

Broads Authority

Agenda 25 June 2020

10.00am

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

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

Members of the public: We will publish a live stream link two days before the meeting at [Broads Authority 25 June 2020](#). The live stream will be suspended for any exempt items on the agenda. Please email committees@broads-authority.gov.uk with any queries about this meeting.

Introduction

1. To receive apologies for absence
2. Chairman's announcements
3. Introduction of members and declarations of interest
4. To note whether any items have been proposed as matters of urgent business
5. Public question time – to note whether any questions have been raised by members of the public
6. **To receive and confirm the minutes of the Broads Authority meeting held on 22 May 2020** (Pages 3-14)
7. **Summary of actions and outstanding issues following decisions at previous meetings – to note the schedule** (Pages 15-20)

Strategy and policy

8. **CANAPE**
Presentation by Project Manager
9. **Water Mills and Marshes Project (WMM)**
Presentation by Programme Manager

Reports for information

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

Minutes to be received

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

[Broads Local Access Forum – 4 December 2019](#)

[Navigation Committee – 16 January 2020](#)

12. **Other items of business**

Items of business which the chairman decides should be considered as a matter of urgency pursuant to section 1008 (4)(b) of the Local Government Act 1972

13. To answer any formal questions of which due notice has been given
14. To note the date of the next meeting– **Friday 24 July 2020** at 10.00am by Lifesize Video Conferencing
15. **Exclusion of the public**
The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.
16. **Appointment of Monitoring Officer** (Pages 21-23)
Report by Chief Executive
17. **Response to the COVID-19 emergency and the financial position of the Broads Authority and local business** (Pages 24-27)
Report by Chief Executive, Chief Financial Officer, and Collector of Tolls

Broads Authority

Minutes of the remote meeting held on 22 May 2020

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Present

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

Also present

Gail Harris.

In attendance

John Packman – Chief Executive, Sandra Beckett – Administrative Officer (Governance) for minutes, Steven Bell – Monitoring Officer, Maria Conti – Head of Governance, Emma Krelle – Chief Financial Officer, Rob Rogers – Director of Operations, Marie-Pierre Tighe – Director of Strategic Services, Essie Guds – PA to Chief Executive and Moderator, Sarah Mullarney – Administrative Officer (Governance) and Moderator, Cally Smith – Head of Planning.

1. Apologies and welcome

The Chairman welcomed everyone to the first formal remote meeting of the Authority including members of the public following the meeting through the livestream. He recognised that these were challenging times which had demanded new ways of working. He paid tribute to the staff for adapting. He thanked those for their efforts in seeking to support the Authority's financial position, as well as the hire boat industry and wider local tourism, in detailed negotiations with Defra.

Apologies had been received from Leslie Mogford and Vic Thomson.

2. Introduction and Chairman's announcements

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

The Chairman reminded Members that the meeting was being held under the new Coronavirus Act regulations. The meeting would be conducted according to the remote meeting protocol and guidance, which had been circulated. The proposed Standing Orders to hold remote meetings were to be considered at Agenda Item no.8. The meeting was being live streamed and recorded. The Broads Authority retained the copyright. The Minutes remained the record of the meeting.

General proceedings

The Chairman commented he would take it that Members had read the papers and therefore the emphasis would be for members to ask questions and debate the issues.

3. Introduction of members and declarations of interest

Membership

The Chairman drew attention to some changes in Membership since the last formal meeting in January and the COVID-19 lockdown in March. Louis Baugh and Jacquie Burgess had now left and on the Authority's behalf he had written to thank them for their dedication and commitment to the Authority. The Minister had also written to thank them. The Chairman formally welcomed Matthew Shardlow and Stephen Bolt as the new Secretary of State appointees, and confirmed that he had been reappointed along with Greg Munford.

He also extended a welcome to Gail Harris, who had been re-appointed to the Authority by Norwich City Council, in place of Julie Brociek-Coulton.

A member queried whether Gail Harris could take part in the meeting. He referred to sections (4) and (5) para 2 Schedule 1 of the Norfolk and Suffolk Broads Act 1988, which indicated that once notification had been received from a participating authority, a month was required before that appointment could take effect.

“(4) A participating authority may at any time end the appointment of a person appointed to the Authority by that participating authority and appoint another person in his place.

(5) Where a participating authority exercises its powers under sub-paragraph (4) above—

(a) it shall give notice of the ending of the appointment to the Authority; and

(b) the new appointment shall take effect, and the previous appointment end, at the end of the period of one month beginning with the date on which the notice is given.”

The Monitoring Officer advised that Norwich City Council had confirmed the appointment within the last week and therefore it would be appropriate for Gail Harris to observe the meeting only, but not to vote.

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

4. Items of urgent business

There were no items of urgent business.

5. Public question time

No public questions had been received.

6. Minutes of Broads Authority meeting held on 31 January 2020

The Chairman commented that he had received two amendments for the minutes of the meeting held on 31 January 2020. These were as follows:

- To include Leslie Mogford in the attendance list.
- To amend the wording in Minute No 7 Summary of Progress:
Beginning of the second paragraph to read:
“Fran Whymark proposed that all actions are dated. It was considered....etc.” and
the resolution amended to read: **“that the Summary of Progress include dates and details of significant events.”**

A member expressed some concern that the resolution stated in the draft minutes was not accurate and therefore he had wished it to be corrected. There was some discussion and following clarification.

It was resolved that, subject to the amendments set out above, the minutes of the Broads Authority meeting of 31 January 2020 were approved as a correct record and would be signed by the Chair.

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

The Authority received and noted a schedule of progress/actions taken following decisions of previous meetings. Further updates were provided as follows.

Transfer of Mutford Lock: Officers had responded promptly to clarify further questions from the MMO (Maritime Marine Organisation) received in April 2020. However, due to the COVID-19 crisis, the transfer of the two Harbour Revision Orders was still being progressed by the MMO and the Authority was awaiting a decision.

Collaboration with Norfolk County Council/ Wherryman’s Way footpath on River Chet: The Authority’s Waterway’s and Recreation Officer was working with Norfolk County Council to develop a CIL bid and four main projects associated with the Water, Mills and Marshes Project. Some of this involved devising new circular routes, bank stabilisation and signs and infrastructure, and access for all resurfacing works. If bids were successful, the improvements across the whole of the Wherryman’s Way could take place from 2021.

External Funding: It was clarified that the Norfolk Coast Partnership meeting in April had been postponed due to the COVID-19 crisis, but the Broadland Futures Initiative meeting also scheduled for April did take place remotely, and was not postponed as stated in the schedule.

8. Procedures and actions for remote meetings held under the Coronavirus Act 2020 (including Standing Orders and Procedures).

The Authority received a report setting out the draft Remote Meeting Procedure Rules providing guidance for the conduct of any remote meeting of the Broads Authority and its committees under the Coronavirus Act 2020 Regulations 2020 no 392. The Rules were to be read in conjunction with the Authority’s existing Standing Orders and procedure rules within

its constitution. The Head of Governance emphasised that these were temporary and would have effect until 7 May 2021.

A member suggested that, in light of the financial situation and the appointment of new members with a fresh outlook, it might be appropriate for additional members such as Matthew Shardlow and Gail Harris to be appointed to the Audit and Risk Committee. It was considered that the Chairman should discuss this with the members concerned and the appointments then be delegated to the Chief Executive.

The Chief Executive explained that, as a result of the continued discussions with Defra over the long-term future and the uncertainty over the Authority's finances, the Authority was not yet at a point where key and significant decisions could be taken. It was therefore recommended that an additional meeting should be held in June, before the scheduled meeting on 24 July 2020. Members concurred.

Tim Jickells proposed, seconded by Matthew Bradbury and

It was resolved by 17 votes and 1 abstention:

To endorse the draft Remote Meeting Procedure Rules (Appendix 1 of the report) and to agree that:

- (i) the Annual Meeting scheduled for July 2020 is deferred, that all appointments from the 2019 Annual Meeting continue, and that the position is reviewed at the Broads Authority meeting in September;
- (ii) an additional meeting of the Broads Authority is held on either 24 or 25 June;
- (iii) Nicky Talbot, as Vice-Chair of the Audit and Risk Committee, chairs the next Audit and Risk Committee meeting on 21 July 2020;
- (iv) Matthew Bradbury and Simon Roberts are appointed to the Audit and Risk Committee;
- (v) Stephen Bolt is appointed to the Planning Committee; and
- (vi) the Chairman discuss with Matthew Shardlow and Gail Harris if they are willing to serve on the Audit and Risk Committee; and that, in light of their response, the Chief Executive be delegated to appoint those members to the Committee.

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

The Authority received a report providing updates on the Authority's response to the COVID-19 emergency, as well as the latest financial position and actions to date to address the probable deficit in navigation income, together with the latest on negotiations with Defra officials for financial support to the Broads Authority and the hire boat industry.

The Chief Executive commented that the situation and environment was changing rapidly, there were tremendous uncertainties and it was difficult to predict what the situation would be in 3 – 4 months' time. He emphasised that officers were in constant discussion with Defra officials. He based his update on the three main priorities set out in the report:

- Maintaining the service delivery and protecting staff and volunteers;
- Supporting the local tourism industry, particularly the Broads hire boat industry; and
- Mitigating the impact on the Authority's finances and asking Defra to underwrite the potential losses of navigation income in 2020/21 as a result of the crisis.

The Chief Executive, supported by the Chair in his introductory remarks, paid tribute to the staff at having adapted to the situation, and continuing to work either remotely from home, and or working out in the field and keeping the navigation open. All staff were occupied, and there was now a system in place where staff with spare capacity could be reallocated to tasks where possible.

The Chief Executive acknowledged the Broads hire boat industry's significant contribution to tourism, and that the Authority recognised the crisis hire boat companies were facing. Although the response to the Authority from Defra had not been very positive in providing support for specific sectors, the Chief Executive further reported that the Government had recently announced significant sums being awarded to local authorities to provide discretionary funds for small businesses. The Authority was engaged with the Broads Hire Boat Federation and the Chief Executives of some Districts to encourage applications. There was still concern that companies would struggle through the winter and officers would continue to work with government officials to raise awareness of the situation and make a case for the hire boat industry.

The Authority also recognised the concerns of the private boat owners, some of whom were still not able to access their boats. The Chief Executive expressed appreciation to them for acknowledging the messages the Authority had put out and the Government restrictions imposed, as well as to those who had paid their toll.

With regards to the financial situation, it was noted that the National Park Grant was secure and that Defra had forward funded 35% of the £3.4 million for the year. The income from the hire boat industry was in effect minimal, with only £17k being received out of the expected £1.2 million. He explained that the income from private boat owners as at 13 May 2020 was 20% down from that received at the same time in 2019. Therefore, there was a deficit to the Authority's income of £1.6 million at this time. Navigation income was far short of the budgeted figure of £3.5 million for the year. The Chief Executive provided a graph of potential reductions in private boat income of 20%, 25% and 30%. Much would depend on the outcomes following possible lockdown relaxations anticipated in July 2020. He explained that, in principle, Ministers wished to support those National Parks that were dependent on commercial income and were facing financial difficulties, namely the Lake District NPA and the Broads Authority. The Broads Authority's financial information had been shared with Defra officials and a further meeting was to be held on Wednesday 27 May 2020.

The Chief Financial Officer drew attention to the figures for the year end (2019/20) in the report, emphasising that these had been condensed. They would be subject to audit due to take place in the following week. She also drew attention to the summary of 2019/20 carry forward requests in Table 2 of the report, explaining that the number of these had been increased due to the COVID-19 situation. It was proposed that the surplus from 2019/20 would be used in 2020/21 to fund the carry forward items via the National Park and Navigation Reserves.

The Chief Executive referred to recommendation (vi) in the report, proposing to prepare a revised budget balancing navigation income and expenditure, but expressed doubt as to whether the officers would be in a position to do so until the situation was clearer. It would be necessary to discuss potential options with the Navigation Committee on 11 June 2020, hence the reason to have an extra meeting of the Authority at the end of June to discuss the latest situation.

It was noted that the Government was carefully considering the easing of the lockdown, opening up of the environment to support businesses and the tourism industry, as well as for peoples' health and wellbeing. However, it was recognised that this could have a bearing on capacity and the need to manage it, which needed to be balanced against the risks of further pressures and risks to health.

Members discussed the potential scenarios for the easing of lockdown restrictions and guidance and the implications for collection of tolls. There was the possibility that hire boat companies might be able to open for business in the next few months, with dayboats being able to operate in the first instance and hire cruisers later. This would require agility from the industry, and confidence from customers. However, a member cautioned that the hire boat companies will have lost about half the season's income and it would be difficult to reschedule the original lost bookings in 2020. In addition, for some hire boat companies it may not be viable to open for business at all for this season. This also had a bearing on the Authority's finances. Members considered that with the potential quarantine measures being imposed for those coming into the country, it was unlikely that there would be bookings from overseas visitors.

All craft using the navigation were required to pay a toll. However, the Authority would need to consider whether the hire boat companies were required to pay the full annual toll or whether provision could be made for some proportionality, if some were able to open for business. Members recognised that this could be contentious for private boat owners. However, it was recognised that income was required for the maintenance of the Broads.

Recognising the need for stability of the Authority's finances, members considered that it was critical to consider and manage the risks. A member suggested that the Audit and Risk Committee could play an important role.

Some members expressed concern about the potential impact in relation to the Habitats Directive when the Broads area was fully opened to the public again, and therefore discussions with Natural England and the Environment Agency would be required. This would

not just be for the navigation but also public access for rights of way. The Chief Executive, supported by the Director of Operations, assured members that the Broads area and the maintenance of the navigation had not been closed but work had continued, albeit with re-prioritising projects and under the COVID-19 regulations. The Authority worked closely with Natural England on a number of projects and parties were fully conversant with the requirements.

The Chairman, supported by the Chief Executive, concluded that all options were and would be examined very intensively. The CEO reiterated that effectively, the Authority was requesting that Defra underwrite the Authority's losses and there were ongoing discussions about the reserves. In principle, the Minister agreed to support the national parks but there was still discussion on details. There was still considerable uncertainty and the Authority had to be prepared for all scenarios, and how to mitigate the difficulties.

The Chairman thanked members for their constructive remarks. He would like members to recognise and appreciate the considerable efforts being made by all those involved.

Melanie Vigo di Gallidoro proposed, seconded by Matthew Bradbury

It was resolved by 17 votes with 1 abstention to endorse the actions to date and the actions required:

- i. Protect the health and safety of staff and volunteers while maintaining service delivery and the maintenance of the Broads and its waterways;
- ii. Seek financial support for local tourism businesses, particularly the hire boat industry;
- iii. Request that the Government underwrites the Authority's deficit on its navigation income;
- iv. Note the year end position for 31 March 2020 and agree the carry forwards;
- v. Note the use of Urgent Action to approve the Capital, Treasury and Investment Strategy that should have been approved before 1 April 2020;
- vi. Ask officers to prepare an emergency budget, taking account of any decision by the Government on financial support, to bring navigation income and expenditure into balance; consult the Navigation Committee on the implications (June 11); and bring back recommendations to the next meeting of the Authority when it was hoped there will be greater certainty about the medium-term implications of the emergency.

Consent Items

The Chairman announced that the following items would be taken as a block for approval. Members had had the opportunity to comment and raise questions before the meeting. He reported that no comments or objections had been received. He therefore would take it that, unless there were any further comments, each of the recommendations would be accepted. The Chairman asked if members were in agreement with all the recommendations. There was general assent and no objections were received. The recommendations were approved.

10. Annual Governance Statement 2019/2020 and Code of Corporate Governance

The Head of Governance clarified that at page 4 of the Annual Governance Statement, para 3.1 Committees, this should include the co-opted members and therefore should read “Of its 21 members, ten are appointed by the Secretary of State, nine are locally elected County and District councillors, and two are co-opted by the Navigation Committee.”

She also clarified that the Assurance Review of Corporate Governance and Risk Management audit opinion 2019/20 related to the whole of the Authority. These amendments would not change the overall opinion.

The audit opinion concluded that the Authority’s framework for governance, for risk management and controls for the whole of the Authority were “reasonable”. A similar opinion had been given for 2020/21.

It was resolved to approve the Annual Governance Statement 2019/20 and it was noted that, subject to the implementation of improvements identified in the Action Plan for 2020/21, the Authority’s governance and internal control systems are considered to be adequate and effective.

11. Flood Risk SPD: Final draft for adoption

The final draft of the Flood Risk SPD together with the comments with responses from the second round of consultation was received. This included amendments set out as tracked changes. The Planning Committee had considered the Flood Risk SPD and consultation responses at its meeting on 6 March 2020 and had endorsed the document and recommended it for adoption subject to some updates, now included.

It was resolved to endorse and adopt the Flood Risk SPD.

12. Annual report on request to waive Standing Orders in 2019/20

It was resolved to receive and note the Annual Report on the request to waive standing orders in 2019/20.

13. 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 referred to Minute 19 of the 31 January 2020 meeting. He reported that the responsible officers for compliance with the part of the Port Marine Safety Code concerning Operational Oil Spills had now received the necessary training and their certificates were up to date. The notice of non-conformity had been removed. The Authority was now fully compliant with the Port Marine Safety Code.

14. Minutes received

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

It was resolved to receive and note the minutes from:

Audit and Risk Committee – 19 November 2019

Planning Committee – 10 January 2020

Planning Committee – 7 February 2020

15. Other Items of business

There were no other items of business.

16. Formal questions

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

17. Date of next meeting

It was proposed to hold an additional remote meeting of the Authority on 24 or 25 June 2020 (subject to availability). The following meeting of the Authority would be held on Friday 24 July 2020 at 10.00am.

18. Exclusion of the public

The Authority **resolved** to exclude the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the following items on the grounds that they involved the likely disclosure of exempt information as defined by Paragraph 1, 2, 3, and 4 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

The live stream recording of the meeting was suspended.

19. Exempt Minutes from 31 January 2020

The Exempt Minutes of the Broads Authority meeting held on 31 January 2020 were agreed as a correct record for signature by the Chairman.

The meeting ended at 11.40 am.

Signed by

Chairman

Appendix 1 – Declaration of interests Broads Authority, 22 May 2020

Member	Agenda/minute	Nature of interest
James Knight	9	Hire boat operator
Greg Munford	9	Chief Executive of Richardsons Holidays and hire boat operator
Simon Sparrow	9	Boatyard owner and hire boat operator

Broads Authority

25 June 2020

Agenda item number 7

Summary of Progress

Report by Administrative Officer

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Transfer of Mutford Lock	26/01/2018	John Packman	That the two Harbour Revision Orders are submitted and the tripartite agreement noted in the report be completed in all respects, to give effect to completing the transfer of Mutford Lock in the Navigation Area and the ownership to the Broads Authority.	<p>Aug 2018: The two HROs published for 42-day public consultation on 3 Aug. No objections have been raised under either order. MMO progressing HROs - anticipated to be determined by end July 2019.</p> <p>Feb 2020: Final determination of HROs still awaited; Chairman took matter up informally with MMO at meetings in Dec 2019 and 12 Feb 2020. Date for final determination unknown.</p> <p>28 Feb 2020: BA in phone conference with MMO and other parties to satisfy latest MMO questions.</p> <p>1 June 2020: The MMO have drafted up the decision documents for the Mutford Lock applications and they are now being put forward for the final internal draft review. DfT have halted their processing of HROs during COVID 19. The team are keeping in correspondence with them and will update you with any time scales once we have them. It has been suggested that this may be in July.</p>	31/07/2019
Pilot agri-environment scheme for the Broads (Broads Test and Trial of ELMS)	16/03/2018	Andrea Kelly	Content of submission to Defra for pilot agri-environment scheme for the Broads, which builds on the partnership work with the National Farmers Union and local land managers and prepared with assistance of local conservation NGOs, welcomed and noted.	<p>Oct 2019: Defra awarded Broads Test and Trial (T&T) contract. Sub-contracts awarded to Natural England, Norfolk Farming Wildlife Advisory Group and facilitator.</p> <p>Nov 2019: Broads Test and Trial published on website. Project investigating payments, management interventions, monitoring and verification of interventions.</p> <p>13 Nov 2019: First partnership workshop with 63 farmers and land managers hosted by BA, NFU, Natural England, Norfolk Farming Wildlife Advisory Group and facilitator, excellent participant feedback. https://www.broads-authority.gov.uk/looking-after/projects/environment-land-management-system. Workshop report circulated to Steering Group and participants and interested parties.</p> <p>10 Feb 2020: Defra ELMs team and Broads farmer site visit.</p> <p>Dec 2019 - May 2020: Objective 2 - Developed detail and costs of management interventions and scheme tiers for grazing marsh and fen/reedbed habitats; reviewed Site Emission Tool (carbon calculator) from similar habitats to trial from June 2020.</p>	30/10/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>Objective 3 - Trialled self-assessment form for fen and fen meadow in liaison with Conservation Organisations and British Reed Growers Association.</p> <p>Objective 4 - Assessed local board roles and membership.</p> <p>Objective 5 - Mapped information to inform collaboration around the Broads.29 April 2020: Submitted contract variation to Defra for extension from June-Oct and additional budget to collect data. Defra invited BA to submit costs for up to date fen management work.</p> <p>May 2020: Preparing online surveys and pre-recorded presentations.</p>	
Acle Bridge	28/09/2018	John Packman	<p>Chief Executive delegated – to continue discussions with the neighbouring landowner over the possibility of purchasing additional land at the Acle Bridge site; to continue discussions with Great Yarmouth Borough Council for the acquisition of the toilet block; to proceed with the essential repairs to the moorings at the Acle Bridge site subject to the views of the Navigation Committee; to investigate whether the development of a Visitor and Education Centre could form an important element in a wider more ambitious project to improve the infrastructure for Broads tourism and raise awareness of the special qualities of the area in future; and in the context of reviewing the Sustainable Tourism Strategy, to consider with members options for a wider project to enhance tourism in the Broads.</p>	<p>Feb 2020: Piling works started at Acle Bridge 24-hour moorings. Phase 1 to renew 110m of piling, install new mooring path and three electric charging points. Works to extend beyond Easter and involve moorings, section of Weavers Way, car park and toilet area. 55-metre section of mooring to be left open on upstream end for boaters to moor during works. Footpath access from mooring only available for pedestrians heading towards Oby and Thurne. Weavers Way public footpath through construction site closed until project completion. Advance notices installed on Weavers Way. Works monitored and areas of site opened as soon as safe to do so.</p> <p>June 2020 Following a break from site due to C19, the contractor returned in late May and has made good progress with the piling and tie-rods. Approximately 6 more weeks of work required (taking the project into late July)</p>	31/01/2020
National Parks Review: Response	28/09/2018	John Packman	<p>That the Chairs' Group, together with the Chief Executive, consider and provide a robust response for submission to the Review Team based on the eight areas required of the team and guidance from Members as indicated.</p> <p>The deadline response submission 18 December 2018 .</p> <p>Chairs' Group to meet again on 5 December 2018 to finalise the response and consider the points raised.</p> <p>Members were encouraged to submit any comments they wished to make individually to that group.</p>	<p>Sept 2019: Landscapes Review Final Report published 21 Sept. Awaiting Government response to review.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/833726/landscapes-review-final-report.pdf</p> <p>Nov 2019/Jan 2020: Members received preliminary paper for discussion. Report on 31 Jan highlighted Review's 27 proposals and asked Members to consider BA priorities for more detailed discussion. Agreed to focus on where BA already taking action in line with Broads Plan, and where resources allow.</p> <p>Mar 2020: Issues for future discussion: Climate change and carbon capture; Biodiversity and future of agriculture; Promoting wider participation with National Parks on health and wellbeing benefits; Explore Proposal 21 Welcoming new landscaping approaches in cities and the coast - e.g. Norwich City as a National Park City.</p> <p>May 2020: Report and presentation on climate change to be given at BA meeting 24 July 2020.</p>	24/07/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Collaboration with Norfolk County Council	01/02/2019	John Packman	That the Authority supports Norfolk County Council's aspiration for a single management structure for the Norfolk Coast Area of Outstanding Natural Beauty and the Wash, and North Norfolk Coast Natura 2000. That the areas of co-operation with Norfolk County Council and the progress that is being made is noted. That officers explore the possibility of more formal yet flexible platforms for future collaboration with Norfolk County Council focussing on procurement, bidding for external funding and staffing arrangements. (eg: A Memorandum of Understanding). Project proposal to be submitted to Norfolk County Council to be a partner in the EU Interreg programme Experience. This 3 year project involves taking forward the recent Discover England project to French and US markets and extending National Park branding. The draft budget is £270,000 for over 3 years with a match funding contribution from the Authority of £75,013.	Collaborative work ongoing with Norfolk County Council. 4 Jul 2019: BA member and officer site visit to Norfolk coast in association with Norfolk Coast Partnership. Project proposal for BA to be partner in Interreg EXPERIENCE project successful. Kick-off meeting (initially scheduled in Dec 2019 but postponed due to election purdah) in February 2020. May 2020: Scoping Cooperation Agreement between BA and Norfolk County Council. BA supporting development of Norfolk and Suffolk Environment Plan, led by Norfolk and Suffolk County Councils. UEA developing asset inventory with set of indicators.	22/05/2020
Hosting National Parks' Communications Unit	22/03/2019	Rob Leigh	BA hosting UK National Parks Communications Service on basis set out in report, and Appendix 1 of report approved.	1-3 Oct 2019: BA hosted National Parks Heads of Communication Officers meeting. 28 Nov 2019: Communications Strategy approved by English CEOs Group and Chairs Group. Internal roll out of National Parks branding/messaging launched. BA staff briefed on 16 Oct and Members on 22 Nov. 17 Jan 2020: Work ongoing to scope review of National Parks website. Ongoing campaign support includes photography competition and Discover National Parks Fortnight 4-19 April 2020. Workplan and steering group meetings scheduled. 2-4 Mar 2020: Heads of Communications meeting in the Lake District. Weekly updates with Communications Group July 2020: Virtual meeting of all Heads of Communications to be arranged in September 2020.	
Permissive footpath at Reedham: Recommendation from Broads Local Access Forum	26/07/2019	Rob Rogers	To instruct BA officers to continue discussions with Norfolk County Council, Reedham Parish Council and landowner to find collaborative solution to missing permissive footpath link at Reedham.	5 Feb 2020: Meeting between Lewis Treloar (BA), Chris Mutton (landowner), Reedham Parish Council and their solicitor to come up with agreed solution to reinstate permissive path. All parties agreed in principle to lease between BA and landowner, with RPC taking on management and financial aspects of route. Quotes for all materials and contractors provided. Awaiting RPC review of written agreement and all parties to sign. May 2020: With solicitors to finalise agreement; all parties happy to proceed.	03/06/2020
External funding	26/07/2019	John Packman	Proposed principles and key areas of work for external funding agreed as set out in report, to be developed by officers for further discussion with members to include	Sept 2019: Lewis Treloar appointed as BA Waterways and Recreation Officer. Jan 2020: Discussions with Broads Charitable Trust - Memorandum of Understanding between BA and Trust agreed by BA.	20/03/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			the immediate next steps: Recruit a replacement Waterways and Recreation Officer with external funding bid writing experience; Continue to work with Broads Charitable Trust to align priorities; Through the Broads Charitable Trust, submit bids for funding to charities already identified as having the potential to support the Water Mills and Marshes programme; Explore with Norfolk County Council opportunities for further joint submissions for external funding; and Continue discussions with the Norfolk Coast Partnership on potential areas for joint working and collaboration, including external fund raising.	<p>Mar 2020: Bids prepared for external funding to support Water, Mills and Marshes programme.</p> <p>May 2020: Collaboration with Norfolk County Council ongoing. Director of Strategic Services attended Norfolk Coast Partnership forum in Nov 2019 on challenges of changing coast. 2020 Norfolk Coast Guardian newspaper (April) included article on Broadland Futures Initiative. BFI remote meeting held April. NCP meeting in April postponed due to COVID-19 crisis.</p>	
Wherryman's Way footpath on River Chet	26/07/2019	Rob Rogers	Wherryman's Way footpath by River Chet included in priority actions for new Waterways and Recreation Officer. Discussions with Norfolk County Council taking place.	<p>Work to be split into 2 phases over winter 2020 and 2021. Plan is to concentrate efforts in first year on Loddon FP4, Langley with Hardley FP9 and Loddon FP5. NCC to repair two bridges at Loddon FP4 by Sept 2020.</p> <p>Environmental officers to complete minor tree/shrub clearance by Oct 2020. BA operations team to dredge Chet for 3 months from Oct 2020 and dispose of material on sections of footpaths mentioned. They will return 6 months later to rebuild paths with new material. Similar work to continue in 2021 to restore rest of footpaths at eastern end of Hardley Flood.</p> <p>May 2020: Project now part of a much larger programme of works in partnership with Norfolk County Council and CIL application; to include new circular routes, bank stabilisation, signs and infrastructure, and access for all resurfacing works. Programme improvements across entire Wherryman's Way beginning 2021.</p>	31/12/2021
Draft planning documents for consultation	27/09/2019	Natalie Beal	Draft Marketing and Viability Supplementary Planning Document approved for public consultation - response and further report to be considered by Planning Committee, potentially in workshop format. Draft Flood Risk SPD and Draft Statement of Community Involvement SCI approved for public consultation.	<p>Sept 2019: Documents submitted for first public consultation from 30 Sept to 22 Nov.</p> <p>Jan 2020: Statement of Community Involvement (SCI) and responses to consultation considered by Planning Committee on 6 Dec 2019 and adopted by BA on 31 Jan 2020.</p> <p>Jan-Mar 2020: Flood Risk SPD and responses to consultation considered by Planning Committee on 10 Jan. Amended SPD approved by BA for 2nd round consultation from 31 Jan to 6 March 2020. Planning Committee 6 March recommended BA to adopt SPD following minor amendments.</p> <p>May 2020: Marketing and Viability SPD to Planning Committee 7 Feb and 6 Mar and recommended for second round consultation (done under delegated powers in light of COVID-19 lockdown). Consultation period from 16 March to 5 June 2020. Residential Moorings Guide endorsed for consultation by Planning Committee on 6 March 2020. Consultation period from 16 March to 5 June 2020.</p>	24/07/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Extinguishment of Public Rights of Way	27/09/2019	Lewis Treloar	To approve the preparation of the Public Extinguishment Orders for the PROWS which have been diverted under the Broads Flood Alleviation Project (BFAP).	<p>6 Jan 2020: Consultation began for extinguishment of first bundle of footpaths (Cantley FP18, Stokesby FP6 and Mautby FP12)</p> <p>5 Feb 2020: Consultation ended 3 Feb and Orders signed and sealed, with notices served to relevant stakeholders.</p> <p>3 Mar 2020: One objection recieved a day before confirmation of the Orders was set to go ahead.</p> <p>18 Mar 2020: Objection withdrawn following discussions.</p> <p>May 2020: Confirmation agreed, but progress postponed due to COVID-19 situation.</p>	31/05/2021
Water Resources East	27/09/2019	Marie-Pierre Tighe	Broads Authority to join Water Resources East (WRE) Water Resources Board at a cost of £15,000 for 2019/20 to support work and connect initiatives in Broadland catchment to wider Eastern Region. Funds to come from National Park Reserves. BA to review its WRE membership in September 2020.	<p>8 Oct 2019: WRE Directors' Board meeting attended by Director of Strategic Services, who was appointed as Board member. On agenda: Board and governance matters, appointments, technical programme, engagement.</p> <p>15 Oct 2019: WRE Strategic Advisory Group attended by Director of Strategic Services and Catchment Officer, engaging with wide range of stakeholders.</p> <p>Oct 2019: WRE added to BA Partnerships Register</p> <p>Dec 2019: WRE Managing Director presented their work to Broadland Futures Initiative group.</p> <p>14 Jan 2020: Director of Strategic Services attended WRE meeting. On agenda: Procurement policy and appointment of auditor, operational budget, 2020/21 business plan. Overall aim is to agree Water Management Plan by December 2021.11</p> <p>March 2020: Director of Strategic Services attended WRE meeting. Main discussion item was the draft business plan.</p> <p>April 2020: WRE hosted discussion with support from NALP to discuss potential water related project opportunities in Norfolk and Suffolk. Next meeting 22 June 2020, when 3-year business plan will be submitted for approval.</p>	30/09/2020
Responding to Climate Change Emergency	27/09/2019	John Packman	To adopt the Climate Change Emergency Statement for the Broads included as Appendix 1 of the First Report and the principles outlined. Recognition of climate emergency to work toward making the Broads Authority 'carbon neutral' by 2030, with further objective of reducing all carbon emissions to zero by 2040. Establish base line for CO2 emissions using a common methodology with NPAs and develop an Action Plan and Monitoring system. Work with constituent local authorities to reduce emissions from domestic, travel and other sources in the Broads across the two counties. Work with farmers, land managers, NFU and Defra to influence land management practices, to maintain and build organic matter and carbon in soil, improve biodiversity and store water to	<p>Sept 2019: Principles agreed - first in series of items dealing with climate change.</p> <p>22 Nov 2019: Presentation to BA from Asher Minns, Director of Tyndall Centre at UEA and update by CANAPE Project Manager/Carbon Reduction Projects Manager.</p> <p>10 Jan 2020: Planning Committee report on planning policy response to climate change mitigation and adaptation.</p> <p>May 2020: Progress report to BA prepared on Climate Change Action Plan for Broads Authority and Broads Area. Deferred to BA meeting in July due to COVID-19 situation.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			protect against flooding and drought. Work with boating and tourism organisations to continue promoting and developing environmentally friendly boating and sustainable tourism ; and aspires to offsetting carbon emissions locally within the Broads by a Broads offsetting scheme.		
Visitor Services Review (Exempt)	22/11/2019	Rob Leigh	Report noted and strategic direction endorsed: To continue to examine the short-term options presented and test different small-scale options if possible. To defer considering a business case and site analysis for a Visitor and Education Centre.	Nov 2019: Acle Bridge site included in strategic approach to visitor services in Visitor Services Review (exempt report) to BA on 22 Nov. In line with BA decision, current visitor services development focusing on sites other than Acle Bridge, e.g. Forum in Norwich. Mar 2020: Negotiations with Norwich City Council continuing positively. Aiming for launch of new facility in Norwich Forum in April. BA committed financial support from existing visitor centre budgets towards staff presence and refurbishment works. Good progress made for visitor centre presence at Lowestoft rail station, aiming to be in place in April and funded from existing visitor centre budgets. May 2020: Plans on hold due to COVID-19 situation.	31/03/2020
Proposed Navigation Charges for 2020/21 in the navigation area and adjacent waters	22/11/2019	Bill Housden	That there should be a differential increase in tolls such that unpowered, electric and hybrid craft have lower increases than diesel or petrol-powered craft. That the level of tolls be increased by 2.9% with an increase of just 1% for unpowered, hybrid and electric craft. The increase to allow for £30,000 to cover the full cost of providing mooring at Peto's Marsh. Change the structure of the tolls such that electric powered auxiliary yachts pay the same as sailing boats.	24-25 Feb 2020: Notice sent to toll payers. 22 May 2020: Updated report included in 22 May 2020 agenda.	31/05/2020
Mooring Provision - priorities (Exempt)	26/07/2019	Rob Rogers	To approve the Navigation Committee's recommendations on the strategic approach for the mooring locations in paragraphs 2 to 6 of the report.	16 Jan 2020: Exempt report to Navigation Committee with status update. Individual lease negotiations of new and existing sites progressing.	

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Date of report: 15 June 2020