring and Riverbank Stabilisation Guides which took place between 14 July 2015 and 4 September 2015. In light of the comments received a number of changes to the guide were proposed which were given due consideration. Members were informed that Members of the Navigation Committee would also be updated on progress at their next meeting. Although not Supplementary Planning Documents the guides would be used and signposted to those proposing moorings and

riverbank stabilisation and used in giving weight when determining planning applications and potentially any subsequent appeals if required.

RESOLVED

- (i) that the report be noted;
- (ii) that the proposed changes to the Guide be endorsed and that it be
- (iii) RECOMMENDED to the Broads Authority that the Mooring Guide and Riverbank Stabilisation Guide be adopted.

4/13 Enforcement Update

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

RESOLVED

that the report be noted.

4/14 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. The Head of Planning reported that with regard to the appeal by Mr Shirley on the appeal against the refusal to vary the condition, this had been allowed. The appeal against the Authority for costs had been dismissed.

RESOLVED

that the report be noted.

4/15 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 1 September 2015 to 1 October 2015.

RESOLVED

that the report be noted.

4/16 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 6 November 2015 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 12.55 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning Committee**

Date of Meeting: 11 September 2015

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Paul Rice	4/13	Enforcement Issues – Ferry Inn, Horning as currently involved in mediation.
Vic Thomson	4/8(1)	On Whitlingham Board
Gail Harris	4/8(1)	On Whitlingham Board
Jacquie Burgess	4/8 and 4/9	Toll Payer; resident of Whitlingham Hall estate