

## AGENDA

24 November 2017

10.00 am

Page

1. **To receive apologies for absence and welcome**
2. **Chairman's Announcements**  
*Presentation of National Park Hero Award to Gary Cotton*
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 29 September 2017 (herewith)** 4 – 18
7. **Summary of Progress/Actions Taken following Decisions of Previous Meetings** 19 – 26  
To note schedule (herewith)

### STRATEGY AND POLICY

8. **Proposed Navigation Charges for 2018/19 in the Navigation Area and Adjacent Waters** 27 – 48  
Report by Chief Executive Officer, Chief Financial Officer and Collector of Tolls (herewith)
9. **Strategic Direction: Updates on Broads Plan, guiding strategies and BA strategic priorities** 49 – 60  
Report by Chief Executive (herewith)

### ***Presentations***

- (i) Water, Mills and Marshes – showing of BBC Look East coverage and update from Project Manager
- (ii) CANAPE – update from Director of Strategy & Sustainable Communities
- (iii) Communications – update from Head of Communications
- (iv) Social Media – update from Communications Officer (Digital and PR)

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|-----|--|-----------------|
| 9.A | <b>External Funding Strategy</b><br>Report by Head of Strategy and Projects (herewith)   | Page<br>61 - 64 |
| 10. | <b>Financial Performance and Direction</b><br>Report and Presentation by Chief Financial Officer (herewith)<br>(i) <i>Consolidated Income and Expenditure:<br/>1 April to 30 September 2017 Actual and 2017/18 Forecast<br/>Outturn</i><br>(ii) <i>Financial Planning and Budgetary considerations for<br/>2018/19</i> | 65 – 75         |
| 11. | <b>Engagement with key stakeholders and the role of the<br/>Broads Forum</b><br>Report by Chief Executive (herewith)   | 76 – 82         |

#### MINUTES TO BE RECEIVED

|     |   |           |
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| 12. | <b>To receive minutes of the following meetings:</b><br><br><b>Broads Forum (Draft)</b> – 2 November 2017(herewith)<br><i>(Note: Members to be aware of the discussion at the last meeting<br/>on the value and effectiveness of the Forum)</i> | 83 – 89   |
|     | Broads Local Access Forum– 7 June 2017 (herewith)   | 90 – 96   |
|     | Financial Scrutiny and Audit Committee – 25 July (herewith)   | 97 – 103  |
|     | Navigation Committee – 7 September 2017 (herewith)  | 104 – 113 |
|     | Planning Committee – 15 September 2017 (herewith)   | 114 – 125 |
|     | Planning Committee – 13 October 2017 (herewith)   | 126 – 137 |

#### REPORTS FOR INFORMATION

|     |  |          |
|-----|--|----------|
| 13. | <b>Asset Management Update</b><br>Report by Asset Manager (herewith)   | 138– 143 |
| 14. | <b>The Port Marine Safety Code: To consider any items of<br/>business raised by the Designated Person in respect of the<br/>Port Marine Safety Code</b>  |          |
| 15. | <b>Feedback from Members appointed to represent the Authority<br/>on outside bodies</b><br><br><i>National Parks Induction Course for new members - Melanie Vigo<br/>di Gallidoro and Bruce Keith<br/>Broads Tourism – Mr John Timewell<br/>How Hill Trust – Prof Jacquie Burgess and Mr John Ash<br/>National Parks UK and National Parks England – Prof Jacquie Burgess<br/>Norfolk and Suffolk Broads Charitable Trust – Mr Louis Baugh and Mr<br/>Bruce Keith<br/>Norfolk Mills and Pumps Trust – Prof Jacquie Burgess<br/>Upper Thurne Working Group – Mr Brian Wilkins<br/>Whitlingham Charitable Trust – Mr John Ash, Mr Matthew Bradbury, Mr<br/>Vic Thomson and Bruce Keith</i> |          |

16. **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**
17. **To answer any formal questions of which due notice has been given**
18. **To note the date of the next meeting – Friday 26 January 2018 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich**
19. **Exclusion of the Public**  
The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 1, 3 and 5 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.
20. **To receive the Exempt Minutes of the Broads Authority meeting on 29 September 2017 (herewith)**

144 – 145

## **Broads Authority**

Minutes of the meeting held on 29 September 2017

### **Present:**

Sir Peter Dixon – In the Chair

|                |                |                         |
|----------------|----------------|-------------------------|
| Mr J Ash       | Mr W A Dickson | Mr H Thirtle            |
| Mr M Barnard   | Ms G Harris    | Mr V Thomson            |
| Mr L Baugh     | Ms L Hemsall   | Mr J Timewell           |
| Mr M Bradbury  | Ms S Mukherjee | Mrs M Vigo di Gallidoro |
| Prof J Burgess | Mrs N Talbot   | Mr B Wilkins            |

### **In Attendance:**

Dr J Packman – Chief Executive  
Mrs S A Beckett – Administrative Officer (Governance)  
Ms N Beal – Planning Policy Officer (Minute 2/10)  
Ms M Conti – Strategy and Projects Officer (Minute 2/1 – 2/13)  
Mr D Harris – Solicitor and Monitoring Officer  
Mr M King – Waterways and Recreation Officer (Minute 2/1 – 2/9)  
Ms E Krelle – Chief Financial Officer  
Mr R Leigh – Head of Communications  
Ms M-P Tighe – Director of Strategy and Sustainable Communities  
Mr R Rogers – Director of Operations  
Ms C Smith – Head of Planning (Minute 2/1 – 2/10)  
Ms Sue Stephenson - Environment and Design Supervisor (Minute 2/8).

### **2/1 Apologies and Welcome**

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

Apologies were received from Professor Jacquie Burgess, Mr Kelvin Allen, Mr Bruce Keith, Mr Paul Rice and Mr Greg Munford.

### **2/2 Chairman's Announcements**

- (1) **Openness of Local Government Bodies Regulations 2014**  
The Chairman reminded members that in line with the decision made previously, the proceedings from this meeting would be recorded. He emphasised that the Broads Authority retains the copyright and the purpose of recording was as a back-up for accuracy. The system was still being trialled. If a member wished to receive a copy of the recording, they should contact the Solicitor and Monitoring Officer..

- (2) **Secretary of State Appointment: Mr Bruce Keith**  
The Chairman announced that Mr Bruce Keith had been appointed as the new Secretary of State member on the Authority. He was unfortunately not able to attend the meeting today as he was handing over the Presidency of the Chartered Institution of Water and Environmental Management in Cardiff. He had visited the Authority for his first introductory meeting with the Chief Executive and preliminary induction.
- (3) **New Staff: Marie-Pierre Tighe**  
The Chairman welcomed Marie-Pierre Tighe in her role as Director of Strategy and Sustainable Communities. Marie-Pierre had previously been working for Norfolk County Council.
- (4) **Dates to Note:**  
The Chairman confirmed that the next **Navigation Committee** meeting had been altered from 26 October to 19 October 2017 so that it would not clash with the National Parks UK Annual Conference.

The Chairman informed members that a **Parish Forum** to which the Chairman and Clerks of all the Parish Councils had been invited was held on Wednesday 20 September at the Kings Centre, 63 – 65 King Street. This had been attended by 25 Parish Council representatives and 7 members and considered to be well worthwhile. It was intended to hold such events twice yearly and the Chief Executive had provided the Parish Councils with some dates for 2018, in order to provide plenty of advance notice:

- Wednesday 21 March 2018 from 6:00 – 8:00 pm Parish Forum – Kings Centre, Norwich
- Wednesday 19 September 2018 from 6:00 – 8:00 pm Parish Forum – Kings Centre , Norwich

These dates would be circulated to all Authority members.

**National Parks UK Induction Course** 31 October to 2 November 2017 in the Lake District.

Priority for attending the course was provided for new members and Bruce Keith and Melanie Vigo di Gallidoro would be attending. Unfortunately Greg Munford had had to drop out and therefore there was the opportunity for another member who had not attended the course before to take up the available space. A member suggested that Paul Rice may be interested in attending.

- (5) **General Proceedings.**  
The Chairman commented that he would take it that Members will have read the papers and therefore the emphasis would be for members to ask questions and debate the issues.

(6) **Variation in the Order of the Agenda**

The Chairman announced that in accordance with Standing Order No 5(1) (c) he proposed to vary the order of the Agenda to take the exempt Items 23 – 25 after agenda item 7. This was to ensure that all Members were present.

**2/3 Introduction of Members and Declarations of Interest**

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

**2/4 Items of Urgent Business**

There were no items of urgent business.

**2/5 Public Question Time**

No public questions had been received.

**2/6 Minutes of Broads Authority Meeting held on 28 July 2017**

The minutes of the meeting held on 28 July 2017 were approved as a correct record and signed by the Chairman.

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

The Authority received and noted a schedule of progress/actions taken following decisions of previous meetings. It was noted that a number of the items on this agenda were very much interrelated and further progress was included within the Strategic Direction report.

In particular, the Chief Executive drew attention to the updates concerning:

**Anti-Social Behaviour** – The member working group would be meeting on 4 October. In the meantime a meeting had been held with Inspector Robert Wicks from Broads Beat who had provided some very useful information and advice.

**Acle Bridge Moorings** – Members welcomed the successful completion of the purchase of the river frontage at Acle Bridge considering it to be a very worthwhile investment in providing free 24 hour moorings. A member advocated that officers work closely with Acle Parish Council since improvements in the vicinity were included within the Acle Neighbourhood Plan. Members were informed that a working group was being set up to examine the potential for facilities at the site and officers would be in contact the parish council. The provision of mast lowering facilities would be considered as part of the whole. The Broads Local Access Forum had also welcomed the purchase.

**Appointment to Outside Bodies: Membership Vacancies** – Members were informed that Melanie Vigo di Gallidoro had agreed to be appointed to the Broads Local Access Forum. The Authority's new Member, Bruce Keith had agreed to represent the Authority on The Whitlingham Charitable Trust and the Broads Charitable Trust.

Sarah Mukherjee proposed seconded by Matthew Bradbury

RESOLVED

That the appointments of Mrs Melanie Vigo di Gallidoro to the Broads Local Access Forum and Mr Bruce Keith to the Whitlingham Charitable Trust and Broads Charitable Trust be endorsed.

**National Parks Partnerships** – NPP had its first Annual General meeting on 27 September 2017 which went very well. The partnership was very appreciative of the time and effort given by the members. Despite some of the original difficulties over the sponsorship deal, all were still very engaged and enthusiastic.

**Water Mills and Marshes: Landscape Partnership Scheme**

Although it was noted that most of the applicants for the Heritage Lottery funding had been experiencing delays, the indications from the HLF for the Authority's partnership project were still very favourable.

**CANAPE** – The first meeting of all the partners involved in the CANAPE project would be on 11 October 2017. This coincided with the Peer Review and therefore the offices would be very busy that day..

***In accordance with the decision to vary the order of the agenda, Items 22 to 25 were taken at this point in the meeting. The Press and Public were excluded from the meeting Under Section 100A of the Local Government Act 1972 and audio recording was suspended. Following consideration of the items, the public were invited back into the meeting. Recording was resumed.***

**2/8 Riverside Tree and Scrub Management**

The Authority received a report and presentation providing an outline of the Authority's five year management plan prioritising the location for riverside tree and scrub maintenance in order to maintain navigation safety and wind availability whilst retaining environmental features and interests. The Plan incorporated the permissions required, the consultation and agreed methodology. Members noted that the plan for a five year work programme had been agreed with and approved by Natural England and priorities developed in association between the Authority's rangers and Environment Officers based on a set of criteria. Years 2-5 (2018/19-2021/22) were subject to final operational work planning and budget availability in addition to obtaining further landowner permissions. It was also noted that a licence was

required from the Environment Agency (to use herbicide near water) and consultation in certain instances with the Authority's planning officers

In particular members noted that much was dependent on working closely with landowners and acquiring their consent to work on the river bank. It was clarified that the Authority would only be able to carry out work, without the landowner's consent, if there was a safety issue. Unlike the provisions under the Highways Act, the Authority was not able to recharge the landowner for the work undertaken. This factor had been carefully examined during the development of the Broads Authority Bill (Act 2009).

Members expressed appreciation for the interesting and informative report and particularly welcomed the easily understandable matrix and methodology that had been developed. They were mindful of the sensitive balance of interests involved in implementation of any works and considered that communication with stakeholders, landowners and users of the network was vital in providing that understanding. Officers appreciated this issue and advocated that a press release together with an article in Broadcaster and/or Broadsheet would be useful. Social media would also be a useful tool in explaining the tree and scrub management when work was taking place. Members wished to be kept informed of progress.

RESOLVED unanimously

that the report be noted and welcomed.

## **2/9 River Wensum Strategy**

The Authority received a report and presentation on the consultation proposals for the River Wensum Strategy where Norwich City Council was the lead partner. The presentation highlighted the main aims and objectives of the strategy and its proposed action plan. The strategy aimed to deliver improvements to the River Wensum corridor over a ten year period.

Members noted that the Navigation Committee had considered the proposals at its meeting on 7 September 2017 and also had a site inspection instead of a meeting on 15 June 2017. They had been very heartened by the potential opportunities, applauded the vision and were hopeful of its delivery although had some concerns relating to funding. The Broads Local Access Forum had also welcomed the strategy.

Members noted that the objectives, policies and projects outlined in the draft strategy document proposed an integrated approach to managing the Wensum in order to maximise its potential for tourism, navigation, green infrastructure, biodiversity and business development. It was noted that one of the key concerns and aims of the strategy was to clarify which of the organisations involved was responsible for the individual areas of management. The delivery of the project would be in small steps, building on the success of each element, and using funds from each of the partners, initially the Authority's contribution would come from its project development



pot. Reference was made to the Norwich City Council bid to the Homes and Community Agency for Margin Viability Funding in respect of the Deal and Utility sites and the Chief Executive confirmed that he had recently signed a letter on behalf of the Authority confirming its support for this. It was clarified that the issues relating to the rail bridge as well as the opportunities for de-masting moorings on the downstream side of Carrow Bridge would be taken into consideration.

Members welcomed the approach as they considered that the strategy presented a real opportunity to deliver a wide range of social, environmental and recreational benefits for the City through partnership working particularly through enhancements to land and water access by using the river corridor, given that it was such an important asset to the area.

It was noted that the working group for the Strategy would be meeting in the week beginning 2 October 2017 and the Authority's comments would be taken into account. Following consultation, the Authority would receive the comments and final report for adoption.

RESOLVED unanimously

that the vision and objectives of the draft strategy be endorsed and the comments on the proposed content of the strategy and its action plan set out above be referred to the strategy working group.

## **2/10 Broads Local Plan – Publication Version**

The Authority received a report on the draft Broads Local Plan. This had been considered by the Broads Forum and the Navigation Committee at their meetings on 27 July 2017 and 7 September 2017 respectively. The Planning Committee had considered the proposed publication version of the Local Plan at its meeting on 15 September 2017 and recommended that it be approved for consultation subject to the amendments made as a result of the comments from the Habitats Regulations Assessment. Members noted that the Local Plan included strategic, development management and site specific policies and would help to determine planning applications. Members were provided with a track changed version of the Local Plan illustrating the changes that had been made since the Planning Committee meeting as well as a clean copy that would serve as the publication version for consultation, the Sustainability Appraisal, Habitat Regulation Assessment and the Response Form and Guidance, which had been developed with the approval of the Planning Committee. The pre-submission consultation would be the final stage before examination by a planning inspector.

The Navigation Committee had expressed preference for a specific objective to address navigation. The Planning Committee discussed this in great depth and concluded that due to the generic wording in objective 14 of the Local Plan this was adequate and no change was necessary. An explanation of the Planning Committee's decision had been provided to the Chairman of the Navigation Committee who was content. Other comments relating to

consistency of wording when referring to the Broads Area having “status equivalent to a National Park” versus “National Park Family” had been examined with the resulting use of the former. Comments relating to potential for business rate relief for struggling businesses were also made. This could not be reflected in the Local Plan but would be passed on to Development Management Officers. The Planning Committee had queried the capacity to monitor the policies but given the lessons learnt from the other national parks and the monitoring programme in place, officers provided assurances that this could be accommodated as part of their regular duties.

Changes to the Sustainability Appraisal included amendments to numbering, other effects of alternative options table being added and the New Anglian LEP Strategic Economic Plan 2017 had been reviewed.

In response to a member’s question regarding the Sustainability Assessment, the Planning policy Officer clarified that although the Hedera House site in Thurne rated negative against access to services, it continued to be allocated since it was allocated in the 2014 Sites Specifics Local Plan. This had been as a result of a late representation and recommendation from the Planning Inspector who saw the benefits regeneration of the site would bring.

It was noted that the Strategic Flood Risk Assessment (SFRA) had not yet been finalised. Drafts had been reviewed and officers considered that any changes should not materially affect the policies although there may be some technical amendments providing updates to the text.

In addition to the SFRA, further evidence was required on Gypsy and Traveller and Travelling Showpeople, Caravan and Houseboat Accommodation Needs Assessment. This would be submitted to the Planning Committee meeting on 13 October 2017.

As a result it was anticipated that the Local Plan and supporting documents could be the subject of public consultation from the end of October/ beginning of November 2017 for 6 weeks. The Planning Policy Officer set out the consultation process including the distribution of paper copies to certain locations around the Broads, drop in sessions, and online summary leaflet. The comments received would be submitted to the Planning Committee and Broads Authority for assessment and proposed modifications. No changes would be made to the plan but the Publication Version and the comments together with the Authority’s responses would be submitted to the Planning Inspector for public examination. It was expected that following receipt of the Inspector’s report the Local Plan could be adopted, possibly by early Summer 2018.

In response to a Member’s question concerning the assessment for residential moorings, the Planning Policy Officer explained the criteria for allocating these based on being within or adjacent to a development boundary and /or having good access to local facilities and services. Two calls for sites for residential moorings had been made as part of the Local Plan process and the Topic Paper provided full details.

Members appreciated the tremendous amount of work involved in producing the document and commended the officers. Members requested that they be informed of the dates for the drop in sessions in order to be able to support the officers.

RESOLVED unanimously

that the final publication version of the Broads Local Plan and supporting documents are approved for pre-submission public consultation subject to:

- the impact of the Gypsy and Traveller, Travelling Show People, Caravan and Houseboat Need Study and SFRA study being assessed; and
  - and if these do not materially change the meaning of the policies and there is just a technical wording change,
- (ii) the final decision to consult be delegated to the Chief Executive in consultation with the Chair of the Broads Authority and Chair of Planning Committee.

## **2/11 Strategic Direction 2017/18 Update**

The Authority received this year's third report on the progress of the Strategic Priorities identified at the January and March meetings for 2017/18; these were guided by the themes within the Authority's Broads Plan 2017 - 2022, adopted in March and officially launched on 26 July 2017. Members noted that progress updates on the Broads Plan linked the guiding strategies and these were reported twice yearly in May and November and were published on the Authority's website.

The Chief Executive drew attention to Priority 2: Catchment Management and the successful visit by a team from Tesco including one of the Company's Corporate Directors hosted by Louis Baugh, to view the equipment as part of the Water Sensitive Farming project 2017 being funded by the retail company. A member commented that the demonstration of the equipment and its practical benefits was a more effective communication tool than providing advice.

With reference to Priority 6: Marketing Promotion and Media Relations, the local press had featured the Authority's apprenticeship scheme where all three for 2016/17 had completed their course and the Authority had appointed another three for 2017/18 out of 25 who applied.

Members commended the Authority's presence at the Great Yarmouth Maritime Festival as it had been very well received and reached a different audience from other venues, with many people who had not visited the Broads. It was considered that this provided a further opportunity for reaching a wider audience, raising the profile of the Broads National Park and also working in partnership with Great Yarmouth Borough. A Member commented

that the recent Borough Council publication "Invest in Great Yarmouth" made particular reference to the Broads as part of this process.

Members were also informed of the links being made with Norwich Airport in order to promote the Broads through an advertising space free of charge. Other partnerships for promotion were being negotiated with Greater Anglia.

RESOLVED unanimously

that the updates for 2017/18 on the Strategic Priorities (Appendix 1 of the report) be noted.

## **2/12 Financial Performance and Direction:**

### **(1) Consolidated Income and Expenditure from 1 April to 31 July 2017**

The Authority received a report providing the consolidated income and expenditure from 1 April – 31 July 2017 which also reflected the movement of the monitor lines within the Directorates. While these movements were as a result of the changes in line management, the original budget remained the same.

It was noted that the latest available budget deficit at the end of July was £97,423 and following adjustments the forecast outturn deficit for the end of the year as at 31 July 2017 was £63,880. The figures for the end of August gave a forecast outturn deficit of £61,880. The main reason for this was the change in predictions for hire craft toll income and moorings expenditure. However, if the sale of the Field base was completed prior to the end of the financial year the adjustment for moorings could be removed.

Additional expenditure from the Plant Vessel and Equipment reserve was required to cover the replacement of a pool vehicle in 2017/18 and this had been brought forward from 2018/19. In addition, the Catchment Partnership reserve would decrease over the remainder of the year due to the employment of an officer in September for the project, drawing on the Tesco funds.

The current forecast outturn position for the year suggested a deficit of £68,124 for the national park side and a surplus of £4,244 on navigation resulting in an overall deficit of £63,880 within the consolidated budget, which would indicate a general fund reserve balance of approximately £974,000 and a navigation reserve balance of approximately £330,000 at the end of 2017/18 before any transfers for interest. This would mean that the navigation reserve would be slightly above the recommended level of 10% of net expenditure during 2017/18.

RESOLVED unanimously

- (i) that the income and expenditure figures be noted;

- (ii) that the additional expenditure from the *Plant Vessel and Equipment and Catchment Partnership* reserves set out in paragraphs 5.3 and 5.4 of the report be noted.

## **2/13 Peer Review Update**

The Authority received a report providing the progress in preparing for the Peer Review due to take place between 10 - 12 October 2017. This also included a Position Statement signed off by the Member Reference Group that had been sent to the Peer Review team.

It was noted that invitations had been sent to all stakeholders to meet the Peer Review team, including the Leaders and Chief Executives of all the constituent local authorities. Members had been invited to a focus group on the afternoon of 10 October 2017 at the Dockyard or to have one to one interviews. All members had been invited to a presentation on the Team's findings on Thursday 12 October 2017. The findings of the review would be shared with the other national parks.

A member expressed appreciation at the decision to have a Peer Review undertaken but some disappointment that she had not been involved in the development of the Position Statement.

RESOLVED

that the progress on the preparations for the peer review and in particular the content of the Position Statement developed and signed off by the Governance Reference Group be noted.

## **2/14 Annual Report on Partnership Agreements**

The Authority received a report on the Strategic Partnerships which were currently registered with the Broads Authority. It was noted that the schedule included a new column setting out the benefits of the partnership to the Authority and this was welcomed. Where actions were required to address weaknesses and manage risk, these were detailed within the Partnership Action Plan.

RESOLVED unanimously

that the current Register of Partnerships and Partnership Action Plan, at Appendices 1 and 2 respectively and the results of the Management Team's annual review of the Partnerships at paragraph 3.3 of the report be noted.

## **2/15 General Data Protection Regulations**

The Authority received a report that provided a summary of important forthcoming changes to data law to be implemented from 25 May 2018.

In particular it was noted that the processing of data would need explicit consent and therefore a greater need to obtain specific consents for data processing on forms and an outline of the intended use by the Authority. Public authorities were also obliged to appoint a Data Protection Officer and it was intended that the Monitoring Officer would take on this role. The Management Team had implemented steps to ensure compliance with the new Regulations.

Members suggested that reference be made to other organisations such as the Environment Agency and other national parks as to how they were considering implementing the new regulations in order to pool information and help inform the Authority of the procedures required.

RESOLVED

That the report be noted.

**2/16 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 matters which needed to be raised under this item.

He assured Members that the Boat Safety Group was continually reviewing the issues relating to carbon monoxide poisoning and providing advice and raising awareness on this and other safety matters.

**2/17 Minutes Received**

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

RESOLVED

**(i) Navigation committee – 20 April 2017**

RESOLVED

That the minutes from the Navigation Committee meeting held on 20 April 2017 be received.

**(ii) Broads Forum Draft – 27 July 2017**

RESOLVED

that the minutes from the Broads Forum meeting held on 27 July 2017 be received.

**(iii) Planning Committee: 21 July 2017, 18 August 2017**

## RESOLVED

that the minutes of the Planning Committee meetings held on 21 July and 18 August 2017 be received.

### **2/18 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.

**How Hill Trust**– John Ash reported that the Trust was looking into the possibility of restoring the windpumps, focusing initially on the Clayrack windpump as a heritage and educational feature and model for future projects. In addition, disabled toilets were being installed in the main house.

**National Parks UK and National Parks England.** The Chief Executive reported that the national parks were looking at ways of working more closely together. There was little scope for sharing services but a great deal of scope for collaboration. He informed the Authority that as the Lead Chief Executive for the National Parks on communication he would be attending a meeting of all the communication officers for the national parks in Northumberland in November. The newly appointed Communications and Marketing Manager for National Parks, Rosie Hancock-Pook was making good progress. The officers would be developing the branding campaign and raising the profile of the national parks.

**National Parks Partnership** – there had been a big promotion on the Guardian Website over the weekend with Columbia clothing.

**Norfolk and Suffolk Broads Charitable Trust** – John Ash reported that there had been recent press coverage of the grants awarded by the Trust in 2017.

**Upper Thurne Working Group** Brian Wilkins reported that the Group had met in June and considered the mixed outcomes relating to Hickling concerning the water quality and the increase in navigation problems due to the aquatic plants. The understanding of this was ongoing. The Authority had been granted some concessions from Natural England with regard to increased cutting outside the marked channel which had been helpful. The scientific cuts had resumed and these would inform the potential management for the future. There was wide engagement with the parish councils in the area which was very positive.

**Whitlingham Charitable Trust – Whitlingham Country Park.** Matthew Bradbury reported that car parking was an ongoing saga but the Trust had managed to secure some of the funds owed and the income from the car parking was still coming through. The Company Secretary would be talking to a number of other organisations who used the firm “Parking with Ease” with the aim of moving matters forward. He also informed the Authority that a

working group of Trustees had been set up to look at fund raising and put a strategy in place. Discussions with the Authority would be required.

## **2/19 Items of Urgent Business**

There were no other items of urgent business for consideration.

## **2/20 Formal Questions**

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

## **2/21 Date of Next Meeting**

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

**The following items were taken after item 7 and before item 8.**

## **2/22 Exclusion of the Public**

Haydn Thirtle proposed, seconded by Nicky Talbot and it was

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 Paragraphs 1 and 3 and 5 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.

Members of the Public left the meeting

### **Summary of Exempt Minutes**

## **2/23 Exempt Minutes of the Broads Authority meeting – 28 July 2017**

The exempt Minutes of the Authority's meeting on 28 July 2017 were received and signed as a correct record.

## **2/24 Exempt Minutes of the Navigation Committee – 20 April 2017**

The Authority received the exempt minutes of the Navigation Committee meeting held on 20 April 2017.

RESOLVED

that the exempt minutes from the Navigation Committee meeting on 20 April 2017 be received.



## **2/25 Reference from the Planning Committee 23 June 2017**

Further to Minute 1/34 the Authority received a report containing exempt information that was also legally privileged from an independent lawyer relating to a blog and correspondence that had originally been referred by the Planning Committee on 23 June 2017.

Members noted the report and did not discuss the matter in detail in order not to prejudice due process.

Nicky Talbot proposed, seconded by John Timewell

RESOLVED by 14 votes to 0 and one abstention

that prior to making a decision on what action should be taken, in order to provide due process, the Authority support the Chair of the meeting in making a Code of Conduct Complaint.

The meeting concluded at 12.34 pm

CHAIRMAN

**Code of Conduct for Members  
Declaration of Interests**

**Committee:** Broads Authority 29 September 2017

| <b>Name</b> | <b>Agenda/<br/>Minute<br/>No(s)</b> | <b>Nature of Interest</b><br>(Please describe the nature of the interest) |
|-------------|-------------------------------------|---|
| Gail Harris | 2/9                                 | River Wensum Strategy – Norwich City Council<br>Lead Partner.             |

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

| <b>Date of Meeting/ Minute No.</b>  | <b>Authority Decision(s)</b>  | <b>Responsible Officer(s)</b>    | <b>Summary of Progress/ Actions Taken</b>  |
|---|---|----------------------------------|--|
| 23 January 2015<br>Minute 4/18<br><b>Chief Executive Report<br/>Network Rail: Consultation<br/>document: Anglia Route<br/>Study, Long Term Planning<br/>Process</b> | <ul style="list-style-type: none"> <li>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.</li> </ul>                              | 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. Copies of the draft reports were received on 12 July 2017 Meeting with Network Rail scheduled for 11 October 2017 cancelled. Meeting with Network Rail scheduled for 22 November 2017. |
| 20 March 2015<br>Minute 5/27<br><b>Lease of Moorings on<br/>River Thurne</b>  | <ul style="list-style-type: none"> <li>That the principles for the lease of moorings at Oby on the River Thurne be supported</li> <li>The Chief Executive delegated to finalise the details and signing of the lease</li> </ul>   | Director of Operations           | Negotiations with the landowner regarding pontoons will recommence when the sale of the Ludham Fieldbase is complete. The purchase of Acle Bridge site will assist with the 'waste issue' raised as one of the concerns by the landowner at the Thurne Mouth location, but more discussion will be needed once funding is available.   |
| 27 January 2017<br>Minute 4/8<br><b>Using Audio Recording or<br/>Webcasting to Increase the<br/>Openness and<br/>Transparency of Broads</b>                         | <ul style="list-style-type: none"> <li>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</li> </ul> | Solicitor and Monitoring Officer | Recordings of meetings have been made on a trial basis. The equipment being used has proven to be suitable for the task and has helped in ensuring the accuracy of the Minutes. It is proposed that the recording of Meetings continue but are not downloaded on to the  |

| Date of Meeting/ Minute No.   | Authority Decision(s)  | Responsible Officer(s)   | Summary of Progress/<br>Actions Taken  |
|---|--|--|--|
| <b>Authority Meetings</b>   | <p>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.</p> <ul style="list-style-type: none"> <li>• That the webcasting of Broads Authority public meetings be further investigated and officers report back to a future meeting</li> </ul>   |  | <p>website at this stage. The Authority has the copyright of the recordings and Members of the Public may ask for a copy of a recording through the Solicitor and Monitoring Officer. The way forward will be part of the Data Protection Review.</p> <p>Webcasting also being investigated.</p>   |
| <p>27 January 2017<br/>Minute 4/14<br/>24 March 2017<br/>Minute 5/8 and</p> <p><b>External Funding Update</b></p> | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul> | <p>Director of Operations/Head of Strategy and Projects/Senior Ecologist</p> <p>Chairman/Chief Executive<br/>Head of Strategy and Projects</p> | <p>CANAPE Bid has been successful. A 'Kick-Off' meeting with the 14 partners took place in October 2017. Project Manager being recruited.<br/><b><i>Item included on the agenda under Strategic Priorities</i></b></p> <p>Project Manager and Head of Strategy and Projects have been working on potential medium term external funding strategy. The Reference Group comprising Kelvin Allen, Mathew Bradbury and John Ash have met and considered a first draft. A further meeting is planned.</p> |

| Date of Meeting/ Minute No.   | Authority Decision(s)   | Responsible Officer(s)   | Summary of Progress/<br>Actions Taken   |
|---|---|--|---|
|   | <p>the Working Group and brought back to the Authority for approval.</p> <ul style="list-style-type: none"> <li>Landscape Partnership Scheme - second round application to HLF submission supported.</li> </ul>   | Project Manager  | <p>Second round application to HLF successful..<br/><b><i>Item included on the agenda under Strategic Priorities Item no 9</i></b></p>  |
| <p>24 March 2017<br/>Minute 5/13<br/><b>Housing White Paper Planning Fees</b></p>                             | <ul style="list-style-type: none"> <li>BA responds to Government indicating that it would accept the offer of a 20% increase in application fees from July 2017</li> <li>BA commits to spending additional fee income in the planning department on tangible planning benefits</li> <li>Planning Committee to give consideration to where the additional income should be targeted but that consideration be given to extending the proactive condition monitoring scheme and enforcement.</li> </ul> | Director of Strategy and Sustainable Communities/ Head of Planning | <p>Report to be prepared for Planning Committee for consideration (assuming that the fee increase is confirmed by new Government)</p> <p>Government considering proposed increase in planning fees following Summer recess.</p> |
| <p>24 March 2017<br/>Minute 5/27<br/>19 May 2017<br/>Minute 6/26<br/><b>Priority for Moorings 2017/18</b></p> | <ul style="list-style-type: none"> <li>That the recommended actions in respect of the moorings at Acle Bridge, Hoveton Viaduct and Boundary Farm as set out in</li> </ul>   | Director of Operations   | <p><b>Moorings at Acle Bridge</b><br/>An Officer working group has been set up to scope the BA's needs, wants and ideas for this site. The survey results on the 'kiosk' show it is in relatively good order and could</p>      |

| Date of Meeting/ Minute No.  | Authority Decision(s)   | Responsible Officer(s) | Summary of Progress/<br>Actions Taken  |
|--|---|------------------------|--|
| <b>(Exempt)</b>  | <p>the report be supported and authorised.</p> <ul style="list-style-type: none"> <li>• That subject to the successful outcome of the authorised actions and negotiations connected with the above, a further report setting out a full business case be provided to the Authority.</li> <li>• That when the investment programme for moorings is settled the Authority works with the NSBA and the BHBF River Cruiser Class and the EACC to explain to users at large the priority and programme of works for these moorings.</li> </ul> |                        | form part of the site's vision.  |
| <p>19 May 2017<br/>Minute No6/27<br/><b>Corporate Sponsorship Through National Parks Partnership</b></p> | <ul style="list-style-type: none"> <li>• That the Authority confirms its support for the partnership with the international clothing company and recognises the benefits and obligations.</li> <li>• That the Authority authorises the Chief Executive, to sign the Letter of Agreement with the National Parks Partnership regarding the commercial</li> </ul>   | Chief Executive        | Delivery of clothing for Broads Authority members and staff delayed until January 2018 |

| Date of Meeting/ Minute No.                                    | Authority Decision(s)  | Responsible Officer(s) | Summary of Progress/<br>Actions Taken   |
|--|--|------------------------|---|
|  | partnership agreement with the international company to be the official clothing supplier to the UK's fourteen National Park Authorities and the Broads Authority for 5 years.   |                        |   |
| 28 July 2017<br>Minute no 1/13<br><b>Anti-Social Behaviour</b> | <ul style="list-style-type: none"> <li>That a short term working group of Members and officers be set up to look at Anti-Social Behaviour on the Broads engaging with the Hire Boat Federation, the NSBA, Broads Society, PCC (Police and Crime Commissioner) through Lorne Green and report back to the Authority.</li> </ul> | Chief Executive        | <p>The Member Working comprised of: Michael Whitaker as Chair of BHBF, Greg Munford for Richardsons and Broads Tourism, Paul Rice (Member), Nicky Talbot (Chair of Navigation Committee), Brian Wilkins (Vice-Chair of NC and rep NSBA), Bill Dickson as Member of BA, Inspector Rob Wicks and Seargent Derek Rutter of Broads Beat, met on Wednesday 4 October 2017.</p> <p><b><i>The Following points were agreed:</i></b></p> <ul style="list-style-type: none"> <li><i>Investigate increased Ranger and Broads Beat presence in the evenings</i></li> <li><i>Expand the current 'Super Safety days' programme to evenings</i></li> <li><i>Work with the industry to encourage limiting the maximum speed of hired day-boats</i></li> <li><i>Increase the level of communication between Broads Authority Rangers, Broads Beat and boat hire companies to share intelligence about groups that are causing problems</i></li> </ul> |

| Date of Meeting/ Minute No.  | Authority Decision(s)  | Responsible Officer(s)                                      | Summary of Progress/<br>Actions Taken   |
|--|--|---|---|
|  |  |   | <ul style="list-style-type: none"> <li>Investigate the purchase of mobile speed signs to build on trials which took place this summer</li> </ul>  |
| <p>28 July 2017<br/>Minute Nos 1/18 and 1/20<br/>29 September 2017<br/>Minute 2/13<br/><b>Governance and Peer Review</b></p> | <ul style="list-style-type: none"> <li>Update on Peer Review noted</li> <li>Revised Member Development Protocol adopted</li> <li>Amended Guidelines for Local Authorities when appointing members to the Authority adopted.</li> </ul> | <p>Chief Executive and Solicitor and Monitoring Officer</p> | <p>The Peer Review took place between 10 and 12 October and Members will have received a Summary of the feedback the Group provided on 12 October 2017. The final report is expected at the end of November/beginning of December.</p> <p>A Members Away Day to consider the findings of the Peer Review and ways forward has been arranged for: <b>TUESDAY 30 January 2018.</b></p> <p><b>The Members Handbook</b> was one of the recommendations of the Peer Review Group. This is almost complete. This will have a specific area on the Authority's website to include:</p> <ul style="list-style-type: none"> <li>Summary of Broads Acts 1988 and 2009</li> <li>Code of Conduct</li> <li>Protocol on Member and Officer Relations</li> <li>Member Development Protocol</li> <li>Social Media Policy- Guidance for Members and Officers</li> <li>Ethics in the Authority</li> <li>Terms of Reference of committees: Committee Structure Chart</li> <li>Standing Orders</li> <li>Scheme of Powers Delegated to Officers</li> </ul> |



| Date of Meeting/ Minute No.   | Authority Decision(s)  | Responsible Officer(s)         | Summary of Progress/<br>Actions Taken  |
|---|--|--------------------------------|--|
|   |  |                                | <p>and Powers Delegated to Chief Executive</p> <ul style="list-style-type: none"> <li>• Scheme of Member Allowances</li> <li>• (Freedom of Information and Data Protection Regulations)</li> <li>• Port Marine Safety Code</li> <li>• Annual Governance Statement</li> </ul>   |
| <p>29 September 2017<br/>Minute 2/10<br/><b>Broads Local Plan</b></p> | <ul style="list-style-type: none"> <li>• That the final publication version of the Broads Local Plan and supporting documents are approved for pre-submission public consultation subject to: <ul style="list-style-type: none"> <li>○ the impact of the Gypsy and Traveller, Travelling Show People, Caravan and Houseboat Need Study and SFRA study being assessed;</li> <li>○ and if these do not materially change the meaning of the policies and there is just a technical wording change</li> </ul> </li> <li>• The final decision to consult be delegated to the Chief Executive in consultation with the Chair of the Broads</li> </ul> | <p>Planning Policy Officer</p> | <p>Planning Committee considered the impact of the Gypsy and Traveller, Traveling Show People, Caravan and Houseboat Need Study at its meeting on 13 October 2017. This did not materially change the meaning of the policy and the Committee agreed that the topic paper go forward to support the Local Plan.</p> <p>The SFRA Strategic Flood Risk Assessment Study was provided for the Planning Committee meeting on 10 November 2017 and assessed against the policies in the Broads Local Plan.</p> <p>Both of the above documents have now been received and do not materially change the meaning of the policies. The Chairs of the Authority and the Planning Committee and the Chief Executive have been consulted and approved the Local Plan for consultation. The document together with supporting documents is now being made available for a period of 8 weeks up until <b>5 January 2018 at 4.pm</b>. The documents can</p> |

| Date of Meeting/ Minute No. | Authority Decision(s)                      | Responsible Officer(s) | Summary of Progress/<br>Actions Taken  |
|-----------------------------|--|------------------------|--|
|                             | Authority and Chair of Planning Committee. |                        | <p>be found on the Authority's website. Paper copies are available at local libraries and District Councils. Drop in sessions have been arranged in three locations:</p> <ul style="list-style-type: none"> <li>• 22 November 2017 – Brundall Memorial Hall 6 – 8pm</li> <li>• 6 December – Geldeson Village Hall 6 – 8 pm</li> <li>• 9 December – Potter Heigham Village Hall 10.00am – 12 pm.</li> </ul> |

**Proposed Navigation Charges for 2018/19 in the Navigation Area  
and Adjacent Waters**

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

**Summary:** The previous financial strategy predicts a 2.5% increase in tolls per annum to maintain the existing level of services. However, the increase in the size of the private motor boat fleet and the better than anticipated performance in hire boat numbers means that the Authority is in a much stronger financial position than seemed likely a year ago.

Even after a contribution of £30,000 from the current account to the purchase of the moorings at Acle Bridge the Authority would be able to afford a below inflationary increase of just +1% in tolls to maintain its existing level of services, taking into account inflationary and other pressures (See para 4.1).

Following consultation with the Tolls Review Group and the Navigation Committee this report recommends that:

- (i) No changes are necessary to the amended structure for tolls implemented on 1<sup>st</sup> April 2017 which seems to have achieved one of its goals of stemming the decline in the number of small private motor boats.
- (ii) An across the board approach should be adopted with navigation income increasing at the same rate for the whole of the hire fleet and the private fleet and that there is no need this year to have a different approach within the categories for the two fleets.
- (iii) A range of alternatives for additional work and associated increases in charges are presented and that the Authority follows the advice of the Navigation Committee with a 3% increase, in line with the current rate of inflation (CPI), across the board.

**Recommendation:**

- (a) The Authority follows the advice of the Navigation Committee and raises charges in the Navigation Area and Adjacent Waters for 2018-19 by 3% across the board, in line with the current rate of inflation (CPI), as set out for the main categories in Table 8, using the additional funding to purchase the new equipment for bankside tree and scrub management and additional safety signs.
- (b) Following the successful two year trial, the Authority stops printing adhesive toll plaques permanently, other than for short visit tolls.

## Private Motor Boats

- 1.1 In April 2017 the Authority implemented a new charging structure which it believed to be fairer and easier to understand. This involved moving to a straightforward calculation for tolls where the size of the boat in metres is multiplied by a charge per square metre. The effect of the change was to reduce the charges for smaller boats with 44% of all boats seeing a reduction, while increasing the charges for the larger boats.
- 1.2 In part these amendments were in response to changes in the fleet. The following table was presented in last year's report highlighting the reduction in the number of small private motor boats while large motor boats were on the increase.

**Table 1 Private Motor Boats by Size**

| Size<br>m <sup>2</sup> | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | △<br>2008-15 | %△<br>2008-15 |
|------------------------|------|------|------|------|------|------|------|------|--------------|---------------|
| 1-10                   | 2292 | 2130 | 1930 | 1940 | 1866 | 1844 | 1828 | 1775 | -517         | -22.6%        |
| 11-20                  | 1795 | 1923 | 1956 | 1991 | 1958 | 1983 | 1960 | 1950 | +155         | 8.6%          |
| 21-30                  | 1427 | 1487 | 1529 | 1566 | 1603 | 1614 | 1642 | 1630 | +203         | 14.2%         |
| 31-40                  | 736  | 765  | 800  | 814  | 819  | 865  | 865  | 893  | +157         | 21.3%         |
| 41-50                  | 283  | 294  | 289  | 296  | 304  | 319  | 343  | 364  | +81          | 28.6%         |
| 51-60                  | 39   | 46   | 44   | 51   | 60   | 63   | 65   | 65   | +26          | 66.7%         |

- 1.3 The change in the charging structure from April 2017 was the most radical since 1981 when the Port and Haven Commissioners moved from a system based on tonnage to one using square metres. Doubts were expressed about the potential for a revival in small private motor boat numbers and some owners of larger motor boats indicated that they would be relocating their vessels outside the Broads. In practice Table 2 shows that the decline in small motor boats has been reversed and in fact they increased by over 10% and the number of larger craft has not diminished with the number between 31 and 60 square meters being virtually unchanged at 1315 compared to 1311 last year.

**Table 2 Private Motor Boat Fleet 2016-17 (as at 30<sup>th</sup> September)**

| Size m <sup>2</sup> | 2016        | 2017        | Change     | % Change     |
|---------------------|-------------|-------------|------------|--------------|
| 1-10                | 1646        | 1820        | 174        | +10.6%       |
| 11-20               | 1895        | 1893        | -2         |              |
| 21-30               | 1604        | 1609        | 5          |              |
| 31-40               | 870         | 882         | 12         |              |
| 41-50               | 374         | 370         | -4         |              |
| 51-60               | 67          | 63          | -4         |              |
| 61-70               | 16          | 14          | -2         |              |
| 71-80               | 2           | 4           | 2          |              |
| 81-90               | 3           | 3           | 0          |              |
| 91-100              | 2           | 2           | 0          |              |
| 101-110             | 1           | 2           | 1          |              |
| <b>Grand Total</b>  | <b>6480</b> | <b>6662</b> | <b>182</b> | <b>+2.8%</b> |

## 2 Hire Boat Industry

- 2.1 The number of weekly hired motor cruisers has been in decline since a high point of over 2,200 in the 1980s. This has caused the Authority real concern because they are the backbone of waterborne tourism in the Broads which is an iconic part of the area's vital industry. The Broads Hire Boat Industry predicted continued decline in 2017-18 with a further reduction of 20 boats and the Broads Authority made an allowance in its financial calculations accordingly. The decline was predicated on the on-going sale of older boats and re-investment in new, primarily larger more luxurious vessels which have proved to be very attractive to visitors.
- 2.2 Table 3 shows that in practice the fleet has increased rather than declined and the outlook from forward bookings for 2018-19 also looks very positive. The good working relationship with the tourism industry has flourished under the aegis of Broads Tourism and further coordinated marketing of the National Park is planned for the coming year.

**Table 3 Number of Weekly Hired Motor Cruisers**

| Year          | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 |
|---------------|------|------|------|------|------|------|------|------|------|------|
| <b>No.</b>    | 803  | 843  | 878  | 904  | 894  | 869  | 842  | 821  | 789  | 802  |
| <b>Change</b> |      | +40  | +35  | +26  | -10  | -25  | -27  | -21  | -42  | +13  |

## 3 Income and Expenditure for 2017-18

- 3.1 Navigation income in the current year has as a result been above that budgeted, with the Predicted Outturn for 2017/18 shown in Table 4 being £65,000 above the Latest Available Budget.

**Table 4 Budget compared to Predicted Outturn for 2017/18**

|   | <b>Latest Available<br/>Budget 2017/18</b> | <b>Predicted Outturn<br/>2017/18</b> |
|---|--|--------------------------------------|
| <b>Navigation Income</b>  | £3,179,500                                 | £3,244,461                           |
| <b>Expenditure</b>  | £3,187,255                                 | £3,220,989                           |
| <b>(Surplus)/ Deficit</b>   | <b>£7,755</b>                              | <b>(£23,472)</b>                     |
| <b>Transfer of accrued<br/>interest to ear-<br/>marked reserves</b> | £3,750                                     | £5,000                               |
| <b>Opening Reserves</b>   | £325,955                                   | £325,955                             |
| <b>Closing Reserves</b>   | £314,450                                   | £344,427                             |
| <b>Reserves as % of<br/>Expenditure</b>                             | <b>9.9%</b>                                | <b>10.7%</b>                         |

- 3.2 Expenditure has also been above budget. In August 2017 the Authority purchased the moorings and associated buildings at Acle Bridge at a cost of £180,000. The bulk of this, £150,000, was funded from the moorings budget

by deferring repairs and Hoveton Viaduct. The balance, £30,000, was paid for from the current account using the additional income received.

- 3.3 The net effect of these changes is shown in Table 4 with closing reserves at 10.7% of Expenditure, just above the minimum of 10.0% required but standing at £344,000 rather than £322,000.
- 3.4 The Authority is in the process of disposing of the Ludham Field Base which is surplus to requirements. Should this be completed at the current subject to contract offer then there will be a capital receipt shared 60:40 between National Park and Navigation Income lines. The receipt will have to be ring fenced for capital expenditure. Potential uses for the capital receipt on the navigation side is to use the funding for investing in new facilities at Acle Bridge and potentially towards pontoons at Thurne Mouth, if agreement can be reached with the landowner.

#### **4 Pressures on 2018-19 Income and Expenditure**

- 4.1 The better than predicted outturn for 2017-18 puts the Authority in an excellent position going forward into 2018. As always at this stage in the financial year there are a significant number of unknowns around the Authority's expenditure for next year. There are three in particular: salary costs, other inflationary pressures, and the potential loss of further hire boats. Following consultation with the Tolls Working Group and the major hire boat operators the following assumptions have been made:
- i) A 1.5% salary increase is assumed for staff as a prudent provision. For the last four years local government salaries have been held at +1.0%. The Government has indicated that the cap on public sector pay is likely to be removed and it is not clear what this will mean for the public sector pay settlement.
  - ii) The Authority has not increased the cash expenditure on other elements of the budget, such as the purchase of materials etc., for the last four years. In August 2017 consumer price inflation (CPI) was running at 2.9% (RPI was 3.9%). Rather than inflating all non-salary items in the budget by 2.9%, officers have reviewed all expenditure heads and increased two headings by 2.9% - Vessels and Equipment (VES) and Insurance (INS).
  - iii) Provision has been made for the following additional expenditure:
    - a. Dredging (DRD) – an additional £15,500 for restoration costs needed at the Postwick Tip site. The Wet Cell has been filled over the last two dredging campaigns on the River Yare. This dry material is now ready to be loaded onto 6 wheeled dumpers and taken to the dry cells for spreading and forecast to take 5 weeks. This additional money is for the hire of the plant needed for this duration to restore the cells and to get the Postwick Tip ready to receive more wet dredgings.
    - b. Mutford Lock (MLK) – an additional £9,000 to fund additional costs by

Sentinel for the operation of the Lock.

c. Boat Safety (BST) – an additional £2,600 to fund an additional electronic speed sign.

iv) Although provision was made in 2017/18 for the potential loss of 20 weekly hired boats this proved not to be necessary. Following discussion with the major operators it is predicted that there will not be any significant changes in hire boat numbers for 2018/19 so it is not proposed to make any provision for a reduction in hire boat income.

4.2 The additional income from private and hired vessels above that in the budget is such that even with the provisions identified above ***an increase of just 1% in charges is required for 2018/19 to maintain the current level of service.***

## **5 Options for Additional Expenditure**

5.1 The Insight Track research identified that to a greater or lesser extent private boat owners and hire boat operators would like more spent on dredging, maintenance and provision of moorings and other services, patrolling and safety. This view has been reinforced in recent meetings of the Navigation Committee where these matters have been discussed: moorings (20 April 2017), anti-social behaviour, dredging, riverside tree and scrub management (7 September 2017). A range of alternative approaches was explored with the Tolls Working Group whose preference was for any additional expenditure to be targeted on increased patrolling, particularly in the evenings, to address recent concerns about anti-social behaviour. This recommendation, together with other options, is presented below for the Committee's consideration.

### **5.2 Safety Signs (+£10k, +0.3% increase in tolls)**

5.2.1 The Authority has trialled a warning sign to make users of the waterways aware of the speed of their boat. This has proved to be very effective in reducing the level of speeding boats. Provision has been made for the purchase of one additional sign but the Head of Safety Management would like to purchase a further four so as to provide coverage at key locations.

### **5.3 Increased Patrolling by the Rangers (+£60k, +1.9% increase in tolls)**

5.3.1 Concerns about anti-social behaviour and speeding boats have raised the suggestion of increasing the level of patrolling by the Authority's Rangers and extending their hours into the evenings. The current level of patrolling (315 hours per week on the water in the summer and 48 hours in the winter) has been stable since the changes made in 2012 when National Park Grant was cut. The Head of Ranger Services is exploring a range of options for increasing the level of patrolling. The changes could involve a significant amendment to the rostering of Rangers, including the team working longer hours over the summer season. This may require a change in the Terms and Conditions of Employment for the Rangers, an amendment to the balance of

work between the countryside and navigation responsibilities, currently 40:60 to 35:65, and the employment of two additional summer seasonal rangers to assist in increasing the amount of cover provided. Such a change could increase the number of hours patrolling on the water in the summer from 315 hours to 375 hours a week approximately.

**5.4 Additional Bankside Tree and Scrub Management (+£60k + 1.9% increase in tolls)**

- 5.4.1 Bankside management is heavily dependent upon landowner permission as a starting point. Once those agreements have been secured, consents from Natural England and felling licences from the Forestry Commission are required along with environmental habitat surveys and permission to use herbicides (to treat root stumps). This process can take over a year to secure so having a 5 year plan helps focus our attention on when and what work can happen. It allows officers to start preparation in time for the winter works (This management cannot be done at other times due to nesting birds).
- 5.4.2 In order to increase the volume of bankside management undertaken the preferred option is increased mechanisation through the purchase of additional plant and equipment (extra NATO floats, smaller 8t excavator & hydraulic tree shears). Purchase of this equipment would allow a longer term approach (a 10 year plan for bankside management) and show efficiencies as resources involved in bankside management would be fewer, a reduction in hand arm vibration (chainsaws are one of our biggest sources of vibration in the workplace) and mechanisation would heavily reduce the manual handling aspects of this work. The added bonus of the mechanical approach is that the Authority would get through the winter work bankside clearance areas quicker, allowing scope for other tasks on navigation to be done.





**Picture 1 Example of hydraulic tree shears**

## **5.5 Increased Dredging (+£80k, +2.6% increase in tolls)**

5.5.1 At the last meeting of the Navigation Committee the Rivers Engineer presented a report on the progress being made in implementing the Sediment Management Strategy. More accurate hydrographic surveys showed that there is still a considerable amount of sediment to remove from the waterways. If the Authority wanted to make an impact on this then an £80,000 contract to pump dredge one of the priority areas could be programmed for next year.

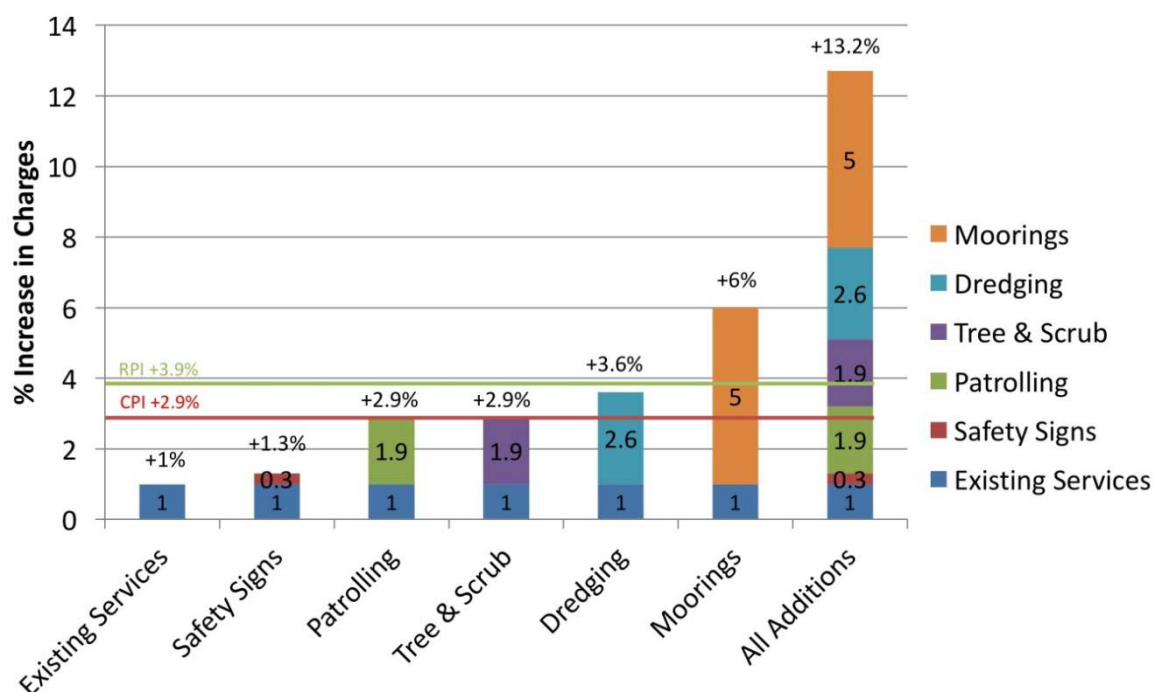
## **5.6 Maintenance of Moorings (+£150k, +5% increase in tolls)**

5.6.1 A 'Cockshoot' full mooring repiling is circa £150,000. The Authority has a top 10 list of sites which need priority works. This funding would enable one of those sites to be brought forward.

5.6.2 A 'pick and mix' set of options is provided for members to consider. The additional income in 2017/18 provides the Authority with the opportunity to bring forward one of these high priority options with a relatively lower toll increase. This is shown graphically in Figure 1 with the relative percentage increases for the different options ranging from a simple +1% to maintain the existing level of service up to +13.2% if all the options identified are selected.

- 5.6.3 The purchase of equipment to enhance tree and scrub clearance and the speed signs are one off purchases so one option would be to purchase the equipment this year and then re-examine the need for increased patrolling in a year's time.

**Figure 1 Percentage increases in navigation charges for different options**



## 6 Draft Income and Expenditure for 2018/19

- 6.1 A Draft Income and Expenditure Table has been developed for 2018/19 based on three options as examples: one with services as at the existing level; one with the either additional expenditure for patrolling or the purchase of the equipment for additional bankside tree and scrub management; and one with one of those options and the additional electronic signage.
- 6.2 The figures in the first table show the projected income from the two different fleets and are based on the assumption that the number and size of both private boats and hired motor cruisers will be similar to the current year.

**Table 5 Alternative examples of income by fleet**

|                            | Projected<br>Income<br>2017/18 | Example 1<br>+c 1% | Example 2<br>+c 2.9% | Example 3<br>+c 3.2% |
|----------------------------|--------------------------------|--------------------|----------------------|----------------------|
| <b>Navigation Income</b>   |                                |                    |                      |                      |
| <b>Hire Boat Income</b>    | £1,115,861                     | £1,127,020         | £1,148,221           | £1,151,569           |
| <b>Private Boat Income</b> | £2,055,000                     | £2,075,550         | £2,114,595           | £2,120,760           |
| <b>Other Income</b>        | £66,100                        | £66,498            | £67,254              | £67,374              |

**Table 6 Alternative examples of income and expenditure for 2018/19**

|  | <b>Example 1<br/>Draft Budget<br/>2018/19<br/>+1%</b> | <b>Example 2<br/>Draft Budget<br/>2018/19<br/>+2.9%</b> | <b>Example 3<br/>Draft Budget<br/>2018/19<br/>+3.2%</b> |
|--|---|---|---|
| <b>Navigation Income</b>                                   | £3,269,068  | £3,330,070  | £3,339,702  |
| <b>Expenditure</b>   | £3,273,523  | £3,331,319  | £3,341,719  |
| <b>(Surplus)/ Deficit</b>                                  | <b>£4,455</b>   | <b>£1,249</b>   | <b>£2,017</b>   |
| <b>Transfer of accrued interest to ear-marked reserves</b> | £3,750  | £3,750  | £3,750  |
| <b>Opening Reserves</b>                                    | £339,337  | £339,337  | £339,337  |
| <b>Closing Reserves</b>                                    | £331,132  | £334,337  | £333,569  |
| <b>Reserves as % of Expenditure</b>                        | <b>10.1%</b>  | <b>10.0%</b>  | <b>10.0%</b>  |

## 7 Charges for Categories of Boats

- 7.1 Taking the advice of the Tolls Review Group the charges for the different categories of boats have been calculated and are replicated in Table 5 for a 1%, 2.9% and 3.2% increase. They have been rounded up to the nearest whole penny.

**Table 7 Alternative Proposals for Charges for 2018/19**

### Commercial Fleet

| <b>Category</b>                                  | <b>Current Charge</b>     | <b>+c. 1%</b> | <b>+c. 2.9%</b> | <b>+c 3.2%</b> |
|--|---------------------------|---------------|-----------------|----------------|
| 1. Weekly hired motor craft                      | £28.95 per m <sup>2</sup> | £29.24        | £29.79          | £29.88         |
| 2. Weekly hired motor craft Electric             | £20.30 per m <sup>2</sup> | £20.51        | £20.89          | £20.95         |
| 3. Day hired                                     | £44.30 per m <sup>2</sup> | £44.75        | £45.59          | £45.72         |
| 4. Day hired Electric                            | £30.90 per m <sup>2</sup> | £31.21        | £31.80          | £31.89         |
| 5. MCA Passenger Boats and small passenger boats | £38.10 per m <sup>2</sup> | £38.49        | £39.21          | £39.32         |
| 6. Motorised Sailing Craft                       | £23.50 per m <sup>2</sup> | £23.74        | £24.19          | £24.26         |
| 7. Sailing Boats                                 | £17.50 per m <sup>2</sup> | £17.68        | £18.01          | £18.06         |
| 8. Houseboats                                    | £14.95 per m <sup>2</sup> | £15.10        | £15.39          | £15.43         |
| 9. Rowing, canoes etc.                           | £65.70                    | £66.36        | £67.61          | £67.81         |

### Private Fleet

| <b>Category</b>                   | <b>Current Charge</b>     | <b>+c. 1%</b> | <b>+c. 2.9%</b> | <b>+c 3.2%</b> |
|-----------------------------------|---------------------------|---------------|-----------------|----------------|
| 10. Motor Boats - petrol & diesel | £12.85 per m <sup>2</sup> | £12.98        | £13.23          | £13.27         |
| 11. Motor Boats Electric          | £10.00 per m <sup>2</sup> | £10.10        | £10.29          | £10.32         |
| 12. Motorised Sailing Craft       | £9.50 per m <sup>2</sup>  | £9.60         | £9.78           | £9.81          |
| 13. Sailing Boats                 | £8.00 per m <sup>2</sup>  | £8.08         | £8.24           | £8.26          |
| 14. Houseboats                    | £5.15 per m <sup>2</sup>  | £5.21         | £5.30           | £5.32          |
| 15. Rowing, canoes etc.           | £32.85                    | £33.18        | £33.81          | £33.91         |

- 7.2 Appendix 1 contains a schedule showing the implications of the three options for each category and size of boat.



## 8 Consultation with the Navigation Committee

8.1 The Navigation Committee was consulted on the level of charges for 2018-19 at its meeting on 19 October 2017. After a wide ranging discussion<sup>1</sup> the Committee resolved by 6 votes to 3 to support the following motion:

“The Navigation Committee recommends that the charges be raised as an across the board percentage on last year's rates of 3% to include the provision of the purchase of procurement of safety signs, hydraulic shears and maximising the output of ground tree clearing and dredging.”

8.2 Officers have examined the implications of this proposal. A 3% increase in tolls across the board, with the current number and size of vessels, would generate an income of £3.33 million in 2018/19. This would allow for the:

- a) Provision for inflationary pressures outlined above in section 4 of the report;
- b) Purchase of the additional plant and equipment for bankside tree and scrub management (extra NATO floats, smaller 8t excavator & hydraulic tree shears).
- c) Purchase of additional safety signs.

8.3 The draft budget with a 3% increase is shown below in Table 8:

**Table 8 Draft income and expenditure for 2018/19**

|  | <b>Draft Budget<br/>2018/19<br/>+3.0%</b> |
|--|---|
| <b>Navigation Income</b>                                   | £3,338,431                                |
| <b>Expenditure</b>   | £3,334,220                                |
| <b>(Surplus)/ Deficit</b>                                  | <b>£(4,211)</b>                           |
| <b>Transfer of accrued interest to ear-marked reserves</b> | £3,750                                    |
| <b>Opening Reserves</b>                                    | £344,427                                  |
| <b>Closing Reserves</b>                                    | £334,888                                  |
| <b>Reserves as % of Expenditure</b>                        | <b>10.3%</b>                              |

<sup>1</sup> The discussion included consideration of the charges for passenger boats which had been an issue a year ago. One member reminded the Committee that it had been agreed that this matter would be reviewed again in Autumn 2019 as part of an objective evaluation of the impact of the changes to the tolls structure. Another member indicated that the Tolls Working Group had discussed the matter and concluded that passenger boats should be subject to the same increase in tolls as all other vessels.

- 8.4 The following table sets out the implications for the main boat categories. (Note: Appendix 1 has not been amended to include the 3% option following the Navigation Committee as the 2.9% and 3.2% options give a clear indication of the implications of such a rise for the different categories and sizes of boats.)

**Table 9 Proposed Charges for 2018/19**

**Commercial Fleet**

| <b>Category</b>                                  | <b>Current Charge</b>     | <b>+c. 3%</b> |
|--|---------------------------|---------------|
| 1. Weekly hired motor craft                      | £28.95 per m <sup>2</sup> | £29.82        |
| 2. Weekly hired motor craft Electric             | £20.30 per m <sup>2</sup> | £20.91        |
| 3. Day hired                                     | £44.30 per m <sup>2</sup> | £45.63        |
| 4. Day hired Electric                            | £30.90 per m <sup>2</sup> | £31.83        |
| 5. MCA Passenger Boats and small passenger boats | £38.10 per m <sup>2</sup> | £39.25        |
| 6. Motorised Sailing Craft                       | £23.50 per m <sup>2</sup> | £24.21        |
| 7. Sailing Boats                                 | £17.50 per m <sup>2</sup> | £18.03        |
| 8. Houseboats                                    | £14.95 per m <sup>2</sup> | £15.40        |
| 9. Rowing, canoes etc.                           | £65.70                    | £67.68        |

**Private Fleet**

| <b>Category</b>                   | <b>Current Charge</b>     | <b>+c. 3%</b> |
|-----------------------------------|---------------------------|---------------|
| 10. Motor Boats - petrol & diesel | £12.85 per m <sup>2</sup> | £13.24        |
| 11. Motor Boats Electric          | £10.00 per m <sup>2</sup> | £10.30        |
| 12. Motorised Sailing Craft       | £9.50 per m <sup>2</sup>  | £9.79         |
| 13. Sailing Boats                 | £8.00 per m <sup>2</sup>  | £8.24         |
| 14. Houseboats                    | £5.15 per m <sup>2</sup>  | £5.31         |
| 15. Rowing, canoes etc.           | £32.85                    | £33.84        |

- 8.5 Table 10 gives examples of the annual cost for the most numerous categories and size of craft.

**Table 10 Examples of Proposed Increased Charges for the most numerous categories of vessel**

| <b>Category of Craft</b>       | <b>Size</b>       | <b>Number of boats</b> | <b>Charge 2017/18</b> | <b>+3%</b> | <b>Difference</b> |
|--------------------------------|-------------------|------------------------|-----------------------|------------|-------------------|
| 1. Weekly hired motor craft    | 37 m <sup>2</sup> | 72                     | £1,071.15             | £1,103.34  | +£32.19           |
| 2. Day hire                    | 12 m <sup>2</sup> | 72                     | £531.60               | £547.56    | +£15.96           |
| <b>10. Private Motor Boats</b> |                   |                        |                       |            |                   |
|                                | 5 m <sup>2</sup>  | 735                    | £64.25                | £66.20     | +£1.95            |
|                                | 22 m <sup>2</sup> | 338                    | £282.70               | £291.28    | +£8.58            |
|                                | 38 m <sup>2</sup> | 113                    | £488.30               | £503.12    | +£14.82           |
| <b>13. Sailing Boats</b>       |                   |                        |                       |            |                   |
|                                | 5 m <sup>2</sup>  | 506                    | £40                   | £41.20     | +£1.20            |
|                                | 11 m <sup>2</sup> | 145                    | £88                   | £90.64     | +£2.64            |
| 15. Rowing, canoes etc.        |                   | 1477                   | £32.85                | £33.84     | +£0.99            |

## **9 Toll Plaques**

- 9.1 The Authority has worked without requiring the display of an annual tolls receipt (adhesive plaques) for two seasons now. This has proved to be a very positive move, especially now it is backed-up with the Phone App for Rangers which allows for toll and boat safety compliance to be checked very quickly.
- 9.2 It is therefore proposed that we make this a permanent decision and continue to provide a toll receipt in the form of a paper document as we have for the last eighteen months. Display of the paper tolls receipt will not be required. Rangers will be ensuring that all craft display their registration marks as required by the vessel registration byelaws.
- 9.3 Visiting craft will continue to be issued with short visit numbers as this is the only way to identify such craft. The Navigation Committee unanimously supported this proposal.

## **10 Evaluation and Risk Analysis**

- 10.1 In April of this year the Authority introduced substantial changes to the structure of the charges which had associated risks. The increase in both private motor boat numbers and the hire boat fleet has put the Authority in a strong financial position and opens up a range of choices for increases in income below the present Retail Price Index of 3.9%. On the basis of current information an across the board rise, broadly in line or below the current rates of inflation, carries few risks in implementation.

## **11 Conclusions**

- 11.1 The Authority is in a good position if it wishes to make some strategic choices about how it responds to the desire of boat owners and the hire boat operators for more patrolling, more tree and scrub clearance adjacent to the waterways, a reduction in speeding, more moorings and additional dredging.

Background papers: None

Author: John Packman, Emma Krelle, Bill Housden  
Date of report: 3 November 2017

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Schedule of Alternative Examples of Charges for 2018/19

# APPENDIX 1

## Schedule of Alternative Examples of Charges for 2018/19

| Category 1 - Weekly hired motor craft |                                  |                   |                     |                              |                       |                              |                       |                              |
|---------------------------------------|----------------------------------|-------------------|---------------------|------------------------------|-----------------------|------------------------------|-----------------------|------------------------------|
| Size in Meter <sup>2</sup>            | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1% Toll 2018/19 | Difference in cash (£) terms | +c. 2.9% Toll 2018/19 | Difference in cash (£) terms | +c. 3.2% Toll 2018/19 | Difference in cash (£) terms |
| 12                                    | 12                               | 347.40            | 350.88              | 3.48                         | 357.48                | 10.08                        | 358.56                | 11.16                        |
| 13                                    | 3                                | 376.35            | 380.12              | 3.77                         | 387.27                | 10.92                        | 388.44                | 12.09                        |
| 15                                    | 8                                | 434.25            | 438.60              | 4.35                         | 446.85                | 12.60                        | 448.20                | 13.95                        |
| 17                                    | 1                                | 492.15            | 497.08              | 4.93                         | 506.43                | 14.28                        | 507.96                | 15.81                        |
| 18                                    | 5                                | 521.10            | 526.32              | 5.22                         | 536.22                | 15.12                        | 537.84                | 16.74                        |
| 19                                    | 9                                | 550.05            | 555.56              | 5.51                         | 566.01                | 15.96                        | 567.72                | 17.67                        |
| 20                                    | 14                               | 579.00            | 584.80              | 5.80                         | 595.80                | 16.80                        | 597.60                | 18.60                        |
| 21                                    | 9                                | 607.95            | 614.04              | 6.09                         | 625.59                | 17.64                        | 627.48                | 19.53                        |
| 22                                    | 17                               | 636.90            | 643.28              | 6.38                         | 655.38                | 18.48                        | 657.36                | 20.46                        |
| 23                                    | 9                                | 665.85            | 672.52              | 6.67                         | 685.17                | 19.32                        | 687.24                | 21.39                        |
| 24                                    | 2                                | 694.80            | 701.76              | 6.96                         | 714.96                | 20.16                        | 717.12                | 22.32                        |
| 25                                    | 4                                | 723.75            | 731.00              | 7.25                         | 744.75                | 21.00                        | 747.00                | 23.25                        |
| 26                                    | 7                                | 752.70            | 760.24              | 7.54                         | 774.54                | 21.84                        | 776.88                | 24.18                        |
| 27                                    | 9                                | 781.65            | 789.48              | 7.83                         | 804.33                | 22.68                        | 806.76                | 25.11                        |
| 28                                    | 39                               | 810.60            | 818.72              | 8.12                         | 834.12                | 23.52                        | 836.64                | 26.04                        |
| 29                                    | 12                               | 839.55            | 847.96              | 8.41                         | 863.91                | 24.36                        | 866.52                | 26.97                        |
| 30                                    | 21                               | 868.50            | 877.20              | 8.70                         | 893.70                | 25.20                        | 896.40                | 27.90                        |
| 31                                    | 14                               | 897.45            | 906.44              | 8.99                         | 923.49                | 26.04                        | 926.28                | 28.83                        |
| 32                                    | 11                               | 926.40            | 935.68              | 9.28                         | 953.28                | 26.88                        | 956.16                | 29.76                        |
| 33                                    | 18                               | 955.35            | 964.92              | 9.57                         | 983.07                | 27.72                        | 986.04                | 30.69                        |
| 34                                    | 16                               | 984.30            | 994.16              | 9.86                         | 1012.86               | 28.56                        | 1015.92               | 31.62                        |
| 35                                    | 24                               | 1013.25           | 1023.40             | 10.15                        | 1042.65               | 29.40                        | 1045.80               | 32.55                        |
| 36                                    | 20                               | 1042.20           | 1052.64             | 10.44                        | 1072.44               | 30.24                        | 1075.68               | 33.48                        |
| 37                                    | 72                               | 1071.15           | 1081.88             | 10.73                        | 1102.23               | 31.08                        | 1105.56               | 34.41                        |
| 38                                    | 59                               | 1100.10           | 1111.12             | 11.02                        | 1132.02               | 31.92                        | 1135.44               | 35.34                        |
| 39                                    | 30                               | 1129.05           | 1140.36             | 11.31                        | 1161.81               | 32.76                        | 1165.32               | 36.27                        |
| 40                                    | 20                               | 1158.00           | 1169.60             | 11.60                        | 1191.60               | 33.60                        | 1195.20               | 37.20                        |
| 41                                    | 20                               | 1186.95           | 1198.84             | 11.89                        | 1221.39               | 34.44                        | 1225.08               | 38.13                        |
| 42                                    | 24                               | 1215.90           | 1228.08             | 12.18                        | 1251.18               | 35.28                        | 1254.96               | 39.06                        |
| 43                                    | 19                               | 1244.85           | 1257.32             | 12.47                        | 1280.97               | 36.12                        | 1284.84               | 39.99                        |
| 44                                    | 56                               | 1273.80           | 1286.56             | 12.76                        | 1310.76               | 36.96                        | 1314.72               | 40.92                        |
| 45                                    | 10                               | 1302.75           | 1315.80             | 13.05                        | 1340.55               | 37.80                        | 1344.60               | 41.85                        |
| 46                                    | 53                               | 1331.70           | 1345.04             | 13.34                        | 1370.34               | 38.64                        | 1374.48               | 42.78                        |

|    |    |         |         |       |         |       |         |       |
|----|----|---------|---------|-------|---------|-------|---------|-------|
| 47 | 11 | 1360.65 | 1374.28 | 13.63 | 1400.13 | 39.48 | 1404.36 | 43.71 |
| 48 | 60 | 1389.60 | 1403.52 | 13.92 | 1429.92 | 40.32 | 1434.24 | 44.64 |
| 49 | 5  | 1418.55 | 1432.76 | 14.21 | 1459.71 | 41.16 | 1464.12 | 45.57 |
| 50 | 31 | 1447.50 | 1462.00 | 14.50 | 1489.50 | 42.00 | 1494.00 | 46.50 |
| 51 | 16 | 1476.45 | 1491.24 | 14.79 | 1519.29 | 42.84 | 1523.88 | 47.43 |
| 52 | 22 | 1505.40 | 1520.48 | 15.08 | 1549.08 | 43.68 | 1553.76 | 48.36 |
| 54 | 4  | 1563.30 | 1578.96 | 15.66 | 1608.66 | 45.36 | 1613.52 | 50.22 |
| 56 | 1  | 1621.20 | 1637.44 | 16.24 | 1668.24 | 47.04 | 1673.28 | 52.08 |

### Category 2 - Weekly hired motor craft electric

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 2.9% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 3.2% Toll<br>2018/19 | Difference in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|
| 40                         | 1                                | 812.00            | 820.40                 | 8.40                            | 835.6                    | 23.60                           | 838.00                   | 26.00                           |
| 41                         | 1                                | 832.30            | 840.91                 | 8.61                            | 856.49                   | 24.19                           | 858.95                   | 26.65                           |
| 48                         | 3                                | 974.40            | 984.48                 | 10.08                           | 1002.72                  | 28.32                           | 1005.60                  | 31.20                           |

### Category 3 - Day hired boats

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 2.9% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 3.2% Toll<br>2018/19 | Difference in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|
| 5                          | 4                                | 221.50            | 223.75                 | 2.25                            | 227.95                   | 6.45                            | 228.60                   | 7.10                            |
| 6                          | 3                                | 265.80            | 268.50                 | 2.70                            | 273.54                   | 7.74                            | 274.32                   | 8.52                            |
| 7                          | 5                                | 310.10            | 313.25                 | 3.15                            | 319.13                   | 9.03                            | 320.04                   | 9.94                            |
| 8                          | 17                               | 354.40            | 358.00                 | 3.60                            | 364.72                   | 10.32                           | 365.76                   | 11.36                           |
| 9                          | 28                               | 398.70            | 402.75                 | 4.05                            | 410.31                   | 11.61                           | 411.48                   | 12.78                           |
| 10                         | 43                               | 443.00            | 447.50                 | 4.50                            | 455.90                   | 12.90                           | 457.20                   | 14.20                           |
| 11                         | 50                               | 487.30            | 492.25                 | 4.95                            | 501.49                   | 14.19                           | 502.92                   | 15.62                           |
| 12                         | 72                               | 531.60            | 537.00                 | 5.40                            | 547.08                   | 15.48                           | 548.64                   | 17.04                           |
| 13                         | 14                               | 575.90            | 581.75                 | 5.85                            | 592.67                   | 16.77                           | 594.36                   | 18.46                           |
| 14                         | 7                                | 620.20            | 626.50                 | 6.30                            | 638.26                   | 18.06                           | 640.08                   | 19.88                           |
| 15                         | 6                                | 664.50            | 671.25                 | 6.75                            | 683.85                   | 19.35                           | 685.80                   | 21.30                           |
| 16                         | 3                                | 708.80            | 716.00                 | 7.20                            | 729.44                   | 20.64                           | 731.52                   | 22.72                           |
| 17                         | 1                                | 753.10            | 760.75                 | 7.65                            | 775.03                   | 21.93                           | 777.24                   | 24.14                           |
| 21                         | 2                                | 930.30            | 939.75                 | 9.45                            | 957.39                   | 27.09                           | 960.12                   | 29.82                           |



#### Category 4 - Day hired electric boats

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 2.9% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 3.2% Toll<br>2018/19 | Difference in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|
| 7                          | 3                                | 216.30            | 218.47                 | 2.17                            | 222.60                   | 6.30                            | 223.23                   | 6.93                            |
| 9                          | 2                                | 278.10            | 280.89                 | 2.79                            | 286.20                   | 8.10                            | 287.01                   | 8.91                            |
| 10                         | 12                               | 309.00            | 312.10                 | 3.10                            | 318.00                   | 9.00                            | 318.90                   | 9.90                            |
| 11                         | 11                               | 339.90            | 343.31                 | 3.41                            | 349.80                   | 9.90                            | 350.79                   | 10.89                           |
| 12                         | 6                                | 370.80            | 374.52                 | 3.72                            | 381.60                   | 10.80                           | 382.68                   | 11.88                           |
| 14                         | 4                                | 432.60            | 436.94                 | 4.34                            | 445.20                   | 12.60                           | 446.46                   | 13.86                           |
| 15                         | 6                                | 463.50            | 468.15                 | 4.65                            | 477.00                   | 13.50                           | 478.35                   | 14.85                           |

#### Category 5 - MCA passenger boats and small passenger boats

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 2.9% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 3.2% Toll<br>2018/19 | Difference in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|
| 5                          | 1                                | 190.50            | 192.45                 | 1.95                            | 196.05                   | 5.55                            | 196.60                   | 6.10                            |
| 8                          | 1                                | 304.80            | 307.92                 | 3.12                            | 313.68                   | 8.88                            | 314.56                   | 9.76                            |
| 9                          | 2                                | 342.90            | 346.41                 | 3.51                            | 352.89                   | 9.99                            | 353.88                   | 10.98                           |
| 18                         | 1                                | 685.80            | 692.82                 | 7.02                            | 705.78                   | 19.98                           | 707.76                   | 21.96                           |
| 23                         | 1                                | 876.30            | 885.27                 | 8.97                            | 901.83                   | 25.53                           | 904.36                   | 28.06                           |
| 72                         | 2                                | 2743.20           | 2771.28                | 28.08                           | 2823.12                  | 79.92                           | 2831.04                  | 87.84                           |
| 84                         | 1                                | 3200.40           | 3233.16                | 32.76                           | 3293.64                  | 93.24                           | 3302.88                  | 102.48                          |
| 89                         | 2                                | 3390.90           | 3425.61                | 34.71                           | 3489.69                  | 98.79                           | 3499.48                  | 108.58                          |
| 98                         | 1                                | 3733.80           | 3772.02                | 38.22                           | 3842.58                  | 108.78                          | 3853.36                  | 119.56                          |

#### Category 6 – Motorised Sailing craft for hire

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 2.9% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 3.2% Toll<br>2018/19 | Difference in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|
| 13                         | 1                                | 305.50            | 308.62                 | 3.12                            | 314.47                   | 8.97                            | 315.38                   | 9.88                            |
| 15                         | 1                                | 352.50            | 356.10                 | 3.60                            | 362.85                   | 10.35                           | 363.90                   | 11.40                           |
| 16                         | 3                                | 376.00            | 379.84                 | 3.84                            | 387.04                   | 11.04                           | 388.16                   | 12.16                           |
| 17                         | 1                                | 399.50            | 403.58                 | 4.08                            | 411.23                   | 11.73                           | 412.42                   | 12.92                           |
| 18                         | 3                                | 423.00            | 427.32                 | 4.32                            | 435.42                   | 12.42                           | 436.68                   | 13.68                           |
| 21                         | 5                                | 493.50            | 498.54                 | 5.04                            | 507.99                   | 14.49                           | 509.46                   | 15.96                           |

|    |   |        |        |      |        |       |        |       |
|----|---|--------|--------|------|--------|-------|--------|-------|
| 22 | 1 | 517.00 | 522.28 | 5.28 | 532.18 | 15.18 | 533.72 | 16.72 |
| 23 | 4 | 540.50 | 546.02 | 5.52 | 556.37 | 15.87 | 557.98 | 17.48 |
| 24 | 3 | 564.00 | 569.76 | 5.76 | 580.56 | 16.56 | 582.24 | 18.24 |
| 25 | 9 | 587.50 | 593.50 | 6.00 | 604.75 | 17.25 | 606.50 | 19.00 |
| 26 | 8 | 611.00 | 617.24 | 6.24 | 628.94 | 17.94 | 630.76 | 19.76 |
| 29 | 1 | 681.50 | 688.46 | 6.96 | 701.51 | 20.01 | 703.54 | 22.04 |
| 30 | 2 | 705.00 | 712.20 | 7.20 | 725.70 | 20.70 | 727.80 | 22.80 |
| 34 | 1 | 799.00 | 807.16 | 8.16 | 822.46 | 23.46 | 824.84 | 25.84 |
| 35 | 2 | 822.50 | 830.90 | 8.40 | 846.65 | 24.15 | 849.10 | 26.60 |

### Category 7 - Sailing boats for hire

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 2.9%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 3.2%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|---------------------------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|------------------------------------|
| 5                          | 68                               | 87.5              | 88.4                      | 0.90                               | 90.05                       | 2.55                               | 90.30                       | 2.80                               |
| 6                          | 1                                | 105.00            | 106.08                    | 1.08                               | 108.06                      | 3.06                               | 108.36                      | 3.36                               |
| 7                          | 1                                | 122.50            | 123.76                    | 1.26                               | 126.07                      | 3.57                               | 126.42                      | 3.92                               |
| 8                          | 1                                | 140.00            | 141.44                    | 1.44                               | 144.08                      | 4.08                               | 144.48                      | 4.48                               |
| 10                         | 4                                | 175.00            | 176.80                    | 1.80                               | 180.10                      | 5.10                               | 180.60                      | 5.60                               |
| 11                         | 10                               | 192.50            | 194.48                    | 1.98                               | 198.11                      | 5.61                               | 198.66                      | 6.16                               |
| 14                         | 2                                | 245.00            | 247.52                    | 2.52                               | 252.14                      | 7.14                               | 252.84                      | 7.84                               |
| 16                         | 10                               | 280.00            | 282.88                    | 2.88                               | 288.16                      | 8.16                               | 288.96                      | 8.96                               |
| 22                         | 4                                | 385.00            | 388.96                    | 3.96                               | 396.22                      | 11.22                              | 397.32                      | 12.32                              |

### Category 8 - Houseboats for hire

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 2.9%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 3.2%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|---------------------------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|------------------------------------|
| 22                         | 1                                | 328.90            | 332.20                    | 3.30                               | 338.58                      | 9.68                               | 339.46                      | 10.56                              |
| 23                         | 2                                | 343.85            | 347.30                    | 3.45                               | 353.97                      | 10.12                              | 354.89                      | 11.04                              |
| 24                         | 1                                | 358.80            | 362.40                    | 3.60                               | 369.36                      | 10.56                              | 370.32                      | 11.52                              |
| 28                         | 2                                | 418.60            | 422.80                    | 4.20                               | 430.92                      | 12.32                              | 432.04                      | 13.44                              |
| 29                         | 2                                | 433.55            | 437.90                    | 4.35                               | 446.31                      | 12.76                              | 447.47                      | 13.92                              |
| 31                         | 1                                | 463.45            | 468.10                    | 4.65                               | 477.09                      | 13.64                              | 478.33                      | 14.88                              |
| 34                         | 1                                | 508.30            | 513.40                    | 5.10                               | 523.26                      | 14.96                              | 524.62                      | 16.32                              |
| 35                         | 2                                | 523.25            | 528.50                    | 5.25                               | 538.65                      | 15.40                              | 540.05                      | 16.80                              |
| 36                         | 5                                | 538.20            | 543.60                    | 5.40                               | 554.04                      | 15.84                              | 555.48                      | 17.28                              |
| 39                         | 3                                | 583.05            | 588.90                    | 5.85                               | 600.21                      | 17.16                              | 601.77                      | 18.72                              |

|     |   |         |         |       |         |       |         |       |
|-----|---|---------|---------|-------|---------|-------|---------|-------|
| 40  | 2 | 598.00  | 604.00  | 6.00  | 615.60  | 17.60 | 617.20  | 19.20 |
| 41  | 1 | 612.95  | 619.10  | 6.15  | 630.99  | 18.04 | 632.63  | 19.68 |
| 43  | 4 | 642.85  | 649.30  | 6.45  | 661.77  | 18.92 | 663.49  | 20.64 |
| 176 | 1 | 2631.20 | 2657.60 | 26.40 | 2708.64 | 77.44 | 2715.68 | 84.48 |

#### Category 9 - Rowing boats, canoes etc. for hire

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 2.9%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 3.2%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|---------------------------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|------------------------------------|
| All                        | 191                              | 65.70             | 66.36                     | 0.66                               | 67.61                       | 1.91                               | 67.81                       | 2.11                               |

#### Category 10 - Private motor boats

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 2.9%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 3.2%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|---------------------------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|------------------------------------|
| 5                          | 735                              | 64.25             | 64.90                     | 0.65                               | 66.15                       | 1.90                               | 66.35                       | 2.10                               |
| 6                          | 239                              | 77.10             | 77.88                     | 0.78                               | 79.38                       | 2.28                               | 79.62                       | 2.52                               |
| 7                          | 173                              | 89.95             | 90.86                     | 0.91                               | 92.61                       | 2.66                               | 92.89                       | 2.94                               |
| 8                          | 147                              | 102.80            | 103.84                    | 1.04                               | 105.84                      | 3.04                               | 106.16                      | 3.36                               |
| 9                          | 142                              | 115.65            | 116.82                    | 1.17                               | 119.07                      | 3.42                               | 119.43                      | 3.78                               |
| 10                         | 173                              | 128.50            | 129.80                    | 1.30                               | 132.30                      | 3.80                               | 132.70                      | 4.20                               |
| 11                         | 242                              | 141.35            | 142.78                    | 1.43                               | 145.53                      | 4.18                               | 145.97                      | 4.62                               |
| 12                         | 257                              | 154.20            | 155.76                    | 1.56                               | 158.76                      | 4.56                               | 159.24                      | 5.04                               |
| 13                         | 163                              | 167.05            | 168.74                    | 1.69                               | 171.99                      | 4.94                               | 172.51                      | 5.46                               |
| 14                         | 200                              | 179.90            | 181.72                    | 1.82                               | 185.22                      | 5.32                               | 185.78                      | 5.88                               |
| 15                         | 255                              | 192.75            | 194.70                    | 1.95                               | 198.45                      | 5.70                               | 199.05                      | 6.30                               |
| 16                         | 218                              | 205.60            | 207.68                    | 2.08                               | 211.68                      | 6.08                               | 212.32                      | 6.72                               |
| 17                         | 124                              | 218.45            | 220.66                    | 2.21                               | 224.91                      | 6.46                               | 225.59                      | 7.14                               |
| 18                         | 156                              | 231.30            | 233.64                    | 2.34                               | 238.14                      | 6.84                               | 238.86                      | 7.56                               |
| 19                         | 108                              | 244.15            | 246.62                    | 2.47                               | 251.37                      | 7.22                               | 252.13                      | 7.98                               |
| 20                         | 142                              | 257.00            | 259.60                    | 2.60                               | 264.60                      | 7.60                               | 265.40                      | 8.40                               |
| 21                         | 191                              | 269.85            | 272.58                    | 2.73                               | 277.83                      | 7.98                               | 278.67                      | 8.82                               |
| 22                         | 338                              | 282.70            | 285.56                    | 2.86                               | 291.06                      | 8.36                               | 291.94                      | 9.24                               |
| 23                         | 246                              | 295.55            | 298.54                    | 2.99                               | 304.29                      | 8.74                               | 305.21                      | 9.66                               |
| 24                         | 96                               | 308.40            | 311.52                    | 3.12                               | 317.52                      | 9.12                               | 318.48                      | 10.08                              |
| 25                         | 85                               | 321.25            | 324.50                    | 3.25                               | 330.75                      | 9.50                               | 331.75                      | 10.50                              |
| 26                         | 95                               | 334.10            | 337.48                    | 3.38                               | 343.98                      | 9.88                               | 345.02                      | 10.92                              |
| 27                         | 125                              | 346.95            | 350.46                    | 3.51                               | 357.21                      | 10.26                              | 358.29                      | 11.34                              |
| 28                         | 187                              | 359.80            | 363.44                    | 3.64                               | 370.44                      | 10.64                              | 371.56                      | 11.76                              |

|    |     |         |         |       |         |       |         |       |
|----|-----|---------|---------|-------|---------|-------|---------|-------|
| 29 | 128 | 372.65  | 376.42  | 3.77  | 383.67  | 11.02 | 384.83  | 12.18 |
| 30 | 110 | 385.50  | 389.40  | 3.90  | 396.90  | 11.40 | 398.10  | 12.60 |
| 31 | 90  | 398.35  | 402.38  | 4.03  | 410.13  | 11.78 | 411.37  | 13.02 |
| 32 | 69  | 411.20  | 415.36  | 4.16  | 423.36  | 12.16 | 424.64  | 13.44 |
| 33 | 111 | 424.05  | 428.34  | 4.29  | 436.59  | 12.54 | 437.91  | 13.86 |
| 34 | 97  | 436.90  | 441.32  | 4.42  | 449.82  | 12.92 | 451.18  | 14.28 |
| 35 | 106 | 449.75  | 454.30  | 4.55  | 463.05  | 13.30 | 464.45  | 14.70 |
| 36 | 60  | 462.60  | 467.28  | 4.68  | 476.28  | 13.68 | 477.72  | 15.12 |
| 37 | 93  | 475.45  | 480.26  | 4.81  | 489.51  | 14.06 | 490.99  | 15.54 |
| 38 | 113 | 488.30  | 493.24  | 4.94  | 502.74  | 14.44 | 504.26  | 15.96 |
| 39 | 76  | 501.15  | 506.22  | 5.07  | 515.97  | 14.82 | 517.53  | 16.38 |
| 40 | 67  | 514.00  | 519.20  | 5.20  | 529.20  | 15.20 | 530.80  | 16.80 |
| 41 | 86  | 526.85  | 532.18  | 5.33  | 542.43  | 15.58 | 544.07  | 17.22 |
| 42 | 71  | 539.70  | 545.16  | 5.46  | 555.66  | 15.96 | 557.34  | 17.64 |
| 43 | 37  | 552.55  | 558.14  | 5.59  | 568.89  | 16.34 | 570.61  | 18.06 |
| 44 | 24  | 565.40  | 571.12  | 5.72  | 582.12  | 16.72 | 583.88  | 18.48 |
| 45 | 11  | 578.25  | 584.10  | 5.85  | 595.35  | 17.10 | 597.15  | 18.90 |
| 46 | 61  | 591.10  | 597.08  | 5.98  | 608.58  | 17.48 | 610.42  | 19.32 |
| 47 | 24  | 603.95  | 610.06  | 6.11  | 621.81  | 17.86 | 623.69  | 19.74 |
| 48 | 24  | 616.80  | 623.04  | 6.24  | 635.04  | 18.24 | 636.96  | 20.16 |
| 49 | 22  | 629.65  | 636.02  | 6.37  | 648.27  | 18.62 | 650.23  | 20.58 |
| 50 | 10  | 642.50  | 649.00  | 6.50  | 661.50  | 19.00 | 663.50  | 21.00 |
| 51 | 8   | 655.35  | 661.98  | 6.63  | 674.73  | 19.38 | 676.77  | 21.42 |
| 52 | 16  | 668.20  | 674.96  | 6.76  | 687.96  | 19.76 | 690.04  | 21.84 |
| 53 | 4   | 681.05  | 687.94  | 6.89  | 701.19  | 20.14 | 703.31  | 22.26 |
| 54 | 14  | 693.90  | 700.92  | 7.02  | 714.42  | 20.52 | 716.58  | 22.68 |
| 55 | 11  | 706.75  | 713.90  | 7.15  | 727.65  | 20.90 | 729.85  | 23.10 |
| 56 | 1   | 719.60  | 726.88  | 7.28  | 740.88  | 21.28 | 743.12  | 23.52 |
| 57 | 3   | 732.45  | 739.86  | 7.41  | 754.11  | 21.66 | 756.39  | 23.94 |
| 59 | 1   | 758.15  | 765.82  | 7.67  | 780.57  | 22.42 | 782.93  | 24.78 |
| 60 | 5   | 771.00  | 778.80  | 7.80  | 793.80  | 22.80 | 796.20  | 25.20 |
| 61 | 1   | 783.85  | 791.78  | 7.93  | 807.03  | 23.18 | 809.47  | 25.62 |
| 62 | 3   | 796.70  | 804.76  | 8.06  | 820.26  | 23.56 | 822.74  | 26.04 |
| 63 | 4   | 809.55  | 817.74  | 8.19  | 833.49  | 23.94 | 836.01  | 26.46 |
| 64 | 1   | 822.40  | 830.72  | 8.32  | 846.72  | 24.32 | 849.28  | 26.88 |
| 67 | 1   | 860.95  | 869.66  | 8.71  | 886.41  | 25.46 | 889.09  | 28.14 |
| 69 | 2   | 886.65  | 895.62  | 8.97  | 912.87  | 26.22 | 915.63  | 28.98 |
| 70 | 2   | 899.50  | 908.60  | 9.10  | 926.10  | 26.60 | 928.90  | 29.40 |
| 71 | 1   | 912.35  | 921.58  | 9.23  | 939.33  | 26.98 | 942.17  | 29.82 |
| 72 | 1   | 925.20  | 934.56  | 9.36  | 952.56  | 27.36 | 955.44  | 30.24 |
| 76 | 1   | 976.60  | 986.48  | 9.88  | 1005.48 | 28.88 | 1008.52 | 31.92 |
| 80 | 1   | 1028.00 | 1038.40 | 10.40 | 1058.40 | 30.40 | 1061.60 | 33.60 |
| 84 | 1   | 1079.40 | 1090.32 | 10.92 | 1111.32 | 31.92 | 1114.68 | 35.28 |
| 86 | 2   | 1105.10 | 1116.28 | 11.18 | 1137.78 | 32.68 | 1141.22 | 36.12 |

|     |   |         |         |       |         |       |         |       |
|-----|---|---------|---------|-------|---------|-------|---------|-------|
| 94  | 1 | 1207.90 | 1220.12 | 12.22 | 1243.62 | 35.72 | 1247.38 | 39.48 |
| 96  | 1 | 1233.60 | 1246.08 | 12.48 | 1270.08 | 36.48 | 1273.92 | 40.32 |
| 105 | 2 | 1349.25 | 1362.90 | 13.65 | 1389.15 | 39.90 | 1393.35 | 44.10 |

#### Category 11 - Electric private motor boats

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 2.9%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 3.2%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|---------------------------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|------------------------------------|
| 5                          | 156                              | 50.00             | 50.50                     | 0.50                               | 51.45                       | 1.45                               | 51.60                       | 1.60                               |
| 6                          | 18                               | 60.00             | 60.60                     | 0.60                               | 61.74                       | 1.74                               | 61.92                       | 1.92                               |
| 7                          | 11                               | 70.00             | 70.70                     | 0.70                               | 72.03                       | 2.03                               | 72.24                       | 2.24                               |
| 8                          | 8                                | 80.00             | 80.80                     | 0.80                               | 82.32                       | 2.32                               | 82.56                       | 2.56                               |
| 9                          | 13                               | 90.00             | 90.90                     | 0.90                               | 92.61                       | 2.61                               | 92.88                       | 2.88                               |
| 10                         | 5                                | 100.00            | 101.00                    | 1.00                               | 102.90                      | 2.90                               | 103.20                      | 3.20                               |
| 11                         | 9                                | 110.00            | 111.10                    | 1.10                               | 113.19                      | 3.19                               | 113.52                      | 3.52                               |
| 12                         | 3                                | 120.00            | 121.20                    | 1.20                               | 123.48                      | 3.48                               | 123.84                      | 3.84                               |
| 13                         | 5                                | 130.00            | 131.30                    | 1.30                               | 133.77                      | 3.77                               | 134.16                      | 4.16                               |
| 14                         | 2                                | 140.00            | 141.40                    | 1.40                               | 144.06                      | 4.06                               | 144.48                      | 4.48                               |
| 15                         | 2                                | 150.00            | 151.50                    | 1.50                               | 154.35                      | 4.35                               | 154.80                      | 4.80                               |
| 16                         | 3                                | 160.00            | 161.60                    | 1.60                               | 164.64                      | 4.64                               | 165.12                      | 5.12                               |
| 17                         | 1                                | 170.00            | 171.70                    | 1.70                               | 174.93                      | 4.93                               | 175.44                      | 5.44                               |
| 18                         | 2                                | 180.00            | 181.80                    | 1.80                               | 185.22                      | 5.22                               | 185.76                      | 5.76                               |
| 19                         | 1                                | 190.00            | 191.90                    | 1.90                               | 195.51                      | 5.51                               | 196.08                      | 6.08                               |
| 21                         | 1                                | 210.00            | 212.10                    | 2.10                               | 216.09                      | 6.09                               | 216.72                      | 6.72                               |
| 22                         | 5                                | 220.00            | 222.20                    | 2.20                               | 226.38                      | 6.38                               | 227.04                      | 7.04                               |
| 28                         | 1                                | 280.00            | 282.80                    | 2.80                               | 288.12                      | 8.12                               | 288.96                      | 8.96                               |
| 30                         | 1                                | 300.00            | 303.00                    | 3.00                               | 308.70                      | 8.70                               | 309.60                      | 9.60                               |

| Category 12 - Motorised sailing craft |                                  |                   |                     |                              |                       |                              |                       |                              |
|---------------------------------------|----------------------------------|-------------------|---------------------|------------------------------|-----------------------|------------------------------|-----------------------|------------------------------|
| Size in Meter <sup>2</sup>            | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1% Toll 2018/19 | Difference in cash (£) terms | +c. 2.9% Toll 2018/19 | Difference in cash (£) terms | +c. 3.2% Toll 2018/19 | Difference in cash (£) terms |
| 6                                     | 21                               | 57.00             | 57.60               | 0.60                         | 58.68                 | 1.68                         | 58.86                 | 1.86                         |
| 7                                     | 23                               | 66.50             | 67.20               | 0.70                         | 68.46                 | 1.96                         | 68.67                 | 2.17                         |
| 8                                     | 51                               | 76.00             | 76.80               | 0.80                         | 78.24                 | 2.24                         | 78.48                 | 2.48                         |
| 9                                     | 32                               | 85.50             | 86.40               | 0.90                         | 88.02                 | 2.52                         | 88.29                 | 2.79                         |
| 10                                    | 94                               | 95.00             | 96.00               | 1.00                         | 97.80                 | 2.80                         | 98.10                 | 3.10                         |
| 11                                    | 104                              | 104.50            | 105.60              | 1.10                         | 107.58                | 3.08                         | 107.91                | 3.41                         |
| 12                                    | 107                              | 114.00            | 115.20              | 1.20                         | 117.36                | 3.36                         | 117.72                | 3.72                         |
| 13                                    | 78                               | 123.50            | 124.80              | 1.30                         | 127.14                | 3.64                         | 127.53                | 4.03                         |
| 14                                    | 74                               | 133.00            | 134.40              | 1.40                         | 136.92                | 3.92                         | 137.34                | 4.34                         |
| 15                                    | 67                               | 142.50            | 144.00              | 1.50                         | 146.70                | 4.20                         | 147.15                | 4.65                         |
| 16                                    | 64                               | 152.00            | 153.60              | 1.60                         | 156.48                | 4.48                         | 156.96                | 4.96                         |
| 17                                    | 115                              | 161.50            | 163.20              | 1.70                         | 166.26                | 4.76                         | 166.77                | 5.27                         |
| 18                                    | 63                               | 171.00            | 172.80              | 1.80                         | 176.04                | 5.04                         | 176.58                | 5.58                         |
| 19                                    | 22                               | 180.50            | 182.40              | 1.90                         | 185.82                | 5.32                         | 186.39                | 5.89                         |
| 20                                    | 68                               | 190.00            | 192.00              | 2.00                         | 195.60                | 5.60                         | 196.20                | 6.20                         |
| 21                                    | 40                               | 199.50            | 201.60              | 2.10                         | 205.38                | 5.88                         | 206.01                | 6.51                         |
| 22                                    | 23                               | 209.00            | 211.20              | 2.20                         | 215.16                | 6.16                         | 215.82                | 6.82                         |
| 23                                    | 18                               | 218.50            | 220.80              | 2.30                         | 224.94                | 6.44                         | 225.63                | 7.13                         |
| 24                                    | 4                                | 228.00            | 230.40              | 2.40                         | 234.72                | 6.72                         | 235.44                | 7.44                         |
| 25                                    | 17                               | 237.50            | 240.00              | 2.50                         | 244.50                | 7.00                         | 245.25                | 7.75                         |
| 26                                    | 14                               | 247.00            | 249.60              | 2.60                         | 254.28                | 7.28                         | 255.06                | 8.06                         |
| 27                                    | 6                                | 256.50            | 259.20              | 2.70                         | 264.06                | 7.56                         | 264.87                | 8.37                         |
| 28                                    | 9                                | 266.00            | 268.80              | 2.80                         | 273.84                | 7.84                         | 274.68                | 8.68                         |
| 29                                    | 3                                | 275.50            | 278.40              | 2.90                         | 283.62                | 8.12                         | 284.49                | 8.99                         |
| 30                                    | 3                                | 285.00            | 288.00              | 3.00                         | 293.40                | 8.40                         | 294.30                | 9.30                         |
| 31                                    | 1                                | 294.50            | 297.60              | 3.10                         | 303.18                | 8.68                         | 304.11                | 9.61                         |
| 37                                    | 1                                | 351.50            | 355.20              | 3.70                         | 361.86                | 10.36                        | 362.97                | 11.47                        |

| Category 13 - Private sailing craft |                                  |                   |                     |                              |                       |                              |                       |                              |
|-------------------------------------|----------------------------------|-------------------|---------------------|------------------------------|-----------------------|------------------------------|-----------------------|------------------------------|
| Size in Meter <sup>2</sup>          | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1% Toll 2018/19 | Difference in cash (£) terms | +c. 2.9% Toll 2018/19 | Difference in cash (£) terms | +c. 3.2% Toll 2018/19 | Difference in cash (£) terms |
| 5                                   | 506                              | 40.00             | 40.40               | 0.40                         | 41.20                 | 1.20                         | 41.30                 | 1.30                         |
| 6                                   | 99                               | 48.00             | 48.48               | 0.48                         | 49.44                 | 1.44                         | 49.56                 | 1.56                         |
| 7                                   | 58                               | 56.00             | 56.56               | 0.56                         | 57.68                 | 1.68                         | 57.82                 | 1.82                         |

|    |     |        |        |      |        |       |        |       |
|----|-----|--------|--------|------|--------|-------|--------|-------|
| 8  | 106 | 64.00  | 64.64  | 0.64 | 65.92  | 1.92  | 66.08  | 2.08  |
| 9  | 30  | 72.00  | 72.72  | 0.72 | 74.16  | 2.16  | 74.34  | 2.34  |
| 10 | 44  | 80.00  | 80.80  | 0.80 | 82.40  | 2.40  | 82.60  | 2.60  |
| 11 | 145 | 88.00  | 88.88  | 0.88 | 90.64  | 2.64  | 90.86  | 2.86  |
| 12 | 40  | 96.00  | 96.96  | 0.96 | 98.88  | 2.88  | 99.12  | 3.12  |
| 13 | 5   | 104.00 | 105.04 | 1.04 | 107.12 | 3.12  | 107.38 | 3.38  |
| 14 | 11  | 112.00 | 113.12 | 1.12 | 115.36 | 3.36  | 115.64 | 3.64  |
| 15 | 1   | 120.00 | 121.20 | 1.20 | 123.60 | 3.60  | 123.90 | 3.90  |
| 16 | 3   | 128.00 | 129.28 | 1.28 | 131.84 | 3.84  | 132.16 | 4.16  |
| 17 | 3   | 136.00 | 137.36 | 1.36 | 140.08 | 4.08  | 140.42 | 4.42  |
| 18 | 2   | 144.00 | 145.44 | 1.44 | 148.32 | 4.32  | 148.68 | 4.68  |
| 19 | 1   | 152.00 | 153.52 | 1.52 | 156.56 | 4.56  | 156.94 | 4.94  |
| 21 | 4   | 168.00 | 169.68 | 1.68 | 173.04 | 5.04  | 173.46 | 5.46  |
| 22 | 1   | 176.00 | 177.76 | 1.76 | 181.28 | 5.28  | 181.72 | 5.72  |
| 23 | 2   | 184.00 | 185.84 | 1.84 | 189.52 | 5.52  | 189.98 | 5.98  |
| 24 | 1   | 192.00 | 193.92 | 1.92 | 197.76 | 5.76  | 198.24 | 6.24  |
| 32 | 1   | 256.00 | 258.56 | 2.56 | 263.68 | 7.68  | 264.32 | 8.32  |
| 33 | 1   | 264.00 | 266.64 | 2.64 | 271.92 | 7.92  | 272.58 | 8.58  |
| 38 | 1   | 304.00 | 307.04 | 3.04 | 313.12 | 9.12  | 313.88 | 9.88  |
| 45 | 1   | 360.00 | 363.60 | 3.60 | 370.80 | 10.80 | 371.70 | 11.70 |

#### Category 14 - Private houseboats

| Size in Meter <sup>2</sup> | Number of craft<br>(30 Sep 2017) | Toll 2017/18<br>£ | +c. 1% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 2.9% Toll<br>2018/19 | Difference in cash (£)<br>terms | +c. 3.2% Toll<br>2018/19 | Difference in cash (£)<br>terms |
|----------------------------|----------------------------------|-------------------|------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------|
| 11                         | 2                                | 56.65             | 57.31                  | 0.66                            | 58.30                    | 1.65                            | 58.52                    | 1.87                            |
| 14                         | 1                                | 72.10             | 72.94                  | 0.84                            | 74.20                    | 2.10                            | 74.48                    | 2.38                            |
| 15                         | 2                                | 77.25             | 78.15                  | 0.90                            | 79.50                    | 2.25                            | 79.80                    | 2.55                            |
| 17                         | 3                                | 87.55             | 88.57                  | 1.02                            | 90.10                    | 2.55                            | 90.44                    | 2.89                            |
| 18                         | 2                                | 92.70             | 93.78                  | 1.08                            | 95.40                    | 2.70                            | 95.76                    | 3.06                            |
| 19                         | 3                                | 97.85             | 98.99                  | 1.14                            | 100.70                   | 2.85                            | 101.08                   | 3.23                            |
| 20                         | 2                                | 103.00            | 104.20                 | 1.20                            | 106.00                   | 3.00                            | 106.40                   | 3.40                            |
| 24                         | 1                                | 123.60            | 125.04                 | 1.44                            | 127.20                   | 3.60                            | 127.68                   | 4.08                            |
| 26                         | 2                                | 133.90            | 135.46                 | 1.56                            | 137.80                   | 3.90                            | 138.32                   | 4.42                            |
| 27                         | 1                                | 139.05            | 140.67                 | 1.62                            | 143.10                   | 4.05                            | 143.64                   | 4.59                            |
| 28                         | 1                                | 144.20            | 145.88                 | 1.68                            | 148.40                   | 4.20                            | 148.96                   | 4.76                            |
| 31                         | 1                                | 159.65            | 161.51                 | 1.86                            | 164.30                   | 4.65                            | 164.92                   | 5.27                            |
| 33                         | 2                                | 169.95            | 171.93                 | 1.98                            | 174.90                   | 4.95                            | 175.56                   | 5.61                            |
| 35                         | 2                                | 180.25            | 182.35                 | 2.10                            | 185.50                   | 5.25                            | 186.20                   | 5.95                            |
| 36                         | 2                                | 185.40            | 187.56                 | 2.16                            | 190.80                   | 5.40                            | 191.52                   | 6.12                            |
| 38                         | 2                                | 195.70            | 197.98                 | 2.28                            | 201.40                   | 5.70                            | 202.16                   | 6.46                            |
| 40                         | 1                                | 206.00            | 208.40                 | 2.40                            | 212.00                   | 6.00                            | 212.80                   | 6.80                            |

|     |   |        |        |      |        |       |        |       |
|-----|---|--------|--------|------|--------|-------|--------|-------|
| 41  | 1 | 211.15 | 213.61 | 2.46 | 217.30 | 6.15  | 218.12 | 6.97  |
| 42  | 1 | 216.30 | 218.82 | 2.52 | 222.60 | 6.30  | 223.44 | 7.14  |
| 43  | 1 | 221.45 | 224.03 | 2.58 | 227.90 | 6.45  | 228.76 | 7.31  |
| 44  | 1 | 226.60 | 229.24 | 2.64 | 233.20 | 6.60  | 234.08 | 7.48  |
| 45  | 1 | 231.75 | 234.45 | 2.70 | 238.50 | 6.75  | 239.40 | 7.65  |
| 46  | 1 | 236.90 | 239.66 | 2.76 | 243.80 | 6.90  | 244.72 | 7.82  |
| 48  | 2 | 247.20 | 250.08 | 2.88 | 254.40 | 7.20  | 255.36 | 8.16  |
| 49  | 2 | 252.35 | 255.29 | 2.94 | 259.70 | 7.35  | 260.68 | 8.33  |
| 50  | 1 | 257.50 | 260.50 | 3.00 | 265.00 | 7.50  | 266.00 | 8.50  |
| 61  | 1 | 314.15 | 317.81 | 3.66 | 323.30 | 9.15  | 324.52 | 10.37 |
| 62  | 1 | 319.30 | 323.02 | 3.72 | 328.60 | 9.30  | 329.84 | 10.54 |
| 75  | 1 | 386.25 | 390.75 | 4.50 | 397.50 | 11.25 | 399.00 | 12.75 |
| 110 | 1 | 566.50 | 573.10 | 6.60 | 583.00 | 16.50 | 585.20 | 18.70 |

**Category 15 - Private rowing boats, canoes etc.**

| Size in<br>Meter <sup>2</sup> | Number<br>of craft<br>(30 Sep 2017) | Toll<br>2017/18<br>£ | +c. 1%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 2.9%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms | +c. 3.2%<br>Toll<br>2018/19 | Difference<br>in cash (£)<br>terms |
|-------------------------------|-------------------------------------|----------------------|---------------------------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|------------------------------------|
| All                           | 1477                                | 32.85                | 33.18                     | 0.33                               | 33.81                       | 0.96                               | 33.91                       | 1.06                               |



**Strategic Direction: Updates on Broads Plan,  
guiding strategies and BA strategic priorities**

Report by Chief Executive

**Summary:** This report sets out progress in implementing the Broads Plan and the Authority's Strategic Priorities for 2017/18. It also provides a status report on the Authority's guiding strategies.

**Recommendation:** That the progress updates are noted.

**1 Progress on the Broads Plan**

- 1.1 The Broads Plan is the key partnership strategy for the Broads. It is reviewed and updated regularly, and the current plan was adopted in March 2017. The Broads Authority publishes a progress report every six months highlighting action by the Authority and its partners to implement the Plan. The update for April to October 2017 is at Appendix 1.

**2 Progress on Strategic Priorities 2017/18**

- 2.1 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 priorities help us target resources and make the most of partnership working and external funding opportunities. An update on the Strategic Priorities for 2017/18 is at Appendix 2.

**3 Status of guiding strategies**

- 3.1 Sitting under the high-level Broads Plan are detailed guiding strategies, generally short-term and focused on a single theme or area. Appendix 3 shows the status of those guiding strategies where the Authority has a key role.

Background papers: None

Author: John Packman, Maria Conti

Date of report: 9 November 2017

Broads Plan objectives: All

Appendices: APPENDIX 1: Broads Plan 6-month update (newsletter)  
APPENDIX 2: BA Strategic Priorities 2017/18 update  
APPENDIX 3: BA guiding strategies status update

6-monthly newsletter highlighting action by the Broads Authority and its partners to implement the Broads Plan

**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

**1.1** Promote and implement best practice water capture and water use measures at a community level, and support a whole farm water management approach across the Broadland Rivers Catchment

- Water Sensitive Farming projects: 100+ stakeholders engaged in land use improvement events, 3 management plans in place, and 9 silt traps installed.
- Anglian Water 'Every Drop Counts' campaign 2016: 7,794 households saving on average 20.5 litres a year and 81 businesses a total of 10.9 million litres a year. AW has reduced water mains leakage to record low levels (half the national average).
- Essex & Suffolk Water has reduced leakage by 32% since 1995. It installed around 14,000 domestic and non-household meters in 2016/17 including to all new properties, and 60.5% of households and 91.3% non-households in their region are now metered.

**1.2** Promote and implement catchment measures to manage water resources and respond to periods of water shortage and scarcity (incl. abstraction controls, water transfer and trading, infrastructure improvements)

- Broadland Rivers Catchment and Broads Biodiversity partners looking at potential to increase connectivity between rivers and adjoining wetlands, using field mapping to identify barriers and possible trial sites.
- No water shortage or drought measures implemented in this period.



Photo: Wonder Wheel in action

- BA responded to two Environment Agency consultations for water abstractions and is in discussions with abstractor on multiple benefit use of water from Whitlingham Broad.

**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

- Initial trials completed for PhD research project on Broads flood risk modelling.
- Broads Climate Partnership steering 'Broadland Futures Initiative' to consider medium to long term flood risk management. Strategy and engagement/communications plan being written, with decision making framework to involve democratically elected members.

**1.4** Investigate, plan and promote schemes to hold back or divert flood water, moving from retrospective to proactive approaches

- New high-resolution turbidity probes in place to monitor effectiveness of three Sustainable Drainage Systems settling ponds, constructed in Wensum catchment to capture road run-off. Sediment accumulation rates and nutrient content of trapped sediment also being monitored to determine mass of nitrogen, phosphorus and soil being prevented from entering the river.

**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

**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

- Natural England's Hoveton Great Broad project in second year of sediment removal to restore 37 hectare lake.
- Essex & Suffolk Water mud pumping projects completed at Filby Broad and Ormesby Broad.
- Funding secured for CANAPE project (Creating A New Approach to Peatland Ecosystems) to complete reedswamp restoration as part of Hickling Vision.
- Fish surveys completed for biomanipulation of Sotshole Broad, and methodology and licencing being developed.

**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

- Anglian Water 'Pesticide Amnesty' (Nov-Feb 2016/17) in Wensum catchment collected c.1.2t of agricultural chemicals. £2.5m First Time Sewerage Scheme (s101a) completed at Repps with Bastwick for c.100 properties.
- Investment underway by Anglian Water to meet tighter environmental standards at water recycling centres. Permits for ammonia and phosphorus reduced to improve watercourses, including rivers Yare and Waveney.
- Catchment Sensitive Farming outreach delivered to 12% of holdings in Waveney. 79% of catchment area now engaged in last 10 years of CSF.
- 'Wonder Wheel' purchased and trialled (Water Sensitive Farming project) to shape soil in tractor wheelings and reduce water, soil and nutrient run off. Farming workshop held in April, looking at reducing water usage and run-off in potatoes. (Also see action 1.1)

**2.3** Maintain and enhance existing areas of priority fen, reed bed, grazing marsh and wet woodland through site management agreements/ prescriptions and support services to site managers

- Additional fen sites, including Buckenham Fen, under management with Softrack machinery.
- Broads Landscape Partnership Scheme (Water, Mills and Marshes) delivery phase funded and will begin Jan 2018, including Programme 5 (Natural Landscapes) projects.
- Broads Land Management Advice service being provided by conservation partners.
- Norfolk Wildlife Trust successful in bid for Biffa Award funding for habitat restoration at Catfield Fen.
- 42ha wetland creation site at Potter Heigham having productive year for duck and wader species, including successful breeding of pair of rare black-winged stilts.

**2.4** Define, implement and monitor management regimes for priority species and invasive non-native species

- Broads mink management programme ongoing. Research shows number of mink trapped in Norfolk in 2016 down 33% from previous year, particularly in Bure catchment. Control programmes ongoing for floating pennywort in Waveney, parrot's feather and New Zealand pygmyweed in Ant, and through other NNNSI regimes.
- Monitoring showing good year for swallowtail butterflies, fen raft spider at Cantley and fen orchid at Sutton.
- Successful research trials by UEA/John Innes Centre showing that, at controlled concentrations, hydrogen peroxide (H<sub>2</sub>O<sub>2</sub>) is deadly to *Prymnesium parvum* algae.

**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

- 4 additional fen sites under BA management contracts.
- SWT's campaign to purchase land flanking Carlton and Oulton Marshes nature reserve, to create 1000 acres of mixed wetland habitats, now raised £750k of its £1m target. NWT's land purchase in Upper Thurne also expanding area managed for wildlife and people.
- Norfolk Green Infrastructure Ecosystem Services Mapping produced by Norfolk County Council and Environment Systems, with a toolkit available to organisations carrying out environmental improvement works.

**2.6** Improve partnership coordination and communication of Broads biodiversity monitoring and research efforts, linked to national biodiversity network

- [2-day Fen Research workshop](#) in June agreed research priorities and partnership action, to be led by Broads Biodiversity Partnership.
- Scientific paper written on 'Response of submerged macrophyte communities to external and internal restoration measures in temperate shallow lakes' for submission to Front. Plant Sci (Sept '17).
- [UK Natural Environment Research Council \(NERC\) Hydroscape project work ongoing](#).
- Conservation evidence collated for project on managing peatland habitats (Cambridge University) to feed into [www.conservationevidence.com](http://www.conservationevidence.com).

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

**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

- To end Sept 2017: 28,490m<sup>3</sup> of dredged sediment removed from prioritised sites (54% of BA programmed annual target) and winter dredging programme activated. Detailed BA dredging reports, and summary of hydrographic survey analysis, available at [www.broads-authority.gov.uk/broads-authority/committees/navigation-committee](http://www.broads-authority.gov.uk/broads-authority/committees/navigation-committee)



Photo: Plant cutting in navigation channels

### 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

- 4-year European funded CANAPE project launched. 14 partners from 5 countries will develop research and practical works to protect peatlands.

BA projects involve completion of Hickling Vision, including island recreation and large scale dredging and deposition. [Also see action 2.2 on reducing run-off]



Photo: CANAPE partners

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

#### 4.1 Maintain existing navigation water space and develop appropriate opportunities to expand or extend access for various types of craft

- BA in discussions with Network Rail on preferred options for managing Trowse swing bridge. NR wish to undertake feasibility study but funding of £4-5m not yet secured.

#### 4.2 Carry out appropriate aquatic plant cutting and tree and scrub management programmes and seek resources to increase operational targets

- BA 5-year priority mapping exercise for riverside tree and scrub management carried out. Around 4000m of riverbank identified and work underway.
- BA annual programme of aquatic plant cutting within navigation channels underway in line with agreed criteria, and monitoring of stonewort cutting trials in Hickling Broad ongoing.
- Detailed reports available at: [www.broads-authority.gov.uk/broads-authority/committees/navigation-committee](http://www.broads-authority.gov.uk/broads-authority/committees/navigation-committee)

#### 4.3 Implement, promote and monitor measures to maintain and improve safety and security for the navigation and boats

- Updated conditions agreed for commercial paddling scheme. AINA/MCA/BMF Hire Boat Code updated and awaiting final release for national consultation.

- BA boat test area management arrangements reviewed and no changes made.
- Working group of BA, Broads Beat and boating interests addressing issue of anti-social behaviour on waterways. Agreed actions include expanding Super Safety days programme, encouraging limiting maximum speed of hire day boats, mobile speed signs, intelligence sharing on incidents, and possibly increasing Ranger/Broads Beat presence in evenings.

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

#### 5.1 Implement measures to protect, conserve and enhance the distinctive landscape character and historic assets of the Broads

- Successful 2nd round application to HLF for Broads Landscape Partnership Scheme (Water, Mills and Marshes) and delivery phase to begin 1 Jan 2018. Detailed schedules of work produced for all 12 mills in scheme.
- BA preparing draft management plans for assets at risk as part of 5-yearly heritage at risk survey.
- Toad Hole Cottage visitor centre (How Hill) completely rethatched using local reed, and [project video](#) produced.

#### 5.2 Produce, update and promote local landscape conservation action plans, appraisals and enhancement schemes

- Somerton Conservation Area reappraisal prepared and published for consultation.
- Draft video animations in production, explaining the main landscape character types in the Broads.

#### 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)

- BA and Historic England working to clarify status of Broads as an area of exceptional potential for waterlogged archaeology. BA reviewing service level agreements with county archaeology services.
- Broads Hidden Heritage projects to be implemented through Broads Landscape Partnership Scheme (Water, Mills and Marshes) from January 2018.
- Detailed laser scanning of 12 mills being carried out as part of Broads LPS, to inform targeted management plans.

#### 5.4 Implement and promote measures to conserve and enhance local geodiversity sites and assets across identified work areas in Norfolk Geodiversity Action Plan

- No funding resources available to pursue County Geodiversity Site designation.



- Geodiversity interpretation projects included in Broads Landscape Partnership Scheme, starting in Jan 2018.

#### 5.5 Expand the longer-term resource of land management and heritage construction and maintenance skills training and qualifications

- Successful 2nd round application to HLF for Broads Landscape Partnership Scheme (Water, Mills and Marshes) and delivery phase to begin 1 Jan 2018, including heritage skills training and restoration works.

#### 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

- BA progressing schemes with UK Power Networks and National Undergrounding Wires Steering Group:
- Share Marshes completed in July.
- Stage 2 approval - UKPN ready to deliver: Cantley (awaiting additional design work by UKPN), Ludham Marshes (stalled on landowner permission), Potter Heigham and Repps (UKPN gaining wayleaves to deliver 2018).
- Stage 1 approval: Beccles Marshes and South Walsham Marshes awaiting 2nd stage application from BA to Steering Group, planned 2018.



Photo: Two of the mills earmarked for restoration work through the Broads Landscape Partnership Scheme

**Aspiration 6** Provide opportunities for distinctive recreational experiences in harmony with the special qualities of the area

#### 6.1 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

- New BA moorings opened at Berney Mill and Rockland Short Dyke and BA purchased Acle Bridge moorings (620 metres). Canoe launch pontoon installed at Ranworth Staithe.
- Draft River Wensum Strategy consulted on and due for adoption early 2018.

#### 6.2 Implement measures to improve the network provision of riverside facilities, incl. refuse and recycling services, electric power points, water and pump out

- Updated electric charging point meters rolled out at BA 24-hour moorings and yacht stations, allowing use of new reusable top-up cards and bringing charging system under best practice audit guidelines.
- BA providing additional waste facility at newly acquired Acle Bridge moorings, and Broads facilities map updated.

#### 6.3 Maintain, develop and promote a coordinated and year-round programme of activities (taking measures to prevent any adverse environmental impacts)

- BA annual events programmes completed, including Broads Outdoors Festival, Broads Village at Royal Norfolk Show, presence at Great Yarmouth Maritime Festival, Norwich Science Festival.
- Make Great Memories in England's National Parks awarded £1m funding from Discover England Fund to create unique visitor experiences for German and Australian markets. Branding tender process commenced.
- Broads Landscape Partnership Scheme (Water, Mills and Marshes) delivery phase to begin 1 Jan 2018, including multiple recreation projects.

#### 6.4 Implement Broads Angling Strategy action plan through partnership working and securing of additional resources

- Policy included in draft River Wensum Strategy that angling access and fish habitat will be enhanced at appropriate locations along the River Wensum.

**Aspiration 7** Strengthen and promote key messages and tourism offer in keeping with the area's status, special qualities, history and traditions

#### 7.1 Develop integrated, multimedia communications to boost local community and visitor awareness and appreciation of the special qualities of the Broads National Park

- [www.visitthebroads.co.uk](http://www.visitthebroads.co.uk) upgraded with additional content via 'blog' page, inspiration features, enhanced search functionality and improved category listings.
- Promotional media coverage on Broads National Park included Visit Norfolk TV advertising campaign, BBC/local press features on Water, Mills and Marshes programmes, and a feature on Channel 4's Great Canal Journeys.
- Broads National Park branding materials in production for installations at Norwich Airport, selected railway stations, and for Broads National Park village identification signs.
- Broads Landscape Partnership Scheme (Water, Mills and Marshes) delivery phase to begin 1 Jan 2018, including projects under Programme 1: Interpreting the Landscape.

## 7.2 Maintain and upgrade the range and provision of multimedia and 'point of need' visitor information and interpretation

- Improvement plans being written for interpretation and signage at Whitlingham Country Park and How Hill, following site audits.

## 7.3 Implement industry-based measures to strengthen the quality and distinctiveness of the Broads tourism offer, including careers and skills training

- Whitlingham Country Park website improved. BA taking on responsibility for replying to TripAdvisor comments.
- Broads Tourism has introduced subsidised Welcome Host/Aboard training for members.

**Aspiration 8** Support development growth within and adjacent to the Broads, while avoiding adverse impacts on the area's special qualities

## 8.1 Update and adopt Broads spatial planning policies and site specific allocations to support local business, housing need, community facilities and transport choices, and to ensure development occurs within environmental limits

- Publication version of Broads Local Plan out to public consultation to 5 January 2018.

## 8.2 Develop comprehensive approach to enhancing sites that are strategically important for their heritage or green infrastructure value

- Whitlingham Charitable Trust developing strategy for external funding to support plan of action by 2018.



Photo: BA volunteers willow harvesting

**Aspiration 9** Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment

## 9.1 Widen the range of active and entry level/ taster initiatives that promote physical and mental health and wellbeing, based in the Broads natural environment

- BA and Active Norfolk in discussions to set up canoeing and paddle boarding taster sessions.
- Broads Landscape Partnership Scheme (Water, Mills and Marshes) delivery phase to begin 1 Jan 2018, including accessible 'try it out' recreational activities.
- New research completed on effects of volunteering in nature on people's mental health (University of Essex for The Wildlife Trusts). Findings show mental wellbeing of 69% of participants improved after just six weeks.

## 9.2 Offer a flexible range of practical volunteering programmes, events and training, and establish a longer-term succession strategy

- BA volunteer training reviewed, syllabus compiled for each volunteer role, and new modular training plans being written, with guidance for each training module.
- Next round of BA volunteer recruitment due in early 2018 and new role of Site Specific Volunteer at Whitlingham Country Park continues to expand.



Photo: Millwright repairing floor joists

## 9.3 Increase the scope for partnership fundraising and other income generation initiatives to support Broads-themed projects

- Broads Landscape Partnership Scheme (Water, Mills and Marshes): 2nd round HLF application approved and delivery phase to begin 1 Jan 2018. £4M awarded for 55 projects delivered by 38 scheme partners.
- CANAPE (Creating A New Approach to Peatland Ecosystems): BA to receive 700,000 euros from European Regional Development Fund to deliver Hickling Vision and healthy peatlands in the Broads. The full project is worth 5.5 million euros.
- Make Great Memories in England's National Parks: £1M+£400k match funding from Discover England Fund National Parks Partnerships: 5-year partnership agreement to make Columbia Sportswear the official outfitter for National Park staff
- BA preparing external funding strategy to build on success of CANAPE and Broads LPS bids.
- Training given to smaller charitable trusts in the Broads on strategic approaches to fundraising.

#### 9.4 Improve the capacity of the Broads Environmental Education Network (BEEN) to develop and run educational programmes and events for local schoolchildren

- Broads Landscape Partnership Scheme (Water, Mills and Marshes) delivery phase to begin 1 Jan 2018, including multiple education and outreach projects.
- Broads Trust leading HLF bid for funding to produce educational materials on wherries.
- Draft Broads Curriculum summary and framework documents prepared. Schools activities implemented, including Short Stay School for Norfolk (Engage Trust), River Wensum project and BA Young Rangers.
- 'Rooted in Nature' mindfulness sessions for adults set up at Whitlingham Country Park.



#### 9.5 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

- BA taken on 3 operations apprentices and 3 UEA interns.
- Broads Landscape Partnership Scheme (Water, Mills and Marshes) delivery phase to begin 1 Jan 2018 including youth learning and future skills projects.
- Two 6-day youth programmes of outdoor learning, two John Muir Discovery awards and nine John Muir Explorer awards delivered. BA provided total of 115 days of work experience for high school students aged 15-18.

#### Aspiration 10 Build the awareness and adaptive capacity of local communities to the challenges of climate change and sea level rise

##### 10.1 Develop and promote tailored 'climate-smart' mitigation and adaptation measures, guidance and support to local communities

- BA, EA, Norwich City Council and emergency response bodies ran public information session at Norwich Riverside on increasing risk from flooding.
- New suite of stories on Broads' climate and sustainability issues trialled at 3 events, and now part of wider interpretation of the Broads past, present and future, on offer to local groups and societies from October 2017.

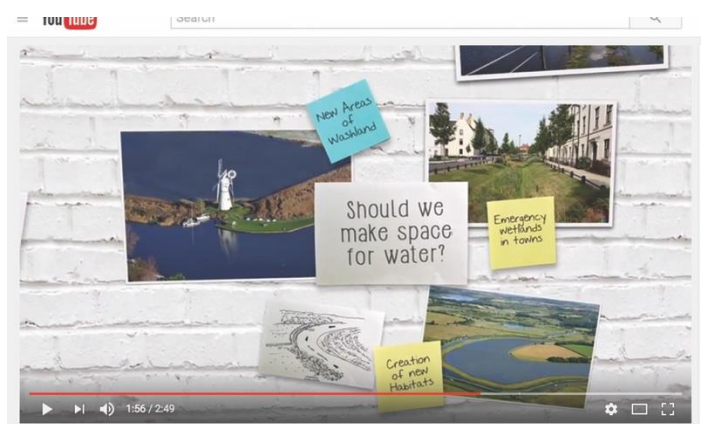


Photo: Still from [Broads Future](#), a short video raising issues around flood risk management in the Broads.

##### 10.2 Commission and coordinate research to inform management approaches to decrease carbon emissions and increase carbon sequestration in the Broads

- BA supporting universities partnership bid for Natural Environmental Research Council (NERC) funding to study sustainable blue-green management of peat and water through agriculture.
- Scoping ideas submitted to National Parks Partnership on model of external investment for carbon (peatland) management in the Broads.

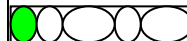
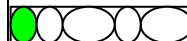


Website: [www.broads-authority.gov.uk/broads-authority/how-we-work/strategy](http://www.broads-authority.gov.uk/broads-authority/how-we-work/strategy)

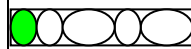
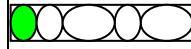
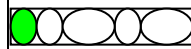
Email: [broadsplan@broads-authority.gov.uk](mailto:broadsplan@broads-authority.gov.uk)

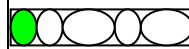


## APPENDIX 2

| Broads Authority strategic priorities 2017/18 |   |   |  |   |               |
|---|---|---|--|---|---------------|
|   | Project                                 | Aim and milestones  | Updates  | Status  | Contact       |
| 1   | <b>Integrated flood risk management</b> | <p><u>Aim: Profile raised on urgency to develop an integrated approach to flood risk management (Broads and coast).</u></p> <ul style="list-style-type: none"> <li>Engage with stakeholders to help define the next stages of the initiative - by end 2017</li> <li>Create framework for gathering relevant information on key potential actions - by end March 2018</li> </ul>   | <p>Draft ideas on communication and engagement will be reviewed by the Broads Climate Partnership on 17 Nov to agree an action framework.</p> <p>Work on ways to raise public awareness on climate and flood risk issues is ongoing.</p>   |  | Simon Hooton  |
| 2   | <b>Catchment management</b>             | <p><u>Aim: Facilitated working with farmers and others on catchment management and on the future of agri-environment schemes post-Brexit.</u></p> <ul style="list-style-type: none"> <li>Implement small scale local interventions to reduce soil and nutrient loss from fields</li> <li>Meet with farmers to gauge interest in tailored Broads solution for agri-environment payments post-Brexit - Feb 2017 and as necessary</li> </ul> | <p>A 'Farm methods and machinery' event on 15 Nov will host some of the most respected speakers in UK farming, discussing sustainable agriculture with more than 40 farmers and advisers from the Broadland River Catchment.</p> <p>Six demonstration silt traps have been installed in the lower Wensum catchment with WWF/Coca-Cola freshwater partnership funding. Norfolk FWAG is visiting sites to further promote its support to the farming community.</p> <p>A number of retailers have pledged continued financial support to catchment based Water Sensitive Farming from 2018 onwards.</p> <p>The <a href="#">Broadland Catchment Partnership newsletters</a> are published on the Authority's website.</p> |  | Neil Punchard |



|   |  |  |  |   |                |
|---|--|--|--|---|----------------|
| 3 | <b>Broads Landscape Partnership Scheme (LPS)</b> | <p><u>Aim: Successful LPS project delivery.</u></p> <ul style="list-style-type: none"> <li>• Submit Landscape Conservation Action Plan and second stage HLF application by May 2017. Decision expected Nov 2017.</li> <li>• Start project delivery from 1 Jan 2018</li> </ul>  | <p>The second round application to the HLF was successful. The Broads Landscape Partnership Scheme (Water, Mills and Marshes) five-year delivery phase will begin on 1 Jan 2018.</p> <p>The £4.5m programme involves 55 partner organisations delivering 38 projects focusing on the people, communities and heritage of the Broads drained marsh landscape.</p>   |  | Will Burchnall |
| 4 | <b>Hickling Broad Enhancement Project</b>        | <p><u>Aim: Hickling Vision implemented.</u></p> <ul style="list-style-type: none"> <li>• Construction work: Next phase priority dredging from navigation channel and land spreading to adjacent land</li> <li>• Win additional resources for delivery – in particular, CANAPE bid (decision expected Jun 2017)</li> <li>• If bid successful, start CANAPE implementation – Jan 2018</li> </ul> | <p>The Hickling Vision is progressing. Following the successful infilling of the bunded area at Churchill Bay with sediment from the main channel, reed and mace has been planted. The goose guard remains in place at Studio Bay, and aerial photography is showing that reed growth is colonising the protected area.</p> <p>With the CANAPE funding secured, the Authority is developing the large-scale project for Hickling to recreate the reed swamp in Area F. At this initial design stage we are discussing plans, issues and potential outcomes with partners and statutory consultees.</p> |  | Dan Hoare      |
| 5 | <b>External funding</b>                          | <p><u>Aim: Medium-term strategy in place for external funding and commercial opportunities to support Broads Plan implementation.</u></p> <ul style="list-style-type: none"> <li>• Draft external funding strategy to BA - Nov 2017</li> </ul>   | <p>An initial meeting of the Reference Group has been held highlighting the need for external funding to be led by the actions in the Broads Plan.</p>   |  | Simon Hooton   |

|   |   |   |  |   |           |
|---|---|---|--|---|-----------|
| 6 | <b>Marketing, promotion and media relations</b> | <p><u>Aim: Raised profile, awareness and reputation of Broads National Park and Broads Authority</u> including through:</p> <ul style="list-style-type: none"> <li>• Proactive media around BA successes</li> <li>• Proactive digital communications</li> <li>• Presence at Norfolk Show</li> <li>• Signage strategy</li> </ul> | <p><a href="http://www.visitthebroads.co.uk">www.visitthebroads.co.uk</a> upgraded with additional content via 'blog' page, inspiration features, and improved search and category listings. Whitlingham Country Park website improved.</p> <p>Recent promotional media coverage on the Broads National Park includes a Visit Norfolk TV advertising campaign, BBC local press features on the Water, Mills and Marshes project, and a feature on Channel 4's Great Canal Journeys.</p> <p>Branding materials are in development for installations at Norwich airport and railways stations, and for village identification signage. Improvement works are in progress for interpretation signage at Whitlingham and How Hill.</p> <p>BA annual events programme ongoing, including successful presence at Norwich Science Festival.</p> |  | Rob Leigh |
|---|---|---|--|---|-----------|

## APPENDIX 3

### Guiding strategies: Status update

The Broads Plan is the partnership strategy that sets the long-term vision and key objectives for the Broads. Under this are more detailed guiding strategies, generally focusing on a single theme and covering a shorter-term period. This table shows those strategies where the Broads Authority has a key role, and we report on their status in May and November each year. At the same time we publish an update on the implementation of the Broads Plan. We also report on a small set of annual strategic priorities (high resource or significant projects for the Authority) at each Authority meeting.

| Guiding strategy                       | Scope  | BA lead officer                                  | Strategy lead   | Status at Nov 2017   |
|--|--|--|---|--|
| Broads Local Plan                      | Spatial planning policy.<br>Used in determining planning applications within the Broads Executive Area.  | Planning Policy Officer<br>(Natalie Beal)        | Broads Authority  | Under review.<br>Plan due for adoption in 2018; plan period to 2036. Current policies in place until new plan adopted. |
| Broads Biodiversity and Water Strategy | Implementing the National Biodiversity 2020 Strategy within the Broads.                                  | Senior Ecologist<br>(Andrea Kelly)               | Broads Conservation Partnership/Broads Biodiversity Group | Adopted 2013 and 5-year action plan in place.<br>Review date: 2018   |
| Broadland Rivers Catchment Plan        | Managing water quality and quantity across the Broadland Rivers Catchment.                               | Catchment Partnership Officer<br>(Neil Punchard) | Broadland Catchment Partnership                           | Adopted 2014 and action plan under ongoing review.   |
| Broads Climate Adaptation Plan         | 'Climate-smart' planning and adaptation, including flood risk management, for the Broads and wider area. | Head of Strategy & Projects<br>(Simon Hooton)    | Broads Climate Partnership                                | Adopted 2016.<br>Linked plans in preparation (e.g. Integrated Flood Risk Management Approach)                          |
| Education Strategy for the Broads      | Formal environmental education and wider outreach in the Broads.   | Education Officer<br>(Nick Sanderson)            | Broads Environmental Education Network                    | Adopted 2017 and 5-year action plan in place.<br>Review date: 2022   |

| Guiding strategy                                 | Scope  | BA lead officer                                       | Strategy lead             | Status at Nov 2017   |
|--|--|---|---------------------------|--|
| Integrated Access Strategy for the Broads        | Improving access facilities and links to and between land and water in the Broads, and wider access around the area. | Senior Waterways & Recreation Officer (Adrian Clarke) | Broads Local Access Forum | Adopted 2013 and rolling 3-year action plan in place.<br>Review date: 2018 |
| Tourism Strategy and Destination Management Plan | Promoting and managing tourism within the Broads and wider 'area of tourism influence'                               | Head of Communications (Rob Leigh)                    | Broads Tourism            | Adopted 2016 and 5-year action plan in place.<br>Review date: 2020         |
| Volunteer Strategy for the Broads                | Promotion, recruitment, training and administration of the Authority's Volunteer Service                             | Volunteer Coordinator (Beth Williams)                 | Broads Authority          | Adopted 2017 and 5-year action plan underway.<br>Review date: 2022         |
| BA Financial Strategy                            | Managing the use of the Broads Authority's financial resources.  | Chief Financial Officer (Emma Krelle)                 | Broads Authority          | 3-year rolling strategy, adopted annually in January.                      |
| BA Business Plan                                 | Annual overview of the Broads Authority's planned activities.  | Management Team (ref. Emma Krelle)                    | Broads Authority          | 3-year rolling strategy, adopted annually in January.                      |

**External Funding Strategy**  
Report by Head of Strategy and Projects

|                        |   |
|------------------------|---|
| <b>Summary:</b>        | This report updates Members on the recent progress made in developing an approach to securing more funding and support from external sources. |
| <b>Recommendation:</b> | Members are invited to consider the recommendations in paragraph 3.2.   |

## **1 Background**

- 1.1 Following discussion at the Broads Authority about a strategic approach to seeking external funding to support the implementation of the Broads Plan objectives, it was agreed to use the skills of three Members to consider possible ways forward. An initial assessment of the situation was led by the Head of Strategy and Projects to identify the relevant funding sources, pathways and barriers to get an overview of options. This information was shared with the Management Team and then with the three Members who reflected on the information gathered and provided some clear thoughts on the way forward. This report presents their thinking and gives some recommendations for the next steps.

## **2 Ten strategic elements**

- 2.1 The following points were agreed as a foundation for the strategic approach:
1. There has been a significant drop in funding for management of the Broads. The Broads Authority's National Park grant has reduced by about £1million per annum since 2011. A similar proportional drop is reflected in the expenditure of public agencies and local authorities in the area. The proposed policy move to increase contributions from private sources has not kept up with this decline due to a lack of effective methods to attract and invest such contributions. New mechanisms such as Community Infrastructure Levy and carbon off-setting are coming on stream along with sponsorship opportunities but the levels of investment achieved are significantly lower. A new approach to attracting external funds is therefore well over-due.
  2. There are a multitude of ideas on where to spend finance within any geographic area and the Broads is no exception. To help determine current priorities, the Broads Plan should be used as the guiding assessment of need. This partnership document, with its latest iteration recently published, draws together the considered priorities for the coming 5 years. As it has been subject to public consultation to gauge a range of views there is general acceptance that the objectives set in the Plan

provide an appropriate framework for current priorities. The Broads plan has been constructed with an emphasis on identifying the needs of users and linking this to the benefits that will be generated. Users may well realise benefits that cross-over between the themes within the document. Therefore packages for funding bids could be pulled together in a variety of ways.

3. There are many organisations actively seeking to progress the Broads Plan objectives and working in partnership is likely to be a vital part of accessing new resources. In simple terms a grant giver may be a new partner. However there will be many routes to additional funds and often the implementation of the change may be best done by other organisations or be done together. Some organisations could see the Broads Authority seeking external funds as competition. Developing an open approach to partnership working where the best relevant bodies utilise external funds to meet Broads Plan objectives is likely to gain the largest investment in desired change.
4. Even with a clear set of priorities, it is not always easy to keep continual momentum towards desired outcomes. Therefore it is likely to be important that a variety of ideas and projects are worked on. At times this may mean semi-worked up funding ideas will have to be put on hold awaiting the right set of conditions to progress. [For example, as the Broads Authority owns very little land, there may well be times when a project will rely on a third party decision before it can progress. The timing constraints of others may therefore become key.] This is best tackled by the concept of a 'pipeline of projects' – working on a number of ideas for projects and external funding opportunities at the same time progressing those where the necessary planning steps are falling into place.
5. Any one good idea to meet a priority outcome may have a number of routes to fulfilment. Funding bodies may prefer seeing large ideas being progressed under one umbrella [e.g. the Water Mills and Marshes Landscape Partnership Scheme, or EU Interreg funding] allowing significant funds to be committed. However, other funding sources dealing with relatively small amounts may also allow great progress with a range of small or medium grants also providing great outcomes. The Authority should be ready to explore many suitable sources of funding and consider pursuing single and multiple project outcomes. It is recognised that this should avoid the activities better suited to the National Parks Partnership with the Authority supporting their approaches wherever it can.
6. The Authority has already made use of many successful funding routes – from Interreg projects to submitting schemes to underground low level electric power-lines [where around £4m has been invested or allocated since the start in 2005]. There is already a level of knowledge and expertise, in staff and Members, to tap into and this is not therefore new territory but more an explanation of priorities to help give a clear message to potential funding bodies where common action can make a difference. Further specialist skills maybe needed at some point.

7. The development of clear programmes and projects that can be submitted for external funding requires a level of resource. At present the level of staff [and Member] resources directed at this is very small. For a successful programme of external funding there needs to be a clear vision backed up with sufficient initial resources. Often this will be best drawn together under a clear vision or statement of intent. To provide this level of resourcing may require a change in staffing levels or allocated resources to expertise with knock-on choices about other priorities. An investment early on in seeking further funds may allow even greater investment in work areas in due course as finance is obtained.
8. Some people and organisations may not feel contributing to 'an authority' is acceptable but would be happier to contribute to a charitable body. Therefore having a charitable body that is committed to the implementation of Broads Plan objectives is likely to be an essential parallel mechanism to a re-prioritising of effort. Expansion of the current closer working with the Norfolk and Suffolk Broads Charitable Trust may be one route to establish this goal.
9. Direct finance is not the only way to support projects. A funding strategy should also be able to consider attracting help in kind – materials or labour – as it may be easier for some supporters to release such alternative help.
10. A move to seek significant additional funds should be seen as a strategic priority for the Broads Authority. As such, reporting on progress – successes and the inevitable failures – should be retained as a strategic objective for at least the near future. The current governance review should not act as a brake to progress and may be able to contribute structural change that will be beneficial.

### **3 Recommendations**

- 3.1 These 10 core elements are recommended as the under-lying principles for a new emphasis on bringing in further resources to improve investment in the Broads. Their fundamental nature can also feed into the coming discussions on governance to ensure any changes identified can support improving the levels of investment in Broads Plan objectives.
- 3.2 To develop the fine details of a strategic approach to external funding it is recommended that a working group made up of Members and Staff is established. This working group would:
  - (i) Define a set of terms of reference, to be approved by the Authority, that sets them a task of creating an ambitious approach that would lie at the heart of a way of working;
  - (ii) Create a framework for the approach to advise the Chief Executive on how to support the external funding aspirations;
  - (iii) Identify a series of models on effective ways to obtain external resources;

- (iv) Identify Broads Plan priority objectives that could/should be pursued with the help of external funding [e.g. an education outreach programme/project]

Date: 10 November 2017

Authors: Matt Bradbury, John Ash, Kelvin Allen, Simon Hooton



**Financial Performance and Direction**  
**Consolidated Income and Expenditure:**  
**1 April to 30 September 2017 Actual and 2017/18 Forecast Outturn**  
Report by Chief Financial Officer

|                        |  |
|------------------------|--|
| <b>Summary:</b>        | This report provides the Authority with details of the actual income and expenditure for the six month period to 30 September 2017, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2018). |
| <b>Recommendation:</b> | That the report be noted.  |

## 1 Introduction

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

## 2 Overview of Actual Income and Expenditure

Table 1 – Actual Consolidated I&E by Directorate to 30 September 2017

|   | <b>Profiled Latest Available Budget</b> | <b>Actual Income and Expenditure</b> | <b>Actual Variance</b> |
|---|---|--------------------------------------|------------------------|
| Income  | (4,745,768)                             | (4,810,980)                          | + 65,213               |
| Operations  | 1,860,032                               | 1,896,213                            | - 36,181               |
| Planning and Resources  | 1,147,293                               | 1,048,461                            | + 98,831               |
| Chief Executive   | 695,763                                 | 664,704                              | + 31,059               |
| Projects, Corporate Items and Contributions from Earmarked Reserves | (50,611)                                | (11,997)                             | - 38,614               |
| <b>Net (Surplus) / Deficit</b>                                      | <b>(1,093,290)</b>                      | <b>(1,213,598)</b>                   | <b>+ 120,308</b>       |

- 2.1 Core navigation income is above of the profiled budget at the end of month six. The overall position as at 30 September 2017 is a favourable variance of £120,308 or 11% difference from the profiled LAB. This is principally due to:
- An overall favourable variance of £65,526 within toll income:
    - Hire Craft Tolls £42,461 above the profiled budget.
    - Private Craft Tolls £25,277 above the profiled budget.
  - An adverse variance within Operations budgets relating to:

- Construction and Maintenance Salaries is under profiled budget by £29,773 due to a number of vacancies this year.
- Water Management is under profiled budget by £36,895 due to outstanding Natural England consent and the Hydrographic survey invoice.
- Practical Maintenance is over the profiled budget by £171,410 due to timing differences on the profile originally set. This is due to Acle Bridge being purchased.
- Premises is under profiled budget by £44,637 due to timing differences around the Dockyard Wet Shed repairs.
- A favourable variance within Planning and Resources budgets relating to:
  - Human Resources is under profiled budget by £16,788 due to vacancies and timing differences on staff training.
  - Project Funding is under profiled budget by £31,708 due to timing differences.
  - Communications is behind profiled budget by £19,945 due to staff vacancies at the beginning of the financial year.
  - Visitor Centres and Yacht stations is behind profiled budget by £13,615 due to salary savings.
  - Planning and Resources Management and Administration is under profiled budget by £12,977 due to a vacancy.
- A favourable variance within Chief Executive budgets relating to:
  - Governance is under budget by £12,641 due to timing differences around the invoicing for the Peer Review.
  - Asset Management is under budget by £16,243 due to timing differences.
- An adverse variance within Reserves relating to timing differences around the Dockyard Wet Shed repairs.

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

### 3 Latest Available Budget

3.1 The Authority's income and expenditure is being monitored against a latest available budget (LAB) in 2017/18. 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 2017/18 – deficit | Item 12<br>27/01/17<br>(BA) | 41,178 |
| Peer Review                       | Item 17<br>24/03/17<br>(BA) | 25,000 |
|                                   | Item 11                     |        |

|   |                  |               |
|---|------------------|---------------|
| Approved budget carry-forwards            | 19/05/17<br>(BA) | 31,245        |
| <b>LAB at 30 September 2017 – deficit</b> |                  | <b>97,423</b> |

- 3.2. Taking account of the budget adjustments, the LAB therefore provides for a consolidated deficit of £97,423 in 2017/18 as at 30 September 2017.

#### 4 Overview of Forecast Outturn 2017/18

- 4.1 Budget holders have been asked to comment on the expected expenditure at the end of the financial year in respect of all the budget lines for which they are responsible. These forecast outturn figures should be seen as estimates and they will be refined and clarified through the financial year.
- 4.2 As at the end of September 2017, the forecast outturn indicates:
- The total forecast income is £6,554,056, or £67,461 above the LAB.
  - Total expenditure is forecast to be £6,593,848.
  - The resulting deficit for the year is forecast to be £39,792.
- 4.3 The forecast outturn expenditure takes account of adjustments to the LAB and in addition reflects the changes shown in Table 3. The forecast surplus represents a favourable variance of £57,631 against the LAB.

Table 3 – Adjustments to Forecast Outturn

| Item   | £             |
|--|---------------|
| <b>Forecast outturn deficit per LAB</b>                                      | <b>97,423</b> |
|  |               |
| Increase to Hire Craft Income  | (42,461)      |
| Increase to Private Craft Income   | (20,000)      |
| Increase to Interest Income  | (5,000)       |
| Increase to Moorings Expenditure for Acle Bridge Purchase                    | 30,000        |
| Decrease to Boat Safety Income   | 7,000         |
| Decrease to Volunteers due to Celebration day being held every other year    | (2,000)       |
| Decrease to Visitor Centre Salary costs                                      | (10,500)      |
| Increase to Collection of Tolls salaries following minor change in structure | 3,380         |
| Decrease in Telephone expenditure  | (3,050)       |
| Decrease in Apprenticeship Levy for government allowance                     | (15,000)      |
|  |               |
| <b>Forecast outturn deficit as at 30 September 2017</b>                      | <b>39,792</b> |

- 4.4 The main reason for the difference between the forecast outturn and the LAB is the increase in hire and private craft income. There is also additional savings within other budgets.

## 5 Reserves

Table 4 – Consolidated Earmarked Reserves

|                                 | <b>Balance at 1<br/>April 2017</b> | <b>In-year<br/>movements</b> | <b>Current reserve<br/>balance</b> |
|---------------------------------|------------------------------------|------------------------------|------------------------------------|
|                                 | <b>£</b>                           | <b>£</b>                     | <b>£</b>                           |
| Property                        | (429,005)                          | (77,000)                     | (506,005)                          |
| Plant, Vessels<br>and Equipment | (214,671)                          | (50,732)                     | (265,403)                          |
| Premises                        | (178,942)                          | (21,043)                     | (199,985)                          |
| Planning Delivery<br>Grant      | (194,908)                          | 8,500                        | (186,408)                          |
| Upper Thurne<br>Enhancement     | (77,752)                           | (21,057)                     | (98,808)                           |
| Section 106                     | (109,020)                          | 7,550                        | (101,470)                          |
| Heritage Lottery<br>Fund        | (92,936)                           | (33,061)                     | (125,997)                          |
| Catchment<br>Partnership        | (94,833)                           | 1,021                        | (93,812)                           |
| <b>Total</b>                    | <b>(1,392,066)</b>                 | <b>(185,821)</b>             | <b>(1,577,888)</b>                 |

5.1 £668,946 of the current reserve balance relates to navigation reserves.

## 6 Summary

6.1 The current forecast outturn position for the year suggests a deficit of £63,264 for the national park side and a surplus of £23,472 on navigation resulting in an overall deficit of £39,792 within the consolidated budget, which would indicate a general fund reserve balance of approximately £978,000 and a navigation reserve balance of approximately £349,000 at the end of 2017/18 before any transfers for interest. This will mean that the navigation reserve will be slightly above the recommended level of 10% of net expenditure during 2017/18.

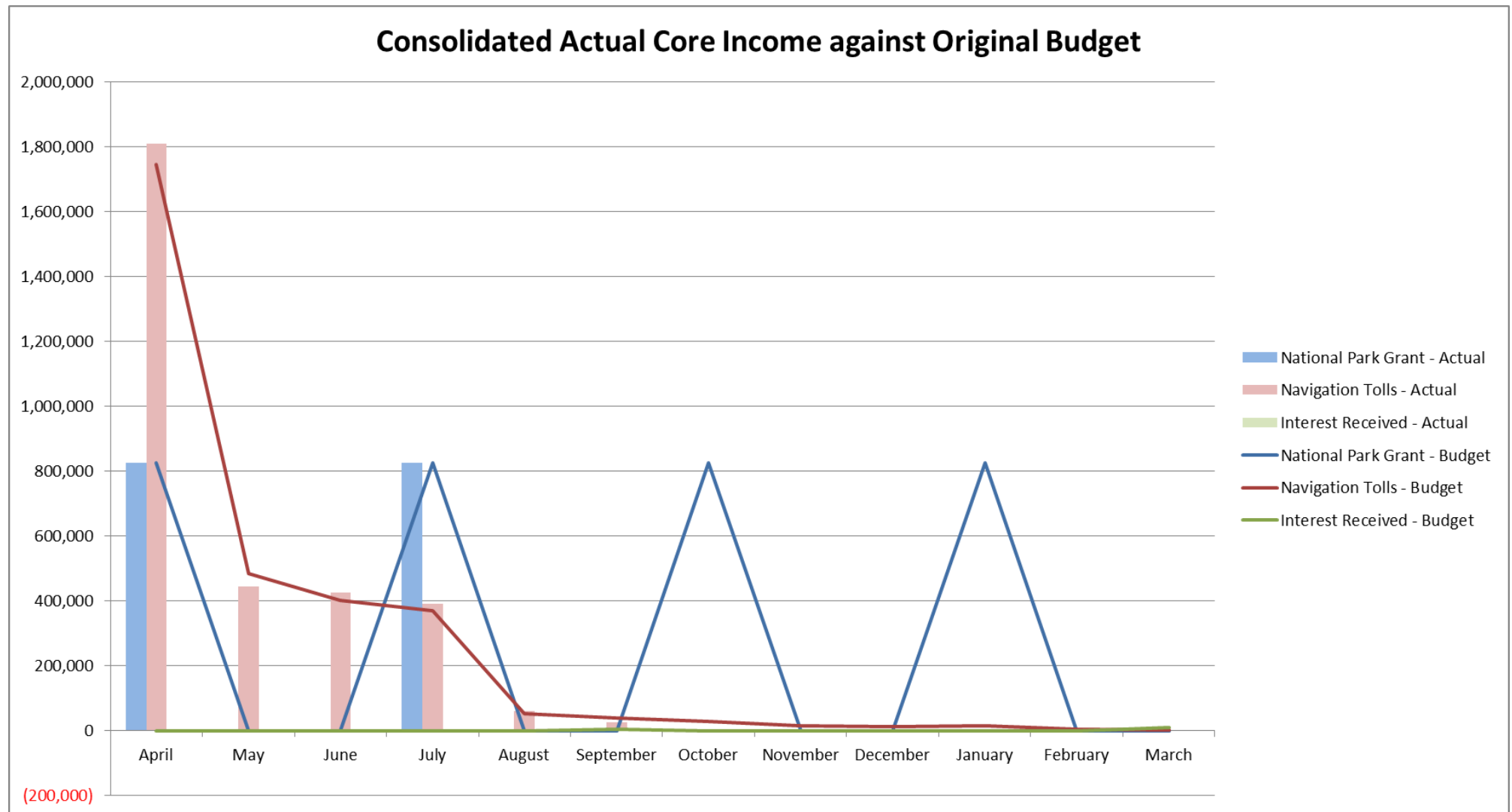
Background papers: None

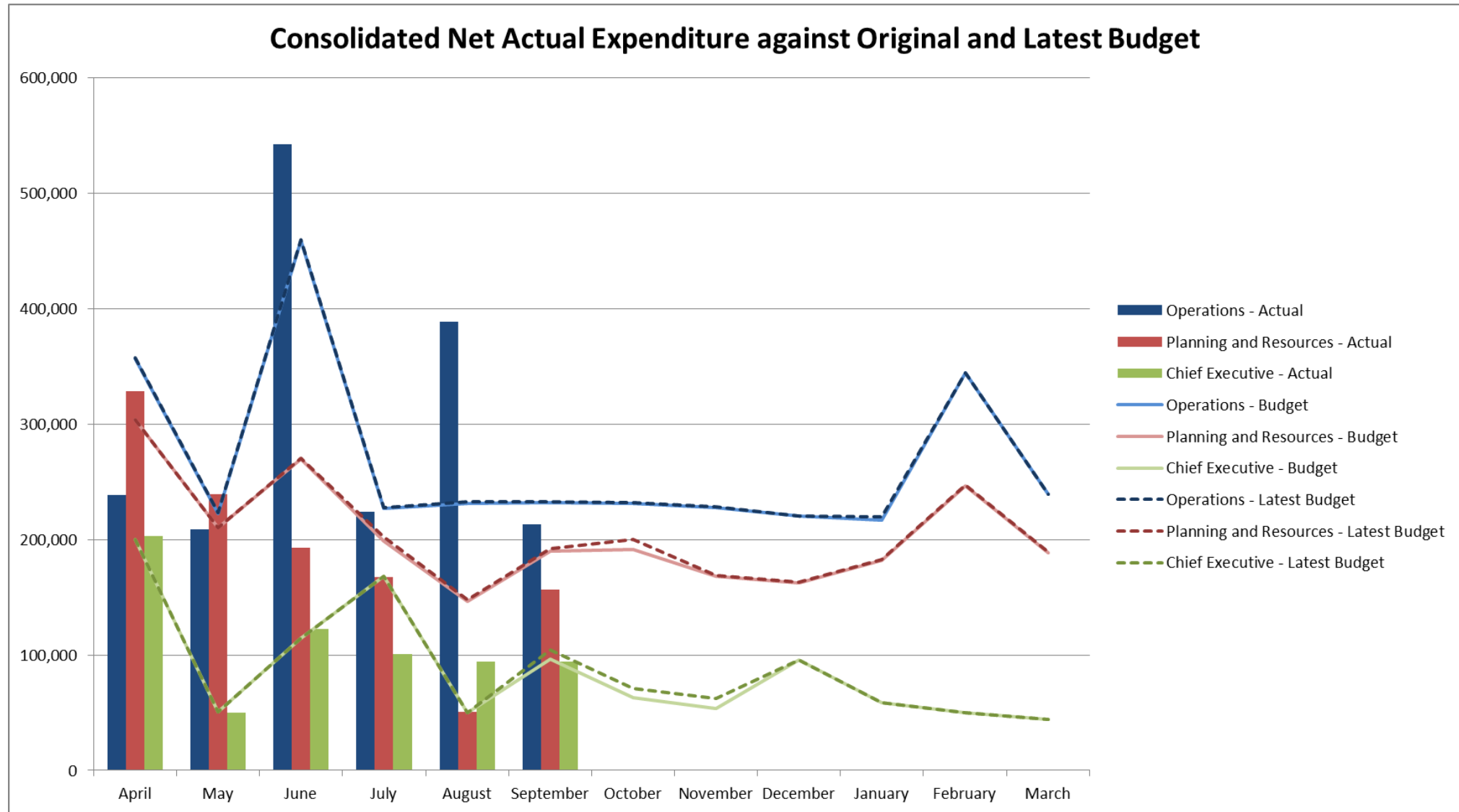
Author: Emma Krelle  
Date of report: 26 October 2017

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 30 September 2017

APPENDIX 2 – Financial Monitor: Consolidated Income and Expenditure 2017/18





To 30 September 2017

Budget Holder

(All)

| Row Labels                            | Values                            |   |  |                                    |  |
|---------------------------------------|-----------------------------------|---|--|------------------------------------|--|
|                                       | Original Budget<br>(Consolidated) | Budget<br>Adjustments<br>(Consolidated) | Latest Available<br>Budget<br>(Consolidated) | Forecast Outturn<br>(Consolidated) | Forecast Outturn<br>Variance<br>(Consolidated) |
| Income                                | (6,486,595)                       |   | (6,486,595)                                  | (6,554,056)                        | 67,461   |
| National Park Grant                   | (3,299,595)                       |   | (3,299,595)                                  | (3,299,595)                        | 0  |
| Income                                | (3,299,595)                       |   | (3,299,595)                                  | (3,299,595)                        | 0  |
| Hire Craft Tolls                      | (1,073,400)                       |   | (1,073,400)                                  | (1,115,861)                        | 42,461   |
| Income                                | (1,073,400)                       |   | (1,073,400)                                  | (1,115,861)                        | 42,461   |
| Private Craft Tolls                   | (2,040,000)                       |   | (2,040,000)                                  | (2,060,000)                        | 20,000   |
| Income                                | (2,040,000)                       |   | (2,040,000)                                  | (2,060,000)                        | 20,000   |
| Short Visit Tolls                     | (39,800)                          |   | (39,800)                                     | (39,800)                           | 0  |
| Income                                | (39,800)                          |   | (39,800)                                     | (39,800)                           | 0  |
| Other Toll Income                     | (18,800)                          |   | (18,800)                                     | (18,800)                           | 0  |
| Income                                | (18,800)                          |   | (18,800)                                     | (18,800)                           | 0  |
| Interest                              | (15,000)                          |   | (15,000)                                     | (20,000)                           | 5,000  |
| Income                                | (15,000)                          |   | (15,000)                                     | (20,000)                           | 5,000  |
| Operations                            | 3,410,265                         | 9,160                                   | 3,419,425                                    | 3,454,425                          | -35,000  |
| Construction and Maintenance Salaries | 1,168,140                         |   | 1,168,140                                    | 1,168,140                          | 0  |
| Income                                | (4,420)                           |   | (4,420)                                      | (4,420)                            | 0  |
| Salaries                              | 1,172,560                         |   | 1,172,560                                    | 1,172,560                          | 0  |
| Expenditure                           |                                   |   | 0  |                                    | 0  |
| Equipment, Vehicles & Vessels         | 497,500                           | 4,000                                   | 501,500                                      | 501,500                            | 0  |
| Income                                |                                   |   | 0  |                                    | 0  |
| Expenditure                           | 497,500                           | 4,000                                   | 501,500                                      | 501,500                            | 0  |
| Water Management                      | 147,500                           |   | 147,500                                      | 147,500                            | 0  |
| Income                                |                                   |   | 0  |                                    | 0  |
| Expenditure                           | 147,500                           |   | 147,500                                      | 147,500                            | 0  |
| Land Management                       | (36,000)                          |   | (36,000)                                     | (36,000)                           | 0  |
| Income                                | (90,000)                          |   | (90,000)                                     | (90,000)                           | 0  |

| Row Labels                               | Original Budget<br>(Consolidated) | Budget<br>Adjustments<br>(Consolidated) | Latest Available<br>Budget<br>(Consolidated) | Forecast Outturn<br>(Consolidated) | Forecast Outturn<br>Variance<br>(Consolidated) |
|--|-----------------------------------|---|--|------------------------------------|--|
| Expenditure                              | 54,000                            |   | 54,000                                       | 54,000                             | 0  |
| Practical Maintenance                    | 433,200                           | 2,565                                   | 435,765                                      | 465,765                            | -30,000  |
| Income                                   | (10,500)                          |   | (10,500)                                     | (10,500)                           | 0  |
| Expenditure                              | 443,700                           | 2,565                                   | 446,265                                      | 476,265                            | -30,000  |
| Ranger Services                          | 698,790                           | 7,300                                   | 706,090                                      | 706,090                            | 0  |
| Income                                   | (127,130)                         |   | (127,130)                                    | (127,130)                          | 0  |
| Salaries                                 | 623,420                           | 7,300                                   | 630,720                                      | 630,720                            | 0  |
| Expenditure                              | 202,500                           |   | 202,500                                      | 202,500                            | 0  |
| Pension Payments                         |                                   |   | 0  |                                    | 0  |
| Safety                                   | 119,590                           |   | 119,590                                      | 126,590                            | -7,000   |
| Income                                   | (9,000)                           |   | (9,000)                                      | (2,000)                            | -7,000   |
| Salaries                                 | 64,090                            |   | 64,090                                       | 64,090                             | 0  |
| Expenditure                              | 64,500                            |   | 64,500                                       | 64,500                             | 0  |
| Volunteers                               | 68,800                            |   | 68,800                                       | 66,800                             | 2,000  |
| Income                                   | (1,000)                           |   | (1,000)                                      | (1,000)                            | 0  |
| Salaries                                 | 49,800                            |   | 49,800                                       | 49,800                             | 0  |
| Expenditure                              | 20,000                            |   | 20,000                                       | 18,000                             | 2,000  |
| Premises                                 | 198,170                           | (8,650)                                 | 189,520                                      | 189,520                            | 0  |
| Income                                   | (20,000)                          |   | (20,000)                                     | (20,000)                           | 0  |
| Expenditure                              | 218,170                           | (8,650)                                 | 209,520                                      | 209,520                            | 0  |
| Operations Management and Administration | 114,575                           | 3,945                                   | 118,520                                      | 118,520                            | 0  |
| Income                                   | (3,465)                           |   | (3,465)                                      | (3,465)                            | 0  |
| Salaries                                 | 105,540                           | 3,945                                   | 109,485                                      | 109,485                            | 0  |
| Expenditure                              | 12,500                            |   | 12,500                                       | 12,500                             | 0  |
| Planning and Resources                   | 2,206,055                         | 17,380                                  | 2,223,435                                    | 2,223,855                          | -420   |
| Development Management                   | 255,270                           | 2,850                                   | 258,120                                      | 258,120                            | 0  |
| Income                                   | (80,000)                          |   | (80,000)                                     | (80,000)                           | 0  |
| Salaries                                 | 308,770                           |   | 308,770                                      | 308,770                            | 0  |
| Expenditure                              | 26,500                            | 2,850                                   | 29,350                                       | 29,350                             | 0  |
| Pension Payments                         |                                   |   | 0  |                                    | 0  |
| Strategy and Projects Salaries           | 427,155                           |   | 427,155                                      | 437,745                            | -10,590  |



| Row Labels                         | Original Budget<br>(Consolidated) | Budget<br>Adjustments<br>(Consolidated) | Latest Available<br>Budget<br>(Consolidated) | Forecast Outturn<br>(Consolidated) | Forecast Outturn<br>Variance<br>(Consolidated) |
|------------------------------------|-----------------------------------|---|--|------------------------------------|--|
| Income                             | (3,500)                           |   | (3,500)                                      | (14,090)                           | 10,590   |
| Salaries                           | 307,155                           |   | 307,155                                      | 317,745                            | -10,590  |
| Expenditure                        | 123,500                           |   | 123,500                                      | 134,090                            | -10,590  |
| Biodiversity Strategy              | 10,000                            | 400                                     | 10,400                                       | 10,400                             | 0  |
| Income                             |                                   |   | 0  |                                    | 0  |
| Expenditure                        | 10,000                            | 400                                     | 10,400                                       | 10,400                             | 0  |
| Strategy and Projects              |                                   |   | 0  |                                    | 0  |
| Expenditure                        |                                   |   | 0  |                                    | 0  |
| Human Resources                    | 130,590                           | 1,000                                   | 131,590                                      | 131,590                            | 0  |
| Salaries                           | 71,090                            |   | 71,090                                       | 71,090                             | 0  |
| Expenditure                        | 59,500                            | 1,000                                   | 60,500                                       | 60,500                             | 0  |
| Waterways and Recreation Strategy  | 85,920                            |   | 85,920                                       | 85,920                             | 0  |
| Salaries                           | 76,420                            |   | 76,420                                       | 76,420                             | 0  |
| Expenditure                        | 9,500                             |   | 9,500  | 9,500                              | 0  |
| Project Funding                    | 105,500                           |   | 105,500                                      | 105,500                            | 0  |
| Expenditure                        | 105,500                           |   | 105,500                                      | 105,500                            | 0  |
| Pension Payments                   |                                   |   | 0  |                                    | 0  |
| Communications                     | 328,330                           | 13,130                                  | 341,460                                      | 341,460                            | 0  |
| Income                             | (4,120)                           |   | (4,120)                                      | (4,120)                            | 0  |
| Salaries                           | 257,950                           |   | 257,950                                      | 257,950                            | 0  |
| Expenditure                        | 74,500                            | 13,130                                  | 87,630                                       | 87,630                             | 0  |
| Pension Payments                   |                                   |   | 0  |                                    | 0  |
| Visitor Centres and Yacht Stations | 214,070                           |   | 214,070                                      | 203,570                            | 10,500   |
| Income                             | (237,500)                         |   | (237,500)                                    | (237,500)                          | 0  |
| Salaries                           | 319,570                           |   | 319,570                                      | 309,070                            | 10,500   |
| Expenditure                        | 132,000                           |   | 132,000                                      | 132,000                            | 0  |
| Collection of Tolls                | 128,550                           |   | 128,550                                      | 131,930                            | -3,380   |
| Salaries                           | 115,850                           |   | 115,850                                      | 119,230                            | -3,380   |
| Expenditure                        | 12,700                            |   | 12,700                                       | 12,700                             | 0  |
| ICT                                | 304,860                           |   | 304,860                                      | 301,810                            | 3,050  |
| Salaries                           | 181,360                           |   | 181,360                                      | 181,360                            | 0  |

| Row Labels   | Original Budget<br>(Consolidated) | Budget<br>Adjustments<br>(Consolidated) | Latest Available<br>Budget<br>(Consolidated) | Forecast Outturn<br>(Consolidated) | Forecast Outturn<br>Variance<br>(Consolidated) |
|--|-----------------------------------|---|--|------------------------------------|--|
| Expenditure  | 123,500                           |   | 123,500                                      | 120,450                            | 3,050  |
| Planning and Resources Management and Administration | 215,810                           |   | 215,810                                      | 215,810                            | 0  |
| Income   | (1,525)                           |   | (1,525)                                      | (1,525)                            | 0  |
| Salaries   | 142,470                           |   | 142,470                                      | 142,470                            | 0  |
| Expenditure  | 74,865                            |   | 74,865                                       | 74,865                             | 0  |
| Chief Executive                                      | 1,045,653                         | 29,705                                  | 1,075,358                                    | 1,075,358                          | 0  |
| Legal  | 106,980                           |   | 106,980                                      | 106,980                            | 0  |
| Income   |                                   |   | 0  |                                    | 0  |
| Salaries   | 46,980                            |   | 46,980                                       | 46,980                             | 0  |
| Expenditure  | 60,000                            |   | 60,000                                       | 60,000                             | 0  |
| Governance   | 124,440                           | 25,000                                  | 149,440                                      | 149,440                            | 0  |
| Salaries   | 72,540                            |   | 72,540                                       | 72,540                             | 0  |
| Expenditure  | 51,900                            | 25,000                                  | 76,900                                       | 76,900                             | 0  |
| Chief Executive                                      | 110,970                           |   | 110,970                                      | 110,970                            | 0  |
| Salaries   | 110,970                           |   | 110,970                                      | 110,970                            | 0  |
| Expenditure  |                                   |   | 0  |                                    | 0  |
| Asset Management                                     | 119,890                           | 4,705                                   | 124,595                                      | 124,595                            | 0  |
| Income   | (22,220)                          |   | (22,220)                                     | (22,220)                           | 0  |
| Salaries   | 52,360                            | (3,945)                                 | 48,415                                       | 48,415                             | 0  |
| Expenditure  | 89,750                            | 8,650                                   | 98,400                                       | 98,400                             | 0  |
| Finance and Insurance                                | 341,680                           |   | 341,680                                      | 341,680                            | 0  |
| Income   | (6,490)                           |   | (6,490)                                      | (6,490)                            | 0  |
| Salaries   | 148,170                           |   | 148,170                                      | 148,170                            | 0  |
| Expenditure  | 200,000                           |   | 200,000                                      | 200,000                            | 0  |
| Premises - Head Office                               | 241,693                           |   | 241,693                                      | 241,693                            | 0  |
| Expenditure  | 241,693                           |   | 241,693                                      | 241,693                            | 0  |
| Projects and Corporate Items                         | 126,800                           |   | 126,800                                      | 111,800                            | 15,000   |
| Partnerships / HLF                                   | 50,000                            |   | 50,000                                       | 50,000                             | 0  |
| Income   | (45,736)                          |   | (45,736)                                     | (45,736)                           | 0  |
| Salaries   | 23,945                            |   | 23,945                                       | 23,945                             | 0  |
| Expenditure  | 71,791                            |   | 71,791                                       | 71,791                             | 0  |

| Row Labels                            | Original Budget<br>(Consolidated) | Budget<br>Adjustments<br>(Consolidated) | Latest Available<br>Budget<br>(Consolidated) | Forecast Outturn<br>(Consolidated) | Forecast Outturn<br>Variance<br>(Consolidated) |
|---------------------------------------|-----------------------------------|---|--|------------------------------------|--|
| Corporate Items                       | 76,800                            |   | 76,800                                       | 61,800                             | 15,000   |
| Expenditure                           | 16,800                            |   | 16,800                                       | 1,800                              | 15,000   |
| Pension Payments                      | 60,000                            |   | 60,000                                       | 60,000                             | 0  |
| Contributions from Earmarked Reserves | (261,000)                         | 0                                       | (261,000)                                    | (271,590)                          | 10,590   |
| Earmarked Reserves                    | (261,000)                         | 0                                       | (261,000)                                    | (271,590)                          | 10,590   |
| Expenditure                           | (261,000)                         | 0                                       | (261,000)                                    | (271,590)                          | 10,590   |
| <b>Grand Total</b>                    | <b>41,178</b>                     | <b>56,245</b>                           | <b>97,423</b>                                | <b>39,792</b>                      | <b>57,631</b>                                  |

**Engagement with key stakeholders  
and the role of the Broads Forum**  
Report by Chief Executive

**Summary:** The Authority's engagement with its stakeholders is continuing to develop. Two themes emerge: the ever growing importance of electronic communications and the importance of attendance at major public events such as the Royal Norfolk Show, the Great Yarmouth Maritime Festival and Norwich Science Festival.

**Recommendation**

The Authority considers the minutes from the last Broads Forum meeting and the wider issues around engagement with stakeholders.

**1 Engagement with Stakeholders**

- 1.1 The Broads Authority has a wide range of organisations and individuals who have both a stake in the Broads and an interest in the work of the Authority, and a wide number of ways are used to inform and engage them. The Authority regularly reviews these activities and their effectiveness. The last comprehensive review was carried out in 2013 and resulted in a review of all working and liaison groups, the use of area based parish forums and a public Open Day at the Dockyard.
- 1.2 With the growth of email, the rise of social media and the decline in more traditional forms of engagement for many people, it is important for the Authority to review the position and understand the new landscape and the impacts on its ways of engaging with different stakeholders/communities. The Peer Review Team encouraged the Authority to review these arrangements and the opportunity of the recent Broads Forum meeting was taken to engage the Members in a discussion about the effectiveness of the current arrangements in advance of the Broads Authority Members Away Day at the end of January.
- 1.3 The Broads Forum was set-up by the Broads Authority in May 2002, as a follow on to the Broads Consultative Committee to engage with stakeholders, to act as a reference group to offer advice and comment on the Broads Authority's strategic aim, to provide a consultative forum for discussion, and to promote a two-way communication between the Authority and a wide range of interest groups listed below. It currently has 26 members (3 vacancies) drawn from 49 organisations in ten groups:
  - Boating/water based recreational (12 organisations represented)
  - Commercial, land based recreation (6 organisations)

- Land based recreation (3 organisations)
- Fishing, angling and shooting (2 organisations)
- Wildlife and conservation (5 organisations)
- Farming/landowning and drainage (4 organisations)
- Education (7 organisations)
- Cultural heritage and landscape (6 organisations)
- Local charities (2 organisations)
- Local communities representing northern and southern Broads Parish Councils (2 organisations)

It was reviewed and refreshed in 2013-14 with revised Terms of Reference, an updated list of groups and the election from the membership of a Chair and Vice-Chair.

## **2 Broads Forum**

2.1 At the meeting of the Broads Forum (2 Nov 2017), the views of the Forum members were sought on how effective its meetings were in promoting two-way communication between the Authority and its key stakeholder groups and organisations. (See minutes of the meeting elsewhere on the agenda). The key points from that debate are highlighted below.

2.2 A thoughtful discussion followed between members of the Forum, the Chair and Chief Executive of the Authority. The following points were raised:

- The Broads Forum was set-up in 2002 by the Broads Authority and some of its Members are not clear about its terms of reference.
- Forum Members don't feel their views are properly heard by Broads Authority Members or that they are an influential part of the decision making process. Several members of the Forum commented that there is little or no evidence brought to them of if/how the Forum's views have been received by the Members of the Authority, and whether they have had any impact on the Authority's decisions.
- The Forum minutes are on the Broads Authority agenda, but it would be more useful to have a standing item on the Authority agenda to allow the Forum chair to bring key points and questions from the Forum meeting and have them discussed at the meeting. A regular Chair's report on the Forum agenda could then report back the feedback from the Authority meeting.
- Forum discussions have been instrumental to Broads Authority decisions in the past (e.g. trolling, water skiing), but Forum Members feel this is happening less often.
- Presentations to the Broads Forum (often made at the suggestion of Forum Members and sometimes given by them) have been interesting and useful, and some have later been presented at Authority meetings.

- Forum Members are primarily responsible for raising items for the agenda (rather than Broads Authority officers), but there is often a lack of agenda items.
- It was suggested that each meeting could focus on 2 to 3 interest groups (e.g. education, boating, access) to promote more understanding about these interests and share views. However, some Members said they are less likely to attend meetings if the agenda does not contain an area of interest to them, or they feel there is not something they can have an informed debate on.
- Meeting attendance by Members is high for some represented interest groups, and low for others. Substitutes are appointed but not always asked to stand in when necessary. Low attendance may be because of work commitments, transport issues, timing of meetings, locations, etc.
- The Member appointment process has become informal and there is no defined length of membership service. Serving Members do not represent a diverse demographic, in particular, there is a marked under-representation of women, working-age and younger people, and people from different ethnic backgrounds.
- The list of c.50 interest groups has changed little since the Forum was set up and the Forum members considered it would be helpful to review its current relevance in mapping stakeholder groups and organisations with active interests in the National Park. Some Members make regular contact with their represented interest groups. Others do not, meaning those groups do not have a voice at the Forum.

### **3 Summary of the Broads Authority engagement methods**

3.1 A selection of the Authority's communication and engagement methods are shown in the table in Appendix 1 below, with the more recent introductions in red. The table highlights the significant number of new means the Authority is using to communicate with and engage stakeholders and the wider public. Attendance at major public events has been a great success in reaching and engaging with new audiences.

#### **3.2 Key points about current engagement methods**

- Although attendance of the Annual Open Day has been low in recent years, a Broads Authority presence at public events has attracted a large and varied audience. So for example: at the Gt Yarmouth Maritime Festival 1,000 people visited the Broads Authority tent and engaged in conversation. Outside the tent members of staff and volunteers made 500 badges and 600 origami boats. Attendance at the Science Festival day in the Norwich Forum was even higher and members of staff and volunteers made over 600 badges, only having to stop when they ran out of materials. Well over 1,000 people were engaged in conversation. Both events provided relatively cheap ways of getting to talk to the public about the Broads and the work of the Authority. Most of them knew little about either but were interested and keen to learn more about the Broads.

- Communication through social media has expanded considerably in the last year with the appointment of a Digital and Media Officer. However it is recognised that not everyone uses electronic media, and other methods are still of value.
- Face-to-face working groups or public meetings can be useful in discussing particular topics in depth, or for timed consultations (e.g. Broads Plan review).
- However, the Broads Forum face-to-face committee style of engagement may no longer be effective in reaching all stakeholder interests to exchange information and debate current issues.
- The Authority has different ways of communicating with and engaging its various partners and stakeholders, and wants to continue improving these. It would be useful to assess them to see what works best for different interests, to make sure everyone's views are heard, responded to, and taken into account in decision making.
- Decline in number of, and availability of volunteers willing to serve on Broads Forum, as part of a wider change in civil society.

## 4 **Conclusions**

- 4.1 Members are invited to consider the points raised at the last Broads Forum meeting and the wider issues around engagement with stakeholders, and to contribute their ideas on the possible ways forward.

|                         |   |
|-------------------------|---|
| Background papers:      | Draft Minutes from Broads Forum Meeting 2 November 2017 |
| Author:                 | John Packman  |
| Date of report:         | 8 November 2017   |
| Broads Plan Objectives: | None  |

|             |   |
|-------------|---|
| Appendices: | Appendix 1 – Selection of Current Broads Authority Communication and Engagement Methods |
|-------------|---|

## Selection of Current Broads Authority Communication and Engagement Methods

| Communication Channel   | Frequency and target audience  |
|---|--|
| <b>1. Publications</b>  |  |
| Broadcaster   | Annual, focused mainly on visitors. Well established publication produced at little cost to the Authority  |
| Broadsheet  | 1 or 2 editions a year focused mainly on boat owners   |
| Annual Report   | Electronic copy distributed to stakeholders. Printed copy for MPs etc.   |
| Broads Plan update  | Published twice a year   |
| Questionnaires and surveys  | Wider independent stakeholder research (InsightTrack). Also Customer Satisfaction survey for Planning – agents and applicants  |
| Interpretation materials – leaflets, guides, schools curriculums, public notices, signage, etc. | A full range of materials which are constantly reviewed and updated  |
| <b>2. Partnerships</b>  |  |
| Whitlingham Charitable Trust  | 5 meetings per year  |
| Broads Catchment Partnership  | 4 meetings per year and quarterly newsletter   |
| Water Mills and Marshes board   | Board meets quarterly. Plus updates to the board monthly by Programme manager. Target audience is tricky to define for the Board membership due to broad spectrum of interests – includes officers from County Councils, District Councils, Charities, Businesses, Local Enterprise Partnership, Drainage Board. Their interests range from landscape, history, heritage, archaeology, community action, education, training, nature conservation etc. |
| Climate Change Partnership  | Stakeholder engagement through Broadland Futures Initiative  |
| Broads Charitable Trust   | Regular meetings involving two Authority members and supported by officers   |
| <b>3. Meetings</b>  |  |
| Navigation Committee  | 6 arranged per year.<br>1 meeting in 2016/17 was replaced by a site visit  |
| Local Access Forum  | 4 per year   |
| Broads Forum  | 4 per year   |
| BA Annual Public Meeting  | For the last two years held at Whitlingham   |
| Parish Forums   | Work best when there is a live local issue.<br>Recent Forum held in Norwich – committed to hold two more in 2018.  |
| Boating interests, e.g. BHBF/NSBA   | Chair and Chief Executive have regular meetings.   |



| Communication Channel  | Frequency and target audience   |
|--|---|
|  | Operational Staff also meet officers of the organisations   |
| Statutory partners, e.g. Environment Agency, Natural England                             | Chief Executive has regular meetings with opposite numbers. Recently included rest of Management Team   |
| Broads Tourism   | Members meetings twice a year. Board and Marketing Steering Group every two months.<br>Membership has increased as has attendance at the members' meetings and a Broads business community network has been established.<br>Broads Tourism publishes 3 'Visit the Broads' printed publications per year for visitors. The authority contributes content.<br>The Authority manages the 'Visit the Broads' website and social media channels with regular updates and posts.  |
| Visit Norfolk  | The Broads Authority is represented on the Marketing Group and the Board.   |
| Other partners, e.g. Wildlife Trusts and RSPB, educators network, biodiversity networks, |   |
| Local Authorities  | Norfolk Strategic Planning Members Forum is one of the mediums as part of the Duty to Cooperate.<br>Chair has initiated regular 1:1 meetings with the Leaders of the constituent local authorities. Ambition is to improve engagement and understanding of local authority concerns.<br>Chief Executive meets CEOs.   |
| Workshops and public drop in events  | Used to discuss key issues or during consultations (e.g. Broads Local Plan)   |
| Ad hoc community meetings attended by Chair, CEO and BA officers on request              | As required for specific topics   |
| <b>4. Electronic Communication</b>   |   |
| Websites   | Broads Authority, Visit the Broads, Project specific sites (WMM, BCP). Accessible 24/7, updates made regularly.<br>Contact us page enables direct contact through an online form as well as signposting traditional channels of communication.  |
| Social media   | There are Broads Authority, Broads National Park, Broads Volunteer and project specific social media (SM) accounts on Facebook/Twitter/Instagram. SM used in BA context (ad hoc) to inform public about what's going on, urgent updates and vacancies/ opportunities (and more). Broads NP used (daily) to inspire people to visit, inform them of events and promote local tourism. Project specific SM (e.g WMM, BCP) aims to engage with stakeholders, provide updates on project progress and advertise opportunities. Volunteer account (under trial) to share positive work of Broads volunteers. |
| Monthly briefing   | Goes out early each month to staff, members, volunteers, parish councils and 558 subscribers. It is also widely   |

| Communication Channel   | Frequency and target audience   |
|---|---|
|   | disseminated on social media in Broads Facebook groups and on web forums.   |
| Electronic and print media, e.g. local press, magazines                                   | Ongoing proactive work from the communications team with regular media releases (examples can be found here <a href="http://www.broads-authority.gov.uk/news-and-publications/news">http://www.broads-authority.gov.uk/news-and-publications/news</a> ) as well as reactive statements and engagement with media to encourage features about the Broads in print electronic and broadcast media |
| Email direct to individuals/groups  | As required for specific topics   |
| <b>5. Public Events</b>   |   |
| Broads Outdoor Festival   | Annual event in May   |
| Royal Norfolk Show  | Broads Village – 2016 and 2017  |
| Great Yarmouth Maritime Festival  | 2017 for first time   |
| Norwich Science Festival  | 2017 for first time   |
| National Parks Week   | National week of events (usually in July however there are proposals to make this earlier in the year from 2019) Locally this includes events such as the Teddy Bears Picnic at Whitlingham Country Park  |
| Wider BA annual events programme  | 2018 events calendar currently being planned  |
| <b>6. Face to face</b>  |   |
| Members<br>Front line staff – Rangers, TIC staff, Planning staff, volunteer leaders, etc. |   |
| Schools Engagement  | Ongoing activity led by the Authority's Education Officer   |

## **Broads Forum Committee**

Minutes of the meeting held on 02 November 2017

### **Present:**

Keith Bacon (Chairman)

Andrew Alston  
Brian Barker  
Julian Barnwell  
Michael Flett  
Tony Gibbons

Peter Jermy  
John Lurkins  
Jennifer Parkhouse  
Simon Partridge  
Paul Savage

Richard Starling  
Charles Swan  
John Tibbenham  
Peter Wall

### **In Attendance:**

Mrs M Conti – Strategy and Projects Officer  
Miss S Mullarney – Administrative Officer (Governance)  
Dr J Packman – Chief Executive  
Mr R Rogers – Director of Operations  
Ms M-P Tighe – Director of Strategy and Sustainable Communities

### **Also In Attendance:**

Prof J Burgess – Chair of the Broads Authority

### **1/1 To receive apologies for absence**

Apologies were received from, Henry Cator, Robin Godber, Barbara Greasley, John Hiskett, Peter Mason, Philip Pearson, and Anthony Wright.

### **1/2 Appointment of Chair**

The Chief Executive invited nominations for the appointment of Chairman to the Forum.

Nominations for both Keith Bacon and Paul Savage were proposed and seconded.

Members were asked to vote and it was

RESOLVED by 8 votes to 4

that Keith Bacon be appointed as Chairman of the Broads Forum.

Keith Bacon in the Chair.

### **1/3 Appointment of Vice Chair**

The Chairman invited nominations for the appointment of Vice-Chairman to the Forum.

Simon Partridge nominated, seconded by Peter Wall, that Mike Flett be appointed as Vice-Chairman. No other nominations were forthcoming.

**RESOLVED**

that Mike Flett be appointed as Vice-Chairman of the Broads Forum.

**1/4 To receive and confirm the minutes of the meeting held on 27 July 2017**

The minutes of the meeting held on 27 July 2017 were confirmed as a correct record and signed by the Chairman subject to the following amendments:

Minute 4/3 Public Question Time, Para 3, 'Broads Authority' should read 'Broads Society'

Minute 4/5 Upper Thurne Working Group/Update on Hickling, Para 9, 'RS stressed that boats breaking down in that area were very isolated' should read 'RS stressed that boats were breaking down owing to weed growth in an area which was very isolated'

Minute 4/7 Publication Version Local Plan, Para 2, 'RS questioned the limited responses from parish councils and stated it was due to the length of the plan' should be amended to include 'and suggested the meeting not be held in Norwich but in the Broads, with one in the Southern parishes and one in the Northern parishes.'

Minute 4/9 Parish Issues, Para 6 delete 'Ludham Bridge'

**1/5 Summary of Progress/Actions/Response taken following discussions at previous meetings**

Members of the Forum received a report summarising the progress of current issues and were informed there were no further updates.

Michael Flett informed Members that Ludham Parish Council had signed a lease with the Environment Agency for the waste site at Ludham Bridge to continue, at a cost of £1 per annum.

In regards to the ownership of Ludham Staithe, the Chief Executive said that there had been a change in the way the Environment Agency property was managed and that the Authority was still trying to progress the purchase of the site.

Peter Jermy (PJ) added that Norfolk County Council owns the concrete abutments under Ludham Bridge and stressed concerns of the planned work to renew the timber at the site and how this would impede the navigation, making it narrower. The Director of Operations said that the Authority was aware of this and that they were speaking with the Council regarding the planned work.

In regards to the Staithes report the Chief Executive told the forum that there was no firm date for the publication of the report. John Tibbenham (JT) asked if

comments would be included in the report. It was confirmed that the report would be amended as necessary. Richard Starling (RS) further asked if commenters would be notified of responses to their comments. The Chairman said that the Authority was due to meet with Prof Williamson.

As the Chairman was unable to attend the last Broads Authority meeting, Paul Savage (PS) asked that his comments in the 27 July 2017 minutes (4/12 Matters for Chairman to raise at next Broads Authority meeting) be taken to the next Broads Authority meeting.

Members noted the report.

## **1/6 Chief Executive Update**

The Chief Executive provided Members with a verbal update summarising the current position in respect of a number of important projects and events.

### Parish Forum

The Chief Executive reported that the Parish Forum meeting on 20 September 2017 was well received with attendants receiving a briefing on the Broads Plan and the Broads Local Plan. Similar events had been scheduled for 21 March 2018 and 19 September 2018.

RS queried the attendance levels of the parish forum and stated that they should be held in the parishes, suggesting a survey be completed to determine where parish councils wanted the forum hosted. He further added that public notes should be made available for those unable to attend.

The Chief Executive responded that the September meeting had a higher than expected turn out. He said that Officers made notes which were fed back to the Authority but confirmed that no official minutes were taken. He said that the Authority intends to host the parish forums in Norwich as it makes the most sense logistically for all of the parish councils. Recent experience suggested that forum meetings held out in the Broads would be very poorly attended which was not a good use of resources.

### Hickling

The Director of Operations gave the forum an update on the Hickling vision and the on-going dredging work and the reuse of sediment which had been successful this year. He added that the on-going work including the reed restoration was in the planning stage as the CANAPE funding had been agreed.

The Chief Executive introduced Marie-Pierre Tighe, the newly appointed Director of Strategy and Sustainable Communities who was attending her first Broads Forum meeting. Members were made aware that Marie-Pierre would be guiding the CANAPE project which had a focus on peat with work to take place in Hickling.

Members were told that Natural England had consented for a trial to be done to cut the stoneworts. This trial cut area has been monitored for 3 months but would need

more monitoring over a prolonged period of time in order to ascertain the longer term effects before any conclusion from the trial could be made.

Brian Barker referred to the cutting of the water plants to benefit the channel area; he questioned whether this would just affect the channel area, because outside this had been an issue for the Hickling sailing club to navigate. The Director of Operations responded that during the winter there would inevitably be a period of die back. He added that Natural England had agreed for cutting to take place outside of the channel up to a rate of 10% and this cutting had been carried out.

Andrew Alston (AA) commented on the increased geese population and how this could be controlled. The Director of Operations said that it was the responsibility of the land-owner to monitor the geese.

#### Water, Mills and Marshes

The Chief Executive updated the forum on the 5 year project. He said that there was a strong emphasis on engaging with young people and developing their understanding of the Broads.

#### Acle Bridge

Forum Members were updated on the purchase of Acle Bridge. The Chief Executive said that initial work would be focused on making the moorings safe but discussed the opportunities available at the site and welcomed ideas for what Members would like to see there.

#### Anti-Social Behaviour

Members were updated on the working group that met on 4 October; the group consisted of the Broads Authority, NSBA, Hire Boat Federation, and Broads Beat. The Group agreed collective actions to tackle anti-social behaviour consisting of evening patrols, safety days, combating speeding issues, and collecting information more systematically in order to share intelligence.

PS referred to the public question that was posed at the previous Broads Forum meeting, and asked if there had been any clarity on the differing information issued by the boat yards on the number of same sex parties. The Chief Executive confirmed that this information had been double checked and the original figures of 20/30 single sex parties at any one time were accurate. It was added that boat yards had an agreed code of conduct in respect of managing these groups.

Members also commented on issues with anti-social behaviour on day boats and problems with speeding. The benefits of GPS speedometers for hirers was discussed.

#### Tolls

The Chief Executive gave Members of the forum an update on the proposed navigation charges for the next year. The Navigation committee's recommendation of a 3% increase would go to the full Authority meeting on 24 November. One of the recommendations for the use of the additional income was for the purchase of tree shears; this would enable the Authority to mechanise the management of bankside vegetation and trees overhanging the waterways.

## 1/7 Value and Effectiveness of the Broads Forum

Prof J Burgess invited Members of the forum to discuss the value and effectiveness of the Broads Forum.

Members were given a hand out highlighting the key areas identified in the last review of the forum in 2012. The Strategy and Projects Officer stated that it was an opportunity for Members to discuss how things had changed since that review and to review how the Broads Authority engages with local communities and stakeholders.

The following points were raised in the discussion:

### About the Broads Forum:

- The Broads Forum was set up in 2002 by the Broads Authority and some of its Members are not clear about its terms of reference.
- Forum Members don't feel their views are properly heard by Broads Authority Members or that they are an influential part of the decision making process. A lack of feedback is one reason for this perception, as Members don't get enough feedback on how the Authority is responding to their views.
- The Forum minutes are on the Broads Authority agenda, but it would be more useful to have a standing item on the Authority agenda to allow the Forum chair to bring key points and questions from the Forum meeting and have them discussed at the meeting. A regular Chair's report on the Forum agenda could then report back the feedback from the Authority meeting.
- Forum discussions have been instrumental to Broads Authority decisions in the past (e.g. trolling, water skiing), but Members feel this is happening less often.
- Presentations to the Broads Forum (often made at the suggestion of Forum Members and sometimes given by them) have been interesting and useful, and some have later been presented at Authority meetings.
- Forum Members are primarily responsible for raising items for the agenda (rather than Broads Authority officers), but there is often a lack of agenda items.
- It was suggested that each meeting could focus on 2/3 interest groups (e.g. education, boating, access) to promote more understanding about these interests and share views. However, some Members said they are less likely to attend meetings if the agenda does not contain an area of interest to them, or they feel there is not something they can have an informed debate on.
- Meeting attendance by Members is high for some represented interest groups and low for others. Substitutes are appointed but not always asked to stand in when necessary. Low attendance may be because of work commitments, transport issues, timing of meetings, locations, etc.
- The Member appointment process has become informal and there is no defined length of membership service. Members do not represent a diverse demographic, in particular women and young people.
- The list of c.50 interest groups has changed little since the Forum was set up.

- Some Members make regular contact with their represented interest groups. Others do not, meaning those groups do not have a voice at the Forum.

About communication methods:

- Although attendance of the Annual Open Day is low, a Broads Authority presence at public events is successful, e.g. Royal Norfolk Show, Great Yarmouth Maritime Festival, Norwich Science Festival.
- Communication through social media has expanded considerably in recent years, and the Authority has recently appointed a Digital and Media Officer. However it is recognised that not everyone uses electronic media, and other methods are still of value.
- Face-to-face working groups or public meetings can be useful in discussing particular topics in depth, or for timed consultations (e.g. Broads Plan review).
- However the Broads Forum face-to-face committee style of engagement may no longer be effective in reaching all stakeholder interests to exchange information and debate current issues.
- The Authority has different ways of communicating with and engaging its various partners and stakeholders, and wants to continue improving these. It would be useful to assess them to see what works best for different interests, to make sure everyone's views are heard, responded to, and taken into account in decision making.

It was suggested that the Authority could contact the current list of interest groups to seek their views on the most effective means of engagement with them. Officers undertook to report the discussion points raised in the meeting to the next Broads Authority meeting and they could be discussed at the Broads Authority Member away day.

**1/8 Broads Authority – Peer Review Process: Public participation and accountability of the process – Richard Starling**

The Chief Executive explained to the forum the process behind the peer review and what initiated it. He said that the peer review was requested by Broads Authority Members to look specifically at the governance arrangements of the Broads Authority and the relationship with local authorities.

Initial feedback received from the review was that the Authority might consider reviewing its committee structure. The next step is for the panel to provide a report to Broads Authority Members of their findings; this is expected at the end of November/early December. This report will be considered by Broads Authority Members at a planned away day at the end of January. The Chief Executive emphasised that the report was for Members but that it would be made public.

**1/9 Current and Parish Issues**

Charles Swan informed the forum that Oulton Parish council was in dispute with Waveney District about issues covered by the neighbourhood plan. He added that the Suffolk Association of Local Councils had put a motion forward about the matter at their AGM.



John Lurkins asked whether the Heritage Lottery Fund incorporated on-going costs for maintaining the mills identified as part of the Water, Mills and Marshes project. The Chief Executive explained that there were 12 mills covered by the scheme and that the repair plans had been discussed with the owners. They had been selected based on their viability to generate an income. An apprentice scheme was being used to work on the mills to develop a more creative way of sustainability.

Tony Gibbons asked if the mills would be available for the public to visit. The Chairman responded that the potential for public access was one of the factors used in the selection of the mills.

It was confirmed that the maintenance of rights of way including the Wherryman's Way was a statutory duty of the County Council.

**1/10 Matters for Chairman to raise at next Broads Authority Meeting**

The Chairman would report to the Broads Authority meeting on the discussion on the value and effectiveness of the Forum.

**1/11 Matters to be discussed at the next meeting**

AA suggested the Environment Agency and Natural England could be invited to talk to the Forum about connecting floodplains to rivers.

PJ requested an update on the dredging schedule.

Simon Partridge asked for an item on life-long learning and the link to the volunteer strategy. AA added that there was a Norfolk County Council Local Investment in Future Talent (LIFT) project which focuses on funding people to be retrained and getting back into work.

RS commented that wildlife was doing well in the Broads and suggested getting Natural England's view on the state of wildlife in the Broads.

**1/12 To note the date of the next meeting**

The next meeting of the Forum would be held on Thursday 1 February 2018 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

The meeting concluded at 4.55pm

Chairman

**Broads Authority**  
**Broads Local Access Forum**

Minutes of the meeting held on 07 June 2017

**Present:**

Dr Keith Bacon (Chairman)

|                 |                     |
|-----------------|---------------------|
| Mr Olly Barnes  | Mr Stephen Read     |
| Mr Louis Baugh  | Mr George Saunders, |
| Miss Liz Brooks | Mr Charles Swan     |
| Mr Alec Hartley | Mr Martin Symons,   |
| Mrs Dawn Hatton | Mr Ray Walpole      |
| Dr Peter Mason  | Mr Richard Webb     |

**In Attendance**

Mrs Jacquie Burgess – Broads Authority Chairman  
Ms Lottie Carlton – Administrative Officer  
Mr Mark King - Waterways and Recreation Officer (WRO)  
Mrs Andrea Long – Director of Planning and Resources

**Also In Attendance**

Dr Andy Hutcheson – Norfolk County Council

**4/1 To receive apologies for absence and welcome new members**

Apologies for absence were received from Mr Nick Dennis, Mr Mike Flett, Mr Tony Gibbons and Mr Chris Yardley. Members were welcomed to the meeting. Mrs Jacquie Burgess, Broads Authority Chairman, Andrea Long, Broads Authority Director of Planning and Resources and Andy Hutcheson, Norfolk County Council were also welcomed to the meeting.

**4/2 To receive declarations of interest**

There were no declarations of interest at this point in the meeting. No further declarations of interest occurred during the meeting.

**4/3 To receive and confirm the minutes of the meeting held on 01 March 2017**

The minutes of the meeting held on 01 March 2017 were confirmed as a correct record and signed by the Chairman.

**4/4 To receive any points of information arising from the minutes**

**(1) Minute 3/4 (1) Ludham Footpath**

The Ludham permissive footpath was officially opened as part of the Broads Outdoors Festival with a guided walk 'Monastic Meanderings' led by the SWRO. A video made by Mustard TV was shown to the Broads Local Access Forum (BLAF). Not all BLAF members had received an invitation to attend the official launch. Apologies were given for this oversight. A morning site visit to the footpath is planned for the September BLAF meeting.

**(2) Minute 3/4 (2) How Hill Footpath**

All work has been completed. The path is ready to be opened to the public once the Broads Authority receives the official legal handover documents from the Environment Agency for the sluice bridge.

**(3) Minute 3/4 (5) Hickling Project update**

The winter work has been completed. Profuse growth of the water plant *cara intermedia* has been noted in the broad.

**(4) Minute 3/4 (6) River Wensum Strategy update**

Due to the recent general election and associated purdah requirements there has been a further delay in publishing the draft River Wensum Strategy for public consultation. The consultation will now start on 26 July 2017 and run until September. The document will be available to view online and at a venue yet to be confirmed. There will also be specific project consultations. The Vice-Chairman and WRO agreed to contact BLAF member Mr Tony Gibbons to get feedback from an angling perspective. CIL funding has been agreed and improved access to the riverside walk and links to the Marriott's Way projects will therefore definitely go ahead.

**(5) Minute 3/4 (7) Staithes Research**

There have been numerous requests to see the Staithes Research carried out by Professor Tom Williamson, but unfortunately photos and maps intended to accompany the report have still not been received which has delayed publication. Broads Authority's Management Team will discuss the issue next week to see if there is a way of intervening to ensure the report can be published. The Forum agreed this was important.

**(6) Minute 3/4 (10) Mutford Lock**

With the formation of the new Oulton Broad Parish all concerned are keen to get some progress regarding the land transfer at Mutford Lock. The Director of Planning and Resources agreed to circulate an update to Forum members on the latest situation.

**(7) Minute 3/6 (1) Pathmakers Burgh Castle Project**

An official opening of the 'access for all' Burgh Castle boardwalk is taking place on Wednesday 14 June at 2pm. BLAF members were invited to attend.

**(8) Minute 3/9 AOB**

**Cess Staithe, Martham:** A date is yet to be set for a Public Enquiry into the proposed footpath at Cess Staithe, Martham.

**Publicity:** Rob Leigh has been appointed to the role of Head of Communications for the Broads Authority, Tom Waterfall has been appointed to the role of Communications Officer (Digital and PR) and is managing website and social media content. Interviews for the Communications Officer (Media and PR) are taking place next week.

**BLAF Membership:** Two members will be appointed to BLAF at the Broads Authority meeting in July.

**4/5 Norfolk County Council update**

Dr Andy Hutcheson of Norfolk County Council (NCC) gave a presentation 'Strategic update in the Broads and beyond':

**Strategic Green Network:** The national trails website includes the Coast Path, Marriott's Way, Wherryman's Way, Weaver's Way and Peddar's Way with lots of useful information, including circular walks off these national trails.

**Coast Path:** Numbers 1 and 2 are open and further changes are being worked on for North Coast and number 4. Norfolk is included in the south-east area. It is hoped to work with Suffolk County and Essex County to market the East of England as an area modelled on the South West Coast Path approach which has successfully increased economic impact and international visitor interest with clever use of itineraries.

**The Norfolk Rights of Way Improvement Plan** is undergoing a strategic review.

**Norfolk Cycling and Walking Action Plan:** The final draft is ready. The Department for Transport have also published their infrastructure document [covered in agenda item 6] which includes guidance for plans. NCC will follow this guidance in order to maximise access to funding.

**'Pushing Ahead'** is a three year Department for Transport funded project. NCC will liaise with the Broads Authority on project development.

**Broads Access Improvements:** The Chegrave section of the Wherryman's Way is bedding in after work carried out last year [photos shown to the Forum]. It is open to the public. A people counter showed 15,804 clicks since 01 February 2017. Similar

people counters on other routes show that spring and early summer are most popular whilst August is the least used time of the year.

**Comments and answers to question as follows:**

- The Parish Council is happy to take forward the Permissive Path agreement with the landowner for the Chedgrave section of the Wherryman's Way.
- The people counter results tend to show local user focus. Ramblers Association walk statistics back the dip in August figures. Marketing improvements could be useful to improve footpath use during August. NCC funding is project based and there is no further budget available for marketing. There is however a visitor economy focus under the new Director at NCC and they are working with Visit Norfolk and district level DMOs sharing website links to improve tourism marketing coverage.
- On other sections of the Norfolk Trails surveys are available with questions relating to how often the path is used, average spend per visitor and where the visitor's are from etc. Surveys are either supervised (volunteers or professionals) or via self-completion.
- The 'access for all' terminology could be misinterpreted to mean access for all types of users e.g. horse riders, cyclists etc.
- Luggage transfer and linked bed and breakfast bookings services work well in other parts of the country to increase visitor numbers but is not something that has taken off for the Norfolk Trails. A commercial enterprise would be needed to get this up and running. Links to TV shows and films also help other parts of the country with visitor numbers.
- School links and promotion are integrated into various NCC projects including 'Pushing Ahead' and using heritage and wildlife aspects of the Marriott's Way.

**4/6 Cycling and Walking Investment Strategy**

The WRO gave a presentation updating the Forum on the Department for Transport Cycling and Walking Investment Strategy published in June 2017.

The main intention of the strategy is to make walking or cycling the natural choice for shorter journeys by 2040.

Sustrans has already successfully promoted cycling to schools resulting in 40% of children no longer being driven to school.

The strategy does not specify how it will be funded or who will be eligible, but the Broads Authority and the Broads Local Access Forum would be keen to access any funding available.

Objectives include: improved safety, reducing accidents, delivering high quality cycling and walking routes in deprived areas, connecting existing network hubs and encouraging bike parks in suitable locations both urban and rural.

As a result of the strategy it is hoped to save £1.7billion a year in national health costs, decrease traffic congestion in towns and cities, provide well connected, clearing waymarked cycle routes, improve safety and promote economic gains.

Sustrans has been working on a Phase 1 map identifying options in Norfolk. NCC and BA are discussing inclusion of Broads schemes in any future communities projects, £100k projects involving installation of numbered posts for cyclists to follow, similar to waymarkers, and linked to relevant mapping.

**Comments and answers to questions as follows:**

- The 2040 target is ludicrously long. BLAF would want to see shorter timescales.
- Increased spots to park and pick up hire bikes in the Broads is supported.
- Cycling to school is not an option for many parents and children due to safety and timing issues (parents need to get to work, children are often in different schools).

#### **4/7 Cycling UK Off-road Report**

The WRO gave a presentation updating the Forum on Cycling UK's 'Rides of Way' report reviewing surveys of 11,500 off-road cyclists in England and Wales.

The survey highlighted the wide range of ages taking part in off-road cycling, the majority of whom emphasised the health and mental wellbeing aspects of the activity rather than the thrill of high speed mountain biking.

93% of respondents revealed that the quality of trails was the key to choosing where they visited.

The distinction between footpaths, bridleways and byways is based on historical evidence and the report highlighted that 70% of those surveyed felt the current PROW system is outdated, not reflecting life in the 21<sup>st</sup> century.

Cycling UK does not intend to push for all PROW to be opened to cyclists but since currently only 20% of the network is available to cyclists they feel a review is necessary to look at how they can work with National Park Authorities, Local Councils and other organisations to help improve routes.

**Comments and answers to questions:**

- The legalities of registration of public rights of way required user evidence, so for example Catfield could only be registered as a footpath despite being suitable for cyclists. The Forum agreed that the law needed reviewing.

- Landowner consents could open up permissive paths to cyclists and horse riders.
- Cycling UK lobbying could help facilitate the 2026 deadline for registration of unlisted routes.
- Carlton Marshes has a bridleway just half way into the marsh due to landowner objections. The Forum agreed that with the purchase of this land by Suffolk Wildlife Trust there could be potential to achieve positive outcomes here.
- A recent article in the EDP highlighted safe routes for cyclists, particularly Freethorpe to Thorpe Green. With schools along this route it would be good to encourage greater use by school children.

#### **4/8 Broads Forum updates**

The Broads Forum met in on 27 April 2017 and the main items discussed were as follows:

- (1) Presentation from Paul Mace of LEADER on financing schemes that create employment in the area.
- (2) Discussion on salinity and angling and measures to mitigate saline incursion led by Steve Lane of the Environment Agency, Tony Gibbons and Kelvin Allen.
- (3) Presentation from Rob Rogers, Broads Authority Director of Operations on the mooring strategy and landowner arrangements and opportunities.
- (4) Chief Executive's update on Broads Authority activities.
- (5) Boat waste update and possible solution at Ludham and Womak (joint scheme between the parish council and district council).

#### **Comments and answers to questions as follows:**

- Public toilet provision in the Broads is the responsibility of district councils, but is not a statutory duty. These are loss making facilities and are difficult for smaller councils to support. This has resulted in some facilities having to be closed.

#### **4/9 To receive any other items of urgent business**

**National Local Access Forum conference:** This is taking place in Birmingham on 21 June 2017. The Vice-Chairman and SWRO will attend representing the BLAF. Agenda items include a Natural England update and various topic based workshops. It was agreed to bring a report of the conference to the next BLAF meeting.

**Berney Arms path classification:** Following up on a question raised at a previous BLAF meeting, the WRO confirmed that the Berney Arms path is classified as a bridleway.

**Valentine's Meadow:** The WRO reported that the kissing gates at Valentine's Meadow have been altered and are now DDA compliant.

#### **4/10 To note the date of the next meeting**

It was noted that the next meeting is scheduled to take place on Wednesday 06 September at 2pm. It is intended to include a site visit and lunch prior to this meeting.

The meeting concluded at 3.50pm.

Chairman



## **Broads Authority**

### **Financial Scrutiny and Audit Committee**

Minutes of the meeting held on 25 July 2017

#### **Present:**

Mr Louis Baugh (Chairman)  
Prof. Jacquie Burgess  
Sir Peter Dixon

#### **In Attendance:**

Ms Esmeralda Guds – Administrative Officer  
Mr David Harris – Solicitor and Monitoring Officer  
Miss Emma Krelle – Chief Financial Officer  
Ms Andrea Long – Director of Planning & Resources  
Dr John Packman – Chief Executive  
Mr Rob Rogers – Director of Operations

#### **Also in Attendance:**

Ms Emma Hodds - Head of Internal Audit  
Mr Kevin Suter - Executive Director, Ernst & Young LLP  
Mr Mark Russell – Assistant Manager Ernst & Young LLP

#### **3/1 Apologies for Absence**

Apologies were received from Nicky Talbot.

The Vice Chair expressed thanks to Guy McGregor who had been a Member of the Authority since 2005 and chaired the Financial Scrutiny and Audit Committee since 2010. Louis Baugh would Chair this final meeting before a new Committee is appointed at the Authority's AGM on 28 July 17, and the Chair and Vice Chair will be appointed at the FSAC on 14 November 2017.

#### **3/2 Matters of Urgent Business**

There were no items being proposed as matters of urgent business.

#### **3/3 Declarations of Interests**

Sir Peter Dixon expressed his declaration of interests as set out in Appendix 1 to these minutes, that he is a Board Member of the National Park Partnerships.

**3/4 To receive and confirm the minutes of the Financial Scrutiny and Audit Committee meeting held on 7 February 2017 (herewith)**

The minutes of the meeting held on 7 February 2017 were approved as a correct record and signed by the Chairman.

**3/5 Public Question Time**

No questions were raised by members of the public.

**3/6 Annual Governance Statement 2016/17**

Members received a report which explained the legal requirement, background and purpose of the Annual Governance Statement, and the requirement to carry out an annual review of the Authority's systems of internal control and governance arrangements. Members further were provided with a draft Annual Governance Statement 2016/17 for their consideration.

The Solicitor & Monitoring Officer said he wished to make an amendment to the recommendations of the report and that the second recommendation should read '*recommended for approval*' instead of '*approval*'.

Further it was confirmed that a report on General Data Protection Regulations would go to the Full Authority before March 2018.

The Committee recommended the Annual Governance Statement for 2016/17 and Action Plan for 2017/18 for approval and noted that the Authority's internal control systems and governance arrangements were considered to be adequate and effective.

**3/7 Internal Audit Annual Report and Opinion 2016/17**

Members received a report which provided the Authority with an Annual Report and Opinion for 2016/17, drawing upon the outcomes of Internal Audit work performed over the course of the year and a conclusion on the Effectiveness of Internal Audit.

The Committee was informed that a reasonable audit opinion (positive) had been received. The Head of Internal Audit explained that in reality it was unlikely for a council or authority to receive a substantial assurance as an opinion could only be based upon work carried out up to the time of the audit and therefore wouldn't be absolute. The Broads Authority however had consistently been at the top end of a reasonable assurance and therefore was in a very positive position.

The Chair mentioned that Members attended a Members development workshop on the Statements of Accounts which introduced Members to internal audit and its function and roll.

Members noted the conclusions of the Review of the Effectiveness of Internal Audit and that a reasonable audit opinion (positive) had been given in relation to the framework of governance, risk management and control for the year ended 31 March 2017.

### **3/8 Statement of Accounts 2016/17**

Members received a report which summarised the Broads Authority's Statement of Accounts for the year ended 31 March 2017.

The Chief Financial Officer highlighted that the format of the Statement of Account was slightly different this year due to the introduction of the Expenditure Funding Analysis. Also the Income and Expenditure Statement had changed to reflect the organisations structure rather than CIPFA's SeRCOP used in previous years. She further highlighted that the balance sheet moved to a net liability position due to the movement in the pension valuation which was not uncommon in the public sector.

Member's attention was drawn to the Draft Statement of Accounts published on the website and it was explained that £2 million misclassified under 'Cash & Cash Equivalent' was now showing under 'Short Term Investments'. This was because investments needed to be readily convertible to be included under Cash and Cash Equivalents.

It was clarified that investments previously in place with Broadland District Council were deposited in an instant access account.

A member commented that the narrative report was out of date as the Authority had been successful in its EU bid CANAPE. However at the date the report was written the result of this was still unknown and the External Auditor agreed that the Authority should leave the narrative report as it was.

Members recommended the Statement of Accounts for 2016/17 to the Broads Authority for approval.

### **3/9 Annual Audit Results**

Members received a report which was appended the Annual Audit Results for 2016/17 prepared by the External Auditors, Ernst & Young.

Members were informed that no evidence of material management override or any material weaknesses in controls were identified. It was concluded that the SoA was a good quality statement and no matters needed to be brought to the Committee's attention. The External Auditors were pleased to give an unqualified opinion on the Statement of Accounts.

Regarding the second responsibility, Value for Money, the External Auditors looked at the financial planning to see whether emerging pressures would be identified and were satisfied that appropriate arrangements were in place. The

External Auditors were proposing an unqualified conclusion on the Authority's Value for Money arrangements.

It was confirmed that the timescale for next year would be 31 May 2018 for the Draft Accounts and 31 July 2018 for approval.

The Committee thanked the auditors for examining the Authority's accounts early in their programme.

Members noted the Annual Audit Results 2016/17 and approved that the Letter of Representation in connection with the Audit of the Financial Statements for 2016/17 be signed by the Chief Financial Officer and the Chairman of the FSAC.

### **3/10 Investment Strategy and Performance Annual Report 2016/17**

Members were provided with a report which set out details of the Authority's investment of surplus cash, including the investment principles adopted and performance during the twelve months to 31 March 2017.

The Chief Financial Officer reminded Members that part of the investment which had come back from Broadland District Council in November 2016 was put in fixed term deposits to maximise their return and the remaining in an instant access account.

She reported that the interest rate had remained low and that she had been approached by Barclays Bank offering a higher rate. The rate, however, was nowhere near the 1% fixed term deposit being achieved currently. The Chief Financial Officer would continue reviewing this.

It was explained that the Authority didn't use investment consultants as the cost exceeded the benefit.

Members noted the current arrangements regarding the investment of surplus cash.

### **3/11 External Quality Assessment of Internal Audit**

Members received a report which presented the results of an external review by the Institute of Internal Auditors of whether the Eastern Internal Audit Services was in conformity with the proscribed standards.

The Head of Internal Audit reported that the internal audit service met most of the standards and that the one area which needed looking at was coordinating and maximising assurance and formally recognising the relationships with the other internal teams, i.e Health and Safety.

It was concluded that the Authority's internal audit service fully met most of the globally recognised standards, which was described as "Generally Conforms" and therefore the internal audit service could state in its reports

and literature that the work “had been performed in accordance with the Internal Professional Practices Framework”.

Members noted the report.

### **3/12 External Audit**

Members received the Local Government Audit Committee Briefing by Ernst & Young and the annual audit fee letter from Ernst & Young for undertaking the 2017/18 audit. They were informed that the fee for 2017/18 would be maintained at £13,943 and that the fee had remained the same for the last three years.

Members were informed that the Authority’s auditors (as determined by the PSAA) for 2018/19 would be proposed in August 2017 and confirmed in December 2017

Members welcomed that the fee had remained the same and noted the audit fee letter. Members further noted the Local Government Audit Committee briefing, including the key questions for audit committees as set out on page eight.

### **3/13 Implementation of Internal Audit Recommendation: Summary of Progress**

Members received a report which updated them on progress in implementing Internal Audit recommendations arising out of audits carried out during 2016/17

The Chief Financial Officer highlighted that the recommendation relating to External Funding still remained outstanding but was due to be completed by the end of August 2017. She further highlighted that within Key Controls two items remained outstanding. One was relating to Payroll which would be in place by the end of September 2017. Another was relating to Tolls and wasn’t due until the end of August 2017 and therefore was still on target.

Members were updated that under Corporate Governance two recommendations had been completed and the third was not due until end of September 2017.

The Chief Financial Officer informed Members that as part of the 2017/18 programme the first audit had been undertaken on Asset Management and the Port Marine Safety Code Audit would be undertaken in September 2017. It was clarified that no opinion would be given on the latter one, just a checklist. The details of any recommendations would be fed back to Members at the next FSAC committee meeting in November 2017

Members note the report.

### **3/14 Updated Financial Regulations**

Members received a report which appended the updated Financial Regulations following a recommendation from the Key Controls Audit.

In the updated version the Financial Regulations now reflect that advance payment would be required prior to the goods/services being ordered. Furthermore regulations were updated to reflect all circumstances when a purchase order was not required.

An additional amendment was made to update the wording to reflect change to the Section 17 Officer from it being outsourced to now being provided in house. As part of this change amendments had been made to the signing of cheques.

Members adopted the updated Financial Regulations.

### **3/15 To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4) (b) of the Local Government Act 1972**

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

### **3/16 Formal Questions**

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

### **3/17 Date of the next meeting**

Members noted that the date of the next Committee meeting would be held on Tuesday 14 November 2017 at Yare House, 62-64 Thorpe Road, Norwich, commencing at 2:00pm.

The meeting concluded at 3.10 pm

CHAIRMAN

## APPENDIX 1

### Declaration of Interests

Committee: Financial Scrutiny and Audit Committee

Date of Meeting: 25 July 2017

| <b>Name</b><br><b>Please Print</b> | Agenda/<br>Minute<br>No(s) | <b>Nature of Interest</b><br>(Please describe the nature of the<br>interest) | Please tick<br>here if the<br>interest is a<br>Pecuniary<br>Interest<br>✓ |
|------------------------------------|----------------------------|--|---|
| Peter Dixon                        |                            | Board Member of the NPP  |   |
| Louis Baugh                        |                            | None   |   |
| Jacquie Burgess                    |                            | None   |   |

## **Navigation Committee**

Minutes of the meeting held on 7 September 2017

### **Present:**

Mrs N Talbot (Chairman)

|                 |                         |               |
|-----------------|-------------------------|---------------|
| Mr K Allen      | Mr M Heron              | Mr S Sparrow  |
| Ms L Aspland    | Mr J Knight             | Mr M Whitaker |
| Sir Peter Dixon | Mr G Munford (1/1-1/10) | Mr B Wilkins  |

### **In Attendance:**

Ms N Beal – Planning Policy Officer  
Mr S Birtles – Head of Safety Management  
Mrs L Burchnall – Head of Ranger Services  
Mr A Clarke – Senior Waterways & Recreation Officer  
Ms A Cornish – Planning Officer  
Ms E Guds – Administrative Officer (Governance)  
Mr D Harris – Solicitor & Monitoring Officer  
Dr D Hoare – Head of Construction, Maintenance and Environment  
Mr T Hunter – River Engineer  
Ms E Krelle – Chief Financial Officer  
Dr J Packman – Chief Executive  
Ms S Stephenson – Environment & Design Supervisor

### **Also Present:**

Prof J A Burgess - Chairman of the Authority  
Lana Hemsall - Broads Authority Member

#### **1/1 To receive apologies for absence**

Apologies for absence were received from Matthew Bradbury and John Ash. The Chair said that comments received from John Ash would be fed into the discussions.

#### **1/2 To note whether any items have been proposed as matters of urgent business/ Variation in order of items on the agenda**

No items had been proposed as matters of urgent business.

#### **1/3 To receive Declarations of Interest**

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



The Solicitor and Monitoring Officer advised that those Members who had declared a personal interest in the item on the policy on residential moorings in the draft Local Plan should leave the room before a discussion on this item took place.

One Member expressed his wish to make a general comment on residential moorings before this item was considered by the Committee. The Solicitor and Monitoring Officer suggested a brief adjournment before Agenda Item 1/11, Broads Local Plan, allowing him to consult with the Member about the nature of his request.

#### **1/4 Public Question Time**

No public questions were raised.

#### **1/5 To receive and confirm the minutes of the Navigation Committee meeting held on 20 April 2017**

The minutes of the meeting held on 20 April 2017 were confirmed as a correct record and signed by the Chairman.

#### **1/6 Summary of Actions and Outstanding Issues following Discussions at Previous Meetings**

Members received a report summarising the progress of issues that had recently been presented to the Committee.

One Member commented that the signs at the Irstead Shoals must be competent as he had not received any negative comments.

When asked whether the Committee would receive an update on the Staithes Report it was explained that once the feedback on the draft report had been received along with the maps, it would be published on the Authority's website. Professor Williamson had only been commissioned to give two presentations, one at the Broads Forum meeting in July 2016 and a second at the Broads Authority meeting in July 2017, to which Navigation Committee Members had been invited.

Members noted the report.

#### **1/7 Progress in Implementing the Sediment Management Strategy**

Members received a report and presentation on an analysis of recent hydrographic survey data and the draft dredging programme for 2018/19.

Comparisons with previous reports on estimated sediment volumes showed some significant differences, in particular for the rivers Yare and Waveney. Officers had investigated this and reported that the increase was largely due to improvements made to survey method, and therefore data accuracy since 2011, rather than physical changes in the waterways. Where repeated surveys had been taken since 2011, for example the River Bure, changes in sediment volume was better understood with clear reductions where dredging had been undertaken.

The Committee applauded the work which had been achieved and recognised that the approach to sediment management was much improved. The Chair highlighted how the development of more accurate recording had improved the decision making process on which areas to target.

A Member commented he would like to see landowners take more responsibility for the run off of sediment from their fields into the waterways.

A concern was raised that based on the recent evidence the average volume of 25,000 cubic metres of sediment removed from the River Bure each year, half of the programmed target for the Broads as a whole, only just about maintained the status quo. Members also remarked that there was no dredging in the River Thurne or Yare this year and it was questioned whether Waxham Cut was a sensible priority for the proposed dredging programme 2018/19, as it was so little used.

There was a further concern that unless the target for sediment removal were increased or even doubled, the specifications might never be met. It was commented that the Authority had a duty to maintain the waterways, whatever funds required, even if this meant having to increase toll charges.

The Rivers Engineer stated that dredging in the Rivers Yare and Thurne were in the five year plan and, especially with CANAPE coming up, would be addressed in the coming years. It was further explained that Waxham Cut, was getting very shallow and needed to be dealt with urgently. He clarified that the River Bure would always be on the priority list because the compliance was low and the rate of siltation very high.

It was confirmed that, especially with CANAPE on the horizon, Hickling would be scheduled for dredging next year. It was also confirmed that the estimated sediment volumes were based on surveys of the navigation areas only and therefore Martham Broad and Duck Broad were not included in the figures.

The Head of CM&E commented as regards to the use of Waxham Cut, that from comments made and contact with Broads Control there was a demand for Waxham Cut to be dredged.

Members welcomed the report.

## **1/8 Construction, Maintenance and Environment Work Programme Progress Update**

Members received a report which set out the progress made in the delivery of the 2017/18 Construction, Maintenance and Environment Section work programme from April 2017 to end July 2017. A summary of the year-end figures for dredging work during the 2016/17 year was also provided.

A presentation outlined the plans for Hickling Broad for the next 3-4 years. It was highlighted that waterplant management in Hickling was an ongoing process and plants were growing taller and spreading towards the marked navigation channels.

The Chair acknowledged that good progress had been made on the overall programme for 2016/17.

It was confirmed that work on the River Chet was still going ahead as planned and that tree work would be carried out ahead of the dredging.

A Member commented that the sailing conditions this year on Hickling Broad had been very difficult. He said that despite all the great work carried out by the Authority and Natural England, cut weed seemed to be drifting into the central area. Hirers were suffering as well and there were a number of instances when hired boats needed to be rescued.

The Head of Contructions, Maintenance and Environment confirmed that the cutting of the plants in the marked channels, including the approach to Catfield Dyke, had been carried out twice this year, once early August and once at the beginning of September.

It was enquired how it could be known whether Stoneworts either had survived the cuts or not. It was explained that ongoing monitoring would be undertaken over the course of next year in the areas that had been cut and untouched control areas. This monitoring aimed to provide the type and quality of evidence for evaluation supporting the Authority and Natural England to make an informed decision on the potential for any future larger scale management of Stoneworts on Hickling Broad.

Members noted the report.

## **1/9 Riverside Tree and Scrub Management**

The Committee received a report and presentation outlining how management of riverside trees and scrub was required to maintain navigation safety and wind availability whilst retaining environmental features and interests. A five year plan, prioritising the location of riverside management had been produced, incorporating the permissions required, consultation and agreed methodology.

A Member queried why the navigation bodies had not been consulted on tree management. He believed that sailing conditions even after tree management remained dreadful and in many areas didn't reinstate the bygone landscape of open valleys with rivers on which all craft including trading wherries were propelled by sail. He further commented that there should be no tree growth on flood banks.

Members were informed that some habitats had not received management for some time. It was explained that the Authority had to work within its resources and therefore had to prioritise and go through a consultation process. The Senior Waterways and Recreation officer commented that the Norfolk Suffolk Boating Association and the British Hire Boat Federation had been consulted in the past on the annual tree clearance programme and that further details could be provided if necessary. It was also clarified that during flood defence works trees were cleared from the floodbank work corridor but not between the front face of the floodbank

and the river's edge where there was a wide rond. Additionally specimen trees that are close to the floodbank are retained where appropriate.

Another Member commented that due to lack of tree management the River Ant would soon be impassable and it was impossible for wherries to sail certain parts of the River Bure. He believed that as a Navigation Committee they had a duty to maintain and enhance navigation.

Other Members expressed views which recognised the challenges of both meeting the needs of conservation and at the same time the needs of navigation. It was suggested that, as tree management was the landowners' responsibility, the Authority should put more pressure on Natural England, which owned a significant amount of the adjacent land, to manage encroachment on the navigation area that they are responsible for.

The Head of Construction, Maintenance and Environment explained that the strategy adopted dealt with safety issues and that the sustainable use of fen areas created tree corridors. Therefore it wasn't just a navigation issue but a wider cultural aspect of the use of the broads which created these conditions.

A Member said it would be useful to have the entire tree management plan including what was happening on the Yare and suggested that maybe wider priorities would need to be put forward to the Committee so Members could express their priorities. He further agreed to putting more pressure on landowners for acting on their responsibilities.

The Environment and Design Supervisor explained that the prioritisation process included a matrix scoring system making it as objective as possible to help with the programme of works.

It was agreed to include Scrub and Tree Management in the CM&E update report every six months.

Members noted the report.

## **1/10 River Wensum Strategy Consultation**

Members were provided with a report and presentation detailing the draft River Wensum Strategy that was currently being consulted on and highlighted the main aspects of the strategy that relate to navigation and access to the River Wensum.

The Strategy was very well received and supported by the Members. Some comments were made however that the strategy lacked mention of the issues around Trowse Swing Bridge and believed this should be incorporated in the strategy. In particular, the strategy presented an opportunity of addressing the consequences of Network Rail's ambition of reducing journey times to London and the long-term possibility of the port of Norwich being unavailable to larger vessels.

A Member mentioned he supported the strategy's focus for organised angling competitions to take place after October. This would work well with the idea of having an Anglers Festival in the city during the winter months.

The Committee supported the proposals in the report, and stated a preference for filling the missing link on the riverside walk between Blackfriars' Bridge and Dukes Palace Bridge with a section of path on the north (true left) bank of the river as this would remove any need to encroach on river width at Blackfriars' Bridge.

The Senior Waterways and Recreation Officer confirmed he would feedback the comments of the Committee and their general support for the strategy and informed Members that they could also submit their individual comments directly to the consultation if they wished to do so.

*Greg Munford left the meeting at 4 pm.*

## **1/11 Broads Local Plan – Publication Version**

Members received a report which introduced the Broads Local Plan Publication Version. This was the third consultation stage of the Local Plan production and included final policies for the stakeholders and public to consider. It was intended that the consultation would run from 4 October to 15 November 2017, covering six weeks.

Following a brief adjournment for the purpose of clarifying the situation about declaration of interest, the Solicitor and Monitoring Officer advised that those Members declaring interests in their business and residential moorings would be entitled to remain and participate providing their contribution was limited to discussion of general policy. The Solicitor and Monitoring Officer clarified that one of those Members would be entitled to put a question relating to what they considered to be an error on page 59 of the Residential Moorings Topic paper relating to policy DP25.

A member suggested that there was an error on page 59 in relation to Policy DP25 and specifically mentioned that none of the sites to be allocated were within or adjacent to a development boundary. The table should then go on to talk about the services and facilities that the sites have access to.

The Planning Policy Officer took on his comments and said she would make the amendment.

The Policy Planning Officer then addressed the Broads Local Plan itself. Although applauding the Local Plan, one Member commented he was disappointed about the lack of navigation mentioned within the objectives of the Local Plan and recommended there should be a specific criteria relating to navigation. The Policy Planning Officer indicated that she would pass on these comments to the Planning Committee.

Members noted the report.

#### **1/12 Planning Application with Navigation Implications: Redevelopment of the existing Wayford Marina**

The Committee had been made aware of a planning application which had been submitted in respect of the redevelopment of the Wayford Marina on the River Ant at Wayford Bridge. The scheme sought to improve the services and facilities provided at the marina, rationalise and improve the mooring opportunities and provide holiday accommodation at the southeastern end of the site.

When it was suggested that the site should have free visiting moorings for public use, the Planning Officer confirmed that the proposals provided three free moorings. The policy stated that a minimum of 10 percent free moorings was required, which meant there might be room to negotiate for more free moorings.

One Member suggested demasting moorings for public use, although it was queried by another Member whether this was necessary on this stretch of the river.

The Planning Officer said it was hard to confirm how many additional moorings would be provided as currently there were many triple and illegal moorings.

Members in general agreed with the planning permission but suggested to push for more moorings.

Members noted the report.

#### **1/13 Annual Income and Expenditure: 2016/2017**

Members received a report which set out a summary of the Authority's income and expenditure for the 2016/17 financial year, analysed between national park and navigation funds. Original and Latest Available Budget information was provided for comparison.

The Chief Financial Officer informed Members that the accounts had been audited and were approved by the Full Authority on the 28<sup>th</sup> of July. Members were reminded that the accounts had a faster close this year as a trial for next year, because next year they would need to be signed by the the 31<sup>st</sup> of July. Members were reminded that it was very important to accurately complete their related party declarations which should tie back to their original declaration. It was stressed that next year the auditors would review this area in more detail.

Members noted the report.

#### **1/14 Navigation Income and Expenditure: 1 April to 30 June 2017 Actual and 2017/18 Forecast Outturn**

Members received a report which provided them with details of the actual navigation income and expenditure for the three month period to 30 June 2017, and gave them a forecast of the projected expenditure at the end of the financial year (31 March 2018)

A verbal update was provided on the income and expenditure up until the end of July. Hire and Private Craft Income continued to remain ahead of profile which had resulted in the forecast outturn increasing. However at this stage it did not include the purchase of Acle Bridge moorings.

Members noted the report.

## **1/15 Chief Executive's Report**

This report summarised the current position in respect of a number of important projects and events, including decisions taken during the recent cycle of committee meetings.

Members received an update on the item Anti-Social Behaviour and were informed that the working group had arranged a meeting on the 4<sup>th</sup> October with the NSBA, the Hire Boat Federation, Broads Society and the Constabulary. Also the Chief Executive and the Head of Ranger Services had a productive meeting earlier that morning on the topic with the Inspector responsible for Broads Beat.

A Member mentioned that the Angling Trust had offered assistance to the Environment Agency following reports of anti-social behaviour at the angling platforms at Postwick. The Environment Agency had however declined the offer which the Member felt was disappointing. The Head of Ranger Services responded that Broads Beat had been supporting the Environment Agency with this issue. The Environment Agency planned to clear the sites at Postwick by cutting back vegetation making it more open.

Another Member mentioned that she had been approached because the sound of shots fired had been heard on the River Waveney next to the moorings. It was assumed was that this was in relation to shooting game or potshots. The Head of Ranger Services said she was unaware of this incident and would follow this up with Broads Beat.

A Member updated the Committee that the Broads Hire Boat Federation had now developed a Code of Practice which was signed by all Federation Members.

Members noted the report.

## **1/16 Current Issues**

A Member informed the Committee of an incident on Hardley Dyke caused by unravelling matting and wanted it noted that this was a pressing issue, particularly in this location. The Chair said she would mention this at the next Boat Safety meeting.

Officers were thanked for their efforts in the successful purchase of the moorings at Acle Bridge. Members were informed that safety issues would be addressed first, i.e filling up of the pot holes. This would be followed by a survey of the main building.

## **1/17 Items for future discussion**

The Chair informed the Members that the agenda for the next Committee meeting would include the consultation on tolls for 2018/19 and the transfer of Mutford Lock.

In regards to an incident of a toddler falling into the river Bure at the Great Yarmouth Yacht station, one Member suggested that a discussion was needed about of the Authority using its powers and making wearing a life jacket compulsory. The Chair responded that there would be an opportunity for this to be discussed at the Boat Safety Meeting.

## **1/18 To note the date of the next meeting**

The Chair highlighted that the next meeting of the Committee had been brought forward one week and would be held on Thursday 19 October 2017 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

## **1/19 Exclusion of the Public**

RESOLVED

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

Members of the Public left the meeting

## **Summary of Exempt Minutes**

## **1/20 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 20 April 2017 (herewith)**

The exempt minutes of the meeting held on 20 April 2017 were confirmed as a correct record and signed by the Chairman.

The meeting concluded at 4.51 pm.

Chair



## Code of Conduct for Members

**Declaration of Interests**

Committee: Navigation Committee

Date of Meeting: 7 September 2017

| Name<br>Please Print | Agenda/<br>Minute<br>No(s) | Nature of Interest<br>(Please describe the nature of the interest)  | Please tick<br>here if the<br>interest is a<br>Prejudicial<br>interest |
|----------------------|----------------------------|---|--|
| Max Heron            | 6 - 11                     | Toll payer, landowner, Member British RC, NRC, Chair Whitlingham Boathouses   |  |
| Simon Sparrow        | 11                         | Toll Payer, hire boat operator, resident  |  |
| Michael Whitaker     | 11                         | Toll payer, Hire Boat Operator, Chair BHBF, resident  |  |
| Peter Dixon          | 9                          | Trees versus Sailing  |  |
| Kelvin Allen         |                            | Chair of BASG   |  |
| Greg Munford         |                            | Toll payer, non British Marine, Resident, Broads Tourism Director   |  |
| James Knight         | 11 in particular           | Hire Boat Operator, Yacht Club Member, and Toll payer.<br>Director of Waveney River Centre which was included in the assessment and evaluation of residential moorings for the Broads Local Plan. |  |
| Brian Wilkins        | 9                          | Chair NSBA, all issues  |  |
| Nicky Talbot         | 12                         | Toll Payer, Member of NSBA and NBYC   |  |
| Linda Aspland        |                            | Hunter fleet, Toll payer, NBYC Committee, local resident  |  |

**Broads Authority**  
**Planning Committee**

Minutes of the meeting held on 15 September 2017

Present:

Sir Peter Dixon – in the Chair

Mr M Barnard  
Prof J A Burgess  
Mr W A Dickson  
Ms G Harris  
Mr P Rice

Mr H Thirtle  
Mr V Thomson  
Mrs M Vigo di Gallidoro  
Mr J Timewell

In Attendance:

Ms N Beal – Planning Policy Officer (Minute 2/10 – 2/11)  
Mrs S A Beckett – Administrative Officer (Governance)  
Mr S Bell – for the Solicitor (Minutes 2/1 – 2/10)  
Ms A Cornish – Planning Officer (Minutes 2/8)  
Mr B Hogg – Historic Environment Manager  
Ms C Smith – Head of Planning  
Ms K Wood – Planning Officer (Compliance and Implementation)  
(Minute 2/9)

**2/1 Apologies for Absence and Welcome**

The Chairman welcomed everyone to the meeting.

Apologies were received from Mr Brian Iles.

**2/2 Chairman's Announcements and Introduction to Public Speaking**

**(1) The Openness of Local Government Bodies Regulations**

The Press correspondent and Mr James Knight indicated that they intended to record proceedings.

The Chairman gave notice that the Authority would be recording the meeting. The copyright remained with the Authority and the recording was a means of increasing transparency and openness as well as to help with the accuracy of the minutes. The minutes would remain as the matter of record. If a member of the public wished to have access to the recording they should contact the Monitoring Officer.

**(2) Public Speaking**

The Chairman reminded everyone that the scheme for public speaking was in operation for consideration of planning applications, details of

which were contained in the Code of Conduct for members and officers. (This did not apply to Enforcement Matters.)

## **2/3 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 for all Members concerning item 2/9 (Waveney River Centre) as the landowner was a Member of the Navigation Committee. All Members reported that they had been lobbied on item 2/9 by the landowner.

## **2/4 Minutes: 18 August 2017**

The minutes of the meeting held on 18 August 2017 were agreed as a correct record and signed by the Chairman.

## **2/5 Points of Information Arising from the Minutes**

No points of information to report..

## **2/6 To note whether any items have been proposed as matters of urgent business**

No items had been proposed as matters of urgent business.

## **2/7 Requests to Defer Applications and /or Vary the Order of the Agenda**

No requests to defer planning applications had been received.

## **2/8 Applications for Planning Permission**

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

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

- (1) **BA/2017/0207/FUL Land at the Marshes, The Marshes, Reedham**  
Creation of 10 Scrapes  
Applicant: Environment Agency

The Planning Officer provided a detailed presentation of the application by the Environment Agency to create 10 scrapes in an area owned and managed by the RSPB. The site fell within the Halvergate marshes SSSI, and also formed part of the Breydon Water SPA and Breydon Water Ramsar Sites as well as being within the Halvergate Marshes

Conservation Area. The creation of the scrapes would provide material required for the flood defence improvements which the Environment Agency intended to carry out along the left bank of the River Yare between Seven Mile House and the Berney Arms pub. The creation of the scrapes would also help the RSPB's conservation management programme objectives for the marshes and they had been designed in consultation with the RSPB.

The Planning Officer reported that there had been no further responses since the report had been written. The scrapes were designed to hold water mainly within the winter months to a depth of approximately 0.4m although the general depth would be 0.95m.

The Planning Officer concluded that the application was recognised to be necessary for the existing flood defences along this stretch of the River Yare to be reinforced and improved and there would be benefits to the material being found in the vicinity of the proposed works to minimise disruption. The opportunity of using this material was considered to achieve significant biodiversity enhancements and the resultant scrapes would help the RSPB realise its aspirations for the development and improvement of its reserve and create an enhanced habitat for many species of wetland birds. The Planning Officer therefore recommended that the application be approved subject to conditions.

Members welcomed the application and considered it an excellent opportunity for strengthening the banks with the added advantage of biodiversity enhancements. It was also suggested it would be an additional valuable opportunity as part of the Landscape Partnership scheme.

Jacquie Burgess proposed, seconded by Paul Rice and it was

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report. The scheme proposed is in full accordance with Policies CS1 Landscape Protection and Enhancement, CS2 Landscape Protection and Enhancement, CS4 Creation of New Resources, CS6 Historic and Cultural Environments and CS20 Rural Sustainability of the Core Strategy and Policies DP1 Natural Environment, DP2 Landscape and Trees, DP5 Historic Environment and DP29 Development on Sites with a High Probability of Flooding of the Development Management Policies DPD and the relevant paragraphs of the NPPF.

**Enforcement of Planning Control: Item for Consideration  
Waveney River Centre:**

The Committee received a report and presentation concerning the construction and use of a number of Yurts at the Waveney River Centre, Burgh St Peter and the need to establish whether or not these required planning permission. The Planning Officer (Compliance and Implementation) provided an outline of the history of the site explaining that it did have a Certificate of Lawful use for camping granted in 1997, and a planning permission granted in 2013. A scheduled monitoring visit had been undertaken by officers during which the 3 yurts had been observed, and following this Officers had made a number of attempts to obtain the necessary information from the landowner as to the nature of the construction of the Yurts so as to determine whether or not they were operational development. Unfortunately, the landowner had repeatedly failed to provide the requested information and had also indicated that he did not intend to submit a planning application if one was required.

It was noted that case law with respect to Yurts was not unequivocal due to the variety of designs/structures involved. The Planning Officer (Compliance and Implementation) carefully outlined the usual procedures in such cases as outlined in the adopted Local Enforcement Plan and the various potential options for obtaining the required information. Members noted that one of the options was whether to seek the necessary information by a Planning Contravention Notice (PCN).

In conclusion the Planning Officer set out the two courses of action the Authority could take for members' consideration:

- The LPA proceed with its usual process and seek to obtain the necessary information through either a site inspection or the service of a PCN; or
- The LPA move straight to an assessment of the acceptability of the development.

Should Members decide to move straight to an assessment, and it was subsequently concluded that the development would be acceptable, a retrospective application would still be required to regularise the development were it considered to be operational development

The Solicitor confirmed and emphasised that the relevant tests that Officers needed to clarify were:

- (a) whether the size of the structure was such that normally it would be built on site rather than brought to the site ready-made,
- (b) whether the construction suggested some degree of permanence meaning it could only be removed by pulling it down or taking it to pieces and
- (c) whether the construction was physically attached to the ground.

These factors needed to be established before a decision could be made on whether the structures were operational development and therefore did or did not require planning permission.

Members expressed disappointment at the impasse and queried the reasons for the lack of response from the landowner. They were also concerned at the disproportionate amount of time the matter had taken up when it appeared that it could be resolved in a straightforward manner. Such provision of tourist facilities could be very acceptable to the industry although it was recognised in planning terms that the necessary planning procedures needed to be undertaken and consistency applied.

Members considered that further attempts should be made with the landowner to clarify the position and obtain the necessary information as set out above. Therefore they requested that officers undertake a site inspection, preferably with the landowner's permission and bring the matter back before the Committee. If it was established that the structures did not require planning permission, the matter could be closed. The Solicitor commented that it would be difficult to understand the future intention of the landowner from the site visit.

#### RESOLVED

that Officers undertake a site inspection to obtain the necessary information to establish whether or not planning permission is required for the structures and report back to the Committee.

## **2/10 Enforcement Update**

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

### **Eagles Nest, Ferry Road, Horning.**

It was clarified that retrospective permission for the boarding had been granted, but that the unauthorised use and refusal of the retrospective application for the retention of the manager's flat was still the subject of an appeal.

**Marina Quays**, it was noted that the site was still the subject of vandalism. The Head of Planning reported that the landowners were discussing potential solutions and development with officers. A revised proposal was being submitted and officers would be examining this.

#### RESOLVED

that the report be noted.

## 2/11    **Broads Local Plan – (September) Bite Size Pieces**

The Committee received a report introducing a set of the topics/ Bite Size pieces for the Publication version of the Broads Local Plan. These included

- Appendix A: Employment and Economy Topic Paper
- Appendix B: Residential Moorings Topic Paper

As well as:

- Appendix D: Habitats Regulation Assessment HRA
- Appendix E: Sustainability Appraisal
- Appendix G: Monitoring and Implementation Framework
- Appendix H: Policy comparison
- Appendix I: HELAA
- Appendix J: From HELAA to allocations document

A web link for the proposed publication version of the Local Plan (Appendix C) had been sent to Members in advance together with the Maps. In addition, Appendix H 'Policy Comparison' had been sent to Members following publication of the complete agenda. Appendix F, 'Viability Study' was awaited and it was intended that this together with the 'Assessment of other effects of the alternative options to the publication Policies' would be forwarded to Members following this meeting and Members invited to provide comments on these by the week ending 22 September 2017.

With reference to **Appendix A Employment and Economy Topic Paper** – this was a review of the relevant broads related evidence and surveys of businesses within the area. In considering the document Members noted that some of the smaller boatyards were experiencing difficulties and therefore welcomed that a new more flexible criteria based policy on employment opportunities had been devised. The need for flexibility was recognised by the Greater Norwich Development Partnership and the cooperation between Authorities in the area was welcomed also in relation to broadband connections and public transport. It was considered important to keep those cooperative channels open and the importance of being mindful of the Authority's responsibility for all businesses not just those that were tourism related. Members considered the report to be well written and it was well received and endorsed

With reference to **Appendix B Residential Moorings**, Members noted that this topic paper had been updated since it was first considered by the Committee at the preferred options stage. Two calls for sites for residential moorings had been made as part of the Local Plan process. The second call had been aimed at boatyards that were adjacent to or within a development boundary or a settlement with good access to services and facilities. A number of sites giving a total of 25 moorings had been proposed for allocation (and the Committee noted that one residential mooring has been permitted) although the Residential Moorings Need Assessments suggested 63 would be required. Members noted that the full need for 63 moorings was not proposed to be met through allocations in this Local Plan and noted the reasons set out in the Topic Paper.

The policy for residential moorings and the Topic Paper had been considered by the Navigation Committee who had requested that it be made clear that none of the sites proposed for residential moorings were within or adjacent to development boundaries and therefore did not pass all of the tests in the Policy DP25. The Planning Policy Officer commented that they did have good access to other essential facilities and therefore fulfilled other criteria. This would be made clearer in the topic paper published on the website. The Planning Policy Officer emphasised that the criteria based policy would be retained. Members noted the thorough process undertaken, supported the approach and would welcome further sites being brought forward.

**Appendix D Habitats Regulations Assessment of the Local Plan** – It was noted that this was a legal requirement under the current legislation to show if the policies were likely to have any significant effects on protected sites. The comments within the Assessment would be incorporated and appropriate amendments to the text in the Local Plan would be made. It was considered to be an important document for the process to demonstrate that the Authority's policies were taking the necessary care required; particularly as the Broads area had the greatest diversity of species within it when compared to the other national parks.

**Similarly Appendix E, the Sustainability Appraisal** was a legal requirement. It was noted that some of the policy numbers required correcting. Members were pleased to note that opportunities in relation to climate change were clearly set out. They requested that there be a clarification and clear definition of the terms “equivalent status to a National Park” and “part of the family of National Parks” included, with more consistency in the use of the terms, making reference to the judgement following the judicial review and recognising that the area was branded as a National Park yet the Authority was unique in that it had its own legislation and an additional purpose to the other national parks. As mentioned above, Members were informed that an assessment of the other effects of the alternative options would be sent to them by email for their consideration and would merge into the final Sustainability Appraisal.

**Appendix G Monitoring and Implementation Framework.** Members had some concerns about the resource implications but were assured that officers carried out monitoring and contributed to the Annual Monitoring Report as part of their regular duties.

**Appendix I and J Housing a Economic Land Availability Assessment and Towards Allocations HELAA.** It was noted that this topic paper had been revised since it was last seen by the Planning Committee. It did not make policy but helped to inform it using the criteria set out in the methodology which was consistent across the whole of Norfolk. Appendix I helped to bridge the gap between HELAA, the Local Plan and the Sustainability Appraisal.

**Appendix C The Broads Local Plan**



The Navigation Committee had considered the Local Plan at its meeting on 7 September and proposed a new objective, as follows:

- A flourishing navigation, where people are encouraged to take to the water in a diverse variety of ways, where navigation rights are protected and enhanced and where boating is supported and facilitated through maintenance and provision of moorings and other supporting infrastructure and services.

The current objective (14) within the draft plan was as follows:

- People enjoy the special qualities of the Broads on land and on water. Access and recreation is managed in ways that maximise opportunities for enjoyment without degrading the natural, heritage or cultural resource. Navigation is protected, maintained and appropriately enhanced, and people enjoy the waterways safely.

Members gave the proposal careful consideration. It was noted that there was a specific section within the local plan relating to Navigation and in fact all the policies within it related to the points made. They recognised the concerns over the challenges in providing such infrastructure particularly moorings but Members were concerned that reference to navigation rights would be too specific and open up legal challenges which went beyond the brief of a planning document. The Local Plan was a planning document in order to help in providing facilities. The current objective was at a more strategic level suitable for such a document. In conclusion, Members wished to thank the Navigation Committee for encouraging a review on this, but they believed that the current objective within the plan was comparable to that proposed by the Navigation Committee and was appropriate. The Committee was supportive of the status quo and therefore the current wording of Objective 14 should remain.

In addition to the Viability Study and further Assessment documents, the Planning Policy Officer reported that the following documents would be forwarded to the Committee for comment:

- Final Gypsy and Traveller, Travelling Showpeople, Caravans and Houseboat Study (due w/c 18 September,).
- Assessment of single issue focussed consultation responses (due w/c 18 September,).
- Strategic Flood Risk Assessment SFRA (due end of September)

She explained that the receipt of the SFRA was unlikely to affect the policies as the flood risk maps she had seen did not appear to materially change the flood risk to the residential allocations, although some of the text might require minor changes. Waiting for the report and then confirming and making changes could delay the beginning of the consultation period by up to a few weeks. However, the full Authority report would recommend that Members delegate the final decision to publish the Local Plan for consultation to the Chief Executive in consultation with Chair of Broads Authority and Chair of Planning Committee, which would enable any minor changes to be made

without further delay. If there were material changes required to the document, it would need to go through the Committee process again.

Members noted that the Broads Local Plan would be subject to some editing of the text and a few amendments were required before the publication version of the Local Plan for consultation was presented to the Authority at its meeting on 29 September 2017. This would be presented as a tracked changes version as well as a 'clean' version presented as it would be for consultation.

Members commended the process in developing the Local Plan, especially the way in which they as Members had been engaged throughout. They acknowledged the considerable efforts of the staff and in particular those of the Planning Policy Officer and were of the view that the resulting documents were admirable and to be commended.

With regard to the consultation process, members acknowledged that there could be consultation fatigue on behalf of the Authority's stakeholders and therefore it was important to make it clear that it was a statutory obligation. The Chairman urged members to support the officers at the consultation venues wherever possible.

#### RESOLVED

- (i) that the report be noted; and
- (ii) that the topics to inform the publication version for the Broads Local Plan be welcomed and endorsed including the Maps.
- (iii) that the Publication version of the Broads Local Plan together with supporting documents be RECOMMENDED to the Authority for approval to go forward to consultation.

## **2/12 Norfolk Strategic Framework: Consultation**

The Committee received a report on the Consultation Documents concerning the Norfolk Strategic Framework together with the Authority's proposed response.

Members noted that the Norfolk Strategic Framework (NSF) document was being produced by all the Local Planning Authorities (LPAs) in Norfolk, together with the involvement of relevant bodies such as the Environment Agency. The purpose of the NSF was to set guidelines for strategic planning matters across the County, and beyond, and demonstrate how the LPAs would work together under the Duty to Co-operate through a series of potential agreements on planning related topics.

Members welcomed the document together with the proposed responses.

#### RESOLVED

that the report be noted and the proposed consultation responses be endorsed.

## **2/13 Tree Preservation Orders**

The Committee received a report on three Tree Preservation Orders (TPOs) that had recently been served by officers under delegated powers. No representations or objections to the orders had been received from the consultation. The trees identified related to woodland at The Lodge, Church Road, Burgh Castle; woodland and trees at the Old Rectory Church Road, Burgh Castle and a tree at Land adjoining Tie Dam Mill road, Stokesby. Therefore Officers recommended that the TPOs be confirmed and the existing TPOs at the Old Rectory be revoked. It was noted that a TPO did not prevent work being carried out on the trees, but the Authority need to approve such work and could provide advice on management.

### **RESOLVED**

- (i) That the TPOs recently issued be confirmed:  
BA/2017/0002/TPO The Lodge Church Road, Burgh Castle (W1)  
BA/2017/0003/TPO The Old Rectory, Church Road, Burgh Castle (W1, G1, G2, T1 and T2)  
BA/2017/0004/TPO Land adjoining Tie Dam, Mill Road Stokesby (T1)
- (ii) That BA/2016/0041/TPO The Old Rectory Church Road, Burgh Castle be revoked.

## **2/14 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 2017.

### **RESOLVED**

that the report be noted.

## **2/15 Decisions Made by Officers under Delegated Powers**

The Committee received a schedule of decisions made by officers under delegated powers from 2 August 2017 to 24 August 2017. It was noted that no applications had resulted from Condition Monitoring for this last month, which was a definite improvement and to be welcomed from when the monitoring programme was first introduced.

It was clarified that the application BA/2017/0208/FUL at Riverscourt, Church Lane, Surlingham relating to the change of use of a boathouse to holiday let was the subject of different circumstances that the application at Ferry Road, Horning which had been refused. The latter was in a functional flood plain

whereas the boathouse at Surlingham was a dry boathouse and at the end of a long slip.

RESOLVED

that the report be noted.

**2/16 Date of Next Meeting**

The next meeting of the Planning Committee would be held on Friday 13 October 2017 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 12.15pm

CHAIRMAN

## Code of Conduct for Members

### Declaration of Interests

**Committee:**            **Planning Committee**

**Date of Meeting:**    15 September 2017

| <b>Name</b>   | <b>Agenda/<br/>Minute No(s)</b> | <b>Nature of Interest<br/>(Please describe the nature of the<br/>interest)</b>   |
|---------------|---------------------------------|--|
| All Members   | 2/9                             | Enforcement Item Waveney River Centre<br>Owner a member of the Authority's<br>Navigation Committee.<br>All members had been lobbied. |
| Paul Rice     |                                 | Chair of Broads Society. NSBA  |
| Haydn Thirtle |                                 | Board Member NPLaw   |

**Broads Authority**  
**Planning Committee**

Minutes of the meeting held on 13 October 2017

Present:

Sir Peter Dixon – in the Chair

Prof J A Burgess  
Mr W A Dickson  
Ms G Harris

Mr H Thirtle  
Mrs M Vigo di Gallidoro

In Attendance:

Mrs S A Beckett – Administrative Officer (Governance)  
Mr S Bell – for the Solicitor  
Ms M Hammond – Planning Officer (Minute 3/8)  
Mr B Hogg – Historic Environment Manager (Minute 3/14)  
Mrs K Judson – Planning Officer (Compliance and Implementation)  
(Minute 3/9)  
Mr T Risebrow – Planning Officer (Compliance and Implementation)  
(Minute 3/9)  
Ms C Smith – Head of Planning  
Ms M-P Tighe – Director of Strategy and Sustainable Communities

Members of the Public in attendance who spoke:

**BA/2017/0179/FUL Burghwood Barns, Burghwood Road, Ormesby  
St Michael**

Mr Matthew Hollowell                      Agent on behalf of the applicants

**3/1 Apologies for Absence and Welcome**

The Chairman welcomed everyone to the meeting especially Marie Pierre Tighe to her first official meeting as Director of Strategy and Sustainable Communities.

Apologies were received from Mr M Barnard, Mr Brian Iles, Mr P Rice, Mr V Thomson, and Mr J Timewell.

**3/2 Declarations of Interest**

The Chairman declared a general interest for all Members concerning item 3/9 (Waveney River Centre) as the landowner was a Member of the Navigation Committee.

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

### **3/3 Minutes: 15 September 2017**

The minutes of the meeting held on 15 September 2017 were agreed as a correct record and signed by the Chairman.

### **3/4 Points of Information Arising from the Minutes**

The Head of Planning informed the Committee on progress relating to **BA/2017/0059/CU Horizon Craft, Acle Bridge** (Pedro's restaurant) where the Committee had agreed to grant planning permission for the change of use of a boatshed and workshop to a bar and restaurant in March 2017. As part of the discussions it was agreed to set up a liaison group to include the parish councils, the businesses at the site together with the Highways Authority to consider the traffic safety in the area with the aim of providing mitigation measures. The first meeting with the owners of businesses in the vicinity and Highways was held on 4 October 2017. Broadland District Council and Great Yarmouth Borough Council as well as this Planning Committee would be kept informed of progress.

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

No items had been proposed as matters of urgent business.

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

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

The Press correspondent indicated that he intended to record proceedings.

The Chairman gave notice that the Authority would be recording the meeting. The copyright remained with the Authority and the recording was a means of increasing transparency and openness as well as to help with the accuracy of the minutes. The minutes would remain as the matter of record. If a member of the public wished to have access to the recording they should contact the Monitoring Officer.

Members considered that there had been sufficient time to assess the system of recording to deem whether it had been successful. Members were in favour of the system of recording being adopted on a more permanent basis and that this would be for the Authority to decide.

#### **(2) Briefing Session for Members on Appeals**

The Chairman reminded the Committee that there would be a Member Training session on appeals following this meeting.

#### **(3) Public Speaking**

The Chairman reminded everyone that the scheme for public speaking was in operation for consideration of planning applications, details of which were contained in the Code of Conduct for members and officers. (This did not apply to Enforcement Matters.)

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

No requests to defer planning applications had been received.

### **3/8 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 decisions.

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

#### **(1) BA/2017/0179/FUL Burghwood Barns, Burghwood Road, Ormesby St Michael**

Change of use of agricultural land to wildlife garden  
Applicant: Mr D Tucker and Miss S Burton

The Planning Officer reminded Members of the report they had received in August which had recommended refusal of the above application. The outcome of an appeal against an enforcement notice for similar development had been awaited and the Committee resolved to defer determination of the application to allow further time for the appeal decision to be received and further information on the Ecologist report. A decision from the Planning Inspectorate had still not been received and the applicants had not agreed to an extension to the target date for determination beyond today. The applicants had a right of appeal of non-determination and could do that if a decision was not made. It was therefore considered prudent to determine the application today.

The Planning Officer provided a detailed presentation of the proposal and assessment as set out in the report together with the response from the Authority's Ecologist as requested. She explained that the application site covered the same land that was covered by the Enforcement Notice, but the application was now for a wildlife garden comprised of three particular areas of wild flower and meadow plants. The scheme included the retention of the gazebo and the slate path around the perimeter of the site, there would be additional planting underneath the new trees around the boundary and the lighting on the southern boundary would be removed. The Planning Officer considered that the removal of the Gazebo would not be sufficient to



mitigate the concerns. She referred to the previous comments from the applicant's agent with regards to water quality and the benefits of the land use proposed but no further evidence had been provided. The Planning Officer emphasised that the agricultural use of the land was to act as a buffer between the Trinity Broads and the built development and the loss of this would have a significant direct adverse impact on the landscape character, and tranquillity. Although the site was not visible from the water as there was a belt of trees to screen it, the activities from the site could be perceived from the water. There had been no changes to the circumstances or matters relating to the application and therefore the recommendation of refusal remained the same as it was considered that the application was contrary to policy and the NPPF.

Mr Hollowell on behalf of the applicants expressed disappointment that in his view the full comments from the Ecologist in support of the application had not been made clearer. He commented that there was no agricultural use left on this side of the village. One of the reasons which brought about the development was the cessation of the land for growing blackcurrants. A number of the properties in the vicinity within the boundary for Great Yarmouth Borough had been sold off and used for residential curtilages and some of these had access to river frontage. He emphasised that Natural England and the Ecologist on behalf of the applicant had supported the application and he read out the Authority's Ecologist's views which had been detailed at the last meeting. He considered that the proposals would have an insignificant impact on the area and he hoped that the Committee would agree with Natural England and approve the application with strict conditions.

The Chairman commented that the site had been the subject of considerable development without planning permission in the past and therefore there could be difficulties in monitoring any detailed conditions in the future. In general Members considered that the urbanisation and domestication of landscape character was the main issue. Reference was made to paragraph 5.12 in the assessment, which was considered to be particularly pertinent. Any attempt to soften the existence of the formal planting, gazebo and the path would be insufficient and the site would still retain an inappropriate and incongruous domestic character.

The Chairman put the Officer's recommendation of refusal to the vote and it was

RESOLVED by 5 votes in favour and 1 against.

that the application be refused for the reasons set out in detail in the report since the application would result in an erosion of the rural landscape character and provide a more domestic and suburban effect that would have an adverse impact on the landscape. It would also have an impact on the tranquillity, a defining characteristic of the Trinity

Broads. It was not considered that the planting proposal throughout the site would be sufficient mitigation or enhancement to outweigh the adverse landscape impact. Therefore the application was considered to be contrary to Policy CS1 of the Core Strategy, Policy DP2 and Policy XNS1 Trinity Broads and paragraphs 115 and 123 of the NPPF.

### **3/9 Enforcement of Planning Control: Items for Consideration**

#### **(i) Waveney River Centre:**

Further to Minute 2/9, the Committee received a report providing an update on the situation regarding Yurts at the Waveney River Centre, Burgh St Peter as well as a number of other current planning issues following routine condition monitoring of the various planning permissions that had been granted.

Members noted that following the site inspection, legal advice had been sought and it was concluded that the structures did not constitute operational development and therefore did not require planning permission. The Landowner had been so advised and therefore the matter could now be closed.

Members also noted the other matters relating to the administration building BA/2015/0371/FUL and restaurant BA/2015/0360/FUL and BA/2016/0088/COND where permissions had been granted in 2015 and 2016. Although amendments had been made to the original permissions and the constructed development was not wholly in accordance with permission, the amendments represented technical breaches and were non-material. The landowner had not submitted any application to regularise the changes, but it was considered that it was not expedient to take action.

A further issue had been observed when officers had been out on site, whereby a new access had been created in order for the landowner to implement some of the consents for holiday lodges. The creation of this and the required land raising to create a ramp did not have consent and the Highways Authority was investigating the matter for reasons of safety, visibility and impact on Staithe Road. Complaints had been received from residents. It was reported that a recent complaint had been received that the lodges had not been located in the correct position.

Members would be informed of the Highways investigations once these had been received and the result of correspondence with the landowner as to the siting of the lodges.

#### **RESOLVED**

- (i) that the report be noted with regard to the yurts and the access;  
and

- (ii) that no further action in respect of the administration building and restaurant be taken.

**(ii) Former Jenner's Basin, Thorpe Island, Thorpe St Andrew: former mooring basin at Thorpe Island.**

The Committee received a report and presentation providing an update on the current position concerning the former mooring basin at Thorpe Island, Thorpe St Andrew. This provided a brief summary of the extensive planning history and the update following the purchase of the site in the spring 2017. It was noted that the various vehicles, items of plant, and green container had been removed, and the majority of vessels had been relocated by their registered owners with a number handed over to the new landowners. The landowners intended to remove two of the three remaining vessels on site and discussions were taking place with regard to the former MTB vessel. At present it had value as a fish refuge.

Apart from the remaining vessels, all the requirements of the Enforcement Notice from 2011 and the Injunction had been complied with. The construction of the rudimentary quay heading and decking was not covered by the Enforcement Notice as it occurred later. However the decking had now been removed and it was the landowners' intention to remove the redundant quay heading at some stage, at present being mindful of potential disturbance. It was noted that the owners were in discussions with the Authority's ecologist and wished to work with the Authority for the future of the area, very much with conservation in mind.

The Head of Planning confirmed that when formulating Policy TSA2 officers were very mindful of the Planning Inspector's decision which gave a benchmark for 25 boats and a well-managed site.

Members welcomed the excellent progress made within a very short time. From now on, they did not need to have regular updates but wished to be informed if there were any significant planning issues to report.

**RESOLVED**

that the significant progress in clearing the site be noted and welcomed .

**3/10 Enforcement Update**

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

***Wherry Hotel Bridge Road Oulton Broad***

Further details in relation to the submitted planning action were under consideration.

***Marina Quays*** The Head of Planning reported that the landowners had provided some revised proposals but unfortunately these were unacceptable.

RESOLVED

that the report be noted.

**3/11 Broads Local Plan – (October 2017) Bite Size Pieces**

The Committee received a report introducing a set of the topics/ Bite Size pieces for the Publication version of the Broads Local Plan. These included

- Appendix A: Sustainable Community Strategy Statements
- Appendix B: Responses to Single Issues Consultation
- Appendix C: Equalities Impact Assessment
- Appendix D: Norfolk caravans and Houseboats Accommodation needs Assessment including for Gypsies, Travellers and Travelling Showpeople.

With reference to **Appendix A Sustainable Community Strategy Statements** – The Authority had not produced its own Sustainable Community strategy for the Local Plan, but the Sustainable Community Strategies of each of the six District Councils and two Counties have informed the production of the Local Plan. These had been assessed in terms of compatibility between each of the strategies and policies of the Local Plan. The assessment concluded that where a particular objective of a Country or District's Sustainable Community Strategy or Business Plan was relevant to the Local Plan, the Broads Local Plan and its objectives were compatible. This document would be submitted as part of the process and evidence for the public inspection.

**Appendix B Responses to Single Issues Consultation** Members noted that following the consultation on the Preferred Options and the Publication Stage of the Local Plan, some stakeholders were asked for their views on particular policies such as flood risk, opens space, surface water, Thorpe (TSA2) and Staithes. The report brought together the responses with the Authority's proposed reply.

With reference to the comments from Somerton Parish Council and the Broads Reed and Sedge Cutters Association on the Staithes report being factually incorrect, Officers had suggested that the respondents contact the author of the report with their concerns and evidence. It was emphasised that the Staithes report was a piece of academic research that had been commissioned by the Authority and provided a useful insight into a particular historical feature of the Broads landscape. It was not a policy document, but did help to inform policy. Members advised that this be made clearer in the Authority's response.

Members welcomed the responses from Thorpe Town Council relating to Thorpe River Green and the river frontage and looked forward to working with them.

**Appendix C Equalities Impact Assessment** – It was noted that the Plan had been assessed against the protected characteristics addressed in the Equalities Act and that these were either neutral or positive and therefore there was no cause for concern.

**Appendix D, Norfolk caravans and Houseboats Accommodation needs Assessment including for Gypsies, Travellers and Travelling Showpeople.**

The Planning Policy Officer explained that there had been changes to the original document that had been sent out as a result of further information from the other Authorities. Members had received the most up to date version via email and this had been replaced on the website. The Navigation Committee had also been sent a copy informing them of the site allocations.

RESOLVED

- (i) that the report be noted; and
- (ii) that the topics to inform the publication version for the Broads Local Plan be welcomed and endorsed and go forward to support the Plan.

**3/12 Beccles Neighbourhood Plan: Designating Beccles as a Neighbourhood Area**

The Committee received a report introducing Beccles as a Neighbourhood Area with a view to producing a Neighbourhood Plan. It was noted that the Committee had previously approved a Neighbourhood Plan Area that included other parishes as well as Beccles. Some of the parishes had now agreed to produce their own Neighbourhood plans. Most of them fell outside the Broads executive area and therefore the process of developing their Neighbourhood Plan would not involve the Broads Authority. The statutory consultees, Historic England and Natural England, had no objections to Beccles producing their own plan and provided some background advice. There seemed no reason not to approve the area for a Neighbourhood Plan.

RESOLVED

that the Authority agrees to Beccles becoming a Neighbourhood Area in order to produce a Neighbourhood Plan.

**3/13 Consultation Documents Update and Proposed Responses**

The Committee received a report on the Consultation Documents concerning the proposal by Norfolk County Council for a Great Yarmouth Third River

Crossing and Suffolk County Council for the Lake Lothing third river crossing in Lowestoft.

Members noted the proposals with the Authority's proposed responses particularly relating to environmental and navigation matters. They supported the responses, particularly the need for a safe waiting point and the need to take account of ecological issues, and noted the aims of increasing access improvements. Given that the closing dates on consultation were very tight, and fell before the Navigation Committee meeting, Members requested that the Chairman of the Navigation Committee be provided with the reports for any further comments.

#### RESOLVED

that the report be noted and the proposed consultation responses be endorsed.

### **3/14 Heritage Asset Review Working Group: Review of Role and Membership**

The Committee received a report providing an outline of the role of the Heritage Asset Review Group (HARG), its Terms of Reference and current membership. The Historic Environment Manager provided some background to the Group explaining that it had been set up following the Authority taking the Planning service in house and the carrying out of a survey on historic buildings. HARG's role was to guide officers in the protection of Heritage Assets, particularly the number of Buildings at Risk as well as addressing specific and detailed issues relating to the Historic Environment of the Broads including Conservation Areas and possible features for the Local List. The Group reported back to the Planning Committee as required. It had proved particularly successful in helping to reduce the properties on the "At Risk" register, and prioritising and developing the review of the Conservation Areas. It had also been useful in advising on some issues in the development and progress of the Mills and Marshes Landscape Partnership Project (supported by Heritage Lottery Funding) and it was considered that this could continue in so far as advice on specific issues might be required, such as the Mills and the Conservation Area of Halvergate Marshes. The Historic Environment Manager emphasised that in terms of governance, the HLF project would have a project Board and regular updates would be provided by this to the full Authority.

Current membership of the group included Peter Dixon and Paul Rice as Chairman and Vice-Chairman of the Planning Committee, Mike Barnard, Jacquie Burgess, Haydn Thirtle (as Heritage Champion) and Bill Dickson.

Members fully supported the continuation of the Group and being mindful of the recommendations of the Peer Review Group considered that its membership be extended beyond the members of the Planning Committee and to ask current HARG members to confirm if they wish to continue. It was considered that there should be a firm commitment to being part of HARG although recognising members' time constraints.

RESOLVED

- (i) that current Members of the Heritage Asset Review Group be asked to confirm if they wish to continue on the group; and
- (ii) that the role and membership of the Group be considered as part of the Peer Review Action Plan.

### **3/15 Appeals to Secretary of State Update**

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since May 2017.

#### **Eagles Nest, Ferry Road, Horning.**

The Head of Planning reported that a decision on the appeal against the Authority's decision to refuse planning permission for the retention of a manager's flat had been received on 12 October 2017. The appeal had been allowed. Although this was disappointing, the Inspector had provided a very well argued and balanced case, had not disagreed with the Authority's interpretation of development plan policies or its approach but had provided a different interpretation and come to a different conclusion. The Inspector had considered that there were conflicts with planning policy, but that those conflicts were outweighed by the material considerations. A copy of the decision notice together with a summary would be provided by the Head of Planning for members.

It was noted that in general the balance in relation to the decisions on appeals by the Planning Inspectorate had shifted more towards a "what is the harm?" type approach and it was noted that other Local Planning Authorities were experiencing similar issues and decisions.

RESOLVED

that the report be noted.

### **3/16 Decisions Made by Officers under Delegated Powers**

The Committee received a schedule of decisions made by officers under delegated powers from 22 August 2017 to 2 October 2017. It was noted that three of the applications had resulted from Condition Monitoring for this last month.

RESOLVED

that the report be noted.

### **3/17 Date of Next Meeting**

The next meeting of the Planning Committee would be held on Friday 10 November 2017 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich. This would be followed by a meeting of the Heritage Asset Review Group.

The meeting concluded at 11.25 am

CHAIRMAN



## Code of Conduct for Members

### Declaration of Interests

**Committee:**            **Planning Committee**

**Date of Meeting:**    13 October 2017

| <b>Name</b>   | <b>Agenda/<br/>Minute No(s)</b> | <b>Nature of Interest<br/>(Please describe the nature of the<br/>interest)</b>   |
|---------------|---------------------------------|--|
| All Members   | 3/9                             | Enforcement Item Waveney River Centre<br>Owner a member of the Authority's<br>Navigation Committee.  |
| Haydn Thirtle | 3/8<br><br>3/14                 | Lobbied by applicant BA/2017/0179/FUL<br><br>HARG Area Museum Service.<br>Board Member NCC – previous Committee<br>member Yarmouth Archaeology Society |

**Asset Management Update**  
Report by Asset Officer

|                        |  |
|------------------------|--|
| <b>Summary:</b>        | This report sets provides an update for the development of the Asset Management Plan, the outcome of the internal audit and an update on the status of mooring provision and piling strategy |
| <b>Recommendation:</b> | Members are asked to note the contents of the report , including the outcome of the internal audit and the status of mooring provision and piling strategy.                                  |

**1 Asset Management Strategy**

- 1.1 The Broads Authority adopted its Asset Management Strategy in July 2012, following its identification as a key priority for the Broads Authority following an internal audit carried out in 2008/09, and a new post of Asset Officer was created as part of the restructuring in 2011. This Strategy identifies how the Authority will ensure that the Authority's land, property and other assets are managed and maintained as effectively as possible.
- 1.2 A follow up internal audit was completed in July 2017. The review was taken to provide insight into the management of the Broads Authority assets, with particular regard to: the policies and procedures that are in place, acquisitions and disposals, leases, maintenance, valuations and reconciliations to the fixed asset register.
- 1.3 The four overall Assurance Assessment categories that can be applied are- no assurance, limited assurance, reasonable assurance, and substantial assurance, and as a result of the review the category applied to the Broads Authority was, reasonable assurance – Adequate and effective, risk and control processes.
- 1.4 Recommendations suggested for improvement included:
  - (i) a central database of building condition surveys to reduce the risk of surveys not being conducted at the required time and to ensure that the condition of buildings are maintained.
  - (ii) Procedural notes are produced for the disposal process.
  - (iii) The Authority works with partner organisations to improve timescales on completing lease agreements.

**2 Asset Management Plan**

- 2.1 The Authority's progress in developing its Asset Management Plan was reported to members in January 2014 where for the first time the Authority

had collected a complete dataset of all its assets. As a result the Authority reviewed the relevant revenue budgets, and agreed to make financial provisions to a number of ring fenced reserves. An update of which is set out in Appendix 1.

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

### **3 Moorings**

- 3.1 The Authority's Mooring Strategy 2006, updated in April 2009 includes information relating to its principles in respect of the provision of moorings, and a series of criteria relating to the provision of moorings. In 2013 the Authority adopted an Integrated Access Strategy (IAS) for the Broads which sought to make improvements to the connectivity and use of access facilities on both land and water.
- 3.2 Budgetary pressure has meant that contributions to ring fenced reserves for the purchase of sites have been removed from the revenue budget, and any opportunities considered on an ad-hoc basis.
- 3.3 Since the Asset Management report – update on moorings at the Broads Authority meeting in November 2012, we have had a significant increase in the length of moorings the Authority provides. Currently the Authority provides 8,416 metres (7,535m in 2012) of visitor and demasting moorings over 68 (63 in 2012) sites.
- 3.4 At the Broads Authority meeting in November 2015 the 10 year Moorings Piling Action Plan was produced and this has been updated and can be found at Appendix 2 of the report.

### **4 Vehicles**

- 4.1 The Broads Authority's vehicle Procurement Strategy supplements the overarching Broads Authority Procurement Strategy and provides guidance and advice on vehicle procurement decisions, and helps ensure that these objectives are met in full. The current status of our vehicles is set out in Appendix 2 of the strategy and is Appendix 3 of this report.

Background paper: None

Report author: Angie Leeper  
Date of report: 31 October 2017

Broads Plan Objectives: None  
Appendices: APPENDIX 1 Summary of previously agreed liabilities and contributions to reserves  
APPENDIX 2 Ten Year Piling Strategy Plan  
APPENDIX 3 Current Broads Authority Vehicles

**APPENDIX 1 – Summary of previously agreed liabilities and contributions to reserves**

| Item  | Financial provision to reserves |            | Annual Contribution to reserves | Current reserve position (31/8/2017)         | Comment -   |
|---|---------------------------------|------------|---------------------------------|--|---|
| <b>Premises</b>   | <b>NAV</b>                      | <b>NPG</b> |                                 |  |   |
| Dockyard Maintenance  | £21,000                         | £9,000     | £30,000                         | Dockyard site maintenance reserve            | Apportioned 70/30 Nav/NPG   |
| Other depots/Boathouses and billets/TICs and Yacht stations | £14,000                         | £36,000    | £50,000                         | nil  | Full review of property undertaken in 2016. Agreed by BA Jan 2017 – Contributions to commence 2018/19   |
| New Office Accommodation                                    | nil                             | nil        | nil                             | £80,412                                      | Defra Funding for Head Office move  |
| <b>Plant Vehicle and Vessels</b>                            |                                 |            |                                 |  |   |
| Capital Vessels and equipment                               | £64,400                         | £27,600    | £92,000                         | Vessels, vehicles and Equip reserve £73,828  | Apportioned 70/30 Nav/NPG   |
| Launch Replacement Strategy                                 | £15,000                         | nil        | £15,000                         | £29,083                                      | £3,000 increase from 18/19 contributions agreed by BA Jan   |
| Trip Boats  | nil                             | nil        | nil                             | No current reserve for trip boat replacement | Current replacement estimate for 3 trip boats £135,000 no provision for replacement contributions recommended at this stage, provided regular refit maintenance and replacement of equipment is carried out. To be reviewed if costs escalate |
| Ranger Vehicles   | £7,800                          | £5,200     | £13,000                         | Vehicle Reserve £155,787                     | The Authority has adopted a 10 year vehicle replacement strategy apportioned Ranger 60/40 Nav/NPG, Office vehicles Apportioned 70/30  |
| Office pool vehicles  | £4,620                          | £9,380     | £14,000                         |  |   |
| C & M Vehicles  | £15,400                         | £6,600     | £22,000                         |  |   |
| Fen Management/ Fen Harvester                               | nil                             | nil        | nil                             | £5,823                                       | Replacement of Fen Harvester  |
| <b>Property</b>   |                                 |            |                                 |  |   |
| Mutford Lock  | £25,000                         | nil        | £25,000                         | Mutford Lock endowment fund £315,949         | 100% Navigation plus £2,000 rental  |
| 24hr Moorings   | £150,000                        | nil        | £150,000                        | nil  | 16/17 utilised for purchase of Acle Bridge  |
| Dredging disposal sites                                     | nil                             | nil        |                                 | £19,602                                      | Need to maintain £30,00 in reserve for surrender of Postwick Tip Licence but no   |
| Countryside sites/furniture                                 | nil                             | £46,000    | £46,000                         | £169,953                                     | Agreed by BA Nov 2015 together with ring fenced UT  |
| Upper Thurne Enhancement Scheme                             | nil                             | nil        | £19,000                         | Within “Other reserves” Reserve £98,809      | Ring fenced specifically for the maintenance of assets in Potter Heigham. – agreed by BA Nov 2015   |

Ten year Piling Strategy Plan as at September 2017

APPENDIX 2

|  |
|--|
| Piling remains or less than 2 years life |
| 2 to 5 year remaining servicable life    |
| 6 to 10 year remaining servicable life   |
| 10 to 20 years remaining servicable life |

|                                     |
|-------------------------------------|
| BA Mooring                          |
| <i>BA piled asset (non mooring)</i> |
| Repeat re-piling                    |

| Mooring/Asset Piling                     | Length | Life end | lease end | Programme Year | Workshop priority | Cost Estimate | Proposed Action Plan   |
|--|--------|----------|-----------|----------------|-------------------|---------------|--|
| Hoveton Viaduct                          | 319    | 2018     | Sep-19    | 2017           | 2                 | 150000        | Contractor - Repile steel -50% only - New lease agreed in principle                  |
| Burgh Castle                             | 139    | 2017     | holding   |                | 1                 |               | EA cost - action still unclear - Current agreement finishes December 2017            |
| Boundary Farm, Oby                       | 40     | 2017     | F/H       | 2017           | 1                 | 5000          | Repair timber boards and possible installation of returns - BA Staff                 |
| Geldeston Lock Extension                 | 20     |          | F/H       | 2017           |                   | 4000          | BA staff - steel sheet at downstream end   |
| <i>The Heater</i>                        | 200    |          | F/H       | 2018           |                   | 50000         | Remove timber pile remains (hazard) install new erosion protection                   |
| Deep Dyke                                | 193    | 2020     | Oct-14    | 2019           | 1                 | 200000        | Contractor - Repile steel 2018 - New Lease signed (2035)                             |
| Deep Go Dyke                             | 112    | 2022     | Oct-14    | 2020           | 2                 | 112000        | Contractor - Re-pile steel - New lease signed ( 2035)                                |
| White Slea                               | 25     | 2022     | Oct-14    | 2020           | 2                 | 25000         | Contractor - Re-pile steel - New lease signed (2035)                                 |
| <i>Ludham Fieldbase basin</i>            | 80     | 2021     | F/H       | 2021           | 1                 | 40000         | contractor - repile timber - premises budget (being sold)                            |
| <i>Mutford Lock - Broad front piling</i> | 40     | 2017     | F/H       | 2021           |                   | 50000         | Not officially BA yet - needs doing as soon as HRO complete for River Tours purchase |
| <i>Turntide Jetty - End section</i>      | 102    | 2023     | F/H       | 2022           | 1                 | 200000        | Contractor - Remove/mark piles or replace  |
| Potter Heigham Martham Bank              | 144    | 2025     | 2085      | 2023           | 1                 | 22500         | BA Replace boards or Contractor - Re-pile steel if necessary                         |
| Potter Heigham Repps Bank                | 145    | 2025     | 2085      | 2023           | 1                 | 22500         | BA Replace boards or Contractor - Re-pile steel if necessary                         |
| Dilham Staithe                           | 50     | 2025     | F/H       | 2024           | 2                 | 100000        | Drainage issues, leaning piling - re-pile with stiffer sheets                        |
| <i>Tylers Cut - turning basin</i>        |        |          | F/H       | 2024           |                   | 50000         | Remove steel pile remains (hazard) install new erosion protection                    |
| Horning Marshes                          | 225    | 2025     | Nov-19    | 2025           | 1                 | 225000        | Gaps between vertical timber piles - check EA position                               |
| Cantley                                  | 131    | 2027     | Mar-17    | 2027           | 1                 | 140000        | 30m new EA piling, 101m older piling - EA  |
| <i>The Mud</i>                           | 170    | 2027     | F/H       | 2027           |                   | 200000        | Railway sleeper piling leaning but not currently a hazard                            |

## Current Broads Authority Vehicles as at 1 September 2017

## APPENDIX 3

| Reg No                             | Type of vehicle           | Date acquired           | Expiry Date | List Price | Annual Contract Mileage | Budget Holder/Reponsible Person | Monthly Lease Costs | Strategy Projected replacement | Comments                                 |
|------------------------------------|---------------------------|-------------------------|-------------|------------|-------------------------|---------------------------------|---------------------|--------------------------------|--|
| Pool Vehicles                      |                           |                         |             |            |                         |                                 |                     |                                |  |
| AU17 OBA                           | Renault Kango Crew        | April 2017              | -           | 10,921     | -                       | SBirtles/SBirtles               | -                   | April 2027                     |  |
| A058 OXC                           | Renault Kangoo            | 17/10/2008              | -           | 12,559     | -                       | SBirtles/SBates                 | -                   | April 2018                     |  |
| A058 RJV                           | Ford Focus Estate         | 21/11/2008              | -           | 14,962     | -                       | SBirtles/AEllson                | -                   | Nov 2018                       |  |
| Not known                          | Renault Zoe Electric      | Forecast end October 17 | -           | 11,672     | -                       | SBirtles/AClarke                | 89 (battery Lease)  | Oct 2027                       | to replace written off Ford Focus        |
| AO59 ERX                           | Smart Passion Coupe       | 14/09/2009              | -           | 8,630      | -                       | SBirtles/TRisebrow              | -                   | Sep 2019                       |  |
| AO59 ERY                           | Smart Passion Coupe       | 18/09/2009              | -           | 8,630      | -                       | SBirtles/EGuds                  | -                   | Sep 2019                       |  |
| AO13 ABF                           | Dacia Duster              | 08/07/2013              | -           | 11,579     | -                       | SBirtles/GDevaney               | -                   | Jul 2023                       |  |
| Operations Directorate             |                           |                         |             |            |                         |                                 |                     |                                |  |
| Construction and Maintenance Teams |                           |                         |             |            |                         |                                 |                     |                                |  |
| DU61 NUX                           | Mitsubishi L200 Doublecab | 15/09/2011              | 14/09/2016  | -          | 10,000                  | DHoare/TLamb                    | 282.45              | Sep 2016                       | This lease has been temporarily extended |
| AP12 GUA                           | Toyota Hi-lux DoubleCab   | 17/08/2012              | -           | 17,763     | -                       | DHoare/MDane                    | -                   | Aug 2022                       |  |
| A064 EAW                           | Ford Ranger               | 30/09/2014              | -           | 18,760     | -                       | DHoare/MDane                    | -                   | Sep 2024                       |  |
| AO13 ABU                           | Renault Traffic           | 06/05/2013              | -           | 13,892     | -                       | DHoare/MDane                    | -                   | May 2023                       |  |
| A012 TXR                           | Toyota Hi-lux Pickup      | 17/05/2012              | -           | 17,320     | -                       | DHoare/TLamb                    | -                   | May 2022                       |  |
| A012 TXS                           | Toyota Hi-lux Pickup      | 17/05/2012              | -           | 17,320     | -                       | DHoare/TLamb                    | -                   | May 2022                       |  |
| AO12 KFJ                           | Mitsubishi L200 Singlecab | 28/05/2012              | -           | 12,260     | -                       | DHoare/TLamb                    | -                   | May 2022                       |  |
| AO15 ULW                           | Peugot Boxer Van          | 20/05/2015              | -           | 16,500     | -                       | DHoare/MDane                    | -                   | May 2015                       | Purchased from Sidegate Mtrs             |
| AO12 DWP                           | Peugot Expert Tepee       | 30/03/2012              | -           | 12,958     | -                       | DHoare/TLamb                    | -                   | March 2022                     |  |
| AO12 OCN                           | Renaut Traffic Crew Van   | 27/04/2012              | -           | 13,318     | -                       | DHoare/TLamb                    | -                   | April 2022                     |  |
| AO12 DWX                           | Peugot Boxer              | 19/04/2012              | -           | 13,584     | -                       | DHoare/TLamb                    | -                   | April 2022                     |  |
| AO12 DWY                           | Peugot Boxer Tipper       | 20/03/2012              | -           | 14,693     | -                       | DHoare/TLamb                    | -                   | March 2022                     |  |
| AU07 WRP                           | Transit Connect Van       | 26/05/2009              | -           | 5,335      | -                       | DHoare/RClarke                  | -                   | May 2019                       | Purchased second-hand                    |
| A063 BHX                           | Dacia Duster              | 23/10/2013              | -           | 12,079     | -                       | DHoare/Dockyard Pool            |                     | Oct 2023                       |  |
| EU63 LUJ                           | Peugot Boxer Dropside     | 11/09/2013              | 10/09/2018  |            | 15,000                  | DHoare/TLamb                    | 271.92              |                                |  |
| AO12 TXU                           | Toyota HiLux Pickup       | 17/05/2012              | -           | 17,320     |                         | DHoare/TLamb                    | -                   | May 2022                       |  |
| AP11 EPO                           | Peugot Bipper             | 15/07/2011              | -           | 9,115      | -                       | DHoare/RClarke                  | -                   | July 2021                      |  |

**Current Broads Authority Vehicles as at 1 September 2017**

| Reg No             | Type of vehicle     | Date acquired | Expiry Date | List Price | Annual Contract Mileage | Budget Holder/Reponsible Person | Monthly Lease Costs | Strategy Projected replacement | Comments        |
|--------------------|---------------------|---------------|-------------|------------|-------------------------|---------------------------------|---------------------|--------------------------------|-----------------|
| <b>Ranger Team</b> |                     |               |             |            |                         |                                 |                     |                                |                 |
| AU12 OMA           | Renault Kangoo      | 14/03/2012    | -           | 9,521      | -                       | LBurchnall/ABartlett            | -                   | March 2022                     |                 |
| AU12 OMB           | Renault Kangoo      | 14/03/2012    | -           | 9,521      | -                       | LBurchnall/CMorphew             | -                   | March 2022                     |                 |
| AO12 URF           | Toyota HiLux Pickup | 15/06/2012    | -           | 17,320     | -                       | LBurchnall/HConstantine         | -                   | June 2022                      |                 |
| AO12 URJ           | Toyota HiLux Pickup | 15/06/2012    | -           | 17,320     | -                       | LBurchnall/CHart                | -                   | June 2022                      | Assigned to WCT |
| AO12 TXV           | Toyota HiLux Pickup | 17/05/2012    | -           | 17,320     | -                       | LBurchnall/RAllard              | -                   | May 2022                       |                 |
| AO12 URE           | Toyota HiLux Pickup | 15/06/2012    | -           | 17,320     | -                       | LBurchnall/ACullum              | -                   | June 2022                      |                 |