

AGENDA

24 March 2017

10.00am

- | | Page |
|---|---------|
| 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 | |
| 6. To receive and confirm the minutes of the Broads Authority meeting held on 27 January 2017 (herewith) | 4 - 22 |
| 7. Summary of Progress/Actions taken following Decisions of Previous Meetings
To note schedule (herewith) | 23 – 27 |

PRESENTATION

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|---|---------|
| 8. Landscape Partnership Scheme
Report by Broads Landscape Partnership Programme Manager (herewith) | 28 - 32 |
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STRATEGY AND POLICY

- | | |
|---|-----------|
| 9. Broads Plan 2017 for adoption
Report by Director of Planning and Resources/ Strategy & Projects Officer (herewith) | 33 - 125 |
| 10. Broads Education and Volunteer Strategies for adoption
Report by Director of Planning and Resources (herewith) | 126 - 151 |
| 11. Supplementary Planning Document (SPD) Flood Risk for adoption
Report by Planning Policy Officer (herewith) | 152 - 153 |

	Page
12. Stalham Staithe Conservation Area (Re-Appraisal) for adoption Report by Historic Environment Manager (herewith)	154 - 176
13. Housing White Paper - Planning Fees Report by Head of Planning, Director of Planning and Resources and Head of Finance (herewith)	177 - 180
14. Strategic Direction 2016/17 update Report by Chief Executive (herewith)	181 - 185
15. Financial Performance and Direction Report by Head of Finance (herewith)	186 - 205
16. Broads Authority Act 2009: Amendment to Licensing Conditions for Small Passenger Boats Report by Head of Safety Management (herewith)	206 - 212

GOVERNANCE

17. Peer Review Report by Chief Executive (herewith)	213 - 216
18. Appointment to the Navigation Committee Report by Solicitor and Monitoring Officer (herewith)	217 - 219

ITEMS FOR INFORMATION

19. The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code	
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MINUTES TO BE RECEIVED

20. To receive minutes of the following meetings:	
Financial Scrutiny and Audit Committee – 27 September 2016 (herewith)	220 – 227
Broads Local Access Forum – 7 December 2016	228 – 234
Navigation Committee – 15 December 2016 (herewith)	235 – 242
Planning Committee – 6 January 2017 (herewith)	243 – 253
Planning Committee – 3 February 2017 (herewith)	254 – 266
Broads Forum – 28 July 2016 (herewith)	267 – 274
Draft Broads Forum - 2 February 2017 (herewith)	275 - 282
21. Feedback from Members appointed to represent the Authority on outside bodies	
Broads Tourism – Greg Munford and Mr John Timewell	
Campaign for National Parks – Mr Peter Warner	
How Hill Trust – Ms S Mukherjee and Mr J Ash	

National Parks UK and National Parks England – Prof Jacquie Burgess
 Norfolk and Suffolk Broads Charitable Trust – Mr John Ash and Mr Louis Baugh
 Norfolk Mills and Pumps Trust – Prof Jacquie Burgess
 Upper Thurne Working Group – Mr Kelvin Allen
 Whitlingham Charitable Trust – Mr Louis Baugh, Mr Matthew Bradbury, Ms Gail Harris and Mr Vic Thomson

22. **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**
23. **To answer any formal questions of which due notice has been given**
24. **To note the date of the next meeting – Friday 19 May 2017 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich**
25. **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 they involve the likely disclosure of exempt information as defined by Paragraphs 1,2, 3, 5 and 6 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.
26. **To receive and confirm the exempt Minutes from the Broads Authority meeting on 27 January 2017 (herewith)** 283 – 284
27. **Ludham Field Base** 285 – 288
 Report by Asset Officer (herewith)
28. **Priorities for Moorings 2017/18** 289 – 294
 Report by Director of Operations (herewith)
29. **Thorpe Island** 295 - 306
 Report by Head of Planning (herewith)

Broads Authority

Minutes of the meeting held on 27 January 2017

Professor Jacquie Burgess – in the Chair

Present:

Mr K Allen	Mrs L Hempsall (up	Mr P Rice
Mr J Ash	to and including	Mrs N Talbot
Mr M Barnard	Minute 4/22)	Mr H Thirtle
Mr L Baugh	Mr G McGregor	Mr J Timewell (From Minute
Sir Peter Dixon	Mr G Munford	4/12
Ms G Harris	Ms S Mukherjee	Mr P Warner

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Mr S Hooton – Head of Strategy and Projects (Minute 4/9 and 4/ - 4/15)
Ms E Krelle – Head of Finance
Mr N Sanderson – Education Officer (Minute 4/15)
Ms C Smith – Head of Planning
Ms A Leeper – Asset Officer (Minute 4/12)
Ms L Marsh – Head of Communications (Minute 4/21)
Ms T Wakelin – Director of Operations
Ms B Williams – Volunteer Coordinator (minute 4/15)

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

4/1 Apologies and Welcome

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

Apologies were received from Mr M Bradbury, Mr W Dickson, Mr B Iles, Mr V Thomson and Mr M Whitaker. Mr Timewell hoped to join the meeting later.

The Chairman reported that she had received comments from some of those who could not attend and would provide these for the relevant items.

4/2 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 2015/16**

The Chairman drew attention to the copies of the Annual Report for 2015/16 which had been circulated. This was also available in digital form and was an excellent demonstration of the range and quantity of work the Authority was carrying out in support of the Broads National Park. She urged members to let people know of its availability.

(3) **Staff Changes**

Director of Operations – Trudi Wakelin

The Chairman informed members that this would be Trudi Wakelin's last meeting as she would be leaving the Authority to take up a post with the Marine Management Organisation based in Newcastle in February 2017. Trudi had been with the Authority for almost 20 years from when she joined as Rivers Engineer until her position now as Director of Operations. The Vice-Chairman explained that he had known Trudi for much of that time through the links with Hickling and paid tribute to her expertise in balancing both the conservation and navigation interests. He recalled how she had made the best excuse ever of not being available for a Navigation Committee "that she had fallen off a camel." He commented that she would be sorely missed.

The Chairman presented Trudi with a bouquet of flowers from all the Members as a mark of appreciation and wished her good luck in her new position.

Trudi thanked all the members for their kind comments. She was grateful to the former Chief Executive, Aitken Clark for having taken a gamble at that time for taking on a young female Rivers Engineer and given her the opportunities and experience the Authority provided including purchasing of amazing pieces of equipment as well as being involved in taking legislation through Parliament. She had learnt a huge amount from members particularly Dr Martin George on conservation and Martin Broom on navigation. It had been a very interesting experience and for the vast majority of the time she had enjoyed it.

The Chairman congratulated **Rob Rogers**, currently Head of Construction, Maintenance and Environment who has been appointed in Trudi's place as Director of Operations from 6 February 2017.

Administrative Officer – Regina Green

The Chairman announced that we would also be saying farewell to Regina Green who had been Administrative Officer for nearly 35 years as she would be retiring at the end of February 2017. Although members may not have seen Regina very often she has been a vital member of the Governance team and tremendous support to the

Authority including organising the Members' Annual Reviews and making sure members' expenses were paid.
As Regina did not work on a Friday, the Chairman had presented Regina with a bouquet on Thursday afternoon from all the members. Regina had been very appreciative and wished her thanks to be conveyed to everyone.

(4) Member Annual Reviews

The Member Annual Review and Development Interviews were due to take place in February and March. An email offering dates would be sent to all members very shortly and they were requested to respond as soon as possible. The Review form was being revised and it was hoped that all members, not just the Secretary of State appointees and co-opted Members for whom it was compulsory, but also the local authority members would take this opportunity to engage in the process.

4/3 Introduction of Members and Declarations of Interest

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

4/4 Items of Urgent Business

There were no items of urgent business.

4/5 Public Question Time

No public questions had been received.

4/6 Minutes of Broads Authority Meeting held on 18 November 2016

A member considered that the minutes under 3/8 Tolls Review were inaccurate. It was noted that the Administrative Officer had amended the draft minutes in accordance with her notes to accurately reflect what had taken place with regard to the resolution concerning Passenger Craft. The issue had been raised at the Navigation Committee and was considered to be one of interpretation. A member who had previously objected in relation to the resolution explained that he was now satisfied with the amended minute.

Haydn Thirtle proposed, seconded by Nicky Talbot

RESOLVED by 14 votes to 1 against, and one abstention (as the member had not been at the meeting)

that the minutes of the meeting held on 18 November 2016 be approved as a correct record. They were signed by the Chairman.

4/7 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. It was noted that a number of the items on this agenda were very much interrelated.

In particular, members received updates concerning:

- **Judicial Review** – As the Authority had now received the decision on Mr Harris’s leave to appeal as being dismissed, it would now be able to proceed with the branding of the area as the Broads National Park.
- **Appointment to the Navigation Committee** – Following the advertisement being placed in the press, expressions of interest had been received from 13 people. The Navigation Committee would be considering the short list at its meeting on 23 February and interviews were due to take place on 1 March 2017.
- **Updating Enjoy the Broads Website** – Work on this was going very well. The website would now be called “Visit the Broads”. This had received support from the National Parks portal with a collaborative effort from its staff.
Greg Munford praised Authority staff for their management of the project. He reported that the whole of the Broads Tourism board was very pleased with the results and considered it would be a tremendous platform to market their businesses.

4/8 Using Audio Recording or Webcasting to Increase the Openness and Transparency of Broads Authority Meetings

The Authority received a report providing an analysis of the potential for introducing audio recording and possible video streaming for all Committee meetings in order to increase transparency, greater engagement, openness in line with the Nolan principles and ensure accuracy relating to decisions. An investigation of how some of the other National Parks had approached the matter had been made and was noted.

Members were fully in favour of audio recording considering it to be an excellent way forward in providing stakeholders with a greater access and understanding of the workings of the Authority in line with delivering good governance. Members advocated the use of microphones in any case as this had benefits for all. There was concern that the room may not be suitable for video recording but it was considered that this should be investigated and a business case made. A member suggested that a possible skype system might be investigated, perhaps for dealing with public questions for those who might not be able to attend.

Hadyn Thirtle proposed, seconded by Greg Munford and it was

RESOLVED unanimously

- (i) that the audio recording of all Broads Authority public meetings be adopted on a trial basis for the next six months to assist in the preparation of minutes and during that time the Authority's existing equipment is tested to see if it is suitable for the task and the issues involved in making the recordings available on the Authority's website are investigated;

Haydn Thirtle proposed, seconded by Sarah Mukherjee and it was

RESOLVED unanimously

- (ii) that the webcasting of Broads Authority public meetings be further investigated and officers report back to a future meeting.

4/9 Committee Timetable 2017/2018

The Authority received a report concerning the timetable of meetings from July 2017 to 2018. This took into account the deadline for the preparation of the accounts as well as the views of the Chairman and Vice-Chairman of committees. The Chairman of Broads Forum commented that the date for the Forum meeting in November 2017 had unfortunately been omitted.

RESOLVED

that the timetable of meetings for the period July 2017 to July 2018 be approved as set out in Appendix 2 of these minutes with the inclusion of 2 November 2017 for the Broads Forum meeting.

4/10 Business Plan and Strategic Priorities 2017/18

The Authority received a report that followed on and took account of the recent Business Planning workshop for members held on 8 December 2016. At this there had been recognition of the Authority's limited resources and the staff resources that were already committed and guidance had been provided on what the Authority should and should not be doing. Members gave consideration to the revised set of Strategic Priorities for 2017/18 which took account of the Broads Plan 2017 and the range of information in a draft Business Plan for 2017/18 and were included within that Business Plan.

It was noted that the Business Plan provided staff and members with an overview of the Authority's priorities, activities and use of resources for the coming year whilst the Strategic Priorities provided a focus on Authority led projects and helped to target resources as well as make the most of partnership working and external funding opportunities. Members supported the six priorities under the three key headings of having a pro-active approach in light of "Brexit" in order to progress catchment management and integrated flood risk management as well as the future of agri-environment; raising the profile of the area and reputation of the organisation; as well as external funding support to include progressing the developing Landscape Partnership Project, the potential CANAPE project in association with the Hickling Broad

Enhancement Project and particularly the progress on benchmarking with the other National Park Authorities.

With regard to the Landscape Partnership Project, Members sought assurances that the Authority had made sufficient provision for all the management costs and resources required and suggested a benchmarking with other organisations with similar projects. The Head of Strategy and Projects clarified that this matter had been raised and taken into account with the HLF Liaison officer and it was believed the Authority had made the sufficient necessary provisions for the management of the project.

With regard to catchment sensitive farming, a member commented that one of the difficulties had been that it was largely driven by Natural England and had been based on the worst case scenarios, was very fragmented and underfunded. The establishment of the Catchment Partnership Officer within the Broads had been a great improvement and with the mapping now in place to be able to target certain areas should help with progress. The announcement by Natural England of 6 new permanent contract posts for Norfolk to support Catchment Sensitive Farming should also provide improvements.

With regard to Integrated Flood Risk, a member considered that it was important that more positive milestones were included within the strategic priorities. It was recognised that some of these could not be more definite until the way forward was clearer following meetings with MPs, Local Authority leaders and the Defra Minister. Officers agreed to give further consideration to potential milestones within this priority.

The Chairman drew attention to the work identified within the Business Plan in relation to tolls. It was important that Members were in the forefront in dealing with the implementation of the new tolls structure as well as the paperless tolls system as a result of the Tolls Review and therefore the Tolls Review Group would remain in place until October to support this.

Members fully endorsed the work involved in developing the Business Plan and the Strategic Priorities for 2017/18 and congratulated staff on the valuable efforts into producing this as well as the practical work being undertaken.

Nicky Talbot proposed, seconded by Haydn Thirtle

RESOLVED unanimously

- (i) to adopt the strategic priorities for 2017/18 set out in Appendix 1 of the report;
- (ii) to Adopt the Draft Business Plan 2017/18 set out in Appendix 2 of the report.

4/11 Strategic Priorities 2016/2017

Members received a report setting out the progress in implementing the Authority's Strategic Priorities for this year 2016/17 and noted that these were progressing well and actions being completed (gold stars). It was noted that it was easy to under estimate the amount of work involved in producing the Broads Plan and Broads Local Plan and staff were commended on the considerable progress made within the adopted timescales. It was also pleasing to note that the Authority had had very positive feedback following the mid-term review with the HLF.

The regular updates from the Chief Executive to Parish Clerks and other stakeholders as part of the Stakeholder Action Plan, were welcomed. Thought was being given to how this could be extended to the Local Authorities. As Members received the Chief Executive Briefings, a member commented that it was the responsibility of all local authority members appointed to the Authority to report back and inform their own Districts of the work being undertaken.

RESOLVED

that the performance of the different projects to meet the Strategic Priorities for 2016/17 in Appendix 1 to the report be noted and welcomed.

4/12 Budget 2017/18 and Financial Strategy to 2019/20

The Authority received a report setting out information for the Authority to consider the consolidated income and expenditure budget for 2017/18 and a three year Financial Strategy to 2019/20. The latter was based on the previous four-year settlement for National Park Grant until 2019/20, the adopted overall 2.7% increase in navigation charges for 2017/18 and an assumption of 2.5% per annum increase in the subsequent two years.

Members noted the key factors for consideration of the Budget that included continued reductions to the Hire Boat Fleet, resourcing of the Asset Management Plan, changes to the pension costs and the Apprenticeship Levy being introduced from April 2017. They also noted the key assumptions made in preparing the Budget and the central and shared costs and cost apportionment between National Park Grant and Navigation. Subject to planning permission being granted, Members were also apprised of the situation with regard to funding options for the proposed pontoons north and south of Boundary Farm Dyke particularly as there was currently no provision in the budget for extra expenditure. A report would be brought to the next Authority meeting.

As part of the budget report, members also received details on the Asset Management Plan, noting that following the tender process, the Authority had changed its property consultants in June 2016. The consultants had since carried out detailed survey work on each of the Authority's buildings and identified and produced a detailed planned maintenance programme for each

building. This included the Ludham Fieldbase where the repairs and work identified were over and above that which had originally been budgeted for and included as part of the lease arrangements. In response to a member advocating that the status of the Ludham Field base be reviewed, it was clarified that the Authority had considered whether to sell or lease the asset on a number of occasions in the last four years. It had been seen as appropriate to retain the base as a significant potential income earner rather than sell since there were a number of restrictions on the site. It was clarified that 92% of the costs of the field base were allocated to National Park expenditure and therefore most of the proceeds from any sale could not be used for navigation expenditure. Officers would again investigate the potential for selling the property. A member suggested that professional indemnity policy in association with the previous property consultants be investigated. Members welcomed the monitoring and review procedures being adopted to enable adjustments to be made to the maintenance programmes and annual contributions.

Paul Rice proposed, seconded by Nicky Talbot and it was

RESOLVED unanimously

- (i) That the assumptions made and applied in the preparation of the Budget be endorsed and the 2017/18 Budget be adopted.
- (ii) That the Earmarked Reserves Strategy for the period 2017/18 to 2019/20, and the proposed contributions to and from Earmarked Reserves for the period 2017/18 to 2019/20 be adopted.
- (iii) That the additional contribution to reserves as set out in paragraphs 13.4 and 14.1 of the report following the Asset Management buildings and launch review, be adopted:
 - To include a total annual provision of £50,000 as contribution to property reserves to cover the costs of required external works for Broads Authority Assets. – this to be funded £36,000 from National Park Grant and £14,000 from the Navigation Budget; and
 - The first year's contributions to be met from the normal maintenance budget and existing property reserves with suggested contributions starting in 2018/19.
 - Increase of the navigation contribution to reserves by £3,000 per annum from 2018/19 as detailed in Appendix 4 of the report noted. Review of Ranger Services for 2017/18 to include a review of the launches prior to any further purchase.
- (iv) The cost benefit analysis of Ludham Field Base be re-investigated.

4/13 Consolidated Income and Expenditure from 1 April to 30 November 2016

The Authority received a report providing a strategic overview of the current key financial issues. This included the consolidated income and expenditure figures from 1 April 2016 to November 2016 which also provided figures for the latest available budget and the overview of Forecast Outturn 2016/17.

A verbal update was provided on the actual figures up until the end of December. The total variance in table 1 had decreased slightly to a favourable variance of £297,591.

The current forecast outturn position for the year suggested a surplus of £24,924 for the national park side and a deficit of £18,802 on navigation resulting in an overall surplus of £6,122 within the consolidated budget, which would indicate a general fund reserve balance of approximately £1,069,000 and a navigation reserve balance of approximately £314,000 at the end of 2016/17 before any transfers for interest. This would mean that the navigation reserve would be just at the recommended level of 10% of net expenditure during 2016/17.

RESOLVED

that the income and expenditure figures for 1 April 2016 to 30 November 2016 2016 be noted.

4/14 External Funding Update

The Authority received a report on the recent progress made in developing an approach to securing more funding and support from external sources based on the set of priorities adopted by the Authority in July 2016 relating to national priorities in supporting the National Park Partnerships and Local Priorities. Members noted and welcomed the progress made against each of the priorities. Members noted and welcomed the good progress that had been made on the top two priorities of HLF Mills and Marshes Project and developing a closer relationship with the Broads Charitable Trust. They also noted the commercial successes as part of the National Park Partnership initiatives, and the expression of interest for the two year project Visit England: Discover England Fund. Members welcomed the internal audit report on the review of external funding and noted the necessary risk analysis undertaken and proposed issues to be addressed.

In particular members gave consideration to the submission of the CANAPE bid for European funding towards the implementation of the Hickling vision, details of which were provided in a presentation by the Director of Operations. The project involved a Broads Authority commitment of €800,000 including the purchase of equipment and €252,000 for community engagement considered to be essential. The match funding required for the project to continue would be £60,000 per year for a further four years beyond 2017/18 shared 50/50 National Park/Navigation. (£30,000 National Park Grant/£30,000

Navigation)The key outputs in relation to the Hickling enhancements included improving the littoral margins in Hickling Broad, reusing dredged material and improving habitats; the project would also be exploring the potential for reuse of fen materials such as composting or biofuels and potential marketing of these, to assist the Authority in its fen management and create carbon benefits. Joint working with partners in Europe on communication and dissemination activities and linking into the catchment work would also be important outputs from the project. The Authority was to be the lead partner. In view of the expertise required and additional administration involved officers had contracted Norfolk County Council to undertake the bid writing and to tender for providing project management support if the bid was successful, given that they had the necessary expertise. It would also be beneficial to develop the relationship with Norfolk County Council for the future. Based on the knowledge from PRISMA, it was explained that the level of audit for such an INTEREG funded project was much greater than that of HLF funded projects and the approach being taken was considered to be in the best interests of the Authority. It was recommended that a ring fenced reserve fund be set up to cover this with an initial contribution from existing reserves to cover cash flow issues, to be repaid at the end of the project. The deadline for submission of the application was 31 January 2017 and a decision was expected in June 2017 with the potential start of January 2018.

In general Members welcomed the project especially the proposed engagement with farmers and the potential long term benefits including creation of new markets and possible income streams as well as the links in knowledge with work done and being done in other European countries. Members noted that the Navigation Committee had been updated on the project and supported its benefits. One member considered that he did not have sufficient information to support the proposal at this stage.

As had been suggested at the Member Business Plan Workshop on 8 December 2016, Members also considered the proposal to set up a Member Working Group, the purpose of which would be to develop a funding strategy for the medium and long term to access external funding including commercial activity to support the implementation of the new Broads Plan 2017.

Peter Dixon proposed, seconded by Nicky Talbot

RESOLVED by 14 votes to 0 with 2 abstentions.

- (i) to approve the submission of the CANAPE bid with the Broads Authority as the lead partner, and note the commitment towards the matched funding and recognition that if successful this will divert some of the Authority's practical work towards the implementation of the Vision for Hickling Broad.

Sarah Mukherjee proposed, seconded by Kelvin Allen

RESOLVED unanimously

- (ii) that a Member Working Group be established with the task of developing a draft medium term external funding strategy whose aim is to support the delivery of the Broads Authority's priority activities in the new Broads Plan. The Terms of Reference to be developed by the Working Group and brought back to the Authority's next meeting for approval.

4/15 Draft Education and Volunteer Strategies

The Authority received a report together with the two key strategies on Education and Volunteering which had recently been updated with a view to them being in conformity with the emerging new Broads Plan for 2017 – 2022 particularly relating to Aspiration 10. *"Strengthen connections between a wide audience, particularly local communities and young people, and the Broads Environment"*. The Education Officer and the Volunteer Coordinator provided further information on the strategies both emphasising that they would also have strong links with the Landscape Partnership Project and that the two strategies were closely inter-related.

Members expressed appreciation for the presentations and the work that had been undertaken already and in developing the next phase. They noted that the strategies were ambitious but noted, welcomed and were fully supportive of them. They also welcomed the focus on encouraging young people as well as wider audiences. It was suggested that a footnote be provided to clarify what was meant by "local schools". This related to schools within a 5 mile radius of the Broads area boundary. Most of the schools in Norwich, Yarmouth and Lowestoft would fall within this category. It was clarified that any equipment to be provided for use by volunteers would be supplied and paid for by the Authority. A member commented that as part of Aspiration 10 How Hill provided an excellent resource as demonstrated by the 1,532 people attending residential courses and 1,634 attending day trips in the last year. A member encouraged others to attend the Volunteer Celebration day.

Given that the strategies had distinct audiences and it was important that those groups had the opportunity to feed into them, members welcomed the proposal to carry out further targeted consultation prior to adoption at the end of the financial year.

RESOLVED

that the Draft Education and Volunteer Strategies be approved for consultation with targeted appropriate organisations.

4/16 Loddon Conservation Area Re-Appraisal for adoption

The Authority received a report on the Loddon and Chedgrave Conservation Area Re-Appraisal following the public consultation undertaken in July 2016, together with the management plan and proposed amended boundary. It was noted that the Re-Appraisal was part of the Authority's ongoing programme for re-appraising the 25 Conservation Areas within the Broads.

The Planning Committee received this report together with a presentation at its meeting on 6 January 2017. The Committee considered that the area identified by the boundary map including the extension and area described in the appraisal and management plan of Loddon and Chedgrave was worthy of Conservation Area designation following the detailed assessment, public and stakeholder consultation. They therefore recommended that the appraisal and management plan for the Loddon and Chedgrave Conservation Area, for that part of the Area within the Broads Authority executive area, is formally adopted by the Broads Authority.

RESOLVED

that the Loddon and Chedgrave Conservation Area re-appraisal and management plan that falls within the Broads Authority executive area be adopted.

4/17 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.

The Chairman of the Broads Forum drew attention to the fact that there were no minutes from the last meeting of the Broads Forum coming to this meeting as this had taken place in July, and a special meeting in November on climate change and flood risk had replaced the normal meeting. Therefore there had not been another meeting to ratify those minutes in the meantime and the Authority was receiving information that was well out of date. It was agreed that the Draft Minutes from the Broads Forum (and Broads Local Access Forum) be provided for the Authority meetings prior to being finally approved by their respective next meetings.

RESOLVED

(i) Broads Local Access Forum – 7 September 2016

The Chairman of BLAF drew attention to the Committee's consideration of the Norfolk County Council Rights of Way Improvement Plan which appeared to have some serious omissions in relation to the Broads, the Authority's work with the City Council on developing access to tourist facilities and exceedingly limited mention of the Broads National Park in general. The Member appointed by Norwich City Council expressed appreciation for the work of the access forum particularly on behalf of the Norwich residents.

RESOLVED

that the minutes of the Broads Local Access Forum meeting held on 7 September 2017 be received.

(ii) **Navigation Committee: 27 October 2016**

RESOLVED

that the minutes of the Navigation Committee meeting held on 27 October 2017 be received.

(iii) **Planning Committee: 14 October, 11 November and 9 December 2016**

RESOLVED

that the minutes of the Planning Committee meetings held on 14 October, 11 November and 9 December 2016 be received.

4/18 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

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

4/19 Feedback from Members appointed to represent the Authority on outside bodies

Members of the Authority appointed to outside bodies were invited to provide feedback on those meetings they had attended on behalf of the Authority.

Campaign for National Parks– Peter Warner commented that the next meeting would be in May. As he would be leaving the Authority a replacement Broads representative would be required.

Broads Tourism – Greg Munford reported that the membership of Broads Tourism had now increased by 50% in the last few months to 103 with the aim of doubling this to over 200. The development of the website in association with the Authority was progressing very well. The organisation's presence at the London Boat Show had been successful and Broads Tourism would also be present at the Outdoors Show.

How Hill – John Ash reported that the last meeting of the Trust had been very positive. For the first time the Trust was demonstrating a funds surplus. However, the Centre was very dependent on donations. The appeal that was set up in 2016 was going well and discussions concerning the maintenance of the house were on going. All the activities were also going well and bookings from schools within term time for 2017 were full.

Norfolk and Suffolk Broads Charitable Trust – John Ash reported that good progress was being made on developing the wider role of the Trust in association with the work of the Authority but also establishing the Trust's independence.

Norfolk Windmills Trust – Jacquie Burgess reported that the HLF bid from the Trust to develop Stracey Arms was looking hopeful. The next meeting of the Trust would be on 9 March 2017 at Yare House.

Upper Thurne Group – Kelvin Allen reported that a bid for drainage structures on the whole of the Upper Thurne was being progressed. A new group had been created as part of the Catchment Plan for the Wensum. As well as funds from the Authority and the Rivers Trust, attempts were also being made to gain support from the Environment Agency.

Whitlingham Charitable Trust – Gail Harris reported that the Trust had held its annual meeting on 25 January 2017. It was noted that although the Trust was attempting to be sustainable, it was heavily reliant on income from the car park. The Trust applauded the excellent job the Broads Authority's Finance team was doing. The quality of the reports gave the Directors and Trustees confidence.

4/20 Items of Urgent Business

There were no other items of urgent business for consideration.

4/21 Formal Questions

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

4/22 To consider a motion of which notice has been received :under Standing Order 4

A motion was received from Mrs Lana Hempsall in accordance with Broads Authority Standing Order Part A Clause 4.2 proposing a Corporate Peer Challenge from the Local Government Association set out as follows:

Sector led improvement has real momentum. Many Local Authorities across the country are adopting the approach and taking up the Local Government Association's offer of support. At the heart of this offer is corporate peer challenge. Corporate peer challenge is delivered by the sector for the sector. It is voluntary in nature and tailored to the needs of each Authority. This flexibility is making it a real asset and delivering improved outcomes. Members of the Broads Authority are asked to endorse this approach and progress the delivery of a Corporate Peer Challenge from the Local Government Association."

Mrs Hempsall commented that in deference to the information that had been circulated to all members the day before, which appeared to suggest a number of reasons why a review by the LGA should not be undertaken, she wished to make an amendment to the proposal. She considered that a peer review would be very beneficial to the Authority and therefore proposed that she and Guy McGregor and others prepare a balanced report for consideration in a paper to the FSAC. Her amendment would be that a paper

be prepared for the FSAC for them to consider and a report brought back to the March meeting of the Authority.

Gail Harris commented that if put she would not support the motion. She proposed a counter motion which was circulated to all members.

“We ask that the Financial Scrutiny and Audit Committee considers the need, scope and terms of reference for a peer review involving the National Park Authorities and independent experts into the governance arrangements of the Broads Authority and how they can be modernised.”

Gail Harris expressed concern that a peer review was not appropriate for the LGA to carry out as they had no experience of reviewing National Parks. She expressed support for a peer review but it was important that the actual scope of the review was established and that those carrying it out should be independent and that the scope and terms of reference should be examined by the FSAC.

Louis Baugh fully supported this.

In support, Louis Baugh commented that the Authority had gone through two NPAPA reviews and the easier-to-identify issues had already been examined in terms of improvements, therefore he suspected it would be harder in a third review to identify the areas requiring further improvements.

Guy McGregor, although in support of a peer review, considered that a potential peer review should not be limited but also include local authorities and the LGA. He commented that the LGA did have considerable experience of governance arrangements and as the Authority was a local government body it would be appropriate for members of the LGA to carry out a peer review. If the motion was limited to not include the LGA he could not support it.

Another member commented that there may have been political discussions among local authority members of which the Secretary of State appointees had not been party to and therefore were unaware of the background to the motion.

The Chairman then put the motion proposed by Gail Harris and seconded by Louis Baugh, to the vote.

RESOLVED by 10 votes in favour and 6 against:

that the Financial Scrutiny and Audit Committee considers the need, scope and terms of reference for a peer review involving the National Park Authorities and independent experts into the governance arrangements of the Broads Authority and how they can be modernised.

A member drew attention to a remark made by another member that was considered to be totally inappropriate and disrespectful, particularly in the light

of the Authority's recent Code of Conduct Training. The member later apologised if his remark (which was said under his breath) had caused offence and subsequently withdrew it.

4/23 Date of Next Meeting

The next meeting of the Authority would be held on Friday, 24 March 2017 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

4/24 Exclusion of the Public

RESOLVED

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

Members of the Public left the meeting

4/25 Restructuring the Communications Team

The Authority received a report containing exempt information relating to the recent review of the Communications Team as requested by Members. The restructuring of the Team addressed the challenges facing the Authority in association with its three purposes particularly relating to promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public particularly in relation to communications. The changes in the team were designed to strengthen the Authority's ability to maintain both the Broads Authority and 'Visit the Broads' websites, deal with the press, publicity, engage with social media and take a more proactive stance in its promotion of the area and the work of the Authority. The changes in the team required expenditure outside the normal delegation.

Members supported the proposed restructuring of the team and the costs involved.

Louis Baugh proposed, seconded by Sarah Mukherjee and it was

RESOLVED by 14 votes to 0 with 1 abstention.

- (i) that a redundancy payment and associated pension fund strain cost as set out in the report to implement the new structure for the Communications team be approved.
- (ii) that a pension fund payment to allow the flexible retirement of a member of staff within the team be made.

4/26 Update and Proposed Action at Thorpe island

Mr Munford, having declared an interest in the item, left the room for the discussion.

The Authority received a report containing exempt information concerning the long standing enforcement matter at Thorpe Island and a High Court injunction being obtained in June 2016 as well as final charge in favour of the Authority on 2 December 2016.

Members endorsed the proposed approach and action.

Paul Rice proposed, seconded by John Timewell and it was

RESOLVED unanimously.

- (i) the Authority firstly seeks an Order to Obtain Information (OOI) from the judgment debtors, by way of an oral examination.
- (ii) thereafter, if the Authority is unable to recoup the debt owed, it seeks to enforce its charging order by an order for sale of Thorpe Island.

The meeting concluded at 13.38 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 27 January 2017

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen		Chair of Broads Angling Strategy Group Member of Waveney River Trust
Paul Rice		Chairman of Broads Society NSBA
Greg Munford	4/26	Chairman of Broads Tourism Ltd, Chairman BMBS, CEO of Richardson's Leisure , HB TD Director of British Marine Personal TP Thorpe Island – Richardson's Leisure has a charge over land.
Gail Harris		Director Whitlingham Charitable Trust
John Ash		Director/Trustee Wherry Yacht Charter Charitable Trust. N&S Broads Charitable Trust, How Hill Trust
Sarah Mukherjee		Director of Environment, Water UK Trustee How Hill, As of March 2017 CEO of Crop Protection Association.
Other Members in attendance		Interests as previously declared.

Committee Timetable 2017/18

	2017								2018							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning Committee	Fri	10.00 am	21	18	15	13	10	8	5	2	2/23	27	25	22	20	17
Planning Committee Site Visit *	Fri	10.00 am	7	4	1	6/20		1	19	16		20	11	8	6	3
Broads Forum	Thurs	2.00 pm	27				2			1		26			12	
Local Access Forum	Wed	2.00 pm			6			6			7			6		
Navigation Committee	Thurs	2.00 pm			7	26		14		22		19		14		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	25				14				6				24	
BROADS AUTHORITY	<u>FRI</u>	10.00 am	28		29		24		26		16		18		27	
Member Annual Site Visit	Thurs		13												5 or 13	
Member Development Reviews**																

* Scheduled dates if required

** These will take place in February and March 2018 (dates to be agreed)

Bank Holidays	28 August 2017, 7 May and 28 May 2018
Good Friday	30 March 2018
Easter Monday	2 April 2018

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	Works complete. Lease agreement signed with new landowner. Signage installed and footpath now open to the public. Official path opening planned for Easter 2017.
23 January 2015 Minute 4/18 Chief Executive Report Network Rail: Consultation document: Anglia Route Study, Long Term Planning Process	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.	Director of Operations	Network Rail's consultants are currently drawing up final reports of the Multi Criteria Stakeholder Analysis consultation. The outcome will help inform consideration of the options for the renewal, replacement or repair of Somerleyton and Reedham bridges. The final report was expected in November 2016 but this has been delayed and is expected by the end of this month 2017.
20 March 2015 Minute 5/27 Lease of Moorings on River Thurne	<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	Negotiations with Landowner ongoing.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
15 May 2015 Minute 6/2(3) And Minute 1/9 13 May 2016 Minute 6/8 Member Allowances	<ul style="list-style-type: none"> Query relating to Member Allowances for National Parks and the Broads relating to Care Matter to be raised directly with Ministers and at the September Conference on Women in Public Services (to be attended by Jacquie Burgess) 	Solicitor and Monitoring Officer	<p>Matter has been followed up with Defra. The Chief Executive has recently been in touch with officials who are now investigating the matter.</p> <p>The Solicitor will investigate the matter further, querying compliance with the Human Rights Act and Equalities legislation.</p>
25 September 2015 Minute 2/26 Marine Management Organisation Licensing of Works in the Broads	<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 	Director of Operations	<p>MMO has agreed to meet to explore the issues in more detail, still awaiting confirmation of date. Accord has been signed with PLA, and officers are chasing the draft accord with Broads Authority to be finalised, which will delegate some of the MMO decisions to the BA to streamline the process for third parties. No response has been received since the last chasing email, will follow up when new Director of Licensing is in post. Update on process expected by the end of March 2017.</p>
20 November 2015 Minute 3/9 Fen Management, Strategic Priorities, Opportunities and Fen Survey	<ul style="list-style-type: none"> Contents of report noted Programme of Work under MultiPLE Intereg North Sea regional bid to be further considered for a potential future more focused bid 	Senior Ecologist	<p>Fen survey: Invitation only Technical Workshops for partners arranged for 23 May and 27 June 2017 on management and research respectively. (<i>Members interested to contact Andrea Kelly</i>)</p> <p>A long-term monitoring approach for fens has been drawn up with the aim of partners incorporating this into their own work</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<ul style="list-style-type: none"> Continue to work with partners to agree a programme of work for the fen survey and seek necessary funding 		programmes.
30 September 2016 Minute 2/17 Updating the Enjoy the Broads Visitor Website	<ul style="list-style-type: none"> Expenditure of £10,000 from the National Park Planning Delivery Grant budget for the redesign and updating of the content on the Enjoy the Broads visitor website approved Headscape be commissioned to help design the website in order to align the Enjoy the Broads Website with the National Parks portal 	Chief Executive/ Head of Communications	Headscape engaged in design work and workshop carried out. Finished designs delivered and integration into National Parks Portal started. Content work amended, due to be completed by beginning of April 2017. Website to be renamed: "Visit the Broads". Work almost completed. Due to be launched officially by 31 March 2017
30 September 2016 Minute 2/28 Water Sensitive Farming Project in Broads Catchment (Exempt)	<ul style="list-style-type: none"> Principle of Project in association with major retailer supported Outline details of Project as set out in report approved. One year project as first phase or "proof of concept" approved to focus on providing a farm technology fund and latest practical information to all farmers who farm in the 	Senior Ecologist	Project is active with farmers being engaged and signing up tramline soil disruption trial. Project 'Reference Group' met and advising approach. Communication planning is active. Farm Liaison Officer appointment successful, although candidate withdrew resulting in existing Catchment Partnership Officer refocusing on both Tesco and WaterLife projects and decision to appoint a 12 month Catchment Coordinator to backfill role. Coordinator likely to start June 2017.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	Catchment.		
27 January 2017 Minute 4/8 Using Audio Recording or Webcasting to Increase the Openness and Transparency of Broads Authority Meetings	<ul style="list-style-type: none"> that audio recording of all BA public meetings be adopted on a trial basis for the next six months to assist in the preparation of minutes and during that time the Authority's existing equipment is tested to see if it is suitable for the task and issues involved in making recordings available on the Authority's website are investigated. That the webcasting of Broads Authority public meetings be further investigated and officers report back to a future meeting. 	Solicitor and Monitoring Officer	Recordings of meetings are being made on a trial basis. Investigations for making available on the website being undertaken. Webcasting also being investigated.
27 January 2017 Minute 4/14 External Funding Update	<ul style="list-style-type: none"> Submission of CANAPE(Interreg) bid with the BA as lead partner approved. Commitment towards matched funding noted with recognition that if successful the project will divert some of the Authority's practical work towards implementation of Vision for Hickling Broad 	Director of Operations/Head of Strategy and Projects/Senior Ecologist	CANAPE Bid submitted. Decision due in late May/early June 2017.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<ul style="list-style-type: none"> That a Member Working Group be established with the task of developing a draft medium term external funding strategy whose aim is to support the delivery of the BA's priority activities in the new Broads Plan. Terms of Reference to be developed by the Working Group and brought back to the Authority for approval. 	Chairman/Chief Executive	Recruitment of the Group halted pending decision on peer review – see Agenda item 17

Broads Landscape Partnership Scheme
Report by Programme Manager

Summary: This report identifies progress in the development of an application to the Heritage Lottery Fund (HLF), Landscape Partnership Scheme and the actions which have been taken to date. Members are asked to note the current position and to support further development activity by Authority staff, to enable submission of a second round application by 31 May 2017. Members' views and comments are also invited on the strategic risk assessment and identified mitigation measures.

Recommendations:

- (i) The strategic risks associated with the project set out in Section 2 of this report are noted.
- (ii) Support the submission of a second round application to the Heritage Lottery Fund, Landscape Partnership Scheme.

1 Background

- 1.1 The Landscape Partnership Programme is for schemes led by partnerships of local, regional and national interests, which aim to conserve areas of distinctive landscape character.
- 1.2 Landscape Partnership Scheme applications go through a two round process. The first round application identifies the project area, project work and the delivery and development grant request amounts. If the first round application is successful, the development phase provides detailed project information, funded by the development grant. The second round submission contains detailed project information and the delivery grant request. Delivery phase follows successful second round submission and release of delivery grant funds from the HLF.
- 1.3 In May 2015, we submitted a first round Landscape Partnership Scheme to the Heritage Lottery Fund for Water, Mills and Marshes: the Broads Landscape Partnership Scheme. In October 2015, the HLF board of trustees awarded the Scheme a first round pass and £226,000 of funding for the 18-month development phase of the Scheme.
- 1.4 The HLF require partners to make a contribution towards the Landscape Partnership Scheme. This "partnership funding" can be made up of cash, volunteer time, no-cash contributions or a combination of all these. The Broads Authority is contributing £30,000 to the development phase of the Scheme. Permission to start from the HLF was received on the 3 November 2015 and the development phase officially began on the 1 January 2016.

- 1.5 Members will be aware that the progression of the Landscape Partnership scheme has been identified as a Strategic Priority during 2016-17 and for 2017-18. The Broads Authority contribution to the development and delivery phases has also been included within the relevant budgets.

2 Risk Assessment

- 2.1 In order to consider the risk to the Broads Authority in pursuing this project it is necessary to first consider the strategic risks to the project, and whether effective mitigating actions or measures can be put in place to reduce these or share with partners. The table below has been developed following discussions with a number of other Landscape Partnership Scheme project managers.

Strategic Risk	Risk element	Risk Level	Mitigating actions/ measures
		Low Medium High	
Project Board	Effective engagement/ attendance	M	Partnership agreement to set out decision making process
	Timely input to project	L	Schedule of meetings, verbal reports if necessary
	Reliance on small number of individuals	H	Develop in house project team to support core staff. Use of consultants/ partners to increase capacity. Identify wider implications to BA work plan and plan accordingly.
Project team	Failure to achieve funding – BA budget ‘at risk’	H	Partners to confirm contributions for match funding. Expert advice for bid writing/ editing – use of landscape partnership project managers network. Seek additional dialogue with HLF. Restrict expenditure prior to bid award. Fundraising strategy has been developed. Modify or combine project proposals (in dialogue with HLF) if partner funding withdrawn after second round funding award.
Funding	Budget overrun	M	Need accurate cost forecasts. Allow for contingencies/ inflation and flexibility. Beware of scope creep. Stringent procurement practices.

Strategic Risk	Risk element	Risk Level	Mitigating actions/ measures
		Low Medium High	
Budget	Incomplete/ unforeseen risks to long term management	M	A minimum of 2 years match funding needs to be in place before HLF permission to start for delivery phase granted.
Project Area	Failure to achieve landowner consent	H	Landowners involved from beginning of project development. Substitute projects and activities available if impasse reached.
Project Development	Local objections	H	Early public engagement and consultation completed, collaborative approach with partners, identify possible enhancements to scheme
Planning	Failure to achieve consent	M	Design project in accordance with statutory framework and guidance. All applications submitted prior to second round application submission
Effective partnerships	Failure to engage with delivery partners	M	Maintain contact with project partners. Identify and consult with wider stakeholders. Establish sub groups to develop activity plans.
Communication	Failure to gain wide support for project	M	Communications plan and activity plan completed. Website designed, social media presence implemented.

2.2 From the above, the most significant risks at this stage of the project are failure to achieve funding from project partners and failure to achieve landowner permissions for work to be done.

3 Development Phase work

- 3.1 During the course of the development phase, details of the 41 projects to be delivered by the Scheme have been worked up in fine detail, budgeted and programmed. 12 projects received development phase funding for research and engagement activity trials. All have been successful and the development work has significantly improved the available data, methodology and potential output of these projects during delivery.
- 3.2 A comprehensive review of the Landscape Character Assessment has been undertaken. The Landscape Conservation Action Plan (LCAP) has been compiled for the second round submission.

- 3.5 Consultants have been employed to survey and develop strategies for delivery of improved access; Learning, Interpretation and Audience Development; and Heritage Skills Training.
- 3.6 12 drainage mills which will receive structural work during the delivery phase have been laser surveyed, had specifications and schedules of works compiled and planning applications written.
- 3.7 Public engagement activities have generated a great deal of interest and enthusiasm in the Scheme.
- 3.8 The partnership has become more coherent and cohesive with partners working together developing projects.
- 3.9 The members of the Water Mills and Marshes Board have been heavily involved in the development of scheme delivery and the LCAP.

4. Budget

4.1 Overall project budget

	Project Spend	Cash Match	In-Kind	Volunteer
First Round	£2,886,008	£493,508	£710,787	£390,800
Second Round	£2,886,008	£384,515	£736,274	£426,629
Difference	0	-£108,993	£25,487	£35,829
HLF Grant	£2,392,500			
Total Scheme Value	£4,048,911			

- 4.2 The HLF grant and total project spend for delivery phase is the same as identified in the first round application.
- 4.3 The second round cash match funding figures show the secured funds, it includes a £130,000 contribution from the Broads Authority. The difference between first and second round figures is the unsecured cash match funding. This is cash only available once delivery starts and is made up of income from sponsorship, ticket sales and grant funding which cannot be secured until after second round submission.
- 4.4 Figures for in-kind and volunteer contributions have increased during the development phase as more accurate forecasts have been produced by partners and project managers.
- 4.5 The overall value of the Scheme, including in-kind and volunteer contributions will be a minimum of £4.04 million over the 5 year delivery phase.

5. Next steps

- 5.1 Officers are continuing to work with partners to develop and refine the application document for the second round application to the Heritage Lottery Fund, Landscape Partnership Scheme. It is expected that a final draft of the second round application will be available at the end of March 2017 with submission required before 12pm on the 31 May 2017.
- 5.2 The HLF will assess the second round submission in October 2017. A successful second round pass will allow the delivery phase of the Scheme, will start in January 2018 and run for 5 years – until the end of 2022.
- 5.3 Members are asked to authorise the submission of the second round application to the Heritage Lottery Fund, Landscape Partnership Scheme, with delegated authority to the Chief Executive to make any last minute minor changes to the application from the Broads Authority's perspective noting that it will be the Project Board's responsibility to sign off the detailed application on behalf of all the partners.

6. Conclusion

- 6.1 Members are invited to note the further progress in the development of this project and are asked to confirm their continuing support for this project and to endorse the approach as set out in the paper.

Background papers:

Appendices	Appendix 1 – Landscape Partnership Project Summary
	Appendix 2 - Access report
	Appendix 3 – Heritage skills and training report
	Appendix 4 – Learning, interpretation and audience development report

<http://www.broads-authority.gov.uk/broads-authority/committees/broads-authority/broads-authority-24-march-2017>

Author:	Will Burchnell
Date of report:	13 March 2017

Broads Plan Objectives:	CC4
	LC1, LC2
	BD1, BD2, BD5
	AL2, AL4
	PE1, PE2, PE3
	TR1, TR3

Broads Plan 2017 for adoption

Report by Director of Planning and Resources and Strategy and Projects Officer

Summary: The Broads Plan is the strategic management plan for the Broads. The current Plan was adopted in May 2011, and its review was identified as a Strategic Priority for the Broads Authority in 2015. It was anticipated that the revised Plan would be adopted in March 2017 and cover the period 2017 to 2022.

The Authority consulted on the first draft Broads Plan 2017 in early 2016 and the revised draft Plan in Autumn 2016 and made changes to the draft plans as appropriate. Sustainability Appraisal and Habitats Regulations Assessment of the draft plans were also published for consultation and amended as appropriate.

The Navigation Committee considered the Navigation and Recreation sections of the final draft Plan on 23 February 2017, and minor changes were made in response to Members' feedback.

Recommendations:

- (i) The consultation responses received to the revised draft Broads Plan 2017 are noted;
- (ii) The Broads Plan 2017 is adopted.

1 Broads Plan review process

- 1.1 The Broads Authority is required to review the Broads Plan, the strategic management plan for the Broads, at least once in every five years and make changes as appropriate. The existing Broads Plan was adopted in May 2011.
- 1.2 The Broads Plan is a plan for the Broads, not just for the Broads Authority. As such, while the Authority is responsible for its production, its successful delivery depends on a shared vision and commitment to partnership working, and on the best use of shared resources. The involvement of partners, key stakeholders and local communities is also a key part of the Plan review process.
- 1.3 The review of the current Broads Plan began in 2015, and included a Broads Authority and Navigation Committee Member Workshop on 7 October. This was followed by workshops with the Broads Forum on 5 November and the Broads Local Access Forum on 9 December. Focused sessions were also held with the Broadland Catchment Partnership, Broads Conservation Partnership and Broads Climate Partnership. Information from the four Stakeholder Surveys undertaken on behalf of the Authority in 2015 also helped to inform the Plan.

- 1.4 The first draft Broads Plan 2017 was approved by the Authority in January 2016 and published for consultation from 15 February to 8 April 2016. Responses were assessed and appropriate changes made to the draft Plan. Members considered the revised draft Plan in September 2016, and a second stage consultation took place from 17 October to 30 December 2016.
- 1.5 Over 600 groups, organisations and individuals were notified of the Broads Plan review and invited to comment. The draft plans were discussed at meetings of the Authority, Navigation Committee, Broads Local Access Forum and Broads Forum. Consultation details were published on the Authority's website, in the press and in Authority publications. Consultation documents were also made available at Broads Authority information centres and at District Council offices and libraries in the Broads area.
- 1.6 A wide range of individuals and organisations (including Parish Councils and adjoining District Councils) responded to the public consultation on the two draft plans. A schedule of responses to the latest consultation is at Appendix B.
- 1.7 Following the second consultation, a final Plan has been prepared (Appendix A). The Navigation and Recreation sections were considered by the Navigation Committee on 23 February 2017 and minor amendments made in response to Members' comments.

2 Sustainability Appraisal and Habitats Regulation Assessment

- 2.1 At each stage of its review, the Broads Plan has been accompanied by Sustainability Appraisal to assess any significant environmental, economic or social impacts of the Plan's implementation. The appraisal of the revised draft Broads Plan found that the majority of actions show either 'no significant effect' or 'positive effects', with a small number showing 'unknown impacts'. A Habitats Regulation Assessment (HRA) was also carried out to assess the impacts of the Plan on conservation sites designated under the European Birds and Habitats Directives, and on sites designated under the Ramsar Convention. This concluded that the revised draft Plan had no 'likely significant effects', subject to modifications that have now been made to the final Plan.

3 Content of the Broads Plan

- 3.1 The final Broads Plan 2017 presented to Members at this meeting has evolved considerably since the first draft in February 2016. It contains priorities for action over the life of the Plan, taking account of representations received, factual updates and changing circumstances.
- 3.2 The Plan is structured under 8 themes:
 - A. Managing water resources and flood risk:
 - B. Sustaining landscapes for biodiversity and agriculture
 - C. Maintaining and enhancing the navigation
 - D. Conserving landscape character and the historic environment

- E. Building 'climate smart' communities
- F. Offering distinctive recreational experiences
- G. Raising awareness and understanding
- H. Connecting and inspiring people

3.3 Each themed section provides context, a long-term aim and short-term strategic actions with key outputs, lead and delivery partners, resources and indicators.

4. Next steps

4.1 The adopted Broads Plan 2017 will be published on the Authority's website. Progress in implementing partnership actions will be reported to the Authority on a six-monthly basis. Updates will also be made available to Plan partners and to the Broads Forum, and published on the Authority's website.

4.2 On adoption, the Plan has immediate implementation. Assuming the Plan is adopted at today's meeting, we anticipate a formal launch will take place in April/May.

5. Recommendation

Members are asked to adopt the Broads Plan 2017.

Background papers:	Committee Reports – September 2016 and January 2016
Author:	Andrea Long and Maria Conti
Date of report:	7 March 2017
Appendix A:	Final Broads Plan 2017
Appendix B:	Schedule of comments on the revised draft Broads Plan 2017
Appendix C	Sustainability Appraisal, revised draft Broads Plan 2017
	http://www.broads-authority.gov.uk/broads-authority/committees/broads-authority/broads-authority-24-march-2017

Broads Plan 2017

Partnership strategy
for the Norfolk and Suffolk Broads

FINAL DRAFT 8/3/17
To Comms (Design) 1/3/17
To BA 24/3/17

Contents

Foreword

1 Introduction

About the Broads

- Broads National Park
- Profile of the area
- Origins and history of the Broads
- Valuing our natural resources

About the Broads Authority

About the Broads Plan

- A partnership plan
- Funding and resources
- Assessment and monitoring
- Broads Local Plan

2 Vision and principles

- Long-term vision
- Fundamental principles

3 Priority partnership actions 2017-2022

- A Managing water resources and flood risk
- B Sustaining landscapes for biodiversity and agriculture
- C Maintaining and enhancing the navigation
- D Conserving landscape character and the historic environment
- E Building 'climate-smart' communities
- F Offering distinctive recreational experiences
- G Raising awareness and understanding
- H Connecting and inspiring people

Appendices

- A Broads Plan partners
- B Abbreviations and links
- C State of the Park monitoring

1 Introduction

About the Broads

Broads National Park

In this Plan, we are adopting the use of the term 'Broads National Park'. The Broads has an equivalent status to a National Park under the National Parks and Access to the Countryside Act 1949. The Broads Authority shares the same two purposes as the English, Welsh and Scottish¹ National Parks. In addition, it has a third purpose relating to the interests of navigation (see section 1.2). As such, it is defined under a different Act of Parliament to the other Parks, and has been referred to as a 'member of the National Park family'.

In 2015, the Broads Authority resolved to brand the area as the 'Broads National Park'. This has been done for marketing related purposes, to promote more clearly the area's national park credentials and special qualities².

Profile of the area

The Broads National Park is renowned as the UK's premier wetland and an important inland waterway. It is a proud member of National Parks UK, the umbrella body for the fifteen national parks in England, Wales and Scotland, known collectively as 'Britain's Breathing Spaces' – echoing the words of the late Norfolk naturalist Ted Ellis, who described the Broads as a 'breathing space for the cure of souls'.

A distinctive and globally important landscape, the Broads has been formed and nurtured by its inhabitants since at least Roman times. The Broads executive area (Map 1) covers around 303km² in Norfolk and North Suffolk. Its boundaries are drawn tightly around the floodplains and lower reaches of three main rivers – the Bure, Yare and Waveney – and their tributaries, the Thurne, Ant, Wensum and Chet. The Broads is the basin at the bottom end of the much larger Broadland Rivers Catchment (Map 1), with water flowing through or under it and out into the North Sea.

Home to around 6,350 people, the Broads nestles between the city of Norwich to the west and the coastal resorts of Great Yarmouth and Lowestoft to the east, with a short coastal strip at Winterton and a relict tidal estuary at Breydon Water. This low-lying, mainly open and undeveloped landscape is a rich patchwork of interconnected habitats including rivers, shallow lakes ('broads'), fen, reed bed, drained marshland, wet woodland, saltmarsh, intertidal mudflats and sand dunes.

Each habitat has its own special characteristics and is home to a wealth of species, many rare and some unique to the Broads within the UK. The importance of the area is borne out by a range of international, national and local designations in recognition of its landscape, nature conservation and cultural features. Water, not surprisingly, is the vital element linking everything together in this wetland landscape, and its careful and integrated management is critical.

¹ The Scottish National Parks have two additional purposes; namely, to promote sustainable use of the natural resources of the area, and to promote sustainable economic and social development of the area's communities.

² There is a point of distinction between the Broads Authority and National Park Authorities to which the so-called Sandford Principle applies (section 11A(2) of the National Parks and Access to the Countryside Act 1949 and section 9(6) of the National Parks (Scotland) Act 2000). In some circumstances, greater weight is to be attached to the conservation purpose. It does not apply in the Broads.

Origins and history of the Broads

"On the evidence now available, they (the broads) are, beyond reasonable doubt, the flooded sites of former great peat pits, made in the natural fenland in medieval times".

JM Lambert, JN Jennings and CT Smith in 'The Broads', EA Ellis, 1965

The natural, cultural and built features of what has become one of the most beautiful and treasured of Britain's landscapes have been shaped and nurtured over centuries by the way peat diggers, traders and merchants, reed and sedge cutters, thatchers, farmers and fishermen have lived and worked. The story of the Broads began in the Middle Ages. By the 12th century, much of east Norfolk had been cleared of its woodland for fuel and building materials. Over the following 350 years, peat digging (or turf cutting) was a major industry. As sea levels rose, the peat diggings were eventually abandoned and left to flood, creating the shallow stretches of water known as 'broads'.

Varying in size from tiny, isolated lakes to large expanses of open water, the broads became part of an extensive network for communications and commerce, transporting goods such as fuel, building materials including reed for thatch, and livestock and their products, especially wool. Villages and settlements commonly grew up around a parish staithe (landing stage), riverside common, ferry or bridge, making the most of the water environment.

The advent of the railways in the mid-19th century, and motor vehicles in the 20th century, brought most river-borne commerce to an end. In its place, the Broads waterways became increasingly accessible as a popular tourist destination for boating holidays, with more than 200km of navigable, lock-free rivers and open water bodies to be explored and enjoyed. Today, more than seven million people a year visit the Broads, supporting thousands of jobs and having an impact of around £600m³ for the local economy. Recreation and tourism, the marine industry, farming and land management all continue to play an important role in maintaining and enhancing this unique, much loved landscape.

Map 1: Broads Authority executive area and (inset) Broadland Rivers Catchment (INSERT) *note size of Broads executive area and catchment (c.3200km²)*

Valuing our natural resources

The Earth's store of natural resources - water, air, soil, geology and all living things - provides a wide range of beneficial goods, services and values, sometimes referred to as *ecosystem services*. This includes provisions such as food, fibre, fresh water and energy, and services such as clean air regulation, carbon storage and flood regulation. As important are the cultural values we get from nature, from recreation, inspiration and learning to jobs, community development and a sense of place. These services are supported by other natural functions such as photosynthesis, soil formation, vegetation growth and water cycling, underpinned by biodiversity.

The Broads is like a vast mosaic; lose one fragment and its overall integrity will be flawed. In looking after it for present and future generations, we must seek to balance what is needed for a healthy, functioning natural ecosystem with the fair and sustainable use of the many benefits we get from it. Rather than focusing on single or favourable interests (for example, food production, flood protection, economic

³ Data refers to the Broads executive area and surrounding 'area of tourism influence'.

benefit), possibly at the expense of others, we should demonstrate a 'better, bigger, more and joined'⁴ approach and manage this precious ecosystem as a dynamic, complex, interconnected and interdependent whole.

Putting a value on ecosystems and their services is highly complex, and not something we have attempted to do in this Broads Plan. However, the UK Government's emerging 25-year Environment Plan⁵ highlights the need to get better at including environmental and societal costs, benefits and trade-offs in policy, investment and planning decisions. For example, as well as rewarding businesses for productive and sustainable land use, those that exploit natural resources should incorporate any external adverse costs to the natural environment and to society (such as chemical pollution in a watercourse, or loss of a public green space) within their own business costs, reducing the public cost of dealing with these impacts. As a member of the UK family of national parks and global network of protected landscapes, the Broads National Park has a significant role to play as a model and advocate of healthy, sustainable living.

One major challenge for this easterly, low-lying freshwater wetland is likely to come from sea level rise and the projected more rapid changes to the climate, especially in terms of managing water resources and flood risk. Another is how Britain's decision to leave the European Union may affect what happens at a local level, particularly in relation to farmland, habitats and species currently protected through European environmental and land management legislation. Other significant changes in global, national and regional economies, leisure and tourism patterns, food and energy policy, and the growth in demand for housing and infrastructure in the East of England, will also create challenges and opportunities for the Broads' landscape, wildlife and people.

Of course we cannot predict exactly what this area will look like in 50 or 100 years' time. However, if we can understand and respond now to the likely changes ahead, we can help build a future that maintains the Broads as a special, distinctive and much loved place.

Diagram 1: Ecosystem services in the Broads (visualisation to be added in final plan)

As part of the global network of protected landscapes, the Broads has a vital role in demonstrating how wetland resources can be managed sustainably for people and wildlife. The illustration below brings together the Broads ecosystems and the valuable services they provide.

Footnote: More information about the natural and cultural features of the Broads landscape may be found in the [National Character Area profile: 80. The Broads](#), Natural England, 2015 and in the Broads Landscape Character Assessment, BA, 2017 (update)

About the Broads Authority

The Broads Authority is a statutory body with very similar responsibilities to those of the English, Welsh and Scottish National Park Authorities⁶. It is the local planning authority, and a harbour and navigation authority. The distinctive shape of the Broads executive area (Map 1) comes from its boundary being drawn tightly around the flood plains and lower reaches of the main rivers (Bure, Yare and Waveney) and their tributaries (Thurne, Ant, Wensum and Chet).

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

⁴ Making Space for Nature, Defra, 2010.

⁵ 25-year Plan for the Environment, Defra (draft).

⁶ The Broads Authority was established under the Norfolk and Suffolk Broads Act 1988. Further provisions for the management of the navigation area were made through the Broads Authority Act 2009.

- 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.

In practice, how much weight is given by the Authority to any of the purposes will depend upon the particular circumstances under consideration. In its commitment to integrated management, the Authority and its Broads Plan partners will always look for the potential win-win solution, rather than setting the different purposes at odds with each other.

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

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

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

About the Broads Plan

A partnership plan

The Broads Plan is the most important integrated strategy for the Broads. It sets out a long-term vision for the area, and shorter-term actions for the benefit of the environment, local communities and visitors. As a high level, overarching document, it draws together and guides a wide range of partnership plans, programmes and policies relevant to the area. The Broads Plan is reviewed and updated on a regular basis, and this Plan covers the period 2017-2022.

A priority in the Government's *Vision for the English National Parks and the Broads*⁷ is to work in partnership to make the best use of shared knowledge, efforts and resources. The Broads Plan is a plan for the Broads, not just for the Broads Authority: While the Authority is responsible for producing, championing and monitoring the Plan, many organisations and local interest, amenity and community groups are involved in its implementation. Lead and joint delivery partners are shown in the priority actions tables (Section 3), and a summary of their roles and responsibilities is in Appendix A.

Funding and resources

⁷ English National Parks and the Broads: UK Government Vision and Circular, Defra, 2010.

Since 2010, there have been substantial funding cuts to Government funded bodies working in the Broads, including the Broads Authority, Environment Agency, Natural England and local councils. The economic squeeze is also affecting local businesses and the voluntary sector, particularly those relying on public sector funding or contracts. There is also great uncertainty about the implications of Britain's decision to leave the European Union, following the Referendum in June 2016.

While aspirations are high, Broads Plan partners must be realistic within this economic and political framework. We will have to make focused and sometimes difficult choices about priorities for funding, and joint working will be more and more important. We will continue to foster our good track record of drawing in additional resources, for example through external grants, private sponsorship and visitor giving schemes.

As the body responsible for managing the Broads, the Broads Authority receives a Government funded National Park Grant. Some financial stability has been created by the awarding of a four-year grant settlement of £3.24m from 2016/17. The Authority also receives navigation income funded by boat toll payers (£3.09m in 2016/17). In the past three years, this income has come under pressure. While the number of private boats has been relatively static, there has been a continuing decline in the hire boat fleet. The number of weekly hire motor cruisers fell from 904 in 2011 to 789 in 2016, and the forecast is for further reductions. This is due partly to investment in new, larger boats and the retirement from the fleet of older, smaller vessels.

Significant external funding applications in this Plan period include a £2.6m bid to the Heritage Lottery Fund for the Broads Landscape Partnership Scheme, with a total programme value of £4.5m, and CANAPE, an EU bid with European partners for a Broads spend of €1.4m to implement the Hickling Vision. £4m has already been awarded from the HLF and EU LIFE funds towards the Hoveton Wetland Restoration Project.

The Broads Authority is also a member of the UK's National Parks Partnership, an initiative launched in 2016 to enable closer links between businesses and the Parks for commercial and practical benefits. Resources are about people too, of course, and a practical and invaluable asset for the Broads is the dedicated band of volunteers who provide practical support through a range of local organisations and community groups.

As a high level strategy, the Broads Plan does not include detailed costings. This information is in the guidance level strategies and operational programmes of the partners implementing the Plan.

Map 2: Broads Landscape Partnership area (INSERT)

Assessment and monitoring

This plan is subject to **Sustainability Appraisal (SA)**, to assess any significant environmental, economic and social impacts of its implementation. The appraisal found that the majority of actions in the Plan show either 'no significant effect' or 'positive effects', with a small number showing 'unknown impacts'. A **Habitats Regulations Assessment (HRA)** is also carried out, to assess the impacts of the Plan on conservation sites designated under the European Birds and Habitats Directives, and on sites designated under the Ramsar Convention (an international treaty for the conservation and sustainable use of wetlands). This concluded that the Plan had no 'likely significant effects', subject to modifications that have been made to the final Plan.

The Broads Authority will produce six-monthly progress reports on all actions in the Broads Plan. As a living document, we will also report changes and new actions as we go through the Plan period. These updates will be reported to full Authority meetings (which are open to the public) and published on the Authority's website. The updates will also go to Plan partners, and to the Broads Forum, whose membership represents a wide range of local interest, user and amenity groups in the area.

Indicators are shown against individual actions in the Plan. In some cases, we refer to monitoring measures contained in linked plans and programmes (see Appendix B). We also have a small set of overarching 'State of the Park' indicators (Appendix C). These help us to assess changes in the Broads over time, and they will be updated and reported in line with the Broads Plan 5-year review cycle.

Broads Local Plan

As the local planning authority, the Broads Authority is responsible for setting spatial planning policies for the Broads executive area. The policies support the Vision for the Broads and aspirations of the Broads Plan. They are used in determining planning applications, and providing guidance on development and land use. As a number of the adopted policies are now out of date, or no longer in line with national planning policy, the Authority is reviewing them all and preparing a new Broads Local Plan. This is scheduled for adoption in 2018, and will take us up to 2036. The existing policies remain in effect until the new Local Plan is adopted.

The special qualities of the Broads can also be influenced by development in adjoining areas, particularly given its narrow boundary and low-lying, open landscape. Under the Localism Act⁸, the Authority and its neighbouring planning authorities, county councils and public bodies have a 'duty to cooperate' to make the most of cross-boundary strategic planning matters such as housing, transport, open space, and demands on water and other resources.

⁸ Localism Act, Department for Communities and Local Government, 2011.

2 Vision and principles

Long-term vision

The Vision for the Broads National Park (Table 1) recognises the abundant benefits we get from a healthy, functioning natural environment. It is based on Defra's 2010 *Vision for the English Natural Parks and the Broads* and updates the Vision for the Broads in the last Broads Plan (2011).

Table 1: Vision Statement

Vision for the Broads National Park to 2030

The natural environment and the beneficial goods, services and cultural values it provides, from food and energy to landscape character and recreation, are in good condition, are used fairly and sustainably, and are valued by society. In particular, the precious nature of clean, fresh water as a fundamental resource is understood and respected by all.

The past and present importance of the waterways for navigation, biodiversity and recreation is recognised and cherished, and the asset is protected, maintained and enhanced. Wildlife flourishes and habitats are maintained, restored, expanded and linked effectively to other ecological networks. Land and water are managed in an integrated way, with local and landscape scale management creating resilience and enabling flexible approaches to meet changing ecological, economic and social needs.

This living, working, 'big skies' landscape is notable for its natural beauty, distinctive local character and historic significance. People of all ages, abilities and circumstances experience and enjoy it as a place of escape, adventure, enjoyment, work, learning and tranquillity, and as a source of national pride and identity. Sustainable living can be seen in action and there is a buoyant rural economy. Local communities are taking an active part in decisions about their future and are known for having been pivotal in the transformation to a low carbon, 'climate-smart' society.

The Broads National Park will be forever recognised as fundamental to our prosperity and to our mental and physical health and wellbeing. It will be forever treasured as a place that provides a "breathing space for the cure of souls".

Fundamental principles

We use three fundamental principles to help guide the development and implementation of the Broads Plan. The first is based on the definition of the Precautionary Approach in the Rio Declaration on Environment and Development, 1992. The second recognises the need for integrated, long term management, and the third underlines the importance of informed, partnership working.

Principle 1: Where there are likely threats of serious or irreversible damage to the environment, as a precaution, cost-effective measures are taken to prevent environmental degradation in the absence of full scientific certainty of the outcome of such threats.

Such precautionary action is based on assessment of the costs and benefits of action, taking into account both the proportionality between the costs and benefits and the degree of certainty in their calculation, and transparency in decision making. Gaps in knowledge are addressed by research and, where feasible, precautionary measures taken while such knowledge is outstanding.

Principle 2: We seek to understand and respect the complexity and biological limits of our ecosystems, and conserve their structures to maintain their health and productivity. Management is at a local scale, while recognizing the direct or indirect effects on wider, interconnected ecosystems and the public goods and services they provide. We manage for long-term, multiple benefits, not just for short-term or single interest gains.

Principle 3: We plan and work in partnership to make the best use of shared knowledge and resources and to avoid duplication of effort. People are involved from an early stage, and throughout, in decisions that may interest or affect them. Decisions are supported with robust evidence, including scientific and local knowledge, innovation and best practice.

3 Priority partnership actions 2017-2022

This section sets out guiding actions for the five-year period of this plan. It is not a comprehensive list of all the work to be carried out in the Broads, including many routine operations. Rather, it addresses key strategic issues that partners have identified and are able to commit time and resources to over the life of the Plan. See Appendices A and B for details of partners, links and abbreviations in the following tables.

Themes	Headline aspirations
A. Managing water resources and flood risk	Aspiration 1 Improve water capture and efficient water use across the Broadland Rivers Catchment, and develop a longer-term integrated flood risk management strategy for the Broads and interrelated coastal frontage
B. Sustaining landscapes for biodiversity and agriculture	Aspiration 2 Protect, conserve and enhance water quality and land and habitat condition to benefit priority species, recognising natural environmental change and retaining a thriving and sustainable agricultural industry
C. Maintaining and enhancing the navigation	Aspiration 3 Apply a catchment-scale approach to reduce sediment input and the sediment backlog, and sustainably reuse or dispose of dredged material Aspiration 4 Maintain a safe, open navigation and reduce pressures on busy or vulnerable areas
D. Conserving landscape character and the historic environment	Aspiration 5 Improve understanding, protection, conservation and enhancement of the Broads landscape character and distinctive built, cultural, archaeological and geological assets
E. Building climate-smart communities	Aspiration 6 Build the awareness and adaptive capacity of local communities to the challenges of climate change and sea level rise
F. Offering distinctive recreational experiences	Aspiration 7 Provide opportunities for distinctive recreational experiences in harmony with the special qualities of the area
G. Raising awareness and understanding	Aspiration 8 Strengthen and promote key messages and tourism offer in keeping with the area's status, special qualities, history and traditions
H. Connecting and inspiring people	Aspiration 9 Facilitate development growth within and adjacent to the Broads, while avoiding adverse impacts on the area's special qualities Aspiration 10 Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment

A. Managing water resources and flood risk

Context

The groundwater, rivers and shallow lakes, or 'broads', in the Broadland Rivers Catchment are an essential water source for people, wildlife and landscapes. Adequate water levels, and water directed to the right places, are primary to the healthy condition and functioning of our wetland habitats, navigable waterways, farming and other water dependent businesses, and for providing public drinking water and water for irrigation. Water management and land use practices in the whole catchment, most of which lies outside the Broads Authority's executive area, have an impact on the Broads, which forms the basin at the bottom of the catchment. Recognising the importance of building a more integrated approach to managing our water resources, the Broadland Catchment Partnership was formed in 2012, with a shared vision and plan of action for the whole catchment.

More than half the rivers in the catchment have been physically modified, often as a result of historic flood defence, land drainage or milling activities. While this has provided some social, economic and environmental benefits, it has adversely affected water dependent habitats and increased downstream flood risk in some areas, with water in the catchment ultimately flowing through, or under, the low-lying (at or below sea level) Broads and out to sea. Predicted drier summers, wetter winters and more intense periods of rainfall will affect surface water levels and the seasonal variability in river flows and groundwater resources. Water levels in some cases are too high for agriculture or too low for wildlife and amenity; periods of drought, such as that in early 2012, can create significant problems for water availability. Abstraction of water for domestic and agricultural use has risen in recent decades, and will be impacted further by a changing climate and by significant development growth and regeneration around the Broads.

Flooding is a natural and sometimes beneficial process within a floodplain, and the control of water has been a major influence on the form of the Broads landscape for many hundreds of years. However, in the wrong places or at the wrong times, flood water can damage property, infrastructure, habitats and farmland, and cause distress to people and wildlife. Around 95% of the Broads executive area is at some risk of flooding, which includes more than 2000 properties and almost 30,000 hectares of farmland and mainly freshwater habitats. Sea level rise, and the predicted more rapid changes to the climate, pose enormous challenges to the future of this easterly, low-lying and predominantly freshwater wetland. Higher sea levels along the north-east Norfolk and north Suffolk coast bring an increased risk of sea defences being overtopped or breached. This can also hold back water trying to drain from the rivers, causing flooding to natural and built resources. Even if the river defences protect land from flooding, a combination of particular weather conditions, and high tides causing a surge in the North Sea, can push salt water higher up the rivers and into the surrounding wetland.

The Environment Agency manages flood risk from the main rivers, estuary and the sea, and is responsible for river and tidal flood defences. Norfolk and Suffolk County Councils are the Lead Local Flood Authorities, managing flood risk from surface water, ordinary watercourses and groundwater. Water and sewerage companies manage the risk of flooding to water supply and sewerage facilities and the risk to others from the failure of their infrastructure, and Internal Drainage Boards manage land drainage in lowland areas. These organisations also have a role to play in encouraging communities to participate in flood risk management at their local level.

Currently, flood and coastal risk management in the eastern half of Norfolk incorporates three separate major flood defence systems: The Broads (tidal and fluvial), Eccles to Winterton (coastal), and Great Yarmouth (tidal). In recent years, millions of pounds have been spent on maintaining and improving these defences in line with the individual

strategies for these areas. The strategies were all initiated over 20 years ago and, while those for Eccles to Winterton and for Great Yarmouth have been reviewed, the principles remain the same; that is, to hold the existing defence lines and to improve the defences where appropriate.

Our focus now is to look more closely at the relationship between the three strategies, and identify the best longer-term, integrated approach to flood and coastal risk management for the whole of Broadland. For the Broads, the current intention is to seek to retain the mainly freshwater conditions for as long as practicable, with research being focused on what this would require. In January 2014, the Broads Authority resolved that: "(Tidal) surges pose a critical threat for both Broads' communities and the protection of the very precious freshwater ecology that makes the Broads so special. We recognise the considerable amount of investment made in flood protection and stress the importance of preventing salt water and saline intrusion." We would need to assess this ambition as part of an integrated approach for the wider area. This will be linked to climate change scenarios, with a shared vision that takes account of environmental, financial, technical, social and political considerations, and planned actions that help prepare for change and create benefits for the people and environment of Broadland.

Long-term aim

The precious nature and value of water is respected by all, and there is a unified and fair approach to its management and use. We have met the challenging targets to improve water quality, water supply and flood protection through widespread understanding, positive action and good practice at catchment and local scale. Rivers function more naturally and the catchment supports a diversity of healthy habitats and species. Water dependent wildlife is thriving and able to move around freely. Managers of land and water resources are using environmentally, economically and socially sustainable practices and are working together to provide multiple benefits for wildlife and people. Longer-term decisions to address the impacts of climate change and sea level rise are informed by robust evidence and wide ranging debate on the most appropriate management options: Primarily, whether to find ways that allow natural processes to direct change, or to seek to retain a predominantly freshwater system; and the levels of human intervention and expenditure to adapt important assets to new regimes. Importantly, the Broads will remain a special area, retaining its wildlife and heritage importance and continuing to offer extensive recreation, employment and other socio-economic opportunities.

Aspiration 1 Improve water capture and efficient water use across the Broadland Rivers Catchment, and develop a longer-term integrated flood risk management strategy for the Broads and interrelated coastal frontage

Focus: Improving water capture, efficient water use and 'water smart' user awareness in the catchment to help build resilience to future change				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
1.1	Promote and implement best practice water capture and water use at a community level, and facilitate a 'whole farm' water	Water efficiency measures (incl. increasing domestic water metering, practical support and incentive schemes) and planning policy for water efficiency measures in new development, in place and promoted to domestic and business water users [AW, ESW, non-domestic water retail companies, LPAs]	Partners	Water company business plan targets

	management approach across the Broadland Rivers Catchment	On-site (and where feasible, low cost) water capital infrastructure promoted and in place, incl. rainwater harvesting/water recycling, irrigation reservoirs, efficient irrigation systems; water retention and infiltration measures in place, incl. constructed wetlands, field bunds, tramline disruption and management [BCP, AW, ESW, county FWAGs]	Funded schemes (WSF, CSF), water capital grants	WSF targets, CSF water capital grant data, RDPE reporting measures
1.2	Promote and implement relevant catchment measures to manage water resources and respond to periods of water shortage and scarcity (incl. water abstraction controls, water transfer and trading, water infrastructure improvements)	Sustainable water abstraction licencing policies in place throughout Broadland, as outlined in Broadland Catchment Abstraction Management Strategy [EA]	CAMS + EA Abstraction Licencing Strategies	CAMS indicators of resource availability, WFD hydrology status
		Water Resource Management Plans, Drought Plans and Water Industry National Environment Programme action plans implemented where applicable in the Broadland Rivers Catchment [AW, ESW, EA]	AW/ ESW (AMP7) , EA (Area Drought Plans)	AW/ESW targets, EA action plan targets
Focus: Managing flood risk and developing longer-term strategic response				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
1.3	Maintain current coastal, tidal and fluvial flood risk management strategies relevant to the Broads, Great Yarmouth and interrelated coastal frontage, and prepare a longer-term, integrated, strategic approach	Detailed short-term strategies evolved for Eccles to Winterton, and Winterton to Lowestoft Ness, that support Shoreline Management Plan (SMP) and Broads flood risk management needs [EA, CPE]; Broadland Flood Alleviation Project maintenance phase completed in line with agreed schedule [EA/BESL]	EA/ BESL, CPE; partner resources required	SMP targets, BFAP schedule targets to 2021
		Updated Flood Risk Supplementary Planning Document adopted [BA, EA, NCC]; Strategic Flood Risk Assessment completed for the Broads [LPAs, EA, NCC]	Partners	# planning apps approved contrary to EA flood risk advice (BA)
		Updated and expanded flood risk research and modelling commissioned, carried out and published (arising from high level review of integrated coastal frontage flood defences, tidal barriers and river floodwalls ⁹), incl. risk and impact assessments of natural floodplain restoration and saline incursion [EA, Broads Climate Partnership, academic institutions]	EA and partners to seek joint resources	Outline action plan by end 2017; 6-monthly review reporting

⁹ Flood Management High Level Review for the Norfolk Broads, Eccles to Winterton and Great Yarmouth Tidal Walls, CH2M, 2016.

		Medium to long-term integrated flood risk strategy for the Broads, Great Yarmouth and interrelated coastal frontage developed through evidence building (informed by SFRA and HRA) and widespread stakeholder engagement [EA, IDBs, LAs, Broads Climate Partnership]	EA; partner resources required	To be agreed
1.4	Investigate, plan and promote schemes to hold back or divert flood water, moving from retrospective to proactive approaches	Surface water flooding mitigation measures and advice promoted and implemented through county Surface Water Management Plans (SWMPs); strong development management policy and guidance made available on installing, upgrading and retrofitting sustainable urban, highways and rural drainage [NCC, SCC, IDBs, LPAs]	NCC, SCC (SWMPs)	Area SWMP targets
		Flood risk management mapping, feasibility studies and project proposals developed in upper Broadland catchment; site projects implemented (e.g. reconnecting rivers with floodplain in non-tidal areas, re-meandering river channels) [EA, IDBs, BCP, landowners]	Funded schemes (EA Grant in Aid, CS, CFMP)	To be agreed

B. Sustaining landscapes for biodiversity and agriculture

Context

The Broads is one of Europe's finest and most important wetlands for nature conservation. Its rich mosaic of habitats comprises, among other things, saltmarshes, intertidal mudflats, shallow lakes, fens, drained marshland, wet woodland, relict estuary and coastal dunes. Twenty-eight sites covering a total of more than 7500 hectares are nationally designated as Sites of Special Scientific Interest (SSSIs). Most of these sites are of international importance for their habitats and wildlife as the Broads Special Area of Conservation (SAC) and the Broadland Special Protection Area (SPA). An area of the wetland is also designated as a Wetland of International Importance under the Ramsar Convention¹⁰. One third of the SSSIs are also National Nature Reserves.

The focus of *Biodiversity 2020*, the national strategy for England's wildlife and ecosystem services, is on halting the overall loss of biodiversity, supporting healthy well-functioning ecosystems, and establishing coherent ecological networks, with more and better places for nature for the benefit of wildlife and people. While global conventions and national legislation provide an existing framework for the protection of water, biodiversity and geodiversity, it is not yet clear what leaving the European Union may mean for nature in the UK, in particular for sites and species currently protected and restored through European environmental legislation and funding (e.g. Common Agricultural Policy, Habitats and Birds Directives, and Water Framework Directive).

Farming and land management play an important role in maintaining and enhancing our ecosystems and the services they provide, from food, fibre and renewable energy (such as biomass and anaerobic digestion) to biodiversity, local landscape character and employment. The local agriculture is primarily a mix of livestock grazing and some arable cropping, with grassland being the dominant feature in the floodplain. Globalisation, new legislation and management expectations are putting pressure on farming businesses, and many have to diversify to survive. Agricultural support in recent years has moved away from food production subsidies to supporting landscape and species management and wider public benefits from the local land in agricultural production. Reed and sedge cutting remains a traditional local and sustainable industry, supporting biodiversity, landscape character and cultural heritage. The local product is in great demand, and more commercial reed and sedge beds need to be brought into sustainable management. Improvements in funding, the availability and training of labour, and affordable housing are also key factors in sustaining this industry.

Good quality water is defined as clear, low in nutrients and free of harmful substances. It is characterised by a rich diversity of aquatic plants and supports healthy populations of fish, invertebrates and water birds. The Broads restoration programme has been active for over 30 years. It leads the UK in developing and studying lake restoration projects to recreate clear water conditions with healthy aquatic plant growth that provides habitat for wildlife. However, despite significant improvements in water quality in recent decades, monitoring in 2013 showed that all Broads' water bodies and river reaches, and more than 90% of rivers in the Broads catchment, were failing European Water Framework Directive targets. At times, some groundwater and river sources exceed drinking water standards for nitrate and pesticides.

Water quality continues to be affected by diffuse pollution (primarily phosphorus and nitrogen from domestic waste water and farmland) and by erosion causing sediment release. Other contributory factors are physical modification of water courses, dissolved oxygen and fish populations, coastal saline drainage water and salt tides, and

¹⁰ The Ramsar Convention is an international treaty for the conservation and sustainable use of wetlands. It is also known as the Convention on Wetlands.

competing or over demand for water use. Voluntary actions in recent decades, such as environmentally sensitive farming, sustainable drainage systems, and environmentally friendly boating practices, should continue to help improve our water quality. We know that water and water-related habitats have a tendency to change over relatively short periods of time, and are seeking to better understand their ecological and hydrological functioning so we can put the best management regimes in place.

The Broads is a UK priority wetland area¹¹ with the largest expanse (around 75%) of species-rich calcareous fen in lowland Britain. Most fen sites are designated for nature conservation, and around 60% are owned or managed by conservation organisations. The Fen Ecological Survey (2010) showed clear evidence of loss, fragmentation and decline in some areas, and enhancement of large areas through agri-environment support. The Broads Land Management Service has recently been established to offer support to landowners and site managers, and targeted restoration projects and management regimes are helping to retain priority fens as open landscapes. The Broads has the most extensive tract of wet woodland (particularly alder carr) within Eastern England. It is of international significance and, where not designated, may be at risk from drainage, and from loss due to development. Around 40 million tonnes of carbon are stored by the wet woodland and fen peat habitats, and they will continue to capture and store carbon under appropriate water level and land management conditions.

Grazing marsh covers around 40% of the Broads. Some areas attract large and internationally important numbers of breeding and non-breeding birds, and there is a substantial area of internationally important dyke communities. The marshes provide a third of East Anglia's cattle grazing land, and local farmers and graziers rely on environmental land management support to optimise profit and protect the habitats. Threats to these habitats include loss to arable reversion and land drainage, partly due to the lack of long-term agri-environment schemes, development, water level regimes, flooding, drought, salt tides, and invasive species. There are more than 11,000 recorded species in the Broads. This includes 26% of all UK BAP priority species and 17% of all nationally notable or scarce species. 66 species are restricted entirely to the Broads or rarely seen elsewhere in Britain. Iconic species include the bittern, marsh harrier, otter, fen orchid, Norfolk hawk dragonfly and the entire UK populations of the swallowtail butterfly, dotted footman moth and holly-leaved naiad. Some species are in decline or on the brink of survival. Many species, including Broads' specialists, face challenges from increases in seasonal variability in river levels and depleted groundwater resources, salinity from land drainage and tidal flooding, nutrient enrichment and pollution of the waterways, habitat loss and fragmentation, and increasing threats from invasive non-native species. Species recovery and translocation programmes can take substantial time and resources, as can biosecurity measures. Some gains have been made in the increased populations of wintering water birds around Breydon, fen raft spider, otter, bittern, crane and marsh harrier, and in the control of invasive species such as floating pennywort and American mink, but much more needs to be done.

Long-term aim

Biodiversity is understood, recorded, protected and enhanced in keeping with the status of the Broads as a globally important wetland, and within recognised limits of natural or inevitable environmental change. Sustainable land and water management and agri-environment practices support well-functioning ecosystems that provide multiple public benefits; this includes flourishing wildlife, food and fibre, fresh water supply, carbon storage, energy, pollination, disease and pest regulation, landscape character and recreation. Management of habitats and species is approached on a catchment, whole landscape scale. Opportunities are pursued to buffer, connect, create and recreate habitat areas to establish more, bigger, better and more joined up ecological networks and increase resilience and adaptation to change by habitats, species and society. Priority species and their specific water and land management needs are understood, recorded and managed to maintain and enhance species of conservation

¹¹ UK BAP priority species and habitats were those identified as being the most threatened and requiring conservation action under the UK Biodiversity Action Plan (UK BAP).

concern and halt biodiversity decline and loss. Invasive non-native species are under control and eradicated where possible. Robust and integrated soil and water management is recognised as vital for agriculture, water quantity and quality, and for reducing greenhouse gas emissions. The importance of the food supply chain is embraced and the need for a profitable agriculture sector to maintain biodiversity is recognised. Well-informed evidence and monitoring guides our understanding and decision making in all aspects of natural resource management.

Aspiration 2 Protect, conserve and enhance water quality and land and habitat condition to benefit priority species, recognising natural environmental change and retaining a thriving and sustainable agricultural industry

Focus: Restoring, maintaining and enhancing water quality to achieve good ecological status/potential				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
2.1	Carry out lake restoration, maintenance and enhancement works, incl. bio-manipulation; use monitoring evidence to trial and implement further innovative lake restoration techniques	In-lake restoration, maintenance and enhancement works scoped, in development and carried out at priority sites in accordance with Broads Lake Restoration Strategy ¹² and Broads Lake Review ¹³ , incl.: (a) Hoveton Wetland Restoration Project [NE]; (b) Hickling Enhancement Project [BA, NWT]; (c) Review and forward plan for Upton Broad and Barton Broad [BA, NWT]	(a) External funding secured (b) Partners; additional resources required; (c) Partners	SSSI site condition targets, EA statutory monitoring data, total area (ha) under restoration
		Pre- and post-work monitoring undertaken of Hoveton, Trinity and Hickling lake condition status, and evidence being used to trial and implement further innovative restoration techniques as part of Lake Restoration Action Plan [NE, BA, EA, ESW] and Diffuse Water Pollution Plans [NE, EA]	Partners	Broads Lake Restoration Strategy and Diffuse Water Pollution Plan targets

¹² Lake Restoration Strategy for the Broads, Broads Authority, 2008.

¹³ Broads Lake Review, Broads Authority, 2013.

2.2	Promote and implement measures to reduce point and diffuse pollution into the floodplain and water courses, commensurate with EU/national water and habitat targets and with sustainable farming	Tailored environmental land and water management measures and support (incl. payments) taken up by land managers (through Countryside Stewardship (CS), Catchment Sensitive Farming (CSF), Campaign for Farmed Environment (CFE), Water Sensitive Farming (WSF), water company schemes , other externally funded project initiatives, etc.) [BCP coordination]	BCP partners; funded schemes (CS, CSF, WSF, CFE); additional resources required	CS/WSF targets, CSF water capital grant targets, WFD/SSSI/SAC/ Nature 2000 targets
		Point and diffuse pollution reduction measures undertaken through Diffuse Water Pollution Plans and Asset Management Plans [NE, EA, AW, ESW] ; infrastructure promoted, trialled and implemented (e.g. phosphate stripping from Water Recycling Centres, constructed wetlands and reed beds, bio-beds, combined sewer overflow works); measures taken up by businesses and communities (e.g. septic tank maintenance, first time rural sewerage); saline water into Brograve drainage investigated and remedial works in place [NE, EA, AW, ESW, IDBs]	Partners	# first time rural sewerage schemes in catchment (AW), # CSO pollution events in catchment (EA/AW)
Focus: Managing existing fen, reed bed, wet grassland and wet woodland, in accordance with priorities and principles in Broads Biodiversity and Water Strategy				
Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
2.3	Maintain and enhance existing areas of priority fen, reed bed, grazing marsh and wet woodland through tailored site management agreements / prescriptions and support services to site managers	Water management control measures implemented and advice and support made available and taken up by land managers, incl. Halvergate Fleet and Muckfleet schemes [IDBs, NE, BA, RSPB, ESW, landowners] ; innovative work on management of catch dykes developed and implemented [NE]	Partners; Grant in Aid + additional resources required	% priority habitat in CS, SSSI condition assessment targets
		Tailored fen and reed bed stewardship agreements, management prescriptions and best practice in place at priority sites, applying site-specific techniques, incl. grazing, commercial reed and sedge cutting for thatch, long-rotation conservation cutting, conversion of cut material to biomass and soil improvers, and turf ponding [BBP coordination, delivered through Broads LMS, BRASCA, landowners]	Funded schemes (CS, CSF), external grants, statutory partners	Area (ha) under management agreement

		Tailored grazing marsh stewardship agreements, management prescriptions and best practice in place at priority sites (commensurate with Broads NCA description and agri-environment schemes), applying site-specific techniques, incl. grazing livestock at suitable densities and timings, foot drain creation, rush control and appropriately timed hay-silage cutting [BBG coordination delivered through Broads LMS, BRASCA, landowners]	Funded schemes (CS), IDBs, additional resources required	Area (ha) under management agreement
		Nature conservation activities implemented under Broads Landscape Partnership Scheme Programme 5: Natural Landscapes [Broads LPS Board and delivery partners]	HLF LPS funded secured	Broads LPS target data for HLF
2.4	Define, implement and monitor management regimes for priority species and invasive non-native species	Targeted species recovery/ support programmes implemented, incl. research and species translocation action where appropriate (e.g. fen raft spider, fen orchid, lesser whirlpool ramshorn snail, grass-wrack pondweed) [BBP, Highways England]	Conservation grants in place; additional resources required	Distribution of breeding wader populations, # new sites for bittern and swallowtail, priority INNS removed/ controlled to manageable background level
		Invasive non-native species (INNS) monitoring regimes and awareness campaigns in place; data made available on present/potential threats and biosecurity plans/ control programmes in place where threats are highest (e.g. mink, Floating Pennywort) [NNNSI]		
Focus: Extending and creating new areas of high biodiversity value habitat, habitat networks and buffer zones within the Broads catchment				
Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
2.5	Create 'bigger, better and more joined up' areas of priority habitat by identifying opportunities and developing site-specific plans for new habitat areas, connections, buffer zones and pollinator networks	Potential/opportunistic areas of new priority habitat, wildlife corridors and extended/new field buffer strips identified and added to existing mapping; tailored on-site measures, advice and support made available to and taken up by landowners/managers, particularly in identified high value areas [BBP coordination, delivered through Broads Land Mgt Service, BCP, NCP, landowners/managers]	Partners	# investment plans completed (e.g. econets mapping), # landowners involved with Broads Land Mgt Service

		Integrated, landscape-scale initiatives developed and implemented, incl. NWT/SWT Living Landscapes projects in Suffolk Broads, Upper Thurne, Bure and Ant, RSPB Broads Futurescapes and LIFE Little Tern projects [NBP, BCP, other partners]; Recreational pressure mitigation and management strategies in place to extend and protect biodiversity value of sites [NBP, NCP, NSPG]	Partner resources + secured external funding	Individual project delivery targets
2.6	Improve partnership coordination and communication of Broads biodiversity monitoring and research efforts, linked to national biodiversity network	Through research and monitoring, impacts of habitat management and manipulation techniques determined and findings coordinated/shared. Priority research areas: Fen ecology and water levels and quality; Prynnesium ecology and mitigation of impact on fish; Pollutant inputs; Impacts of drought, flooding and salinity (e.g. UCL salinity study); Creating markets for fen materials; Impacts of connectivity, stressors and their interaction on freshwater habitats [BBP as research coordinator/facilitator, BA, EA, NERC Hydroscape]	University, conservation and research grants	# published papers/ research reports
		Community-based research and monitoring activities implemented under Broads Landscape Partnership Scheme Programme 1: Interpreting the Landscape and Programme 3: Learning and Future Skills [Broads LPS Board and delivery partners]	HLF LPS funded secured	Broads LPS target data for HLF

C. Maintaining and enhancing the navigation

Context

The Broads is an extensive and varied inland waterway system, offering 200km of boating on lock-free, meandering tidal rivers. The Broads Authority's executive area (Map 1) comprises approximately 1974ha of water space and 63 permanently open water bodies, covering 843 ha. Many of these water bodies are 'broads' in the traditional sense, having been formed from peat diggings, while others are of more recent or different origins, such as at Whitlingham County Park, which was developed on the site of a gravel quarry. Some broads have public navigation rights, other have more limited access, generally for environmental or land ownership reasons, while some others are landlocked and inaccessible to craft. The navigation area reaches from the quiet headwaters of the rivers Bure, Ant and Waveney to the bustling urban centre of Norwich and the coastal resorts of Great Yarmouth and Lowestoft.

As the harbour and navigation authority, the Broads Authority is responsible for maintaining the navigation area. Its powers include health and safety provisions, dredging, management of vegetation, clearance of wrecks and other hazards, maintaining the network of free 24-hour moorings and providing a ranger service. It also has a duty to sign and mark the waterways. Sediment management guidelines, agreed cutting prescriptions, water space management plans and environmental standard operating procedures all help to maintain the navigation, while also protecting and conserving the unique and important water plant communities, and providing refuge and food for fish and birds.

Dredging is carried out to provide reasonable depths for safe navigation, and to help restore degraded or shallowing water bodies. It also helps improve water quality by removing excess nutrients in the mud, reducing turbidity and creating depth for aquatic plants to flourish and stabilise the bed, and by providing greater capacity for water storage. Dredging the waterways and disposing of dredged material is the largest navigation maintenance cost to the Authority. The current budgeted target to remove 50,000m³ of material per year, twice the estimated sediment input, is making a positive but limited impact on the backlog in the system. .

River bank erosion is a key sediment source, caused by wind, tidal action and boat induced waves and feral geese. Land use and soil and vegetation type on riverbanks and uplands are also contributory factors, with headwaters contributing around 50% of sediment inputs. A whole catchment approach to sediment management is being used to reduce the amount of sediment entering the system from higher up the Broadland Rivers Catchment, as well as removing it from the Broads waterways. Finding ways to dispose of dredged material is a constant challenge. Many historically available sediment disposal sites are protected under European environmental legislation, and opportunities for using adjacent land have been very limited in recent years.

We will continue to seek sustainable and innovative approaches to managing dredged material, taking account of its value for agriculture, habitat creation and flood protection, and reusing it beneficially wherever possible. Considerable advances were made through the recent EU-funded PRISMA¹⁴ project. This supported the trialling of sustainable dredging techniques, pioneering methods for the reuse of dredged material in island and habitat recreation schemes, and investment in new dredging plant and equipment. Building on this success, the Authority and its partners are pursuing external funding to carry out more projects with multiple benefits for navigation,

¹⁴ PRISMA: Promoting Integrated Sediment Management project, 2011-14

conservation and recreation.

Thriving aquatic plants are part of a healthy ecosystem, and certain species are protected under the EU Habitats Directive and the Wildlife and Countryside Act 1981 (as amended). Recent years have seen increasing plant abundance in the Broadland rivers, particularly in the upper reaches, in smaller isolated broads and in sites away from the navigable system; plants in the larger broads connected to the river system are typically slower to respond to improving water quality. In a connected waterways network like the Broads, the cost and effort of tackling the spread of certain aquatic invasive non-native species, such as floating pennywort and the 'killer shrimp' (*Dikerogammarus villosus*), is a huge and ongoing challenge. Practical work tends to be focused on preventing the arrival of new species, and on controlling established species that have significant impacts on the use of navigational and recreational waterways or the conservation interest of key sites.

Opening up new areas of navigable water space may help to reduce potential conflicts between different user groups, improve safety, and ease pressure on busy areas. Opportunities to do this have been very limited in recent years, tempered by voluntary restrictions to certain areas of the water space that provide key refuges for wildlife, by other environmental or land ownership issues, and by a lack of resources. However, an audit of existing and potential new navigation water space is planned, and schemes and agreements will be developed where opportunities arise.

Safe, responsible behaviour on the waterways, and the technical safety of boats, are managed day-to-day through the Authority's Ranger Service. The Rangers are supported by byelaws, codes of conduct and good practice, including public events such as Super Safety Days and the 'Wear It' lifejacket campaign. Safety standards on the waterways are high, although speeding, and people falling while getting on and off boats, are commonly reported problems. The Authority, emergency services and Coastguard work closely together to respond to incidents. Local policing partnerships also promote a proactive approach to reducing marine crime, such as the theft of outboard motors.

Long-term aim

The historic and present importance of the Broads' waterways for navigation, biodiversity and recreation is recognised and valued. The navigation and associated riverside facilities and infrastructure are maintained and enhanced, offering opportunities for people of all ages and abilities to access and enjoy the water space. The variety and intensity of waterborne activities across the system are managed carefully to maximise safe enjoyment, minimise conflict between different users, and ease pressure on busy or vulnerable areas. Opportunities to expand and extend the navigable water space are pursued, consistent with nature conservation interests and water resource management. Sediment is managed to provide necessary depths for boating, with dredged material reused or disposed of in environmentally and economically sustainable ways. Sediment loss from agricultural land and bank erosion is minimal, with sustainable natural and constructed solutions used to protect the more vulnerable stretches of waterways. Bankside vegetation and water plants are managed in ways that keep waterways open to navigation, do not impact on the ecological or archaeological integrity of sites, and provide for appropriate recreation. Restrictions on navigation due to bridges is minimised and mitigated wherever possible.

Aspiration 3 Apply a catchment-scale approach to reduce sediment input and the sediment backlog, and sustainably reuse or dispose of dredged material

Focus: Reducing sediment input to the Broads system and accelerating sediment removal

Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
3.1	Implement dredging regimes in accordance with defined waterways specifications, and seek resources/legislation to accelerate the removal of sediment in the Broads system	Annual dredging programme implemented in accordance with defined waterways specifications and agreed targets [BA]	BA	Vol. sediment removed (min 50,000m ³ pa); % compliance with waterways specs
		Additional resources in place to support sustainable sediment management; appropriate inland waterways legislation and good practice for dredging and disposal processes developed, in place and shared [BA, AINA, MMO]	Additional resources sought	Secured additional funding, up-to-date legislation and guidance
3.2	Implement plans and good practice guidance to reduce soil erosion into the waterways, manage areas lost or vulnerable to erosion, and dispose of dredged material in sustainable and beneficial ways	Best practice land management techniques to reduce erosion promoted and in place, e.g. increased cover crops, buffers and sustainable drainage, riparian fencing, soil organic improvements, soil compaction reduction [NE, EA, BCP, NRT, county FWAGs] ; up-to-date environmental good practice guidance promoted to recreational users [AINA, BA, BC, NSBA]	Funded schemes (CS, CSF, CFE, WSF), partners	SSSI condition assessments, WFD EC status, CFE records
		Stretches of lost or eroded river bank/island identified and prioritised for restoration; land protection, creation and restoration strategies in place, using innovative sediment reuse techniques where possible [BA as lead/facilitator, partners] . Key project: Formal partnership agreement and feasibility study/work plan in place for long-term management of River Chet (true left bank) to maintain access to navigation and Wherryman's Way [BA, NCC, SNC, EA, NE]	Partners; additional resources required	Condition status of Chet true left bank; other targets to be agreed
		Strategic approach taken to identify sustainable options for additional dredging disposal sites/capacity as part of Broads-wide network, also seeking environmental gains, and appropriate permissions and resources secured [BA]	BA; additional resources required	BA annual operations data

Aspiration 4 Maintain a safe, open navigation and reduce pressures on busy or vulnerable areas

Focus: Maintaining, extending and expanding navigable water space for recreation, consistent with conservation interests and flood risk management

Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
4.1	Maintain existing navigation water space and develop appropriate opportunities to expand or extend access for various types of craft	Audit of existing and potential new navigation water space completed; schemes and agreements developed to enhance water space access, consistent with nature conservation interests and flood risk management; access to closed broads dealt with on basis of current legal advice, and opportunities created to negotiate increased access [BA, landowners]	Partners	Broads IAS action plan targets
		Increased use of River Yare for commercial transport promoted, with waterways specifications adopted and implemented as required [BA, Norwich CC, GYBC]	Partners	To be agreed
		Network Rail Delivery Plan developed for refurbishment/replacement of Somerleyton and Reedham swing bridges, including secured funding and agreed design and mitigation measures [NR, BA]	Network Rail CP6 Delivery Plan	NR CP6 Delivery Plan schedule met

Focus: Maintaining and improving management of aquatic plants and riverside trees and scrub

Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
4.2	Carry out appropriate aquatic plant cutting and tree and scrub management programmes and seek resources to increase operational targets	Annual tree and scrub management regimes carried out in accordance with agreed navigation, nature conservation and other criteria, using priority mapping; improved level of operations in place through BA Area Ranger Team strategies for partnership working [BA, community groups, landowners]; annual regimes for aquatic plant cutting in navigation channels carried out in accordance with agreed criteria [BA]	BA; additional resources required	Length riverbank & navigation channels meeting agreed criteria, annual plant monitoring data

Focus: Maintaining and promoting safe behaviour on the waterways

Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
4.3	Implement, promote and monitor measures to maintain and improve safety and security for the navigation	Boat safety measures in operation, incl. up-to-date Safety Management System and Boat Safety Scheme; Hire Boat Code part 2 transferred to local licence conditions; Temporal or spatial zoning agreements/ protocols and pilot schemes in effect as	BA	BSS compliance/ PMSC external audit (safety levels within

	and boats	required for water sport activities and events, incl. water skiing, wakeboarding, power boat racing and competitive rowing [BA]		ALARP region)
		Navigation patrolling maintained; recreational user safety and security promotional events and guidance made available; up-to-date navigation infrastructure inspection and maintenance regimes in place and completed to agreed annual schedules [BA, NC, SC, NWSF]	BA, NC, SC	NPA (BA) indicators and targets

FINAL DRAFT

D. Conserving landscape character and the historic environment

Context

The low-lying, interconnected wetland habitats of the Broads follow the edges of level, open marshland and valleys drained by three principal rivers and their tributaries. This is a living and working landscape, influenced over thousands of years by patterns of human existence. The Broads Landscape Character Assessment¹⁵ summarises the physical processes that have shaped and moulded the landscape we see today. It identifies 13 distinct landscape types, from coastal dunes and tidal estuary to peat fen, carr woodland and settlement fringe. Within these, there are 31 individual character areas, each one with a unique combination of landscape features and elements.

The shallow lakes we know as 'broads' are manmade, originating as medieval peat diggings for fuel, making the Broads one of England's most extensive industrial monuments. A long history of controlled drainage is evident from the drainage mills, raised and embanked rivers, and dykes. The location and pattern of villages and settlements have been dictated largely by historic social and economic need, with groupings often round a parish staithe¹⁶, riverside common, ferry or bridge, with isolated churches on the surrounding uplands.

The significant built heritage value of the Broads is recognised in the designation of 25 Conservation Areas and the scheduling of 14 Ancient Monuments and more than 270 Listed Buildings. Much has been achieved to protect, conserve and enhance key historic and cultural assets, and the number of Listed Buildings at risk was reduced by 50% between 2011 and 2015. However, there is still gradual erosion in the condition, quality and distinctiveness of the built environment, and 10% of listed buildings are still identified as being at risk. Among the most vulnerable assets are more than 70 drainage mills, an iconic and visible feature in the flat landscape. Many of these structures are isolated, inaccessible and in a deteriorating condition. The evolving Local List of Heritage Assets, and the preparation of individual mill action plans, is providing important evidence for action. This information has already helped to secure £2.6m development funding from the Heritage Lottery Fund for the 'Water, Mills and Marshes' Landscape Partnership Scheme (LPS), which will support a range of local heritage projects. Ongoing support is also needed to preserve, restore and use historic Broads' craft, including the trading and pleasure wherries. The LPS will add to the ongoing efforts of local groups and trusts who work hard to maintain the heritage fleet. A recent update on the history, type and rights of staithe, another local waterways feature, will be used to help guide planning policy and heritage design.

Other important aspects of the area's heritage are also in danger of being lost if not recognised, protected and supported. The Broads has been identified by Historic England as a site of Exceptional Waterlogged Archaeology, but many of its archaeological features remain hidden and vulnerable to changes in water levels, development and other land use pressures. Heritage craft industries such as reed and sedge cutting, thatching and millwrighting remain a small but important part of life and landscape management in the Broads but are struggling to survive, as are other local traditions, crafts and cultures.

The geodiversity of the Broads is an understated aspect of its natural heritage. There are five nationally designated sites (covering Pleistocene geology and active coastal processes), but many other identified sites of interest lack designation and hence protection at County level. Drying out of wetland and oxidation of peat can lead to loss of finite environmental and archaeological archives as well as release of stored carbon. Other risks include coastal protection work that alters the dynamics of marine erosion and sediment transport, and the wider impacts of climate change.

¹⁵ Broads Landscape Character Assessment, Broads Authority, 2017 (update).

¹⁶ A staithe is land adjacent to a waterway that local inhabitants are entitled to use to moor boats and load and unload goods.

A sense of tranquillity, dark skies and wildness gives the area much of its character and appeal. Visual disturbance and noise and light pollution, from both within and outside the Broads, can have an undesirable impact. Tranquillity mapping by the Campaign to Protect Rural England places most of the Broads at the 'most tranquil' end of the spectrum. The Broads Authority's own dark skies survey in 2015/16 showed that parts of the Broads have 'intrinsic dark skies', the darkest areas being Hickling and Geldeston, making the Broads eligible for Dark Sky accreditation. Measures to protect and enhance tranquillity, dark skies and wildness are being encouraged through planning policy and design guidance, and through initiatives such as reducing boat engine noise, zoning activities like water skiing and power boat racing, and undergrounding overhead electricity distribution cables. Having said that, it is recognised that it is the bustling activity in some areas of concentrated holiday or leisure development, such as Wroxham and Potter Heigham, which gives these areas their particular character and supports the local economy and communities.

Long-term aim

The Broads is maintained as a dynamic, unique and special landscape with its own sense of place and historic significance. The key physical, historic and cultural elements of landscape character are recognised, understood, retained, reinforced and actively managed, while allowing the landscape to continue to evolve and reflect the interactions between people and nature. Traditional and heritage industries such as boat building, agriculture, thatching and millwrighting thrive and wider local traditions, skills, crafts and oral cultures are maintained, recorded and celebrated. Archaeological sites and historic built and cultural assets are recorded, protected and enhanced, halting further degradation and loss and contributing to the integrity of the landscape. The built environment continues to reflect the activities of people living and working in the Broads, embracing traditional and innovative design compatible with the local landscape character and with the needs of social and economic stability and growth. The Earth heritage features of the Broads are recognised and protected and people understand the evolution of our environment over deep time. The sense of tranquillity, wildness and dark skies is protected and enhanced for people to enjoy. At the same time, the bustling nature of some areas is supported and enhanced, in keeping with the overall character of the Broads and the needs of its communities.

Aspiration 5 Improve understanding, protection, conservation and enhancement of the Broads landscape character and distinctive built, cultural, archaeological and geological assets

Focus: Protecting, conserving and enhancing the distinctive landscape character and historic assets of the Broads				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
5.1	Prepare and implement bespoke management plans for identified 'at risk' and locally important heritage assets	Comprehensive Heritage at Risk Register and Broads Local List of heritage assets in place; thematic surveys of local assets for inclusion on National List carried out [HE, BA, parish councils]; Management plans and planning guidance in place for 'at risk' Broads Local List assets, incl. drainage mills and riverside chalets, rolled out to all Broads HAR assets [BA, HE, NCP, mill trusts, asset owners/ developers]	Partner funding; HE/BA heritage team advisors	# new asset groups added to Local and National Lists, # completed asset mgt plans in place for 'at risk' assets

		Built heritage activities implemented under Broads Landscape Partnership Scheme Programme 3: Learning and Future Skills and Programme 4: Historic Landscapes [Broads LPS Board and LPS delivery partners]	HLF LPS funding secured	Broads LPS target data for HLF
5.2	Produce, update and promote local landscape conservation action plans, appraisals and enhancement schemes	Broads Landscape Conservation Action Plan produced and informing Broads Landscape Partnership Scheme, development management and updating of the Broads Landscape Character Assessment [Broads LPS Board, BA]	HLF LPS funding secured	Broads LPS target data for HLF
		Up-to-date Conservation Area designations and guidance in place; 'villagescape' enhancement plans (e.g. neighbourhood plans, village design statements) identified and developed where appropriate [BA, LAs, parish councils]	Partners	Complete set of Conservation Area designations
5.3	Develop measures to investigate, record and protect local built and cultural features, archaeology and potential hidden heritage (incl. waterlogged assets, waterways history, settlement patterns, WWII remains)	Investigation and interpretation activities implemented under Broads Landscape Partnership Scheme Programmes 1: Interpreting the Landscape, 3: Learning and Future Skills, 4: Historic Landscapes, and 5B: Natural Landscapes [Broads LPS Board and LPS delivery partners]	HLF LPS funding secured	Broads LPS target data for HLF
		Evidence base and policy developed to improve understanding and protection of the Broads' exceptional waterlogged archaeology; Management plan developed [BA, NCC, SCC, HE, NGP]	Partner resources; additional resources required	Increased evidence base, published management plan
5.4	Implement and promote measures to conserve and enhance local geodiversity sites and assets across identified work areas in Norfolk Geodiversity Action Plan	Conservation of five geological SSSIs supported [NE]; Priority designation programme for candidate Norfolk County Geodiversity Site in the Broads funded and taken forward [NGP]; Literature and web-based information produced and promoted, focusing on links between environmental history and climate change, and between local settlement and geological resources [NGP]	Partners	Norfolk GAP action plan targets
Focus: Developing and supporting land management skills and local heritage industries				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
5.5	Expand the longer-term resource of land management and heritage construction and maintenance skills training and qualifications	Activities implemented under Broads Landscape Partnership Scheme Programme 3A: Heritage Construction Skills Training and Programme, and 4: Historic Landscapes, and scope developed for longer-term provision of training and apprenticeship opportunities [Broads LPS Board and LPS delivery partners, Construction Industry Training Board]; Vocational skills training and work	HLF LPS funding in place; HLF partners, BA, CITB,	Broads LPS target data for HLF, # trainees and work experience participants in

		experience opportunities made available [BEEN, FE providers incl. Norwich City/ Easton and Otley/ Lowestoft/ Great Yarmouth colleges, BA]	BEEN partners & FE providers, BIS/BEIS	target schemes
		Advice and practical support made available to local reed and sedge cutters, including equipment, contracts and training initiatives [BA, BRASCA]		BRASCA Action Plan targets
Focus: Reducing the adverse impacts of visual intrusion, noise pollution and light pollution within and adjacent to the Broads to help maintain tranquillity				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
5.6	Build on measures to reduce the impacts on the Broads of visual intrusion and noise and light pollution, and pursue potential for dark sky place status	Scheduled Broads undergrounding wires programme implemented (Share Marshes, Horsefen Marshes 2017/18, South Walsham 2018/19, Cantley by 2020); Applications developed for Beccles Marshes, Share Marshes, Potter Heigham (for delivery 2018/19) [Ofgem/UK Power Networks, BA]	OFGEM	Individual scheme schedules and targets
		Broads dark sky mapping assessment and monitoring in place, and application progressed/achieved for Dark Sky Place accreditation for the Broads [BA]		

E. Building 'climate-smart' communities

Context

The predicted impacts of sea level rise and climate change pose considerable challenges to the future of the Broads' special qualities, and to its local communities and visitors. Based on probable climate projections, over the coming 50 years the Broads is likely to see hotter, drier summers, slightly wetter and warmer winters, streams and the sea getting warmer, increasing mean water levels, more extremes in the intensity and frequency of rainfall and storms, and possibly heatwaves and drought.

Depending on how much our climate changes, impacts are likely to include variations in the distribution of habitats and species, with some net loss of native biodiversity and increasing pressure from invasive non-native species; changes in the visual landscape character, including damage or loss of archaeological and built heritage features; and damage to property and infrastructure. We may also see greater pressures on water resources; changes in agriculture patterns and production; changes to siltation rates and patterns; stimulated plant growth that will require greater management; and changes in tourism patterns and visitor numbers. This will create new challenges and opportunities for land management and use, and strong planning policy will play a key role in supporting ongoing sustainable development in the Broads and wider area.

Minimising the scale of climate change (mitigation) and coping with the inevitable changes that are already coming (adaptation) are closely intertwined.

The emphasis in recent years has perhaps been on mitigation measures, such as carbon reduction planning, which try to ensure the limits of change do not become unacceptable. This does not mean that adaptation planning can be left alone, and we also need to improve our understanding and develop realistic and acceptable management options for the future. We will need to consider how our management decisions may affect our natural ecosystems and the services they provide for people and wildlife, such as flood regulation, clean air, food, energy, fresh water (including drinking water), carbon capture, employment, and health and wellbeing.

In 2016, the Broads Climate Partnership prepared a Climate Adaptation Plan for the Broads¹⁷ and submitted it to Defra as part of the UK National Adaptation Programme. The Plan's main focus is on developing longer-term options for managing water resources and flood risk (also see Section 3A: Managing Water Resources and Flood Risk). In wider terms, the plan proposes the development of an informed and proactive 'climate-smart' approach within our Broads communities. This is about supporting local residents, businesses and visitors to understand the likely changes and impacts ahead, what is being done in response and, importantly, what they can do themselves to reduce greenhouse gas emissions, become more resilient and adaptive to future change and help build a greener economy. Climate-smart' planning also aims to involve people more fully in wide-ranging discussion and decisions about the longer-term future for the communities, landscapes and wildlife of the Broads.

Long-term aim

'Climate smart' planning and action is helping to retain the beauty and value of the Broads as a special place of high quality landscape, wildlife and heritage that provides people with opportunities for recreation, learning, wellbeing, employment and economic sustainability. Local communities are prepared for and resilient to change. Experience of longer-term planning for change is being shared more widely and frequently to support everyone, particularly those more vulnerable and less able to adapt

¹⁷ Broads Climate Adaptation Plan, Broads Authority, 2016.

quickly or easily. Land, buildings, infrastructure, services and working practices are modified to cope with the impacts of sea level rise and changing regimes, including more frequent and more intense weather conditions and changing water levels, and sustainable management of land and water resources is commonplace. Local renewable energy generation is high, using methods that fit into the Broads landscape, and energy efficiency measures and low carbon options are widely chosen. Research is focused on innovative ways to save energy and benefit the local economy.

Aspiration 6 Build the awareness and adaptive capacity of local communities to the challenges of climate change and sea level rise

Focus: Building and sharing concerns, knowledge and practical community level responses to climate change and sea level rise				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
6.1	Develop and promote tailored 'climate-smart' mitigation and adaptation measures, guidance and support to local communities	Broads °Community initiative developed and promoted; interpretation programme developed to raise awareness and promote practical adaptation measures for communities within the Broads and other protected areas; adaptation options included with public strategies/appraisals [Broads Climate Partnership]	Broads Climate Partnership; resources required	Pilot project by 2018; potential roll out in phased programme 2018-20
		Community Resilience Strategies for Norfolk and Suffolk in place and promoted, evolving into becoming more 'climate smart' [NRF, SRF, BA]	LA resources with external funding	# Community Resilience Strategies in place
		Increased provision and promotion of facilities, schemes and incentives that encourage the use of low energy/environmentally friendly schemes through the Green Tourism Business Scheme, The GreenBlue, and green product marketing [LAs, BA, BT, WCOs, LEP]	Partners and business initiatives	Increase in green tourism certification take up
6.2	Commission and coordinate research to inform management approaches to decrease carbon emissions and increase carbon sequestration in the Broads	Research completed and information promoted to raise awareness of the value of well managed peatland ecosystems as carbon sinks, and the impacts of poor water and land management on the ability of peatlands to capture carbon [BA, BCP, BBP]	Academic R&D grants	
		Research and development carried out on renewable energy generation techniques appropriate to the Broads; enhanced, up-to-date information on renewable energy generation options produced and published [LAs, UEA]	Partner and academic R&D grants	kW net increase in renewable energy (BA planning permissions)

F. Offering distinctive recreational experiences

Context

The Broads is a member of National Parks UK. More than seven million people a year visit the area to enjoy a range of outdoor activities from boating, walking, angling and cycling to wildlife watching, photography, and visiting historic and cultural assets such as mills and churches. The area has more than 200km of inland navigable, lock-free waterways and 303km of public rights of way, including three county long distance trails and part of the national England Coast Path trail. The surrounding Norfolk and Suffolk coast, and urban centres that include Norwich, Great Yarmouth and Lowestoft, also provide opportunities for open access and recreation.

There are more than 11,000 licensed boats using the Broads, most privately owned, in all shapes and sizes from small canoes and rowing boats to large motor cruisers and commercial passenger vessels. The hire boat industry, while experiencing a gradual decline in boat numbers since 2010, remains a significant part of the Broads economy. Diversification and improvements in environmental and quality standards, largely in response to changes in traditional holiday patterns and visitor needs, have been crucial to its ongoing survival. Over the past five years, there has been an increasing trend within both hire and private fleets towards bigger boats, particularly motor boats. Conversely, canoeing and rowing are increasingly popular, with the BA boat census recording a rise in small boat movements of around 60% since 2010. Sailing for pleasure, including competitive racing, has been part of the way of life in the Broads since the 19th century, and remains integral to the landscape. These activities are in keeping with the philosophy of quiet recreation, and they rely on good access to and onto the water, shore side facilities, and an emphasis on attracting young and new users to waterways activities.

Angling is another major contributor to the local and regional economy, and the Broads offers some of the best coarse fishing in England. Key areas of management focus in the Broads Angling Strategy (2013) are fisheries management and ecology, access to the water's edge, information and environmental education, and urban fishery development. Taking the strategy forward will, however, require new sources of funding and strong partnership working between the Environment Agency, Broads Angling Strategy Group and other interests. Wildfowling and other field sports also make a contribution to recreation, conservation and land management in the Broads.

Land-based recreation ranges from the passive, such as simply sitting at a riverside viewing point admiring the view, to more active pursuits such as cycling, horse riding or visiting local amenities and sites of interest. Recent visitor surveys confirm that walking is extremely popular, and the area benefits from circular and short walks to from long distance trails including the Angles Way, Weavers Way and Wherryman's Way. Recent additions to the Norfolk/England Coast Path have brought a National Trail to the Broads for the first time. Significant reductions in local authority budgets in recent years are, however, having an impact on rights of way and footpath maintenance programmes.

The appeal of the local wildlife, notably birds, is seen as highly relevant to boosting visitor demand throughout the year, and access to core areas is provided by a range of organisations and individuals. There is always a need to resolve the potential conflict between visitor activity that could damage fragile habitats or disturb wildlife, and opportunities to access and appreciate these special places. In terms of wider access, a lack of visibility of the water and wetland to land-based visitors sometimes means they do not experience the true essence of the Broads, and the rivers and extensive drainage channels can mean long diversions to reach crossing points such as bridges and ferries.

Proposals to improve access to and around the Broads, linked to destination points, services and sustainable transport, were identified following an audit of existing resources. Implementing potential projects to upgrade and extend moorings and land access often depends on gaining realistic landowner agreements, and on having

sufficient resources, both to carry out the projects and maintain the overall network in the longer term. In terms of transport, the majority of visitors to the Broads still arrive by car. In some areas, particularly 'honeypot' sites that attract a lot of people, this can increase seasonal traffic congestion and demand for parking, and create a contradictory impression to visitors who expect the Broads to be tranquil. Access, transport and local plans identify the need to promote investment in public transport improvements, including passenger transport, walking and cycling facilities, seasonal road and water bus services and boats between rail stations, town centres, tourist attractions, and moorings, and bespoke provisions such as a Broads Hopper bus service.

Long-term aim

The value of the Broads as a place for escape, adventure, enjoyment, inspiration and reflection for people of all ages and abilities is recognised and treasured. The area continues to offer a wide range of high quality, distinctive and memorable activities and events on water and on land, in suitable locations and in harmony with the special status and qualities of the Broads National Park and its communities. The long-standing tradition of boating remains integral to the Broads recreational offer, alongside other popular pursuits of angling, walking, cycling and experiencing the rich natural and cultural assets of this wetland landscape. Year-round tourism is managed at environmentally and socially sustainable levels, contributing to a thriving local economy and secure employment base and meeting green tourism business standards. Physical access on land and between land and water is managed sensitively to maximise the social, educational and health benefits of open space to all, while ensuring the resource itself is not degraded. Where possible, improvements have been made to the network, connectivity and use of access routes, linked to visitor destination points and sustainable transport.

Aspiration 7 Provide opportunities for distinctive recreational experiences in harmony with the special qualities of the area

Focus: Maintaining and enhancing the integrated physical access network to and around the Broads and between land and water, linked to visitor facilities				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
7.1	Develop and implement schemes to upgrade and improve the network of access points and routes (where adverse effects can be prevented), linked to visitor facilities and including easier access for people with mobility and sensory needs	Updated audit completed on land access to Broads viewpoints (access from moorings to facilities, services and public transport links, and across rivers and to/alongside water, access for people with mobility and sensory needs); projects to improve/create access developed and implemented [BA, NCC, SCC, RWSP]	Partners; additional resources required	Broads IAS targets, NCC ROWIP targets
		Improved and new small craft launch facilities in place, linked to craft hire points and published trails [BA, boat hire operators]; existing BA 24-hour free mooring network maintained and new moorings/ stopping points (incl. wild/quiet moorings and commercial moorings) in place at priority locations [BA]	BA; additional resources required	BA maintenance & repair /10-yr repiling targets / Broads IAS targets

		County Cycling and Walking Action Plans and initiatives implemented; new /upgraded priority cycle routes and cycle hire provision schemes developed (incl. Three Rivers Way cycle route and Norfolk Trails) [NCC, SCC, BA, RSPB/SE]; improved, safe circular horse riding routes identified, implemented and promoted through County Rights of Way Improvement Plans (ROWIPs) and Broads Integrated Access Strategy (IAS) [NCC, BA]	Partners & partnership schemes	NCC ROWIP targets, coastal path sections completed by 2020, Broads IAS targets,
		River Wensum Strategy (RWS) implemented to improve access and facilities to and alongside river (incl. new moorings, small craft launch facilities and footpath improvements linking Norfolk Trails through Norwich to the Broads) [Norwich CC, BA, EA]		RWS action plan targets
		Physical access projects implemented under Broads Landscape Partnership Scheme Programme 2: Exploring the Landscape, incl. landscape/mills trail and access improvements to Weavers Way and Wherryman's Way [Broads LPS Board and LPS delivery partners]	LPS partners; HLF funding secured	Broads LPS target data for HLF
7.2	Implement measures to improve the network provision of riverside facilities, incl. refuse and recycling services, electric power points, water and pump out	Working agreements established and improved strategic network of refuse and recycling facilities in place across the Broads [BA, LAs, local industry]; network of solar and electric boat charging points maintained and extended [BA]		
Focus: Coordinating and implementing a year-round programme of activities relating to Broads themes, products and places				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
7.3	Maintain, develop and promote a coordinated and year-round programme of activities (taking measures to prevent any adverse impacts)	Broads presence promoted through annual and year-round programme of events, incl. Broads Outdoor Festival, Outdoors in the Broads, Walkability, Royal Norfolk Show, community festivals and seasonal events [BT, BA, DMOs, NGOs]	Partners; additional resources required	# and spread of events; visitor attendance at targeted events
		Water-based opportunities promoted to land-based recreational users (incl. boat trips and day boat hire) and vice versa (incl. walking and cycling offer); high profile wildlife experience/ cultural heritage/dark skies itineraries, events and packages created and promoted, linking into nearby coastal, city and town visitor offers [BT, BA, HBOs, TBs, WCOs, LAs, NGOs]	Partners, New Anglia LEP	Boat trip numbers; boat movements (BA census), #new itineraries/packages

		Recreational activities implemented under (a) Broads Landscape Partnership Scheme Programmes 1-6, in particular 'Gateways to the Broads' and 'Going the Extra Mile' [Broads LPS Board and LPS delivery partners] and (b) Hoveton Wetland Restoration Project [NE]	(a) HLF funding secured; (b) funding secured	Broads LPS target data for HLF; Hoveton project targets
7.4	Implement Broads Angling Strategy action plan through partnership working and securing of additional resources	Secured additional resources and partnership agreements for angling in place and Broads Angling Strategy Action Plan implemented [EA, BAT, BASG , community groups]	EA; additional resources required	Broads Angling Strategy targets

G. Raising awareness and understanding

Context

Tourism is a major product in the local economy of the Broads National Park and wider economy of the East of England, bringing in nearly £600m a year and supporting more than 7200 jobs (full-time equivalent). The attractions of the Broads also recognise the significant appeal of the surrounding area. This includes the historic city of Norwich, the bustling market towns of Beccles and Bungay in the Southern Broads, the popular seaside resorts of Great Yarmouth and Lowestoft, and the sweeping stretches of the North Norfolk coast, part of which is designated as an Area of Outstanding Natural Beauty.

The Tourism Strategy for the Broads¹⁸ focuses on activities that help develop, manage and promote high quality, year round sustainable tourism, with consequent benefits for local communities and conservation. The strategy's main objectives are to raise awareness of the Broads as a unique wetland National Park, based on its waterways, heritage, landscape and wildlife; to strengthen the variety, quality and distinctiveness of the tourism offer and generate visits throughout the year; and to stimulate the manage the flow of visitors around the Broads, encouraging exploration and environmentally friendly tourism.

During this Broads Plan period, cuts in public sector budgets will continue to impact on support for tourism marketing, management and infrastructure. Stronger engagement and partnership working between local authorities, tourism-related businesses and private sector agencies will be vital in supporting the tourism industry. Recognised issues include a lack of adequate visitor facilities in some areas; inconsistent quality of accommodation and catering; and labour, skills and volunteer shortages. Opportunities include private sector interest in sponsorship, and a growing public interest in special interest or 'experience' events and itineraries, particularly focused around wildlife and cultural heritage. The primary target markets for the Broads include domestic visitors on short breaks, couples and families on longer holidays, and day visits by local residents and coastal holidaymakers. There is also forecast growth in other markets in the UK and further afield, such as young independent travellers, groups, people with special needs, and overseas visitors, particularly from near European countries like the Netherlands and Germany.

Consistent and coordinated messages about the area help to strengthen visitor understanding, awareness and enjoyment, both before and during their visit. This prompted the Broads Authority's resolution, in 2015, to brand the area as the 'Broads National Park', to promote more clearly the area's National Parks UK membership credentials and special qualities. As noted earlier in this plan, this decision does not change the Authority's statutory purposes, or the legislation for the management of the Broads, in any way. While the Broads may mean different things to different people, it is hoped that this unifying brand and key messages will help create an overall feeling about the area that captures its essence and value, places it in peoples' minds, and makes them want to be part of it and care for it.

Long-term aim

The Broads is recognised and celebrated locally, nationally and internationally as a distinctive member of the UK National Parks family, as an extensive, lock-free inland waterway and as one of Europe's finest and most important lowland wetlands. Local tourism businesses take a proactive and coordinated approach to marketing the area within its wider regional, national and international setting. They work together to maintain high quality and environmentally sustainable standards and contribute to visitor awareness of and enthusiasm for the Broads' waterways, heritage, landscapes and wildlife. Clear, consistent and high quality information is readily available in a range of

¹⁸ Tourism Strategy and Destination Marketing Management Plan for the Broads (2016-20)

formats and styles to help visitors and local people from all walks of life and of all ages and abilities to understand, respect, enjoy and benefit from the special qualities of the area. The natural, built and cultural heritage and traditions that reflect the character of the Broads are recognised, understood, documented and promoted through a variety of means that make it accessible to all.

Aspiration 8 Strengthen and promote key messages and tourism offer in keeping with the area's status, special qualities, history and traditions

Focus: Improving and promoting integrated multimedia information and interpretation to attract visitors and assist them during their visit				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
8.1	Develop integrated, multimedia communications to boost local community and visitor awareness and appreciation of the special qualities of the Broads National Park	Updated, comprehensive visitor destination website (Enjoy the Broads) in place, linked to destination websites at local to international level; integrated, multimedia destination marketing campaigns and events carried out featuring Norfolk, Suffolk, East Anglia, UK waterways and UK National Parks; Broads National Park brand guidelines produced and made available [BA, BT, DMOs, BMF, NA LEP]	Partners; additional resources required	Broads Tourism Strategy 2016-20 indicators, BA social media metrics, survey data
		Cultural and natural heritage interpretation activities implemented under (a) Broads LPS programme 1: Interpreting the Landscape [Broads LPS Board and LPS delivery partners] and (b) Hoveton Wetland Restoration Project [NE]	(a) HLF funding secured; (b) funding secured	(a) Broads LPS target data for HLF; (b) Hoveton restoration project targets
8.2	Maintain and upgrade the range and provision of multimedia and 'point of need' visitor information and interpretation	Broads information presence maintained at visitor centres and hubs, incl. yacht stations, TICs, gateways and key sites; Visitor newspaper, trail/location maps, interactive tools, creative projects (e.g. drama, film) produced and made available; Wifi in place at BA yacht stations and information centres; Availability and range of information on easy access in the Broads improved [BT, BA, LAs, DMOs, TBs, RSPB, NWT, SWT, Broads LPS Board and LPS delivery partners]	Partners	BA visitor centre usage, print distribution numbers, social media metrics
Focus: Supporting high quality, environmental standards in local tourism and strengthening tourism staff resources and skills				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators

8.3	Implement industry-based measures to strengthen the quality and distinctiveness of the Broads tourism offer, including careers and skills training	Systems in place to assess and guide quality and environmental sustainability standards and local distinctiveness in local tourism provision, incl. quality assurance certification/ award schemes and visitor feedback sites [BA, BT, TBs, NA LEP]	Grant funding via BT Marketing Plan, partner funding, NA LEP	Visitor feedback survey data, # quality/ certification schemes in place
		Tailored tourism staff training programmes and events made available through hire boat operators and tourism businesses; initiatives developed and made available to young people wishing to pursue tourism-related careers [DMOs, BT, TBs, BHBf, NA LEP, BA]	Business resources, NA LEP	Visitor feedback survey data, # training courses / # young people entering industry

H. Connecting and inspiring people

Context

The Broads executive area straddles parts of six district authority areas: Broadland, South Norfolk, North Norfolk, Great Yarmouth, Norwich and Waveney. The Broads Authority is the local planning authority in the Broads, while the district councils retain all other local authority powers and responsibilities. Norfolk County Council and Suffolk County Council are the county planning authorities for their respective part of the Broads, with responsibilities that include minerals and waste planning.

Regeneration, new development and diversification are essential in helping to sustain and strengthen the social and economic vitality of an area. In the Broads, the Authority uses spatial planning policies to help preserve and improve the quality of the built environment, while also protecting and enhancing the area's natural resources, wildlife, waterways, landscape character and historic environment. Planning must also be responsive to changes in development growth, climate change, population growth and mobility, agriculture and land use, technology, the economy and wider governance, including the impacts of the UK's departure from European Union.

The ongoing squeeze in public sector finances, and the sluggish recovery of the national economy, is impacting on the Broads as elsewhere. Agriculture, tourism and the leisure marine industry, all significant contributors to the local economy, will have to continue to diversify and change their practices to survive, with implications for the use and management of land and buildings. The Broads is close to urban areas identified as growth locations within Eastern England¹⁹, including Norwich, Great Yarmouth and Lowestoft, all key gateways to the Broads. The Greater Norwich Joint Core Strategy allocates 33,000 new homes within the Norwich Policy Area between 2008 and 2026. Some of the key development sites, such as Rackheath, are very close to the Broads executive boundary. The planned development and regeneration will help to attract and retain business investment, contribute towards local services and infrastructure improvements, and support a higher quality of life. However, growth at this scale is not without environmental impact; the Broads is a valuable asset in terms of providing green infrastructure, enhancing the wider area and helping to manage and divert visitor pressures.

Around 6,350 people live within the Broads. Housing supply tends to be fairly static, with average house prices considerably higher than in many other parts of Norfolk and Suffolk and a high degree of second home ownership and holiday accommodation. As a result, new permanent housing is at a premium and young and newly formed households, particularly those working in low wage industries, often cannot afford to buy on the local housing market. Local planning authority partners have been working on developing policies and projects that support housing need in appropriate locations, with each authority setting its housing targets. The Strategic Housing Market Assessment for Central Norfolk (as at 2016) has calculated that 320 new dwellings are needed for the whole of the Broads executive area by 2036, and this is being addressed through the emerging Broads Local Plan.

The Vision for English National Parks and the Broads²⁰ encourages the National Parks family to support people from all walks of life, ages and abilities to experience and enjoy these special landscapes at first hand. Often a lack of physical or cultural access, information or simply motivation means that local people feel disconnected from the countryside on their doorstep. Creating, providing and promoting accessible, informative and inspirational opportunities for recreation, learning, health and wellbeing can

¹⁹ Strategic Economic Plan, New Anglia LEP, 2014.

²⁰ Vision and Circular for English National Parks and the Broads, Defra, 2010.

motivate people to 'go the extra mile' and reconnect, or perhaps connect for the first time, with all that the Broads has to offer.

The Broads National Park is a wonderful outdoor resource for environmental education and outreach, as a 'classroom without walls'. Raising awareness and understanding, particularly among young people, is a key focus in the Government's 8-Point Plan for England's National Parks (2016). While a long-term aim is that the Broads will be 'a source of enjoyment, learning and personal development for every child in Norfolk and Suffolk during their school career'²¹, the Authority and its education partners have been focusing very limited resources where they are likely to have most impact, particularly for young people who might otherwise not have a chance to experience the Broads. The Broads Education Strategy²² identifies the need to increase resources and expand education and outreach in the Broads. This will build on established school-based activities and wider outreach, and link into a range of new projects for young people being developed through the Broads Landscape Partnership Scheme.

Long-term aim

Strong planning frameworks and cross-boundary cooperation between local authorities provide vibrant opportunities for economic, social and environmental sustainability, regeneration and diversification in ways that continue to protect and enhance the distinctive character and assets of the Broads and support thriving local communities. People from all walks of life and all ages and abilities, particularly young people, disadvantaged people and people with disabilities, have opportunities to connect or reconnect with the Broads on their doorstep and 'go the extra mile' for recreation, learning, and physical and mental health and wellbeing. Mainstream and extra-curricular educational opportunities make use of the area's natural and cultural assets and inspire and motivate young people as part of lifelong learning. People feel actively involved in making decisions about the future of the Broads, and local communities, businesses and visitors are able to contribute in practical ways to the management and enjoyment of the area. Volunteering provides beneficial opportunities for enjoyment, wellbeing and enhancing life skills and is recognised as a valuable resource in caring for the Broads.

Aspiration 9 Facilitate development growth within and adjacent to the Broads, while avoiding adverse impacts on the area's special qualities

Focus: Supporting sustainable spatial development through planning policy and cross-boundary cooperation				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
9.1	Update and adopt Broads spatial planning policies and site specific allocations to support local business, housing need, community facilities and transport	(i) Broads Local Plan to 2036 prepared and adopted by 2018, including agreed site allocations and response to Broads Objectively Assessed Housing Need, and supported by planning pre-application service [BA]; (ii) Formal consultation framework, protocol and guidance completed by 2018 and in use by prescribed local 'duty to cooperate' bodies [LPAs]	(i) BA (ii) LPAs	NPA planning targets, Duty to Cooperate framework principles

²¹ Vision for the Broads, Broads Plan, Broads Authority, 2011

²² Broads Education Strategy 2017-22, Broads Authority, 2017

	choices, and to ensure development occurs within environmental limits	Appropriate priority locations for improved broadband and mobile phone coverage identified and promoted to influence national network improvement programmes [NCC, SCC, BT]	Partnership schemes (Better Broadband for Norfolk/ Suffolk)	BBFN and BBFS programme targets
9.2	Develop comprehensive approach to enhancing sites that are strategically important for their heritage or green infrastructure value	Comprehensive site masterplans and funding bids developed to support proposals for strategic sites with a significant built, cultural, natural heritage or community green infrastructure value, e.g. How Hill, Whitlingham Country Park, Hoveton Riverside Park [BA, LPAs, HHT, WCT]	Partners, additional resources required	Individual site plan targets to be developed

Aspiration 10 Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment

Focus: Developing motivational, participatory activities to connect local communities and visitors with the Broads environment

Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
10.1	Widen the range of active and entry level/ taster initiatives that promote physical and mental health and wellbeing, based in the Broads' natural environment	'Try it out' activities implemented through: (a) Broads Landscape Partnership Scheme Programmes 1-6, incl. 'Gateways to the Broads' and 'Go the Extra Mile' [Broads LPS Board and LPS delivery partners]; (b) community and business-led initiatives, e.g. Paddle for a Pound, Fishing for Life [Local community/amenity groups and businesses]	(a) HLF funding secured; (b) Local groups and businesses	Broads LPS target data for HLF
		Community health and wellbeing initiatives using the Broads natural environment as a resource in place and actively promoted, e.g. Be Well in the Wild [SCC], Active in Nature [RSPB/SE], Green Gym [TCV], Green Care in the Parks [NPE] and other local initiatives [local authorities, businesses, academic institutions]	Partners, additional resources required	# events and participants, NHS wellness statistics (to be determined)
10.2	Offer a flexible range of practical volunteering programmes, events and training, and establish a	More flexible and diverse range of volunteering opportunities and associated skills training/ leadership schemes made available; succession plan in place to maintain longer-term volunteering resource [BA, RSPB, NWT, SWT, VN, TCV, local groups]	Partners	NPA (BA) volunteer numbers and £ value

	longer-term succession strategy	Volunteering opportunities implemented under Broads Landscape Partnership Scheme Programme 3D: Broads Young Rangers and 3E: People Engagement [Broads LPS Board and LPS delivery partners]	HLF funding secured	Broads LPS target data for HLF
10.3	Increase the scope for partnership fundraising and other income generation initiatives to support Broads-themed projects	Income generation sources supported and promoted, incl. corporate sponsorship, National Park Partnership initiatives, Love the Broads visitor giving scheme, retail sales [BA, Broads Trust, BT, NPE, NA LEP , trusts and charitable bodies]	Partners	Love the Broads income/ # business sign ups; new income generation
Focus: Offering inspiring learning opportunities for young people, including those from disadvantaged backgrounds				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
10.4	Improve the capacity of the Broads Environmental Education Network (BEEN) to develop and run educational programmes and events for local schoolchildren	Enhanced range of environmental education schemes, activities and resource tools produced and promoted to local schools, incl. updated, extended sets of Broads Curriculum materials, teacher training and teacher conferences [BEEN partners]	BEEN + education partners	# participants in target schemes
		Schools-based educational opportunities implemented under Broads Landscape Partnership Scheme Programmes [Broads LPS Board and LPS delivery partners]	HLF funding secured	Broads LPS target data for HLF
		Opportunities developed for external funding, sponsorship, trained volunteer supervisors and other means to boost capacity to run/support outreach educational activities [BA, BEEN]	Partners	Level of new funding/ trained manpower resource in place
10.5	Develop and run motivational outreach activities and award schemes for young people, including those from disadvantaged backgrounds, focusing on life and work skills training and practical experience	(a) Annual outreach programmes, initiatives and motivational incentives in place, incl. John Muir Award programme, Forest Schools, Broads Discovery Days; training programmes for partners established and implemented [BEEN and other educational partners]; (b) Scope for outreach/award schemes (e.g. National Citizen Service) and apprenticeship schemes/Apprenticeship Levy developed through partnerships, incl. Broads LPS [BA, Broads LPS Board and LPS delivery partners]	Partners, NCS Trust	# participants in target schemes, participant feedback
		Youth engagement activities implemented under Broads Landscape Partnership Scheme Programmes 3B & 3C: Learning and Future Skills [Broads LPS Board and LPS delivery partners]	HLF funding secured	Broads LPS target data for HLF

Broads Plan partners

Many organisations, groups and individuals contribute to the planning and implementation of actions in the Broads Plan, including those listed below. This is not an exhaustive list, and numerous others help to care for the Broads.

Anglian Water is a landowner and provides a water supply to much of the Broadland catchment and sewerage services throughout the catchment.

The **Broadland Catchment Partnership** aims to improve the water environment and provide wider benefits for people and nature through a coordinated catchment-based approach. The BCP is co-hosted by the Broads Authority and Norfolk Rivers Trust. Partners include Anglian Water, Environment Agency, Essex & Suffolk Water, NFU, Natural England, Norfolk County Council, Norfolk FWAG, Norfolk Wildlife Trust, River Waveney Trust, RSPB, Rivers Trust, Suffolk County Council, Suffolk FWAG, Suffolk Wildlife Trust, UEA and Water Management Alliance.

The **Broads Authority** has a statutory duty to conserve the natural and cultural heritage of the Broads, promote its understanding and enjoyment, and protect the interests of navigation. It is the local planning authority and a harbour and navigation authority. (Also see section 1.2)

The **Broads Biodiversity Partnership** seeks to improve biodiversity through a coordinated approach. The group is hosted by the Broads Authority. Partners include Norfolk Wildlife Trust, Suffolk Wildlife Trust, RSPB, Butterfly Conservation, Dragonfly Society, Anglian Water, Environment Agency, Essex & Suffolk Water, Natural England, Norfolk County Council, River Waveney Trust, Suffolk County Council, UEA and Water Management Alliance.

The **Broads Climate Partnership** is a high-level forum to coordinate debate about climate change and sea level rise issues and options for the Broads. Its members include the Broads Authority, Environment Agency, Natural England, National Farmers Union, local authorities and the University of East Anglia.

The **Broads Environmental Education Network (BEEN)** involves around 40 organisations such as education bodies, charities, businesses and visitor attractions, all with a common goal to improve people's understanding of the Broads. It supports the development of 'Broads Curriculum' online education resources for schools.

The **Broads Forum** acts as a reference group for advice and comment on strategic aims and objectives for the Broads. It promotes closer liaison and understanding between various bodies and organisations with an interest in the Broads and its wider catchment. (See membership list below).

The **Broads Land Management Service** is a 'one stop shop' where conservation bodies working in the Broads can offer advice to landowners through agricultural advisors and services. Partners include the Broads Authority, Natural England, Norfolk FWAG, RSPB and the local Wildlife Trusts.

The **Broads Local Access Forum** is a semi-independent body established under the Countryside and Rights of Way Act. It advises the Broads Authority on improving and promoting public access to land within the Broads and adjacent parts of Norfolk and Suffolk.

Broads Tourism acts as a forum for local tourism businesses. It aims to promote the Broads as a high quality, 'green' visitor destination through quality standards, staff training and clear, coordinated messages that define the area's status and special qualities.

District Councils: The Broads Executive Area straddles six District Council areas: **Broadland, Great Yarmouth, North Norfolk, Norwich, South Norfolk** and **Waveney**. The councils provide a range of community services including housing, planning, and waste collection and recycling. The coastal councils are also coastal erosion risk management authorities.

Within the Broads area, the **Environment Agency** is responsible for water quality and resources, fisheries, conservation and ecology, and for the regulation of major industry, including waste, and the treatment of contaminated land. It is also responsible for managing flood risk from main rivers, reservoirs, estuaries and the sea.

Essex & Suffolk Water is a landowner, and supplies water to parts of the south and east of the Broads catchment.

The **Greater Norwich Development Partnership** involves Broadland, Norwich and South Norfolk councils working together on a Joint Core Strategy

(JCS), setting out a long-term vision and development objectives for the area. The Broads Authority executive area extends into the JCS area and must be regarded in that strategy.

Historic England is a public body offering expert advice on heritage issues and promoting the wider conservation of the historic environment. English Heritage, as a new independent charity, oversees the National Heritage Collection of historic properties.

Internal Drainage Boards are independent public bodies responsible for managing water levels in low-lying areas. As the district land drainage authorities, IDBs supervise land drainage and flood defence works on ordinary watercourses.

Lead Local Flood Authorities manage the risk of flooding from surface water, groundwater and ordinary watercourses and lead on community recovery. Norfolk County Council and Suffolk County Council are LLFAs.

The **National Farmers Union** champions British farming and provides professional representation and services to its farmer and grower members. 'Why Farming Matters to the Broads' sets out an NFU vision to support and encourage a sustainable future for the Broads.

The **National Trust** is a charity working to preserve and protect historic places and spaces. It is one of the UK's largest landowners and owner of a large number of heritage properties, including historic houses and gardens, industrial monuments, and social history sites.

Natural England aims to enhance England's wildlife and landscapes and maximise the benefits they bring to the public. It focuses on agri-environment land management, habitat and landscape conservation, coastal public access and National Trails, and conservation designation.

New Anglia Local Enterprise Partnership works with businesses and public sector partners to help grow jobs in Norfolk and Suffolk. The two counties are global leaders in life sciences, food and agriculture and the 'all energy' sector. The LEP is also the Government's Green Economy Pathfinder leader.

The **Norfolk Biodiversity Partnership** has a shared vision for the conservation, enhancement and restoration of the county's biological diversity.

The **Norfolk Coast Partnership** and the **Suffolk Coast & Heaths AONB Partnership** are designated as outstanding landscapes whose distinctive character

and natural beauty are so precious that it is in the nation's interest to safeguard them. Part of the Norfolk Coast AONB overlaps with the Broads Authority executive area.

Norfolk County Council and **Suffolk County Council** are responsible for a wide range of public services in their respective counties including social care, public safety, roads and transport, education, environment and waste management. As highway authorities, their responsibilities include public rights of way for the Broads.

The Norfolk Geodiversity Partnership records, conserves and promotes appreciation of the county's geological and geomorphological diversity, through the Norfolk Geodiversity Action Plan.

Norfolk Wildlife Trust and **Suffolk Wildlife Trust** are charities working to protect and enhance county wildlife and wild places including reserves, and promote environmental education. Norfolk Wildlife Trust is the oldest Wildlife Trust in the country.

Parish councils: There are 91 parish councils partly within the Broads Authority executive area. They are the level of government closest to the community, representing local interests, delivering services to meet local needs and working to improve community life and wellbeing.

The **RSPB** is Europe's largest nature conservation charity. It works across the UK to protect special places for wildlife, save species from extinction and create opportunities for people to experience and help protect wildlife and nature. It does this through its network of nature reserves, land management on third party sites, promoting environmentally policies and principles, and environmental campaigns and education.

The **Whitlingham Charitable Trust** was set up in 1988 to manage Whitlingham Country Park as an open place where the public can enjoy quiet pursuits in a rural environment. The Broads Authority has responsibility for the day-to-day management of the Park and the Flint Barn visitor centre. Norfolk County Council manages the water space and the Outdoor Education Centre.

Wild Anglia Local Nature Partnership aims to enhance the natural environment of Norfolk and Suffolk through effective partnership working with business and communities.

**The following interests are represented
on the Broads Forum**

([www.broads-authority.gov.uk/
broads-authority/committees/broads-forum](http://www.broads-authority.gov.uk/broads-authority/committees/broads-forum))

Association of Inland Drainage Authorities
Barton Turf Adventure Centre
British Association for Shooting and Conservation
British Rowing
British Water Ski Federation
Broads Angling Strategy Group
Broads Hire Boat Federation
Broads Local Access Forum
Broads Reed and Sedge Cutters Association
Broads Society
Broads Tourism
Canoe England
Country Landowners Association
East Anglian Waterways Association
Eastern Region Rowing Council
Eastern Rivers Ski Club
Easton College
Friends of the Earth
Horstead Centre
How Hill Trust
Inland Waterways Association
Museum of the Broads
Nancy Oldfield Trust
National Farmers Union
National Trust
Norfolk and Suffolk Boating Association
Norfolk Archaeological Trust
Norfolk Association of Local Councils
Norfolk Heritage Fleet Trust
Norfolk Schools Sailing Association
Norfolk Wherry Trust
Norfolk Wildlife Trust
Norfolk Windmills Trust
Oulton Broad Sports Centre
Oulton Broad Users Enterprise

Ramblers Association
Royal Yachting Association
RSPB
Sport England
Suffolk Association of Local Councils
Suffolk Wildlife Trust
Sustrans
The Conservation Volunteers
Visit East Anglia
Visit Norfolk
Visit Norwich
Where to go in North Norfolk
Wherry Yacht Charter Charitable Trust
Yare Users Association

Abbreviations and links used in actions tables

AINA	Association of Inland Navigation Authorities
ALARP	'As low as reasonably practicable', used in risk management safety systems
AONB	Area of Outstanding Natural Beauty
AW	Anglian Water
BA	Broads Authority
BASG	Broads Angling Strategy Group
BAT	Broads Angling Trust
BBP	Broads Biodiversity Partnership
BC	British Canoeing
BCP	Broadland Catchment Partnership
BEEN	Broads Environmental Education Network
BEIS	Dept. for Business, Energy & Industrial Strategy
BESL	Broadland Environmental Services Ltd
BHBF	Broads Hire Boat Federation
BIS	Dept. for Business, Innovation & Skills
BMF	British Marine Federation
BRASCA	Broads Reed and Sedge Cutters Association
Broads IAS	Broads Integrated Access Strategy
Broads LPS	Broads Landscape Partnership Scheme
BT	Broads Tourism
CAMS	Catchment Abstraction Management Strategy
CFE	Campaign for the Farmed Environment
CFMP	Catchment Flood Management Plan
CPE	Coastal Partnership East
CS	Countryside Stewardship
CSF	Catchment Sensitive Farming
DMO	Destination Management Organisation
EA	Environment Agency
ESW	Essex & Suffolk Water
FE	Further Education
FWAG	Farming & Wildlife Advisory Group
GYBC	Great Yarmouth Borough Council
HBO	Hire Boat Operators
HE	Historic England
HHT	How Hill Trust
HLF	Heritage Lottery Fund
IDB	Internal Drainage Board
LA/LPA	Local Authority / Local Planning Authority
MMO	Marine Management Organisation
NA LEP	New Anglia Local Enterprise Partnership
NBIS	Norfolk Biodiversity Information Service
NC / SC	Norfolk Constabulary / Suffolk Constabulary
NCC	Norfolk County Council
NCS	National Citizen Service
NE	Natural England
NCP	Norfolk Coast Partnership
NGO	Non-Governmental Organisation
NGP	Norfolk Geodiversity Partnership
NNNSI	Norfolk Non-Native Species Initiative
Norwich CC	Norwich City Council
NP/NPA	National Park / National Park Authority
NPE	National Parks England
NR	Network Rail

NRF / SRF	Norfolk Resilience Forum / Suffolk Resilience Forum
NRT	Norfolk Rivers Trust
NSBA	Norfolk and Suffolk Boating Association
NSPG	Norfolk Strategic Planners Group
NWSF	Norfolk Water Safety Forum
NWT	Norfolk Wildlife Trust
RDPE	Rural Development Programme for England
RWSP	River Wensum Strategy Partnership
SAC	Special Area of Conservation
SCC	Suffolk County Council
SE	Sport England
SFRA	Strategic Flood Risk Assessment
SMP	Shoreline Management Plan
SNC	South Norfolk Council
SSSI	Site of Special Scientific Interest
SWMP	Surface Water Management Plan
SWT	Suffolk Wildlife Trust
TBs	Tourism businesses
TCV	The Conservation Volunteers
UEA	University of East Anglia
VN	Voluntary Norfolk
WCO	Wildlife, heritage and conservation bodies
WCT	Whitlingham Charitable Trust
WFD	Water Framework Directive
WSF	Water Sensitive Farming

Links – to be added

FINAL DRAFT

State of the Park monitoring

State of the Park data provides a snapshot of change in a protected area over time. The 15 indicator sets below will help inform the planning, implementation and review of the Broads Plan and related plans, programmes and policies. We also have the advantage of the detailed Broads National Character Area profile²³, which encompasses almost all of the Broads Authority executive area as well as a wider area of influence. Natural England's aim is to refresh the NCA periodically as new information becomes available to them.

Ref	Indicators (for Broads executive area unless otherwise stated)	Current status	*Date	*Trend	Data source
1	(a) % length of water courses with 'high' or 'good' ecological status; (b) % of water courses with 'moderate' ecological status	Data awaited	2016	Data awaited	Natural England (MEOPL)**
2	(a) % of SSSI Land in 'favourable' condition (b) % of SSSI Land in 'unfavourable but recovering' condition	(a) 63% (b) 28%	2016	88% in 'favourable or recovering' condition	Natural England (MEOPL)**
3	Extent of (Section 41) priority habitat: (a) % in BA Executive Area; (b) % in NCA	a) 59.2% b) 35.6%	2016	Data awaited	Natural England
4	Priority species: (a) Swallowtail butterfly: Observed number at 9 transect sites; (b) Booming bittern: Observed min/ max number	(a) 92 (b) 17/22	2016	(a) 76 (b) 20/25	UK Butterfly Monitoring Scheme (Norfolk)
5	Invasive species: Number of mink trapped (Norfolk Mink Project): (a) Bure, (b) Wensum, (c) Waveney, (d) Yare	(a) 8 (b) 11 (c) 0 (d) 13	2016	(a) 30 (b) 5 (c) 0 (d) 21	Norfolk Mink Project
6	Navigation: Depth of rivers and water bodies (% non-compliance with agreed specifications)	Data awaited GIS 2017	Feb 2017	April 2014 30.20%	Broads Authority
7	Light pollution and dark skies: Extent of area in (a) two darkest categories and (b) two brightest categories (nanowatts/cm ² /sr)	(a) 64.6% (b) 0.2%	2016	No comparative data	Campaign to Protect Rural England
8	(a) Number of Listed Buildings 'at risk' conserved [and total number of LBs 'at risk']; (b) Number of Scheduled Monuments 'at high or medium risk' conserved [and total number of SMs 'at high or medium risk']	(a) 3 [26] (b) 1 [1]	3-year average to 2016	(2011/12 only) (a) 7 [37] (b) 0 [4]	Historic England, Broads Authority
9	Tourism sector (Broads Area of Influence): (a) Visitor numbers; (b) Visitor direct spend (c) Economic impact; (d) Jobs dependent	(a) 7.4m; (b) £431m; (c) £584m; (d) 7245	2015	(a) 7.3m; (b) 289m; (c) 469m; (d) 4881	Scarborough Tourism Economic Activity Monitor

²³ Natural Character Area profile: 80. The Broads, Natural England, 2015

10	New media: (a) BA corporate website: Users [% new visitors]; (b) 'Enjoy the Broads' visitor website: Users [% new visitors]; (c) Facebook metrics (awaited)	(a) 153,739 [61.4%] (b) 180,584 [80.1%] (c) awaited	1 year to Feb 2017	Comparative data awaited	Broads Authority
11	% schools within 5m buffer using the Broads for 'Learning Outside the Classroom' experiences at least once a year	New indicator	n/a	No comparative data	Broads Authority
12	Registered boats on the Broads: (a) Hire motor craft (b) Hire sailing/rowing craft and houseboats; (c) Private motor craft; (d) Private sailing/rowing craft and houseboats	Total: 11,946 (a) 1145 (b) 310 (c) 7826 (d) 2665	Nov 2016	Total: 12,526 (a) 1274; (b) 311; (c) 7941; (d) 3,000	Broads Authority
13	Physical access network: (a) Total length of footpaths and other rights of way; % that were easy to use by the public; (b) Length of frontage provided for public short-term/overnight mooring owned/ operated by BA	(a) 344km; 75%; (b) 7279.3m	2015/16	(a) 336km; 87%; (b) 7825m	Broads Authority, Norfolk County Council, Suffolk County Council
14	Value of volunteer days organised or supported by the BA	£185,250	2015/16	No comparative data	Broads Authority
15	BA planning permissions: (a) Number of new dwellings, incl. new affordable housing; (b) Net change in business floor space (m ²)	(a) +1 (b) -20m ²	2015/16	2011-16 total net change: (a) +206 (b) +1620.42m ²	Broads Authority
16	Renewable energy: Additional kW of generating power (BA planning permissions)	+130.65	2015-16	2011-16 total net change: +1206.65kW	Broads Authority

*Unless other indicated, **Date** refers to a single year, and **Trend** shows available data in 2011/12, when the last Broads Plan was implemented. **Monitoring Environmental Outcomes in Protected Landscapes

Revised Draft Broads Plan 2017 - Responses

General comment

Beccles Town Council

Beccles Town Council generally agreed that the plan was excellent.

Broads Authority response: The Council's support is welcomed.

General comment

British Association for Shooting and Conservation

There are six British Association for Shooting and Conservation (BASC) affiliated clubs in the Broads area and dozens of BASC affiliated clubs and syndicates with game shooting interests. There are also hundreds of BASC members carrying out a range of shooting and conservation activities, including deer management and pigeon control. Our members undertake wetlands management and other conservation work on the land over which they shoot, actively participating in Environmental Stewardship schemes and working closely with Natural England and non-government organisations such as the RSPB and the Wildlife Trust. BASC recognises the importance of the wetland environment in the Broads and the need to balance different user needs. BASC recommends that the plan be revised to include text that recognises shooting as a traditional and integral part of life in the Broads, with much to contribute in terms of providing conservation benefits, increased activity and improvements to people's wellbeing.

Broads Authority response: Comments noted. Text revised to refer to the contribution to conservation and land management made by activities such as wildfowling and field sports.

General comment

Broads Angling Strategy Group

The meeting [BASG 23rd Nov 16] learnt more about why the EA cannot lead on the creation of an updated Broads Angling Strategy and what is needed to resolve this in the coming year. I'm happy that the Broads Plan now reflects this and the need to develop and secure other resources.

Broads Authority response: Comments noted.

General comment

Broads Reed and Sedge Cutters Association

A very disappointing plan with more of the same old promises and hopes. The usual reference to "Local communities are taking an active part in decisions about their future" whereas the reality is the complete opposite. The Broads Forum's terms of reference include "To promote two-way communication and closer liaison and understanding between the Authority and the various bodies and organisations which have an interest in the Broads and its wider catchment area" and "active part in decisions about their future". It is fact that 2 of the 4 Broads Forum meetings were cancelled in 2016 and the meetings are no longer "two-way discussions" but have become Broads Authority officers' information / lecture events. There remains little emphasis in the Plan on improving the Broads water quality and clarity which would contribute enormously towards preventing the ongoing loss of reed swamp and reed fringes as well as reducing the rate of sedimentation. (Clear water exists in only 5 of the 63 broads, a poor record after so many years of 'improvements'). There is little input and co operation from Natural England and the Environment Agency. It took Brasca nearly 2 years to get the Environment Agency to commit to producing annual catchment water quality reports for the Broads. No mention of anything to address the damage to reed fringes by the ever increasing greylag geese population. The Broads floodplains are not functioning as natural floodplains should so it pointless to pretend they are or to suggest they are becoming so. The Plan fails to address this by ignoring the need to establish the percentage of effective floodplain in each catchment. How can we address flooding concerns when the Broads floodplains are not managed to be naturally functioning? We still have many reed and sedge beds which have no natural

water flow from the rivers and broads owing to connecting dykes/water courses being deliberately sealed off. Several sites continue to suffer from poor water flow and stagnation and these blocked water courses also prevent the free movement of fish. A "longer term integrated flood risk management strategy for the Broads and coast" may sound a laudable proposal but where is the accountability? Without any effective democratic representation and diminishing accountability, can the present administration in the Broads Authority be relied upon or trusted to work with and listen to the local population and Broads interest groups on such an important matter? The Broads Climate Partnership remains an almost secret body who meetings are not open to the public and the meetings minutes are not available on the Broads Authority website. The Broads Plan should have been based on a 'State of the Broads/Condition Survey' carried out by an independent organisation. This would have provided more facts as to what has improved and what has not improved in the Broads. Despite some efforts to reintroduce true sustainable management to the Broads reed and sedge beds i.e. traditional reed and sedge cutting, much of the fens remain either neglected or subject to "money management". This is the term used locally to describe fen management which does not have any sustainability goals but minimum input to qualify for public funding such as Higher Level Stewardship payments. An independent condition survey would establish that, on many sites, this funding has not worked and in particular for certain nesting bird species. There remains no proper recording or monitoring of nesting birds on the majority of Broads fen sites. The Broads Plan 2017 is a "more of the same" document and will not lead to any major changes or improvements especially for the younger generation seeking to live and work in the area.

Broads Authority response: Comments noted. With reference to the Broads Forum, on which BRASCA is represented: Arrangements for the Forum were reviewed in 2013 and a number of changes made to the representation, chairing of the meeting and terms of reference. In 2015, when Forum members were asked to comment on the new arrangements, the BRASCA rep stated that it was more democratic under the new format. It is incumbent on Forum members to actively participate in producing, suggesting and presenting agenda items, if the Forum is to be effective and member-led; otherwise, if there is no specific business proposed, the Chairman may choose to cancel it. Some members have actively sought to prepare items but there has been varying degrees of take up.

The Broads Plan is a plan for the Broads, not just for the Broads Authority, and therefore the governance arrangements of the Authority (as one delivery partner among many) is not a key determining factor for the Plan content or actions.

Aspirations 1 and 2 take an integrated and comprehensive approach to water management. BRASCA's comments are of a scrutineer nature and do not include any specific actions to address the issues raised. The focus of Aspiration 2 and suggested actions address some of the issues raised in relation to the floodplains and fen survey. A Geese management action plan, and hydrology research, are in progress. The long-term flood risk management strategy will be led by the Environment Agency. At the recent meeting of the Broads Forum (which the BRASCA rep attended), the Broads Authority CEO specifically indicated that the BA was not the appropriate lead partner and that there was a key role for elected politicians in this process. To date there have been varying degrees of interest shown, and perhaps BRASCA could use its resources positively to raise the profile with elected councillors.

If BRASCA were to define a specific project with identified targets, funding and delivery partner for the independent research it believes is necessary, this could be incorporated into the Plan.

General comment

Castle, Mr M (Norfolk County Councillor)

I would like any [Norfolk] County Council response to highlight the priority we and the LEP give to the dualling of the A47 Acle Straight between Yarmouth and Acle and the benefits that that will have for the economy of the Yarmouth/Lowestoft sub-region, road safety and better connectivity generally. It will not in any way disadvantage or mar the beauty of the Broads landscape - as the narrow strip of grazing land between the road and the Yarmouth - Norwich rail line lends itself perfectly to being a transport corridor affording scope for both road and rail improvements.

Broads Authority response: Comments noted. The Preferred Option of the Broads Local Plan (recently subject to public consultation) contains policy PODM24 which reflects the BA approach to the issue of the dualling of the Acle Straight. The policy sets out the issues that any Highways England scheme would need to address, which is consistent with the approach that HE would be required to take.

General comment

Environment Agency

I am pleased to note that a number of our comments have been incorporated in to the revised draft. As mentioned in previous submissions the plan is well structured, and the focus on actions and indicators of progress is welcome. The plan identifies the shorter term actions that will help deliver the duties of the Authority whilst explaining about the longer term uncertainty posed by a changing climate. The focus on partnership action and planning together is of fundamental importance to ensure that all partners and those with an interest in Broadland feel engaged and involved in decision making. It is also essential to ensure we realise efficiencies by working together through some of the challenging decisions regarding the future management of the area.

Broads Authority response: Comments noted.

General comment

Essex & Suffolk Water

It is now much clearer how the strategic actions and key outputs fit into the themes and headline aspirations.

Broads Authority response: Comment noted.

General comment

Essex & Suffolk Water

We recognise that many of our specific comments and suggestions on the first draft have been incorporated in this revised draft. Essex & Suffolk Water (ESW) is fully supportive of the Plan.

Broads Authority response: Comments noted and ESW's support welcomed.

General comment

Forestry Commission

I wish to make a few comments with regard to the status of wet woodland within the Broads and how that may be reflected in the Broads Plan 2017. The Norfolk Biodiversity Action Plan for Wet Woodlands states ; ' East Anglia is noted in the national context for the concentration of wet woodlands'. It goes on to state ; ' Wet woodland in both the Broads and that found on valley fen/mires is a European priority feature under the Conservation (Natural Habitat) Regulations 1994 and has been listed as a feature in both the Broads SAC and Norfolk Valley Fens SAC'. The importance of wet woodland in the Broads is thus widely acknowledged and it is therefore important to reflect this in the Broads Plan.

Broads Authority response: Comments noted. We have included wet woodland as an identified habitat (action 2.3).

General comment

Great Yarmouth Borough Council

Great Yarmouth Borough Council is supportive of the generality of the Plan, and has no objections to the content as drafted.

Broads Authority response: Comments noted.

General comment**Historic England**

The Broads are a unique landscape which exist through a combination of natural circumstance and human intervention. The area supports a unique water-focused environment with an historic environment that spans early human activity in the Mesolithic Period to contemporary use of village greens and staithe by local communities and visitors. The Broads benefits from a variety of historic features that reflect the way of life of local people for centuries from the Roman roads, village staithe and greens that originate in Saxon riverside settlements, the manmade broads themselves, ecclesiastical buildings including listed Medieval churches and scheduled ruins and buildings that reflect the agricultural and water-focused activities of the area with barns, mills and pumping stations. Many of these areas are designated as one of the Broads' twenty-five conservation areas or one of the many structures are either nationally listed or included within the authority's comprehensive list of local structures. We are pleased to note that the Revised Draft Plan 2017 acknowledges the wide variety of elements that make up the historic environment. You have broadly taken on board the suggestions that we offered in April 2016, in response to the consultation of the Broads Plan (letter addressed to Maria Conti, dated 07 April 2016). The revised plan is clear and contains a positive strategy for the conservation of the historic environment and the wider natural environment to which it is intrinsically linked within the Broads area. As a statutory body tasked with conservation of the historic environment we must stress that this opinion is based on the information provided by the Council in its consultation. To avoid any doubt, this does not affect our obligation to provide further advice and, potentially, object to specific proposals which may subsequently arise where we consider that these would have an adverse effect upon the historic environment. We hope that the plan is successful in the forthcoming submission to the secretary of state.

Broads Authority response: Comments noted.

General comment**Natural England**

Natural England welcomes and supports the production of the Revised Draft Broads Plan 2017. We welcome that reference has been made in the Plan to protect, maintain and enhance biodiversity and geodiversity. We maintain that a distinction should be made between the site hierarchy of European (i.e. Special Areas of Conservation 9SACs), Special Protection Areas (SPAs), Ramsar sites), national (i.e. Site of Special Scientific Interest (SSSIs)) and local (e.g. Local Wildlife Sites (LWS)) sites. This should then outline that any proposal which would adversely affect a European site, or cause significant harm to a SSSI will not normally be granted permission. It should also set out criteria to firstly avoid, then mitigate and, as a last resort compensate for adverse impacts on biodiversity and geodiversity.

Broads Authority response: Comments noted. Additional text has been added to Section B context.

General comment**NFU East Anglia**

The NFU represents around 47,000 farm businesses in England and Wales. In addition we have 40,000 countryside members with an interest in farming and the countryside. The NFU represents over 900 farm businesses in the wider Broadland catchment areas of Norfolk and Suffolk. We are pleased to have this opportunity to comment on the final draft of the revised Broads Plan. The NFU thanks the Authority for the inclusive way in which this final draft of the plan has been developed over the course of the last year. Through earlier formal and informal consultation it has been possible to react in an iterative way to the evolving draft plan and ensure that the farming and related industries have maintained their rightful prominence in highlighting their importance to the social economic and environmental performance of the Broads. The consultation lead officer, Maria Conti, is to be complemented on the conduct of this process.

Broads Authority response: Comments noted.

General comment**Norfolk and Suffolk Boating Association**

We are grateful to the Authority for taking account of some of the comments we made in response to the first draft Broads Plan 2017. We welcome the inclusion of clearer and better defined Indicators against the Strategic Actions. However, in many places these are cross references to other documents. To be useful and accessible to all, the Broads Plan should, as far as possible, be a complete document in itself and the measures to be used to judge outcomes should be clear to the reader, not dependent on a search through a large number of related documents. Similarly, Indicators expressed in terms of “agreed criteria” or “agreed targets” are imprecise and liable to redefinition.

Broads Authority response: Comments noted. We are looking at the indicators in the final Plan (including state of park indicators). While we understand your point, in a high level strategy like this it can be difficult to identify precise measures that cover everything under a particular action; including the full sets of indicators from all the relevant sub-level strategies and programmes delivering the Plan actions would become somewhat unwieldy.

General comment

Norfolk Coast Partnership

The AONB is included in a table of abbreviations in Appendix B that are used in the actions tables but does not appear in the actions tables. Although it is difficult to identify with specific outcomes in the tables, I suggest that the most relevant strategic actions in the tables with which the Norfolk Coast Partnership can support and assist within the area where the designations overlap, which reflect objectives, policies and actions within the AONB Management Plan, are as follows: 2.5, 5.1, 5.3, 5.4, 5.6, 6.1

Broads Authority response: Comments noted. Norfolk Coast Partnership's support in delivering the Plan is recognised and welcomed.

General comment

Norfolk Coast Partnership

The overlap in designated areas between the Broads and the Norfolk Coast Area of Outstanding Natural Beauty is recognised in appendix A. The following comments are intended to assist in consistency and coordination of plans for the two designated areas for the relatively small area of overlap in the Horsey area.

Broads Authority response: Comments noted.

General comment

Norfolk Constabulary

Beyond the consultation report we previously submitted to inform the first draft Broads Plan, we have no further comment to make.

Broads Authority response: Comment noted.

General comment

Norfolk County Council

The County Council welcomes the opportunity to comment on the above Plan. The County Council has not commented on all the aspirations set out in the consultation document, but has instead concentrated on responding to the key strategic issues effecting the Authority in respect of its infrastructure delivery role and delivery of Green Infrastructure.

Broads Authority response: Comments noted.

General comment

Norfolk Wildlife Trust

We have made detailed comments at earlier stages with regard to establishing the scope and format of the plan and we are pleased to see that a well evidenced and coherent plan is now emerging. The majority of our current comments relate more to the detail of aspirations and outputs, particularly with regard to references to NWT in the Partnership Actions section.

Broads Authority response: Comments noted.

General comment

Norwich & District Wildfowling Association

Shooting and conservation in the Broads area: Alongside the NDWA, there are 5 other BASC affiliated wildfowling clubs in the Broads area and dozens of BASC affiliated clubs and syndicates with game shooting interests. There are also hundreds of BASC members carrying out a range of shooting and conservation activities, including deer management and pigeon control. The NDWA undertake wetlands management and other conservation work on the land over which they shoot, actively participating in Environmental Stewardship schemes and working closely with Natural England and non-government organisations such as the RSPB and the Wildlife Trust. For example, we have placed many Mallard Nest Tube boxes over the land in which we shoot, with great success over the past 2 years. The NDWA recognises the importance of the wetland environment in the Broads and the need to balance different user needs. The NDWA would like to back the proposals below from the British Association for Shooting and Conservation (BASC). BASC will be creating their own response to the Broads plan also. BASC recommends that the plan be revised to include text that recognises shooting as a traditional and integral part of life in the Broads, with much to contribute in terms of providing conservation benefits, increased recreational activity and improvements to people's wellbeing.

Broads Authority response: Comments noted.

General comment

RSPB

Seeing the plan in the most recent draft I feel it represents where partner organisations want to get to - so well done to you.

Broads Authority response: Comments noted. RSPB's support for the Plan is welcomed.

General comment

RSPB

The RSPB is supportive of the approach being taken to the plan production and is pleased to see that suggestions for improvement from the draft plan consultation have been incorporated. We consider the revised draft to be a much stronger document. Whilst encouraged by the revised plan, we have a number of comments to make; these are set out in detail in Appendix 1. Electronic copies of relevant reports that have been referenced are provided alongside this letter.

Broads Authority response: Please note BA responses to RSPB's comments on individual sections of the plan.

General comment

Somerton Parish Council

Somerton Parish Council notes that there has been an almost complete lack of local community response in the Broads plan consultation process to date. We view that the Broads Authority remains an unelected, city based organisation with no provision for any effective local voice or representation. The aims and visions contained in the revised draft have our general support. However, it is disappointing to note that there continues to be no effective process to improve the water quality in the Broads system. Visitors and locals will not see any improvement with facilities especially refuse collection and keeping some public footpaths open during the summer months. Housing provision for young locals remains a dream. The local community will not see any improvements without changes to the existing governance. Local people consider they are not represented to reflect their interests with committees dominated by mostly retired individuals who can afford to attend day time meetings. Working people and those caring for families/children are excluded from the process since they are unable to attend day time gatherings.

Broads Authority response: All Parish Councils were consulted on the draft versions of the Plan. Following a suggestion from the Chairman of Somerton Parish Council, councils were reminded of the consultation dates and asked how they wish to be consulted in the future. However, the level of response from Town and Parish Councils is intermittent. Only Somerton PC have mentioned the Governance arrangements and meeting timings in the Broads as a specific barrier to responding to consultations. Support for the general aims and vision of the Plan is welcomed. The remainder of the comments are not requesting specific changes to the Plan, and so are not dealt with here.

General comment

Waveney District Council

We do not have any comment to make on the document at this time. However, if there are any particular issues that you wish to discuss please do not hesitate to contact a member of the Planning Policy Team in the future.

Broads Authority response: Comment noted.

General comment

Woodbastwick Parish Council

My parish have read the plan and have expressed the concern that the plan is heavily weighted in favour of water borne traffic, particularly tourist water borne traffic, and that there is little in the plan to support local residents, cyclists and walkers.

Broads Authority response: Aspiration 7 specifically refers to the physical access network, and 7.1 includes key actions for the benefit of cyclists and walkers, whether they be locals or visitors. Aspiration 9 is very much community focused. Please contact us if you would like more information.

Introduction 1.1

RSPB

The Broads: The RSPB is supportive of the context setting for The Broads, however, it would be useful to have references to the supporting information underpinning the statements e.g. the Broads Biodiversity Audit, source for historic context etc. In the first paragraph, should “system” or something similar be added after “navigation”? Should the second sentence of the second paragraph read “The Broads Authority’s executive area”? The second paragraph recognises the Broads as part of the wider Broads Rivers Catchment. In order to provide context to the scale of the Broads it may be helpful to confirm the size of the Broadland Rivers Catchment: 3200km² as set out in the Catchment Plan. The different habitat types of the Broads are outlined in paragraph two. It is recommended that a distinction be made between fens and reedbed as they represent different communities; this would be consistent with Aspiration 2 (Ref 2.3, p.21).

Broads Authority response: Comments noted and appropriate amendments made to text.

Introduction 1.1

RSPB

Valuing our natural capital: Natural Capital also includes the health and well being benefits that are derived from enjoying the environment. There has been much research on this topic and the benefits are significant. However, this is not captured in the current statement. This could be developed around the “simply admiring the view” statement in the first paragraph.

Broads Authority response: Comments noted and text amended.

Introduction 1.2

Inland Waterways Association

Broads Authority: This now appears a little better balanced, although there is not much to give locals any comfort that their interest as the occupants has much status.

Broads Authority response: We are not sure what the IWA is referring to here; this section sets out the Authority's statutory purposes as defined in the Broads Act, which apply to local communities and visitors alike.

Introduction 1.2

Inland Waterways Association

Long Term Aims: National Park Status: Inland Waterways Association was pleased to support the Broads Authority's move towards becoming a 'member of the national parks family' whilst retaining its special and individual status as protector of navigation interests with equal weight, not following national parks who adhere to the Sandford Principle. IWA is therefore happy to see that this update of the plan, subject to the ongoing legal challenge, will not pursue its long term ambition as stated in the Broads Plan 2011 to seek primary legislation.

Broads Authority response: Comments noted.

Introduction 1.2

NFU East Anglia

As the drafting process has for the most part adopted the suggestions we have made along the way we would reiterate some of the fundamental issues and themes of concern. The NFU supports the Authority's aspirations in regard to National Park status: it is not necessary to seek further primary legislation to formally change the Broads in a manner that puts it on a par with other National Parks and we endorse the continuation of equality between the principle purposes and what they must have regard to. We would never support the adoption of the Sandford Principle in the Broads. It is however entirely appropriate to use 'National Park' branding to further promote the Broads.

Broads Authority response: Comments noted.

Introduction 1.2

Norfolk and Suffolk Boating Association

Paragraph 5: In the interest of accuracy, we feel that "The Broads has equivalent status to a National Park under the National Parks and Access to the Countryside Act 1949." should read "The Broads has similar status to that enjoyed by a National Park designated under the National Parks and Access to the Countryside Act 1949."

Broads Authority response: Your comments are noted; however, the wording "The Broads has equivalent status to a National Park"... (rather than "similar status") is approved by Defra and is used in our communications, including the branding strategy.

Introduction 1.3

NFU East Anglia

The draft plan's statements on Landscape and Cultural Heritage, Biodiversity and Agriculture and Land Management are all interlinked and can be supported by NFU members. It needs to be recognised that much of the efforts to achieve these aims is outside the purview of the Authority itself and achieving these aims, as the plan itself acknowledges, relies on the activities of individual parties. This includes the farming community, which is working to deliver these aims, and it must be acknowledged that the primary driver in doing this successfully is that individual farming businesses maintain profitability.

Broads Authority response: Comments noted.

Introduction 1.3

Great Yarmouth Borough Council

The Borough Council is keen to engage further with the £2.6m Heritage Lottery Partnership 'Broads Landscape Partnership Scheme'.

Broads Authority response: Comments noted. The Council's engagement in the Broads LPS is welcomed.

Introduction 1.3

Natural England

We advise that in the final paragraph on page 10, reference should be made to 'Appendix C' rather than 'Appendix B'.

Broads Authority response: Comment noted and text amended.

Introduction 1.3

Norfolk Wildlife Trust

Page 10: Assessment and Monitoring of Broads Plan: Assessment and Monitoring of the Broads Plan is an important issue and it would be useful to describe how this will happen in more detail in this section. As this is a partnership plan it is important that partners are included in assessment of the progress of actions and that monitoring reports are accessible to partners. This could be done through circulation of the Partnership Action tables. With regard to public presentation of assessment of actions this could be achieved through regular reports to the Broads Forum, as is suggested. It would be sensible for assessments to be broadly coded green, amber and red, or a similar signalling system, accompanied by a short written assessment. In order to do this it would be good to have clearer indicators and targets for each action, although these often may need to refer to other documents/strategies.

Broads Authority response: Comments noted. Clarification about our monitoring processes is given in section 1.3.

Introduction 1.4

Great Yarmouth Borough Council

The Borough Council looks forward to continuing the good working relationship with the Broads Authority in relation to the respective Local Plan production, and the range of strategic matters under the planning 'Duty to Cooperate'.

Broads Authority response: Comments noted. The Council's support is welcomed.

Vision and Principles 2.1

Essex & Suffolk Water

There appears to be an unnecessary carriage return within the penultimate paragraph of the 'Vision for the Broads...' box on p.12 - 'decisions about.....their future....'.

Broads Authority response: Comment noted.

Vision and principles 2.1

Inland Waterways Association

Table 1 now seems more relevant to the integrated purpose of the Broads.

Broads Authority response: Comment noted.

Vision and principles 2.1

Norfolk and Suffolk Boating Association

Paragraph 4: We welcome the vision "Local communities are taking an active part in decisions about their future...". In order for this to happen we believe that changes will be required in the composition and constitution of the Authority. We note and regret that no actions to give effect to this are listed in the Plan.

Broads Authority response: The constitution of the Broads Authority is set out in the Norfolk and Suffolk Broads Act 1988 (as amended) and the Broads Authority Act 2009. Any amendment would require a full legal process. At present, the Government has not indicated an appetite to revisit the content of any of the Broads Acts and would be unlikely to support any attempts by the Authority or other bodies to do so. The previous coalition government investigated the potential for direct elections for the members of the National Park family and announced that trials would take place in the Peak District and the New Forest. However, this never came to fruition and the idea

is not a priority for the current Government. Should the opportunity arise in future to revisit the Authority's constitution, this would be one of a range of options that could be considered.

Vision and principles 2.1

Norfolk Coast Partnership

I support the vision in section 2.1 and the three fundamental principles for management (precautionary approach, manage sustainably and engage, learn and act together) in section 2.2, which are consistent with the vision and principles contained within the AONB Management Plan 2014-19.

Broads Authority response: Comments noted.

Vision and principles 2.1

RSPB

Long-term vision: It is suggested that "And finally" be removed from the final para. This is about achieving the legacy of all the work to manage the Broads yet it currently sounds like an afterthought.

Broads Authority response: Comment noted and text amended.

Vision and principles 2.1

Suffolk Wildlife Trust

We support the Long-term Vision (section 2.1) of the draft Broads Plan.

Broads Authority response: Comment noted.

Vision and Principles 2.2

Natural England

In the third paragraph on Table 1, page 12, there is a return that needs to be removed to make the paragraph 'whole'.

Broads Authority response: Comment noted.

Vision and Principles 2.2

Environment Agency

The adoption of the fundamental principles in section 2.2 is welcome. It provides the reader with a clear view of how the Broads Authority has arrived at this point, and how decisions will be guided throughout the plan period.

Broads Authority response: Comments noted.

Vision and principles 2.2

Inland Waterways Association

Precautionary Approach: In addition to recognising the need to work within cost/benefit and decision making transparency criteria, IWA believes it important to maintain a balance across the Broads three purposes. IWA still considers this could be usefully added to the paragraph on the precautionary principle.

Broads Authority response: Minor changes have been made to sections 1.2 and 2.2 for clarification. The Broads Act requires the Authority to manage the Broads for three purposes, without any one of those purposes having any greater statutory significance than any other. It is in that sense that some of the Authority's documents refer to the three purposes as having 'equal weight'. In practice, how much weight is given by the Authority to any of the statutory purposes will depend upon the particular circumstances under consideration. In its commitment to integrated management, the Authority will always look for the potential win-win solution, rather than setting its different functions at odds with each other.

Vision and principles 2.2**NFU East Anglia**

The draft plan uses the same wording as the 2011 plan on the precautionary principle. The NFU believes that any application of the precautionary principle needs to be based on the best evidence available. This is important, first in assessing the degree of likelihood of perceived threats, and second in then quantifying the threats and the necessary mitigation. We are pleased to see that the final draft has addressed our concerns in this regard by incorporating additional wording around proportionality and certainty of calculating costs and benefits.

Broads Authority response: Comments noted.

Vision and principles 2.2**Norfolk and Suffolk Boating Association**

Paragraph 3: Similarly, we welcome the stated intention to “Involve people from an early stage, and throughout, in making decisions that affect them.”

Broads Authority response: Comment noted.

Vision and principles 2.2**Norfolk Coast Partnership**

I support the vision in section 2.1 and the three fundamental principles for management (precautionary approach, manage sustainably and engage, learn and act together) in section 2.2, which are consistent with the vision and principles contained within the AONB Management Plan 2014-19.

Broads Authority response: Comments noted.

Vision and principles 2.2**Norfolk Wildlife Trust**

We support the views of RSPB as expressed in their submission with regard to the precautionary principle and cost benefit analysis.

Broads Authority response: Comments noted.

Vision and principles 2.2**RSPB**

Fundamental principles: The RSPB is supportive of the principles that have been used to guide the development of the draft Broads Plan 2017. It should be noted that principles 1 & 2 are intrinsically enshrined within the Habitat Regulations and will be effectively evaluated through the accompanying Habitats Regulations Assessment. A caveat to the ‘Fundamental Principles’ text is recommended stating that the cost-benefit analyses undertaken in the application of the precautionary principle should not be limited to economic assessment (as per document Page 4 of 8

“Communication from the [EC] Commission on the precautionary principle (2000)), and that the ultimate test in the case of Natura 2000 sites is no adverse effect on site integrity, irrespective of the outcome of any assessment of the benefits and costs of action or lack of action.

Broads Authority response: Comments noted. Our interpretation of the precautionary approach regarding 'costs and benefits' is intended to cover economic, environmental and social factors.

Vision and principles 2.2**Suffolk Wildlife Trust**

We support the Fundamental Principles (section 2.2) of the draft Broads Plan.

Broads Authority response: Comment noted.

Priority partnership actions 2017-22

Suffolk Wildlife Trust

We also support the themes identified for Priority Partnership Actions (2017-2022), in particular themes A (Managing water resources and flood risk); B (Sustaining landscapes for biodiversity and agriculture); D (Conserving landscape character and the historic environment); E (Building climate-smart communities); G (Raising awareness and understanding) and H (Supporting, connecting and inspiring people).

Broads Authority response: Comment noted.

Aspiration 1

Anglian Water

The Broads Authority area is an area of water stress, It is therefore recommended that the Local Plan requires optional water efficiency requirement in order for this aspiration to be met. We support the reference to the Water Resource Management Plan. We will be preparing a business plan in the next year which will identify the need for further investment to accommodate growth within the Anglian Water region. Local Plan growth targets and the timing of sites will be a key source of information to inform our business plan. At the appropriate stage we will be consulting on this document.

Broads Authority response: Comments noted.

Aspiration 1

Great Yarmouth Borough Council

The Borough Council looks forward to continuing working with the Broads Authority on addressing flood, coastal erosion and related matters.

Broads Authority response: Comments noted. The Council's support is welcomed.

Aspiration 1

Inland Waterways Association

Aspiration 1 needs to be done within the maintenance of navigation the Broads has to equally protect. EA has been woefully bad at ensuring they carry out 'rewilding' within the law on a number of rivers with navigation rights elsewhere, and has even failed to consult with its own internal Navigation team on occasion. As above the Broads Authority must ensure this does not happen here. BA needs to act on Aspiration 1 as a navigation authority and push back on EA's approach. It is very unlikely EA's navigation officers will be involved from EA, although they have much to offer.

Broads Authority response: Comments noted.

Aspiration 1

NFU East Anglia

As noted, we are pleased that our previous comments have largely been incorporated into this final draft. However we do still believe that the section on 'Managing water resources and flood risk' could be further strengthened to highlight farming's vital role in maintaining the economy and landscape of the Broads, and therefore the importance of farming maintaining a fair share through abstraction of the available water supply. The statement on the long-term aim does include reference to a 'fair approach' but then fails to include specific reference to farming, and we request that this is rectified.

Broads Authority response: Reference is made in the context (first para) to the primary need for water for farming and other water dependent businesses, and the importance of farming is further referenced under Aspiration 2.

Aspiration 1 (context)

Essex & Suffolk Water

We welcome the reference to 'providing public drinking water' in the context section under Theme A on p.15. We would suggest inserting the word 'spring' or 'early' before 'in 2012', when referring to the 'drought' of that year in the second bullet point of the Context table on p.15. The first part of 2012 was very dry, but the second half extremely wet.

Broads Authority response: Comments noted and text amended.

Aspiration 1 (long term aim)

Environment Agency

I welcome the approach outlined in the section long-term aim for water resources and flood risk management, acknowledging the desire to use evidence to support actions and good practice at catchment and local scales. I also support the longer term decision making to address the impact of climate change informed by “robust evidence”.

Broads Authority response: Comments noted.

Aspiration 1.1

Environment Agency

I would suggest that an updated water cycle study (WCS) for the Broads area should be considered and mentioned in the plan. A WCS would provide the evidence base to confidently identify water quality and water efficiency measures.

Broads Authority response: This is being addressed through the emerging Broads Local Plan.

Aspiration 1.1

Essex & Suffolk Water

In the Table on p.16, ref. 1.1, the first key output bullet point, there is a reference to promoting water efficiency measures 'to domestic and business water users'. We would reiterate the point, made in response to the first draft, that with non-domestic competition coming into the water industry on 1st April 2017, Essex & Suffolk Water (ESW) (and Anglian Water) as 'wholesale' businesses will no longer have a remit to deliver water efficiency to non-domestic customers: after this date our remit will be domestic only. All ESW and AW business water customers will be transferred to a new water retail company, e.g. 'Wave' or 'Castle'. It is likely to be these new water retail businesses that will include water efficiency in their offering to business water customers. We therefore suggest adding 'non-domestic water retail companies' or a suitable abbreviation thereof, to the brackets within the key outputs section and the resources section.

Broads Authority response: Comments noted and text amended.

Aspiration 1.1

RSPB

It is unclear why there are no examples of “water efficiency measures” outlined that should be promoted through local policy. Several measures are set out for land management, but it would be helpful to highlight that, for example, rainwater & grey water harvesting should be included in new development, along with robust Sustainable Urban Drainage Systems (SUDS) that help manage water given the water stress of the area. If well designed, SUDS can deliver other benefits as well (e.g. biodiversity, flood storage, health & wellbeing). Good examples of how development can be well planned to manage water and deliver multiple benefits is outlined in the RSPB/WWT report ‘Sustainable drainage systems: maximising the potential for people and wildlife – A guide for local authorities and developers’ (available at

https://www.rspb.org.uk/Images/SuDS_report_final_tcm9-338064.pdf). It is also unclear how developers are included within this process. They are not highlighted as partners, but will be essential to the delivery of such measures in new developments. Consideration must be given to building positive links with this group to build support for such policy requirements.

Broads Authority response: These comments are more appropriate for the emerging Broads Local Plan, and will be noted for that consultation process.

Aspiration 1.2

Anglian Water

It is important to note that Anglian Water does not abstract water from the Broads Authority area.

Broads Authority response: Comment noted. Actions under 1.2 are at a catchment scale.

Aspiration 1.2

Environment Agency

I would suggest that an updated water cycle study (WCS) for the Broads area should be considered and mentioned in the plan. A WCS would provide the evidence base to confidently identify water quality and water efficiency measures.

Broads Authority response: This is being addressed through the emerging Broads Local Plan.

Aspiration 1.2

Essex & Suffolk Water

We welcome the references in section 1.2 of the table on p.16 to CAMS, WRMP and Drought Plans as the statutory vehicles for managing water resources. We would welcome the addition of the Water Industry National Environment Programme (WINEP) in the second key outputs line, alongside the references to Water Resource Management Plans and Drought Plans.

Broads Authority response: Comments noted and text amended.

Aspiration 1.2

RSPB

The strategic action appears to be promoting measures that build resilience into the Broads to manage water requirements. It is suggested that "...allowing The Broads to be more resilient to future change" be included after the examples provided. Given the importance of a resilient system for the Broads, it would seem appropriate that the Broads Authority is listed as a reporting partner, as they will have responsibility for ensuring actions are delivered and that the most appropriate decisions on long term management of the Broads is taken by the other Section 28G Authorities.

Broads Authority response: We have added "to help build resilience to future change" in the 'focus' section before actions 1.1 and 1.2, and will reference the BA specifically as part of the Broads Climate Partnership. As the body responsible for producing and championing the Plan, the Authority will monitor all the actions in the Plan. The importance of promoting measures to build a resilient system rests with many bodies, including the BA. However saying the BA "will have responsibility" denotes we have formal legislative or scrutinising powers and this is not the case here - the responsibilities for legislative control rest with others and we would expect them to be reporting, rather than our taking over or duplicating their role.

Aspiration 1.3

Ash, Mr J (BA Member)

Include word tidal - 'Maintain current coastal, tidal and fluvial flood risk.

Broads Authority response: Comment noted and text amended.

Aspiration 1.3**Environment Agency**

The strategic action to maintain and update coastal and fluvial flood risk management is welcomed. This should be underpinned by a Strategic Flood Risk Assessment (SFRA). We note that the importance of a SFRA is recorded on page 40 of the local plan for the Broads – preferred options consultation. An updated SFRA should be based on the latest hydraulic modelling account for climate change allowances and consider surface water management. Information regarding climate change can be found at <https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances>. I would encourage co-operation with other LPAs when developing a new SFRA to ensure an integrated approach to mitigating flood risk. Ongoing work and maintenance is required to keep communities safe from flooding. Developer contributions and partnership funding should be sought where applicable. Information regarding partnership funding is available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/549093/Funding_for_Flood_and_Coastal_Erosion_in_England_Sep_2016.pdf

Broads Authority response: Comments noted.

Aspiration 1.3**Great Yarmouth Borough Council**

3rd bullet point: The Borough Council looks forward to continuing involvement in the Broads Climate Partnership. 4th bullet point: While the Borough Council (identified here as a Lead Delivery Partners) is in agreement in principle with the aspiration for ‘(post-2012) integrated Broads and inter-related coastal frontage flood risk strategy agreed/in place’, it reserves judgement on the practicality and detail of achieving this. The Council would not wish integration with the Broads to hinder progress on coastal issues, and the content of strategy will, of course, need to be carefully considered in light of all the various complex issues involved.

Broads Authority response: Comments noted. Inclusive consultation and strong partnership working will be essential to taking actions forward.

Aspiration 1.3**Norfolk Wildlife Trust**

We are pleased to see the commitment to working with EA and others over an integrated flood risk strategy, as was highlighted at the recent climate change event at Carrow Road. However there continues to be limited progress on projects aimed at restoring natural floodplain and there needs to be a strong focus on planning and promoting these schemes. We suggest that BA is listed as a partner in the output section and that the authority takes the lead on bringing other partners together to plan approaches and projects and to seek new areas of funding, other than agri-environment schemes.

Broads Authority response: The Authority is a partner in the Broads Climate Partnership, but we will make this more explicit. We have added a reference to restoration of natural floodplains as part of the research and modelling work that needs to be carried out.

Aspiration 1.3**RSPB**

A partnership plan: Under the funding para (p.10, third full para) other funding bids are mentioned. There will be aspirational amounts of money that these projects will bring to the Broads. Whilst they may not yet be secured, it would indicate some scale of the ambition planned for the 2017-2020 plan period.

Broads Authority response: Comments noted.

Aspiration 1.3**RSPB**

As part of the Broadland Flood Alleviation Project, the options being delivered will have an impact on the Broads and it would seem sensible that the Broads Authority would have a role to ensure that the best options are taken forward. Whilst the Broads Plan is not a plan for the Broads Authority, it is still the plan author and will have responsibility for ensuring the plan is delivered through regular progress monitoring.

Broads Authority response: Comments noted. The Authority is a member of the Broads Climate Partnership, and will work closely with partners to take these actions forward, and will monitor progress of this and all other actions in the Plan.

Aspiration 1.3

RSPB

The Broads Plan is supposed to be informed by an Environmental Report. It is assumed that this is actually the accompanying Sustainability Appraisal. It would be good if this could be confirmed and, if so, the terminology reviewed for consistency.

It remains unclear how progress will be monitored. The current Broads Plan has a website and some updates are included for each objective. However, there do not appear to be clear targets against which progress is checked, or to confirm that progress is on target. Whilst indicators of progress will be helpful, it will be important to demonstrate success at the end of the plan period or to evaluate any outputs that could not be delivered during the plan period. Given the partnership nature of the plan ensuring transparency in governance of the plan and its progress will be important. With respect to Biodiversity targets, the RSPB notes that more detailed measures are in part set out in the “Biodiversity & Water Strategy 2013” and suggests that this be refreshed to ensure it remains compatible with the revised Broads Plan and that it provides a mechanism to record more specific projects that will be delivered through the plan period. This will also allow additional knowledge gathered since the strategy was written to be collated into one place. It is noted that there will be 6-monthly reports on progress. It is not clear how the results will be shared. This is important for the Broads Plan given its delivery is highly dependent on action delivered by partners. It is suggested that at least annually an update report on progress be presented to the Broads Forum where all interests will be represented. Collectively there should be consideration of, overall, what “good” looks like at the end of the plan period to be able to say how successfully it has been delivered. The role of various groups to have oversight of key outputs of the plan should also be considered. For example, is there a role for the Broads Biodiversity Group or Broadland Catchment Partnership to review actions based around a refreshed Biodiversity & Water Strategy? It is expected that at a high level, the Broads Authority operates a Red-Amber-Green assessment of actions within the Broads, although it is not clear where such information is publically available. The RSPB operates such a system to track progress on its objectives (annual and 5 year management plan targets). It is anticipated that other partners will also operate similar progress report systems. This monitoring would appear useful to help with the Broads Plan review progress. If this information would be helpful to the Broads Authority there will need to be an agreed mechanism in place unless such a mechanism is already deemed to exist. We would be happy to discuss this further.

Broads Authority response: The SA (and the HRA) perform the function of the Environmental Report. The Broads Plan standalone website will no longer be supported; instead, six monthly reporting will be to the Broads Authority, with the information sent to delivery partners, key groups and published on our website. Some refining of indicators, including state of park indicators, has taken place. The Biodiversity and Water Strategy is due for review in 2018-19, and comments on the process and content will be welcomed at that time.

Aspiration 1.4

Anglian Water

The reference to SuDS in 1.4 is welcomed. Anglian Water strongly recommends that there is inclusion of a Broads area wide policy regarding SuDS in the Local Plan.

Broads Authority response: Comment noted.

Aspiration 1.4**Broads Angling Strategy Group**

Broads Angling Strategy Group has with the Environment Agency looked at the potential short term solutions to saline incursion by the use of temporary curtains across high risk dykes. Could this also be reflected within section 1.4?

Broads Authority response: We have not included a specific reference to this in the plan, but any action can be reflected in progress reporting.

Aspiration 1.4**Environment Agency**

I am pleased to see that watercourse improvements are included in this section as previous damage to the form and function of many of our rivers reduces their ability to support a thriving ecology. There is a balance to be had when managing our rivers but it is encouraging that watercourse and floodplain improvements are mentioned in this section as many of the measures can have natural flood risk benefits for downstream communities.

Broads Authority response: Comments noted.

Aspiration 1.4**Great Yarmouth Borough Council**

While the Borough Council (identified here as a reporting partner) is in agreement in principle with the aspiration to 'Investigate, plan and promote schemes to hold back or divert flood water, moving from retrospective to proactive approaches', it reserves judgement on the wisdom and practicality of any specific measures that may be put forward. These will, of course, need to be carefully considered in light of all the various complex issues involved.

Broads Authority response: Comments noted.

Aspiration 1.4**Norfolk Wildlife Trust**

We are pleased to see the commitment to working with EA and others over an integrated flood risk strategy, as was highlighted at the recent climate change event at Carrow Road. However there continues to be limited progress on projects aimed at restoring natural floodplain and there needs to be a strong focus on planning and promoting these schemes. We suggest that BA is listed as a partner in the output section and that the authority takes the lead on bringing other partners together to plan approaches and projects and to seek new areas of funding, other than agri-environment schemes.

Broads Authority response:

Aspiration 2 (context)**Natural England**

On page 18, final paragraph, the sentence beginning 'Water quality continues to... and competing demands for water use.' is hard to understand and follow, and could do with some additional punctuation to make it clearer. Similarly, the final sentence on the first paragraph on page 19, would benefit from additional punctuation to make its meaning clearer. On page 19, second paragraph, reference is made to '...UK Priority Species...' without explaining what these are, or means. Perhaps a footnote at the bottom of the page could help and include reference to the underpinning legislation.

Broads Authority response: Comments noted and text amended.

Aspiration 2 (context)**Norfolk Wildlife Trust**

In our view there should also be a reference here to boat use/navigation being a contributor to poor water quality (pollution, paint, sediment disturbance etc.). We are unclear what the Broads Land Management Service is – some clarification would be useful

Broads Authority response: Comments noted. Boat use/navigation is included within "competing or over demand for water use". We have added an explanation about the Broads Land Management Service in Appendix A.

Aspiration 2 (context)

RSPB

The first bullet point highlights a range of habitats that the Broads supports. Reedbed is an important feature and should be mentioned separately to fens. It is also unclear what "other coastal formations" means in a Broads context (e.g. estuary, sand dunes). Given the limited number of possibilities that this could include it is suggested these all be stated for clarity.

The second paragraph mentions that renewable energy has a role in enhancing and managing the Broads ecosystems. It is unclear what forms of energy production are being considered and how they could be claimed to "manage and enhance" ecosystems. Clearly renewable energy in the right location has a role to play in helping manage carbon emissions, but this does not appear the context for this paragraph. This should be clarified.

Sentence five of bullet point three needs attention to ensure it clear. It is read as: "Water quality continues to be affected by diffuse pollution (primarily phosphorus and nitrogen from domestic waste water and farmland), erosion causing sediment release, physical modification of water courses, low dissolved oxygen and fish populations, coastal saline drainage water, salt tides and competing demands for water use."

Broads Authority response: Comments noted and amendments made to text.

Aspiration 2 (context)

Forestry Commission

Section 2 B Context on page 19 of the Broads Plan, fourth paragraph states 'The Broads is a UK priority wetland area, with the largest expanse (around 75%) of species-rich calcareous fen in lowland Britain.' Perhaps the percentage of the national wet woodland resource in the Broads area should be added to that paragraph. If that percentage cannot be estimated it remains important to place wet woodland in the context of the landscape for biodiversity in the Broads.

Broads Authority response: Comments noted. We have included wet woodland as an identified habitat (context, action 2.3).

Aspiration 2 (long term aim)

Inland Waterways Association

Biodiversity: The Broads are significantly affected by, and created in many cases by human intervention. As heavily modified water bodies, good ecological potential should be the aim over this plan period - no less and no more. We continue to criticise EA for its focus on WFD, without getting proper input from other organisations with at least equal responsibility and influence over water bodies. EA has been observed by navigation authorities combining actions and requirements to achieve directive outcomes without getting any input from them, leading to unrealistic and unachievable plans. These situations appear to have arisen as EA has failed to conduct consultations properly or in time. The Broads Authority will need to check carefully to ensure EA does not do the same with its plans in this section.

Broads Authority response: Comments noted.

Aspiration 2.1

Environment Agency

I suggest that the reference to EA statutory monitoring be changed to EA statutory monitoring data as this fits better within the indicators (targets) column.

Broads Authority response: Comment noted and text amended.

Aspiration 2.1**Essex & Suffolk Water**

We note the reference to Essex & Suffolk Water under section 2.1 of the table on p.20, presumably in relation to the planned mud pumping on the Trinity Broad. This reference line is fine.

Broads Authority response: Comment noted.

Aspiration 2.1**Norfolk Wildlife Trust**

In our view, the Hickling Enhancement Project should also be referenced in the dredging section as one of the main drivers is the need to dispose of dredged material. NWT resources for Hickling enhancement are in-kind, rather than monetary. We are unclear why Barton and Upton Broad are included in the key outputs, as we are not aware of major future enhancement programmes being planned for these Broad. We assume that this just refers to a review of past projects, as the wording seems to suggest.

Broads Authority response: Comments noted. The Hickling Enhancement Project is part of the overall dredging programme; however, the drivers for the project and specifically the CANAPE bid are much wider, and as such the project as a whole fits better under Aspiration 2 in the Plan.

Aspiration 2.2**Anglian Water**

Reference is made to waste water treatment works, these are now called Water Recycling Centres. It is suggested that the text is changed so that the correct terminology is used.

Broads Authority response: Comments noted and text amended.

Aspiration 2.2**Environment Agency**

Promote and implement measures to reduce point and diffuse pollution into flood plain and water courses. Whilst I support this strategic action, the influence of development on water quality should also be considered. This is referred to on page 33 of the local plan for the Broad – preferred options consultation. This will assist in meeting the requirements of the Water Frame Directive through contributing to maintaining water quality.

Broads Authority response: Comments noted.

Aspiration 2.2**Norfolk Wildlife Trust**

Reference should also be made to promotion of sustainable boat use, to minimise pollution from this source.

Broads Authority response: We support the promotion of environmentally friendly initiatives in recreation - see actions 4.3, 6.1 and 7.2 in the plan.

Aspiration 2.3**Forestry Commission**

Similarly in Aspiration 2.3 on page 21 under 'Strategic action' it state 'Maintain existing areas of priority fen, reed bed and wet grassland'. While accepting that some open habitats in the Broad area have experienced encroachment of Willow there are nevertheless very large areas of diverse wet woodland that should have equal status as areas of priority habitat and must be maintained as such.

Broads Authority response: Comments noted. We have included wet woodland as an identified habitat (action 2.3).

Aspiration 2.4

Essex & Suffolk Water

We are pleased to see the inclusion of projects related to the control of threats from invasive non-native species on p22 in section 2.4.

Broads Authority response: Comment noted.

Aspiration 2.5

Ash, Mr J (BA Member)

In resources include SWT.

Broads Authority response: Comment noted and text amended.

Aspiration 2.5

Broadland District Council

Reference made to 'Extending and creating new areas of high biodiversity value habitat , habitat networks..' and ' the need for 'Recreational pressure mitigation and management strategies in place to extend and protect biodiversity value of sites' in para 2.4 page 22 is noted and welcomed.

Broads Authority response: Comments noted.

Aspiration 2.5

Norfolk Coast Partnership

[Suggestion from Norfolk Coast Partnership to be included in action table to support and assist the action.]

Broads Authority response: Comment noted and table amended.

Aspiration 2.5

Norfolk Wildlife Trust

We are pleased to see reference made to Wildlife Trust Living Landscape projects as this will be where we will focus our work the Broads during the next 5 years.

Broads Authority response: Comment noted.

Aspiration 2.5

North Walsham and Dilham Canal Trust

Long term aims: The two previous aims regarding the re-building of Honing Lock and raising the water level above Honing Lock will require the building of a replacement spillway (possibly incorporating a fish ladder) at Honing. This, in conjunction with the sokes, would enable mitigation measures providing a faster flow of water than the canal, hence maintaining the stream biodiversity, as has been applied on the Upper Canal.

Broads Authority response: Comments noted.

Aspiration 2.5

RSPB

Broads Futurescapes is continuing but there is no longer a Broads Futurescape 2 being taken forward by the RSPB. The '2' should be removed.

Broads Authority response: Comment noted and text amended.

Aspiration 2.5

RSPB

Just a couple of changes that need to be made to the Broads Plan as a result of changes to RSPB projects. First one is on page 22, entry 2.5, middle box. Just need to remove the number '2' after Broads Futurescape. Due to the burden of projects we have taken our submissions out of the RSPB national proposal, but our Futurescapes initiative/aspirations still hold.

Broads Authority response: Comments noted and text amended.

Aspiration 2.6**RSPB**

Given the amount of research that is planned to be carried out during the plan period, would it be possible for the Broads Authority to host a research seminar/workshop to allow the information to be disseminated in addition to papers alone?

Broads Authority response: Comment noted.

Aspiration 3**Beccles Town Council**

Beccles Town Council considered the draft plan at its meeting on 6 December 2016. There was one comment regarding aspiration number 3 'Navigation – managing the waterways and dredging'. It was reported at the meeting that there were a lot of fallen trees towards Geldeston which were impeding navigation.

Broads Authority response: Comments noted. Trees restricting the navigation are removed as soon as possible, and where encroaching into the river are dealt with on a priority basis during the winter period.

Aspiration 3**Inland Waterways Association**

The long term aim is positive and works. However the aspiration continues to seem relatively limited considering the contribution the navigation can also make. The potential of environmentally friendly transport, potential provision of water borne housing, and working to reduce the carbon footprint of the Broads water leisure sector could all deliver. These also need to be included in other aspirations.

Broads Authority response: Comments noted and these aspirations are reflected in the Broads Plan and emerging Broads Local Plan. The Authority is also planning to investigate the issue of floating houses.

Aspiration 3 and 4**North Walsham and Dilham Canal Trust**

The areas that the Trust would look for support from the Broads Authority:

The Trust is seeking a closer relationship with the Broads Authority. The current project to restore the North Walsham & Dilham Canal began in 2000 spearheaded by the East Anglian Waterways Association (EAWA). It was felt that the project needed to be taken closer to the people of North Norfolk, so in 2008 the newly formed North Walsham and Dilham Canal Trust took over the day to day running of the project, but remains closely linked with the EAWA. The Trust seeks to have a similar working link with the Broads Authority. We have seen the results from the nationally recognised work, that the Upper Canal restoration would have met many of the Broads Plan Aspirations, recognising and valuing the importance of the waterway for navigation, biodiversity, recreation and protection of industrial archaeological structures. However the substantial length of the North Walsham & Dilham Canal that lies within the Broads Authority boundary is crucially at the entrance to the Canal. With this section of the Canal being allowed to become un-navigable, rightful access to the Canal in future by the owners of the upper Canal will be seriously compromised.

The owners of the stretch of Canal between Wayford Bridge and Ebridge have made no effort to keep the Canal navigable, despite active Acts of Parliament which oblige them so to do. As the 4.4km of Canal is at risk, we need the backing of the Broads Authority which is a Statutory Body and a Navigation Authority. Towards this aim, we would like the restoration and regeneration of the Canal to be integrated into the Broads Plan as this meets the aspiration to the Opening up of new areas of water space. (C – Maintaining and enhancing the navigation, P24 Draft Broads Plan 2017), and develop appropriate opportunities to expand or extend access for various types of craft. Audit of existing and potential new navigation water space completed; schemes and agreements developed to enhance water space access, consistent with nature conservation interests and flood risk management (Aspiration 4 – Maintain a safe, open navigation and reduce pressure on vulnerable areas, p26 Draft Broads Plan 2017).
Broads Authority response: Comments noted. Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 3 (context)

Natural England

On page 24, final bullet point, amend the first sentence so that the text reads '...the Wildlife and Countryside Act 1981 (as amended)...'.

Broads Authority response: Comments noted and text amended.

Aspiration 3 (context)

North Walsham and Dilham Canal Trust

Short term aims: The Trust would like the Broads Authority to actively seek the clearance of the fallen trees and detritus in the tidally influenced lower Canal section between Wayford Bridge and Honing Lock. (The Trust volunteers are equipped for this type of work and are available to help with this task.)

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 3 (context)

North Walsham and Dilham Canal Trust

Long term aims: Re-opening of the old footpath between Honing Lock and Dee Bridge, thus linking the Common Access areas below and above the lock, and enabling further links between footpaths 7, 13, 22 (Honing Parish) and the Weavers Way.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 3.1

Essex & Suffolk Water

There appears to be a typo in the second key output bullet point in section 3.1 on p.25.

Broads Authority response: Comment noted and text amended.

Aspiration 3.1

Norfolk and Suffolk Boating Association

We recommend that the Indicator used to measure progress against the annual dredging programme should be the proportion of the waterway that meets the defined waterways specification, not the volume of sediment removed. It is important that the right sediment is removed and that is not assessed purely by the volume extracted.

Broads Authority response: Comment noted. The depth of rivers and water bodies in compliance with agreed specifications (% of total area) is a State of the Park indicator. The volume of sediment removed is an output indicator for the Authority's annual dredging programme.

Aspiration 3.1

RSPB

Any proposed dredging has the potential to adversely affect protected areas, for example, changes to flow can affect erosion rates. Whilst dredging may be acceptable, its requirements will need to carefully demonstrate that any environmental harm will be avoided. The RSPB supports the recommendation in the HRA that an up to date sediment management strategy be developed that has been assented by Natural England. This would ensure that any dredging is undertaken in a fully coordinated manner and that it is governed by best practice. It is unclear what is meant/intended by the use of “seek resources /legislation to accelerate removal of sediment in the Broads system.” It is a concern that this could be taken to mean a weakening of the legislation in place to ensure the best areas of habitat and wildlife are protected. This would be at odds with Page 6 of 8 the supporting text set out in the context and long term aim sections. This statement needs elaborating to better understand the intention of this strategic action.

Broads Authority response: Comments noted. We note the Broads Plan HRA recommendation to update the HRA for the sediment management strategy, but are confident that we maintain best practice in programming and carrying out dredging works and will continue to do so.

Aspiration 3.2

Norfolk and Suffolk Boating Association

Paragraph 2: We would hope that the Key Project on the Chet would have had some concrete achievement by the end of the plan period – not just have a feasibility study / work plan in place.

Paragraph 3: We recommend that the indicator for identification of dredging disposal sites should be the total available capacity in m3 together with the number of available disposal sites.

Broads Authority response: Para 2: The BA has programmed dredging operations over the next five years, involving bank strengthening. Para 3: It is not possible to quantify the total number or capacity of available sites at any given time, as this can constantly vary, due to changes in land use, times of year, landowner permissions, project timetables (e.g. flood protection works), etc. However, we are always seeking opportunities for dredging disposal.

Aspiration 3.2

RSPB

It is suggested that the first sentence of key output 1 be amended for clarity to: “Best practice land management techniques are promoted and implemented to reduce erosion e.g...” It is unclear why the Environment Agency is not listed as a reporting party (and possible lead) on the measures needed to reduce erosion. They have a duty to limit sediment inputs into water courses and actively regulate on this issue, as highlighted in ‘Guidance on soil management standards for farmers’:

- “The Environment Agency has a responsibility to protect the quality of soil and has produced Think soils - a soil assessment to avoid erosion and runoff.
- The Environment Agency is also responsible for regulating the spreading of waste materials on land, which are often used to help increase organic matter in soil.”

It is suggested that the list of responsible bodies for this action be updated.

Broads Authority response: Comments noted and text amended.

Aspiration 4

Inland Waterways Association

Innovations such as low wash hull designs or retrofits to reduce bank erosion should also be suggested to hire boat companies, since these also reduce fuel consumption. The Broads is a very small area and importing innovation by transfer from another use or sector is a low cost way of getting it. Lower impact wash vessels will reduce one

aspect of the root cause of erosion. The Broads Authority’s response to our comment on windage and tree and scrub maintenance was that they did not have the funds or authority to return the area to the traditionally open and underdeveloped landscape for which the Broads is famous. However by retaining this in aspirations, it can be used both to ease the navigation of traditional and low impact sailing vessels, and encourage others to help manage vegetation so that the rivers, broads and their environs are not sheltered by trees and scrub to the detriment of the traditional broads sailing craft. It is good to see this included in 4.2 focus.

Broads Authority response: Comments noted. We would certainly encourage the industry to further development and use low wash hulls/retrofits.

Aspiration 4

Norfolk Wildlife Trust

We recognise the importance of navigation to many Broads’ users. However, we are pleased to see that Aspiration 4 makes clear reference for the need for this to be consistent with conservation interests. As set out above [3.2 comment], in our view, the Hickling Enhancement Project should be referenced in this section, as one of the main drivers of that project is the need to dispose of dredged material.

Broads Authority response: See response to NWT representation made under Aspiration 2.

Aspiration 4

North Walsham and Dilham Canal Trust

Short term aims: The Trust would like the East Ruston Branch to be highlighted as a possible venue for smaller craft, bringing trade to the village and its pub.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 4.1

Environment Agency

I welcome the approach to balance the aim of developing appropriate opportunities to expand or extend access for various types of craft, consistent with the nature conservation and flood risk management interests. It is important that any plans or projects do not adversely affect the overall aims of the Water Framework Directive. This includes no planned actions that could lead to deterioration in the ecological status of water bodies and no action that may prevent the attainment of good ecological status or potential by 2027 unless suitably mitigated.

Broads Authority response: Comments noted.

Aspiration 4.1

Norfolk and Suffolk Boating Association

Paragraph 1: We suggest that “opportunities taken to negotiate” would be better phrased as “opportunities created to negotiate”.

Broads Authority response: Comment noted.

Aspiration 4.1

Norfolk Wildlife Trust

In our view, a wider view should be taken on impacts of new access to water space on wildlife than ensuring that impacts on Natura 2000 sites are avoided. This should aim to ensure that quiet and less frequented areas remain within all Broads systems and that expansion of moorings is considered in this light.

Broads Authority response: Any new access proposals would be subject to appropriate assessment.

Aspiration 4.2

Norfolk Wildlife Trust

It is critical that any plant cutting is appropriate and takes place in accordance with the HRA and with assent from Natural England. With regard to this action should include clarification, in some locations, amongst water users of the extent of navigation channels.

Broads Authority response: Comments noted.

Aspiration 4.2**RSPB**

It is suggested that the strategic action be amended to read “Carry out appropriate aquatic plant cutting and tree and scrub clearance programmes...” This suggestion is made to emphasise the need for the activity to be undertaken in accordance with an agreed cutting strategy that has received assent from Natural England. Habitats Regulations Assessments must be completed for any Natura 2000 site where water plant cutting is being proposed to demonstrate that adverse effects on integrity of the sites will be avoided.

Broads Authority response: Comments noted and text amended.

Aspiration 5**Inland Waterways Association**

We include again our consultation response: To improve conservation and enhancement of the Broads landscape character and distinctive built, cultural and archaeological assets IWA would look to the Broads Authority to support the heritage fleet of boats on the broads and to support restoration of the North Walsham and Dilham canal. This does not seem to be recorded in feedback on the last consultation, and appears in the context but not in any focus actions.

Broads Authority response: Action 5.5 includes action through the Broads Landscape Partnership Scheme to support heritage industries. Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 5 (context)**Natural England**

On page 28, final bullet point, substitute 'human' for 'man-made' in the first sentence.

Broads Authority response: Comment noted and text amended.

Aspiration 5 (context)**Norfolk and Suffolk Boating Association**

Bullet point 2: Reference is made to the need for ongoing support to preserve, restore and use historic Broads craft but we can see no specific actions identified within the detail of the Plan. Indeed, the recently announced swingeing tolls increases for certain historic craft runs counter to this objective.

Broads Authority response: A number of historic restoration activities are identified in the Broads Landscape Partnership Scheme, and trusts and charities are doing valuable work to maintain historic craft. Aspiration 10 refers to boosting resources to support local projects, and the preservation, restoration and use of historic craft would be a good theme.

Aspiration 5.1**Norfolk Coast Partnership**

[Suggestion from Norfolk Coast Partnership to be included in action table to support and assist the action.]

Broads Authority response: Comment noted.

Aspiration 5.3

Norfolk Coast Partnership

[Suggestion from Norfolk Coast Partnership to be included in action table to support and assist the action.]

Broads Authority response: Comment noted.

Aspiration 5.3

North Walsham and Dilham Canal Trust

Long term aims: Rebuilding of Honing Lock - Honing Lock is an important industrial artefact. Unique, in that it is the only canal lock within the B.A. executive area, and, as such provides an ideal restoration project. As well as its use for navigational purposes, a working lock could become an important educational resource and a distinct recreational attraction for gongoozlers. This could also offer opportunities under the Heritage Construction Skills Training Programme (as successfully being developed by the Grantham Canal Heritage Initiative and the Canal and River Trust on the four Woolsthorpe Locks) for volunteers, Young Rangers and employment.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 5.4

Norfolk Coast Partnership

[Suggestion from Norfolk Coast Partnership to be included in action table to support and assist the action.]

Broads Authority response: Comment noted.

Aspiration 5.4

Norfolk Coast Partnership

[Suggestion from Norfolk Coast Partnership to be included in action table to support and assist the action.]

Broads Authority response:

Aspiration 5.5

Ash, Mr J (BA Member)

Include IBTC (International Boatbuilding and Training College) in key outputs and resources.

Broads Authority response: Comment noted.

Aspiration 5.5

Broadland District Council

We believe this is an important focus for ensuring that the right skills are available within the Broads area into the future and that opportunities are given to local people to fulfil local need.

Broads Authority response: Comments noted.

Aspiration 5.5**North Walsham and Dilham Canal Trust**

Long term aims: Rebuilding of Honing Lock - Honing Lock is an important industrial artefact. Unique, in that it is the only canal lock within the B.A. executive area, and, as such provides an ideal restoration project. As well as its use for navigational purposes, a working lock could become an important educational resource and a distinct recreational attraction for gongoozlers. This could also offer opportunities under the Heritage Construction Skills Training Programme (as successfully being developed by the Grantham Canal Heritage Initiative and the Canal and River Trust on the four Woolsthorpe Locks) for volunteers, Young Rangers and employment.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 5.6**Norfolk Coast Partnership**

[Suggestion from Norfolk Coast Partnership to be included in action table to support and assist the action.]

Broads Authority response: Comment noted.

Aspiration 6 (long term aims)**NFU East Anglia**

Responding to climate change will require a careful balance of intervention and allowing natural processes. In the context of the Broads the NFU supports an approach which seeks to retain the status quo of a predominantly freshwater system and we are encouraged that this is promoted in the plan's long-term aims.

Broads Authority response: Comments noted.

Aspiration 6.1**Broadland District Council**

We fully support initiatives that increase awareness amongst residents and businesses with a view to reducing energy consumption. Schemes must be easy to access, practical, realistic and affordable for both homeowners and business owners.

Broads Authority response: Comments noted.

Aspiration 6.1**Environment Agency**

I welcome this aspiration and the strategic action to develop and promote tailored climate smart mitigation and adaptation measures which would be guided by the output from any updated SFRA and water cycle studies.

Broads Authority response: Comments noted.

Aspiration 6.1**Norfolk Coast Partnership**

[Suggestion from Norfolk Coast Partnership to be included in action table to support and assist the action.]

Broads Authority response: Comment noted.

Aspiration 6.2**RSPB**

Unfortunately the RSPB is no longer involved with the current funding bid to research carbon capture in peatlands. In view of the changes that have taken place with this output it is suggested that the Broadland Catchment Partnership would be best placed as the lead delivery body.

Broads Authority response: Comment noted and text amended. The BA will lead on this action, with the Broadland Catchment Partnership supporting.

Aspiration 7

British Association for Shooting and Conservation

The British Association for Shooting and Conservation (BASC) recommends under 'Aspiration 7' a new section 7.5 as follows: Strategic actions: Promote shooting opportunities in the Broads, the value of shooting as a recreational resource. Key outputs: Establish links to local shooting clubs and individuals. Promote shooting opportunities such as wildfowling, game shooting, deer stalking and pigeon shooting. Resources: BASC and BASC affiliated clubs and syndicates. Indicators: Number of people taking part in shooting in the Broads. Reference: PACEC (2014) The Value of Shooting: The economic, environmental and social benefits of shooting sports in the UK, PACEC, Cambridge.

Broads Authority response: Your comments are noted. It is unlikely that the Broads Authority would promote specific shooting activities, businesses or clubs. However, BASC could perhaps make links with Broads Tourism, which has a wider promotional remit for the promotion of recreational activities in the Broads.

Aspiration 7

Norfolk Coast Partnership

Also, although I can't identify an appropriate specific strategic action under Aspiration 7 (Provide opportunities for distinctive recreational experiences in harmony with the special qualities of the area) we are engaged in work to manage the recreational impacts and maximise community benefits of people coming to see the grey seals at Horsey, which may also be relevant.

Broads Authority response: Comment noted.

Aspiration 7

North Walsham and Dilham Canal Trust

Raising the water level above Honing Lock, to bring a wider water corridor linking the Broads Authority waters with those of the Upper Canal at Ebridge - thus providing an open water corridor for wildlife, encouraging fish spawning and opening the waters to navigational users, public and disabled access.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 7

North Walsham and Dilham Canal Trust

Long term aims: The two previous aims regarding the re-building of Honing Lock and raising the water level above Honing Lock will require the building of a replacement spillway (possibly incorporating a fish ladder) at Honing. This, in conjunction with the sokes, would enable mitigation measures providing a faster flow of water than the canal, hence maintaining the stream biodiversity, as has been applied on the Upper Canal.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 7 (context)

Norfolk County Council

The GI team acknowledge that comments made on an earlier draft have been incorporated in to this document. However the GI team believe that one section still needs clarification. Under section F. Offering distinctive recreational experiences, paragraph 3 states “Walking is a particularly popular activity, but is threatened by significant reductions in local authority rights of way and footpath maintenance budgets”. The GI team do not think this reflects the true situation and would suggest that this needs some clarification. The Broads Authority area is well provisioned with long-distance trails, which include Angles Way, Weaver’s Way, and Wherryman’s Way. There have been two recent additions to this with the establishment of Stretch 2 of the Norfolk/England Coast Path, bringing a National Trail to the Broads for the first time. Partnership between Norfolk County Council and the BA has led to Department for Transport capital funding for the creation of Three River’s Way phase 1 between Wroxham and Horning. All these represent significant investments. In addition to this capital investment, Norfolk County Council has secured revenue investment through Coastal Communities Fund for the provision of promotional events in the BA area and the establishment of promoted circular walks. A significant proportion of the public rights of way network in the BA Area is subject to a cutting contract. The BA used to work in partnership with Norfolk County Council to provide additional cutting for c. 300 miles of paths. The decision to end that provision was made by the BA. This has left a large hole in the maintenance provision that has been difficult to fill with reducing resources in Norfolk County Council.

Broads Authority response: Comments noted. We refer to long distance trails in the context (first para) but will emphasise it in para 3. The Broads Authority used to provide additional cutting for free, but like the NCC it has seen significant reductions in its resources and is unable to continue this provision. However, it is committed to working with Norfolk Trails and Norfolk Highways to prioritise cutting regimes.

Aspiration 7 (context)

North Walsham and Dilham Canal Trust

Short term aims: - The installation of Canoe portaging opportunities at Honing Lock, and the clearance of the area below the lock for the turning of small craft’.
- Working with the Broads Angling Strategy Group, community groups and groups supporting people with disabilities to enhance their waterside and boating opportunities by providing disability friendly fishing platforms, wheely-boat access, a suitable head of water and fish ladders where possible (proposed in plan for a new spillway at Honing Lock).

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 7 (context)

RSPB

The RSPB supports the HRA recommendation that the term ‘balance’ be replaced with ‘resolve’.

Broads Authority response: Comment noted and text amended.

Aspiration 7 (context)

Suffolk Wildlife Trust

Whilst we are also broadly supportive of theme F (Offering distinctive recreational experiences), we agree with the text in the ‘Context’ section regarding the need to balance the potential conflict between visitor activity which could damage fragile habitats or disturb wildlife with the provision of opportunities to access such places and appreciate their intrinsic value. As set out in the fundamental principles of the plan, a precautionary approach must be taken in such situations to ensure that there are no adverse impacts on biodiversity.

Broads Authority response: Comment noted.

Aspiration 7 (focus)

North Walsham and Dilham Canal Trust

Short term aims: Re-opening of the old footpath between Honing Lock and Dee Bridge, thus linking the Common Access areas below and above the lock, and enabling further links between footpaths 7, 13, 22 (Honing Parish) and the Weavers Way.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 7 (long term aim)

Norfolk Wildlife Trust

Long term aim for recreation: It would be good for there to be reference to the need for recreational provision to help cater for predictions of population growth. This could be accompanied by an aim to provide further recreational space with low ecological value, in order to help deal with increased numbers of visitors.

Broads Authority response: Comments are more appropriate to the Broads Local Plan; reference to recreational need and provision will be made (as required) in that Plan.

Aspiration 7.1

Broadland District Council

We suggest that consideration must be given to sustainably maintaining the existing network to a high quality level before developing new schemes. We are concerned about the long-term implications on resources to properly maintain any new access facilities.

Broads Authority response: Comments noted. Although you may have done so already, we will pass the Council's comments to our Planning Policy Officer, who is preparing the Broads Local Plan.

Aspiration 7.1

Great Yarmouth Borough Council

3rd bullet point: Attention is drawn to the potential value of engaging with the Great Yarmouth Cycle Forum (hosted by the Borough Council) in ensuring opportunities for inter-connections/links and loops are maximised.

Broads Authority response: Comment noted.

Aspiration 7.1

Norfolk Wildlife Trust

We appreciate difficulties in resolving access at Cockshoot Broad but it does appear that the situation at that location conflicts with the Strategic Aim of 7.1. With regard to outputs we would like to explore the potential for new moorings at Upton Marshes near the pumping station. NWT could potentially contribute resources in relation to interpretation etc.

Broads Authority response: The Broads Authority is in discussion with NWT about this opportunity.

Aspiration 7.1

North Walsham and Dilham Canal Trust

Long term aims: Rebuilding of Honing Lock - Honing Lock is an important industrial artefact. Unique, in that it is the only canal lock within the B.A. executive area, and, as such provides an ideal restoration project. As well as its use for navigational purposes, a working lock could become an important educational resource and a distinct

recreational attraction for gongoozlers. This could also offer opportunities under the Heritage Construction Skills Training Programme (as successfully being developed by the Grantham Canal Heritage Initiative and the Canal and River Trust on the four Woolsthorpe Locks) for volunteers, Young Rangers and employment.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 7.2

Broadland District Council

(Addition to comment on aspiration 7.1) Similarly improvements in riverside facilities should be carefully planned and the potential for charged services explored thoroughly before implementation.

Broads Authority response: Comments noted. Although you may have done so already, we will pass the Council's comments to our Planning Policy Officer, who is preparing the Broads Local Plan.

Aspiration 7.2

Inland Waterways Association

Some useful progress is being made on reinstating and improving services for boaters, and could be included in this focus 7.2. We welcome your aspiration to create range of new moorings/stopping places (including wild/quiet moorings) in priority locations and maintain the existing network but are concerned that over recent years there has been a loss of casual moorings due to flood defence work. We believe that where casual moorings are lost due to flood defence work it is imperative that these are replaced. There is a need for a wider range of moorings at locations that give access to historic attractions and facilities as well as secluded areas. We support the aspiration to improve small craft launch points and improve existing launch facilities but believe this must include secure parking facilities for towing vehicles and trailers. We were pleased to see some inclusion of mains electric power outlets and recharging facilities for electric boats, and low- carbon provision of power for leisure services on board moored boats, avoiding generator or main engine use in the future.

Broads Authority response: Comments noted. Erosion protection piling no longer required for flood protection purposes and removed had no formal status as moorings, and there is no obligation to replace these casual moorings. However the Broads Integrated Access Strategy prioritises mooring provision at locations where there are gaps in the network, and where they provide access to visitor destination points. The IAS also prioritises provision of launching facilities where there is adequate car /trailer parking.

Aspiration 7.3

Broadland District Council

We suggest that more use is made of technology/multimedia in promoting activities and events.

Broads Authority response: Comment noted. This is a strong focus under Aspiration 8 of the Plan.

Aspiration 7.3

Great Yarmouth Borough Council

Attention is drawn to the potential of engaging with the Great Yarmouth Tourism and Business Improvement District to promote some of these aims and projects.

Broads Authority response: Comment noted.

Aspiration 7.3

RSPB

The RSPB supports the HRA recommendation that additional text be included in the strategic objective to ensure risks to the natural environment are avoided.

Broads Authority response: Comment noted and text amended.

Aspiration 7.5

Norwich & District Wildfowlers Association

BASC recommends under “Aspiration 7” a new section 7.5 as follows: Strategic actions: Promote shooting opportunities in the Broads, the value of shooting as a recreational resource. Key outputs: Establish links to local shooting clubs and individuals. Promote shooting opportunities such as wildfowling, game shooting, deer stalking and pigeon shooting. Resources: BASC and BASC affiliated clubs & syndicates. Indicators: Number of people taking part in shooting in the Broads. References: PACEC (2014) The Value of Shooting: The economic, environmental and social benefits of shooting sports in the UK. PACEC, Cambridge.

Broads Authority response: Comments noted.

Aspiration 8

Great Yarmouth Borough Council

The Borough Council accepts the focus on supporting Broads tourism and promoting the Broads’ distinctive identity. There is, though, also potential for exploiting its proximity to the sea, both in terms of a destination area with a wider variety of experiences and facilities, and for the potential of drawing visits from some of the millions who come annually to Great Yarmouth and the other resorts in the Borough (and elsewhere).

Broads Authority response: Comments noted.

Aspiration 8

North Walsham and Dilham Canal Trust

Short term aims: The Trust would like the East Ruston Branch to be highlighted as a possible venue for smaller craft, bringing trade to the village and its pub.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 8 (context)

Natural England

On page 37, in the footnote, delete the erroneous bracket at the end of the sentence.

Broads Authority response: This footnote has been removed from the final version of the Plan.

Aspiration 8 (context)

Norfolk and Suffolk Boating Association

We commented on this section in the previous draft but our comment was misreported. We believe that, in the interests of accuracy, this bullet should read “The Broads has similar status to a National Park designated under the National Parks and Access to the Countryside Act 1949 but, in addition to the National Parks’ two purposes of conservation and promoting enjoyment, the Broads Authority has a third purpose of protecting the interests of navigation. As such it was established under a different Act of Parliament to the National Parks and has been known as a ‘member of the National Park family’. In 2015, the Broads Authority voted to brand the area as the ‘Broads National Park’ for marketing purposes.”

Broads Authority response: Your comments are noted; however, the wording "The Broads has equivalent status to a National Park"... (rather than "similar status") is approved by Defra and is used in our communications, including the branding strategy.

Aspiration 8.1

Broadland District Council

Improved presence and links on the Visit Norfolk website and linked marketing would be beneficial. Keeping local authorities engaged with tourism developments also important as added value could be achieved. We also feel it will be vitally important for the BA to raise its profile and accessibility to residents to discuss issues they may have and things that matter to them. Local authorities could also play a role in supporting the Broads Plan message through communities.

Broads Authority response: Comments noted.

Aspiration 8.2

Broadland District Council

Pleased to see improvements in multimedia as an action. The Broads National Park should lobby for investment to ensure broadband and 4G connectivity across the area is improved for visitors.

Broads Authority response: Comments noted. The Authority supports the 'Better Broadband' initiatives led by Norfolk and Suffolk County Councils (see Broads Plan action 9.1)

Aspiration 8.2

Norfolk and Suffolk Boating Association

We note with some concern that the “Result” listed under 9.1.2 in the first draft of the Plan (viz: “Yacht Stations maintained at Great Yarmouth and Norwich.”) does not appear in the revised draft. We believe that the Plan should state a clear intention of maintaining the Yacht Stations and their associated facilities at Great Yarmouth, Norwich, Beccles and Oulton Broad. Similarly the Ranger presence at Reedham Quay should be maintained.

Broads Authority response: Maintenance of the yacht stations is included with action 8.2.

Aspiration 8.2

Norfolk Wildlife Trust

We are happy that NWT is listed as a lead partner in this action, as we have already renewed interpretation at Ranworth and will be improving visitor facilities at Hickling for Spring 2017.

Broads Authority response: Comments noted.

Aspiration 8.3

Broadland District Council

Use and promotion of the new Apprenticeship levy should be explored for Broads based businesses. Access to funding for training support should be improved in the National Park.

Broads Authority response: Comments noted.

Aspiration 9

Norfolk County Council

The County Council welcomes the inclusion of the references to sustainable development and reference could also be made that new housing and other development will be expected to contribute towards improving local services and infrastructure (such as transport, education; library provision, fire hydrant provision, open space etc.) through either the payment of a Community Infrastructure Levy (CIL); planning obligations (via a s106 agreement / s278 agreement); or use of a planning condition/s.

Broads Authority response: Comments noted and context amended. These points are also addressed in the emerging Broads Local Plan.

Aspiration 9

RSPB

The Aspiration should in the first instance “avoid” adverse impacts on the area’s special qualities. This is necessary as the term “minimise” implies that some adverse effects will be acceptable, but this would not be the case with the process set out in the Habitats Regulations. Mitigation measures could be implemented to minimise impacts to such a level that an adverse effect on site integrity is avoided but this is different to how the Aspiration is currently worded.

Broads Authority response: Comments noted and text amended.

Aspiration 9 (summary of current issues)

Great Yarmouth Borough Council

1st bullet point: As currently drafted, the statement ‘Looking ahead the Broads faces challenges from planned new development and regeneration outside the executive area’ reads as unduly pessimistic and defensive. The Borough Council considers there are opportunities for the Broads, as well as challenges, from new development outside of the executive boundary. These could include accommodation for visitors to the Broads; facilities to encourage visiting boats; footpath and cycle links; accommodation of housing or business needs that might otherwise require or create pressure for unwelcome development in the Broads; (and as mentioned later in relation to green infrastructure) environmental enhancements (which might be provided either directly with development, or funded through it); etc.

2nd bullet point: The Broads contribution to quality of life in a wider area is touched on in this section. It would be good to add recognition that quality of life of an area can be an important attractor for businesses, and in this way the Broads makes a contribution to economic growth in the wider area.

Broads Authority response: Comments noted and text amended.

Aspiration 9 (summary of current issues)

Norfolk Wildlife Trust

Summary of current issues: It would be useful for reference to be made to the large amount of new housing planned immediately adjacent to the Broads Executive Area, in order to put in context the number of houses in the Broads, in relation to the expected increased numbers of people that need to be connected with and inspired.

Broads Authority response: Comments noted and text amended.

Aspiration 9.1

Environment Agency

An updated SFRA will support and guide site allocation. Pre-development advice can assist the delivery of development on specified sites, we note the option to make pre-application advice available. We are able to support this through our own charged for pre-development advice service.

Broads Authority response: Comments noted.

Aspiration 9.1

Great Yarmouth Borough Council

2nd bullet point: The Borough Council supports the key output regarding identifying and promoting priority locations for improved broadband and mobile telephone coverage.

Broads Authority response: Comment noted.

Aspiration 9.1

Norfolk Wildlife Trust

We appreciate that these actions refers to the Broads Local Plan. However, in our view clear reference should be made to mitigating the impacts of further recreational use in the Broads, owing to increased housing in Norfolk and adjacent counties. It would be useful to include a reference to the report on Visitor Surveys on European Sites that was carried out in 2015/16 on behalf of Norfolk local authorities, under the auspices of the Norfolk Biodiversity Partnership. Actions should include the need for green infrastructure provision on development sites, along with mechanisms for minimising impacts on designated nature conservation sites, within the Broads National Park. This could include an aspiration for exploring the potential to create new “country park(s)” on the fringes of the Broads.

Broads Authority response: Comments are more appropriate for the Broads Local Plan, rather than the Broads Plan; we will pass on your comments to the Planning Policy Officer.

Aspiration 9.1

RSPB

The RSPB supports the development of strong local policy to ensure new development is sustainable and delivers net gains for the environment (e.g. paragraphs 109 and 118 of the National Planning Policy Framework (NPPF) makes this a requirement for developments or plans). Whilst the RSPB agrees that this should be delivered through the Broads Local Plan, it is disappointing that mention of a mechanism to provide biodiversity enhancement through development has been removed from the Broads Plan to account for all habitat and species impacts.

Living within environmental limits is an intrinsic requirement of sustainable development, important for biodiversity in its own right and also for the health and wellbeing of communities. It is recommended that the following text be added to the Strategic action: “...and ensure development occurs within environmental limits.” Such a statement would accord with the conclusions of the ‘Planning Naturally’ (2013) report produced by the RSPB, RTPI and CIEEM (available at: http://www.cieem.net/data/files/Resource_Library/News/Planning_Naturally.pdf). This report states that “...planning for biodiversity should be integral to every part of the planning process...” (p.2).

To secure such an approach within the Local Plan it is recommended that a strategy is developed that sets out clear design practices to guide the inclusion of biodiversity and green space enhancement within new development. The Exeter Residential Design Supplementary Planning Document (SPD) (available at: <https://exeter.gov.uk/planning-services/planning-policy/supplementary-planning-documents/residential-design-guide-spd/>) is an excellent example of how development and the environment can be integrated. Core principles of this SPD are:

Sustainable Design (e.g. maximise the potential for biodiversity and green infrastructure);

- Integrated landscape design (e.g. planting);

- Integrated biodiversity (e.g. the design and layout of new residential development will protect and enhance biodiversity on the site, and enhance connections between ecological features within and across the site. Existing areas and features of biodiversity value should be incorporated into the design and layout and wherever reasonably possible enhanced);

- Making connections (e.g. good pedestrian, cycle and public transport links);

- Services (e.g. service corridors identified at the start of the design process to avoid conflicts between existing and proposed trees).

- Energy and drainage (e.g. Sustainable Urban Drainage Systems (SUDS) must be integrated into the layout at the start of the design process).

Whilst acknowledging that the scale and type of development in the Broads differs from many Local Authorities, ensuring good design principles is still important and potentially more so given the importance for the Broads for habitats and wildlife and their links to tourism and health and wellbeing. The requirement that such a document be produced should be included in the first key output after “planning pre-application service.”

Broads Authority response: Comments noted. Text has been amended to refer to "environmental limits" under action 9.1. The Broad Local Plan is the appropriate mechanism to deal with biodiversity enhancements through development.

Aspiration 9.2

Environment Agency

I support the comprehensive approach to enhancing sites and the importance placed on green infrastructure.

Broads Authority response: Comments noted.

Aspiration 9.2

Norfolk Wildlife Trust

We appreciate that these actions refers to the Broads Local Plan. However, in our view clear reference should be made to mitigating the impacts of further recreational use in the Broads, owing to increased housing in Norfolk and adjacent counties. It would be useful to include a reference to the report on Visitor Surveys on European Sites that was carried out in 2015/16 on behalf of Norfolk local authorities, under the auspices of the Norfolk Biodiversity Partnership. Actions should include the need for green infrastructure provision on development sites, along with mechanisms for minimising impacts on designated nature conservation sites, within the Broads National Park. This could include an aspiration for exploring the potential to create new "country park(s)" on the fringes of the Broads.

Broads Authority response: Comments noted.

Aspiration 10

Broads Angling Strategy Group

Broads Angling Strategy Group has formed a partnership with Easton College and their Fishery Diploma students. This will create a sustainable set of angling coaches for the Norwich and Broadland area, to develop new youngsters into Angling. Could this be reflected in section 10?

Broads Authority response: Comments noted. We have added a reference to Fishing for Life as an example of a 'try it out' activity in action 10.1.

Aspiration 10

Inland Waterways Association

Aspiration10 would still benefit from having added to it: 'and its unique navigations'.

Broads Authority response: Comment noted. In this context, the navigation is assumed as part of the Broads environment.

Aspiration 10.1

Broadland District Council

Key to this is listening to what visitors and residents actually want. Should very much be led by, and with those that live and work in the Broads area. Real and sustained communications across all organisations with an interest in the Broads need to be improved.

Broads Authority response: Comments noted.

Aspiration 10.1

RSPB

Just a couple of changes that need to be made to the Broads Plan as a result of changes to RSPB projects. Second one is on page 42, entry 10.1, second box. Can you remove the Wild Heart of the Broads, RSPB entry? We have just been through an investment appraisal process which has identified that our Wild Heart project would not achieve a return on investment so the project has stopped. We will endeavour to fund the higher priority actions independently.

Broads Authority response: Comments noted and text amended.

Aspiration 10.1

RSPB

Unfortunately the RSPB has had to stop developing the Wild heart of the Broads project and this project should be removed from the plan.

Broads Authority response: Comment noted and text amended.

Aspiration 10.2

Broadland District Council

Key to this is listening to what visitors and residents actually want. Should very much be led by, and with those that live and work in the Broads area. Real and sustained communications across all organisations with an interest in the Broads need to be improved.

Broads Authority response: Comments noted.

Aspiration 10.2

North Walsham and Dilham Canal Trust

Long term aims: Rebuilding of Honing Lock - Honing Lock is an important industrial artefact. Unique, in that it is the only canal lock within the B.A. executive area, and, as such provides an ideal restoration project. As well as its use for navigational purposes, a working lock could become an important educational resource and a distinct recreational attraction for gongoozlers. This could also offer opportunities under the Heritage Construction Skills Training Programme (as successfully being developed by the Grantham Canal Heritage Initiative and the Canal and River Trust on the four Woolsthorpe Locks) for volunteers, Young Rangers and employment.

Broads Authority response: Under action 4.1, and through the Broads Integrated Access Strategy, we will be developing opportunities to expand or extend navigable water space, including North Walsham and Dilham Canal.

Aspiration 10.4

Great Yarmouth Borough Council

The Borough Council supports these measures 'offering inspiring opportunities for young people, including those from disadvantaged backgrounds', and is keen to understand the involvement of schools in Great Yarmouth in them.

Broads Authority response: Comments noted. More information on education and outreach is in the Broads Education Strategy 2017-22, to be implemented in April 2017.

Aspiration 10.5

Broadland District Council

Schemes could also be developed with The Princes Trust and Duke of Edinburgh Awards that could add real value to supporting employment in the Broads and have the potential to attract those from disadvantaged backgrounds.

Broads Authority response: Comments noted.

Aspiration 10.5

Great Yarmouth Borough Council

The Borough Council supports these measures 'offering inspiring opportunities for young people, including those from disadvantaged backgrounds', and is keen to understand the involvement of schools in Great Yarmouth in them.

Broads Authority response: Comments noted. More information on education and outreach is in the Broads Education Strategy 2017-22, to be implemented in April 2017.

Appendix B

Norfolk Coast Partnership

If you wish to, therefore, I would be happy for the Norfolk Coast Partnership to be recognised as partners in these actions, although I suggest that the abbreviation used in the action tables and Appendix B should be NCP.

Broads Authority response: Comments noted and amendments made to text.

Appendix C

Environment Agency

There is still some work required to agree the indicators that will be used in the State of the Park monitoring. It would be useful to understand the mechanism for collating this information and frequency of production of any reports at an early stage so that we can assess our ability to make this information available in the required format. In our last submission I mentioned that we would be able to provide annual updates of the ecological status of Broadland water bodies. We are now moving to three yearly status updates post 2016 although the data used to derive the annual status will still be collected and available in its raw format. If this is likely to cause a problem, I would urge you to contact me at your earliest convenience.

Broads Authority response: EA's support is noted. The State of the Park indicator set will be further developed.

Habitats Regulations Assessment

Abrehart Ecology Ltd

On the HRA - page 38, there is mention of Desmoulins Whorl Snail but not of Little Whirlpool Ramshorn Snail *Anisus vorticulus* - added to SAC in 2011. If it can be included that would be great.

Broads Authority response: Comment noted and HRA text will be amended.

Habitats Regulations Assessment

Broadland District Council

Furthermore, para 1.22 of the HRA for the Broads Plan 2017 which acknowledges that 'the Tourism Plan should be subject to Habitats Regulation Assessment irrespective of its non-statutory nature' is in line with previous comments submitted by the council.

Broads Authority response: Comments noted. The Sustainable Tourism Strategy has been subject to its own HRA.

Habitats Regulations Assessment

Natural England

Natural England is satisfied that the Habitats Regulations Assessment (HRA) provides a detailed and comprehensive assessment of the likely significant effects of the Plan on European sites and meets the requirements of the Conservation (Habitats & Species) Regulations 2010 as amended. Natural England agrees with the conclusion of the HRA, made in Section 4: Conclusions that, provided the recommended modifications (in Appendix 4) are made in full, the Plan is unlikely to have a significant effect on European sites and hence an Appropriate Assessment (AA) is not required at this time. This conclusion has been made largely on the basis that the proposals within the Plan are high level and do not provide any quantifiable details on location, scale, extent or type of project. As acknowledged in the HRA, we reiterate that it is critical that any subsequent projects (and potentially lower-tier plans) have regard to the recommendations of this Plan HRA and are themselves assessed through the HRA process as necessary.

Broads Authority response: Comments noted. As you note, the more detailed projects arising from the high level Broads Plan objectives will be assessed through the HRA process as necessary.

Habitats Regulations Assessment

RSPB

Having reviewed the accompanying Habitats Regulations Assessment (HRA), we note the conclusion of “no likely significant effect” subject to some additional amendments to text in the following sections: ‘The Broads Plan’, 1.3, 3.1, 3.2, 4.2, 7 (context & long term aim), 7.1, 7.2, 7.3. We support the recommendations set out in Appendix 4 of the HRA. In addition, we note the repeated recognition that project level HRA will be required (as identified for Sections 1.2, 4.1, 5.1-5.4, 5.6, 7.4, 9.1, 10.1, 10.3 of HRA Appendix 4). We recommend that this point be included in the

‘Assessment and Monitoring’ section of the plan (p.10) to ensure the position is made clear about project requirements during the plan period.

Broads Authority response: Comments noted and text amended.

Sustainability Appraisal

Historic England

We have carefully reviewed the Sustainability Report and are satisfied that the methodology within it allows a full and proper consideration of any impact to the historic environment and that this has carried through to the Local Plan document itself.

Broads Authority response: Comments noted.

Sustainability Appraisal

Natural England

We are satisfied that the methodology and baseline information used to inform the appraisal appears to meet the requirements of the Strategic Environment Assessment (SEA) Directive [2001/42/EC] and associated guidance. The environmental interest within our remit appear to be covered within the Sustainability Appraisal (SA) objectives.

We note there remains an 'uncertain impact' on the SA objective to protect and enhance the natural environment including biodiversity and geodiversity (ENV3) under:

- Aspiration 3: 3.3 Removing sediment from the Broads system and accelerating sediment removal; and
- 10.1 and 10.4 of Aspiration 10: Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment.

Also there remains 'uncertain impact' on the SA objective to conserve and enhance the quality and local distinctiveness of landscapes and towns/villages (ENV4) under:

- 6.1 of Aspiration 6: Building the awareness and adaptive capacity of local communities to the challenges of climate change and sea level rise; and
- 9.2 of Aspiration 9: Facilitate the sustainable development growth within and adjacent to the Broads, while minimising adverse impacts on the area's special qualities.

Hopefully these uncertainties will be addressed at the more detailed project level in due course, once more information becomes available.

Broads Authority response: Comments noted. As you note, the more detailed projects arising from the high level Broads Plan objectives will be subject to the sustainability appraisal process as necessary.

Sustainability Appraisal

RSPB

The phrase “unacceptable adverse impacts” should be reviewed. Adverse is used to denote a harmful or unfavourable action. It is unclear how such actions could be considered acceptable within a protected landscape. We recommend amending to “adverse impacts” or reviewing to ensure the intended meaning is made clear.

Broads Authority response: The wording used is consistent with the Sustainability Appraisal for the Broads Local Plan and, as it relates to landscape impacts, is considered to be appropriate.

Broads Education and Volunteer Strategies for adoption

Report by Director of Planning and Resources

Summary: This report presents the final versions of the Broads Education Strategy 2017-22 and Broads Volunteer Strategy 2017-22. Members received the draft strategies in January 2017, since when both strategies have been subject to targeted public consultation. All responses have been considered and appropriate changes made to the final strategies.

Members are asked to adopt both strategies, for implementation from April 2017.

Recommendation:

That the Broads Education Strategy 2017-22 and the Broads Volunteer Strategy 2017-22 be adopted.

1. Strategy production

- 1.1 The current Broads Education Strategy and Broads Volunteer Strategy were produced in 2012, and both strategies have now been reviewed and refreshed. There is a lot of interrelation between the education and volunteer services, and the strategies are therefore updated and implemented at the same time. As with the Broads Plan, a wide range of partners are involved in the implementation of the strategies.
- 1.2 It has been important to ensure that both strategies are in conformity with the emerging Broads Plan 2017-22 and its high level strategic direction. There are also strong links to the project themes in the Broads Landscape Partnership Scheme: Water, Mills and Marshes.

2. Strategy content

- 2.1 The draft Broads Plan 2017-22 contains the aspiration to: "Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment". This aspiration is underpinned by the following strategic actions:
 - Widen the range of active and entry level/taster that promote physical and mental health and wellbeing, based in the Broads' natural environment
 - Offer a flexible range of practical volunteering programmes, events and training, and establish a longer term succession strategy

- Improve the capacity of the Broads Environmental Education Network (BEEN) to develop and run educational programmes and events for local school children
 - Develop and run motivational outreach activities and award schemes for young people, including those from disadvantaged backgrounds, focusing on life and work skills training and practical experience
- 2.2 These actions provide the high level context for the more detailed education and volunteer strategies. Both services have distinct audiences, who have had the opportunity to feed into the review process from an early stage.
- 2.3 The Education Strategy aims to provide a clear progression of opportunities for schoolchildren and other young people to learn about and engage with the Broads, emphasising the benefits of high quality outdoor learning. It has three areas of focus, which are:
- Offering informal outreach opportunities, including interactive events, volunteering, skills training and targeted schemes such as Forest Schools
 - Providing formal education to schools, including the Broads Curriculum
 - Improving the resource capacity of the education service
- 2.4 The Volunteer Strategy outlines the numerous benefits of volunteering, both for the Authority and, importantly, for the volunteers. It has four key objectives:
- Provide practical training and support to volunteers and supervisory staff in an up-to-date, effective, efficient and fair way
 - Build the capacity of volunteers to lead task and run public events and activities on behalf of the Authority
 - Encourage active volunteering from a more diverse range of people, particularly young people and those with disabilities or health-related issues
- 2.5 The consultation responses to both strategies have been general comments of support and offers of help in implementing actions, which are appreciated.

3. Adoption of strategies

- 3.1 Members are asked to formally adopt the Broads Education Strategy 2017-22 and the Broads Volunteer Strategy 2017-22.

Background papers:	BA report January 2017
Author:	Andrea Long
Date of Report:	1 March 2017
Broads Plan Objectives:	See this report
Appendices:	Appendix 1 - Education Strategy 2017-22 Appendix 2 – Volunteer Strategy 2017-22

Education Strategy for the Broads 2017-22



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Education Strategy for the Broads 2017-22

Strategic aim

The Education Strategy for the Broads provides a framework for formal environmental education and wider outreach in the Broads National Park over the next five years. The strategy takes into account the high level aims and objectives of the Broads Plan (the strategic management plan for the Broads), including the long-term aim that:

‘People from all walks of life and all ages and abilities, particularly young people, disadvantaged people and people with disabilities, have opportunities to connect or reconnect with the Broads on their doorstep and ‘go the extra mile’ for recreation, learning, and physical and mental health and wellbeing. Mainstream and extra-curricular educational opportunities make use of the area’s natural and cultural assets and inspire and motivate young people as part of lifelong learning.’



Context

The Vision for English National Parks and the Broads (Defra, 2010) encourages National Park Authorities and the Broads Authority to take a proactive approach in helping local communities and visitors to experience, understand and enjoy these special areas at first hand. Raising awareness and understanding, particularly among young people, is also a key focus of the Government’s 8-Point Plan for England’s National Parks (Defra, 2016).

In the Broads National Park¹, these ambitions sit within the Broads Authority’s wider purposes to conserve and enhance the area’s natural and cultural assets, promote opportunities for people to understand and enjoy the special qualities of the area, and protect the interest of navigation.

The Broads is a wonderful resource for learning, enjoying and inspiration, as a ‘classroom without walls’. Accessible, informative and inspirational opportunities support and motivate people from all walks of life, ages and abilities, particularly activities and events that connect, or perhaps reconnect, them with the special natural environment on their doorstep.

¹ In this Plan, we use the term ‘Broads National Park’. The Broads has an equivalent status to a National Park under the National Parks and Access to the Countryside Act 1949. The Broads Authority shares the same two purposes as the English, Welsh and Scottish National Parks; in addition it has a third purpose relating to the interests of navigation. As such, it is defined under a different Act of Parliament to the other Parks. In 2015, the Authority resolved to brand the area as the ‘Broads National Park’. This has been done for marketing related purposes, to promote more clearly the area’s national park credentials and special qualities. The Broads Authority’s legislation is not changed in any way.

A wealth of evidence highlights the many benefits people, particularly children and young people, gain from learning about and enjoying protected landscapes like the Broads, including:



- Improved self-confidence and personal character development
- Better awareness, understanding and appreciation of the natural and cultural environment, and a passion to help protect and enhance it
- Greater sense of community connection and belonging, helping to reduce social isolation and conflict
- New and enhanced life skills, including social and vocational skills, offering broadened horizons and lifelong opportunities
- Improved physical and mental health and wellbeing
- A lifelong appetite for learning
- And, importantly, lots of fun!

Summary of achievements

There are two main strands of the educational offer in the Broads: mainstream, formal programmes for school-aged children; and wider outreach activities for children and young people, families, local communities and visitors to the area.

A long-term goal for the Authority is that every child in the Broads has the chance to experience the area at some point in their school career. Developing a formal Broads Curriculum has been a key element of fulfilling this ambition in recent years, alongside a variety of in-school and outdoors programmes offered to school-aged children.

Millions of people visit the Broads for recreation, health and wellbeing. However, a lack of physical or cultural access, information or simply motivation means others are disconnected from the special landscape on their doorstep and the opportunities it offers. Outreach, particularly 'hands on' learning for young people and people from disadvantaged backgrounds, is a strong and increasingly important focus.

The Authority and its partners delivered a wide range of education and outreach activities over the life of the last Broads Education Strategy (2012-16). Key achievements include:

- 30+ organisations in Broads Environmental Education Network (BEEN) running c.50,000 educational days p.a. across the Broads
- Broads Curriculum materials and training produced and made available to schools
- Direct school contacts made (2,000 + pupil days p.a.)
- Long-term engagement projects carried out with Short Stay schools for Norfolk, Norwich City College and local secondary schools (2011-16)
- 20+ Broads Discovery Days p.a. run with schools from high IMD areas in the South East
- John Muir Awards programme in place, integral with Forest School approach – 35 awards delivered since 2012
- Total of c.120 work experience placements provided for 15-18 year olds

- Education skills and activity training provided for BA volunteers
- 3 Primary and Youth learning projects, plus outreach and learning strategy under development within Water, Mills and Marshes Landscape Partnership Project 2016-22
- New learning-related projects developed as part of Broads Landscape Partnership Scheme
- Educational partnerships established between BA and Country Trust, Mancroft Advisory Project and others; education projects run with Norfolk Education and Action for Development (2011-15)
- 250,000+ people a year visiting Whitlingham Country Park (urban fringes of Norwich), for range of activities including BA annual events programme
- BA attendance at over 20 local and national events, including London Outdoors and Travel Show, Royal Norfolk Show, British Bird Fair (4000+ contacts p.a.)
- Two-week Broads Outdoors Festival, offering over 80 separate events p.a.
- Annual BA attendance at local school science and environment community fairs
- Programme of regular talks for adult groups (c. 6 talks p.a.)
- Outreach into schools (presentations and training) – c. 12 sessions p.a.
- Engagement with boaters, including Boat Safety Scheme
- Outreach event training for BA volunteers (c.2-3 events p.a.)
- Regular programme of walks run with Age Concern
- New community outreach projects created as part of Broads Landscape Partnership Scheme
- Programme of 'Know the Broads' training for local tourism providers (200+ participants)

Five-year action plan 2017-22

This strategy provides a framework for educational and outreach activity in the Broads for the next five years (2017-22). Under an aspiration to 'Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment', Broads Plan 2017-22 contains the following strategic actions:

- Widen the range of active and entry level/taster activities that promote physical and mental health and wellbeing, based in the Broads natural environment
- Offer a flexible range of practical volunteering programmes, events and training, and establish a long-term strategy
- Improve the capacity of the Broads Environmental Education Network to develop and run educational programmes and events for local schoolchildren
- Develop and run motivational outreach activities and award schemes for young people, including those from disadvantaged backgrounds, focusing on life and work skills training and practical experience



Over the next five years, we aim to resource and offer activities within formal education and wider, informal outreach to fulfil the Vision and 8-point Plan for National Parks and the Broads, the Broads Authority's own purposes and the wider aspirations in the Broads Plan.

We will update, deliver and extend Broads Curriculum materials, training and resources to schools, alongside related activities run through schools and youth groups.

Outreach activities, particularly for young people and people from disadvantaged backgrounds, will be an increasingly important focus. Actions to address this are in this Education Strategy; in related strategies for learning, communications, volunteering, recreation and access in the Broads; and in initiatives and programmes including the Broads Landscape Partnership Scheme 'Water, Mills and Marshes'.

Actions and targets are set out in Table 1 below.

Roles and resources

The Broads Authority acts as coordinator, adviser and provider of formal environmental education and wider outreach activity within the Broads. It is supported by a wide range of partners in the Broads Environmental Education Network (BEEN) and by other groups and organisations. As the body responsible for looking after the Broads, the Authority can offer a unique perspective on, and connection to, the special qualities of the area and its past, present and future.

The Authority currently employs one full-time Education Officer. The role is supported, subject to work priorities, by other in-house staff including the Ranger Team, Communications Team, and Volunteer Coordinator, and by volunteers. There are more than 30 organisations in BEEN (see Appendix 1), offering Broads-themed educational opportunities to schoolchildren and other groups of young people. In a recent survey (Defra 2013), it was estimated that 50,000 educational days a year are delivered by BEEN organisations throughout the Broads.

Limited educational resources, both financial and staffing, have to be targeted carefully. At the same time, we want to build our capacity to offer high quality learning experiences in the Broads. There are a number of ways to increase resources, and some of these are identified in the action plan (Table 1). In its facilitator role, the Authority will work with partners to train teaching staff and others to use the Broads as an educational resource through self-led activities (supported by Broads Curriculum and other learning materials), and to act as 'Broads Ambassadors' to promote activities in the area.

Volunteers will continue to play a vital role in helping to deliver outdoor learning², and there are strong links between the Authority's education and volunteer services. We will also investigate opportunities to improve the level of dedicated in-house staffing and funding resources for the education service.

For more information about this plan, contact Nick Sanderson, Broads Education Officer

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Write to: Broads Authority, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY

Visit our website: <http://www.broads-authority.gov.uk/learning>

² Volunteer Strategy for the Broads 2017-22; www.broads-authority.gov.uk/broads-authority/who-we-are/volunteers

Table 1: Education Strategy for the Broads: Action Plan 2017-22

A: Providing informal outreach opportunities

Ref	Objectives	Key actions 2017-22	Lead/Partners	Timescales	This is done so that...
A1	Develop and offer fun, motivational activities for young people, families and communities to engage with and learn more about the Broads National Park	1.1 Develop and run educational activities as part of BA-led annual events programme (<i>incl. Picnic in the Park, National Parks Week, Broads Outdoors Festival, Whitlingham Country Park events</i>) <u>Target:</u> 8 events p.a. (Apr-Oct)	BA Ed Officer/ BA Comms and event support teams	From 2017 ongoing	Young people, families and communities are learning about the Broads and gaining new interests and skills through fun, interactive outdoor activities
		1.2 Provide Broads educational presence at targeted externally led public events (<i>incl. Royal Norfolk Show, Wild about Norfolk, tourism shows</i>) <u>Target:</u> 12 events p.a. (Apr-Oct)	BA Ed Officer/ BA Comms and event support teams	From 2017 ongoing	People from disadvantaged groups are visiting the Broads, many for the first time, and are taking part in fun, healthy and motivational outdoor activities that are tailored to their needs
		1.3 Create and run programme of interactive events for 13-21 year olds as part of Broads Landscape Partnership Scheme programme 2: Exploring the Landscape and programme 3C: Activating Enthusiasm <u>Targets:</u> Prog. 2 -TBC; Prog. 3C - 2 events p.a.	Broads LPS partners/ BA Ed Officer	Jan 2018- Dec 2022	Through a better sense of understanding and connection, people are likely to appreciate and care more about the Broads and wider environment
		1.4 Run programme of John Muir Award scheme activities through youth groups, focusing on local areas with high IMD ³ ; promote scheme to potential participants and seek further funding to support it <u>Target:</u> 20 awards p.a.	BA Ed Officer/ Youth groups/ BEEN ⁴ partners	From Sept 2017 ongoing	

³ Indices of Multiple Deprivation (IMD) provide measures of different types of deprivation in areas of England

⁴ Broads Environmental Education Network

Ref	Objectives	Key actions 2017-22	Lead/Partners	Timescales	This is done so that...
		<i>Other actions: Organisations within BEEN also run indoor and outdoor educational activities and public events on an ongoing annual basis.</i>	BEEN partners	From 2017 ongoing	
A2	Offer and further develop the range of opportunities for National Park-focused work experience, skills training and award schemes for young people	2.1 Develop and maintain pastoral links between BA and local schools and colleges to offer work experience in appropriate areas of BA work, incl. regular work placements throughout the year. <u>Target:</u> 20 placements p.a.	BA Ed Officer / BA support staff/ Schools and colleges	From 2017 ongoing	Local young people are gaining new vocational and life skills, work experience, and meeting new people
		2.2 Create and offer work placement opportunities through Broads Landscape Partnership Scheme programme 3C: Activating Enthusiasm <u>Target:</u> 10 placements p.a. (with LPS partner)	LPS partners/ BA Ed Officer	Jan 2018- Dec 2022	
		2.3 Create and offer skills training, volunteering and award opportunities through Broads Landscape Partnership Scheme programme 3D: Broads Young Rangers <u>Target:</u> 12 youth ranger training places p.a.	BA Ed Officer/ BA Ranger Team/ LPS partners	Jan 2018- Dec 2022	
		2.4 Create and offer skills training and work opportunities through Broads Landscape Partnership Scheme programme 3A: Heritage Construction Skills Training <u>Target:</u> To be confirmed (through Broads LPS)	LPS partners	Jan 2018- Dec 2022	
		2.5 Develop and promote more Broads-based volunteering opportunities for young people (incl. clear progression pathway from Experience Days/Broads Awards/Broads Young Rangers) <u>Target:</u> 10 young volunteer places p.a.	BA Ed Officer/ BA Vol Coordinator/ LPS partners/ BEEN partners	From 2018 ongoing	

Ref	Objectives	Key actions 2017-22	Lead/Partners	Timescales	This is done so that...
		<i><u>Other actions:</u> Organisations within BEEN also run volunteering activities, incl. NWT Wildlife WATCH, Broads Networks for Nature, RSPB Schools Outreach</i>	BEEN organisations and other partners	From 2017 ongoing	
A3	Investigate and develop Broads National Park-focused 'social action' community initiatives for young people	3.1 Research practical and resource implications to create working links between BEEN partners and National Citizen Service (NCS) and to run local projects as part of wider NCS scheme	BA Ed Officer/ National Parks England /National Citizen Service	2017-18	Young people are supporting their local communities in practical ways and gaining personal confidence, practical experience and life skills
		3.2 (If 3.1 is feasible) Develop and run local social action community programmes and schemes as part of wider NCS and other provider programmes <u>Target:</u> To be confirmed	BA Ed Officer/ BA Volunteer Coordinator	From 2018 ongoing	
A4	Run and support wider 'hands on' health and wellbeing initiatives targeted at young people, particularly those from disadvantaged backgrounds	4.1 Offer opportunities for schools and other groups to participate in 'Forest School' activities in the Broads, through working with partners to support training needs, draw down additional funding and access suitable sites to run events <u>Target:</u> To be confirmed	BA Ed Officer/ BA Ranger team	From 2017 ongoing	Disadvantaged young people are feeling more valued, self-motivated and resilient, facilitating a reduction in social and health-related problems
		<i><u>Other actions:</u> Other organisations will also lead health and wellbeing related activities in the Broads, incl. county-led 'One Life' health programmes, Active in Nature</i>	Partners, Sport England	From 2017 ongoing	

B: Providing formal environmental education, including Broads Curriculum

Ref	Objectives	Key actions 2017-22	Lead/Partners	Timescale	This is done so that....
B5	Produce, update and expand the range of print and web-based Broads educational source materials, including Broads Curriculum teaching materials	5.1 Update and consolidate Broads Curriculum framework and publish on education pages on BA website, linked to partner outreach resources. <u>Target:</u> Framework published (updated annually)	BA Ed officer/ LPS partners/ volunteers/BEEN partners	2017	Students, teachers and education providers are able to access tailored, up-to-date Broads curriculum materials and other relevant learning materials
		5.2 Review current Broads' educational resource material and update or rewrite as necessary, (working with BEEN organisations to prioritise and rewrite material). <u>Target:</u> 4 sets of resource materials (7 topics per set) completed p.a.	BA Ed officer/ LPS partners/ volunteers/BEEN partners/UEA	From 2017 ongoing	
		5.3 Develop new resources based on key subject areas/ topics identified by schools and in Broads Curriculum. Link to Broads Discovery Days, LPS projects and school curriculum requirements. Include written information, videos, animation and activities. <u>Target:</u> 2 sets of resources completed p.a. Subject area priorities to be identified through schools and BEEN.	BA Ed officer/ LPS partners/ volunteers/BEEN partners/UEA	From 2017 ongoing	
		5.4 Carry out evaluation of uptake of resources and information with schools and students, and revise strategy as appropriate. <u>Target:</u> Evaluation completed and new strategic approaches in place as appropriate.	BA Ed officer	From 2017 ongoing	
		<u>Other actions:</u> Other BEEN organisations will produce educational materials in a range of formats that can contribute to Broads educational resource materials.	BEEN partners	From 2017 ongoing	

Ref	Objectives	Key actions 2017-22	Lead/Partners	Timescale	This is done so that....
B6	Develop and implement processes to promote the Broads Curriculum more widely and encourage greater take up by learning providers	6.1 Establish a comprehensive database of schools and colleges and follow up key contacts to encourage take up of Broads Curriculum <u>Target:</u> Database established and populated	BA Ed Officer/ BA Comms/ Norfolk County Council/ BEEN partners	2017	Students, teachers and education providers are hearing about, and are able to access quickly and easily, relevant and up-to-date Broads curriculum materials
		6.2 Create interactive map of Broads education providers and database of BEEN members and publish on BA website <u>Target:</u> Interactive map in place	BA Comms/ BA Ed Officer/ Norfolk County Council	2018	
		6.3 Update, create and maintain dedicated 'learning zone' on BA website for teachers, students and other professional educators <u>Target:</u> Up-to-date learning zone in place hosted on BA website	BA Ed Officer/ BA Comms	From 2017 ongoing	
		6.4 Develop and run roadshows focused on Broads Curriculum and Broads Landscape Partnership Scheme, and take round local schools. <u>Target:</u> Roadshow taken to 5 schools p.a.	LPS partners/ BA Ed Officer/ BEEN partners	2018-2022	
		6.5 Offer and run outreach training sessions for staff at local schools <u>Target:</u> Sessions run at 5 schools p.a.	BA Ed Officer/ BEEN partners	From 2018 ongoing	
		6.6 Offer and run outreach sessions for pupils at local schools <u>Target:</u> Sessions run at 5 schools p.a.	BA Ed Officer/ BEEN partners/ Volunteers	From 2017 ongoing	
		6.6 Establish and run regular Broads Teachers Conferences to engage local schools with Broads educational ideas and opportunities <u>Target:</u> Annual or biennial event in place by 2019	BA Ed Officer/ LPS partners/ BEEN partners	From 2019	

Ref	Objectives	Key actions 2017-22	Lead/Partners	Timescale	This is done so that....
		<i><u>Other actions:</u> Other BEEN organisations will run outreach activities for schools. Through BEEN, the Broads Curriculum framework can be more widely promoted to schools.</i>	BEEN partners	From 2017 ongoing	
B7	Target and run annual programme of Broads Discovery Days for schools, particularly those not already using the Broads as a learning resource	7.1 Publish regular programme of Broads Discovery Day opportunities on BA website and through other local school networks <u>Target:</u> Programme published	BA Ed Officer/ BA Comms	From 2017 ongoing	Staff and pupils from more local schools and colleges are aware of, and are enjoying, discovery days as part of a structured outdoor learning programme
		7.2 Target potential new school contacts and provide promotional information on academic participation in Broads Discovery Day activities. <u>Target:</u> To be confirmed	BA Ed Officer/ BA Comms/Norfolk County Council	From 2017 ongoing	
		7.3 Run annual programme of outdoor field-based Broads Discovery activity days throughout the Broads, providing introductory and follow up sessions (Broads Curriculum linked). Target local schools/schools from areas of high IMD. Seek Learning Outside the Classroom (LOTC) quality badge standard. <u>Targets:</u> 10 Discovery Days p.a. / LOTC Quality Badge standard achieved	BA Ed Officer/ BA Ranger team/Volunteers/ BEEN partners	Annual ongoing from 2018	
B8	Develop and offer practical support to enable young people from disadvantaged backgrounds to access	8.1 Develop proposal for Broads travel grant scheme and, if feasible, establish process to offer grant assistance to schools in areas of high IMD (also see action 9.2) <u>Target:</u> To be confirmed	BA Ed Officer/ BA Comms/LPS partners	2018	More young people from high IMD areas are able to access outdoor activities as part of a structured learning programme

Ref	Objectives	Key actions 2017-22	Lead/Partners	Timescale	This is done so that....
	Broads outdoor education opportunities	<p>8.2 Seek wider range of ways to offer practical support to schools and groups in disadvantaged situations to enable them to access Broads-based outdoor learning opportunities, e.g. through self-led schools visits.</p> <p><u>Target:</u> To be confirmed</p>	BA/LPS partners/ BEEN partners and other organisations	2018	

C: Improving resource capacity for education

Ref	Objectives	Key actions 2017-22	Lead/Partners	Timescales	This is done so that....
C9	Develop manpower resources and assets (incl. funding, transport, equipment) available to BA and BEEN partners to support education activities	<p>9.1 Investigate potential to provide additional support (incl. admin services) to run BA education service more effectively</p> <p><u>Target:</u> To be confirmed</p>	BA	2017	The BA and BEEN partners are able to offer more and better resourced education and volunteering services to the public
		<p>9.2 Investigate potential funding, sponsorship or other means to provide dedicated transport resource for use by the BA education service (also see action 8.1)</p> <p><u>Target:</u> To be confirmed</p>	BA Volunteer Coordinator	From 2017 ongoing	
C10	Recruit and train more volunteers to support the delivery of Broads education programmes and Broads focused community events	<p>10.1 Design and run recruitment and training programmes for BA volunteers to enable them to lead and support education activities and events</p> <p><u>Target:</u> 2 programmes p.a. (Links to Broads Volunteer Strategy)</p>	BA Volunteer Coordinator/ BA Ed Officer	From 2017 ongoing	More qualified and trained volunteers are working alongside BA/BEEN staff to deliver community events and activities outdoors and within local urban areas

Ref	Objectives	Key actions 2017-22	Lead/Partners	Timescales	This is done so that....
C11	Establish and offer professional development training to teaching staff within Norfolk and Suffolk schools to enable them to lead Broads education programme delivery	11.1 Working with UEA teacher training students, implement Broads Landscape Partnership Scheme programme 3B: Discovering the Landscape and programme 3C: Activating Enthusiasm <u>Target:</u> 25 schools activity days p.a. delivered through Broads LPS.	BA Ed Officer / LPS partners/ UEA/BEEN organisations	Jan 2018-Dec 2022	Students training to work within education are helping produce Broads LPS resources and deliver education programmes, both outdoors and in schools, and are gaining 'hands on' experience
		11.2 Develop and run professional development teacher training courses (supported by print and web-based training materials) linked to Broads education programmes, and make available to and through local schools and colleges <u>Target:</u> 2 training days p.a.	BA Ed Officer/ BEEN partners / Norfolk County Council/ Education contractors	From 2019 ongoing	More teachers are trained in, and are using and promoting, teaching methods that make use of the Broads as a learning resource
		11.3 Develop, publicise and run processes to recruit teachers as 'Broads Ambassadors' to promote the Broads as a learning resource, linked to Broads education programme (also see B5) <u>Target:</u> 5 new trained Broads Ambassadors p.a.	BA Ed Officer/ LPS partners	From 2019 ongoing	

Appendix 1 – List of Broads Environmental Education Network (BEEN) partners

1st Question Educational Co-operative	Natural England
Barton Turf Adventure Centre	Nature's Puzzle
The Benjamin Foundation	Norfolk Archaeological Trust
Broads Authority	Norfolk Broads Direct
Broads Spirituality	Norfolk County Council (Educator Solutions)
Camouflaged Learning	Norfolk Wildlife Trust
The Country Trust	Rowbottom-Parker Consultants
English Heritage	RSPB
Fairhaven Woodland and Water Gardens	Salhouse Broad
Fun Outside	The Short Stay Schools for Norfolk (Engage Trust)
Hautbois Residential and Activity Centre	Suffolk Wildlife Trust
Holt Hall Study Centre (Educator Solutions)	The Canoe Man
Horstead Centre	Time and Tide Museum
How Hill Trust	Wheat Fen Nature Reserve
Martham Boats	Wheat Fen Forest Schools
Mancroft Advisory Project	Wherry Yacht Charter Charitable Trust
Museum of the Broads	Whitlingham Outdoor Education Centre
Nancy Oldfield Trust	(Educator Solutions)
The National Trust	

Appendix 2 – Glossary of terms

BEEN	The Broads Environmental Education Network provides environmental outdoor learning opportunities within the Broads (see Appendix 1 for members)
Broads Ambassadors	Teachers or other school staff who promote the Broads National Park as a learning resource
Broads Discovery Days	A field trip to a site in the Broads, with learning activities
Broads Plan	The key partnership strategy for the Broads. www.broads-authority.gov.uk/broads-authority/how-we-work/strategy
Local schools	For the purpose of this strategy, 'local schools' are those within the Broads executive area and within a 5-mile radius of the boundary
LPS	HLF funded Landscape Partnership Scheme: Water Mills and Marshes www.broads-authority.gov.uk/looking-after/projects/water,-mills-and-marshes
Outreach	A visit by the Broads Authority or BEEN organisation to a school, college or community or other public arena to run activities and promote the Broads
Roadshow	A programmed visit (day or half day) to a school or college with a set of Broads' related activities. Roadshow events are run by Broads Authority staff or volunteers, and by external organisations.

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Author: Broads Authority

Volunteer Strategy

for the Broads 2017-22



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Volunteer Strategy for the Broads 2017-22

Strategic aim

The Broads Authority uses the time and skills offered by volunteers to support its work and achieve its objectives to manage the Broads. In working alongside our staff, volunteers provide valuable input, expertise and increased flexibility to our work programmes, and enhance the experience of everyone working for the Authority. In turn, by offering a range of volunteering opportunities, we seek to inform and influence peoples' life choices and behaviour, and improve their health and wellbeing, skills and employment opportunities, and overall quality of life.

Context

A recent public survey in England¹ showed that 41% of those questioned had volunteered formally (through a group, club or organisation) at least once in the previous year. A quarter of these volunteered regularly, with an average of 11.6 hours a month (BA volunteers, on average, give 16 hours a month).

Defra's 8-point plan for National Parks (2016)² relates closely to the aims of volunteering. It encourages the National Park family to develop plans and activities to help double the number of young people to experience a National Park as part of National Citizen Service by 2020; to encourage more diverse visitors to National Parks and promote volunteering in National Parks; and to promote innovative schemes for National Parks to serve national health.

The Broads Plan³, the strategic management plan for the Broads, has an aspiration to 'Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment'. This aspiration is supported by the following objectives:

- Widen the range of active and entry level/taster that promote physical and mental health and wellbeing, based in the Broads' natural environment
- Offer a flexible range of practical volunteering programmes, events and training, and establish a longer term succession strategy
- Improve the capacity of the Broads Environmental Education Network (BEEN) to develop and run educational programmes and events for local school children
- Develop and run motivational outreach activities and award schemes for young people, including those from disadvantaged backgrounds, focusing on life and work skills training and practical experience

These objectives translate into more detailed actions for volunteering, set out in the Action Plan on pages 5-10 of this strategy.

¹ NCVO's Civil Society Almanac survey, 2015-16

² www.gov.uk/government/uploads/system/uploads/attachment_data/file/509916/national-parks-8-point-plan-for-england-2016-to-2020.pdf

³ Broads Plan: <http://www.broads-authority.gov.uk/broads-authority/how-we-work>

There is no doubt that volunteers make a huge contribution to the Authority, and more importantly to the Broads. In just one year (2015-16), a total of 16,000 hours were given by 170 volunteers and work experience students across more than 60 different activities from litter picking, patrolling the waterways and assisting with events, to invasive species control and monitoring, information centre repairs, and vessel maintenance. This included:



- 300 hours supporting the Education Officer in environmental education and outreach to schools, 780 hours helping at public events, and 240 hours of event administration (200 of those hours being provided by a single volunteer!)
- 58 active Ranger volunteers contributing 2850 hours to patrolling the waterways by boat and vehicle, and another 100 hours removing obstructions from the rivers. 16 volunteers spent 145+ hours ensuring our vessels were in the right place when needed or when going for repair.

In the same year, volunteers were supported in their roles by more than 700 hours of training, provided by Authority staff and external training providers.

Benefits

Volunteering creates huge benefits, both for the Authority and for the volunteers themselves. For the Authority, volunteers act as community ambassadors. They have skills to support and complement our staff skills, and can provide a pool of talent when staff vacancies arise. They are able to give dedicated attention to specific groups, issues or projects, and increase the volume, variety and outreach of our services, such as helping us reach more visitors at events. Volunteers can also provide valuable feedback about our practices or programmes, helping us make changes.

Volunteering has been shown to increase a person's ability to carry out activities associated with daily living, cope better with ill health, and adopt and maintain healthier lifestyles. For some, it can be a route to new skills, employment or a career change. Others gain a sense of achievement or fulfilment from passing on their skills and knowledge to others.

Many volunteers gain a sense of belonging, being part of a team working together for a key purpose. They feel valued by making a difference, and lifelong friendships are often made. Volunteering for the Authority also gives people a special opportunity to experience areas of the Broads that may be restricted or of limited public access, and to experience unique activities, such as handling a patrol launch.

Objectives

The Volunteer Strategy for the Broads forms the basis for a rolling work programme for the Broads Authority's volunteer service.

Guiding actions are set out under four key objectives:

Objective 1: Provide practical training and support to all BA volunteers and supervisory staff in an up-to-date, effective, efficient and fair way.

Objective 2: Build the capacity of volunteers to lead tasks and run public events and activities on behalf of the Broads Authority

Objective 3: Encourage active volunteering from a more diverse range of people, particularly young people and those with disabilities or health-related issues

Objective 4: Increase the Broads Authority's capacity to sustain an active and improving volunteer service into the long term

Progress will be reported to full Broads Authority meetings twice a year, and made available on the Authority's website. This will allow us to monitor progress and make any necessary changes. The strategy will be reviewed and updated in 2022.

Guiding Principles

In implementing this Volunteer Strategy, we are guided the following principles.

- Volunteers feel welcomed and valued - they invest in us and we invest in them.
- We are open, honest, caring and committed to developing better engagement with the public
- Through volunteering, peoples' health and wellbeing, and their skills and employability, are improved
- We maintain high standards in what we do, including training, safety and equipment provision
- The volunteer service is effective, efficient and sustainable into the long term, including recruitment and retention, training, administration, funding, and manpower options (e.g. apprenticeships)
- Volunteers learn more about the Broads (and the work of the Authority in managing it) so they understand, enjoy and care for it
- Our work is environmentally sustainable, builds resilience to climate change, and takes an integrated approach to caring for nature and people in the Broads

For more information about this plan, contact Beth Williams, BA Volunteer Coordinator

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Visit our website: <http://www.broads-authority.gov.uk/broads-authority/who-we-are/volunteers>

Volunteer Strategy for the Broads: Action Plan 2017-22

Objective 1: Provide practical training and support to all Broads Authority (BA) volunteers and supervisory staff in an up-to-date, effective, efficient and fair way.

Ref	Key actions	Key outputs by 2022	Resources	Timescales
1.1	Review all existing BA volunteer training programmes to identify additional training needs and best practice (using comparisons with other National Park Authorities and relevant organisations).	Good quality volunteer training programmes are in place, following up-to-date and relevant best practice.	BA Volunteer Coordinator National Park Authority Volunteer Coordinators	Autumn 2017
1.2	Review, update and run basic training programme for new volunteers in line with BA policy and procedure. Deliver tailored Health and Safety training to all volunteers and refresh the training programme on a 3-year cycle.	All new volunteers clearly understanding their roles and can undertake basic activities in a safe and competent manner and in accordance with BA policy and procedure. Volunteers are working to minimum Health and Safety standards in accordance with BA policy and procedure.	BA Volunteer Coordinator BA: C,M & E ⁴ Supervisors, Deputy Rangers, Education Officer, Visitor Services Supervisor External: Occupational Health and Safety Committee	Autumn 2017 Ongoing, every 3 years for each volunteer
1.3	Identify and develop external partnership links and other means to increase the level of training offered to volunteers, including the feasibility of a centralised volunteer training hub.	Volunteers are appropriately trained by experienced and specialist providers; if feasible, a centralised volunteer training hub is in operation.	BA Volunteer Coordinator NP Volunteer Coordinators, stakeholders and key organisations	By 2019

⁴ Broads Authority Construction, Maintenance and Environment Teams

1.4	Develop and run training programmes for BA staff that will enable them to supervise volunteers (incl. particular needs/circumstances) in a confident and safe manner	BA staff are supervising a range of volunteers on a regular basis and in a confident and safe manner. They can work competently and safely with volunteers with particular needs (e.g. adults at risk), and in particular circumstances (e.g. large groups, school groups, out of working hours). People with particular needs are able to take part in volunteering activities under appropriate, tailored supervision.	BA: C,M & E Supervisors, Visitor Services Supervisor, Deputy Head Rangers, HR, volunteer supervisors External: Wellbeing advisors	From 2017
1.5	Explore and promote volunteer shadowing exchange programmes with other National Park Authorities and other relevant organisations.	BA volunteers are taking up opportunities to gain experience and develop their roles through shadowing other NPA/organisational volunteers.	BA Volunteer Coordinator Volunteer focus group	In 2018/19

Objective 2: Build the capacity of volunteers to lead tasks and run public events and activities on behalf of the Broads Authority.

Ref	Key actions	Key outputs by 2022	Resources	Timescales
2.1	<p>Develop BA Volunteer Leader and Volunteer Trainer roles to assist staff, incl.:</p> <ul style="list-style-type: none"> Review and update Volunteer Leader role in line with identified needs and expectations of supported staff, and investigate costs and funding for a Volunteer Leader training programme Recruit, train and deploy Volunteer Leaders to assist BA Operations Technicians in the first instance, with possible expansion to other teams after trial period. Investigate feasibility of Volunteer Trainer role; if appropriate, recruit, train and deploy Volunteer Trainers to assist the Volunteer Coordinator and C, M & E supervisors in the first instance, with expansion to other teams after trial period. 	Volunteer Leaders and Volunteer Trainers are in place to support BA work programmes, and Leaders are supervising volunteers during non-standard work hours.	<p>BA Volunteer Coordinator</p> <p>BA: C,M & E supervisors, Education Officer</p> <p>External trainer support</p>	From April 2017

2.2	<p>Provide training and supporting resources to volunteers to enable them to represent the BA at public events without direct BA supervision</p> <p>Produce events resource packs targeted to specific events and activities, incl. teaching resource packs, for use by volunteers (cross links with BA Education Strategy)</p>	Trained and adequately resourced volunteers are representing the BA at public events, without the need for BA staff attendance.	<p>BA Volunteer Coordinator</p> <p>BA Education Officer</p> <p>Broads Landscape Partnership, external training providers</p>	In line with BA Education Strategy
2.3	Develop Visitor Service volunteer role and recruitment processes, incl. production of clear role descriptions for Visitor Service Volunteer (information hubs, Yacht Stations, Reedham Quay) and for site specific volunteers to work with visitor service staff	Volunteers are supporting BA staff at peak periods and at specific locations, including maintenance duties and visitor information provision.	BA Visitor Services Supervisor, supported by BA Volunteer Coordinator	tbc
2.4	<p>Develop and run training programmes to enable volunteers to run events with school children, incl. Broads Curriculum activities, without direct BA supervision.</p> <p>Put measures in place to enable volunteers to help research and produce Broads Curriculum materials and activities (cross links to BA Education Strategy).</p>	Trained and resourced volunteers are assisting the BA, Broads Environmental Education Network and schools in the production and delivery of environmental education activities, incl. Broads Curriculum activities.	<p>BA Volunteer Coordinator, BA Education Officer</p> <p>External: Broads Environmental Education Network, Broads Landscape Partnership</p>	In line with BA Education Strategy
2.5	Develop a revised modular BA training programme that incorporates targeted training for Ranger volunteers	<p>Trained Ranger volunteers are providing an effective and tailored resource to BA Ranger Teams.</p> <p>Non-Ranger volunteers are able to assist Ranger Teams (e.g. practical volunteers helping with winter tree mgt.)</p>	<p>BA Deputy Head Rangers, BA Volunteer Coordinator</p> <p>BA: Rangers, C, M & E supervisors</p>	2017/2018

Objective 3: Encourage active volunteering from a more diverse range of people, particularly young people and those with disabilities or health-related issues.

Ref	Key actions	Key outputs by 2022	Resources	Timescales
3.1	Develop and run volunteering opportunities tailored for young people, incl. those from disadvantaged backgrounds	Through LPS Young Ranger programme and other tailored schemes, young people, incl. disadvantaged young people, are taking part in proactive, motivational activities in a volunteering capacity.	Young Ranger Pilot Scheme: BA Education Officer, Broads Landscape Partnership, education providers	Young Rangers pilot from May 2017, other LPS activities to 2022
3.2	Develop and run volunteering opportunities tailored for family groups, incl. training programmes to enable groups to take responsibility for specific locations / tasks	Family groups are taking part in volunteering opportunities geared to their needs.	BA Volunteer Coordinator, volunteer supervisors	From 2018
3.3	Develop site-specific opportunities for volunteers that encourage local community engagement and a sense of ownership, increasing accessibility to volunteering, including: <ul style="list-style-type: none"> Identify and list key sites that lend themselves to volunteer-led management/ maintenance Recruit and train local people to look after specific sites (e.g. yacht stations, information centres) under the direction of BA teams 	Opportunities are in place to allow volunteers the option to be based at sites close to their communities, and take 'ownership' of maintenance and checks at those sites.	BA Volunteer Coordinator, Ranger Team, Visitor Services	2017-18
3.4	Identify volunteering initiatives and resources to support the delivery of health and wellbeing objectives (e.g. Age UK walks, Green Gym, Healthy Walks, MIND activities, HMP Norwich activities)	BA volunteers are helping to run activities (generally run by external groups and organisations) that are aimed at improving the health and wellbeing of targeted groups.	BA Volunteer Coordinator Delivery partners, e.g. Age UK, local authorities, MIND, The Conservation Volunteers	From 2018

Objective 4: Increase the Broads Authority's capacity to sustain an active and improving volunteering service into the long term.

Ref	Key actions	Key outputs by 2022	Resources	Timescales
4.1	Review, quantify and identify ways to enhance the level of BA administrative support to meet the objectives of the Volunteer Strategy	The BA Volunteer Service has adequate resources to provide greater flexibility and a more reactive day-to-day service to volunteers and supervisory staff	BA Volunteer Coordinator through internal consultation	2017/2018
4.2	Develop and implement administrative processes to create a more coordinated, centrally managed volunteer training programme across all the BA's functions	A central point of control is in use to coordinate the administration of all BA volunteer training and support requirements.	BA Volunteer Coordinator Internal consultation with C,M & E Supervisors, Deputy Rangers, Education Officer, Visitor Services Supervisor	By Spring 2018
4.3	Review volunteer travel and transport provision and needs, and develop evidence-based options to improve provision/access, incl. use of sustainable transport wherever possible	Processes are in place, supported by robust evidence, to help volunteers get to and from work sites in an easy, timely and cost effective way.	BA Volunteer Coordinator in consultation with volunteers, BA teams	2019 onwards
4.4	Identify and issue appropriate clothing and Personal Protective Equipment (PPE) to volunteers (incl. situations where lack of appropriate clothing may be a barrier to volunteering)	Volunteers have the necessary clothing and PPE to carry out their duties, and no-one is prevented from volunteering by a lack of appropriate clothing/PPE.	BA Volunteer Service and staff who supervise volunteers	Ongoing
4.5	Carry out internal and external research, incl. surveys, literature reviews and interviews, on incentives and barriers to volunteering, to inform more targeted/ appropriate recruitment processes	The BA is running recruitment and retention processes that enable a wider range of people to volunteer and maintains an adequate provision of trained volunteers to meet its service requirements.	BA Volunteer Coordinator in consultation with Volunteers and BA teams	From 2018
4.6	Review, and as necessary update or produce, BA volunteer role descriptions and duties to improve the level and flexibility of volunteer opportunities and support available to staff	Volunteers are recruited and in place to support the work of the BA across all areas, and there is greater flexibility to volunteers in the choice in duties, hours, etc.	BA Volunteer Coordinator in consultation with Volunteers and BA teams	Ongoing

Ref	Key actions	Key outputs by 2022	Resources	Timescales
4.7	<p>Review and update communications systems to publicise volunteer programmes and acknowledge volunteers and their achievements to a wider audience, incl:</p> <ul style="list-style-type: none"> Develop and run recognition schemes and events for volunteers (incl. award schemes, celebration days, discounts at TICs) where appropriate Develop and implement a communications plan to publicise BA volunteers and their achievements, both within BA and to external audiences Put processes in place to encourage greater social interaction between BA staff/members and volunteers 	<p>Communications systems are in place and people are finding out about, and signing up to, volunteering opportunities in the Broads.</p> <p>Volunteers are being publically recognised and rewarded, through awards and celebrations, for their contribution to looking after the Broads.</p> <p>BA members, staff and volunteers are engaging more with, and learning about, each other's roles and responsibilities.</p>	<p>BA Volunteer Coordinator, BA Communications Team</p> <p>Consultation with volunteers and other volunteer users, and with award scheme providers</p>	Evolving from 2017/2018
4.8	Investigate the feasibility of accreditation schemes for volunteers and produce options where appropriate	Where appropriate, accreditation schemes are available for volunteers, possibly in specific roles.	BA Volunteer Coordinator	2019/2020
4.9	Identify potential sources of external funding, sponsorship and other means to support the BA volunteer service, including outsourcing volunteering	Database of external support options is in place, and opportunities to increase resources are followed up.	BA Volunteer Coordinator, external funding advisers	Ongoing

Broads Landscape Partnership Scheme

A range of volunteering activities and events will also be developed and implemented through the Broads Landscape Partnership Scheme: Water, Mills and Marshes. The scheme involves 55 partners carrying out 38 projects that focus on the people, communities and heritage of the Broads drained marsh landscape. For information contact Will Burchnell, LPS Programme Manager on 01603 610734, email will.burchnell@broads-authority.gov.uk, or visit the Broads Authority's website at: <http://www.broads-authority.gov.uk/looking-after/projects/water,-mills-and-marshes>

Date of publication: March 2017

Author: Broads Authority

New Flood Risk Supplementary Planning Document for adoption
Report by Planning Policy Officer

Summary: A new Flood Risk Supplementary Planning Document (SPD) has been drafted and was the subject of consultation in December 2016. It is now ready for adoption.

Recommendation: That the report is noted and the new Flood Risk SPD is adopted.

1 Introduction

- 1.1 The purpose of this Supplementary Planning Document (SPD) is to increase awareness of the nature of flood risk in the Broads area, give advice to developers and others about the Authority's approach to the issue of development and flood risk, and stress the need to maintain a high standard of design in new waterside development.

2 The need for a new Flood Risk SPD

- 2.1 This SPD will replace the previous SPD which was produced in 2008. The 2008 SPD has been reviewed because:
- The current SPD is out of date. It initially bridged the policy gap between 2007 Core Strategy and 2011 Development Management Policies Development Plan Document (DMDPD).
 - The current SPD was based on PPS25. This has been withdrawn with national flood risk policy and guidance now contained in the NPPF and NPPG.
 - The Broads Authority has explored climate change issues in more detail.
- 2.2 The SPD seeks to clarify and expand on Policy DM29 from the adopted DMDPD. It sets out a local approach to some national guidance. Furthermore, there are templates and checklists relating to small scale Flood Risk Assessments and Flood Response Plans.

3 Producing a SPD

- 3.1 With regards to producing a supplementary planning document, the NPPF paragraph 155 says:

'Supplementary planning documents should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development'.

- 3.2 The Authority considers that this SPD will help applicants prepare schemes that consider the issue of flooding in an appropriate way. The SPD should be read alongside policy DP29 of the DMDPD and is a material consideration in the determination of planning applications. The advice and guidance herein will not add financial burden to development. The new SPD will provide guidance and advice in advance of the adoption of the new Local Plan in early 2018.

4 Consultation

- 4.1 The consultation was held between 21 November and 4pm on 23 December 2016. The comments received and the proposed response to these comments can be found at Appendix A.
- 4.2 A version of the SPD showing tracked changes between the consultation version and the proposed final version can be found at Appendix B. This is displayed in this way to make the changes clear. The 'clean' version of the SPD, with all tracked changes accepted (showing how the final SPD will look) is included at Appendix C.
- 4.3 The Authority's Planning Committee considered the associated documents at its meeting on 3 March 2017 and recommended that the new Flood Risk Supplementary Planning Document (as set out in Appendix C of the report) be approved for adoption.

5.0 Recommendation

- 5.1 It is recommended that Full Authority adopt the Flood Risk SPD.

6.0 Financial Implications

- 6.1 None.

Background papers: None

Author: Natalie Beal
Date of report: 9 March 2017.

Appendices:

Appendix A: Consultation responses.

Appendix B: Tracked change version of the final Flood Risk SPD.

Appendix C: 'Clean' version of the final Flood Risk SPD

<http://www.broads-authority.gov.uk/broads-authority/committees/broads-authority/broads-authority-24-march-2017>

Stalham Staithe Conservation Area Re-appraisal

Report by Historic Environment Manager

Summary: Members will be aware that the Authority has a responsibility to review its current Conservation Areas and from time to time consider the designation of new ones. This includes the publication of Appraisals and Management Proposals.

The purpose of this report is to provide feedback to members and give the opportunity to comment regarding the Stalham Staithe Conservation Area consultation prior to a decision on adoption of a new appraisal.

A similar report was presented to Planning Committee on 3 March 2017, when it was resolved to approve the Conservation Area Appraisal and recommend to the full Authority that it be adopted.

Recommendation:

That the Stalham Staithe Conservation Area re-appraisal and management plan for that part of the Area within the Broads Authority executive area be adopted.

1 Introduction

- 1.1 Members have previously agreed to assessment work being carried out on the phased re-appraisal of existing areas, taking into account the duty of the Authority to identify and maintain up to date appraisals of existing conservation areas and, as appropriate, designate new areas.
- 1.2 Members will be aware that an informal agreement has been reached with the Districts' conservation officers whereby areas that fell mainly within the Broads Authority area would have the appraisal work carried out by the Broads Authority and areas that fell mainly outside the Broads Authority area would have the appraisal work carried out by the relevant district.
- 1.3 The Stalham Staithe Conservation Area is partly within the Broads Authority Executive Area and partly within North Norfolk District Council. The boundary falls mainly within the Broads Authority Executive Area therefore the appraisal work and the consultation exercise has been carried out and funded by the Broads Authority. Details of the consultation and feedback received as a result of it are outlined below.
- 1.4 Broads Authority Officers have considered, in the preparation of the re-appraisal and management plan, if boundary changes are required and

concluded that, in this instance, amendments to the Conservation Area boundary are not appropriate. North Norfolk District Council's Conservation Team have also been involved in and provided comments and input on the appraisal.

- 1.5 The Stalham Staithe Conservation Area consultation draft was discussed at the Broads Authority Planning Committee on 6 November 2015. At this meeting Members agreed the draft appraisal and to carry out a consultation exercise. Members of the Authority's Heritage Asset Review Group also considered the draft re-appraisal and subsequent updates regarding the consultation process.
- 1.6 A copy of the adoption draft of the Stalham Staithe Conservation Area re-appraisal, management plan and boundary is appended (Appendix 1).
- 1.7 A copy of the map showing the Conservation Area boundary is attached at Appendix 2.

2 Stalham Staithe Conservation Area Consultation feedback

- 2.1 All residents within the Conservation Area boundary were contacted In February 2016 regarding the re-appraisal by letter, as were Local Members and other key stakeholders. All were sent a leaflet setting out the process and implications of the re-appraisal along with a copy of the draft document. All were given the opportunity to comment on the proposals. The consultation process was undertaken in line with the Broads Authority's Statement of Community Involvement. The consultation process was approved by Planning Committee on 6 November 2015.
- 2.2 An open afternoon was also held at Stalham Town Hall on 5 March 2016 between 1.30pm and 3.30pm with officers of the Broads Authority in attendance to answer any questions.
- 2.3 Following the initial six week consultation period, officers collated the feedback and responses to it. This is summarised below.
- 2.4 The level of feedback received was high. Approximately 50 people attended the open afternoon. In total 13 detailed written responses were received. Over 20 additional verbal representations were made at the open afternoon raising similar issues to the written representations. Generally responses were positive and supported the re-appraisal and management proposals for the area. Some responses received raised negative issues in terms of management for the area. Specific issues regarding parking, litter and the condition and ownership of the Staithe were raised. Issues over the poor condition and overuse use of highways – particularly Mill Lane - and surface water drainage were also made. Responses also suggested minor amendments and corrections to the text.
- 2.5 Of the total 33 responses received 13 were written and 20 verbal. No responses objected outright to the re-appraisal. All suggested either

amendment or corrections to the text or requested clarification through amendment to the text. In addition to the Public response, 2 responses were received from statutory consultees - Historic England and North Norfolk District Council. Each of these responses supported both the re-appraisal and the management proposals.

- 2.6 As regards the suggested potential boundary amendments, no representation supported the suggested omissions to the boundary although one response suggested amending the boundary to simply exclude the sub-station on Mill Road. Two representations were received suggesting extending the boundary to include the area of the marina to the south of Mill House and Mill Lane.
- 2.7 Following the initial process and issues raised by the community and Town Council, specifically regarding parking, traffic management and the Staithe area amongst other issues, the Town Council suggested setting up a Stalham Staithe Forum. This would be made up of members of the Town Council and Staithe residents and would help inform and feed into the consultation process going forward and also to look at resolving some of the issues that had been raised by the consultation long term. Officers have attended these meetings and the group has provided more detailed comment on the issues raised during the formal consultation process.
- 2.8 As a result of the feedback received generally from the formal consultation and the forum meetings, amendments were made to the text of the re-appraisal and management plan where appropriate. A subsequent re-circulation around the forum resulted in no further comments being received.
- 2.9 Details of the feedback received from the formal consultation is summarised in Appendix 3 of this report.

3 Assessment and Implications of Adoption

- 3.1 The Stalham Staithe Conservation Area is one of the 25 conservation areas either wholly or partly within the Broads Authority executive area. The Conservation Areas are designated heritage assets.
- 3.2 The Authority has a duty to periodically review conservation areas and provide up to date appraisal and management plans for them. The Stalham Staithe Conservation Area currently has no up to date appraisal or management plan. The provision of an appraisal and management plan assists local residents in the preparation of appropriate development proposals within the Area and the Local Planning Authority in the determination of these applications.
- 3.3 Consideration has been given to the two representations suggesting a further extension to the Conservation Area to include the marina to the south of Mill Cottage and Mill Road. Historic England (formerly English Heritage) advice contained in HE advice note 1 "*Conservation Area Designation, Appraisal and Management*" is that only areas considered of special interest should be identified, included and designated as Conservation Areas. It is acknowledged

that setting is a consideration, but in the case of Stalham Staithe the special interest relates to the development of the settlement around the historic Staithe rather than the wider landscape context. Consequently the Stalham Staithe Conservation Area boundary is not proposed to be altered as a result of the re-appraisal. There will therefore be no additional financial implications for its administration by the Broads Authority regarding the consideration of development management proposals or works to trees applications. There may be limited financial implications for the Broads Authority for any future re-appraisal work.

- 3.4 Similarly as regards implications for residents and landowners within the Conservation Area, the re-appraisal represents no additional financial implications over that which already exists as no extension is proposed.
- 3.5 Within the Broads Authority part of the area, the additional constraints in the main already apply. Outside of the Broads Authority Area additional restrictions on permitted development rights for householders result from inclusion within the boundary. These restrictions were summarised and circulated as part of the consultation process. There will be no additional constraints or restrictions over those which exist as no extension to the boundary is proposed.
- 3.6 The re-appraisal provides a written interpretation of the characteristics of the Conservation Area and identifies key features, issues and opportunities for enhancement. It is considered that the document will assist residents and landowners in the preparation and development of proposals within the Conservation Area. The document will also help inform decisions over the management of the area by public bodies responsible for functions within the area such as the management of the staithe, highways etc.
- 3.7 It is further considered that the minor financial implication to the Broads Authority of potential future re-appraisal work is outweighed by the statutory duty placed on the Authority to publish up to date appraisals of conservation areas.
- 3.8 The majority of feedback received as a result of the consultation process has been positive and constructive and support for the retention of the conservation area unanimous.
- 3.9 North Norfolk District Council are responsible for the formal adoption of that part of the Conservation Area which falls within their area and a report will be taken to their members in due course.

4 Conclusions

- 4.1 The Authority has a statutory duty to consider areas which are worthy of designation as conservation areas, to designate these areas as conservation areas and to publish up to date appraisals and management plans.

- 4.2 The Planning Committee considered this report and associated documents at its meeting on 3 March 2017. Members considered that the area identified by the boundary map and described in the appraisal and management plan of Stalham Staithe is worthy of Conservation Area designation following the detailed assessment, public and stakeholder consultation. Therefore, the Committee recommended that the appraisal and management plan for the Stalham Staithe Conservation Area, for that part of the Area within the Broads Authority executive area, be formally adopted by the Broads Authority.

Background papers: None

Author: Ben Hogg
Date of report: 15 February 2017

Appendices: APPENDIX 1 – Stalham Staithe Conservation Area Re-Appraisal Management Plan
APPENDIX 2 – Map showing Conservation Area Boundary
APPENDIX 3 – Summary of Consultation responses

Stalham Staithe Conservation Area Re-appraisal.

Introduction

Why have Conservation Areas?

A review of policies relating to the historic environment carried out by English Heritage (now Historic England) on behalf of the Secretary of States for Culture Media and Sport and the Environment Transport and the Regions was published in December 2000 under the heading 'Power of Place'.

The Report which reflected views now held generally by the population at large, confirmed 5 main messages

- i Most people place a high value on the historic environment and think it right there should be public funding to preserve it.
- ii Because people care about their environment they want to be involved in decisions affecting it.
- iii The historic environment is seen by most people as a totality. They care about the whole of their environment.
- iv Everyone has a part to play caring for the historic environment. More will be achieved if we work together.
- v Everything rests in sound knowledge and understanding and takes account of the values people place on their surroundings.

In summary we must balance the need to care for the historic environment with the need for change. We need to understand the character of places and the significance people ascribe to them.

The concept of conservation areas was first introduced in the Civic Amenities Act 1967, in which local planning authorities were encouraged to determine which parts of their area could be defined as "Areas of Special Architectural or Historic Interest, the character or appearance of which it is desirable to preserve or enhance".

The importance of the 1967 Act was the first time recognition was given to the architectural or historic interest, not only of individual buildings but also to groups of buildings: the relationship of one building to another and the quality and the character of the spaces between them.

The duty of local planning authorities to designate conservation areas was embodied in the Town and Country Planning Act 1971, Section 277. Since then further legislation has sought to strengthen and protect these areas by reinforcing already established measures of planning control in the Planning (Listed Buildings and Conservation Areas) Act 1990, and now reflected in the National Planning Policy Framework (NPPF).

Unlike listed buildings, which are selected on national standards, the designation of Conservation Areas in the main is carried out at District level based upon criteria of local distinctiveness and the historic interest of an area as a whole. However, in the past, the criteria adopted by different local authorities in determining what constitutes a special area have tended to vary widely. For example, although public opinion seems to be overwhelmingly in favour of conserving and enhancing the familiar and cherished local scene, what is familiar to many, may only be cherished by some.

Over the last 30 years this approach has changed significantly. Much greater emphasis is now placed on involving the local community in evaluating 'what makes an area special', whether it should be designated and where boundaries should be drawn.

It is now recognised that the historical combination of local architectural style and the use of indigenous materials within the wider local landscape creates what has been termed 'local

distinctiveness'. Distinctiveness varies within the relatively restricted confines of individual counties, which in turn are distinct in terms of the country as a whole.

Conservation Area designation for settlements and wider areas which embody this local distinctiveness may afford them protection against development which bears no relation to the locality either in terms of the buildings within it or landscape surrounding it.

The historical development of such settlements and their surrounding landscape are the 'journals' through which the social and economic development of the locality can be traced. The pattern of agricultural and industrial progress of settlements (their social history) is by definition expressed in the architecture and landscape of any area.

It is not intended (nor would it be desirable) to use Conservation Area designation as a way of preventing or restricting development, the expansion of a settlement or preventing contemporary innovative design. Logically in the future new development should add to, rather than detract from the character of an area and will in turn help to chart historical development. However, all development should seek to preserve and/or enhance the character and appearance of the area.

Aims and objectives

The conservation area at Stalham Staithe was originally designated in 1991. This appraisal examines the historic settlement and special character of Stalham Staithe, reviews the boundaries of the conservation area and suggests areas for potential enhancement.

If adopted, the appraisal will provide a sound basis for development management and encourage development initiatives which endeavour to improve and protect the conservation area as well as stimulate local interest and awareness of both problems and opportunities.

Planning policy context

The majority of the land and buildings in the Conservation Area are within the Broads Authority Executive area and the Broads Authority is responsible for all Planning matters in these areas. North Norfolk District Council is responsible for Planning matters in two areas of the existing conservation area, to the west and northwest of Mill Road.

There are a range of policies which affect Conservation Areas both within the Broads Authority and North Norfolk District Council areas, originating from both national and local sources. The latest national documents in respect of historic buildings and Conservation Areas are The Government's Statement on the Historic Environment for England 2010. The National Planning Policy Framework published in March 2012, and Planning Practice Guidance for the NPPF 2014, published by the Department for Communities and Local Government. The Broads Authority and North Norfolk District Council consider the various provisions contained in them in plan making and decision making.

Locally, in line with government policy, the Broads Authority and North Norfolk District Council are currently reviewing and revising local policies which will be published in the Local Plan (formerly the Local Development Framework (LDF)).

The Broads Authority has an adopted Core Strategy (2007) and Development Management Policies DPD (2011) and adopted Sites Specifics DPD (2014).

To support these policies, the Broads Authority provides further advice in a series of leaflets, which are currently being reviewed and expanded as part of the Local Plan process. A list of those currently available is attached in Appendix 3.

North Norfolk Local Development Framework: Core Strategy (adopted 2008) – relevant policies are:

- **Policy EN 8: Protecting and Enhancing the Historic Environment:** - Specifies that development proposals should preserve or enhance the character and appearance of designated assets (which includes conservation areas), other important historic buildings, structures, monuments and their settings through high quality, sensitive design.

- **Policy EN 2: Protection and Enhancement of Landscape and Settlement Character:** - Specifies criteria that proposals should have regard to, including the Landscape Character Assessment and distinctive settlement character and views into and out of conservation areas.
- **Policy EN 4: Design:** - Specifies criteria that proposals should have regard to, including the North Norfolk Design Guide.
- **North Norfolk Design Guide, Supplementary Planning Document (adopted 2008)** - Provides guidance to those involved in the management of the built environment and with the objective of improving design quality.
- **North Norfolk Landscape Character Assessment, Supplementary Planning Document (adopted 2009)** - Provides an assessment of the landscape character of the District with an objective of informing development proposals.

Summary of special interest

Stalham Staithe is a small settlement to the south of the town of Stalham. In contrast to the densely developed edge of the town to the north of the A149, the early development at Stalham Staithe is more informally sited around the historic staithe, which is bordered by a number of boatyards in a network of inlets and mooring basins at the head of Stalham Dyke which is connected to the northern part of the Broads via the River Ant. The Conservation Area contains many mature trees and is fringed by trees and alder carr giving it a verdant setting. Some large scale boatyard buildings outside the Conservation Area contrast with the generally domestic scale buildings of the historic settlement.

Location and setting

The parish of Stalham is situated in North Norfolk at the head of Stalham Dyke, which runs north-eastwards from the upper River Ant in the northern part of the Broads waterway area. Stalham Staithe is a small settlement to the south of the town of Stalham, but separated from it by the A149 which connects Wroxham and Hoveton to Ludham. It is approximately 15 miles (24 km) north east of Norwich.

General settlement character and plan form

The Conservation Area of Stalham Staithe is roughly triangular in shape with the main part of the settlement grouped around the historic staithe on Staithe Road and extending to the west to include the cottages on the north side of Mill Road. The historic development in the conservation area is mainly of a domestic scale, although some buildings formerly in commercial use are larger. Apart from the cottages on Mill Road, the buildings are grouped around the Staithe and the network of inlets and mooring basins associated with the neighbouring boatyards. The boatyard developments outside the Conservation Area include some large industrial type buildings which are of a different scale to the historic buildings and although their physical form does not contribute to the character of the Conservation Area, the activities associated with them contribute to the vibrancy of the area. Quiet in winter, the area is busy in the summer months with visitors in holiday mood as they come to hire boats for their time on the Broads.

Landscape setting

Stalham Staithe is set within the gently undulating shallow valley of the River Ant. This part of the Broads is known for being the least saline influenced of the Broadland fens and consequently the most diverse.

The historic development at Stalham Staithe is not easily seen from outside the settlement, hidden by mainly 20th century development from the A149 on the north-eastern edge; views from the south and west are terminated by trees and carr woodland. From the waterways, the boatyards and mooring basins dominate the views until the traditional buildings around the staithe are reached.

The Conservation Area is bordered to the north-west by a large arable field fringed by mature trees to the south and east marking the settlement around the staithe. Carr woodland around the water's edge to the east and west of the Conservation Area boundary lend a green fringe to the setting of the Conservation Area and mature trees within the Conservation Area contribute to its verdant character.

Historical background

The Parish of Stalham

The Norfolk Historic Environment Service compiles records of known archaeological activity including sites, finds, cropmarks, earthworks, industrial remains, defensive structures and historic buildings in the county, in the Norfolk Historic Environment Record (NHER), and an abridged version can be accessed through the Norfolk Heritage Explorer website at www.heritage.norfolk.gov.uk. Records for Stalham parish date from pre-historic times with every period represented in some way.

The name Stalham may derive from the Old English meaning 'homestead by a pool' or 'homestead with stables'.

The parish of Stalham has a long history and was well established by the time of the Norman Conquest. Its population, land ownership and productive resources were detailed in the Domesday Book of 1086 which recorded that the parish contained rich agricultural land and valuable woodland, which suggested that during the medieval period the area around Stalham was a thriving farming community.

This is borne out by the enclosures and field boundaries recorded in the NHER suggesting that the land around Stalham was fertile and suitable for farming from the Roman period through the medieval to post medieval periods. Other records relating to the medieval period attest to the religious, social, domestic and commercial activities in the parish, including peat and turf cutting for fuel. By the post medieval period surrounding marshes were being drained by two windmills and a smock mill, and there was at least one corn mill in the district. Records also show that bricks were being made locally.

The opening of the Midland and Great Northern Joint Railway in 1880 which ran between Melton Constable & Great Yarmouth brought better communications with local towns for trade which gradually had a detrimental effect on commercial water borne traffic. However, it also heralded the heyday of the tourist trade on the river and Broads navigation channels which benefitted the town. Following the closure of the railway in 1959, the A149, which bypasses Stalham, was built along its line and the Stalham Station buildings were dismantled and rebuilt at the new Holt Station as part of North Norfolk Railway.

Stalham Staithe

Staithe (or landing places) were the local focal points of an area's economy before and after the coming of the railways. Although little is known about the early history of Stalham Staithe, it is likely that it was being used for water transport by 1810, when the Enclosure Map indicates a long dyke, divided in two at the end, with two small buildings to the south side on land that was the Poor's Allotment, where the Museum of the Broads is situated now. By 1841, the Stalham Tithe map shows two larger buildings replacing the original ones by the water. The land is marked on the map as belonging to Samuel Cooke, who had a new dyke cut into it and a tall brick building constructed at the end, now The Old Granary, where a date stone bears his initials, SCS and a date of 1808.

Only a small number of the records in the NHER are within the Stalham Staithe Conservation Area boundary. These include the Old Granary on Staithe Road and the remains of an early 19th century brick tower mill in Mill Road.

The Old Granary is the only listed building in the Conservation Area (Grade II) and is recorded in the list description as an 'excellent example of a rare industrial building'. The building operated as a wherry granary, with the river staithe running underneath the building to allow wherries to moor and load or unload grain through hatches from the building. The building is now a private house.

The mill and adjacent mill house on Mill Road were constructed around 1817. The mill had a 3 storey tarred brick tower with a Norfolk boat shaped cap and patent sails. It powered a flour mill via two pairs of stones. First known as Staithe Mill and later as Burton's Mill, it had fallen out of use by 1937, the upper part of the tower was demolished and during World War II the remaining lower storey was converted to an air raid shelter, with a reinforced concrete roof. The original mill formed part of a well known local scene that was photographed in the late 19th century by all the eminent Broadland photographers, including PH Emerson, Payne Jennings and George Christopher Davies.

Two small cottages, known as Utopia and Arcadia also featured prominently in late 19th century photographs. Built of flint, and probably dating from the 18th century, the cottages were extended and altered using brick at some time during the 19th and again during the 20th century. Still in existence at the time of this survey, albeit in a very poor condition, Planning Approval was granted following an appeal in 2013, for their demolition and replacement with two semi-detached dwellings.

The settlement of Stalham Staithe grew up around the staithe and waterborne trade and the Burton family was instrumental in its development during the 19th and early 20th centuries. One of the buildings housing the Museum of the Broads, on the south side of Staithe Road, is dated 1820 with the initials RB. Although rendered and colour-washed now, it is constructed of Norfolk red brick, probably manufactured in the brick field and kiln on the north side of Staithe Road which is shown on maps as late as the mid 20th century. Goods such as malting barley and later sugar beet were stored for transportation in the building and the smaller brick building behind, from which they could be loaded directly onto wherries through doors on the dyke side. It is likely that the RB on the date stone is Robert Burton as there are members of the Burton family recorded as living at the Staithe from the early 1800s. It is also probable that they constructed and lived in The Staithe House on which a date stone is inscribed RB 1813. The land called Poor's Staithe (the site of the Museum) was leased from the Poores Trust, the rent collected going to the poor of the parish. Robert Burton at one time also owned the corn mill in Mill Road.

Kelly's Directory of 1883 records that *'The river Ant affords facilities for landing coal, corn, malt and all other kinds of merchandise'* and *'Water conveyance to Yarmouth from Mrs Sarah Burton's wharf'*.

In 1891, members of the Burton family were recorded as trading from The Poor's Staithe as Coal, Corn and Oil Merchants, using small wherries built in the area, at least one of which was constructed especially narrow to allow it to pass under the old Wayford Bridge to travel to North Walsham via the North Walsham and Dilham Canal. The Burtons were still leasing the Staithe land living at Staithe House in 1906, when the family was trading as Corn Merchants and Burton's coal yard was operating until shortly before The Museum of the Broads took over the buildings later in the century/1998. The Burton's also owned the former granary buildings now known as Burton's Mill (1909 and 1936) on Staithe Road, now in residential use.

Wherries are inextricably linked to the history of Stalham Staithe. They were the main means of carrying grain and other crops out of the area and bringing in fertiliser and coal. Manned by two men, they were once a common but impressive sight, with masts 40' high and a sail area of 1,200 sq ft. One of the Burton's wherries, the Ceres, was constructed by Josiah Cubitt Teasel, who was listed as a boat builder at Stalham Staithe in 1881, on the site where Moonfleet Marine is now. Josiah had previously worked for prolific wherry builders the Southgate family at Sutton, and he was probably the first boat builder to occupy a site at Stalham. He lived at Stalham until his death in 1906, hiring out yachts, small rowing boats and a wherry from his yard, and is known to have built at least three wherries there. His wife Sarah continued the business for a few years before selling it to the Southgates who ran the boatyard up to the Second World War after which it became Stalham Yacht Services and then Moonfleet Marine continuing the tradition of boat hire from that site.

Other wherries known to have been trading from Stalham Staithe were owned by Robert Cooke, a wealthy local farmer, brick maker, merchant and miller who died in 1881, who must have used his craft to carry bricks, corn and other crops to and from the staithe. Smaller boats carried other local goods such as sedge (known as litter) which was used for stuffing horse collars and thatching.

With improved road and rail transport, the traditional, small scale transport and storage activities dwindled and by the mid to late 20th century commercial activity around the staithe was almost entirely

connected to the tourist industry, boat-building firms, boatyards hiring craft to visitors or other supporting businesses. The intensification of this industry led to the construction of large scale industrial type buildings, and although these are mainly outside the Conservation Area, they have had an effect on the character of the staithe providing a contrast in scale between the traditional buildings and the later ones.

The 19th century buildings around the staithe are constructed of local red brick with red or black pantiled roofs. Maps prior to 1950 (but not that of 1957) indicate a kiln and 'brick field' on the site now occupied by C.T. Baker. Although it is known that other brickfields existed in the Stalham area, it is likely that this local site supplied the materials for the earlier houses and cottages.

Although outside the conservation area boundary, Richardson's boatyard has played a significant part in the development of The Staithe as a major centre for Broads holidays. Originally operating a hire fleet from Oulton Broad, the company moved to a larger site in Stalham in the late 1950s. Fifteen years later, the original site had expanded to create the largest boatyard on the whole of the Norfolk and Suffolk Broads, with a subsidiary company building fibreglass hire craft. In 1974, the whole of the Stalham boatyard with its fleet of 244 cruisers was sold to the Rank Organisation and the Richardson's boat building operation moved to Catfield, later hiring out boats from Acle. The company bought back the Stalham boatyard from Rank in 1984, the fleet, which had deteriorated badly, was renovated, and the boatyard continues to operate from Stalham, adding to the vibrancy of the area and the waterways, particularly during summer months. In 1998, the Museum of the Broads relocated its premises from Potter Heigham. The museum records and illustrates the history of the Norfolk and Suffolk Broads and explores how people's lives have shaped the landscape through archive material, exhibits and artefacts including Falcon, a working steam launch which makes regular trips on the river for visitors. Whilst only open to the public during the summer months, activity at the museum continues throughout the year when volunteers maintain and refresh the exhibits. The museum attracts many visitors, not only those who are hiring boats nearby but also those who make a special trip to visit it, which adds to the vitality of the Conservation Area.

In recent years Stalham Staithe has become a popular centre for visitors to stay for holidays to explore the Broads area, for boating and for fishing. This is mainly in self catering accommodation including part of Burton's Mill and some of the cottages. If this trend continues, it will inevitably have an effect on the character of the Conservation Area with activity concentrated in the summer months.

Spatial and character analysis

Staithe Road.

From the A149 to the north there is no visual hint of the historic core of the conservation area as trees and a tall hedge allow only glimpses of the new development at Burton's Mill, a white cottage (Mill View) and the commercial premises of C.T. Baker's builder's merchants yard.

The main approach into Stalham Staithe for vehicles is a relatively recent slip-road from the A149 via Staithe Road, past commercial premises to either side, which tend to give it an industrial feel. The southern side of the road forms the Conservation Area boundary and beyond this a large scale, long span metal clad building of Richardson's boatyard dominates the view, followed by an open storage area for the boatyard. The north-east side of Staithe Road to the A149 is within the Conservation Area; at the entrance to the road on a triangular piece of land, semi-mature trees and a small pond are in the curtilage of the builder's merchants, C.T. Baker Ltd. Baker's yard is open to view via the vehicle entrances either side of their offices in a recently constructed red brick building sited close to the road and designed to echo the form of terraced cottages further into the conservation area. A date stone in the gable of the office building records 'CT Baker 2006' and it reflects other, 19th century date stones in the Conservation Area. Black chain link fencing and gates enclose narrow grassed areas on the perimeter of the Baker's site. Additional planting to supplement the recently planted trees would soften this main entrance to the Conservation Area.

A yew hedge next to Baker's premises encloses the garden area to Mill View, which is set back towards the main A149 road and approached via a lobe from Staithe Road. Mill View is a white

painted brick house possibly dating from the late 19th century and altered in the 20th century. The 1885 ordnance survey map shows a row of four cottages on this site and on the east side of the loke a block of four small outhouses built of brick and un-knapped field flints may once have served the former cottages.

Beyond the loke, as Staithe Road begins a gentle curve, the 19th century character of the area is more apparent, with on the east side, Cordova Cottages, four late nineteenth century red brick cottages of a traditional terraced design with pantile roofs, the ridge running parallel to the road. Their red brick front garden walls topped with bull-nose red brick copings are an attractive feature. It would appear that the rear gardens to the cottages have been truncated with a variety of fences to form an informal parking area.

Further on, another terrace of four houses of a similar design, Riversdale Cottages, has the same boundary wall treatment. A vacant site between the two terraces was granted Planning Approval in 2013 for four new houses with parking behind, accessed via an arch, which will enclose the street scene in this part of the Conservation Area.

Opposite this site and Riversdale Cottages are a group of traditional buildings backing onto the water – first Staithe Marsh House, a 19th century, two storey rendered house and then The Old Granary, which is the only listed building in the settlement. Both contribute to the character of the area, but the latter is an unusual and striking building and the tallest in the Conservation Area.

Next to The Old Granary and set back from the road is a large timber clad gable of a boat building company. This traditional design is echoed next door in some of the group of buildings that house The Museum of the Broads. A 20th century curved roof open area links earlier buildings, some clad in timber, others in corrugated metal and those on the corner of Staithe Road in local red brick and rendered brick. The building on the corner is gable end to the road with a date stone at its apex inscribed with 'RB 1820'.

Opposite the Museum of the Broads are three red brick buildings known as Burton's Mill linked at first floor level with 20th century timber clad 'bridges'. In contrast to the smaller scale terraced cottages, the two earlier sections of the buildings present their gables to the road and this is echoed, albeit on a smaller scale, in the 21st century addition at the northern end. The two original gables have dates stones in their apex, the first in terracotta inscribed 'HB 1909' and the second a greatly eroded stone which possibly reads 'HB 1936', indicating dates for their construction and that they were part of the Burton family holdings. There is an attractive wrought iron lamp bracket above the former loading door on the later gable. These buildings were converted to residential use earlier this century, and as part of the scheme, additional dwellings were built on the site to the rear, beside the A149, echoing the design form of Burton's Mill, with a series of smaller scale linked gables facing the access road. This is the largest recent development in the Conservation Area and whilst the design and materials are sympathetic to their surroundings, accommodating vehicle access and sufficient parking has produced open areas of hard landscaping. This and the communal gardens could be softened with additional landscaping and planting.

Two late 19th or early 20th century single storey buildings at the northern tip of the site were also converted to residential use and the retention of their scale and materials add to the character of the Conservation Area.

Staithe House, in a prominent corner position overlooking the staithe, is a symmetrically designed early 19th century red brick house with a black glazed pantiled roof. Built to impress, albeit in a modest way, the date stone in the gable reads 'RB 1813' announcing the Burton family residence. Behind the house is a generous garden with mature trees which are a prominent feature and enhance the setting of the settlement as does the high flint and brick garden wall.

Staithe Road divides in front of Staithe House with one section (originally Lower Staithe road) continuing northwards towards the A149 where it is closed for vehicles; the highway now crosses through the historic staithe area to join what was formerly Upper Staithe road then turns into Mill Road to the west. To the north of the staithe and forming a group with Staithe House, a single storey brick and flint building with a prominent gable faces the road. It appears to date from around the same period as Staithe House and may well have been associated with the Burton businesses, but was converted to the Mermaids Slipper Restaurant in the early 21st century.

As the road follows the edge of the staithe, the waterside activities become apparent, boats and boatsheds become visible and southwards, there is a long view along the inlet with a backdrop of trees and alder carr in the distance. The area at the head of the staithe is effectively the main focal point of the conservation area. Burton's Mill, Staithe House, the adjoining Mermaid's Slipper Restaurant and the traditional buildings of the Museum of the Broads provide some sense of enclosure. Opposite the staithe, there is an area of hardstanding which possibly demarcates the extent of the staithe. This area could be given a more cohesive character if the line of the road was better defined, for example through a change of surface material for the hardstanding. The grassed area in front of the restaurant visually draws together and lends a sense of the whole historic area of the staithe.

To the west of The Mermaid's Slipper, is an area of open space, currently grassed with seats, a picnic bench and planters, it is flanked by a watercourse and mature trees and separated from the road by a low timber rail. This attractive and relaxing space enjoys the long views South along Stalham dyke. Limited hard surfacing to enable it to be used all the year round might be beneficial. The space is ideally situated in the centre of the conservation area.

On the opposite side of the road the twin gabled roofs of 1 Old Yacht Station stand out at the road junction. The corrugated iron cladding, timber bargeboards and the green and cream colour scheme epitomises the working waterside buildings of the Broads. The more recent industrial unit adjacent takes a similar form using modern materials and it sits comfortably within the area, a continuation of commercial activity around the staithe although it does not make the same historic contribution to the character of the Conservation Area.

The northern section of Mill Road is a leafy lane with mature trees on either side, becoming a pedestrian access to the A149. A late 20th century house, mid 20th century bungalows to the west differ in character to the rest of the area as does the electricity sub-station immediately adjacent to the A149 and the open field and pumping station further south and to the west of Mill Road. The Allotments to the North West have been on the site since the early 1900's and following a reduction in size of individual plots and the introduction of mains water they are well used once more. On the east side a 21st century house built in part of the former garden to Staithe House is almost hidden behind a hedge and mature trees. The contemporary design makes an interesting contribution to the character of the area and its timber cladding is in harmony with its surroundings.

At the junction of Staithe Road and Mill Road, a late 19th century red brick and pantile house is orientated to overlook the staithe. Prominent on the staithe, Moonfleet Marine was constructed in the 20th century on the site of an earlier building. Clad in timber with a pantile roof, its straightforward form is reminiscent of traditional waterside buildings and it makes a positive contribution to the Conservation Area.

Mill Road.

The character of the Conservation Area becomes more rural as Mill Road curves south-westwards, with traditional cottages backing onto the low lying water side and open countryside to the West. Whilst there is little open water visible from the road, boatyard activities are apparent on the eastern side of Mill Road where locks leading down to the water enable glimpses of brightly coloured boats in mooring basins. Larger scale boatyard buildings set back from the road behind working and casual storage areas contrast with the neat front forecourts of the smaller scale cottages closer to the road. Two pairs of cottages, both built with roofs running parallel to the road, the first rendered and the second in local red brick are separated by an area of undeveloped land. Whilst the trees here make a contribution to the character of the area, the site also appears to be used for informal storage which at the time of the appraisal detracts from the semi-rural character of the area. Opposite the West side of Mill Road are the open field and pumping station mentioned previously. Mill Road makes a sharp right hand bend to the west on which is Mill House, a long two storey, colour washed brick cottage built at right angles to the road and the remains of the brick tower of the corn mill. Now truncated it was much photographed in the 19th century, at its full height, it would have been a prominent feature in this part of the settlement.

Around the corner, Mill Road becomes a narrow lane enclosed by hedges either side of holly and ivy which are a distinctive feature, enclosing a camping area and marina to the south, **outside the Conservation Area**. On the north side of the road within the Conservation Area are four traditional

cottages, the first two detached in large gardens with colour washed brick or rendered walls and pantile roofs. At the western most tip of the Conservation Area is a pair of low two storey brick and pantile cottages. The pent (small lean-to) roofs over canted bays with small gabled porches are a most unusual feature. Mature trees and traditionally designed garages or outbuildings in this part of Mill Lane add character to it.

Architectural styles and materials:

Although only one building within the Conservation Area boundary is included in the Secretary of State's list of buildings of special architectural or historic interest (Appendix 1), there are a number of buildings which are considered to make a positive contribution to the character of the Conservation Area which are noted in Appendix 2.

The majority of buildings at Stalham Staithe date from the early 19th century, and although it is possible that the staithe may have been used for local water transport before that date, no earlier buildings survive. With no prevalent architectural style, as would be found for example in planned suburban areas, there is a variety of building designs, with a contrast of scale between commercial and domestic uses. The Old Granary and Burton's Mill, and to a lesser extent the earlier buildings at The Museum of the Broads, are of a larger scale than the cottages on Mill Road and tend to have their gables facing the road to provide height for storage and make the most of narrow plots at right angles to the road. The domestic terraces and pairs of cottages are generally built for ease of construction, with roof ridges following the line of the roads, although there are exceptions, such as Vine Cottage.

It is possible that the Burton family planned the siting of their buildings; certainly Staithe House and Burton's Mill are in prominent positions. The Old Granary is built to take advantage of the waterway of the staithe for loading wherries.

There is some consistency of materials with locally made red or black glazed pantiles and red brick, the latter possibly from the brick field on the staithe until the mid 20th century. Slates were a popular roofing material in the 19th century, but unusually there are none in Stalham Staithe, possibly because they would have been more expensive than locally available materials as they would have had to be brought in from another part of the country. Local flints, trimmed with bricks were also used, generally as a utilitarian material such as those in the outhouses on the lobe to Mill View, the garden wall to Staithe House and the walls of The Mermaid's Slipper Restaurant, which was probably an outbuilding to the house. Earlier watercraft buildings utilise corrugated iron (The Old Yacht Station) and timber boarding (John Williams Boats). More recent buildings have followed the earlier precedents; brick and pantile for the extensions to Burton's Mill and timber cladding to Moonfleet Marine. The most recent building, a new house on the northern section of Mill Lane uses timber in a contemporary manner.

The larger 20th century boatyard buildings are generally outside the Conservation Area and although they often use modern materials of a similar profile to the historic ones, the larger scale spans are out of character with the buildings in the earlier settlement.

Ground surface treatments, private and public realm.

Roads in the Conservation Area are finished with asphalt; the absence of formal pavements adds to the character of the historic Stalham staithe. On private land, gravel is the most usually used and is a sympathetic material for the Conservation Area.

Barriers are limited around the open aspect of the staithe, which is visually pleasing, and the low-key timber rails around the picnic area are unobtrusive.

Grassed verges provide a more rural character within the settlement and generally should be preserved.

Trees, hedges and boundary treatments.

Trees and hedges are significant elements in the Conservation Area and outside it, providing a green backdrop to the settlement. Notable areas in the Conservation Area are:

- Trees in the garden of Staithe House and on the land to the north of The Staithe
- Hedges and trees on land to the west of Mill Road
- Trees beyond the cottages at the west of the conservation area
- Hedges on both sides of Mill Road beyond Mill House

The tall hedge and trees along the A149 soften the appearance of the new development at the rear of Staithe Road.

The removal of hedges and traditional boundary walls, particularly to provide parking in front gardens can have an adverse impact on the setting of buildings and the overall street scene. Additional planting and/or more traditional fences can help to define public and private space and contribute to rural character.

The brick front boundary walls to Riversdale and Cordova Terraces and the flint and brick garden wall to Staithe House contribute to the character of the Conservation Area. The chain link fences around the builder's merchant compound have already been commented on.

Issues, pressures and opportunities for improvements

Generally the buildings and gardens in the Conservation Area are well maintained and there are no structures that would qualify to be on the Buildings at Risk Register. However, redundant structures and storage areas on some sites are negative factors in the Conservation Area.

The special character of conservation areas can easily be eroded by seemingly minor, and well intentioned, home improvements such as the insertion of replacement windows and doors with ones of an inappropriate design or material, (for example hinged opening lights in lieu of sash windows and UPVC instead of painted timber). This can be a particular issue with unlisted buildings that have been identified as contributing to the character of the Conservation Area. In line with current legislation, all complete window replacements are required to achieve minimum insulation values, but recognising the affect that inappropriate replacements can have, Local Authorities can relax that requirement when considering the restoration or conversion of certain buildings within conservation areas, and advice should be sought from the Local Authority at an early stage.

Suggested areas for improvements:

Staithe Road

- Consider additional planting around Bakers builders merchants site to soften the effect of the chain link fencing and provide some screening of the storage area
- Consider additional soft landscaping to the car parking and communal areas behind Burton's Mill
- Consider the public realm in front of The Mermaid's Slipper Restaurant and an alternative surface material for the hard standing to define the historic area of the staithe.
- Consider the management of informal car parking around the staithe.
- Consider the provision of limited hard surfacing to improve access to the landscaped picnic /amenity area area immediately to the North of the staithe
- Consider improvements to the condition of the dyke wall at the North East end and management of parking and improvement of surfacing along the moorings.

Areas for consideration as part of consultation process..

The boundaries to the Conservation Area are as illustrated on the accompanying map and as described in the text. As part of the consultation process it was suggested consideration might be given as to the retention of the following areas within the conservation area. The 2 single storey dwellings, late 20th century house, field and pumping station to the west of Mill Road. The electricity sub-station at the North East end of Mill road immediately adjacent to the A149. Following

consultation the existing boundary of the Conservation Area is considered appropriate and remains unchanged from the 1991 designation.

Public consultation

Consultation with interested parties and organisations was carried out in accordance with the Broads Authority 'Statement of Community Involvement'. A joint consultation exercise was undertaken with North Norfolk District Council as the proposed conservation area boundaries include land in both planning authority areas as defined on the maps included in the character appraisals. A letter and leaflet were delivered to all residents and businesses within the conservation area boundary, and copies of the appraisal documents were made available both online and in hard copy format in the Broads Authority offices. The leaflet included a comments section and consultees were also able to comment on line.

A public exhibition was held on 5 March 2016

Appendix 1

Listed buildings in the conservation area

The Old Granary, Staithe Road. Grade II

Appendix 2

Unlisted buildings that make a positive contribution to the character of the conservation area. (Within the Broads Authority executive area unless otherwise noted.)

Whilst the following buildings and boundary walls within the Conservation Area do not merit full statutory protection, they are considered to be of local architectural or historic interest, and every effort should be made to maintain their contribution to the character of the Conservation Area. The following structures have been identified and are considered as undesignated heritage assets.

Staithe Road:

- Flint and brick outhouses on loke to Mill View
- Riversdale cottages & front boundary walls
- Cordova Cottages & front boundary walls
- Burtons Mill - former warehouses fronting Staithe Road
- No. 21 (Staithe Barn)
- Staithe House, outbuildings & garden wall
- Mermaids Slipper Restaurant
- (Granary – redeveloped in 2008)
- Staithe Marsh House
- John Williams Boats - boatbuilding shed
- Museum of the Broads – boatbuilding sheds
- Museum of the Broads - rendered & colour-washed former storage warehouse
- Museum of the Broads – brick former storage warehouse beside Staithe

Mill Road:

- Green & cream commercial sheds at 1 Old Yacht Station (NNDC area)
- Moonfleet Marine
- Riverside
- Vine Cottage
- 20c corrugated clad boatshed
- Alder Cottage

- Rose Cottage
- 1 & 2 Utopia Way
- Wilkins Cottage
- Goffins Cottage
- Mill House & remains of windmill
- Nightingale Cottage (NNDC)
- Toad Hall (NNDC)
- Briar Cottage & Garage/outhouse to Briar Cottage (NNDC)
- Haven Cottage (NNDC)

Appendix 3

Broads Authority Guidance leaflets:

- Keeping the Broads Special
- Do I need Planning Permission?
- How do I apply for Planning Permission?
- Building at the Waterside – A guide to design of waterside buildings in the Broads Authority area
- Environment and Landscape – How do I plan and manage trees and scrub alongside rivers?
- Development and Flood Risk in the Broads
- Riverbank Protection Works – A guide for riparian landowners
- Sustainability Guide – Sustainable development in the Broads

Appendix 4

Contact details and further information:

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62 – 64 Thorpe Road
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NR1 1RY
Tel: 01603 610734
Website: www.broads-authority.gov.uk

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Council Offices
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NR27 9EN
Tel: 01263 513811
Website: www.northnorfolk.org

Norfolk Historic Environment Service
Union House
Gressenhall
Dereham,
Norfolk NR20 4DR
Tel 01362 869280
Website: www.heritage.norfolk.gov.uk

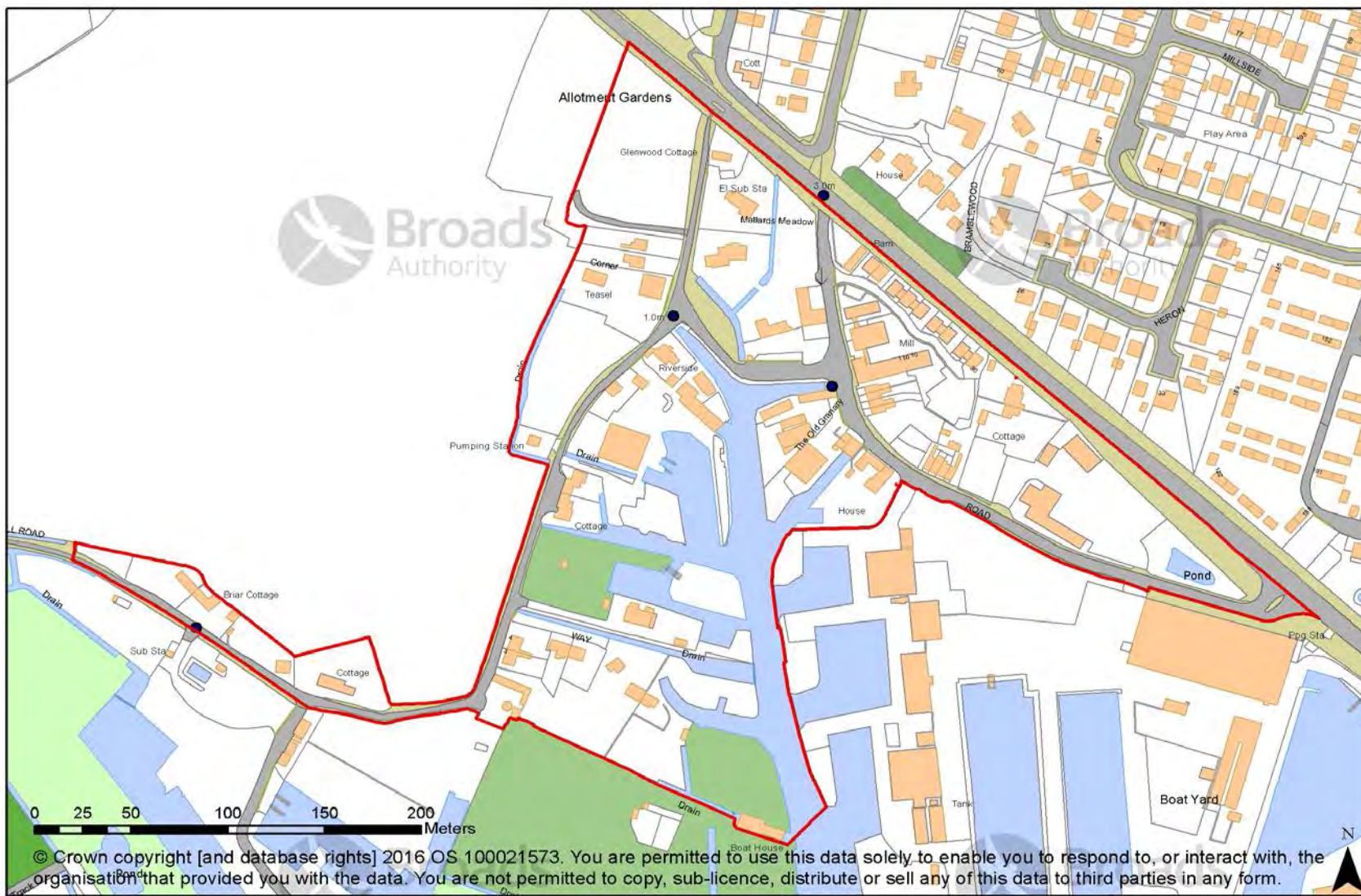
Appendix 5

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 - The Norfolk Broads, A Landscape History, Tom Williamson, Manchester University Press 1997
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 - The Museum of the Broads, Annual Report, 2011
 - Stalham Then and Now, & Stalham, Glimpses of the Past, Ray Woolston
 - Broads Authority Landscape Character Assessment – Ant Valley – Downstream of Wayford Bridge
 - www.norfolk Mills.co.uk
 - www.tournorfolk.co.uk
 - www.museumofthebroads.org.uk
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Appendix 2



Stalham Staithe Conservation Area Appraisal

Consultation responses.

The appraisal was prepared in consultation with North Norfolk District Council as part of the conservation area is within their boundary.

A public consultation morning was held between 1.00 pm and 3.00 pm on Saturday 5th March 2016 at Stalham Town Hall. This was attended by officers from the Broads Authority Planning Team and by approximately 50 members of the public to ask questions, propose or suggest minor amendments to the appraisal or boundary, and raise issues of concern.

From	Comment	BA response
Staithe Road resident	'Riverside' Cottages should be 'Riversdale' Cottages	Text will be amended
Resident	Query re areas for consideration	Clarified by BH no further action proposed.
Residents, Burtons Mill	Supports additional landscaping to communal area at rear of Burtons Mill & asks for details	BH clarified that no scheme or funding is currently agreed, but this is one of several suggested improvements to the Conservation Area. No further action proposed.
# Resident, The Staithe	<ul style="list-style-type: none"> Removal of 'rubbish hut' Ownership of car park area Bridge and tree on Staithe Condition of edge of Staithe Surfacing to picnic area Tree at Staithe Corner, Mill Road Allotments are well used – waiting list Area of consideration on Mill Road beside the A149 	<ul style="list-style-type: none"> Public realm areas to be reported to HARG and is being discussed by the Stalham Staithe Forum (See note below) Noted – existing boundary to remain Existing boundary to remain
Residents, Burtons Mill	<ul style="list-style-type: none"> Bonfires causing nuisance Car parking around The Staithe & The Museum of the Broads 	<ul style="list-style-type: none"> BH replied to clarify that bonfires not covered by Planning Legislation & sent link to NNDC Environmental Health Parking issues have been raised by others – to be reported tot HARG & discussed by the Stalham Staithe Forum
Resident, Mill Road	Feeding of ducks & vermin	BH responded - to be reported to HARG & discussed by the Stalham Staithe Forum
Aylsham resident	<ul style="list-style-type: none"> Appraisal an 'excellent document' Correction to text Pleased to see sustainable tourism as a priority Mooring and piling BESL & flood banks 	<ul style="list-style-type: none"> Noted Text will be amended Noted To be discussed by the Stalham Staithe Forum To be discussed by the Stalham Staithe Forum

Resident, Stalham Staithe	<ul style="list-style-type: none"> • Preserving the character of the Conservation Area through protection of buildings • Query re areas for consideration • Concerns re possibility of consultation removing Conservation Area status • Concern over possible re-development plans • What has prompted review at this time? • Use of redundant boatyard structures • Concern over purpose of document and 'modern architecture' in the Conservation Area • Concern that holiday trade at a maximum – replacement buildings should be on a like-for-like basis • Supports additional planting around the Bakers site • Requested details of planting behind Burtons Mill • Requested details of improvements in front of The Mermaid's Slipper/parking area, refuse area and picnic area 	<ul style="list-style-type: none"> • Noted • Areas for consideration to promote discussion about those areas • Boundary will remain unless strong representations either way • BA not aware of any large scale re-development plans, but do receive individual enquiries largely about domestic scale development • Part of wider review of Conservation Areas in the Broads • Important to retain historic boatyard use • Appraisal aimed at providing guidance for future development in the Conservation Area. High quality modern architecture can be appropriate in some circumstances • Concern noted. Appraisal aimed at providing guidance for development and not as a blanket tool to prevent development • Noted • No specific proposals – suggested improvements to the character of the Conservation Area. • No specific proposals – suggested improvements to the character of the Conservation Area. Public realm area to be reported to HARG discussed by the Stalham Staithe Forum
# Resident, Mill Road	<ul style="list-style-type: none"> • Concern over public involvement re development proposals, especially Utopia & the Broadside campsite • Traffic volumes in summer months • Planning approval on Utopia/Arcadia site for two dwellings • Contribution of recent industrial unit to character of Conservation Area • Request for guidance on PD rights & changes • Locally listed buildings • Suggested text amendment re mill on Mill Road 	<ul style="list-style-type: none"> • Noted • Report to HARG & discussed by the Stalham Staithe Forum • Noted – amend text • Noted, amend text to include 'historic' • Information included in CAA consultation & following designation - consider guidance leaflet on appropriate changes to their properties • Discuss potential additions to Local List at the Stalham Staithe Forum • Text amended

	<ul style="list-style-type: none"> • Suggested text amendment re Broadsedge campsite • Ownership of area in front of The Mermaid's Slipper • Removal of refuse/recycling area • Landscape improvements to Baker's site • Parking in front of dwellings • Hedge on Mill Road • Improvements to picnic area • Condition of Staithe's river bank & Mill Road, parking and overnight camping, repair of banks, drainage ditches & verges to address flooding issues & erosion. Ban HGV vehicles. • Retain existing Conservation Area boundary and extend to south of Mill Road • Inform residents re BA follow-up of Planning conditions 	<ul style="list-style-type: none"> • Campsite outside boundary, text is reference to 'setting' of Conservation Area • Discuss at the Stalham Staithe Forum • Discuss at the Stalham Staithe Forum • Noted • Noted • Noted – suggested future enhancements for consideration • Noted • Noted. To be reported to HARG & discussed at the Stalham Staithe Forum • To be discussed at HARG • To be discussed at HARG
Resident, Mill Road	<ul style="list-style-type: none"> • Planning issues – Utopia & Arcadia,. new houses on Staithe Road, campsite • Highways issues associated with planning approvals on 'inadequate road network'. • More collaboration between the Broads Authority, the Town Council & local residents • Retain existing Conservation Area boundary, omitting sub-station • Consider extending Conservation Area boundary to include land to south of Mill House and part of the Broads Edge Marina up to the river bank • Planning policies to be applied in a consistent manner • Inform residents of permitted development rights • Ban all parking on the river bank and next to picnic area • Repair quay heading on the Staithe • Repair eroded banks/verges along river's edge and Mill Road, but preserve rural character • Implement plan to improve drainage along Mill 	<ul style="list-style-type: none"> • All to be reported to HARG & discussed at the Stalham Staithe Forum

	<ul style="list-style-type: none"> Road Restrict parking for visitors to the Museum to Richardson's boatyard Take action against residents who store scrap waste in gardens, visible from road Retain refuse/recycling point 	<ul style="list-style-type: none"> All to be reported to HARG & discussed at the Stalham Staithe Forum
Resident	Maintenance of fences, trees and hedges on Richardson's Boatyard	Outside the conservation area – liaise with Richardsons through Stalham Staithe Forum
Resident	<ul style="list-style-type: none"> Maintenance of trees and hedges on Richardson's Boatyard Parking around the Staithe & the Museum 	<ul style="list-style-type: none"> Outside the conservation area – liaise with Richardsons through Stalham Staithe Forum To be reported to HARG & discussed at Stalham Staithe Forum
Resident	<ul style="list-style-type: none"> Retain the refuse/recycling Repair the quay heading at The Staithe 	<ul style="list-style-type: none"> Liaise with NNDC & Town Council To be reported to HARG & discussed at Stalham Staithe Forum

- Attended the consultation session

Note: Following the consultation process a working group has been formed, The Stalham Staithe Forum, comprising of representatives from the Local Authorities, residents and local businesses with an interest in the area in order to try and resolve issues, not just within the Conservation Area or the remit of the Broads Authority as Local Planning Authority.

From the statutory/amenity bodies consulted, responses were received as follows:

Organisation	Comment	BA response
North Norfolk District Council	•	•
Historic England	•	•
Broads Society		

Main issues arising from the consultation:

- Parking – Museum & over-night*
- Refuse/recycling area*
- Repairs to river bank/quay heading*
- Maintenance of Mill Road verges etc*
- Communication between residents & Broads Authority re planning*

Housing White Paper: Planning Application Fees

Report by Director of Planning and Resources,
Head of Finance and Head of Planning

Summary: On 21 February 2017 the Government wrote to all Local Planning Authorities (LPAs) outlining its intention to increase nationally set planning fees. Planning authorities will be able to increase fees by 20% from July 2017 if they commit to invest the additional fee income on their planning services. The letter invited the Broads Authority to confirm its intention in relation to the fee increase. This report seeks the Authority's view as to whether the offer should be accepted.

Recommendation:

- (i) The Authority responds to Government indicating that it will accept the offer of a 20% increase in application fees from July 2017.
- (ii) The Authority commits to spending this additional fee income in the planning department.

1 Background

- 1.1 On 7 February 2017 the Government published the long-awaited Housing White Paper entitled "Fixing our broken housing market". The White Paper sets out the background to the national housing crisis and proposes a broad range of reforms that the government intends to introduce to help reform the housing market and increase the supply of new homes. A report on the details of the White Paper will be presented to Planning Committee Members on 31 March 2017.
- 1.2 Amongst the multiple reasons for the housing shortage, the government identifies a lack of capacity and capability in planning departments which delays the handling of planning applications and issuing of planning permissions. This has been cited by developers as restricting their ability to get on site and get building. The government therefore proposes to increase the fees for planning applications so that planning departments can improve their capacity.
- 1.3 The proposal to increase fees is discretionary and this report outlines the proposals, with commentary.

2.0 Fees for planning applications

- 2.1 Fees for planning applications are set nationally. They were introduced in 1981, with the intention that users and potential beneficiaries of the planning

system, rather than taxpayers in general, meet the costs incurred by LPAs in determining planning applications. The fees regime is tiered so that larger and more complex applications attract a higher fee than simple applications, and was devised so that both simple and more complex proposals can be properly assessed and considered by LPAs with appropriate resources. It should be noted that application fees do not cover the full cost of processing an application.

- 2.2 Historically fees were always increased annually by around 5%, usually at the beginning of April. There has, however, been no increase since 2014. Part of the rationale for this was to encourage development by minimising upfront costs. At the same time, local authority budgets have been cut and this has led to staffing cuts in planning departments across the country. The result of the reductions in income and staff is that planning departments in general are now underfunded and understaffed and unable to respond with sufficient rapidity to the increase in development proposals.
- 2.3 To address capacity shortfalls in LPAs, and the consequent delays in dealing with planning applications, government propose to allow LPAs to increase application fees by 20% from July 2017 subject to their committing to spend this in the planning department.
- 2.4 The Broads Authority as an LPA receives approximately £70 - 80,000 per annum in planning application fees. The Authority rarely deals with the large schemes which attract large fees, so the fees are derived principally from a series of small schemes, many of which are individual households. A 20% increase in fees would therefore be likely to generate around £15,000 per annum.

3.0 Investment in the planning service

- 3.1 The annual cost of the planning service, funded wholly from National Park Grant, for 2016/17 is forecast to be £375,000. The BA planning service (covering application determination, application processing, appeals, enforcement and planning policy) comprises 9.9fte which includes the Head of Section. Additional specialist in house support is provided by the Historic Environment Manager and the Ecologist. Specialist work covering heritage/listed buildings, landscape and trees is outsourced.
- 3.2 It is also worth noting that the Authority has an up-to-date Local Plan, consistently meets all the statutory targets for speed and quality in determining planning applications, has a good appeal rate and has a regular programme for monitoring planning conditions, as well as undertaking enforcement as necessary. Pre-application advice is provided free of charge. Customer satisfaction is good (as evidenced through the annual survey), there have been no adverse Ombudsman rulings in the last 8 years and no award of costs from appeals in the last 5 years. An independent Peer Review of the Planning Committee processes and procedures in 2014 was complimentary.

- 3.3 The planning service currently provided is good and whilst there are peaks and troughs of workload, it is not especially the case that further resources are needed in order to improve capacity. The CLG letter is clear that the additional fee income must be spent on the planning service and cannot be used to underwrite something which is already being done, for example to cover the free pre-application service. There are, however, areas where any additional resource could be directed for the benefit of users, and these are detailed below:
- a. Investment in ICT – including an upgrade to the Uniform database to provide a better public interface;
 - b. Provide either the heritage/listed buildings or tree service in house;
 - c. Provide additional policy support, to increase the range of matters covered by planning policy and/or to fund future Local Plan production e.g Examination and PINS costs;
 - d. Provide additional time in the monitoring/enforcement team, to increase proactive monitoring
- 3.4 Planning policy, service and ICT enhancements to date have traditionally been funded from the Planning Delivery Grant reserve that was awarded to the Authority as a consequence of high performance against Government Targets in 2007. However, this reserve has been steadily decreasing and with the expected costs for the Examination of the Local Plan (including approximately £60,000 for Inspector's fees) this reserve will be considerably diminished and the funding of future Local Plan reviews would be a considerable challenge.

4.0 Discussion

- 4.1 The recognition by government that planning teams have been hit hard by static planning fees and falling council budgets is welcome, and the many LPAs who are struggling to meet determination targets and deliver much needed housing in growth areas will welcome the opportunity to increase resource. The Broads (and the National Parks), however, are different. They are identified in the National Planning Policy Framework (and the Housing White Paper) as an area where development should be restricted and therefore the Authority has not had the development pressures of other areas and nor has it seen such a marked downturn during the recession. Application numbers have remained broadly constant whereas some National Parks have seen a decrease. Consequently, the amount of development proposed has remained broadly consistent, as have the staffing levels.
- 4.2 The Broads (and the National Parks), however, are different, though the Broads Authority and the National Park Authorities in England have also had large reductions in National Park Grant. The Parks are identified in the National Planning Policy Framework (and the Housing White Paper) as areas where development should be restricted and therefore the Broads Authority

and National Park Authorities have not had the development pressures of other areas nor has the Broads seen such a marked downturn during the recession. Application numbers have remained broadly constant whereas some National Parks have seen a decrease. Consequently, the amount of development proposed has remained broadly consistent, and the Broads Authority has deliberately maintained staffing levels in planning while reducing them elsewhere in the organisation.

- 4.3 The above notwithstanding, there are qualitative improvements which could be made, which are set out above.
- 4.4 In considering this it is useful to be mindful that fee increases will not be universally welcomed, by either developers or householders, and applicants will expect to see something tangible for the additional 20%.
- 4.5 It is also worth noting that whilst most other LPAs in Norfolk do propose to increase their fees, the situation is quite different in terms of development pressures and the urgent need (identified in the Housing White Paper) to expedite housing development. Furthermore, if the annual fee income is currently over £1m, as it is for Kings Lynn and West Norfolk Borough Council, a 20% increase would fund 4 – 5 posts, which is significant in terms of capacity.

5 Conclusion and Recommendation

- 5.1 It is anticipated that almost all LPAs in England will accept the offer of the 20% increase. Indeed all of the Norfolk Authorities have indicated either formally or informally that they will be doing this and correspondence between National Park Authorities has also indicated a similar approach.
- 5.2 The CLG advises that authorities are entitled not to charge the increased fee and the existing fee structure would remain in place for them. However the strong inference from Government is that if any planning authorities didn't wish to avail themselves of the increase that any future arguments about underfunding would be unlikely to reach a sympathetic ear. There is a reputational risk. Should the Authority decide not to accept the fee increase and the planning service subsequently fails to meet its performance targets then criticism may be levied for not having taken the opportunity to enhance the service.
- 5.3 On balance, it would therefore seem prudent to accept the Government's offer of the 20% fee increase from July 2017. As outlined earlier the Government intends to undertake consultation on the second 20% (which would mean 40% in total) and Members will be updated as that occurs.

Author: Cally Smith
Date of report: 9 March 2017
Appendices: None

Strategic Priorities 2016/17 - Update
Report by Chief Executive

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

Recommendation: That the updates be noted (Appendix 1).

1 Progress on Strategic Priorities 2016/17

- 1.1 Each year, the Broads Authority identifies a small set of strategic priorities. These priorities focus on Authority-led projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. The strategic priorities help us to target our resources and to make the most of partnership working and external funding opportunities.
- 1.2 Alongside these priorities, and as resources allow, the Authority will continue to work with partners and local communities to deliver wider Broads Plan actions and routine works.
- 1.3 This is the last report on the progress on the Authority's Strategic Priorities for 2016/17 and these are outlined in Appendix 1.
- 1.4 The year has seen almost all of the Authority's main projects delivered on time and within budget including those such as the Tolls Review, which weren't listed in the strategic priorities. Some of the projects are so large and significant that the work will continue into 2017/18 and beyond, for example the Landscape Partnership Project, the work on flood risk and promoting the Broads as a visitor destination.

Background papers: None

Author: Maria Conti

Date of report: 9 March 2017

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1: Strategic Priorities 2016/17
MIC/SAB/rptba240317/Page 1 of 5/140317

Strategic Priorities 2016/17**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.

2. Broads Landscape Partnership Scheme: Water, Mills and Marshes

Implement development stage of Broads Landscape Partnership Scheme (LPS), including production of Landscape Conservation Action Plan (LCAP), and prepare second stage application to Heritage Lottery Fund.

3. Hickling Broad 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 and implement Broads National Park branding guidelines.




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.

6. Integrated flood risk management and 'climate-smart' communities

Support EA review of short-term flood risk management strategy towards developing a longer-term integrated strategy for the coast and Broads. Develop approaches to climate adaptation planning and action within protected landscapes for local communities and visitors.

Broads Authority strategic priorities 2016/17					
	Projects	Milestones	Progress	Status	Contacts
1	Broads Plan review	Consult on revised draft Broads Plan 2017 by end Jul-October 2016 (min. 8 weeks) <hr/> Adopt final plan Mar 2017 Implement plan from Apr 2017	Completed. Final Plan completed and on the agenda for adoption at this meeting.	 	Maria Conti
2	Broads Landscape Partnership Scheme: Water, Mills and Marshes	Hold 'drop in' events in Apr/May/Nov 2016 in Landscape Partnership Scheme (LPS) area Hold partner/stakeholder LPS events by end Jul 2016 Prepare Landscape Conservation Action Plan (LCAP): <ul style="list-style-type: none"> • Submit draft LCAP to LPS Board by end Nov 2016 • Carry out LCAP consultation in Dec 2016/ Jan 2017 • Submit final draft LCAP to LPS Board in Mar 2017 • Submit LCAP and second stage Heritage Lottery Fund (HLF) application by May 2017 	Completed HLF pleased with progress at mid-term review. Draft LCAP approved by LPS Board. Print version of LCAP in production. 'Water, Mills and Marshes' logo and branding completed by Norwich University of Arts and approved by LPS Board in March. Website design underway. Tender for delivery of WMM community engagement and learning and skills strategy awaiting returns. Second round submission due to be handed in to the HLF on 19 May	   	Will Burchnell
3	Hickling Broad Enhancement Project	Submit planning application for Stage 2 in Apr 2016 <hr/> Start Phase 2 construction in Nov 2016 <hr/> Develop full funding application for CANAPE (Creating A New Approach for Peatland Ecosystems) project by Jan 2017	Planning permission granted Most of the work completed. Demobilising equipment to dredging on the River Bure Funding bid submitted to JTS. Authority is the Lead Partner. Decision expected in June 2017	  	Rob Rogers

Broads Authority strategic priorities 2016/17					
	Projects	Milestones	Progress	Status	Contacts
4	Promoting the Broads	Review outcome of Judicial Review (Apr 2016)	Branding guidelines developed and disseminated by BA and Broads Tourism Marketing Group. JR application for leave to appeal the High Court's decisions refused by the Court of Appeal. Clothing with National Park branding will be delivered in October 2017 as part of National Park Authorities' corporate sponsorship. Wider signage strategy to be developed 2017/18.	★ ★	Lorna Marsh
5	Stakeholder Action Plan	Send regular updates from Chief Executive (CEO) to Parish Clerks and other stakeholder groups	Regular CEO updates ongoing and sent to Parish Clerks. Formal branding of CEO communications in progress.		Lorna Marsh
		Hold min x2 issue/project focused Parish Forums: • Waveney/Yare in Apr/May and Nov 2016 - Landscape Partnership Scheme (LPS) • Ant/Bure or Thurne/Bure in Sept/Oct 2016 (Hickling project or flood risk mgt strategy)	'Drop in' sessions on draft Broads Local Plan held at Horning (Dec 2016) and Oulton (Jan 2017) and planned for Loddon on 19 Jan 2017. Potential theme-focused Parish Forums for 2017 to be considered. Nothing further on Hickling ahead of decision on CANAPE bid.		Maria Conti/ Will Burchnell
		Provide updates on activities to promote area to Broads Tourism and to BA as part of biannual Broads Plan/ BA strategic priorities reporting	BA strategic priorities updates provided. Tourism Strategy Annual Action Plan updates provided by Broads Tourism Marketing Group to monthly Broads Tourism executive meetings.		Lorna Marsh

Broads Authority strategic priorities 2016/17					
	Projects	Milestones	Progress	Status	Contacts
6	Integrated flood risk management and 'climate- smart' communities	Report on outcome of EA high level review to Broads Forum and BA by Autumn 2016	Report taken to special meeting of Broads Forum 3 Nov 2016 and results reported to BA.	★	Simon Hooton
		Identify next steps to engage public on flood risk management and saline incursion issues - by Dec 2016	Initial briefings held with Council Leaders, chief Executives and officers. Draft ideas on way forward to be reported to the Broads Climate Partnership in April and resources/forward plan developed by May.	●○○○○○	
		Report on engagement and adaptation planning process to Broads Forum and BA - Autumn 2016 and Spring 2017		●○○○○○	
		Establish core group and prepare external funding bid for climate interpretation in protected landscapes; submit bid by end 2016.	Strengthening evidence on processes to follow to support funding bids. Submissions now likely to be Mar 2017 or later.	○○●○○○ ←	

Key	Progress	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	→	Forward progress since last meeting
○○●○○○	Project timetable slipping, plan in place to address concerns	←	Backward progress since last meeting

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.
Recommendation:	<p>Section 2-6 (i) The income and expenditure figures be noted.</p> <p>Section 7 (ii) The Treasury and Investment Strategy be adopted.</p>

1. Introduction

- 1.1 This report covers two items, the Consolidated Income and Expenditure from 1 April 2016 – 31 January 2017 and the Annual Treasury and Investment Strategy for 2017/18.

2. Overview of Actual Income and Expenditure

Table 1 – Actual Consolidated I&E by Directorate to 31 January 2017

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(6,358,989)	(6,339,895)	- 19,094
Operations	2,955,462	2,824,767	+ 130,695
Planning and Resources	2,427,047	2,233,922	+ 193,125
Chief Executive	376,816	377,890	- 1,074
Projects, Corporate Items and Contributions from Earmarked Reserves	(239,014)	(221,101)	- 17,913
Net (Surplus) / Deficit	(838,678)	(1,124,417)	+ 285,739

- 2.1 Core navigation income is behind of the profiled budget at the end of month ten. The overall position as at 31 January 2017 is a favourable variance of £285,739 or 34.07% difference from the profiled LAB. This is principally due to:

- An overall adverse variance of £21,514 within toll income:
 - Hire Craft Tolls £25,158 below the profiled budget.

- Private Craft Tolls £3,702 above the profiled budget.
- A favourable variance within Operations budgets relating to:
 - Equipment, vehicle and vessels is under profiled budget by £12,482 due to timing differences on the reserve expenditure on the small tools replacement and new vehicle.
 - Water Management is under profiled budget by £19,318 due to timing differences on the Hickling project.
 - Land Management is over profiled budget by £44,314 due to timing differences on the invoicing of income.
 - Practical Maintenance is under the profiled budget by £86,007 due to timing differences on the Cockshoot re-piling.
 - Safety is under the profiled budget by £10,315 due to delays in a vehicle replacement.
 - Asset Management is under profiled budget by £22,521 due to additional income being received and timing differences on the Property Consultancy invoicing.
 - Premises is under profiled budget by £16,030 due to timing differences.
- A favourable variance within Planning and Resources budgets relating to:
 - Strategy and Projects is under profiled budget by £93,876 due to timing differences on the Local Plan and the Landscape Architect. Additional income from the Catchment Partnership and Tesco has also been received. This will be transferred to an earmarked reserve at year end to allow spending in future years.
 - Project Funding is under profiled budget by £49,296 due to the difficulties of profiling the project pot budget because of the uncertain nature of when projects will be submitted and spent.
 - Heritage Lottery Fund (Landscape Partnership) is above profiled budget by £11,466 due to income being slightly behind profile. This has been offset by lower expenditure.
 - Communications is under profiled budget by £18,430 due to additional income being received following the Tesco Bags of Help and a small number of timing differences within several budgets.
 - ICT is under profiled budget by £18,551 due to savings on the photocopier leases and timing differences.
 - Planning and Resources Management and Administration is under profiled budget by £15,536 due to the new franking machine contract which has come in cheaper and other small scale savings. Additional income has also been received for staff recharges.

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 the latest available budget (LAB) in 2016/17. 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 2016/17 – deficit	Item 12 18/03/16 (BA)	10,347
Approved budget carry-forwards	Item 13 13/05/16 (BA)	26,031
LAB at 31 January 2017 – deficit		36,378

- 3.2 Taking account of the budget adjustments, the LAB therefore provides for a consolidated deficit of £36,378 in 2016/17 as at 31 January 2017.

4 Overview of Forecast Outturn 2016/17

- 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. A summary of these adjustments are given in the table below.

Table 3 – Adjustments to Forecast Outturn

Item	£
Forecast outturn deficit per LAB	36,378
Previously reported adjustments 27/01/17	(42,500)
Increase to Hire Craft Income	(1,383)
Increase to Short Visit Toll Income	(1,930)
Increase to Other Toll Income	(1,599)
Increase to Vessel & Equipment Income to reflect actual	(170)
Increase to Water Management Income for staff recharges	(3,000)
Increase to Strategy & Projects Income for staff recharges	(5,000)
Decrease to Collection of Tolls Expenditure for refund of faulty toll plaques and staff savings	(8,500)
Increase to Planning & Resources income for staff recharges	(5,000)
Forecast outturn surplus as at 31 January 2017	(32,704)

- 4.2 The main reason for the difference between the forecast outturn and the LAB is due to the additional income secured and in year savings.

5. Reserves

Table 4 – Consolidated Earmarked Reserves

	Balance at 1 April 2016	In-year movements	Current reserve balance
	£	£	£
Property	(360,603)	(77,500)	(438,103)
Plant, Vessels and Equipment	(302,225)	14,070	(288,155)
Premises	(201,675)	(4,839)	(206,514)
Planning Delivery Grant	(290,865)	140,577	(150,288)
Upper Thurne Enhancement	(56,552)	(20,787)	(77,338)
Section 106	(76,469)	(31,972)	(108,440)
Heritage Lottery Fund	(55,956)	12,551	(43,404)
Total	(1,344,343)	32,101	(1,312,242)

5.1 £686,077 of the current reserve balance relates to navigation reserves.

6. Summary

The current forecast outturn position for the year suggests a surplus of £36,475 for the national park side and a deficit of £3,771 on navigation resulting in an overall surplus of £32,704 within the consolidated budget, which would indicate a general fund reserve balance of approximately £1,081,000 and a navigation reserve balance of approximately £329,000 at the end of 2016/17 before any transfers for interest. This will mean that the navigation reserve will be just at above the recommended level of 10% of net expenditure during 2016/17.

7. Annual Treasury and Investment Strategy

Overview

- 7.1. The Prudential Code for capital finance in local authorities requires local authorities, including the Broads Authority, to prepare an Annual Investment and Capital Financing (borrowing) Strategy. This strategy must be approved, before the start of each financial year, by the full Authority.
- 7.2. Following the decision to no longer outsource the Section 17 and Treasury function from April 2017 the strategy has been updated to reflect this now being carried out in-house. This new strategy also incorporates guidance from CIPFA's Treasury Management Code of Practice and its guidance for Smaller Public Service Organisations.

- 7.3 Due to the Authority's purchase of the dredging operation from May Gurney financed by a loan from the Public Works Loan Board, the Annual Treasury, Investment and Capital Financing Strategy needs to take account of the prudential indicators required by the Prudential Code.
- 7.4 The Prudential Code aims to ensure that the capital investment plans are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice.
- 7.5 The Annual Treasury, Investment and Capital Financing Strategy includes the key prudential indicators that are necessary for an authority that has borrowing. The prudential indicators are designed to support and record local decision making in a manner that is publicly accountable. At the beginning of each year estimates for the prudential indicators are set and agreed by Members. The actual indicators are then compared to the estimates once the annual accounts are produced in May each year.

Annual Treasury, Investment and Capital Financing Strategy

- 7.6 The Annual Treasury, Investment and Capital Financing Strategy for 2017/18 is attached at Appendix 3, for Members' consideration.

Capital Financing

- 7.7 Capital borrowing powers are reviewed on an annual basis as part of the budgeting process. However in practice long term borrowing is limited to the acquisition of the dredging operation from May Gurney.

Financial Implications

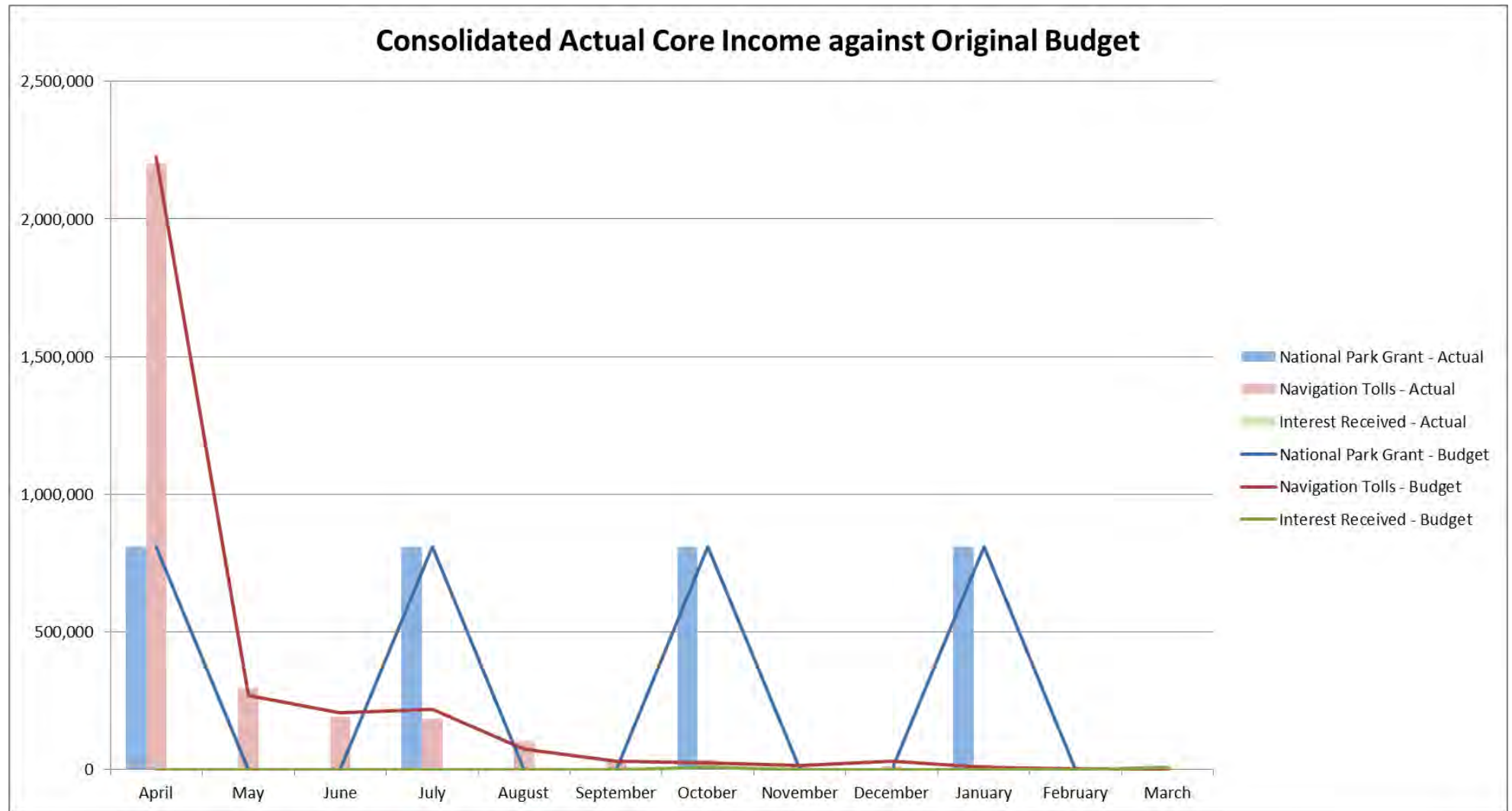
- 7.8 There are no additional financial implications for the Authority as a result of this report as the expenditure proposed, including the loan interest and capital repayments to the Public Works Loan Board, have been incorporated into approved budgets.

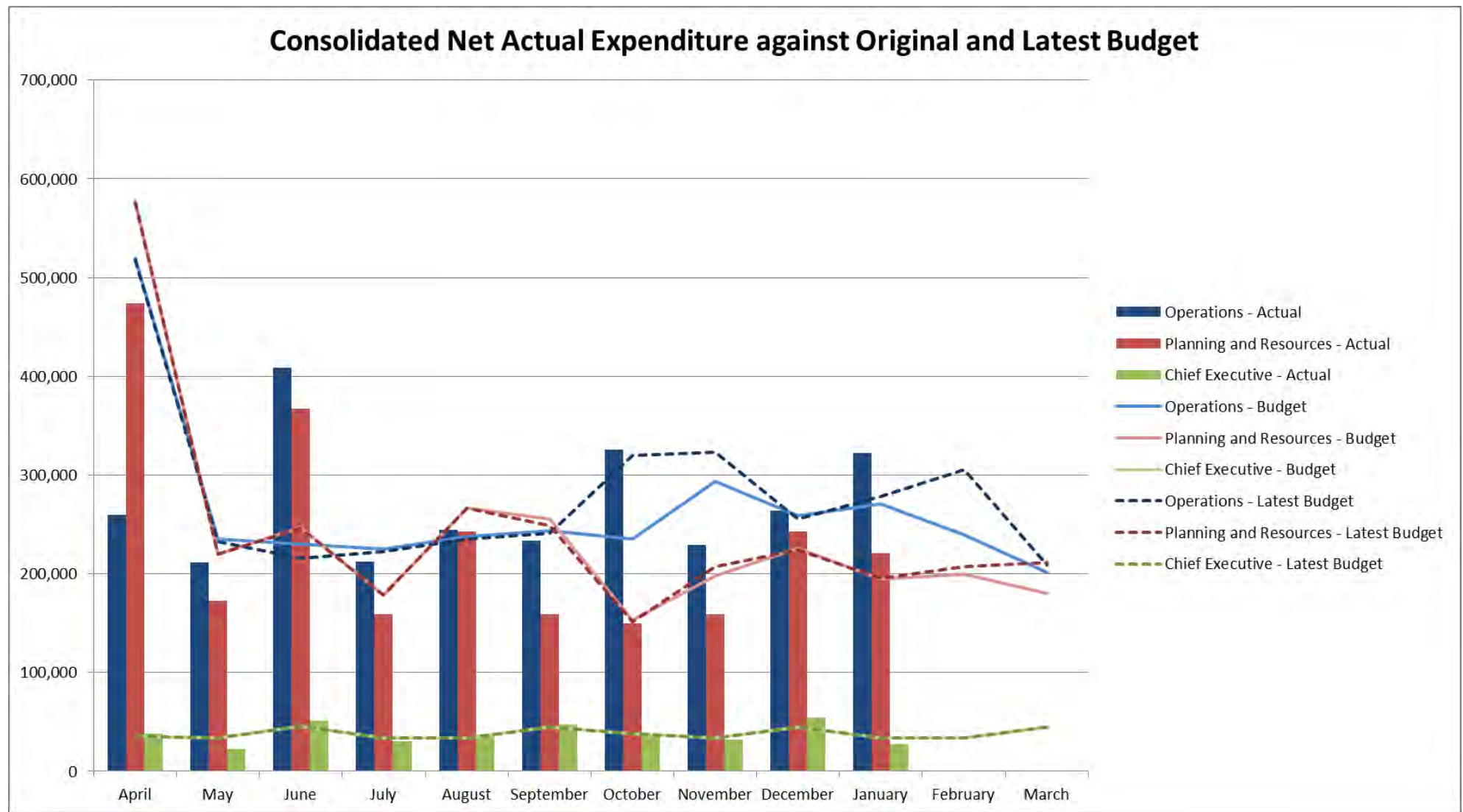
Background papers: None

Author: Emma Krelle
Date of report: 3 March 2017

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 31 January 2017
APPENDIX 2: Financial Monitor: Consolidated Income and Expenditure 2016/17
APPENDIX 3: Annual Treasury and Investment Strategy 2017/18





To 31 January 2017

Budget Holder

(All)

Row Labels	Values				
	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,373,641)		(6,373,641)	(6,351,018)	-22,623
National Park Grant	(3,243,802)		(3,243,802)	(3,243,802)	0
Income	(3,243,802)		(3,243,802)	(3,243,802)	0
Hire Craft Tolls	(1,079,000)		(1,079,000)	(1,053,842)	-25,158
Income	(1,079,000)		(1,079,000)	(1,053,842)	-25,158
Private Craft Tolls	(1,972,000)		(1,972,000)	(1,976,006)	4,006
Income	(1,972,000)		(1,972,000)	(1,976,006)	4,006
Short Visit Tolls	(40,089)		(40,089)	(42,019)	1,930
Income	(40,089)		(40,089)	(42,019)	1,930
Other Toll Income	(18,750)		(18,750)	(20,349)	1,599
Income	(18,750)		(18,750)	(20,349)	1,599
Interest	(20,000)		(20,000)	(15,000)	-5,000
Income	(20,000)		(20,000)	(15,000)	-5,000
Operations	3,347,498	163,430	3,510,928	3,473,283	37,645
Construction and Maintenance Salaries	1,122,050	0	1,122,050	1,122,050	0
Salaries	1,122,050	0	1,122,050	1,122,050	0
Expenditure			0		0
Equipment, Vehicles & Vessels	419,833	166,000	585,833	564,418	21,415
Income	0		0	(670)	670
Expenditure	419,833	166,000	585,833	565,088	20,745
Water Management	147,500		147,500	138,000	9,500
Income	0		0	(19,500)	19,500
Expenditure	147,500		147,500	157,500	-10,000
Land Management	(38,000)		(38,000)	(38,000)	0
Income	(95,000)		(95,000)	(95,000)	0
Expenditure	57,000		57,000	57,000	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Practical Maintenance	419,200	0	419,200	419,900	-700
Income	(9,000)		(9,000)	(10,500)	1,500
Expenditure	428,200	0	428,200	430,400	-2,200
Ranger Services	721,315		721,315	721,315	0
Income	(47,000)		(47,000)	(47,000)	0
Salaries	596,860		596,860	596,860	0
Expenditure	171,455		171,455	171,455	0
Pension Payments			0		0
Safety	125,600		125,600	123,650	1,950
Income	(9,000)		(9,000)	(1,000)	-8,000
Salaries	59,600		59,600	62,000	-2,400
Expenditure	75,000		75,000	62,650	12,350
Asset Management	151,280	2,880	154,160	150,680	3,480
Income	(1,000)		(1,000)	(8,100)	7,100
Salaries	41,530	2,880	44,410	48,030	-3,620
Expenditure	110,750		110,750	110,750	0
Premises	152,170		152,170	152,170	0
Income	(20,000)		(20,000)	(20,000)	0
Expenditure	172,170		172,170	172,170	0
Operations Management and Administration	126,550	(5,450)	121,100	119,100	2,000
Income	0		0	(2,000)	2,000
Salaries	114,050	(5,450)	108,600	108,600	0
Expenditure	12,500		12,500	12,500	0
Planning and Resources	2,738,835	38,159	2,776,995	2,731,040	45,955
Development Management	249,550	6,710	256,260	259,610	-3,350
Income	(60,000)		(60,000)	(80,000)	20,000
Salaries	284,550	6,710	291,260	291,260	0
Expenditure	25,000		25,000	48,350	-23,350
Pension Payments			0		0
Strategy and Projects Salaries	286,990	(4,140)	282,850	282,850	0
Income	(3,500)		(3,500)	(3,500)	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	202,490	(4,140)	198,350	198,350	0
Expenditure	88,000		88,000	88,000	0
Biodiversity Strategy	10,000	600	10,600	10,600	0
Income			0		0
Expenditure	10,000	600	10,600	10,600	0
Strategy and Projects	113,030	24,989	138,019	133,019	5,000
Income	0		0	(5,000)	5,000
Salaries	76,530		76,530	76,530	0
Expenditure	36,500	24,989	61,489	61,489	0
Waterways and Recreation Strategy	144,460		144,460	144,460	0
Salaries	69,960		69,960	69,960	0
Expenditure	74,500		74,500	74,500	0
Project Funding	105,500		105,500	100,000	5,500
Income	(19,000)		(19,000)	(19,000)	0
Expenditure	124,500		124,500	119,000	5,500
Pension Payments			0		0
Partnerships / HLF	50,000		50,000	50,000	0
Income	(231,846)		(231,846)	(231,846)	0
Salaries	48,960		48,960	48,960	0
Expenditure	232,886		232,886	232,886	0
Volunteers	66,620		66,620	66,620	0
Income	(1,000)		(1,000)	(1,000)	0
Salaries	47,620		47,620	47,620	0
Expenditure	20,000		20,000	20,000	0
Finance and Insurance	337,750		337,750	348,500	-10,750
Income			0		0
Salaries	137,750		137,750	139,500	-1,750
Expenditure	200,000		200,000	209,000	-9,000
Communications	268,250	23,700	291,950	291,950	0
Income			0		0
Salaries	188,750		188,750	188,750	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Expenditure	79,500	23,700	103,200	103,200	0
Visitor Centres and Yacht Stations	214,930		214,930	214,930	0
Income	(232,500)		(232,500)	(232,500)	0
Salaries	315,430		315,430	315,430	0
Expenditure	132,000		132,000	132,000	0
Collection of Tolls	122,230		122,230	113,730	8,500
Salaries	109,530		109,530	105,030	4,500
Expenditure	12,700		12,700	8,700	4,000
ICT	300,117	(13,700)	286,417	278,217	8,200
Salaries	143,730		143,730	143,730	0
Expenditure	156,387	(13,700)	142,687	134,487	8,200
Premises - Head Office	254,548		254,548	241,693	12,855
Expenditure	254,548		254,548	241,693	12,855
Planning and Resources Management and Administration	214,860		214,860	194,860	20,000
Income	0		0	(12,000)	12,000
Salaries	133,660		133,660	133,660	0
Expenditure	81,200		81,200	73,200	8,000
Chief Executive	454,630	442	455,072	458,572	-3,500
Human Resources	117,730	442	118,172	119,542	-1,370
Income			0		0
Salaries	58,230		58,230	59,600	-1,370
Expenditure	59,500	442	59,942	59,942	0
Legal	109,970		109,970	114,400	-4,430
Income	0		0	(2,500)	2,500
Salaries	49,970		49,970	36,900	13,070
Expenditure	60,000		60,000	80,000	-20,000
Governance	123,290		123,290	120,990	2,300
Salaries	69,090		69,090	69,090	0
Expenditure	54,200		54,200	51,900	2,300
Chief Executive	103,640		103,640	103,640	0
Salaries	103,640		103,640	103,640	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Expenditure			0		0
Projects and Corporate Items	137,000		137,000	137,000	0
Corporate Items	137,000		137,000	137,000	0
Pension Payments	137,000		137,000	137,000	0
Contributions from Earmarked Reserves	(293,975)	(176,000)	(469,975)	(481,580)	11,605
Earmarked Reserves	(293,975)	(176,000)	(469,975)	(481,580)	11,605
Expenditure	(293,975)	(176,000)	(469,975)	(481,580)	11,605
Grand Total	10,347	26,031	36,378	(32,704)	69,082

Treasury Strategy

1. Introduction

- 1.1. Both CIPFA's Treasury Management Code of Practice (2011 Edition) and the Prudential Code requires the Authority to produce a strategy which explains the Authority's borrowing and investment activities and the effective management and control of those risks. This strategy seeks to incorporate the best practice recommendations from this guidance whilst also bearing in mind the Guidance for Smaller Public Service Organisations (2014 Edition).

2. Treasury Management Policy Statement

- 2.1. The Authority defines its treasury management activities as:

2.1.1. The Management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; the pursuit of optimum performance consistent with those risks and any financial instruments entered into to manage these risks.

2.1.2. The Authority regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

2.1.3. The Authority acknowledges that effective treasury management will provide support towards the achievement of its strategic objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance management techniques, within the context of effective risk management.

2.2. Borrowing Principles

2.2.1. The Authority intends to fund all of its capital expenditure from either its earmarked reserves, capital receipts or from its revenue accounts. However if any of those accounts hold insufficient funds borrowing may be considered.

2.2.2. The Authority currently has one long term loan from the Public Works Loan Board that was utilised to purchase the dredging operation from May Gurney in November 2007 for £290,000. This is to be paid over a 20 year period at a fixed interest rate of 4.82%. Repayments are incorporated into the revenue budget.

2.2.3. The Authority also has the option to enter into finance leases to purchase capital items. Typically this has included the purchase of large pieces of equipment such as the JCB and the Doosan excavator. International Financial Reporting Standards include these types of leases as borrowing due to the risk and reward of the asset transferring to the Authority.

2.2.4. If additional borrowing was deemed necessary following committee consultation then the Authority would need to minimise the costs to the revenue budgets including future year repayments and undertake new borrowing at the cheapest cost.

2.3. Investment Principles

2.3.1. The Authority's main objective is the prudent investment of its treasury balances. The main priorities are the security of capital and the liquidity of its investments. It will be only after these have been satisfied that it will aim to achieve optimum return on its investments. The Authority will not engage in borrowing purely to invest or to on-lend to make a return. Such activity is considered unlawful.

2.4. Treasury Management Practices

2.4.1. Risk Management

2.4.1.1. The Authority adopts a low risk appetite to its treasury management but is not totally risk averse. It will invest with other institutions with appropriate credit ratings rather than just making use of government deposits. If additional borrowing should be required it will seek to borrow on a fixed rate basis to build in assurance for future year liabilities.

2.4.1.2. As part of the Authority's strategic risk register risks are monitored and managed on a regular basis. This includes investment risks. These are reported at least twice a year to the Financial Scrutiny and Audit Committee. Responsible Officers review these throughout the year and are discussed at Management Forum.

2.4.1.3. Risks specific to treasury management include:

2.4.1.3.1. *Credit and Counterparty*

The main objective of the Authority is to secure the principal sum it invests and therefore takes a prudent approach as to whom it invests funds with. This is limited to organisations who meet minimum criteria and is covered in more detail within the investment strategy. The Authority also faces this risk through the default of its debtors. Payment terms are limited to 30 days or where appropriate payment is asked for in advance. Corrective action is taken as required to secure outstanding debts. Bad debts are kept to a minimum.

2.4.1.3.2. *Liquidity*

The Authority will maintain adequate cash balances and borrowing arrangements to enable it to achieve its strategic objectives. The Authority will only borrow in advance of need where there is a clear business case to do so and will only do so for the current capital programme. Debt repayments are included in the annual revenue budget.

2.4.1.3.3. *Interest rate*

The Authority will manage its exposure to fluctuations to interest rate risks in line with its budgets. It will achieve this through the prudent use of its approved instruments, methods and techniques to create stability and certainty of costs and revenues, whilst remaining sufficient flexibility to take advantage of unexpected changes to interest rates. The Authority will limit fixed term deposits to a period of no longer than one year to limit risks to liquidity.

2.4.1.3.4. *Exchange rate*

The Authority will manage its exposure to fluctuations in exchange rates to minimise any impact on its budgeted income/expenditure levels. External advice will be sought to manage this in the most appropriate way as it could have a significant impact; this is particularly important in regards to EU grants.

2.4.1.3.5. *Re-financing*

If the Authority was in a position to re-finance its borrowing it will ensure that such arrangements are negotiated, structured and documented and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or re-financing. These will be competitive and as favourable to the organisation that can be reasonably achieved in the light of market conditions at the time. It will manage its relationships with its counterparties to secure this objective and will avoid the over reliance on any one source of funding if this might jeopardise achievement of the above.

2.4.1.3.6. *Legal and regulatory*

The Authority will ensure all of its treasury management activities comply with its statutory powers and regulatory requirements. The Authority recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as reasonable to do so, will seek to minimise any adverse risks.

2.4.1.3.7. *Fraud, error and corruption, and contingency management*

The Authority will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error or corruption. It will employ suitable systems and procedures to ensure segregation of duties, and will maintain effective contingency management arrangements to do so. In addition the Authority holds Fidelity Guarantee Insurance with Zurich Municipal as part of its overall insurance management arrangements.

2.4.1.3.8. *Market*

The Authority will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect it self from such fluctuations.

2.4.2. Performance Measurement

- 2.4.2.1. Treasury management will be subject to regular review of its value for money and if other alternative methods of delivery will become more appropriate. The Financial Scrutiny and Audit Committee will receive reports twice a year detailing performance. It will also review the Treasury Strategy prior to the Authority meeting which remains responsible for its adoption. Further details of those performance measures are included within the Investment Strategy.

2.4.3. Decision making and analysis

- 2.4.3.1. The Authority will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of learning from the past, and for demonstrating that reasonable steps have been taken to ensure that all issues relevant to those decisions were taken into account at that time.

2.4.4. Approved Instruments, methods and techniques

- 2.4.4.1. The Authority will undertake its treasury management activities by employing instruments, methods and techniques as detailed in the Investment Strategy.

2.4.5. Organisation, clarity & segregation of responsibilities, and dealing arrangements

- 2.4.5.1. In order for there to be effective control and risk management it is essential that there is clear segregation of duties. This will be subject to regular review by Internal Audit as part of its key control test. If at any time there is a lack of resources that does not allow this, it will be reported to the Financial Scrutiny and Audit Committee. Such duties are detailed in the Finance department's job descriptions and are reviewed annually.
- 2.4.5.2. The Head of Finance is responsible for the development of the strategy, whilst cash flow monitoring is undertaken by the Senior Finance Assistant and reviewed by the Financial Accountant. The Head of Finance will remain responsible for identifying appropriate counter parties in line with agreed criteria. Funds to be transferred will be carried out by the Senior Finance Assistant and Financial Accountant following approval by the Head of Finance. All funds will be automatically transferred back into the Authority's main bank account.

2.4.6. Reporting requirements and management information

- 2.4.6.1. The Head of Finance will prepare regular reports for consideration on the implementation of its policies, decisions taken and transactions executed. The reports will also consider the impact of any changes on the budget or other regulatory, economic and market factors.
- 2.4.6.2. The Full Authority will receive an annual report on the strategy and the plan for the coming year. The Financial Scrutiny and Audit Committee will review this strategy and receive a mid year review and an annual report on activity over the last year. Any impact on investment income will be reported throughout the year to the Full Authority as part of its Finance Performance and Direction reports.

2.4.7. Budgeting, accounting and audit arrangements

- 2.4.7.1. The Head of Finance will prepare the annual budget which will include the costs of the treasury function as well as the investment income as deemed by statute and regulation. The Head of Finance will be responsible for exercising control over these items and will report any changes as required as detailed above.

2.4.8. Cash and cash flow management

- 2.4.8.1. The Head of Finance will be responsible for all monies in the hands of the Authority and will be reviewed for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis to ensure that liquidity risk is monitored. This will be undertaken on a weekly basis by the Senior Finance Assistant and reviewed by the Financial Accountant. This weekly forecast will also look at predictions for the current month. Annual cash flow predictions will be prepared by the Head of Finance following preparation of the annual budget.

2.4.9. Money laundering

- 2.4.9.1. The Authority is aware that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Further details can be found in the

Authority's Counter Fraud, Bribery and Corruption policy and its Financial Regulations. Copies are available to all staff on the Intranet.

2.4.10. Training and qualifications

2.4.10.1. The Authority recognises the importance of ensuring that all staff involved in the treasury management are equipped to undertake the duties and responsibilities allocated to them. Recruitment of vacant posts will reflect this position and training opportunities will be identified through the annual Individual Performance Review (IPR).

2.4.10.2. The Head of Finance will ensure that the Financial Scrutiny and Audit Committee who have treasury management/scrutiny responsibilities have access to training relevant to their needs and responsibilities.

2.4.11. Use of External providers

2.4.11.1. The Authority recognises that responsibility for treasury management decisions remain with the Authority at all times. It recognises that there may be value in employing external providers in order to access specialist skills and resources. However the use of external providers is not currently used based on the Authority's limited amount of surplus funds and the costs associated. If this position changed it would ensure a full evaluation had been undertaken as to the costs and benefits through the Authority's Standing Orders.

2.4.12. Corporate Governance

2.4.12.1. Treasury Management activities will be undertaken with openness and transparency, honesty, integrity and accountability. This together with the other arrangements detailed in the Investment Strategy are considered vital to the achievement of proper corporate governance in treasury management. The Head of Finance will monitor and report upon the effectiveness of these arrangements.

Annual Investment Strategy 2017/18

1. This strategy builds on those principles and practices as laid out in the Treasury Management Strategy. It continues to give priority to the security of capital and liquidity before returns are considered.

1.1. The Authority will continue to invest in Sterling.

2. Specified Investment

2.1. These investments are made in Sterling and have a duration of 1 year or less. Typically these are low risk investments due to being made with high credit rating bodies, examples include:

- UK government or local authorities;
- UK/European banks and building societies
- Money Market funds (AAA rated by credit rating agency)
- Debt Management Agency deposit facility

2.1.1. This list is not exhaustive but highlights where the Authority is most likely to place its funds.

2.1.2. To mitigate against the risks of credit and counterparty the Authority will only seek investments with bodies that have at least a short term rating of F-1 as stated by Fitch credit ratings.

2.1.3. The Authority will monitor these ratings monthly through online credit watches and use these to determine any new investments. This may mean those failing to meet the criteria will be removed from the list, whilst those new counterparties who do may be added. Other market information including the financial press will be monitored.

3. Non Specified Investments

3.1. These investments tend to be any other type of permitted investment which have durations of more than a year. This also includes equity-type investments. At this point the Authority does not consider these types of investments as appropriate but may do so in the future if surplus funds permit.

3.2. Longer term investments will only be considered with those institutions that have a Fitch credit rating of A (+/-).

3.3. The Authority will seek proper advice and will consider that advice when entering into arrangements on derivatives to ensure that it fully understands those products.

4. Liquidity

4.1. The Authority will seek to spread its investments to avoid over reliance on one institution. This is currently split between the Authority's current account provider (Barclays) and fixed term deposits with Lloyds. Funds held at Barclays are automatically swept each day into its Business Premium Account that pays a small amount of interest. This facility is instant access. Based on its cash flow forecasts the Authority anticipates that its cash balances will range between £2.5m and £4m.

4.2. Current Holdings as at 03/03/17

Counterparty	Holding/Investment	Interest Rate	Investment Date	Maturity Date
Lloyds Fixed Term	1,000,000	1%	01/03/17	28/02/18

Lloyds Fixed Term	1,000,000	0.6%	01/03/17	31/08/17
Barclays Premium Account	1,622,000	0.15%	Instant access	

5. Capital Financing (Borrowing) Principles

5.1. The following table shows the current forecast for capital expenditure for the next three years. Commentary is also provided below.

Prudential indicator	2017/18	2018/19	2019/20
Estimate of capital expenditure	£200,000	£200,000	£200,000
Authorised limit for external debt	£500,000	£500,000	£500,000
Operational Boundary	£400,000	£400,000	£400,000

5.2. The use of reserves to finance capital expenditure will have an impact on level of investments. However budgeted contributions to earmarked reserves should mitigate this as well as the sale of assets. The table below shows estimates of year end balances for each resource.

Estimated Year-End reserves	2017/18	2018/19	2019/20
General and Navigation Reserves	£1,327,000	£1,293,000	£1,243,000
Earmarked reserves	£1,263,000	£1,540,000	£1,737,000
Total Investments 31 March	£2,590,000	£2,833,000	£2,980,000

5.3. Affordability

5.3.1. The prudential code indicator for affordability asks the Authority to estimate the ratio of financing costs to net revenue stream. However as the only current borrowing was to finance the acquisition of the dredging operation from May Gurney, the financing costs have a zero effect on the bottom line of navigation income and expenditure as the dredging operation (financing costs and ongoing running cost including any additional capital expenditure) are less than or equal to the cost paid to contract out to May Gurney in the past. It is therefore felt that this indicator is not appropriate for use by the Authority in this instance.

5.4. External Debt

5.4.1. Prudential indicators in respect of external debt must be set and revised taking into account their affordability. It is through this means that the objective of ensuring that external debt is kept within sustainable, prudent limits is addressed year on year.

5.4.2. Therefore, the Authority will at this time only borrow to finance the capital expenditure incurred on the acquisition of the dredging operation from May Gurney.

5.5. Authorised limit

5.5.1. The Authority will set for the forthcoming financial year and the following two financial years an authorised limit for its total external debt, separately identifying borrowing from other long term liabilities (excluding pension liability and government grants deferred). It should be noted that the Authority does not have any other long term liabilities at present or plans to have any in the future. This prudential indicator is referred to as the authorised limit and is shown in the table above.

5.6. Operational Boundary

5.6.1. The Authority will set for the forthcoming financial year and the following two financial years an operational boundary for its total external debt. This Prudential indicator is referred to as the operational boundary and is shown in the table above. The operational boundary is based on the Authority's estimate of most likely, i.e. prudent, but not worst case, scenario.

5.7. Capital expenditure

5.7.1. The Authority will make reasonable estimates of the total of capital expenditure that it plans to incur during the forthcoming financial year and at least the following two financial years. This Prudential indicator will be referred to as estimate of capital expenditure and is included in the table above.

5.8. Treasury Management

5.8.1. The Prudential Code requires authorities to set upper limits for its exposure to the effects of changes in interest rates. However, as explained above under paragraph 5.3.1, the current borrowing costs will not be an additional cost to the Authority. The Authority has borrowed at a fixed interest rate, thus reducing its exposure to changes in interest rates. This Prudential indicator is therefore not considered necessary in this instance.

5.8.2. There remains a small risk to the Authority in using fixed term deposits that interest rates may increase in the short term. However given the historic low interest rates on offer following the financial crisis any increase in rates is likely to be slow. By minimising fixed term deposits to a minimum of 1 year and staggering them it will allow the Authority to take advantage of any increase as funds become available for re-investment. Funds in instant access will be able to take advantage of any increase in rates.

5.9. Maturity structure of borrowing

5.9.1. The Prudential Code requires authorities to set upper and lower limits with respect to the maturity structure of its borrowing. However as the Authority only has a single loan this indicator is not considered relevant.

6. End of Year Investment and Capital Financing Report

6.1. The Authority will provide a report on its investments and capital financing activity at the end of the financial year, as part of its final accounts reporting procedure.

**Broads Authority Act 2009: Amendment to Licensing
Conditions for Small Passenger Boats**
Report by Head of Safety Management

Summary: This report sets out a proposal to amend the Broads Authority Small Passenger Boat Licensing Conditions.

Recommendation:

The amended licensing conditions in Appendices 1 and 2 are adopted and implemented from 1st April 2017.

1 Introduction

- 1.1 The Authority introduced a licencing scheme for the operation of small passenger boats in April 2012. The license issued for the operations are subject to conditions which were primarily based on the Inland Waters Small Passenger Boat Code (IWSPBC) developed by the Maritime and Coastguard Agency (MCA) and the Association of Inland Navigation Authorities (AINA).
- 1.2 The IWSPBC published in 2004 aimed to set technical and operational standards for Small Passenger vessels. The Code is a voluntary code for Inland Navigation Authorities and Local Authorities to adopt as their standard for skippered vessels carrying no more than 12 passengers. Vessels carrying more than 12 passengers are regulated and inspected by the MCA and therefore do not fall inside the scope of this proposed licensing scheme.
- 1.3 Since the Authority's licensing conditions were developed legislation has been superseded and areas for requiring amendment have been identified following queries raised when implementing the licensing. The licensing conditions have been amended to reflect the change in legislation, to clear up any anomalies with the licensing scheme relating to hire boats, and to address references to the IWSPBC.
- 1.4 In summary the amendments seek to:
 - remove ambiguity in the areas of both (i) "letting for hire", as opposed to "carrying passengers for hire"
 - clarify the issue of stability requirements, and;
 - remove the requirement to seek MCA approval for Search and Rescue Co-operation Plans.

2 Consultation

- 2.1 Due to the “tidying up” nature of the proposed changes officers have carried out a limited consultation with the following organisations and individuals:

Maritime and Coastguard Agency
British Marine Passenger Boat Association
Broads Hire Boat Federation
Wherry Yacht Charter Charitable Trust
Norfolk Wherry Trust
Boat Safety Management Group
Navigation Committee Chair

- 2.2 All those consulted were content that the changes were a tidying exercise and they were also content that the amendments did not materially affect the operation of the small passenger boats.

3 Implementation

- 3.1 It is proposed that the amended licensing conditions will become affective from the 1st April 2017.

Background papers: Broads Authority Act 2009: Licensing of small passenger boats Nov 2011

Author: Steve Birtles
Date of report: 5 March 2017

Broads Plan Ref NA4.2
Appendices: APPENDIX 1 – Schedule of Operator Licensing Conditions
APPENDIX 2 – Vessel Licensing Conditions

Broads Authority

Small Passenger Boat Operator Licence

This Licence is issued under Section 94 of the Public Health Acts Amendment Act 1907 and Sections 12 and 40 of the Broads Authority Act 2009.

The Broads Authority hereby licence the vessels listed in the Schedule for the carrying of passengers subject to the conditions set out in this Licence. Attention is drawn to the notes accompanying the Licence.

The following definitions apply to the licence: -

“the Authority” means the Broads Authority

“the Operator” means the person or body named in this licence.

“the Vessel” means any vessel listed in the Schedule

“Skipper “ means any person whether the owner or master lawfully having or taking command or charge or management of the vessel for the time being.

“Passenger” means any person carried in the vessel. Except;

- a) A person employed or engaged on the business of the vessel.
- b) A person on board the vessel either in pursuance of the obligation laid upon the master to carry shipwrecked distressed or other person, or by reason of any circumstance that neither the master nor owner nor the charterer (in any) could have prevented or forestalled; and
- c) A child under one year of age.

“Crew” means the skipper and any person employed or engaged on the business of the vessel.

The Conditions

1.
 - (a) Each Vessel is licensed to carry the number of persons indicated against the Vessel in the Schedule.
 - (b) The number of persons that the Vessel is licensed to carry must be conspicuously displayed on the Vessel using a notice or notices provided by the Authority.
 - (c) A Vessel must not carry any number of persons in excess of that permitted by this Licence.
 - (d) A vessel must not carry more than 12 passengers.
2.
 - (a) The Operator must hold and maintain throughout the period of this Licence current public liability insurance cover with a minimum indemnity of two million pounds.
 - (b) The Operator must, when required by the Authority to do so produce satisfactory evidence of such insurance in relation to any Vessel.

3. The Operator throughout the period of this Licence must comply with all elements of the Association of Inland Navigation Authorities (AINA) /Maritime and Coastguard Agency (MCA) Inland Waterways Small Passenger Boat Code
4. The Operator must ensure that skippers are qualified in accordance with The Merchant Shipping (Inland Waterway and Limited Coastal Operations) (Boatmasters' Qualifications and Hours of Work) Regulations 2012.
5.
 - (a) The Operator must on a regular basis carry out a suitable and sufficient assessment of the risks associated with the activity of operating passenger vessels. The frequency of this assessment will depend on the nature of the risk but must be no less frequently than annually.
 - (b) The Operator must promptly act upon the findings of any such assessment where a risk is identified.
 - (c) The Operator must ensure that these assessments are fully documented and readily accessible for inspection by an authorised representative of the Authority.
6. The Operator must keep proper records which show:
 - (a) When any Vessel has carried passengers.
 - (b) Prior to departure the number of passengers carried and details of the crew members and the intended journey are to be reported to a nominated point of contact ashore..
 - (c) The emergency procedures to cover at least;
 - I. Man Overboard
 - II. Fire
 - III. Collision
 - IV. Grounding
 - V. Sinking
 - VI. Engine/ Steering Failure
 - VII. Passenger or Crew unwell
 - VIII. Aggressive or unruly Passengers
 - (d) The requirements of 7(b) do not apply to Operators of ferries which have a journey time not exceeding 10 minutes duration..
7. The Operator must make available for inspection, to any person authorised by the Authority for this purpose, any records required by this Licence.
8.
 - (a). The Skipper must ensure that all persons on board are given:
 - (i) An appropriate safety briefing in accordance with Association of Inland Navigation Authorities (AINA) /Maritime and Coastguard Agency (MCA) Inland Waterways Small Passenger Boat Code Annex 12.
 - (b) The Operator must record in writing and retain details of all briefings, demonstrations, and instructions given under paragraph 9 (a).
 - (c) The Authority may carry out sample audits of the briefings referred to in paragraph 9 (a).

9. If any changes occur in the ownership or particulars of any Vessel during the term the Licence, the Operator must give written notice of such change(s) to the Authority within 14 days of the change(s).
10. The Operator throughout the period of this Licence must hold a Search and Rescue Co-operation Plan.
11. The Operator must report any accident in accordance with The Merchant Shipping (Accident Reporting and Investigations) Regulations 2005 to the Broads Authority and the Marine Accident Investigation Branch..
12. This Licence must not be altered, damaged or defaced in any way.
13. This Licence or a true copy of it may be displayed for public view at the premises from which any Vessel is operated but must be removed from public display in the event that it is suspended, revoked or has expired.
14. The Authority may suspend or revoke this Licence in the event of any breach of any of these conditions if the Authority considers it is necessary or desirable in the interests of the public.
15. This Licence must be returned to the Authority within 7 days if:
 - (a) The Operator has ceased the activity for which the Licence has been granted or
 - (b) The Authority has revoked the Licence.
16. This Licence will remain in force, unless previously suspended or revoked until
17. The Licence is personal to the Operator and is not transferable except with the written permission of the Authority.
18. The Authority reserves the right to modify, alter, revoke or add to these conditions, should it be necessary or desirable in the interests of the public to do so. Such variations will have effect as and when specified by the Authority.

Signed _____ Dated _____

The Schedule

The Vessel/s to which this Licence applies:

Broads Authority

Passenger Boat Licence

This Licence is issued under Section 94 of the Public Health Acts Amendment Act 1907 and Sections 12 and 40 of the Broads Authority Act 2009.

The Broads Authority hereby licence the vessels listed in the Schedule for carrying of passengers subject to the conditions set out in this Licence. Attention is drawn to the notes accompanying the Licence.

In this Licence the following definitions apply:

“the Authority” means the Broads Authority

“Vessel” means any vessel listed in the Schedule

“Passenger” means any person carried in a Vessel. Except;

- d) A person employed or engaged on the business of the vessel.
- e) A person on board the Vessel either in pursuance of the obligation laid upon the master to carry shipwrecked distressed or other person, or by reason of any circumstance that neither the master nor owner nor the charterer (in any) could have prevented or forestalled; and
- f) A child under one year of age.

The Conditions

1. Each Vessel must comply with the construction and equipment standards imposed by the Authority under section 12 (2) (b) of the Broads Authority Act 2009.
2. Each Vessel must be maintained in sound condition.
3. Each Vessel must comply with the requirements of all elements of the Association of Inland Navigation Authorities (AINA) /Maritime and Coastguard Agency (MCA) Inland Waters Small Passenger Boat
4.
 - (a) Each Vessel is licensed to carry the number of persons indicated against that Vessel in the Schedule.
 - (b) The number of persons that the Vessel is licensed to carry must be conspicuously displayed on the Vessel using a notice or notices provided by the Authority.
 - (c) A Vessel must not carry any number of persons in excess of that permitted by this Licence.
 - (d) A vessel must not carry more than 12 passengers.
5. Any vessel used for carrying passengers which is fitted with gas-fuelled equipment must be fitted and maintained in accordance with HSE, Gas Safety (Installation and Use) Regulations 1998 and where relevant hold a current Landlords Gas Safety Certificate.

- 8 Any Vessel, must be fitted with a bilge pump which is appropriate in size to the Vessel or carry one bailer or bucket in either case with a capacity of at least 1.2 litres (2 pints) of water.
- 9 Any Vessel must have the facility to enable persons to re-board the vessel from the water in the event of falling overboard. This may be a fixed boarding system or a temporary system that could be deployed when required.
- 10 Any Vessel with an exposed propeller shaft or other exposed moving parts within the passenger or accommodation area must be fitted with a suitable guard.
- 11 This Licence must not be altered, damaged or defaced in any way.
- 12 This Licence or a true copy of it may be displayed for public view at the premises from which any Vessel is operated but must be removed from public display in the event that it is suspended, revoked or has expired.
- 13 The Authority may suspend or revoke this Licence in the event of any breach of any of these conditions if the Authority considers it necessary or desirable in the interests of the public.
- 14 This Licence must be returned to the Authority within 7 days if the Authority has revoked the Licence.
- 15 This Licence will remain in force, unless previously suspended or revoked, until _____.
- 16 The Authority reserves the right to modify, alter, revoke or add to these conditions, should it be necessary or desirable in the interests of the public to do so. Such variations will have effect as and when specified by the Authority.

Signed _____ Dated _____

The Schedule

The Vessel/s to which this Licence applies:

Peer Review
Report by Chief Executive

Summary:	This report considers the proposal for the Authority to undertake a peer review of its governance arrangements.
Recommendation:	<p>(i) A peer review, in line with the recommendations of the Financial Scrutiny and Audit Committee, is undertaken into the governance arrangements of the Authority and that financial provision of £25,000 is made available to fund the exercise.</p> <p>(ii) Given the importance of the process and the resources required the peer review is recognised as a strategic priority for 2017/18 replacing the external funding project previously identified.</p>

1 Introduction

- 1.1 At the meeting of the Broads Authority on 27 January 2017 the following motion was passed:

“We ask that the Financial Scrutiny and Audit Committee considers the need, scope and terms of reference for a peer review involving the National Park Authorities and independent experts into the governance arrangements of the Broads Authority and how they can be modernised.”

(Note: A motion advocating a Local Government Association (LGA) Corporate Peer Challenge was rejected by the Authority.)

- 1.2 The Broads Authority took part in the National Park Authority Peer Assessments (NPAPA) in 2005 and 2011 which mirrored the local authority Comprehensive Performance Assessments. The latter has been replaced by the voluntary Corporate Peer Challenge but no equivalent has yet been put in place for National Park Authorities.
- 1.3 Peer review is voluntary in nature and is forward looking and improvement focussed. It builds on the strengths of authorities and provides recommendations for improvement. More recent processes target specific areas of an Authority's work that have been identified as requiring attention. They are therefore designed to be supportive. However, the time and costs involved should not be underestimated.
- 1.4 Whilst the Authority rejected an LGA-led Peer Challenge, it is acknowledged that the LGA has substantial experience in the practicalities of establishing a peer challenge of the nature the Authority members discussed. Therefore, in advance of this meeting, some informal practical advice from the LGA has been sought on how the Broads Authority might begin to design a bespoke focused peer review process

taking account of the special role and characteristics of the Authority and its close alignment with the National Park Authorities. The advice of the other members of the National Park family has also been sought.

2. Financial Scrutiny and Audit Committee

- 2.1 At a meeting on the 7 February 2017 the Financial Scrutiny and Audit Committee considered the matter of a peer review and resolved to support the principle of such a process examining the Authority's governance arrangements but that it should be designed to reflect along the lines of the NPAPA process to meet the specific needs of the Broads Authority. The Committee therefore recommended that the Authority adopt the following arrangements.

2.2 Peer Review Team

- A. Establish a **Peer Review Team** comprising representatives from external bodies that understands the Broads Authority and English National Parks comprising:

Member peers

- (i) A county or district councillor who is also a member of an English National Park Authority;
- (ii) A Member of an English National Park Authority appointed by the Secretary of State

Officer peers

- (iii) A Chief Executive of a local authority with part of his/her area within an English National Park
- (iv) A Chief Executive of an English National Park Authority who will lead the team

Independent peer

- (v) One of the Authority's independent persons

2.3 Scope and Terms of Reference

- B. The **Scope and Terms of Reference** of the Review should be discussed and agreed with the Review Team to ensure they understand the context and can meet the agenda of the Broads Authority. The main focus of the review will be:

- (i) The Authority's current leadership, governance, policies and procedures;
- (ii) The mechanisms for the Authority's engagement with the broader economic and social agenda across the two counties of Norfolk and Suffolk.

2.4 Peer Review Approach

C. The **Peer Review Approach** will consist of:

- (i) The production of a position statement by the Broads Authority which will act as the framework for the Review
- (ii) A review of relevant policy documentation by the Team
- (iii) A series of one to one and/or facilitated group discussions with Members of the Broads Authority and appropriate members of staff
- (iv) A series of one to one and/or facilitated group discussions with relevant partners and stakeholders.

2.5 **Output**

D. The **Output** from the Group will comprise verbal feedback and a written report with recommendations:

- (i) As to how the Authority can modernise and improve its governance, policies and procedures;
- (ii) As to how relationships between the Authority and its eight constituent local authorities might be improved to support the wider economic and social agenda;
- (iii) Any other action the Authority should take.

2.6 **Timescale**

The LGA's advice is that the normal preparation time for such an exercise would be around six months. This would suggest that the earliest the Team would be on site is October.

3. **National Park Authorities**

3.1 The principle of engaging in a further round of peer reviews has been raised with the English national park authorities. There is no appetite for peer reviews in the other parks. The combination of internal and external audit now combined with regular monitoring and feedback on the Government's 8 Point Plan for National Parks is felt to be sufficient independent review of their activities.

4. **Resource Implications**

4.1 The amount of senior staff time involved in such a review is very considerable and if the Authority decides to proceed with this project then other work will have to take a back seat. It is suggested that in recognition of its importance that the review would be identified as a strategic priority and the work on external funding be delayed. Key decisions on the Landscape Partnership Project and CANAPE will be made by the HLF and Interreg in the summer and will provide greater certainty about the resources available.

4.2 The LGA has identified its potential costs in supporting the Authority through the process as being in the order of £15,000. Since the reductions in central support staff following the reductions in National Park Grant the posts that would have managed the peer review internally have been deleted from the structure and it may prove necessary to hire in specific support if the Authority is to gain the most from

the review. It is therefore proposed to allocate £25,000 towards the review entirely funded from National Park Grant.

Background paper:	NPAPA reports Local Government Peer Challenge
Author:	John Packman
Date of report:	13 March 2017
Broads Plan Objectives:	None
Appendices:	None

Appointment to the Navigation Committee
Report by Solicitor and Monitoring Officer

Summary:	The recruitment process for the single vacancy on the Navigation Committee has been completed. The Broads Authority is asked to appoint the recommended candidate to the Navigation Committee.
Recommendation:	Mr Simon Sparrow is appointed to the Navigation Committee for the balance of the 4-year term created by the vacancy until May 2019.

1 Background

- 1.1 A single vacancy arose on the Navigation Committee during 2016 through the appointment by the Secretary of State to the Broads Authority of one of its co-opted members. The vacancy is under section 9(5)(d) of the Norfolk and Suffolk Broads Act 1988, representing categories of toll payers as defined by that section.
- 1.2 The recruitment process was commenced by an advertisement in the Eastern Daily Press in November 2016 with a closing date of 30 December 2016. Simultaneously letters were sent to all the Category D consultee organisations, informing them of the process.
- 1.3 There were 14 applications for the vacancy and on 1 February 2017 a panel met to shortlist the applicants. The panel was chaired by Christine Lee, Barrister, one of the Broads Authority's two Independent Persons. Other panel members were Professor Jacquelin Burgess, the Chair of the Authority, Professor Richard Card, a representative of NSBA and Mr Howard Pridding the Chief Executive of British Marine. Four candidates were selected for interview by the panel.
- 1.5 The applicants were all assessed on the basis of the following criteria, which are set out in the Role specification and unchanged from the 2015 appointment exercise:
 - Good knowledge of the Broads and its special qualities
 - Good knowledge of the navigation area and current relevant issues
 - Good knowledge of the varied recreational uses of the Broads
 - Good knowledge of the boating industry and the current issues the companies face

- Knowledge of an organisation/governance and ability to think independently and form a balanced view.

The additional criteria of being able to see both sides of an argument and take a balanced view and having excellent communication and interpersonal skills were felt by the panel to be best assessed through an interview of the shortlisted candidates.

- 1.4 Following the review of the appointments process approved by the Broads Authority on 30 September 2016, the Category D consultee organisations who had expressed a wish to receive them, were sent details of the shortlisted candidates. The Navigation Committee was consulted over the shortlisted candidates at its meeting on 23 February 2017.
- 1.4 The panel interviewed the four candidates on 1 March 2017. The panel were provided with representations from five consultee bodies and comments made by members of the Navigation Committee. The panel gave every candidate equal opportunity to demonstrate their qualities and ability and discussed each candidate and measured them against the criteria for the role. The panel selected Mr Simon Sparrow after considered discussions, based on the consensus view of the whole panel.

2. The selected candidate

- 2.1 Mr Sparrow resides in Beccles, Suffolk. He runs a boatyard in Beccles which he purchased in 2014 and which he considers he has run successfully. Mr Sparrow is a director and member of the Barge Association and has restored his own barge over 10 years, in which he resides. Although Mr Sparrow considers himself a relative newcomer to the area, he has settled quickly and believes he has established a good understanding of the attributes and challenges of boating on the Broads, especially the Southern Rivers. Mr Sparrow's application pointed to his knowledge of and ability to articulate the needs of larger vessels. Mr Sparrow has been involved in the waterside aspects of the last two Beccles Charter Weekends, hosting the 2016 event. He pointed to the importance of attracting a new generation of river users through such events. Mr Sparrow has a background in IT and has been responsible for running consultancy teams in this sector, which included facilitating international meetings, overcoming language barriers and dealing with individuals from different cultures. Mr Sparrow is a toll payer.
- 2.2. The panel considered that Mr Sparrow had an impressive knowledge and understanding of the challenges, present and future in managing the navigation area. He gave an excellent thought-provoking presentation and demonstrated fresh vision and insight which could make a major contribution to the thinking of the navigation committee. Mr Sparrow runs a yard operating a small fleet of day boats, moorings and houseboats. In addition through cruising and living in a large barge he is a private recreational boater. The panel considers that his appointment would add to the range of experience of the Navigation Committee.

3 Conclusion and Recommendation

- 3.1 The Broads Authority is asked to accept the recommendation of the interview panel and to appoint Mr Simon Sparrow to the Navigation Committee for the remaining balance of the four-year term created by the current vacancy.

Author: David Harris

Date of report: 7 March 2017

Broads Authority

Financial Scrutiny and Audit Committee

Minutes of the meeting held on 27 September 2016

Present:

Mr Guy McGregor (Chairman)
Mr Louis Baugh
Prof Jacquie Burgess

In Attendance:

Ms Esmeralda Guds – Administrative Officer
Mr David Harris – Solicitor & Monitoring Officer
Miss Emma Krelle – Head of Finance
Ms Andrea Long – Director of Planning & Resources
Dr John Packman – Chief Executive

Also in Attendance:

Ms Emma Hodds - Head of Internal Audit Consortium
Ms Jill Penn – Treasurer and Financial Adviser
Mr Mark Russell - External Audit Ernst & Young LLP

Also Present:

Mr Bill Dickson – Member of the Broads Authority
Dr Dan Hoare – Environment and Design Supervisor

1/1 Apologies for Absence

Apologies were received from Peter Dixon and Michael Whitaker.

The Chairman welcomed Bill Dickson, Member of the Broads Authority, and Dr Dan Hoare, to the meeting.

1/2 Appointment of Chairman

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

It was proposed and duly seconded that Mr McGregor be appointed as Chairman.

There being no other nominations, it was

RESOLVED

that Mr McGregor be appointed as Chairman of the Financial Scrutiny and Audit Committee for the forthcoming year.

Mr Guy McGregor (in the Chair)

1/3 Appointment of Vice-Chair

It was decided to defer this item to the next meeting.

1/4 Matters of Urgent Business

There were no items being proposed as matters of urgent business.

1/5 Declarations of Interests

Members expressed declarations of interests as set out in Appendix 1 to these minutes.

1/6 To receive and confirm the minutes of the Financial Scrutiny and Audit Committee meeting held on 5 July 2016 (herewith)

The minutes of the meeting held on 5 July 2016 were approved as a correct record and signed by the Chairman.

1/7 To note the Terms of Reference of the Financial Scrutiny and Audit Committee

The Terms of Reference of the Financial Scrutiny and Audit Committee were noted.

1/8 Public Question Time

No question had been raised by members of the public.

1/9 Annual Audit Results

Members received a report which appended the Annual Audit Results for 2015/16 prepared by the External Auditors, Ernst & Young.

The External Auditor informed the Committee that overall it was a clean/good report and congratulated the Head of Finance and her team on completing the Accounts at the earlier scheduled time and a job achieved well.

RESOLVED

- (i) that the Annual Audit Results 2015/16 was noted;
- (ii) that the Letter of Representation in connection with the Audit of the Financial Statements for 2015/16 was signed by the Treasurer and Financial Adviser and the Chairman of the Financial Scrutiny and Audit Committee.

1/10 External Audit Committee Briefing

Members received a report which appended the latest Local Government Audit Committee briefing issued by the Authority's External Auditors, Ernst & Young.

Items of relevance to the Authority which were highlighted were the impact of the outcome of the EU Referendum, Off-Payroll working in the public sector and Government lending and accounts.

The Chair of the Broads Authority informed Members that a working group had been set up by National Parks England to look at the effects Brexit would have on National Parks.

In regards to the Public Works Loan it was clarified that an exit fee would need to be paid if it was paid off early. Furthermore, it was explained that the loan would need to be repaid from navigation funds.

RESOLVED

that Members noted the briefing, including the key questions for Audit Committees as set out on page 7.

1/11 Implementation of Internal Audit Recommendations – Summary of Progress

Members received a report which updated them on progress in implementing Internal Audit recommendations arising out of audits carried out since 2015/16. They were also informed that training for them had been organised to attend the CIPA Audit Committee training for the internal audit consortium Councils.

The Head of Finance confirmed that the CIPA Audit Committee training for the internal audit consortium had been organised for the FSAC Members only.

Some slight changes of the wording in the report were suggested by the Chairman and were noted by the Head of Finance.

Members noted the report.

1/12 Appointment of External Auditors

Members received a report which outlined the Local Audit and Accountability Act (2014) and the necessity for local authorities to establish an auditor panel and manage their own procurement. The report explored the options available, the associated benefits, and concluded with a preferred route for the Authority for the appointment of the External Auditor.

RESOLVED

- (i) that the Financial Scrutiny and Audit Committee recommend to the Full Authority, that the Authority would agree to join the national collective scheme, led by the Public Sector Audit Appointment (PSAA);
- (ii) that delegated authority be given to the Section 17 Officer to communicate the willingness of the Authority to join the scheme to PSAA and to enter into the scheme after a satisfactory examination / negotiation of the proposed terms and conditions was concluded.

1/13 Consolidated Income and Expenditure – 1 April to 31 July 2016 Actual and 2016/17 /Forecast Outturn

The Committee received a report which provided them with details of the actual income and expenditure for the four month period to 31 July 2016, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2017).

It was highlighted that the post of the River Engineer had been allocated 80% to National Park Grant and 20% to Navigation, when in fact it should have been the other way round. This had been corrected but further impacted the Navigation budget.

It was mentioned that, although a provision of £20,000 was made for the decrease in the number of hire boat, this had proven not to be enough. Further it was confirmed that the Prisma Reserve had now been closed.

The Head of Finance summarised that the current forecast outturn position for the year suggested an overall deficit of £12,095 within the consolidated budget and indicated that the navigation reserve would be slightly above the recommended level of 10% of net expenditure during 2016/17.

Members noted the report.

1/14 Preparation for the 2017/18 Budget

Members were informed that work had begun on the background information necessary for preparing the Draft budget for 2017/18 and were updated on the financial position.

The Committee was made aware of the increased pension contributions and the pressure on navigation income, especially with the reduction in the number of hire boats. With this in mind the Chief Executive presented Members with several options, impacting tolls at different levels, to consider.

While considering the options it was further suggested that the shortage of moorings was a major issue which needed to be addressed in order to develop tourism in the Broads.

However, recognising the issue, one Member in particular believed that developing mooring opportunities should not come at the expense of strategic objectives already agreed to, but toll payers should be expected to pay for increased moorings through an increase in toll rates instead.

It was further pointed out that the importance of maintaining Reserves at a minimum of 10% meant that there was little or no maneuver for adding new projects funded from navigation income.

RESOLVED

that Members took on board the concerns about the availability of moorings and recommended that this should be taken into account when considering the budget for the coming year and beyond.

1/15 Risk Register

Following the discussion and decisions on the content of the Risk Register at the last meeting, officers had reviewed the format used. Members considered the different layout and it was

RESOLVED

that the Committee supported the proposed revised format for the Risk Register.

1/16 Review of Code of Conduct for Members

Members received a report which updated the position regarding the new draft Code of Conduct for Members.

The Solicitor and Monitoring Officer introduced the report and suggested that it would be useful to establish a Hearings Committee as set out in the Draft Code. He also highlighted the importance of the criteria for consideration of a complaint.

Members agreed that the Code of Conduct was clear and were pleased to see that the Independent Person would be involved more closely.

Members welcomed the report and recommended the adoption of the new Code to the Broads Authority

1/17 Financial Regulations

Members received a report which appended the updated Financial Regulations following a recommendation from the Key Controls Audit.

RESOLVED

that the updated Financial Regulations were adopted.

1/18 To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4) (b) of the Local Government Act 1972

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

1/19 Formal Questions

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

1/20 Date of the next meeting

Members noted that date of the next Committee meeting would be held on Tuesday 7 February 2017 at Yare House, 62-64 Thorpe Road, Norwich, commencing at 2:00pm.

The Head of Finance and Treasurer and Financial Adviser left the meeting.

1/21 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 involved the likely disclosure of exempt information as defined by Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighed the public benefit in disclosing the information

1/22 Appointment of Chief Finance Officer Section 17 of the Norfolk and Suffolk Broads Act 1988

Members received a report which considered whether, when the present service level agreement came to an end next year, it would provide the opportunity for the Authority's Head of Finance, rather than an officer of Broadland District Council, to act as Authority's Chief Finance Officer in line with the CIPFA Guidelines.

It was pointed out that in order to protect the Authority's resources it was proposed to change the working practices for cheques so that in future two signatures would be required by the authorised signatories.

It was believed that the transfer of the balances would not undermine the controls the Authority had in place and the Authority was confident that good relationships with Broadland would be maintained.

The External Auditor supported the change, however underlined the continuing importance of the segregation of responsibilities.

The Internal Auditor recognised that the Service Level Agreement had come to a natural end but highlighted that it was imperative that the investment was pulled back at the right time for the Authority and Broadland District Council, and that the Head of Finance need to ensure and record compliance with the CIPFA guidance on the role of the Chief Finance Officer. She further pointed out that it was important that segregation of duty remained in the day to day accounting practices and in the preparation of the statement of accounts. It was recommended that an exit strategy should be agreed between the authorities so that both parties would be clear on how this would operate over the remaining term of the SLA.

When re-joining the meeting the Treasurer and Financial Adviser received thanks for the support she provided over the last few years and the Head of Finance was congratulated on her new position as CFO as from 1 April 2017.

RESOLVED

- (i) that the Committee recommended to the Broads Authority that the Head of Finance be appointed as the Chief Finance Officer for the Broads Authority with effect from 1 April 2017 when the present service level agreement with Broadland District Council would come to an end.
- (ii) that the Chief Executive would write to Broadland District Council's Chief Executive and Treasurer thanking both of them for their support.
- (iii) that the Head of Finance would investigate the appointment of an appropriate deputy Chief Finance Officer from one of the National Park Authorities.

The meeting concluded at 3.45 pm

CHAIRMAN

APPENDIX 1

Declaration of Interests

Committee: Financial Scrutiny and Audit Committee

Date of Meeting: 27 September 2016

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Pecuniary Interest ✓
Guy McGregor		Member of SCC	
J A Burgess		Toll Payer	

Broads Authority
Broads Local Access Forum

Minutes of the meeting held on 07 December 2016

Present:

Dr Keith Bacon (Chairman)

Mr Louis Baugh	Mr Charles Swan
Robin Buxton	Mr Ray Walpole
Mr Mike Flett,	Mr Chris Yardley
Mr Stephen Read	Mr Richard Webb.
Mr George Saunders	

In Attendance

Ms Lottie Carlton – Administrative Officer
Mr Adrian Clarke – Senior Waterways and Recreation Officer
Mr Mark King - Waterways and Recreation Officer

Also In Attendance

Mr Russell Wilson – Norfolk County Council

2/1 To receive apologies for absence and welcome new members

Apologies for absence were received from Mr Olly Barnes, Mrs Dawn Hatton, Mr Alec Hartley, Mr Martin Symons, Mr Nick Dennis, Mr Peter Warner, Dr Peter Mason, Miss Liz Brooks and Mr Tony Gibbons. Members were welcomed to the meeting.

2/2 To receive declarations of interest

Mr Louis Baugh declared an interest for items involving Ludham footpath.
Mr Robin Buxton declared an interest for items involving Horsey footpath.

2/3 Election of Chairman and Vice-Chairman

Mr Ray Walpole nominated Dr Keith Bacon as Chairman and this was seconded by Mr Charles Swan. No further nominations were received. The vote was carried unanimously and Dr Keith Bacon was therefore elected as Chairman.

Mr Alec Hartley, not present, had indicated he was willing to stand for Vice-Chairman. Mr Mike Flett nominated Mr Alec Hartley as Vice-Chairman and this was seconded by Mr Ray Walpole. The vote was carried unanimously and Mr Alec Hartley was therefore elected as Vice-Chairman.

2/4 To receive and confirm the minutes of the meeting held on 07 September 2016

The minutes of the meeting held on 07 September 2016 were confirmed as a correct record and signed by the Chairman.

2/5 To receive any points of information arising from the minutes

(1) Minute 1/4 (1) Ludham Footpath

The planned October opening of the Ludham footpath had not taken place due to a stock control issue. An in principle agreement had been negotiated for the Broads Authority to make a one off payment to the landowner to waive the Authority from liability for the provision of stock control fencing and gates fencing. A signed agreement is awaited confirming the arrangement in order for the Broads Authority to be able to make the payment. Apologies for delays in producing the signed agreement have been received from the land agent who has agreed to action the process. It is now hoped to open the path in the spring.

(2) Minute 1/4 (2) How Hill Footpath

The Broads Authority's Operations Team have completed work on the How Hill footpath and it is ready for inspection prior to opening of the path.

(3) Minute 1/4 (3) Herringfleet

The gates are locked and cars are still parking on the verge. Construction is going on at the site and a caravan park for tourers has appeared. Nothing further has been reported regarding the bridleway or steps.

(4) Minute 1/4 (4) Cycling and Walking Investment Strategy

The report has still not been published but is due early next year.

(5) Minute 1/4 (6) Hickling Project update

Work has started on the Hickling Project now that temperatures have dropped (primrose requirement). The sale of Hickling Broad will not affect the work.

(6) Minute 1/7 Wherryman's Way update

The Reedham section of the Wherryman's Way has been shut as there is no longer an agreement in place with the landowner. Norfolk County Council have put in a CIL funding bid but are not confident the landowner will be cooperative. It is hoped to have a permissive path agreement with the Parish

Council. FWAG are assisting with advice regarding drawing up the legal agreement. NCC have agreed to keep BLAF and Norfolk LAF updated.

(7) Minute 1/10 River Wensum Strategy update

The River Wensum Strategy will go out to public consultation in early 2017.

(8) Minute 1/11 Broads Forum updates

The Broads Authority are working with Local Authorities (high level) to try to resolve the boat waste issue which arose due to the reclassification of boat waste from domestic to business waste creating an unforeseen loophole. It was agreed to update the Broads Local Access Forum at the March 2017 meeting.

2/6 Staithes Research

Professor Tom Williamson, UEA, had been engaged to carry out research into staithes in the Broads. His report is now available, but the historic mapping is still to come. Once all the information is available the Broads Authority will publish the research on their website.

The SWRO gave a presentation on the staithes research highlighting how the research had been carried out, which reference material had been used and some of the most interesting conclusions.

The Forum agreed this was interesting and useful research that will make it easier to decide if the Broads Authority should pursue any legal disagreements.

2/7 Norfolk County Council update

Mr Russell Wilson, Norfolk County Council (NCC), gave a presentation updating the Forum on activities carried out by NCC since the last meeting as follows:

Weavers Way: Lots of work has been completed on the Cromer to Yarmouth section including carparks, access points and improved signage. NCC is working on improving the Acle to Burlingham link (due to housing development there), working with volunteer groups.

Angles Way: Due to problems with the path being boggy/wet a project is planned to improve access by constructing a boardwalk on the path below Burgh Castle. Planning permission is awaited from the Broads Authority's Planning Committee. Mobility and access improvements are being addressed following an audit by George Saunders. A WREN external funding bid has been successful in gaining funds for the project. Following a question regarding the Bank to Breydon Bridge section Mr Russell Wilson agreed to investigate and report back on the status of this section regarding permissive rights.

Railway connectivity: Improvements, including better signage to get users to the start/end of the Wherryman's Way had been highlighted and new signage put in as a result (the same applied to the Boudica Way). An access audit had been completed from the railway to the Bramerton Woods End. An information launch would be available as packages at the end of the financial year.

Loddon to Chedgrave section: A problem with matting and other issues was being worked on between NCC and the Environment Agency. A public meeting involving NCC and the Broads Authority had attracted 120 attendees. A series of negotiations were underway with EA regarding the bank being reinstated and resurfacing it with Type 1 granite, rather than mesh, on a geotextile base. The work had been agreed and was due to be completed by Christmas 2016. There had been difficulties managing the site during the footpath closure due to trespassing. There would be an official opening once the work was complete.

2/8 River Chet Wherryman's Way update

A map was shown highlighting the areas of the Hardley Flood section of the Wherryman's Way that were due to be cleared of scrub and trees in order to prevent further erosion/damage and encourage reed growth to stabilise the bank (January 2017). The SWRO confirmed that this work was being carried out by the BA and NCC was contributing to the cost.

Dredging infilling is also planned which should help to stabilise the bank further.

A meeting about the future of this section of path is being organised by NCC which will involve the District Councils, Parish Councils, NCC, BA, Natural England and the Environment Agency.

The Broads authority is preparing a brief for the Hydraulic modelling which is required in order to ascertain how any proposed changes might affect the path, Hardley Flood, the river's hydrology and the bank.

Water levels are also being monitored.

Comments and answers to questions as follows:

- (1) Hardley Flood water levels do not need to match the river water levels, but with SSSI and other conservation designations in place, licences are required to undertake any work that might affect the site.
- (2) Mr Tabor owns the Flood and the bank. Crown Estates owns the river bed.
- (3) It was agreed by the Forum that the partnership approach was vital and members were supportive of the line being taken by NCC and BA. The multiple benefits of navigation, tourism, biodiversity and economic factors were sufficiently valued to require a suitable solution to be found.

It was agreed to bring take a report to the Broads Authority from the Forum to highlight the issue.

2/9 Blue Book for Roads

Following the Deregulation Act and confirmation that the Department for Transport did not intend to produce any guidance on the matter, a 'Blue Book for Roads' guidance book had been written via Huddle contributors regarding the 40k plus roads in England.

The current version of the LAF guidance book was difficult to understand, needed simplification and better structure with more logical sections. A flow chart would also be needed.

It was agreed that the Chairman would submit constructive comments on behalf of the Broads Local Access Forum, also suggesting that the project needed a lead.

There were similarities between needing research evidence for these roads and the staithes research work.

Some roads were recognised as Public Rights of Way but Highways were not responsible for maintaining them, while some could be privately maintained and listed as private but actually are for public use.

BLAF members expressed a need to know how to access the list of streets.

The importance of the street works register was highlighted. If permission was required from Highways in order to carry out any work on a road it must therefore follow that the road is a Public Right of Way.

It was noted that the status of the Berney Arms track is retained regardless of ownership.

2/10 British Horse Society – Auditing the list of streets – a role for local access forums

The British Horse Society has raised the issue regarding auditing the list of streets and is asking for comment from LAFs.

The SWRO gave a presentation updating the Forum on auditing of the list of streets.

Every Highways department must keep an up to date 'list of streets'. It is important to ensure that all those 'streets' that should be on the list are included before the cut-off date of 2026. If on the list it will save time trying to prove a PROW.

The Department for Transport estimate there are 40k such streets, but three times as many is thought to be a likely estimate.

Removal of 'streets' from the list should not happen and where there is no definitive map, missing 'streets' should be recorded.

It was agreed that the Chairman would write to Norwich City Council to request a list of streets for Norwich and to ask Highways (Norfolk County, Suffolk County and Norwich City Councils):

- (1) What unsealed highways have been removed from the list of streets since 1998 (the year in which the Ordnance Survey collected such data for the purposes of showing ORPAS on leisure mapping)?
- (2) What procedures apply to any proposal to remove a highway from the list of streets, other than in response to a legal event (such as a magistrates' court stopping up order, or a Town and Country Planning Act diversion order)?

It was agreed to inform the British Horse Society of the BLAF's actions and report back to both the BHS and the Forum regarding any answers received.

2/11 Broads Forum updates

The last Broads Forum meeting had taken place in June 2016.

An expanded forum had been convened on 03 November 2016 to discuss flood defences and climate change to which 70 people attended. Three strategies (sea breach, river flooding and Yarmouth barrier) had been reviewed by consultants and they concluded an integrated strategy approach would work better. It was agreed by attendees that engagement with senior level officers for all authorities involved was needed. Currently only BA has climate change as a priority and therefore they have agreed to act as lead in encouraging greater involvement.

2/12 To receive any other items of urgent business

(1) Mutford Lock

Mr Charles Swan gave a presentation on Mutford Lock highlighting problems with lack of attention to the surrounding area, too many notices on display and the length of time taken to transfer legal status via a tripartite agreement.

It was noted that currently the Broads Authority pays Sentinel Leisure to manage the Lock. Once ownership is transferred BA will manage the site in a more joined up way, but until then this would not be possible.

It was agreed that new interpretation would improve the site. It was noted that signage needed to be in place regarding safety by water requirements of RoSPA and Highways adoption but that some of the signs belonged to Waveney District Council.

It was noted that the Friends of Nicholas Everitt Park were keen to help with maintenance at the Lock and the SWRO agreed to inform the BA Volunteer Coordinator.

A meeting had taken place with the Royal Norfolk and Suffolk Yacht Club to encourage transit through Mutford Lock to help promote its use and generate additional income to cover the ongoing management costs.

At the Tolls Review the BA Navigation Committee had given strong support for Mutford Lock and highlighted its importance for the southern Broads. This view was reinforced at the Broads Authority meeting.

The SWRO agreed to take a suggestion regarding promotion of Mutford Lock via the Countryfile television programme to the BA Head of Communications.

(2) New Town or Parish Councils for Lowestoft

A map was shown of the proposed new parishes for Lowestoft. A budget of £165k was available. An interim clerk is due to be appointed in February and the new parish to take effect from 01 April 2017. The BA executive area covers most of the new parish area. An increase in council tax charge will come into effect as a result of the changes. Planning issues should be easier as a result of the changes. It was noted that the current Pegasus Boatyard development would be dealt with by Waveney District Council rather than the new parish. Oulton and Oulton Broad parish councils will remain and there will be a Town Council for Lowestoft.

2/13 To note the date of the next meeting

It was noted that the next meeting was scheduled to take place on Wednesday 01 March 2017 at 2pm.

The meeting concluded at 4.20pm.

Chairman

Navigation Committee

Minutes of the meeting held on 15 December 2016

Present:

Mrs N Talbot (Chairman)

Mr K Allen

Sir Peter Dixon

Mr J Knight

Mr J Ash

Mr A Goodchild

Mr G Munford

Ms L Aspland

Mr M Heron

Mr B Wilkins

In Attendance:

Mr N Catherall – Planning Officer

Mr A Clarke – Senior Waterways and Recreation Officer

Mr A Ellson – Senior Ranger

Ms E Guds – Administrative Officer (Governance)

Mr D Harris – Solicitor and Monitoring Officer

Ms E Krelle – Head of Finance

Mrs A Leeper – Asset Officer

Ms A Long – Director of Planning and Resources

Dr J Packman – Chief Executive

Mr R Rogers – Head of Construction, Maintenance and Environment

Ms C Smith – Head of Planning

Ms T Wakelin – Director of Operations

Also Present:

Prof J A Burgess, Chairman of the Authority

Mr B Dickson – Member

Mrs L Hemsall – Member

4/1 To receive apologies for absence

Apologies for absence were received from Michael Whitaker and Matthew Bradbury.

The Chair announced this would be Trudi Wakelin's last Navigation Committee meeting as she had been offered and accepted a post with the Marine Management Organisation in Newcastle as Director of Licensing. The Chair thanked the Director of Operations for her valuable contribution for nearly twenty years and the Committee applauded her for all her achievements.

4/2 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.

4/3 To receive Declarations of Interest

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

Arriving just after the meeting had started, Sir Peter Dixon declared his interest later in the meeting, relating to agenda item 4/9 as a Member of the Planning Committee and item 4/12 in regards to Hickling Broad.

4/4 Public Question Time

No public questions were raised.

4/5 To receive and confirm the minutes of the Navigation Committee meeting held on 27 October 2016

Some debate about the minutes of the Navigation Committee meeting held on 27 October 2016 was instigated as several Members believed that although the minutes gave a correct record of the outcome, it did not offer a good reflection of the debate which led Members to reach their decisions.

Members were made aware that it was important to achieve a correct balance between recording decisions and producing verbatim notes. An option for discussion could be to have video recorded minutes as was common practice during meetings at the Brecon Beacons National Park.

Members welcomed the idea of audio/video recorded minutes as they believed it would give a positive insight into the debates taking place before coming to a conclusion and so would improve the perception the general public has of the Authority. It was pointed out however that audio/video recorded minutes should not replace written notes but instead should be recognised as a good backup.

Proposed by Linda Aspland and seconded by Alan Goodchild it was

RESOLVED by 9 votes to 1

that the minutes of the meeting held on 27 October 2016 were confirmed as a correct record and signed by the Chairman subject to the following two amendments:

- Minute Present: Mr M Heron (3/1 – 3/7)
- Minute 3/7 Tolls Review 2016, Recommendation 2, Para 6, first line : '*private craft*' should read '*hire craft*'

4/6 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.

Members were informed that an update on Boundary Farm would be provided later on the agenda and that the Authority would continue to work with Norfolk County Council in regards to the waste issue.

There was no further update in regards to water depth signage at Irstead Shoals but it was confirmed that a programme on signage would be organised for the next committee meeting.

Members noted the report.

4/7 Navigation Budget 2017/18 and Financial Strategy to 2019/20

Members received a report which sought their views on the draft navigation income and expenditure budget for 2017/18, which had been prepared as part of a draft consolidated budget for the Authority. The draft budget was based on the change in the tolls structure formally adopted by the Authority on 18 November 2016 following the recommendations of the Committee.

The Head of Finance took the Members through the report and made them aware of an error in paragraph 4.1 which should read that '*National Park and Navigation had been adjusted from 44/56 to 67/33*'. It was further highlighted that if the reduction of the hire boat income was greater than predicted, the reserves might be lower.

One Member suggested adding an extra column in the Budget Tables to highlight what the budgeted split was for the current year to aid comparison, which the Head of Finance said she would take into consideration.

Some concern was raised regarding the need for smaller boats to have a means of identification so that Rangers could determine whether tolls for those vessels had been received. It was noted that this was under consideration.

It was clarified that the Wet Shed was one of the outbuildings at the Dockyard which was planned to be relocated in accordance with the planning approval.

Members noted the report.

4/8 Asset Management Strategy Buildings and Launches

Members received a report which set out the progress that officers had made to date in the development of the Asset Management Plan and identified the budgetary provisions which were required in respect of Broads Authority buildings and launch assets.

Some concern was raised in regards to the expenses of the Dockyard. It was queried why a new building acquired such high costs and it was suggested, for the report to be developed for the Broads Authority meeting, to detail the high expenditure involved. It was explained that costs were based on worst case scenarios, including Health and Safety aspects, scaffolding and site maintenance

costs. This included costs of surfacing to the car park, road and riverbank where re-piling was required, but all works would be subject to BA procurement rules.

It was clarified that John Fox Cottage was a listed building which was the former foreman's cottage on the old May Gurney site.

A Member enquired about a tender for the building work for the Dockyard to clarify what costs were involved.

It was confirmed that the property consultancy services contract for the Authority was estimated at £170K over 3 years.

It was agreed that the Asset Officer would develop the report with a plan setting out what was statutory compliance and essential maintenance work and what were the remaining costs.
Members noted the report.

Due to a technical problem which prevented a power point presentation from loading, it was decided to change the running order of the Agenda allowing a member of the ICT team to resolve the issue.

Agenda item 4/13 was dealt with at this point

4/9 Planning Applications with Navigation Implications:

- (i) BA/2016/0362/FUL - Removal of piling along the left bank of the River Bure at Oby and**
- (ii) BA/2016/0395/FUL - Removal of piling at two sections along the left bank of the River Bure at Oby.**

A planning application (BA/2016/0362/FUL) had been submitted to the Broads Authority for the removal of approximately 99 metres of piling immediately south of the entrance to Boundary Farm Staithe. The plans showed that the river bank would be re-graded with the rond planted with reed rhizomes to encourage growth. The land would be used for fishing from the bank, by the landowner

A further planning application (BA/2016/0395/FUL) had also been submitted to the Broads Authority for the removal of approximately 142m of piling immediately north of the entrance to Boundary Farm Staithe and a further section measuring 146m to the immediate south of the area identified in BA/2016/0362 above. The plans showed that the river bank would be re-graded so that the riverbank edge would form a reeded rond to encourage growth.

Whilst the application had originally proposed a simple graded bank, with no mooring provision, Members were updated that the Authority had come to an agreement with the landowner for pontoons to be installed as they would be able to pull back the bank by 2 metres, allowing space for the pontoons without impacting on the width of the navigation channel. It was confirmed that the pontoons allowing public moorings would cover a stretch of around 200 metres.

In addition the landowner had offered to provide litter facilities and the Authority had offered to cover the cost of rubbish collection from two bins on the river bank at the moorings. The costs would be looked at by officers.

One Member was concerned that the pontoons and moored boats would take up more than 2 metres and therefore enquired whether there was a chance of pulling back the river bank for more than 2 metres. Officers agreed to ask whether this could be done.

A number of Members pointed out that this stretch of the river was one of the busiest waterways on the Broads and an important location for organized events, including the annual regatta in May. Members agreed that moorings here were crucial, and therefore welcomed the planning application allowing pontoons for public use.

There was some concern about funding the works as it was expected that the cost for the pontoons would be quite considerable and no provision had been made within the budget. The Chief Executive however indicated that a range of solutions would be investigated.

Members noted the report.

4/10 Planning Applications with Navigation Implications: C37 Upton Dyke to allow removal of piling and realignment of floodbank close to existing culvert - Application ref BA2016/0422/COND

Members were provided with a report on Broadland Environmental Services Ltd (BESLs) application that sought to vary the existing planning permission for piling removal on a short section of Upton dyke (18 metres in length). This was adjacent to an existing culvert, and proposed the removal of the piling as the culvert was now to be removed. It concluded that the proposed change to the approved scheme should safeguard and enhance navigation interests (subject to the imposition of the same planning conditions imposed on consent BA/2015/0364/FUL).

Members supported the proposed additional 18 metres of work which would increase width and improve navigation and noted the report.

4/11 Navigation Income and Expenditure 1 April – 31 August 2016 Actual and 2016/17 Forecast Outturn

Members received a report which provided them with details of the actual navigation income and expenditure for the seven month period to 31 October 2016, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2017).

Members also received a verbal update on the latest figures as at the end of November. The total variance in table 1 had now moved to a favourable variance of £99,394.

Members noted the report.

4/12 Construction, Maintenance and Environment Work Programme Progress Update

The Committee received a report which set out the progress made in the delivery of the 2016/17 Construction, Maintenance and Environment Section work programme.

The report included a draft five years dredging programme and attention was drawn to the locations and projected timings of the dredging works shown in Appendix 2.

Members were updated on the progress of the CANAPE bid to deliver the Hickling vision and were informed how Area F as shown in the Appendix would offer sediment disposal opportunities. It was pointed out that the Authority was already committed to the 2017/18 Navigation Dredging Programme but that work in 2019/20 could be re-designed to incorporate CANAPE work if the bid was successful.

Members noted the report.

4/13 Chief Executive's Report - *This item was considered following item 4/8*

Members were informed that there had been significant interest from applicants in the vacancy on the Navigation Committee. An interview date had been confirmed for 1 March 2017.

When it was queried whether it was necessary for the appointment to be for a two year term, officers agreed to review the process.

An extensive discussion followed in relation to the Tolls Review 2016 and the tolls for passengers' vessels as it became apparent that there was uncertainty amongst the Members about what had been agreed at the Broads Authority meeting. Members accepted that while Navigation Committee had considered the charges it had perhaps not given it the consideration it deserved and had not made any comments on the passenger tolls.

One member stated he didn't believe that the Broads Authority minutes reflected the action he voted for and that his recollection of the outcome was a proposal that the Chief Executive was given delegated powers to review the passenger boats with the Tolls Review Group (TRG) and redistribute a relative small amount across the Hire Fleet including the Day Boats.

Others were disappointed that the TRG after further consideration had not recommended a change in the level of tolls for the passenger boats and did not provide a detailed explanation of how they had come to this decision. It was

explained that the TRG had resolved not to debate the impacts on individual operators but rather examine the principles, however it was agreed that all Members should see the correspondence of the TRG that supported the decision to remain with the proposed structure of the passenger boat toll for 2017.

Some Members felt strongly the process had not been explained clearly enough and suggested that the outcome in regards to the passenger boats should be reconsidered.

Others believed that in spite of the confusion it should be recognised that the TRG had carried out extensive work for twelve months and reviewed a range of options that were considered extensively. A Member suggested to accept the TRG's recommendations as they stood but to seek redistribution across the hire fleet for the following year.

Therefore after careful consideration it was proposed by John Ash and seconded by Alan Goodchild and

RESOLVED by 6 votes to 3 and 1 abstention

that the Navigation Committee accepts the position of the Tolls Review Group on Passenger Boat tolls for 2017 and that it is reviewed as part of the 2019 evaluation of the new structure for collecting tolls.

4/14 Current Issues

A Member enquired about the Network Rail Whole Life Strategy for bridges and was advised that this had been delayed by Network Rail but would be brought to a future meeting when available.

4/15 Items for future discussion

No items for future discussion were identified.

4/16 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 23 February 2017 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

The meeting concluded at 4.32 pm

Chairman

APPENDIX 1

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 15 December 2016

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Prejudicial interest
James Knight	7 - 8	Hire Boat Operator, Toll Payer, Director of business with land holdings	
Brian Wilkins	7	NSBA Chairman, Toll Payer, various sailing clubs and organisations	
Greg Munford	7	Toll Payer, Chairman BMBS and BT, Employee HBO	
Nicky Talbot	7	Toll Payer, Member of NSBA and NBYC	
Max Heron	7 5-14 general	Toll Payer, Landowner, Member of British Rowing, NRC, NSBA, RCC, Chair Whitlingham Boathouses	
Matthew Bradbury	7	Toll Payer, BCU Member	
John Ash	7	Toll Payer, Chairman and Director of WYCCT,	
Kelvin Allen	7	Officer BASG	
Alan Goodchild	7,8,9	Chairman MBCM, Wingtask 1995 Ltd, MD Goodchild Marine, Toll Payer	
Linda Aspland	7, 8 in particular	Hunter fleet, Toll payer, NBYC Committee, local resident	

Broads Authority

Planning Committee

Minutes of the meeting held on 6 January 2017

Present:

Sir Peter Dixon – in the Chair

Mr M Barnard
Prof J Burgess
Ms G Harris
Mr P Rice

Mr H Thirtle
Mr V Thomson
Mr J Timewell (up to and
including Minute 7/12)

In Attendance:

Ms N Beal – Planning Policy Officer (for Minutes 7/11 – 7/12)
Mrs S A Beckett – Administrative Officer (Governance)
Mr S Bell – For the Solicitor (up to and including Minute 7/10)
Ms A Scales – Planning Officer (up to and including Minute 7/9)
Mr B Hogg – Historic Environment Manager (for Minute 7/11)
Ms A Long – Director of Planning and Resources
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke

**BA/2016/0422/COND Compartment 37 South Side of Upton Boat Dyke,
River Bure, Upton with Fishley**

Dr Kevin Marsh

For the applicant

7/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting. Apologies were received from Mr W Dickson.

7/2 Declarations of Interest

Members indicated their declarations of interest in addition to those already registered, as set out in Appendix 1 to these minutes.

7/3 Chairman's Announcements and Introduction to Public Speaking

The Chairman reminded Members of the following:

- (1) **Broads Local Plan Drop in Sessions**
 - Saturday 7 January 2017, 10.00am – 12.30pm Oulton Community Centre. It was noted that the local MP, Mr Peter Aldous had indicated he would be attending
 - Thursday 19 January 2017, 6pm – 8pm Loddon and Chedgrave Jubilee Hall Sports & Social ClubThe local members for each of these venues confirmed that plenty of publicity had been given
- (2) **Code of Conduct Training** – Friday 20 January 2017 9.45 am for 10.00am
- (3) **Site Visit for Objection to TPO** – Friday 20 January 2017 at 2.30pm. (Minute 6/3)
- (4) **Planning Design Tour** – Potential Date: A doodle poll had been set up to ascertain the date for the Design Tour in June. Members were asked to respond as soon as possible.

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. (This did not apply to Enforcement Matters.)

7/4 Minutes: 9 December 2016

The minutes of the meeting held on 9 December 2016 were agreed as a correct record with an amendment to Minute 6/8(1) BA/2016/0355/COND and BA/2016/0356/COND Page 6, line 9 to replace "He" with "The applicant". These were then signed by the Chairman.

7/5 Points of Information Arising from the Minutes

None to report

7/6 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

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

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

7/8 Applications for Planning Permission

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

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

(1) **BA/2016/0422/COND Compartment 37 – South side of Upton Boat Dyke**

Variation of condition 1 of planning permission BA/2015/0364/FUL to supplement drawing WNCFSH/420/002/O with WNCFSH/420/002/A to allow removal of piling and realignment of floodbank close to existing culvert (chainage 3962 to 3980)
Applicant: Environment Agency

The Planning Officer gave a detailed presentation of the application to vary a condition of an application that was given conditional approval in February 2016 following a site visit on 29 January 2016.

Following further local engagement by BA Officers and BESL, the decision notice was issued in September 2016 (and pre-commencement condition requirement details were approved in November 2016). The condition related to the treatment of a culvert and as a result of a decision by the IDB to amend the drainage arrangements, involving the removal of the culvert, this would allow the floodbank to be rolled back to follow the same alignment of the rest of the river bank thus straightening the floodbank alignment. This would enable piling along the river edge to be removed rather than retained as shown in the original plans. The works would then be contiguous with the other works already approved.

The Planning Officer drew attention to the consultations particularly those from Upton with Fishley Parish Council and the Navigation Committee, both of which had raised no objections and considered that the proposal represented an improvement on the existing situation.

Norfolk County Council Public Rights of Way officer had highlighted that the current legal right of way was across the culvert and therefore the legal issues including those relating to the footpath as a whole needed to be tied up and completed. This was outside the planning requirements and therefore if members were inclined there was no reason to delay granting approval. It was noted that the legalities relating to the footpath were a collaborative responsibility between the Broads Authority, BESL on behalf of the applicant and Norfolk County

Council. Dr Kevin Marsh on behalf of the applicant confirmed that BESL would bear the costs of the diversion particulars.

The Planning Officer concluded that the proposal in this area had previously been contentious in relation to pile removal. However, in this case it was considered that the realignment of the floodbank in this location and the removal of piles would remove a pinch point in the dyke, safeguard the drainage and provide a consistent natural appearance that would be welcome as well as deliver a benefit for navigation. This was considered to meet the key tests of development plan policy.

Members were supportive of the proposals and concurred with the Officer's assessment. They considered that it was in the best interests of all parties to maintain the rights of way. Therefore they wished to receive a progress report on these in six months' time.

RESOLVED unanimously

- (i) that approval be given to vary the application and allow the floodbank to be re-aligned and the piling removed (with all other planning conditions imposed on 2015/0364 remaining unchanged) . It is considered that the application is in accordance with the policies in the Development Plan particularly Policies CS1, CS3, CS4 and CS 15 of the adopted Core Strategy 2007 and Policy DP1 of the Development Management Plan DPD 2011.
- (ii) that an Informative be specified in the decision notice concerning that it be granted in the context of the Memorandum of Understanding between the Broads Authority and the Environment Agency on 25 April 2003.
- (iii) that the Committee receive a report on the rights of way/footpath diversion legalities in six months' time.

7/9 Enforcement of Planning Control: The Ferry Inn at Horning Enforcement Non-compliance with Enforcement Notice, plus unauthorised portakabin and caravan

The Committee received a report concerning the non-compliance with an Enforcement Notice issued in 2013 and further unauthorised development comprising the siting of a portacabin and caravan at the Ferry Inn at Horning. The issues had been reported to the Planning Committee on a regular basis through the Enforcement Update and more detailed reports in February 2016 and at its meeting on 9 December 2016. (Minute 6/10)

The newly appointed planning agent for the landlord had requested that a further period to 31 March 2017 be allowed in order to comply with the

planning requirements for the removal of the refrigerated trailer, portakabin and caravan.

The Head of Planning reported that she had visited the site on 5 January 2017 and it was apparent that some works had started to convert some of the outbuildings for storage and efforts therefore made to relocate goods which were currently stored in the refrigerator trailer and portacabin. The owner did not wish to remove the caravan just yet as it was used for staff and he wished for more time to seek alternative accommodation or employment for them.

Mr Rice confirmed that having been a mediator over the last four years he would not vote on this issue. He had informed the owner that if the Planning Committee wished to grant his request to extend the period for compliance, and he did not achieve compliance by the specified time, Mr Rice would no longer be involved in any negotiations.

Members considered that the landowner had had a considerable amount of time to comply and that they should be robust. However, they noted that efforts were now being made to comply with the Enforcement Notice, as well as to address the additional breaches. They also noted the likely timescales which would apply were prosecution and/or further Notices to be pursued

Haydn Thirtle proposed, seconded by John Timewell and it was

RESOLVED by 7 votes to 0, (Mr Rice not voting)

That the request for a further period until the 31 March 2017 to comply with the requirements of the Enforcement Notice and to remove the further unauthorised development be granted. If a full compliance is not achieved by this date, the authority granted to officers previously and in December 2016 to prosecute and serve further Enforcement Notices be implemented with immediate effect and no further negotiations take place.

7/10 Enforcement Update

The Committee received an updated report on enforcement matters already referred to Committee. Further information was provided on the following:

With reference to Thorpe Island Further to Minute 6/10, it had been clarified that the red line boundary of the application did not include land within the ownership of Norwich City Council. Therefore the application could proceed to determination and was likely to be brought to the Committee within the next two months.

Broad Minded Plot 9/9A Martham Members had been clear that the mooring of Caravan on a Floating Pontoon was development. The Environment Agency had been given until 9 January 2017 to negotiate the removal of the structure with the occupant of the plot.

Eagles Nest Ferry Road, Horning Two applications had been received from the owner relating to the condition concerning timber cladding, including an application for a Certificate of Lawful Use (CLEUD) on the basis that the development had been in place long enough to be out of time for enforcement action. As this related to the legal issues, it would be dealt with by the Solicitor.

A Planning Contravention Notice had been served which in effect was a legal request for information and incurred a fine if not complied with or if the wrong information was provided.

RESOLVED

that the Enforcement Update report be noted.

7/11 Salhouse Neighbourhood Plan – Proceeding to Publication

The Committee received a report on the proposed Neighbourhood Plan submitted by Salhouse Parish Council to Broadland District Council and the Broads Authority along with the necessary supporting information (Appendices A to F). The report detailed the assessment required to be undertaken by the authority against the criteria set by Government legislation. This would enable the Authority to decide whether the proposal complied with the criteria and could be considered for inspection.

Notice of the decision would need to be sent to Salhouse Parish Council. The Authority had provided comments on the submission which would be brought to the attention of the Independent Examiner for he or she to consider.

Members endorsed and welcomed the positive proposed comments to be submitted by the Authority.

RESOLVED

- (i) that the Submission version of the Salhouse Neighbourhood Plan (NP) be endorsed and approved for proceeding to publication (consultation);
- (ii) that the proposed comments from the Broads Authority on the consultation version of the Salhouse Neighbourhood Plan be endorsed;
- (iii) that the Director of Planning and Resources in consultation with the Chair of the Authority and the Chairman of the Planning Committee be delegated with the authority to submit the Salhouse Neighbourhood Plan to independent examination on assessment of the comments received after the public consultation (publication) ended, subject to no new major issues being raised.

7/12 Broads Local Plan –Local Plan January Bite Size Pieces to inform the publication version

The Committee received a report introducing the topics for the Publication version of the Broads Local Plan set out as follows:

- Appendix A Land at the Bridge at Potter Heigham Policy PUBPOT1.

It was noted that the document would inform the draft policy approach in the publication version and the final text within it. There may be other considerations coming to light between now and the final version that would be presented to Planning Committee in April 2017.

Members were supportive of the proposed amendments and details within proposed policy, particularly the change of the word “encouraged” to “supported” and reference to dark skies, given the character of the area.

A member expressed some concern about the future of the unusual bespoke garden adjacent to the retail store which had been a creation of the founder of Lathams store some time ago. The Planning Policy Officer undertook to give this further consideration.

With reference to the Bridge Hotel Site, members considered that it would be beneficial to have some form of development on the site since its location may have difficulties for some businesses to create viability. It was therefore considered that the policy should not be so prescriptive as to require any new holiday accommodation being dependent on a comprehensive scheme associated with tourism and recreation facilities. It was suggested that the policy be separated into two parts relating to support for holiday accommodation, and support for a potential scheme for the whole site to include appropriate recreation and tourism related provisions. The Planning Policy Officer undertook to amend the policy accordingly. She reminded members that the site had originally been open to discussion as being designated as an open space but this had been rejected.

With regards to concerns about the dilapidated Broads Haven public house site, the Planning Policy Officer clarified that policies for this would come within the general policies relating to public houses.

RESOLVED

that the details and amendments within the Policy PUBPOT 1 for Potter Heigham Bridge be supported and endorsed subject to amendments to the wording to accommodate the members’ views relating to the Bridge Hotel Site in order to inform the publication version of the Broads Local Plan.

7/13 Loddon and Chedgrave Conservation Area Re-Appraisal

The Committee received a report and presentation on the Loddon and Chedgrave Conservation Area Re-Appraisal following the public consultation undertaken in July 2016, together with the management plan and proposed amended boundary. The Re-Appraisal was part of the Authority's ongoing programme for re-appraising the 25 Conservation Areas within the Broads. It was noted that the majority of the Conservation Area fell within the jurisdiction of South Norfolk Council and therefore it had carried out the appraisal work and the consultation which included a public meeting and exhibition. There was only a minor part which came within the Broads Authority area. The Heritage Asset Review Group had considered the Re-Appraisal at its meeting in August 2016 and subsequent comments had been fed into the final report.

The Historic Environment Manager provided details of the proposed boundary changes. There were minor changes in the Broads Authority area which were around the Staithe area and were proposed in order to make it more inclusive of the recently developed terrace of houses. This was considered a logical extension of the area as otherwise the boundary would cut through the development. He also pointed out the consultation responses provided by the Authority to South Norfolk which had been incorporated relating to reference to the Norfolk and Suffolk Broads, and Broads Authority policies. The Historic Environment Manager confirmed that all the consultation had been in line with the Authority's Statement of Community involvement. South Norfolk's cabinet had adopted the Conservation Area Re-Appraisal at its meeting on 5 December 2016 and it was recommended that the Authority adopt that part which fell within the Broads executive area at its meeting in January 2017.

Members were supportive of the designation and

RECOMMENDED to the full Authority

That the Loddon and Conservation Area Re-Appraisal and management plan that falls within the Broads Authority executive area be adopted.

7/14 Managing Planning performance and the designation regime for Local Planning Authorities

The Committee received a covering report that outlined the Government's intentions around the designation of Local Planning Authorities as poor performers and informed Members of the forthcoming assessment. It was noted that the Government was seeking to improve the speed of determination of planning applications as well as the quality of the decisions. At present underperformance was based on the time in which planning authorities dealt with major applications. The government wished to increase and widen the range of measures of the speed of determination to include decisions on minor and household applications. It intended to examine the quality of those decisions by examining how often appeals against the decisions of the LPAs were allowed.

Members noted the performance relating to speed of determination of the Authority benchmarked against other Norfolk LPAs (plus Waveney District Council) and the National Parks. They also noted the performance regarding rate of appeals allowed. As a rule, it was noted that the Authority's performance was above average. The system did not take account of the complexities and number of applications. Given that the Authority dealt with very few major applications, when set out as a percentage, this provided a misrepresentation. There was the possibility of agreeing with the applicant an extension of the time for determination which could help.

Members considered that this factor underlined the importance of the pre-application discussion, negotiation and guidance provided by the Authority and that it had been right to decide not to charge for pre-application advice. It was considered important that applicants continue to be encouraged to discuss their applications with planning officers before submitting a detailed application. They noted that the statutory targets within which applications were to be dealt with were very tight – 8 weeks for minor applications and 13 or 16 weeks for major applications and this also included a three week consultation period.

It was pointed out that LPAs were often dependent on responses from technical consultees which could not be ignored and in many instances, particularly Anglian Water, the response time had caused considerable delays in the decision making which then reflected badly on the LPA. It was suggested that a combined approach with other LPAs to help speed this up should be adopted. It was noted that statutory consultees were obliged to respond within a certain timescale.

RESOLVED

- (i) that the report be noted.
- (ii) that collaborative efforts be made to highlight the necessity of receiving technical consultations within the set timescales.

7/15 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 April 2016.

RESOLVED

that the report be noted.

7/16 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 22 November 2016 to 15 December 2016.

It was noted that a number of these had arisen through the condition monitoring programme.

RESOLVED

that the report be noted.

7/17 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 3 February 2017 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

It was noted that the Members Heritage Asset Review Group (HARG) was due to meet following the next Planning Committee meeting.

The meeting concluded at 11.22 am

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning Committee**

Date of Meeting: 6 January 2017

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Paul Rice	Minute 7/9 Minute 7/11	Ferry Inn Horning as mediator NSBA Member Broads Society Chairman Salhouse Broad – as part of the rescue team that uses the land.

Broads Authority
Planning Committee

Minutes of the meeting held on 3 February 2017

Present:

Sir Peter Dixon – in the Chair

Mr M Barnard
Prof J Burgess
Ms G Harris

Mr H Thirtle
Mr V Thomson

In Attendance:

Ms N Beal – Planning Policy Officer (for Minutes 8/11 – 8/12)
Mrs S A Beckett – Administrative Officer (Governance)
Mr S Bell – For the Solicitor (up to and including Minute 8/10)
Mr N Catherall – Planning Officer
Ms M Hammond – Planning Officer
Mr B Hogg – Historic Environment Manager (for Minute 8/11)
Ms A Long – Director of Planning and Resources
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke

**BA/2016/0395 /FUL River's Edge Boundary Farm Staithe, River Bure
with Ashby (to include pontoons)**

Mr Molineux	Parish Council Chairman and on behalf of local residents
Dr Kevin Marsh	For the applicant
Mr Donny Cooke	Landowner

**BA/2016/0449/FUL Hoveton Tourist Information Centre, Staithe
Road, Hoveton**

Mr Sam Bates (Visitors Services Supervisor)	For the applicant
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8/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting. Apologies were received from Mr W Dickson, Mr P Rice and Mr J Timewell.

8/2 Declarations of Interest

Members indicated their declarations of interest in addition to those already registered, as set out in Appendix 1 to these minutes.

The Chairman declared a general interest on behalf of all members concerning application BA/2016/0449/FUL Broads Authority Tourist Information Centre, at Station Road, Hoveton.

8/3 Chairman's Announcements and Introduction to Public Speaking

The Chairman gave notice of the following:

(1) **Planning Design Tour** – It was confirmed that the Design Tour would take place on Friday 16 June 2017. This would be an all-day event, primarily for the Planning Committee but to which all members are invited.

(2) **Rackheath Neighbourhood Plan – for consultation**

The Chairman referred to the email sent to all Committee members concerning Rackheath Neighbourhood Plan which had been published for consultation. Unfortunately, the Authority had only recently been given notice of this and the deadline for comments was 20 February 2017, although the next Planning Committee was on 3 March. Unfortunately, the Authority was not allowed an extension on this occasion. Given the potentially significant implications of this for the Broads, the Chairman requested that Members provide Natalie Beal, the Planning Policy Officer, with comments by Tuesday 7 February to be included in the Authority's response.

(3) **HARG Heritage Asset Review Group** – the meeting would follow on from the Planning Committee meeting. Members were most welcome to stay.

(4) **Introduction to 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. (This did not apply to Enforcement Matters.)

(5) **The Openness of Local Government Bodies Regulations**

The Chairman gave notice that the Authority would be recording this meeting following the decision by the full Authority on 27 January to record all its public meetings on a trial basis and it would be investigating ways of making recordings available on the website. This was as a means of increasing transparency and openness as well as to help with the accuracy of the minutes.

8/4 Minutes: 6 January 2017

The minutes of the meeting held on 6 January 2017 were agreed as a correct record and signed by the Chairman.

8/5 Points of Information Arising from the Minutes

None to report

8/6 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

8/7 Requests to Defer Applications and /or Vary the Order of the Agenda

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

8/8 Applications for Planning Permission

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

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

(1) BA/2016/0362/FUL River's Edge near Boundary Farm Staithe, River Bure, Ashby with Oby

Removal of piling along the left bank of the River Bure at Oby, and re-grading of the river bank edge to form a reeded rond. The material removed will be used for crest raising the floodbank, either immediately or stock piled on the rear bank face for future use.

Applicant: Environment Agency

The Planning Officer gave a detailed presentation of the application which included the removal of 99 metres of piling along the left bank of the River Bure at Oby following the completion of the flood defence works as part of the Compartment 9 scheme approved in 2011. The application followed on from the establishment and consolidation of set back and roll back floodbanks where bank settlement had taken place. An application to remove piling between Thurne Mouth and Acle Bridge was granted in 2015. The section of piling as part of this application was not removed as part of the previous scheme as at the time it was being used by the landowner for fishing. This was now no longer required for that purpose and was also no longer required for flood defence purposes. There were also signs which stated "No Mooring" in this location and the landowner confirmed that there had not been mooring in this location over the last year. It was clarified that this section did not form part of the area previously leased for 24 hour moorings.

The Planning Officer commented that no further representations had been received since the report had been published. He explained that the works would be carried out in the same way as they had been in

other sections of Compartment 9 and that the applicant's agents (BESL) would undertake regular hydrographic monitoring. The erosion monitoring posts would also act as channel markers and would only be removed once sufficient reed growth had been established.

The Planning Officer concluded that the pile removal would not increase flood risk in the compartment or elsewhere in the area. This together with the re-grading of the river bank edge to form a reeded rond would be beneficial to the landscape and would not result in unacceptable impacts on navigation, recreation, ecology, highway and amenity. Subject to conditions, the application was recommended for approval.

Having sought clarification on a number of matters including the fact that there had been limited use of the piling for moorings in this location over the last year, and that erosion monitoring would take place, Members were supportive of the proposals and concurred with the Officer's assessment.

RESOLVED unanimously

that the application be approved subject to the conditions outlined within the report as it is considered to be in accordance with Policies CS1, CS3, CS4 and CS15 of the Core Strategy (2007), Policies DP1, DP13, and DP28 of the Development Plan Document (2011), and the National Planning Policy Framework (2012).

- (2) **BA/2016/0395/FUL Rivers Edge Near Boundary Farm Staithe, River Bure, Ashby With Oby**, Removal of piling at two sections along the left bank of the River Bure at Oby, re-grading of the river bank edge to form a reeded rond, and installation of pontoon moorings.
Applicant: Environment Agency

The Planning Officer provided a detailed presentation of the proposals for the removal of a total of 288 metres of riverbank piling along two sections of the left bank of the river Bure, one to the north and one to the south of the entrance to Boundary Farm Staithe. This again fell within the area of Compartment 9 of the Broads Flood Alleviation Project where flood defence works had been carried out in accordance with permission. A separate planning application to allow removal of the piling which was no longer required for flood defence purposes, was granted in 2015. The Planning Officer clarified that the two sections of piling as part of this application were not removed as part of the original scheme as the piling was leased by the Broads Authority and used for 24 hour moorings. The lease expired in 2014, the mooring use ceased, and the piling was no longer used. However, this was one of the busiest areas in the Broads where mooring was required. At the very south of the river there was a 40 metre section of the riverbank which was in the ownership of the Authority and used for Broads Authority 24 hour moorings secured under a Section 106 Agreement.

Re-piling would not be an option for BESL and the landowner did not want the responsibility for the maintenance of moorings. Given the importance of the area, the Authority had been in negotiations with the landowner in respect of the resumption of a mooring use here for some time. As a result of initial objections in respect of the potential loss of a mooring opportunity here, the application had been amended and it was now proposed that as part of the application two 100m pontoon moorings be installed. These would be cut into the river bank and the bank regraded, details of which were described.

In providing the assessment of the application, the Planning Officer addressed the objections received particularly relating to the concerns that had been expressed locally over the amendments and took account of the main issues involved. He explained that the amendments to the original application included the addition of the pontoons, and were on the same site as the original application. Therefore planning practise backed by case law allowed such amendments to be made without then need for submission of a new application, provided further consultation was undertaken. This had been commenced in mid-December 2016 and the Authority had accepted responses until this week, which exceeded the statutory 21 days required. It was confirmed by the Director of Planning and Resources that the correct procedures had been followed. In addition, the Planning Officer confirmed that site notices had been put up. In answer to a question from a Member he confirmed that he believed that adequate opportunities had been given for stakeholders to respond. The Solicitor also confirmed that the correct procedures had been followed.

The Planning Officer concluded that the proposals would not be detrimental to the landscape, would not result in an unacceptable impacts on navigation, recreation, ecology, highway, amenity and would not increase flood risk elsewhere. The application could therefore be recommended for approval subject to conditions.

Mr Molineux, the Chairman of Thurne Parish Council and representing the wider village, commented that he had been disappointed at the way the application had been handled and expressed concern that not all the information had been provided in the first instance. The parish had no problems with the initial application for the removal of piling. However the perceptions were the siting of the floating pontoons to be used as Broads Authority 24 hour moorings had been "tacked on". He considered that the proposals had been put forward without full discussion. It was considered that this was so significant that the removal of piling and provision of pontoons should be treated separately. However, he had been told by the applicant, that this was not possible as it would incur extra costs and delays. That apart, he addressed the concerns to the operation of the moorings and the disposal of waste. The disposal of the rubbish generated by the use of the 24 hour moorings was of great concern as there were no facilities

on the riverbank. Signs currently directed people to dispose of their rubbish half a mile away in Thurne where there was only limited provision. There was concern that a lot of the rubbish would end up in the reeds. He asked that a condition be attached to ensure that the moorings could not be brought into use until a concrete scheme had been put into place to deal with the rubbish.

Kevin Marsh, on behalf of the applicant, explained that he considered the planning application to have been dealt with correctly and efficiently. He disagreed with Mr Molineux on the separation of the proposals as it would be very difficult to deal with them as different applications. He explained the background to the application following the concerns raised by the boating interests and also the Navigation Committee about the removal of the piling and subsequent loss of moorings in this busy location. The applicant had met with the landowner and the NSBA and the Authority. The proposal to provide floating pontoons would provide a solution so as there would be no loss of moorings. He had also offered to meet with the parish council but this had not been taken up. He requested a determination of the application today otherwise no work could be done until next year.

In response to the Navigation Committee's query as to whether it would be possible to pull back the river bank more than two metres, Mr Marsh explained that in drawing up the application, the river alignment had been taken into account. The bank had been moved in two metres at the narrowest part and the pontoons lined against this down to the end of the moorings. Therefore there was a small loss in one part and gain in another and therefore no overall loss of navigable river width.

Members understood that the main concerns over the application related to litter and this was partly due to the withdrawal of the waste collections by Great Yarmouth Borough Council at Thurne. The Authority had been investigating with the Districts as to how the problem could be addressed generally. When the Authority was considering priority areas for attention this was not an area which had been identified as priority. However, the disposal of waste was not a planning issue and therefore it would not be possible to impose a relevant legitimate planning condition. This would be a matter for consideration under the lease arrangements. The landowner reiterated his concerns and commented that he would not sign any lease until those concerns over litter were resolved.

In general members were in support of the proposals, considering that the pontoons would provide a good solution to the removal of piling as had been achieved elsewhere in the Broads. There had been universal support for the use of the pontoons as the closure of the moorings had had a detrimental impact for navigators. Members advocated including a specific condition on the materials to be used to ensure that the ramp and the pontoons contained non-slip materials for the deck.

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report to include the design of the decking to ensure the materials to be used were non slip. The application is considered to be in accordance with Policies CS1, CS3, CS4, CS14, and CS15 of the Core Strategy (2007), Policies DP1, DP12, DP13, and DP28 of the Development Plan Document (2011), and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application

- (3) **BA/2016/0444/FUL Burghwood Barns, Burghwood Road, Ormesby St Michael** Retrospective change of use to residential, garage, pond enlargement, new shed, roller-shutter doors on existing shed, alterations to windows, 4 additional car parking spaces and landscaping alterations.

The Planning Officer provided a brief presentation of a retrospective proposal on a site off Burghwood Road, Ormesby relating to Burghwood Barns where planning permission had already been granted in 2013 and where since this permission further development had taken place, some of which was without the benefit of planning permission. This included the annexation of further agricultural land and its use and development as residential garden that included a pond, a new shed, alterations to windows, car parking and landscaping. In essence the application involved retaining agricultural land as residential curtilage. Discussions had taken place with the landowner and his agent around regularising the unauthorised development and what might be acceptable on the site. Therefore this application was seeking to regularise that development.

The Planning Officer provided an outline of the history of the site and the details of the development involved. Given the complexity of the site, and its complex planning history that included unauthorised development and retrospective applications, it was considered that a site visit would be beneficial for members.

Members endorsed the proposal for a site visit and

RESOLVED unanimously

that prior to determination of the application, a site visit take place on Friday 24 February 2017 starting at 10.00am in order to provide Members with an understanding of the complexities and history of the site and the proposals.

- (4) **BA/2016/0449/FUL Broads Authority Tourist Information Centre, Station Road, Hoveton** Replacement Windows and frames
Applicant: Broads Authority

The Planning Officer provided a detailed presentation of the proposal to replace the existing timber framed windows, entrance door and structural frame of the Authority's Tourist Information Centre at Hoveton, with ones constructed of powder coated aluminium, along with a replacement of the existing softwood barge boards with hardwood barge boards, all of which would have a black finish. It was considered that this would maintain the overall character and appearance of the building and would not have an adverse impact on the character and appearance of the surrounding area. The Planning Officer therefore recommended approval of the application.

Sam Bates explained that the work would be carried out in the closed season over the Winter in 2017.

Members concurred with the Planning Officer's assessment.

RESOLVED unanimously

that the application be approved subject to conditions as outlined in the report as it was considered that it was in accordance with Policy DP4 of the Development Plan document (2011), and the National Planning Policy Framework (2012).

8/9 Enforcement Item of Planning to note: No 1 and 2 Manor Farm Oby.

The Committee received a report concerning the progress in complying with an agreement made with the landowner following the granting of Listed Building Consent on 1 May 2014 concerning replacement windows and doors in a Grade II Listed property of Manor Farm House, Manor Farm Road at Ashby with Oby. This involved a phased replacement for the unauthorised windows and doors over a period of 10 years for completion of the works. Recent inspections had shown that no more progress had been made for some time. Therefore there was a danger that by the end of the 10 years, a considerable number would be required to be completed all at once. It would be better to carry out the works on a phased basis of perhaps three windows per year.

Although Members expressed disappointment at the current rate of progress, they were mindful of the sensitivities of the case. They endorsed the proposal for continued dialogue to encourage the landowner to undertake the work in a staged approach as this was considered to be of mutual benefit.

RESOLVED

- (i) that the report be noted and the action to continue dialogue with the property owner and suggest a programme of work to encourage the continuation of the previous progress made be endorsed.

- (ii) that officers continue to monitor the site and bring a report to Planning Committee at six monthly intervals.

8/10 Enforcement Update

The Committee received an updated report on enforcement matters already referred to Committee. Further information was provided on the following:

Thorpe Island: The Head of Planning reported that the planning application was still pending determination and being progressed although because the information submitted with the application did not include all the elements originally required by the Planning Inspector, further information had been requested. Part of the injunction requirements had been complied with although three had not been. These involved the residential use of boats for more than 28 days, the removal of all sunken vessels by 31 December 2016 and for the landowner to pay the Broads Authority's costs. There was no specification as to how the vessels should be removed and the landowner had been investigating options. It was clarified that these issues would not be part of the planning application and therefore remained outstanding with no resolution currently being offered by the landowner. The landowner had been written to on the 24 January 2017 with a compliance date of 14 days expiring on the 7 February 2017. The Solicitor set out the options open to the Authority in respect of the injunction. Members were mindful of the decision made at the Authority meeting on 27 January 2017 relating to the charge on the land. Members considered that if compliance had not been achieved by the deadline given, they would have no option but to refer the matter back to the court. Members asked officers to investigate this route. Members considered that it was important to keep all parties informed including Broadland District Council and Norwich City Council.

Staithe N Willow Unauthorised erection of fencing – The dismissal of the appeal against the Enforcement Notice required that compliance for removal of the fence be achieved by 9 March 2017. An email from the local District member had been received requesting a compromise solution since there were difficulties in removing the main posts. Officers would be in negotiation with the landowner.

Hall Common Farm, Hall Common, Ludham The Planning Inspector's decision to allow the appeal for the metal roller shutter doors on the boatshed to remain was disappointing, especially when officers were aware that timber roller shutter doors were available.

Broad Minded Plot 9/9A Martham The caravan on the floating pontoon had been removed from Plot 9/9A to the neighbouring plot and therefore technically the Enforcement Notice had been complied with. However, the caravan was still on the pontoon. The owner had indicated that a local boatbuilder had agreed to remove the structure but was unable to do so until March. Members requested that a date for the removal be confirmed in writing by all parties.

RESOLVED

that the Enforcement Update report be noted.

8/11 Broads Local Plan –Local Plan February Bite Size Pieces to inform the publication version.

The Committee received a report introducing the topics for the Publication version of the Broads Local Plan set out as follows:

- Appendix A Floating Houses Topic Paper
- Appendix B Settlement Fringe Topic Paper
- Appendix C Oulton Broad Shopping Centre Policy PUBOL4

It was noted that the documents would inform the draft policy approach in the publication version and the final text within it. There may be other considerations coming to light between now and the final version that would be presented to Planning Committee in April 2017.

With regard to the Floating Houses Topic Paper, it was noted that such structures were often used to provide development in areas prone to flooding. The topic paper was a marker that more detailed work was required. It was considered that it would be wrong to apply a generic approach to the use of such structures throughout the Broads. Members were supportive of the approach, considering it to be an interesting paper. They welcomed the possibility of a member of staff undertaking his dissertation on the topic for his Masters degree in Planning.

Members welcomed the Settlement Fringe topic paper particularly the maps noting that this would be associated with the Landscape Character Assessment work and help to underpin the Landscape Partnership Scheme.

Members were pleased to note that the Oulton Broad Shopping Centre policy had been developed jointly with Waveney District Council. It was noted that the Oulton Broad Parish Council would officially be formed from the 1 April 2017.

RESOLVED

that the details within the proposed topic papers to inform the publication version of the Broads Local Plan be endorsed.

8/12 Worlingham Neighbourhood Plan: to designate Worlingham as a Neighbourhood Area

The Committee received a report that introduced the Worlingham Neighbourhood Plan and included comments received during the 6 week consultation period on Worlingham becoming a Neighbourhood Area in order to produce a Neighbourhood Plan.

No objections to Worlingham becoming a Neighbourhood Plan had been received.

RESOLVED

That the comments received be noted and that Worlingham be designated a Neighbourhood Area in order to produce a Neighbourhood Plan

8/13 Consultation Documents Update and Proposed Responses: Great Yarmouth Town Centre Master Plan

The Committee received a report containing the Authority's proposed response to the consultation document from Great Yarmouth Borough Council on the Great Yarmouth Town Centre Master Plan. Members agreed that it was important to emphasise the role of the Yacht station to not only the Broads but to Great Yarmouth itself. Therefore it was important to have the correct signage in place. It was also suggested that in the response, the role of Great Yarmouth in the Landscape Partnership Scheme be mentioned. Members considered that the Master Plan was an excellent document and endorsed the proposed response.

RESOLVED

- (i) that the report be noted.
- (ii) that the proposed response to the Great Yarmouth Master Plan be endorsed and this be forwarded to Great Yarmouth Borough Council.

8/14 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 April 2016.

The Head of Planning commented that the decision to allow the appeal at 50 Riverside Estate, Brundall was particularly disappointing as the site visit had been scheduled as unaccompanied. However, the Inspector would have required the appellant to be available to enable access and therefore an officer from the Authority should also have been in attendance. Officers had also advised the Inspectorate beforehand that the site needed to be seen from the river, but this did not appear to have occurred. Officers had written to the Inspectorate pointing out the concerns. This would not result in a change in the decision, but it was important that these issues were raised for future decisions.

Members considered that depending on the outcome of the appeal relating to Plot 70 Riverside Estate, Brundall, the policies about upvc windows may need to be reviewed.

RESOLVED

that the report be noted.

8/15 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 22 November 2016 to 15 December 2016.

RESOLVED

that the report be noted.

8/16 Circular 28/83: Publication by Local Authorities of Information About the Handling of Planning Applications

The Committee received the development control statistics for the quarter ending 31 December 2016 and congratulated staff on the excellent performance. It was noted that the performance of Local Planning Authorities on how they deal with minor household applications would also be included in the statistics shortly.

8/17 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 3 March 2017 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

It was noted that the Members' Heritage Asset Review Group (HARG) was due to meet following this Planning Committee meeting.

The meeting concluded at 12.15 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning Committee**

Date of Meeting: 3 February 2017

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members	Minute 8/8 (4)	Application BA/2017/0449/FUL Broads Authority application
Mike Barnard	Minute 8/11	Councillor for Oulton Broad
Jacquie Burgess	Minute 8/8	Toll Payer; Member of NBYC
Haydn Thirtle	Minute 8/8(3)	Lobbied by the Parish Councils and staff of Broads Authority concerning applications for BA/2016/0395/FUL and Lobbied by the applicant and visited the site: BA/2016/0444/FUL
	Minute 8/13	Great Yarmouth Town Centre Master Plan Member of Committee producing the Plan

Broads Forum

Minutes of the meeting held on 28 July 2016

Present:

Dr Keith Bacon in the Chair

Mr Andrew Alston	Ms Barbara Greasley	Mr Richard Starling
Mr Henry Cator	Mr Peter Jermy	Mr Charles Swan
Mr Michael Flett	Ms Jennifer Parkhouse (1/1-1/8)	Mr John Tibbenham
Mr Tony Gibbons	Mr Philip Pearson	Mr Peter Wall
Mr Robin Godber	Mr Paul Savage	

In Attendance:

Mr Adrian Clarke – Senior Waterway and Recreation Officer
Ms Esmeralda Guds – Administrative Officer
Mr Simon Hooton – Head of Strategy and Projects
Ms Andrea Kelly – Senior Ecologist
Mr John Packman – Chief Executive
Mr Neil Punchard – Broadland Catchment Partnership Officer
Ms Trudi Wakelin – Director of Operations

Also in attendance:

Claire Piper – Assistant Process Manager of Asset Planning, Anglian Water
Maria Woods – Environment Permitting Scientist, Anglian Water
Tom Williamson – University of East Anglia, Professor of History, Landscape Group, School of History, UEA

1/1 Apologies and Welcome

Apologies for absence were received from Brian Barker, Julian Barnwell, Martyn Davey, John Hiskett, John Lurkins, Bryan Read, Hugh Taylor and Anthony Wright.

The Chair welcomed Jacquie Claire Piper, Maria Woods and Tom Williamson to the meeting.

1/2 Appointment of Chairman and Vice-Chairman

The Chief Executive invited nominations for the appointment of the Chairman to the Committee.

Michael Flett (MF) nominated, seconded by Henry Cator (HC), that Keith Bacon be appointed as Chairman. No other nominations were forthcoming.

RESOLVED

that Dr Keith Bacon be appointed as Chairman of the Broads Forum.

Dr Keith Bacon in the Chair

The Chairman invited nominations for the appointment of Vice-Chairman to the Committee.

Henry Cator (HC) nominated, seconded by Robin Godber (RG), that Michael Flett be appointed as Vice-Chairman. No other nominations were forthcoming.

RESOLVED

that Mr Michael Flett be appointed as Vice-Chairman of the Broads Forum.

1/3 Chairman's Announcements

The Chairman asked for a minute's silence to pay tribute to the late Martin George, former member of the Broads Forum.

The Chairman further congratulated Jacquie Burgess on her new appointment as Chair of National Park UK and welcomed Peter Wall (PW) to his first meeting as a new Member of the Broads Forum.

1/4 To receive and confirm the minutes of the meeting held on 4 February 2016

The minutes of the meeting held on 4 February 2016 were confirmed as a correct record and signed by the Chairman.

1/5 Public Question Time

No questions were raised by members of the public.

In response to a question on the implications of Brexit for National Parks, the Forum was given an update on Government changes that Rory Stewart had been promoted to Minister of State for International Development and it was not clear who would replace him.

1/6 Summary of Progress/Actions/Response taken following discussions at previous meetings

A report summarising the progress of current issues was received and the Forum was advised that there were no further updates concerning Ludham Bridge and Mutford Lock.

Members noted the report.

1/7 Water Recycling in the Broads

Members received a presentation from Anglian Water (AW) which covered Environmental Discharge Permits and Compliances, business context and future investment and first time sewerage schemes.

It was made clear that no legal discharge could be made without a permit stating what, where and how much could be discharged.

It was further pointed out that AW was a private company with many different stakeholders, the Government being the main one, each with their own demands. The aim was to strike a balance between keeping the stakeholders satisfied and making a profit while providing water as a public need at an affordable and fair price.

Claire Piper (CP) agreed that especially villages in the Broads and with climate change the sewer systems can fail at times leading to what is termed Combined Sewer Overflows (CSOs) and that working together with Parish Councils and partners to improve communications should be encouraged. Problems should be reported to AW and that this might be something to incorporate into the 5 year plan. In addition, as the Broads is a key watersports amenity area, there is a case for the successful communication between water companies and surfers/beach users to be replicated in areas such as the Broads.

CP suggested offering a further presentation in March 2018 when the result of the assessment of the Combined Sewer Overflows in the Broads that could affect the amenity value of the area was known. AW confirmed that the programme of investments has not yet responded to recent reports, such as the Bure Diffuse Water Pollution Assessment that has been funded by NE and undertaken by the West Country Rivers Trust, although this can be considered for the next 5 year plan cycle. CP also confirmed that AW is very interested in constructed or created wetlands to help improve water quality and that they are currently undertaking a project with Norfolk River Trust. Members were informed that if the project proved successful this would mean AW could be more involved with wetlands in the next 5 year plan cycle.

It was clarified that a report would come out in 2017 to determine if it is possible for water companies to lower phosphorus limits.

In regards to septic tanks members were informed that AW has a clear process for considering septic tanks which was sent out in the papers. AK added that the impact of septic tanks on water quality, with a particular focus on SSSI's was looked into by Centre for Ecology and Hydrology, funded by NE and BA and that she could forward these reports if anyone was interested.

Some members who had more specific queries were asked to contact CP directly.

1/8 The Staithes of the Broads: A History and Assessment

Members received a presentation from Prof Tom Williamson summarising the findings of an academic research project on the history, recording and status of staithes in the Broads which the Authority had commissioned the UEA to carry out.

Professor Williamson explained that public staithes are best understood as a matter of *rights* rather than of *ownership*. Where two different kinds of public highway – by land and by water – meet, a right of transhipment would become established. Over time ownership of staithe sites may have changed but the rights connected to them remain unchanged

Further the presentation highlighted that while the use of some staithes had lapsed and others were rendered redundant by siltation in theory lapsed staithes while currently not in use, could potentially be brought back into use.

It was confirmed that Prof Williamson's report would be made public. It was explained that the presentation only covered part of the research findings relating to some staithes but the full report covered the whole Broads area.

Prof Williamson confirmed that all the research had been carried out by assessing historic document and not by interview. The research concentrated on enclosure maps and awards (early 19th century), tithe maps and schedules circa 1840, and finance act maps and documents of 1910.

Members applauded the presentation.

1/9 Lake Restoration Action Plan 2016/17 – 2021/22

Members received a report which outlined a Lake Restoration Action Plan which had been formed following on from the scientific Lake Review (2015) and based on the prioritisation adopted in the Lake Restoration Strategy (2008). The Action Plan had been drawn up with key partners. Both large and small-scale lake restoration projects were ongoing and planned in the Broads. These combined efforts put the Broads as a national and international leader in lake restoration. The report further updated members on the progress made on the Hickling Broad Enhancement Project towards delivery of the Strategic Priority.

In light of Brexit it was explained that there were two parts to the funding of the Hickling Project. One part was funded from the core navigation and National Park funds while funding for the long-term goals is being sought from CANAPE (via European funding application). Officers of the RSPB who are taking the lead on the external funding had assured partners that they are continuing to lead the project and partners are awaiting the decision on the submitted Expression of Interest which is due in September.

John Tibbenham was disappointed to hear that Wroxham Island would no longer be restored especially as it was the only part of Hoveton Great Broad proposals which was open to the public.

It was explained that Natural England had removed this element from their proposals as the external funders were not prepared to fund it as Wroxham Island is not within the designated site.

Richard Starling (RS) believed that the Authority should rely more on the Drainage Board for good water quality and therefore suggested to invite Mr Bloomfield to the next Broads Forum meeting to give a presentation.

In regards to the catchment work it was explained that whilst this needs to continue and play a primary role, it was a long-term aim which was still years away in delivering results. It was pointed out that in the mean time it was essential to take small steps to create short term results while continuing with the long term plan.

RS raised an issue about geese and the Senior Ecologist recognised that geese were a concern and they do have an impact on reed margins. Although egg pricking was an acceptable method, it can only check the trend of the geese population growth and is not a solution. Andrew Alston (AA) mentioned that unless the surroundings were made less appealing, geese would still continue to fly in from somewhere else.

Members noted the report.

1/10 Mooring Strategy Update

Members received a report which provided them with an update on the Authority's mooring strategy and the action plan to maintain the Authority's moorings that was adopted by the Broads Authority in November 2014. The report summarised the works that had recently been carried out to the Authority's existing moorings and identified that a number of sites had been prioritised for the development of new 24-hour moorings, safety moorings and demasting moorings.

The Forum was reminded that Members of the Authority had decided that the Authority should not seek to take on new mooring sites if the acquisition of those sites would result in an increase in its piling responsibilities. Although they did consider that the Authority should consider acquiring sites if there was no piling liability connected to them.

Further the Navigation Committee had given officers unequivocal advice that the Authority should not consider entering leases for mooring sites that require the payment of annual fees higher than those recommended by our property advisers.

Paul Savage (PS) believed there is a greater need for demasting moorings and informal moorings and that better ways of communications were needed about what other solutions of moorings were available.

It was explained that the provision of informal moorings was not always possible and that where provided for the public, needed to be safe.

It was pointed out that the Authority does not own the riverbanks and landowners do not have to allow (except in limited circumstances) or provide facilities for mooring so therefore more often than not the Authority had to negotiate with the landowners. It was explained that one of the reasons landowners do not want trees to be cut down was because this can encourage mooring.

Barbara Greasley informed the Forum that the results of a survey she carried out showed that visitors to the Broads do not believe there are enough mooring sites, especially near places to eat.

It was noted that the Authority was aware of the demand for mooring and would continue to seek to negotiate with landowners for new mooring sites but that this would require resources. It was highlighted that stakeholders fully supported that the Authority should maintain its free moorings, therefore the Authority had encouraged double moorings; better mooring and included the mooring strategy as part of the Broads Plan.

PW was concerned about the impact of stern-on mooring, especially on sailing boats that had to manoeuvre through narrow channels with increased vegetation.

Members noted the report.

1/11 Wet Grassland Project

Members of the Forum received a report which outlined that wet grassland was a priority habitat which dominated the landscape of the Broads and rural farming economy (Broads Biodiversity Action Plan, 2009, Biodiversity and Water Strategy, 2013 and Why Farming Matters to the Broads, 2010). Investment in biodiversity was required to enhance bird and dyke wildlife populations of the marshes. This partnership project provided an excellent collaborative model for bidding for Heritage Lottery Funds for biodiversity work. These combined efforts put the Broads as one of the 8-9 national leaders in wetland restoration.

It was explained that as receiving EU LIFE funding had been made more difficult due to Brexit the proposal had been broken down in smaller bids.

While Philip Pearson (PP) supported the project AA enquired whether the project would be better suited for farmers who were too small to gain agri-environment payments and advice.

The Senior Ecologist responded that this project is part of a partnership approach to offering advice, together with other projects it would provide an improved service.

RS pointed out that for the Wet Grassland Project to be a success, good quality water was crucial.

Members noted the report.

1/12 Chief Executive's Report

The Members of the Forum were updated that "Broads Village" at this year's Royal Norfolk Show had been very successful and the Authority much appreciated the support from other organisations. Officers would be working with Royal Norfolk Agricultural Association with a view to attending in 2017.

The Chief Executive said that although the Waste Workshop had been helpful in identifying the issues, it had not managed to offer any resolutions.

In general Members of the Forum were interested to know whether the Authority would be able to put more pressure on the district councils or whether it would be helpful to start a publicity campaign, i.e on Twitter. Although it was recognised this could be useful, the Members of the Forum were reminded that ultimately this issue was about money and the Authority did not have the resources nor was it set up to deal with waste disposal like district councils were.

It was confirmed that the definition of 'commercial waste' was correct, and that legal advice received by the Authority said that Norfolk County Council was acting within its powers, although the regulations are subject to review next year.

Members noted the report.

1/13 Parish Issues

In regards to the Wherryman's Way RG mentioned that as well as the footpath to Hardly Flood, the diverted path via Chedgrave Common to Chedgrave had now been closed as well. Although Members of the Forum recognised this was not the Broads Authority's responsibility, they believed that the Authority should put more pressure on finding a solution as there was a concern that the situation would get harder to resolve the longer it was left.

Members were updated that Norfolk County Council had now agreed to put up a notice informing the public of the closure of the footpath for safety reasons and that there had been talks of jointly funding the felling of trees and clearing of scrub on the front face of the bank.

They were further informed that the Authority had been monitoring tidal fluctuations upstream of Hardley Flood to see whether the erosion of the bank

was currently having a negative effect on navigation. The early results of this monitoring did not show any evidence of the depth of the river being affected.

The Forum was made aware that work on the Wherryman's Way from Pitt's Lane to Chedgrave Common would start in September 2016 and a report updating them of the progress on this was requested for the next Broads Forum meeting.

1/14 Current Issues

No items were proposed as current issues.

1/15 To note whether any items have been proposed as items of urgent business

No items were proposed as items of urgent business.

1/16 Matters for Chairman to raise at next Broads Authority meeting

The Chairman would report to the Broads Authority meeting on the various issues discussed by the Forum.

1/17 Matters to be discussed at the next meeting

RG suggested an update on work being done on the Wherryman's Way and RS suggested a report from Mr Bloomfield from the Drainage Board on water quality.

1/18 Date of Next Meeting

To note that the date of the next meeting would be Thursday 3 November 2016 at 2.00pm at Yare House, 62-64 Thorpe Road, Norwich.

The meeting concluded at 5.20 pm.

Chairman

Broads Forum

Minutes of the meeting held on 2 February 2017

Present:

Dr Keith Bacon in the Chair

Mr Andrew Alston	Ms Barbara Greasley	Mr Paul Savage
Mr Brian Barker	Mr John Hiskett	Mr Richard Starling
Mr Julian Barnwell	Mr Peter Jermy	Mr Charles Swan
Mr Ashley Cato	Mr John Lurkins	Mr Hugh Taylor
Mr Michael Flett	Ms Jennifer Parkhouse	Mr John Tibbenham
Mr Tony Gibbons	Mr Bryan Read	Mr Peter Wall
		Mr Anthony Wright

In Attendance:

Mr Gavin Devaney – Environment Officer
Dr Dan Hoare – Environment & Design Supervisor
Ms Esmeralda Guds – Administrative Officer
Mr Simon Hooton – Head of Strategy & Projects

Also in attendance:

Giles Bloomfield – Internal Drainage Board
Prof. Jackie Burgess – Chair of the Broads Authority
Ian Holman – Cranfield Water Science Institute
Ulysse Pasquier - Student at the University of East Anglia
Rory Sanderson – Environment Agency

2/1 Apologies and Welcome

Apologies for absence were received from Henry Cator, Martyn Davey, Robin Godber, Philip Pearson and John Packman.

The Chairman welcomed Giles Bloomfield, Ian Holman, Ulysse Pasquier, Rory Sanderson and Jackie Burgess to the meeting.

He announced that at the last Broad Authority meeting it had been agreed that the Authority would audio record all their meetings with immediate effect. Currently there were no plans to make the recordings available online however on request recordings could be made available at Yare House.

The Chairman further announced that Trudi Wakelin had left the Authority as she was offered and had accepted another position at the Marine Management Organisation. Rob Rogers had replaced her as the new Director of Operations.

The Chairman continued to report that in future the draft minutes instead of the confirmed minutes would be received at the Broads Authority meeting to overcome the delay of the confirmed minutes being received. Andrew Alston (AA) added that feedback from Chairman to the Broads Authority was important as the feel of the meeting didn't always come across in the minutes.

2/2 To receive and confirm the minutes of the meeting held on 28 July 2017

The minutes of the meeting held on 28 July 2017 were confirmed as a correct record and signed by the Chairman.

2/3 Public Question Time

No questions were raised by members of the public.

2/4 Summary of Progress/Actions/Response taken following discussions at previous meetings

A report summarising the progress of current issues was received

Some issues were raised in regarding to the Staithes report from Prof Tom Williamson which was produced at the Broads Forum meeting in July 2016. Richard Starling (RS) and Brian Barker (BB) expressed concerns about the Authority founding a policy on, and drawing conclusions from a report which was believed to be inaccurate and was currently unavailable to the public. In addition Tony Gibbons felt that the distinction between Staithes and moorings in the report was unclear.

It was explained to the Forum that the delay for publication of the report was due to maps and photographs from the UEA not being made available yet. It was however suggested to look into the possibility of publishing the report without them and adding them as an appendix at a later stage when they became available.

It was further explained that Prof Williamson was commissioned to write a report based on certain key historic documents rather than a comprehensive report covering all possible evidence. The report was a great improvement on what currently existed and could be a sound base for further research. Any further evidence about staithes would be welcome.

2/5 Brograve Catchment Project – by Ian Homan and Giles Bloomfield

Members received a presentation about salinity and ochre levels in the Brograve System where groundwater modelling showed that raising water levels, infilling of over-deepened drains and cutting of new shallower drains could reduce the amount of salt entering the Brograve Catchment.

Giles Bloomfield (GS) from the Internal Drainage Board confirmed that although the main goal was reducing salinity, by raising water levels the ochre levels would be affected as well. He explained that altering the drainage to

remove ochre completely would change the landscape, and currently there was no mechanism in place landowners were willing to take on board.

It was further clarified that the farming of Hempstead Marshes was market force driven and therefore use of the land was open to any viable business model.

Members recognised that maintenance of the dykes was important and Giles confirmed that an annual maintenance regime for the drains was in place. He said that although this was just a trial, it got farmers sitting and talking around the table, which was optimistic.

Members noted the presentation.

2/6 Broads Water Quality Report: River Thurne 2015

Members of the Forum were presented with a Water Quality Report for the river Thurne 2015 which was produced following encouragement from the Broads Forum and especially BRASCA and the Broads Authority for data to be made more accessible.

The report's map illustrated water quality monitoring points, showing the results of each point, rather than of the river in general. The report would include the status, actions and the water quality itself. Though it didn't show flow grades, hydrology failure would be illustrated. Finally there would be a part about the fish status and a link to water plant surveys.

When queried Rory Sanderson explained that non-native fish were not actively removed by the Environment Agency (EA), however they would send out information to angling groups advising them not to put any non-native fish back in the water.

Rory then pointed out that the report was a template and would have to adapt if done on other parts of the Broads. He informed the Forum that he hoped the report would be replicated for the main Broadland Rivers and be made available on the Broads Authority's website.

RS said that he had pressed for this report from the Environment Agency after being frustrated that they could not discuss the issue at the Upper Thurne Working Group.

Although Rory didn't want to be completely dismissive of the Catchment Data Explorer (which was on the EA website to support the River Basin Plan), he agreed there was a gap for side by side information to help communities understand the situation and that the report would fill this gap. He continued that although the initial set up for other catchments would be labour intensive, he was hopeful that an annual update would be less time consuming.

Members agreed the report was very accessible and a big improvement on previous reports.

When asked whether water sampling by different bodies could be shared and fed into one system managed by the EA, Rory explained that the Agency did join up with different organisations on specific projects, however their system wouldn't allow data entry from other organisations.

Members welcomed and noted the report.

2/7 Ulysse Pasquier on his PhD modelling flooding risk and climate change in the Broads

The Members of the Forum received a presentation on modelling future flood risk for inland and coastal adaption in the Broads as part of a PhD.

They were informed that the first objective of the project was to model the impacts of climate change on flooding risk and salt incursion. The second objective was to explore ways of engaging stakeholders and the interaction between scientific information and local knowledge.

Members of the Forum were informed that the research would last for 3.5 years until 2019. It was based on a catchment scale approach, so looking at both coastal and inland flooding and built upon existing models on hydraulic flooding.

Members' views were sought and it was highlighted that Ulysse was looking for some volunteers with a knowledge of flood issues for the Broads to be interviewed as baseline information for the study and they were encouraged to make contact with him.

Members noted the report.

2/8 2016 Broads Water Plant Survey Results

Members received a report which presented them with the findings from the annual water plant survey carried out during summer 2016 when a total of 28 broads were surveyed using a standard rake sampling technique. The River Waveney upstream of Beccles was surveyed for water plants, using a similar rake methodology, but specifically developed for rivers and linear channels. Barton and Hickling broads were surveyed using hydroacoustic survey equipment, to gain greater accuracy and resolution of the volume of water plants growing in the water, and their spatial extent over the bed of these broads.

While discussing the current condition of Cromes Broad it was explained that the decrease of stoneworts in the broad was only a relatively minor fluctuation in the last three years. Since 1992 when the broad was isolated from the main river with a sluice, water plants have been dominant in Cromes Broad. The issue of nutrients entering the site via local septic tanks is on-going and requires further evidence. Water level management was queried with the broads' isolation from the river. Officers explained that water levels for

Cromes and Clayrack Marsh are controlled at Crowe's Staithe, and this has been a fixed height for at least the last 15 years.

RS expressed concerns about the potential for a large decline of stoneworts in Martham South Broad, if his observation of an increase in greylag geese activity were to be felt in the aquatic plant population.

The Environment Officer confirmed that the Broads were monitored annually for water plants and results were documented. He explained that establishing the cause for short-term fluctuations in species was difficult as there were many different causes, i.e. weather, nutrient availability, fish and boat traffic. When viewed over the longer term (>10 year scale), the general pattern and specific impacts of restoration actions were more apparent in the data. Reporting water plant data since monitoring first started in 1983 will be carried out in 2017 to give a fuller picture and make clearer the scale of the changes observed.

Members noted the report.

2/9 Chief Executive's Report

RS passed on a few corrections, one to the BA external funding reports where the £35K figure granted to BRASCA should actually be £24,558.00. Further he clarified that it was used to help solely younger people and new entrants to the industry.

High Level Flood Management Review

Members of the Forum were updated that the Authority continued looking at High Level Flood Management alongside the Environment Agency. Meetings were being held with local MPs, CEOs and Leaders of the Norfolk and Suffolk Councils. A further meeting was intended in Westminster for MPs and Councils to debate the issues and timescales involved.

Tolls Review

Given it was the first year of implementation of the new toll structure, it had been decided for the Tolls Review Group to remain in existence. They intended to have two more face to face meetings, monitoring and responding to issues as they develop and contributing to the Tolls Review next year.

Broads Local Plan

RS suggested whether the consultation on the Broads Local Plan should be extended due to the delay of the Staithe report. The Head of Strategy & Projects explained that as the Staithe report was not the sole piece of evidence on which the plan was based this was unlikely but that his concerns would be passed on to the Planning Policy Officer.

AA expressed concerns about the consultation process for the Broads Plan which didn't draw out factors he felt were not right in the area. For example he felt it would be necessary to ensure water level management was controlled

through the planning process. He felt flood plains were not being able to function properly and national policy had to change.

When RS asked about the Flood Risk Supplementary Planning Document it was clarified that the responses to the consultation on this document were to be considered by the Planning Committee and that feedback would be forwarded once the outcome had become available.

Giles Bloomfield responded that regulations were in place and that the Environment Agency does seek to manage water level change, however he agreed there was room for improvement and that better legislation was on its way.

The Chairman updated the Forum on the following changes on the Broads Authority Committee since July 2016:

- Greg Munford , CEO of Richardson Boatyard and Chairman of Broads Tourism - Secretary of State Appointee;
- Sarah Mukherjee, Environmental journalist and soon to be CEO of Crop Protection Agency – Secretary of State Appointee;
- Haydn Thirtle – appointed by Great Yarmouth Borough Council;
- Brian Iles – appointed by Norfolk County Council;
- Bill Dickson, moved from the Navigation Committee – Secretary of State Appointee
- Nicky Talbot, acting Chairman of the Navigation Committee in absence of Michael Whitaker through illness.

Barbara Greasley (BG) confirmed that Broads Tourism was now a Limited Company and explained that this would give them more credibility with the banks.

Members noted the report.

2/10 Parish Issues

Mike Flett informed the Forum that it was doubtful that the issues around waste between Ludham Parish Council and North Norfolk Council would be resolved and therefore it was likely that two boat waste sites at Ludham, Womack Water and Ludham Bridge, would be removed by 31 March 2017.

AA questioned whether the problem was that there was no mechanism in place for the Councils to generate income to pay for this service. BG suggested a contribution through Tolls, although was aware that not all hire boat operators would welcome this idea.

It was deliberated whether it might be worth finding out how other authorities deal with the commercial waste issue on their rivers, i.e the Thames.

Paul Savage (PS) commented that his understanding was that the legislation stated that commercial rates would apply only if the boat was wholly residential and therefore shouldn't be applicable to private and hire boats.

On a different matter John Lurkins (LK) reported that South Norfolk Council had now decided to charge their parishes for emptying their dog waste disposals. A further concern was about maintaining footpaths and knowing who was responsible if they deteriorated.

It was explained that when footpaths crossed farmland or land that was registered with a compliance agreement it would be the County Council who was responsible. However, if the footpath ran along a riverbank often the responsibility would come under BESL.

Charles Swan informed the Forum of a new parish as from 1 April 2017, Oulton Broad Parish Council. He explained this was in addition to Oulton Parish Council which still remained.

2/11 Current Issues

No items were proposed as current issues.

2/12 To note whether any items have been proposed as items of urgent business

No items were proposed as items of urgent business.

2/13 Matters for Chairman to raise at next Broads Authority meeting

The Chairman would report to the Broads Authority meeting on the various issues discussed by the Forum.

2/14 Matters to be discussed at the next meeting

RS asked about establishing the areas of functional flood plains in the Broads, where water is free to flow on and flow off without pumping. AA asked the same for areas of functional reed beds.

SKH explained it might be difficult for the Authority to obtain this information but would look into this.

Tony Gibbons proposed for the Broads Angling Strategy Group to liaise with Steve Lane from the Environment Agency to give a presentation on new ideas around a filter system to lessen saline incursion.

Peter Jermy proposed to have an update on the Mooring strategy and enquired about a list of moorings which were linked to planning applications permissions.

The Head of Strategy and Projects responded there is a list, with a map, where moorings have been identified as needed. There will be limited occasions when public moorings are required as part of a planning permission but this information would be available.

RS suggested encouraging members of the public to attend and that Forum meetings should have a section on the Agenda allowing the public an allocated time to raise questions. The Chairman responded he was happy for

members of the public to come along and raise an issue however could not guarantee they would receive an answer immediately.

AA suggested inviting the manager of the Rural Development Leader Programme to give a presentation on available grants as they are struggling to find suitable projects at the moment.

2/15 Date of Next Meeting

To note that the date of the next meeting would be Thursday 27 April 2017 at 2.00pm at Yare House, 62-64 Thorpe Road, Norwich.

The meeting concluded at 4.30 pm

Chairman