

AGENDA

16 March 2018

10.00 am

Page

1. **To receive apologies for absence and welcome**
2. **Chairman's Announcements**
3. **Introduction of Members and Declarations of Interest**
4. **To note whether any items have been proposed as matters of urgent business**
5. **Public Question Time**
To note whether any questions have been raised by members of the public
6. **To receive and confirm the minutes of the Broads Authority meeting held on 26 January 2018 (herewith)** 4 – 20
7. **Summary of Progress/Actions Taken following Decisions of Previous Meetings** 21 – 28
To note schedule (herewith)

PRESENTATION

8. **Tesco Project and Catchment Partnership** 29 – 35
Report by Broadland Catchment Partnership Officer (herewith)

STRATEGY AND POLICY

9. **Strategic Direction: Strategic Priorities 2017/18** 36 – 38
Report by Chief Executive (herewith)
10. **Financial Performance and Direction** 39 – 59
Report by Chief Financial Officer (herewith)
11. **Submission of the Local Plan** 60 – 72
Report by Planning Policy Officer (herewith)
12. **Duty to Cooperate: Norfolk Strategic Planning Framework – official endorsement** 73 – 75
Report by Planning Policy Officer (herewith)
13. **Acle Bridge Site** 76 – 79
Report by Chief Executive, Historic Environment Manager, and Asset Officer (herewith)

GOVERNANCE

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| 14. | Peer Review Update
Report by Chief Executive (herewith) | 80 |
| 15. | Planning Committee Membership
Report by Chief Executive (herewith) | 81 – 82 |
| 16. | Committee Timetable of Meetings 2018/19
Report by Chief Executive /Administrative Officer (herewith) | 83 – 87 |
| 17. | Broads Authority Safety Management System External Audit Findings and SMS Update
Report by Head of Safety Management (herewith) | 88 – 109 |

REPORTS FOR INFORMATION

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| 18. | The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code | |
| 19. | Pilot Agri-Environment Scheme for the Broads
Report by Chief Executive (herewith) | 110 – 120 |
| 20. | National Park of the Year
Report by Chief Executive (herewith) | 121 |

MINUTES TO BE RECEIVED

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| 21. | To receive minutes of the following meetings: | |
| | Broads Local Access Forum– 6 December 2017 (herewith) | 122 – 128 |
| | Navigation Committee – 14 December 2017 (herewith) | 129 – 137 |
| | Planning Committee – 5 January 2018 (herewith) | 138 – 146 |
| | Planning Committee – 2 February 2018 (herewith) | 147 – 167 |
| 22. | Feedback from Members appointed to represent the Authority on outside bodies | |
| | <i>Broads Tourism – Mr John Timewell/ Greg Munford</i>
<i>How Hill Trust – Prof Jacquie Burgess and Mr John Ash</i>
<i>National Parks UK and National Parks England – Prof Jacquie Burgess</i>
<i>Norfolk and Suffolk Broads Charitable Trust – Mr Louis Baugh and Mr Bruce Keith</i>
<i>Norfolk Mills and Pumps Trust – Prof Jacquie Burgess</i>
<i>Upper Thurne Working Group – Mr Brian Wilkins</i>
<i>Whitlingham Charitable Trust – Mr John Ash, Mr Matthew Bradbury, Mr Vic Thomson and Mr Bruce Keith</i> | |

23. **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**
24. **To answer any formal questions of which due notice has been given**
25. **To note the date of the next meeting – Friday 18 May 2018 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich**
26. **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.
27. **To receive the Exempt Minutes of the Broads Authority meeting on 26 January 2018 (herewith)** 168 – 169
28. **To receive the Exempt Minutes of the Navigation Committee meeting on 14 December 2017 (herewith)** 170 – 171
29. **Swing Bridges** 172 – 174
Report by Chief Executive and Director of Operations (herewith)

Broads Authority

Minutes of the meeting held on 26 January 2018

Present:

Professor Jacquie Burgess – In the Chair

Mr Kelvin Allen	Sir Peter Dixon	Mr H Thirtle
Mr J Ash	Ms G Harris	Mr V Thomson
Mr M Barnard	Mr B Keith	Mr J Timewell (up to
Mr L Baugh	Ms S Mukherjee	Minute 4/14))
Mr J Bensly	Mr G Munford	Mrs M Vigo di Gallidoro
Mr M Bradbury	Mr P Rice	Mr B Wilkins
Mr W A Dickson	Mrs N Talbot	

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer (Governance)
Ms N Beal – Planning Policy Officer (Minute 4/13)
Ms M Conti – Strategy Officer
Mr D Harris – Solicitor and Monitoring Officer
Mr S Hooton – Head of Strategy and Projects
Ms E Krelle – Chief Financial Officer
Mr R Leigh – Head of Communications
Mr R Rogers – Director of Operations
Ms Sue Stephenson – Environment and Design Supervisor (Minute 4/1 – 4/9)
Ms M-P Tighe – Director of Strategic Services
Ms A Leeper – Asset Manager (from Minute 4/25)

Guest Speakers:

Professor Kerry Turner – Director CSERGE, University of East Anglia
Mr Mike Burrell – Greater Norwich Planning Policy Team Leader

4/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public. She also welcomed Mr James Bensly to his first meeting as the new member appointed by Great Yarmouth Borough Council.

The Chairman confirmed that Mr Haydn Thirtle had been appointed by Norfolk County Council in place of Mr Brian Iles and Mr Bensly in place of Haydn Thirtle.

No apologies had been received.

The Chairman also welcomed Professor Kerry Turner, a former Chairman of the Authority who would be providing a presentation on Natural Capital Accounting. Mr Mike Burrell from Norwich City Council would also be arriving later to provide a presentation on the Norwich Local Plan.

4/2 Chairman's Announcements

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

The Chairman reminded members this meeting would be recorded and that the Broads Authority retained the copyright with the purpose of the recording being as a back-up for accuracy. This matter would be addressed at Agenda Item 4/15. If a member wished to receive a copy of the recording, they should contact the Solicitor and Monitoring Officer.

No others present indicated that they would be recording the meeting.

(2) **Dates to Note:**

The Chairman confirmed the following dates for

The Members Away Day on 30 January 2018.

The Chairman reminded Members that the Away Day would be on Tuesday 30 January 2018 at the Boathouse, Ormesby to consider the recommendations from the Peer Review, details of which had been sent out. It was anticipated that the January meeting would be the first of such events.

- (3) **National Parks UK Induction Course 13 - 15 March 2018** (based in the Broads – at the Maids Head) Spaces had been reserved for Brian Wilkins and Paul Rice. There were still spaces available, the deadline being 31 January 2018. It was imperative that if those who did require a place could guarantee attendance as the Authority would be charged. A member queried whether there were any open sessions which Members could take part and officers undertook to take this up with the Director of National Parks UK who was organising the event.

(4) **General Proceedings.**

The Chairman commented that she 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.

4/3 Introduction of Members and Declarations of Interest

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

4/4 Items of Urgent Business

There were no items of urgent business.

4/5 Public Question Time

No public questions had been received.

4/6 Minutes of Broads Authority Meeting held on 24 November 2017

The minutes of the meeting held on 24 November 2017 were approved as a correct record and signed by the Chairman.

4/7 Summary of Progress/Actions Taken Following Decisions of Previous Meetings

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

Members noted the report.

4/8 Natural Capital Accounting

Professor Kerry Turner from CSERGE at the University of East Anglia provided the Authority with a presentation on the basic principles of Natural Capital Accounting which would have particular relevance for the Broads and the Authority's core business and would be a very important concept in the 21st Century economy. He described Natural Capital as the stock of resources on which society depended and this was illustrated through a flow from natural assets, major land-use categories, ecosystem services, goods and ultimately the welfare/wellbeing benefits. This went beyond the consideration of GDP being the measure of the wealth of a nation but also took account of sustainability and welfare. Having provided the definition he provided an outline of the methodology that could be used in planning for natural capital and the Balance Sheet approach through which the question of pressures and drivers and potential adverse impacts on the environment and risks could be assessed. The concept should help to provide the necessary information for making decisions that would not be purely monetary lead, noting that ultimately it would be for the democratic process for decision making. It was noted that larger corporations were now accepting that natural capital was an important part of the natural wealth and at the very least required being included in the debate.

Members discussed the merits of natural capital accounting and its potential application in the Broads. It was recognised that the consideration of money was very important and this would be a major component to the decision making, but it was also important to consider consequences, particularly long term effects. Although there would be an element of subjectivity, the approach should help in achieving a more objective approach to decision making. In considering that it appeared to be complex, members were of the view that a

partnership approach was crucial. They welcomed the approach, noting that it was still being developed and could be of excellent value in the future.

The Chairman thanked Professor Kerry Turner for his enlightening presentation and prompting an important and interesting debate. She paid tribute to his achievements as being one of the most influential and foremost international environmental economists. He was playing a leading role in progressing natural capital accounting and its application in environmental decision-making.

RESOLVED

to welcome and note the report.

4/9 Broads Water Plant Survey Results 2017

The Authority received a report and presentation providing a summary of the results from the Annual Water Plant Survey carried out during Summer 2017. This entailed surveying 22 broads and the Rivers Bure, Yare and Wensum. A description of the sampling techniques and methodology of analysis were provided. Barton and Hickling Broad were also surveyed using hydro-acoustic equipment to gain greater accuracy and resolution of the volume of water plants and their extent over the bed of these broads. A summary of the data gathered from a selection of broads was highlighted together with general conclusions and the value for informing waterways management. It was emphasized that care was required in presenting and analyzing the data in order to provide a full picture and interpretation. For example although Cockshoot Broad might have almost a monoculture of plants, the most abundant species present was one of the most important ecologically. In addition, due to the variation in the abundance of certain water plants between years, there was great value in long term monitoring. This also helped to establish where there might be trends. The full survey report was available from the website. The resources required were highlighted, together with acknowledgement of the valuable input from volunteers. Members themselves were welcome to volunteer and full training would be provided.

In response to a member's question concerning the potential for using certain areas of the Broads for water plants that may have a food production value, without destroying the overall ecology, it was considered that there was not a suite of plants that had been identified so far that would be suitable. It was emphasised that the aim was to conserve the special native species that existed particularly given their unique qualities and their contribution to the protected status and conservation interest of the area and designated sites. It was also noted that the monitoring helped to identify any non-native species, with the trend for these being largely in the dyke systems.

Members noted the links of plant existence and growth to water quality and therefore their management and in particular the trial works undertaken in 2017 Hickling Broad which would inform the aquatic plant cutting regime for 2018. Members acknowledged that it was important to examine the trends

and link these to water quality. It was suggested that it would be useful to have a future presentation on water quality. It was noted that with regard to surveys of land plants, these were more complex due to the access issues, resources and costs involved. Two major Broad's wide Fen surveys had been carried out in the last 20 years. However, regular monitoring was taking place on a site by site basis and work was ongoing.

Members noted that the methods being used were proving to be useful in helping to establish the impacts as well as the trends and prioritise where work was required and therefore assist in sustainable management and balancing navigational access and ecological function.

Members expressed appreciation for the interesting and informative report and presentation.

RESOLVED

that the report be noted.

4/10 Strategic Direction

(i) Strategic Priorities 2018/19 and (ii) Strategic Direction 2017/18

The Authority received a preliminary report setting out the proposed Strategic Priorities for the forthcoming year 2018/19. Members noted the success of the bids for two major programmes, CANAPE, and Water Mills and Marshes (WMM) and the resulting significant commitment on the Authority's resources for delivery of the projects in 2018/19 and beyond. Progress was also being made with Catchment Management, the Broadland Futures Initiative and Branding as well as commitment to an External Funding Strategy. It was proposed that these be included within the Strategic Priorities for 2018/19 together with implementing the recommendations of the Peer Review and forwarding the development of the recently purchased Acle Bridge site.

The Chief Executive also referred to the National Parks England meeting he had attended with the Chairman on 25 January 2018 when the National Parks Chair and Chief Executives had also met the Minister for National Parks, Lord Gardner. It was noted that as part of the Government's 25 Year Environment Plan, in which there were many references to natural capital accounting, there would be a review, which could be considered as a 'Hobhouse Report (1947)' for the C21st, celebrating the existing national parks, identifying where these could be improved, functions re-examined and consideration of further designations. The Plan also included a review of the agri-environment schemes and as part of this, following the Oxford Farming Conference in January 2018, areas were being invited to bid for pilot studies to review how new payment schemes to farmers might be organised and implemented post Brexit. Exmoor National Park had been able to provide a set of proposals at the meeting building natural capital into

the process, a copy of which was circulated to members. The Chief Executive reminded members that many of the National Parks were in upland areas, whereas the lowland wet grassland in the Broads was very different and unique in that it had areas of key environmental habitat and species juxtaposed with areas of intensive agriculture. This provided cause for concern that the Broads special characteristics could be overlooked. Therefore, it was suggested that the Authority consider submitting a bid for a pilot scheme, and that this be an immediate priority, given that the deadline for receipt of such a bid was the end of February. The Authority had previously been a pioneer in this area, engaging with the farming community when establishing the simplistic Broads Grazing Marsh Scheme, the forerunner of the nationally adopted Environmental Sensitive Area Scheme.

Members were supportive of the process, but were mindful of the impact on the Authority's resources, given its recent commitments to large projects. However, given the cooperation and liaison established with the farming community especially most recently, as well as through the links with the Broads Plan, it was considered that these elements should be harnessed, possibly including other organisations such as the Wildlife Trusts, RSPB and National Trust.

A member emphasised that it was important to put in an expression of interest, but any scheme should focus on the long term strategic need. The ESA had originally worked successfully but had become bureaucratic to the extent it had not been taken up. There was a need to design a scheme that was simple, less bureaucratic and could be delivered locally and was fit for purpose. He was supportive of progressing what had already been established with Lord Gardner when he had visited the Broads.

Member recognised the need to respond quickly and that it was vital to provide an expression of interest. They also considered that the long term use of the Authority's resources required careful consideration. It was noted that such tight timetables would become more regular.

In response to a member's query relating to Broadland Futures (Integrated Flood Risk Management), it was clarified that the Environment Agency was the lead partner and the Broads Authority was acting as a catalyst. It was working in partnership to provide a long term strategy for the Broads Area especially in terms of sea and flood defenses and consequences of climate change.

RESOLVED

- (i) That the strategic priorities 2018/19 set out in paragraph 4.1 are adopted:
 - Water Mills and Marshes -Implement programme of work

- CANAPE (Delivering the Hickling Broad vision) - Implement programme of work
 - Broadland Futures (Integrated flood risk management) - Develop joint programme of work with the Environment Agency
 - Catchment management - Continue engagement with landowners and delivery of on-site projects
 - External funding - Develop a strategic overview for external funding and capacity building.
 - Marketing, promotion and media relations - Take forward branding initiatives and implement Peer Review recommendations
 - Peer Review - Prepare Action Plan to implement the recommendations from the Peer Review Team and outcomes from the Member Away Day on 30 January 2018
 - Acle Bridge - Establish Member Group and develop a brief for the development of the site.
- (ii) that officers develop a Pilot Scheme in association with other stakeholder organisations, to respond to Defra's call for a proposal *for agri-environment schemes post Brexit*.
- (iii) that officers remain alert to any potential activity needed as a result of the future Hobhouse review identified in the 25 Year Environment Plan.

(ii) Progress on Strategic Priorities 2017/18

The Authority received this year's fifth 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 the helpful progress updates on the Broads Plan and the links to the guiding strategies.

RESOLVED

That the report be noted.

The Chairman proposed to vary the order of the Agenda in accordance with Standing Order No 5(1) (c) to take Item 13 before item 11 given that the guest speaker, Mr Mike Burrell had arrived. Members were in agreement and Item 13 was taken at this juncture.

4/11 Budget 2018/19 and Financial Strategy 2018/19 to 2020/21

The Authority received a report setting out the information for consideration of the consolidated income and expenditure budget for 2018/19 and a three year Financial Strategy to 2020/2021. It was noted that the strategy was based on the previous four year settlement for National Park Grant until 2019/20, the adopted overall 3% increase in navigation charges for 2018/19 and an assumption of 2.5% per annum increase in the subsequent two years.

Members noted that the draft budget incorporated the navigation charges for 2018/19 as agreed in November and was designed to allow the Authority to continue to deliver priority navigation activities to the required level. The National Park part of the budget similarly provided for the continuation of priority works for 2018/19. Since providing the outline budget in November and presentation to the Navigation Committee in December, the budget had been adjusted to allow for a 2% increase in salaries for April 2018 to March 2021 but the final settlement was yet to be determined. In addition a £10,000 contribution to National Parks Partnership had now been included. Members noted the overall budget by Directorate, the central and shared costs and cost apportionment, with there being no changes to the apportionments for 2018/19 from 2017/18. The pension deficit was also noted, the valuations being carried out every three years. The key risks were the potential changes to boat numbers and impact on tolls income and salary increases.

It was noted that the National Park side of the budget showed a deficit for the next three years, which would be funded from the National Park Reserve. Due to the uncertainty about National Park Grant beyond 2020/21, members expressed some concern that the level of reserves would not be sustainable. It was therefore important to examine these and to consider the type of long term projects in which the Authority should be investing and the allocations required. The Management Team would be addressing these issues for further consideration by the Authority in due course. It was clarified that it was necessary to maintain reserves in order to be able to bid for larger projects. It was not “rainy day money”. The National Park Reserves and the Navigation Reserves were totally separate from the Earmarked Reserves which related to planned and specific projects. Although they might look high, they helped to smooth out the peaks and troughs for when they were required for certain projects.

Haydn Thirtle proposed, seconded by Bill Dickson and it was

RESOLVED unanimously

- (i) that the 2018/19 Budget is adopted and the assumptions made and applied in the preparation of the Budget endorsed.

Melanie Vigo di Gallidoro proposed, seconded by Mike Barnard and it was

RESOLVED unanimously

- (ii) that the Authority adopts the Earmarked Reserves Strategy for the period 2018/19 to 2020/21, and the proposed contributions to and from Earmarked Reserves for the period 2018/19 to 2020/21.

4/12 Financial Performance and Direction:

- (1) **Consolidated Income and Expenditure from 1 April to 30 November 2017**

The Authority received a report providing the consolidated income and expenditure for the eight month period 1 April – 30 November 2017, reflecting the change of Directorate name from Planning and Resources to Strategic Services and provided a forecast of the projected expenditure at the end of the financial year 31 March 2018.

The Chief Financial Officer was able to provide updated figures for the end of December 2017. With reference to Table 1 of the report there was a favourable variance of £252,000. There were no changes to the Latest Available Budget at Table 2 of the report or the forecast outturn at Table 3. The Current Reserve balance based on the December figures at Table 4 was £1,504,355. It was noted that the proposed pilot scheme previously agreed in the meeting, had not yet been incorporated within the budget and therefore there was uncertainty as to its impact on the forecast. However, the forecast should be as stated.

Members considered the need to set up an additional reserve to cashflow the CANAPE project initially requiring a temporary loan over the life of the project from the earmarked reserves but it was emphasised this would eventually be repaid once the final claim had been received and there would be no risk involved. They also considered the purchase of a concrete pump for the works at Hickling as part of the CANAPE project and how this would be funded initially with a deposit of a 10% deposit of £9,000 from the Plant, Vessels and Equipment reserve and from hire savings, the remaining balance funded by hire purchase. The Chief Financial Officer would provide further information on the interest rates to be paid for the hire purchase and potential reclaim figures possible.

The current forecast outturn position for the year suggested a deficit of £54,584 for the national park side and a surplus of £27,192 on navigation resulting with an overall deficit of £27,392 within the consolidated budget, which would indicate a general fund reserve balance of approximately £987,000 and a navigation reserve balance of approximately £353,000 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.

Louis Baugh proposed, seconded by Haydn Thirtle and it was

RESOLVED unanimously

- (i) that the income and expenditure figures be noted;
- (ii) that the creation of the CANAPE reserve in para 5.2 of the report and additional expenditure in para 5.3 of the report on a concrete pump for a total of £90,000 for the works at Hickling be noted.

4/13 Greater Norwich Local Plan – First Consultation Stage

The Authority received a report from the Planning Policy Officer and a presentation from Mr Mike Burrell from Norwich City Council on the Greater

Norwich Local Plan, and the consultation process. It was noted that the Greater Norwich area consisted of Norwich City, Broadland District and South Norfolk Councils working with Norfolk County Council in association with the Broads Authority and building on the long established working arrangements. It was aimed at planning for the housing needs and jobs needed for the Greater Norwich area to 2036, setting the strategic planning policies to guide future development and plans to protect the environment and ensure that delivery of development was done in a way which promoted sustainability and effective functioning of the area. The plan also included sites for development and those which had been submitted, but no preferred sites had been identified as yet.

The first draft version of the Greater Norwich Local Plan was due to be consulted on from 8 January to 15 March 2018. It was emphasised that the review did not cover the Development Management Policies which were dealt with by each of the three districts separately. The Plan was a strategic plan. Members noted the key issues of the Local Plan and the options being put forward for consultation by means of questions, not answers. They also noted the other likely issues for consideration such as infrastructure in that no further strategic improvement to support growth had been identified to date, the Green Belt idea did not meet the national "Exceptions Test", the potential for settlement hierarchy through village clusters, and various topic policies.

The specific considerations for the Broads were noted, namely that the Norwich Local Plan maps would show the Broads Authority's area; although sites would be near or adjacent to its area, land in the Broads Authority's area would not be allocated; there was a specific section on the Broads promoting the current policy approach protecting its special characteristics, the favoured option for the area; the Strategic Assessment covered the special features of the Broads habitats, landscape and dark skies.

Members were invited to provide comments on the Local Plan and to raise other matters not covered in the presentation. A report would be submitted to the Planning Committee meeting on 2 March 2018 for more detailed consideration. The new Plan would replace the Joint Core Strategy and the Site Allocation Plans in each District but not the development plans. Following the consultation period, the responses would inform the next version which would result in the submission consultation version. The Authority would be further consulted.

In discussion, it was clarified that part of the process would include whether sites would be deliverable and this would form part of the consultation. It was noted that Whitlingham Country Park would be impacted upon and it was considered that this should be included. It was hoped that moving away from the Norwich Policy area would reduce speculation, although it was a matter for consultation. Other issues raised included the potential development of Acle and the proposed improvements for the A47 between Acle and Great Yarmouth, as well as possible transport provision e.g. rapid transport routes. The Colmans site within Norwich and the area east of the Norwich Football Ground and to the north of the River Yare were potential sites for

development and it was suggested that it would be beneficial for the Authority together with the relevant District Councils to take a coordinated approach and give consideration of a master plan for this section.

The Chairman thanked Mike Burrell for a comprehensive and useful overview of the Local Plan.

RESOLVED

that the Greater Norwich Local Plan is noted and Planning Committee authorised to consider and submit representations.

4/14 Acle Bridge

The Authority received a report on the proposal to establish a small working group of members to work with officers to develop plans for the Acle Bridge site recently purchased. Members noted that there could be considerable potential for the site but these would need to be carefully discussed with third parties.

Members noted the skill sets, experience and knowledge that would be helpful from the group of members and the following volunteered to be part of the Group:

James Bensly, Mathew Bradbury, Bill Dickson, Bruce Keith, Nicky Talbot, and Haydn Thirtle.

RESOLVED

that the Members identified above form a small group to work with officers to work up plans for the development of the Acle Bridge site and bring back proposals to a future meeting..

4/15 Audio Recording of Broads Authority meetings

The Authority received a report that reviewed the audio recording of Broads Authority meetings which had taken place for a trial period of 10 months and considered whether it should be continued on a permanent basis.

Members considered that the use of audio recordings had achieved the specific purpose for which it had been trialled, in helping to improve the accuracy of minutes, in resolving any disputes and reducing the number of challenges which had taken a considerable amount of time. It was noted that the Minutes remained the record of the meeting and that two years was a reasonable time for retention unless a reason was required for longer term retention in an individual case.

Gail Harris, proposed, seconded by Sarah Mukherjee and it was

RESOLVED unanimously

- (i) that the use of audio recording of meetings be continued by the Authority and copies provided to the public on request
- (ii) that the recordings are destroyed two years after the date of the meeting.

4/16 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 Chairman confirmed that there were no matters which needed to be raised under this item.

4/17 Minutes Received

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

RESOLVED

(i) Broads Local Access Forum – 6 September 2017

RESOLVED

that the minutes from the Broads Local Access Forum meeting held on 6 September 2017 be received.

(ii) Navigation Committee – 19 October 2017

RESOLVED

That the minutes from the Navigation Committee held on 19 October 2017 be received.

(iii) Planning Committee: 10 November and 8 December 2017

The Chairman of the Planning Committee referred to the disappointing recent report in the EDP concerning an appeal decision the Authority had won relating to Burghwood Barns, Ormesby St Michael. The press reports implied that the Authority was depriving the landowners of their dream garden and their dream home. He assured members that this had been a long running series of issues where the requirement of planning permission had been ignored. It related to a large area between the property of Burghwood Barns and the sensitive designated SSSI area of Ormesby Broad had been annexed as a garden contrary to planning policy. The Planning Committee had carefully considered the numerous issues involved including having a site visit. The Planning Inspector had upheld the Authority's decision, concurring with interpretation of the policy and stated that the unauthorised change of use constituted an unacceptable

encroachment of development “that harms the character and appearance of the site and the landscape character and scenic beauty of the Broads...and fails to protect and enhance the Broads Landscape.” This was an important decision.

Members welcomed the reassurance and noted that the appellants were not being forced to sell their home as was alleged.

RESOLVED

that the minutes of the Planning Committee meetings held on 10 November and 8 December 2017 be received

4/18 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.

Broads Tourism – Greg Munford reported that the organisation was doing well. The Broads was featured as one of the five top finalists of the UK National Parks in the Countryfile magazine. The AGM for Broads Tourism was to be held on 21 February 2018 at 10.00am at Ivy House Country Hotel, Oulton Broad and all members of the Authority were invited to attend. One of the key note speakers was Karen Login, from Hoseasons, Head of IT who would be speaking on Travel and Tourism and was highly admired in the Tourism industry.

National Parks UK and National Parks England – The Chairman stated that this had been reported at Minute 4/10. There was to be a National Parks UK meeting in March.

How Hill Trust– John Ash reported that the Trust had had a very successful year in 2017 and was almost fully booked for schools for 2018. Discussions on the future of the mills were ongoing with the Windmills Trust and Norfolk County Council.

Norfolk and Suffolk Broads Charitable Trust – Louis Baugh reported that the next meeting was to be held on Monday 29 January 2018. The Trust was benefiting from the much closer working relationship with the Authority through the Head of Strategy and Projects. The Trust had recently been the fortunate recipient of a legacy and the Trustees were working with the daughter of the donor in considering appropriate projects for which it might be used. Bruce Keith reflected that a tremendous amount of work was being undertaken locally. There was still tremendous potential and opportunity for working with corporates in the future. He commented that there was slight disappointment that the HLF bid for the Wherry Yacht Charter had been declined but some excellent feedback had been received.

Upper Thurne Working Group - Brian Wilkins reported that the group had met on 18 January 2018 with a good turn-out of members and quality worthwhile discussions about parish issues and IDB discussion about restoring the pump, the Horsey Dyke closure which was due to come up in 2018 and would be phased. The sophisticated prymnesium research and water plant growth matters were also discussed.

Whitlingham Charitable Trust – Whitlingham Country Park. Vic Thomson reported that the Trust had met on 24 January 2108. One of the items discussed had been the Greater Norwich Local Plan and the effects it could have on the Country Park both positive and negative. It was noted that in the past there had been no significant CIL monies available and that this should be considered and added to the strategic plans going forward. Mathew Bradbury reported that the discussions had been very useful and fruitful. They had focused on aligning strategies of the different organisations involved; Arminghall Trust, the Broads Authority and the Trust as well as the Colman family and the estate and also the strategic work that was required in the immediate future. The Trust also identified some of the quality and quantity of the maintenance required around the park and this would be addressed in the budget. It was pleasing to note that the meeting had focused on the longer term future of the park.

Boat Safety Management – Nicky Talbot reported that she had been asked to join the National Boat Safety Advisory Committee. The first meeting was to be in March with another two planned in the remainder of the year. This was promoted through the Canals and Rivers Trust and the Environment Agency. Members welcomed the involvement as an approved duty.

4/19 Items of Urgent Business

There were no other items of urgent business for consideration.

4/20 Formal Questions

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

4/21 Date of Next Meeting

The next meeting of the Authority would be held on Friday 16 March 2018 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich.

4/22 Exclusion of the Public

The Chairman 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 item below on the grounds that it 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

4/23 Exempt Minutes of the Navigation Committee meeting – 19 October 2017

The exempt Minutes of the Navigation Committee meeting held on 19 October 2017 were received.

4/24 Transfer of Mutford Lock

The Authority received a report containing exempt information concerning the transfer of Mutford Lock involving the Harbour Revision Order to effect that transfer following consultation with the Navigation Committee on 19 October and 14 December 2018. It was noted that the further advice and information sought was provided in the report and in general members were satisfied that the transfer should proceed.

Haydn Thirtle proposed, seconded by Mike Barnard and it was
RESOLVED by 15 votes to 0 and 2 abstentions

That the two Harbour Revision Orders are submitted and the tripartite agreement noted in the report be completed in all respects, to give effect to completing the transfer of the Lock into the Navigation Area and the ownership to the Broads Authority.

4/25 Chet Boat: Award of Contract.

The Authority received a report containing exempt information concerning the waiving of standing orders due to unique circumstances involving one of the projects as part of the Heritage Lottery Funded project Water Mills and Marshes. It was noted that the necessary investigations of potential providers and the necessary procedures had been undertaken to take this course of action. Members were assured that the HLF was satisfied with the process.

John Ash proposed, seconded by Louis Baugh and it was

RESOLVED unanimously:

- (i) That standing orders for contracts are waived in this particular instance because of the unique circumstances; and
- (ii) The International Boatbuilding Training College (IBTC Ltd.) at Lowestoft is awarded a contract to construct a replica of the Chet Boat and fulfil the rest of the Project at the cost stated in the report, funded by the grant awarded by the Heritage Lottery Fund as part of the Water, Mills and Marshes Programme.

4/26 Matter referred under Members Code of Conduct

The Authority received a report containing exempt information providing confirmation that a complaint had been received under the Members Code of Conduct and the appropriate procedures were being followed.

RESOLVED

That the report be noted.

The meeting concluded at 13.55 pm

CHAIRMAN

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

Committee: Broads Authority 26 January 2018

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Mathew Bradbury	General	Director of Whitlingham Charitable Trust
Paul Rice	General	Chairman of Broads Society
Haydn Thirtle	9 – 10	Board member of Broads Internal Drainage Board
Kelvin Allen	General	Director BASG Chairman of Broads Angling Services Group.
Mike Barnard	24	District Councillor for Oulton Broad
Bruce Keith	General	Whitlingham Charitable Trust and Broads Charitable Trust
John Ash	General	Trustee Director of Wherry Yacht Charter Trust, Director Whitlingham Charitable Trust, and How Hill Trust
Bill Dickson		None other than those already declared.
Sarah Mukherjee	General	CEO Crop Protection Association
Greg Munford	General	None other than those previously declared
Peter Dixon	11	(Budget) Payment to National Parks Partnership. - Board member of National Parks Partnership.
Nicky Talbot	General	Chair Navigation Committee, Toll Payer, NSBA and Norfolk Broads Yacht Club
Brian Wilkins	General	Chair of NSBA, Vice Chair Navigation Committee
Louis Baugh		Trustee Norfolk and Suffolk Broads Trust, Broads IDB

Summary of Progress/Actions Taken following Decisions of Previous Meetings

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
23 January 2015 Minute 4/18 Chief Executive Report Network Rail: Consultation document: Anglia Route Study, Long Term Planning Process	<ul style="list-style-type: none"> Proposed Response to Network Rail to be circulated to members for comment prior to being submitted to Network Rail by deadline of 3 February 2015. 	Director of Operations	<i>Report on Swing Bridges on Agenda (Item 30)</i>
20 March 2015 Minute 5/27 Lease of Moorings on River Thurne	<ul style="list-style-type: none"> That the principles for the lease of moorings at Oby on the River Thurne be supported The Chief Executive delegated to finalise the details and signing of the lease 	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.
24 March 2017 Minute 5/13 Housing White Paper Planning Fees	<ul style="list-style-type: none"> BA responds to Government indicating that it would accept the offer of a 20% increase in application fees from July 2017 BA commits to spending additional fee income in the planning department on 	Director of Strategic Services /Head of Planning	Report to be prepared for Planning Committee for consideration (assuming that the fee increase is confirmed by new Government) Government has confirmed increase in planning fees as from 17 January 2018.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	tangible planning benefits <ul style="list-style-type: none"> 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. 		
24 March 2017 Minute 5/27 19 May 2017 Minute 6/26 Priority for Moorings 2017/18 (Exempt)	<ul style="list-style-type: none"> That the recommended actions in respect of the moorings at Acle Bridge, Hoveton Viaduct and Boundary Farm as set out in the report be supported and authorised. 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. 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 	Director of Operations	Moorings at Acle Bridge <i>Item on the Agenda at No 14</i>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	programme of works for these moorings.		
19 May 2017 Minute No6/27 Corporate Sponsorship Through National Parks Partnership	<ul style="list-style-type: none"> That the Authority confirms its support for the partnership with the international clothing company and recognises the benefits and obligations. That the Authority authorises the Chief Executive, to sign the Letter of Agreement with the National Parks Partnership regarding the commercial 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. 	Chief Executive	<p>Clothing delivered and allocated to staff and Members. We are now in the 'snagging' period and in contact with Columbia to swap items and obtain the correct fit.</p> <p>At a recent meeting of the UK's National Parks it was resolved to establish a national charity to respond to the opportunities for charitable giving from the corporate sector identified by National Parks Partnership.</p>
28 July 2017 Minute Nos 1/18 and 1/20 29 September 2017 Minute 2/13 Governance and Peer Review	<ul style="list-style-type: none"> Update on Peer Review noted Revised Member Development Protocol adopted Amended Guidelines for Local Authorities when appointing members to the Authority adopted. 	Chief Executive and Solicitor and Monitoring Officer	<p>A Members Away Day to consider the findings of the Peer Review took place on Tuesday 30 January 2018.</p> <p><i>Report on the Agenda at Item 15.</i></p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
29 September 2017 Minutes 2/15 Data Protection Regulations	<ul style="list-style-type: none"> From 25 May 2018 a significant change to data law will be implemented in the UK through the EU General Data Protection Regulation. Report and action required noted . 	Solicitor and Monitoring Officer	A Data Asset Register has been drawn up identifying all categories of data being held and their location. A Retention Policy is also being developed with a view to deleting general data not in accordance with regulations by May 2018. Training for Staff took place on 13 th and 15 th February 2018 and training for Members is to be arranged March 2018.
29 September 2017 Minute 2/10 24 November 2017 Minute 3/7 Broads Local Plan	<ul style="list-style-type: none"> The final publication version of the Broads Local Plan and supporting documents approved for pre-submission public consultation for a period of 8 weeks up until 5 January 2018. 	Planning Policy Officer	Consultation period extended to 12 January 2018. Report with submission document to be provided for Broads Authority meeting in March 2018 for approval following Planning Committee meeting in March. Report on the Agenda at Item 12
24 November 2017 Minute 3/9A External Funding Update	<ul style="list-style-type: none"> That a working group made up of an expanded Membership and staff be established to develop the fine details of a strategic approach to external funding. (Any Members interested in joining the group are asked to contact the Authority via the Chief Financial Officer (Emma 	Chief Financial Officer/ Director of Strategic Services/ Head of Strategy and Projects/	The Working Group has been confirmed as: Kelvin Allen, John Ash, Mathew Bradbury, Lana Hemsall and Greg Munford. The first meeting is scheduled for the beginning of April.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>Krelle).</p> <ul style="list-style-type: none"> The group to formulate its terms of reference and develop a framework for consideration by the Authority. 		
<p>24 November 2017 Minute 3/11 Engagement with Key Stakeholders and the role of the Broads Forum</p>	<ul style="list-style-type: none"> That the report be noted and the views expressed be fed into the wider issues around engagement with stakeholders at the Members Away Day on 30 January 2018. To review the list of interest groups and organisations not only on the Forum but also those which have an active interest in the Broads National Park. To, examine how members communicate with their parent bodies, and inquire as to what other ways might interest groups/stakeholders engage with the Authority. 	<p>Chief Executive/Director of Strategic Services</p>	<p>Review of the List of interest groups and organisations on the Forum as well as those with an interest in the Broads being undertaken.</p> <p>Investigations underway. Stakeholder Groups being contacted.</p> <p>Some Broads Forum members met independently on 2 February 2018 and have provided their comments to the Authority, reinforcing the views expressed at the November Broads Forum meeting and expressing support for the continuation of the Forum.</p> <p>Reply sent from Chairman welcoming initiative explaining comments would be reported back to the BA as part of the overall investigations on engagement.</p> <p>To report back to Broads Forum on 26 April 2018</p>
<p>24 November 2017 Minute 3/12 Broads Forum re Mooring Strategy as part of Integrated</p>	<ul style="list-style-type: none"> Members were of the view that to provide information on all available moorings in 	<p>Chair of Broads Forum /Senior Waterways and Recreation Officer</p>	<p>Chair of Broads Forum informed of Broads Authority decision regarding this matter.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
<p>Access Strategy.</p> <p>Request for inclusion of SMART targets on all moorings including informal moorings in BA's Annual monitoring report.</p>	<p>the Broads area especially informal moorings over which the Authority had no control, particularly in terms of safety, would be inappropriate.</p> <ul style="list-style-type: none"> • That the approach being taken for the review of the integrated access strategy be supported and the Authority's response be provided to the Forum. 		
<p>26 January 2018 Minute 4/10... Strategic Direction</p>	<ul style="list-style-type: none"> • Strategic Priorities for 2018/19 adopted.: <ul style="list-style-type: none"> ○ Water Mills and Marshes CANAPE ○ Broadland Future (integrated Risk Management) ○ Catchment Managemetn ○ External Funding ○ Market, promotion and media erlations ○ Peer Review – prepare action plan ○ Acle Bridge. • Officers to develop a Pilot Scheme in association with other stakeholder 	<p>Chief Exectuive /Management Team Head of Strategy and Projects, with Senior Ecologist and Broadland Catchment Partnership Officer.</p>	<p>Bid for Pilot scheme to consider agr-environment schemes, organisation and implementation with particular relevance to the Broads National Park post Brexit has been developed for submission.</p> <p><i>Report on Agenda at Item 20.</i></p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>organisations, to respond to Defra's call for a proposal in relation to agri-environment post Brexit.</p> <ul style="list-style-type: none"> Officers remain alert to any potential activity needed as a result of the future Hobhouse review identified in the 25 year Environment Plan. 		
<p>26 January 2018 Minute 4/13 Greater Norwich Local Plan – first Consultation Stage</p>	<ul style="list-style-type: none"> Greater Norwich Local Plan noted; Planning Committee authorised to consider and submit representations. 	Planning Policy Officer	<p>Report submitted to 2 March 2018 Planning Committee meeting and comments endorsed.</p> <p>Policy Documents-Consultation-Norwich-Local-Plan</p>
<p>26 January 2018 Minute 4/14 Acle Bridge</p>	<ul style="list-style-type: none"> The following members: James Bensly, Mathew Bradbury, Bill Dickson, Bruce Keith, Nicky Talbot and Hayd Thirtle volunteered to form a small group to work with officers to work up plans for the development of the Acle Bridge site and bring back proposals to a future meeting. 	Chief Executive	<p>The first meeting of the Group took place on 14 February 2018 followed by a second on 8 March 2018.</p> <p><i>Report on the Agenda at Item 14</i></p>
<p>26 January 2018 Minute 4/24 Transfer of Mutford Lock</p>	<ul style="list-style-type: none"> The two Harbour Revision Orders are submitted and the tripartite agreement noted in the report be completed in all respects, to give effect to 	Solicitor and Monitoring Officer	<p>Legal procedures to effect transfer progressing through Authority's external lawyers.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	completing the transfer of the Lock in the Navigation Area and the ownership to the Broads Authority.		
26 January 2018 Minute 4/25 Chet Boat: Award of Contract	<ul style="list-style-type: none"> • Standing Orders for Contracts waived due to the unique circumstances • The International Boatbuilding Training College (ITBC Ltd.) Lowestoft is awarded a contract to construct a replica of the Chet Boat and fulfil the rest of the Project at the cost stated in the report, funded by the grant awarded by the HLF as part of the WMM Programme 	Broads Landscape Partnership Programme Manager	Contract being awarded

Tesco Project and Catchment Partnership
Report by Broadland Catchment Partnership Officer

Summary: A Water Sensitive Farming (WSF) partnership project between Tesco and the Authority in 2017 proved an effective way to help deliver the catchment management strategic priority and for Tesco to trial a mechanism to reduce the environmental impact of its products via its supply chain that it could replicate in other sourcing locations. The pilot project was run part-time by the Broadland Catchment Partnership Officer (BCPO), working temporarily in a farm liaison role, with local potato farmers by providing demonstrations, best-practice events and free trials of innovative kit to reduce run-off. This approach was well received and appears effective at engaging with 'hard to reach' farmers whilst improving relationships with those already engaged with sustainable farming and the protection of local water bodies. It has also provided opportunities for future projects using existing funding streams and staff resources currently in place.

Recommendations:

- (i) Continue to provide officer support to facilitate catchment plan actions including future kit trials via the Broadland Catchment Partnership (BCP);
- (ii) Support the suggestion to use ring fenced Tesco funding in the Catchment budget to purchase a new piece of innovative technology and expand engagement to include sugar beet and maize growers; and
- (iii) Continue to explore opportunities for private sector funding and strengthen the Tesco relationship to progress actions in the Broads Plan and Broadland River Catchment Plan beyond December 2018.

1 Introduction

- 1.1 Catchment management (through the implementation of small scale local interventions to reduce soil and nutrient loss from fields) is a strategic priority of the Authority for 2018/19 as it was in 2017/18. This meets aspirations to continue to improve water quality and biodiversity within the Broads Executive Area and reduce sediment input and improve water resources throughout the wider catchment. The activities of partner organisations are co-ordinated via the Broadland Catchment Partnership that the Authority co-hosts with the Norfolk Rivers Trust working towards actions in the Broadland Rivers Catchment Plan produced in 2014 to improve the water environment.
- 1.2 In 2016 Tesco was exploring opportunities to work with the UK's National Parks in relation to reducing the environmental impact of its top 20 products primarily in relation to greenhouse gas emissions but also through its commitment to source responsibly and support sustainable farming. Through conversations with the

Authority it became apparent that the largely arable Broadland Rivers Catchment is an important sourcing location for a range of Tesco's fresh produce, especially potatoes.

- 1.3 Tesco was keen to trial an approach to support viable farming whilst protecting and enhancing the environment that could be replicated in other sourcing locations in East Anglia and beyond. Tesco provided £52,873 to the Authority for equipment plus staff and management full cost recovery. Tesco was aware of the National Catchment Based Approach (CaBA) and keen that the project was integrated with existing delivery mechanisms through the Broadland Catchment Partnership as this may be the most suitable delivery vehicle for more widespread replication.
- 1.4 The project complimented the existing public and private sector approaches to reducing diffuse pollution from agriculture whilst maintaining or enhancing farm profits. The project took a novel approach of using free kit trials as a means to work within a specific sector (potato production) and 'liaising with' rather than 'advising' as a means to engage 'hard to reach' farmers and agronomists that had not previously engaged with water protection and also to continue to build trust and develop strong working relationships with those that had previously engaged.
- 1.5 The project built on historic scientific evidence from Defra funded research, which has shown how a range of techniques, especially disruption of field tramlines and wheelings, can be cost-effective at reducing soil, water, nutrient and chemical losses from fields. 80% of all losses were reported from tramlines.
- 1.6 Recruitment of a Broads Authority Farm Liaison Officer on a one year fixed term contract was unsuccessful. This ultimately became an opportunity to use the skills and technical knowledge of the Broadland Catchment Partnership Officer, who had recently achieved his BASIS Soil and Water qualification, to temporarily run the project and recruit a part time Catchment Co-ordinator on a fixed term 15 month contract from September 2017- December 2018 to assist in co-ordinating the BCP, developing a website and projects database, and supporting partner project applications and delivery.
- 1.7 The input of Authority officers and partners within the Steering Group is acknowledged especially the Authority's Senior Ecologist who Chairs the BCP meetings and took a lead role in securing the funding and initiating the project and helped in recruitment.

2 Project aims

- 2.1 To reduce the risk of losses of soil, water and chemicals from agricultural land, thereby helping to sustain farm profits.
- 2.2 To identify interventions that Tesco could scale up in other important sourcing locations beyond the Broadland Rivers Catchment.

3 Project delivery

- 3.1 The project promoted the use of innovative farm technology to reduce run-off, raised awareness about the status and protection of waterbodies in the catchment, and linked growers with important funding sources. The Broadland Catchment Partnership Officer (BCPO) organised all communications, events, 1-to-1 farmer engagement and reporting, amounting to two days per week for 15 months, or 130 days in total.
- 3.2 A central element within this project was the Tesco funded 'BE Wonder Wheel', which was purchased for £9,500 + VAT and offered to potato growers on a free trial. The BCPO liaised with local farmers to arrange delivery, collection and storage of the kit.
- 3.3 A reference group with regional National Farmers Union and national Catchment Sensitive Farming representatives was formed and a project engagement plan produced. A tour for Tesco representatives and BCP partners in January 2017 which included visits to local sites to demonstrate interventions to protect and improve the environment helped to scope the project.
- 3.4 Information about the project (using a flyer produced by the Authority Graphic Design Officer) was sent to more than 1,000 landowners throughout Norfolk, courtesy of the Norfolk Rivers Internal Drainage Board, to raise the profile of the project and promote the offer of free advice and kit trials.
- 3.5 The Authority set up a farming projects page on its website and the Tesco Responsible Sourcing Manager contacted a range of suppliers to promote the project and encourage uptake. The National Farmers Union and Anglia Farmers promoted the project and circulated event invites through magazine articles and newsletters.
- 3.6 A workshop was held for local producers in April 2017 to promote the kit trials and discuss cost-effective solutions to improve soil and water with Cranfield University and Cambridge University Farms. A kit demonstration and project discussion was held with Tesco executives at Neatishead Hall. A report summarising findings and recommendations has been submitted to Tesco.

4 Results

- 4.1 Evaluation forms show that the project was well received by the farmers involved. The project worked directly with 34 farmers (farming over 11,000 hectares) and engaged more than 100 other stakeholders including farm advisers, academics, engineers and supply chain representatives.
- 4.2 Six farmers trialled the Wonder Wheel kit for free on more than 400 acres including three who are directly in the Tesco supply chain via Branston and Green Vale. A large contractor, farming over 2,000 hectares in North East Norfolk was so impressed by the performance at reducing run-off that he is likely to purchase his own kit and four of the farmers are interested in using the kit again in spring 2018.

- 4.3 The two farmers that are not interested in using the kit again are smaller farms that do not have much land that is sloping or that they consider to have a high run-off risk. One of these farmers was also put off using the kit again as it involved a separate pass that he did not have the time for during a busy planting period despite being made aware of the potential cost savings to his business.
- 4.4 A farmer was concerned that the kit may remove soil from the edges of rows - increasing the risk of potatoes being exposed to light and thus a reduction in quality from 'greening'. The anecdotal reports from the farmers that used the kit suggest this is not likely providing the kit is used soon after, or following the planter, when the soil is moist.
- 4.5 One farmer reported anecdotally that potato yields may have been higher in the rows that had been disrupted using the kit and that it had 'certainly reduced erosion'. Some farmers suggested that the kit could be incorporated on to a potato planter but other farmers disagreed as they thought there was already enough that could potentially go wrong with a planting machine. One farmer suggested there may be the potential for the kit to be modified to provide liquid nutrient side dressing to the crop and he is in discussions with one of the machinery manufacturers about this.
- 4.6 Some farmers that were involved in the project had not engaged with Catchment Sensitive Farming in the past and offering free kit trials was a useful way to work with them. Our engagement with one farmer has led to the commencement of a Natural Flood Management scheme on his land. It is unlikely this would have happened without this project.
- 4.7 During the project there was close liaison with the Agricultural and Horticultural Development Board Strategic Potato Farm East trials at the Elveden Estate to share knowledge and learning. Without interested parties being brought together at a workshop as part of this project, the expansion of the scientific trials to monitor water quality and crop yield in response to different wheeling disruption and irrigation techniques is unlikely to have happened this year.
- 4.8 The Elveden trials evaluated the effectiveness of three different wheeling disruptors, including the Wonder Wheel, under different irrigation and rainfall events. Researchers from Cranfield University measured losses of phosphorus, nitrogen, and water and Cambridge University Farm recorded potato yields and crop quality.
- 4.9 The Elveden trials supported previous Defra findings and revealed that disruption of wheelings ('trafficked' by crop sprayers) reduced run-off and soil loss by around 90%. There were no effects on crop yield, tuber quality or fry colour. There was an indication that rows that had been disrupted following secondary trafficking by the sprayer had a higher yield than those without disruption.
- 4.10 It is estimated to cost £28 hectare to use the kit based on National Association of Agricultural Contractors (NAAC) 2017 costs for 100hp tractor + driver @ £35.19/hr and assuming 10 hectares per day. There may be a 14% water

efficiency saving which could amount to £168 based on 10 irrigation passes at £120 hectare reported in the Farmers Weekly. These assumptions are awaiting verification but if confirmed this would equate to a minimum £140 per hectare saving for water plus an additional £8-£88 per hectare saving in soil, nutrients and plant protection products that would otherwise have been washed away in surface run-off depending on the extremity of the erosion (using ADAS Demonstration Test catchments estimates of costs to farmers of erosion).

- 4.11 Based on the above assumptions a farmer would only need to crop around 60 hectares to break even on the purchase of the kit and its use could also help demonstrate increased water efficiency that is an essential criteria for farmers applying for Rural Development funding for reservoir construction.

5 Conclusions

- 5.1 It was difficult to get farmers to take-up 1:1 'advisory' visits as all are busy and can sometimes view this type of approach as interfering or not providing sufficient specialist expert knowledge to be worthwhile. Entering discussions about the protection of waterbodies was difficult but discussing potential cost-savings to the business (whilst potentially protecting downstream waterbodies) and offering free trials to encourage uptake of sustainable practices proved much more effective.
- 5.2 Tesco has agreed that the Wonder Wheel will continue to be made available to growers within the Broadland Rivers, and neighbouring North and West Norfolk and Cam & Ely Ouse catchments - promoted and supported through catchment partnerships. It will continue to support Water Sensitive Farming initiatives in 2018 via the Rivers Trusts throughout East Anglia region and sees the Broads Authority as pivotal in this process within the Broadland Rivers Catchment.
- 5.3 There is another type of kit - the Creyke Wheel Track Combi - that performs a similar function to the Wonder Wheel by reducing water and wind erosion in spring sown row crops. This kit will be available in Spring 2018 and could make for an interesting project working with maize and sugar beet growers (high risk crops for water quality) possibly via the Maize Growers Association and the British Beet Research Organisation using existing Tesco funding ring fenced in the Catchment budget.

6 Recommendations

- 6.1 The Broadland Catchment Partnership Officer (BCPO) continues to co-ordinate the use of the Wonder Wheel by growers within the Broadland Rivers and neighbouring catchments in 2018.
- 6.2 Tesco funding that is currently ring fenced in the catchment budget is used to purchase a Creyke Wheel Track Combi and this is offered to sugar beet and maize producers as well as potato growers and is also co-ordinated by the BCPO.

6.3 The Broads Authority continues to explore opportunities for private sector funding and also strengthens the Tesco relationship to progress actions in the Broads Plan and Broadland River Catchment Plan beyond December 2018.

Background papers: None

Author: Neil Punchard

Date of report: 1 March 2018

Broads Plan Actions: 1.1, 2.2, 3.2

Appendices: Appendix 1 - Supplementary information regarding existing public and private sector initiatives to reduce diffuse pollution from agriculture

Supplementary information regarding existing public and private sector initiatives to reduce diffuse pollution from agriculture

The Catchment Sensitive Farming (CSF) initiative is led by Natural England using government funding to reduce diffuse pollution from agriculture. CSF officers deliver advice, support stewardship and grant applications, arrange 1:1 specialist advisory visits, and training events. Defra has announced further funding until 2021 with CSF Officers in place for each of the Bure, Waveney, Wensum and Yare catchments. Anglian Water employs a catchment adviser for Norfolk focussed on groundwater source protection zones and the Wensum catchment surface drinking water protected area. Essex and Suffolk Water also employ a catchment adviser to work in the Waveney and Bure catchment surface water protected areas.

Recognising both the success and limitations of these approaches a Water Sensitive Farming initiative was established by the Rivers Trust in association with the EU WaterLIFE and WWF/Coca-Cola Freshwater partnership. The initiative employed a project manager and farm advisers via Norfolk Rivers Trust in both the Broadland Rivers Catchment and neighbouring Cam & Ely Ouse catchment for 2016-18. This was in line with Action 1.1 of the Broadland Rivers Catchment Plan and the BCPO has worked part-time in the post of farm adviser for the Broadland Rivers Catchment as part of a job share whilst also running the Tesco pilot and co-ordinating the BCP. Within our catchment over 1000 farmers have been engaged, two knowledge share events delivered, 11 silt traps constructed, and land use improvements reported for over 3000 acres including cover crops, reduced cultivations, tramline management and soil improvement.

Strategic Direction
Report by Chief Executive

Summary: This report sets out progress in implementing the Authority's Strategic Priorities for 2017/18.

Recommendation: That the updates are noted (Appendix 1).

1 Strategic reporting

- 1.1 The Broads Authority uses two cyclical reporting processes on the strategic objectives for the Broads and annual priorities for the Authority.
- 1.2 (i) Broads Plan: The Broads Plan is the partnership management plan for the Broads. It contains a long-term vision for the area and shorter-term guiding objectives for the Broads Authority and its partners working in the Broads. The current Plan was adopted in March 2017 and covers the period 2017-22.
- 1.3 Progress updates on the Broads Plan and linked guiding strategies are reported to the Authority in May and November each year and published on our website at www.broads-authority.gov.uk. We also report changes and new actions as we go through the Plan period. The latest Broads Plan update newsletter (Nov 2017) is at www.broads-authority.gov.uk/broads-authority/how-we-work/strategy.
- 1.4 (ii) Broads Authority priorities: Each year we identify a small set of our own strategic priorities, guided by the Broads Plan. The priorities focus on Authority-led projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. Setting these priorities helps us target resources and make the most of partnership working and external funding opportunities. Although priorities are set each year, the scale of many projects means they are likely to continue for a number of years.
- 1.5 A final progress report on our strategic priorities 2017/18 is in Appendix 1. All these projects will continue as strategic priorities in 2018/19.

Background papers: None



Authors: John Packman, Maria Conti





Date of report: 27 February 2018

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1: Strategic Priorities 2017/18

Broads Authority strategic priorities 2017/18

	Project	Aim and milestones	Updates	Status	
1	Integrated flood risk management	<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"> Engage with stakeholders to help define the next stages of the initiative - by end 2017 Create framework for gathering relevant information on key potential actions - by end March 2018 	<p>The Environment Agency resources bid to its Large Project Review Group was well received and the final outcome is awaited. The funding is to support early stakeholder engagement for the development of an integrated flood risk strategy over the coming five years. The Broadland Futures Initiative communications and engagement working group met on 7 February to review and agree recommended next steps when resources are confirmed.</p>		SKH
2	Catchment management	<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"> Implement small scale local interventions to reduce soil and nutrient loss from fields Meet with farmers to gauge interest in tailored Broads solution for agri-environment payments post-Brexit - Feb 2017 and as necessary 	<p>The BA is producing a Broads Farming Future document, with support from Regional NFU and local farmers, for submission to Defra. It will promote a local Broads and catchment river valleys pilot agri-environment scheme to provide a range of public goods and environmental benefits.</p> <p>We are preparing a final report for the Tesco Water Sensitive Farming project 2017. Recommendations include continuing free trials of the Wonder Wheel machine by local potato farmers to improve water efficiency and reduce run-off in water bodies. This liaison with local farmers has been an excellent way to develop good relationships and trust, including with those not previously engaged with environmental organisations.</p> <p>Discussions are underway with the manufacturer and designer of a new piece of machinery, to be purchased in the next financial year using Tesco funding. It will be promoted through the Erosion Reduction Project 2018, which will also work with sugar beet and maize growers to reduce erosion and run-off.</p> <p><u>Broadland Catchment Partnership newsletters</u> are published on the Authority's website.</p>		NP

3	Broads Landscape Partnership Scheme (Water, Mills and Marshes)	<p><u>Aim: Successful project delivery.</u></p> <ul style="list-style-type: none"> • Submit Landscape Conservation Action Plan and second stage HLF application by May 2017. Decision expected Nov 2017. • Start project delivery from 1 Jan 2018 	<p>Following its official launch in January, 'Water, Mills and Marshes' projects are underway. Two WMM Project Officers are in place to assist the Project Manager.</p> <p>School roadshows are being delivered to 25 Year 5 groups across schools in Lowestoft. An introductory roadshow is followed by a land based session at Carlton Marshes and a boat trip. 800 pupils will have this roadshow and broads experience by the end of April.</p>		WB
4	Hickling Broad Enhancement Project (CANAPE)	<p><u>Aim: Hickling Vision implemented.</u></p> <ul style="list-style-type: none"> • Construction work: Next phase priority dredging from navigation channel and land spreading to adjacent land • Win additional resources for delivery, particularly CANAPE; if bid successful, start CANAPE implementation – Jan 2018 	<p>Mud pumping began at the beginning of February 2018.</p> <p>The first priority area is outside the Sailing Club and Parish staithe area. When these areas are completed, the operation will move out into the channel and concentrate on the uppermost sections.</p> <p>The lagoons are operating as planned, with excess water flowing between cells and evacuating through the pipes to the external drainage dyke. Daily checks are made by contractors and regular checks by BA staff.</p>		DH/RR
5	External funding	<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"> • Draft external funding strategy to BA - Nov 2017 	<p>A Member/Officer working group has been established. It will meet on 12 April to consider background evidence and a framework for an external resources strategy.</p>		SKH
6	Marketing, promotion and media relations	<p><u>Aim: Raised profile, awareness and reputation of Broads National Park and Broads Authority</u> including proactive media around BA successes, proactive digital comms, presence at Norfolk Show and signage strategy</p>	<p>Launch of Broads National Park display in the arrival lounge at Norwich Airport.</p> <p>Joint publication of Visit the Broads brochure and magazine in partnership with Broads Tourism and Argent.</p>		RL

Financial Performance and Direction
Report by Chief Financial Officer

Summary:	This report provides a strategic overview of current key financial issues and items for decision.
Recommendation:	<p>Section 2-6</p> <p>(i) That the income and expenditure figures be noted.</p> <p>Section 7</p> <p>(ii) That the Treasury & Investment Strategy be adopted.</p> <p>Sections 8</p> <p>(iii) That the waiver to standing orders be noted.</p>

1 Introduction

- 1.2 This report covers two items, the Consolidated Income and Expenditure from 1 April – 31 January 2018 and the Annual Treasury and Investment Strategy for 2018/19.

2 Overview of Actual Income and Expenditure

Table 1 – Actual Consolidated I&E by Directorate to 31 January 2018

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(6,467,665)	(6,547,970)	+ 80,305
Operations	2,803,367	2,760,792	+ 42,575
Strategic Services	1,820,427	1,712,107	+ 108,319
Chief Executive	982,133	933,781	+ 48,352
Projects, Corporate Items and Contributions from Earmarked Reserves	(65,129)	(52,125)	- 13,004
Net (Surplus) / Deficit	(926,867)	(1,193,414)	+ 266,547

- 2.1 Core navigation income is above the profiled budget at the end of month ten. The overall position as at 31 January 2018 is a favourable variance of £266,547 or 28.76% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £78,975 within toll income:
 - Hire Craft Tolls £42,732 above the profiled budget.
 - Private Craft Tolls £29,259 above the profiled budget.
- A favourable variance within Operations budgets relating to:
 - Construction and Maintenance Salaries is under profiled budget by £40,074 due to a number of vacancies this year.
 - Water Management is under profiled budget by £52,918 due to two contracts being delayed; both are scheduled for delivery by 31 March 2018.
 - Land Management is under profiled budget by £10,569 due to income being received ahead of profile.
 - Practical Maintenance is over the profiled budget by £138,859 due to timing differences on the profile originally set. This is due to Acle Bridge being purchased.
 - Ranger Services is under profiled budget by £20,669 due to additional income and underspends within salaries and expenditure.
 - Premises is under profiled budget by £60,579 due to timing differences around the Dockyard Wet Shed repairs.
- A favourable variance within Strategic Services budgets relating to:
 - Strategy and Projects is over profiled budget by £17,425 due to a number of small variances within all budgets.
 - Human Resources is under profiled budget by £15,341 due to vacancies and timing differences on staff training.
 - Project Funding is under profiled budget by £47,531 due to timing differences.
 - Communications is under profiled budget by £17,184 due to staff to timing differences.
 - Visitor Centres and Yacht stations is under profiled budget by £18,744 due to salary savings and increased income
 - Collection of Tolls is over profiled budget by £13,990 due to timing differences.
 - ICT is under profiled budget by £12,568 due to timing differences.
 - Strategic Services Management and Administration is under profiled budget by £11,805 due to a previous vacancy.
- A favourable variance within Chief Executive budgets relating to:
 - Governance is under budget by £12,810 due to timing differences around the invoicing for the Peer Review and Members workshop.
 - Asset Management is under budget by £30,022 due to savings on the property contract.
- 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 was being monitored against the 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 27/01/17 (BA)	41,178
Peer review budget	Item 17 24/03/17 (BA)	25,000
Approved budget carry-forwards	Item 11 19/05/17 (BA)	31,245
LAB at 31 January 2018 – deficit		97,423

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. A summary of these adjustments are given in the table below.

Table 3 – Adjustments to Forecast Outturn

Item	£
Forecast outturn deficit per LAB	97,423
Adjustments reported 26/01/18	(70,031)
Increase to Hire Craft Tolls to reflect actuals	(271)
Increase to Private Craft Toll to reflect actuals	(10,500)
Decrease to Construction and Maintenance salaries following vacancies throughout the year	(51,000)
Decrease to Asset Management expenditure to reflect savings on Property Services Contract and leases	(17,500)
Increase to Asset Management income to reflect actuals	(2,000)
Increase in Visitor Services and Yacht Station income to reflect actuals	(7,500)
Forecast outturn surplus as at 31 January 2018	(61,379)

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

5 Reserves

Table 4 – Consolidated Earmarked Reserves

	Balance at 1 April 2017	In-year movements	Current reserve balance
	£	£	£
Property	(429,005)	(51,500)	(480,505)
Plant, Vessels	(214,671)	10,500	(204,170)

and Equipment			
Premises	(178,942)	14,809	(164,133)
Planning Delivery Grant	(194,908)	11,075	(183,833)
Upper Thurne Enhancement	(77,752)	(21,057)	(98,808)
Section 106	(109,020)	7,550	(101,470)
Heritage Lottery Fund	(92,936)	25,444	(67,493)
CANAPE	-	(84,752)	(84,752)
Catchment Partnership	(94,833)	7,335	(87,497)
Total	(1,392,066)	(80,595)	(1,472,661)

5.1 £649,656 of the current reserve balance relates to navigation reserve.

6 Summary

6.1 The current forecast outturn position for the year suggests a deficit of £19,934 for the national park side and a surplus of £81,313 on navigation resulting in an overall surplus of £61,379 within the consolidated budget, which would indicate a general fund reserve balance of approximately £1,022,000 and a navigation reserve balance of approximately £407,000 at the end of 2017/18 before any transfers for interest. This will mean that the navigation reserve will be above the recommended level of 10% of net expenditure during 2017/18.

7 Annual Treasury and Investment Strategy

Overview

- 7.1 The Prudential Code for capital finance in local authorities requires local authorities, including the Broads Authority, to prepare an Annual Investment and Capital Financing (borrowing) Strategy. This strategy must be approved, before the start of each financial year, by the full Authority.
- 7.2 Due to the Authority's purchase of the dredging operation from May Gurney financed by a loan from the Public Works Loan Board, the Annual Treasury, Investment and Capital Financing Strategy needs to take account of the prudential indicators required by the Prudential Code.
- 7.3 The Prudential Code aims to ensure that the capital investment plans are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice.
- 7.4 The Annual Treasury, Investment and Capital Financing Strategy includes the key prudential indicators that are necessary for an authority that has borrowing. The prudential indicators are designed to support and record local decision making in a manner that is publicly accountable. At the beginning of each year estimates for the prudential indicators are set and agreed by

Members. The actual indicators are then compared to the estimates once the annual accounts are produced in May each year.

Annual Treasury, Investment and Capital Financing Strategy

- 7.5 The Annual Treasury, Investment and Capital Financing Strategy for 2018/19 is attached at Appendix 3, for Members' consideration. A draft has also been reviewed by Financial Scrutiny and Audit Committee on 6 March 2018.
- 7.6 This year sees the inclusion of non-treasury investments following an update to the CIPFA Treasury code of practice. Typically these type of investments include investment properties which are held to earn income. Further details are found in the Treasury Strategy paragraph 2.5 and the Annual Investment Strategy paragraph 6.

Capital Financing

- 7.7 Capital borrowing powers are reviewed on an annual basis as part of the budgeting process. However in practice long term borrowing is limited to the acquisition of the dredging operation from May Gurney.

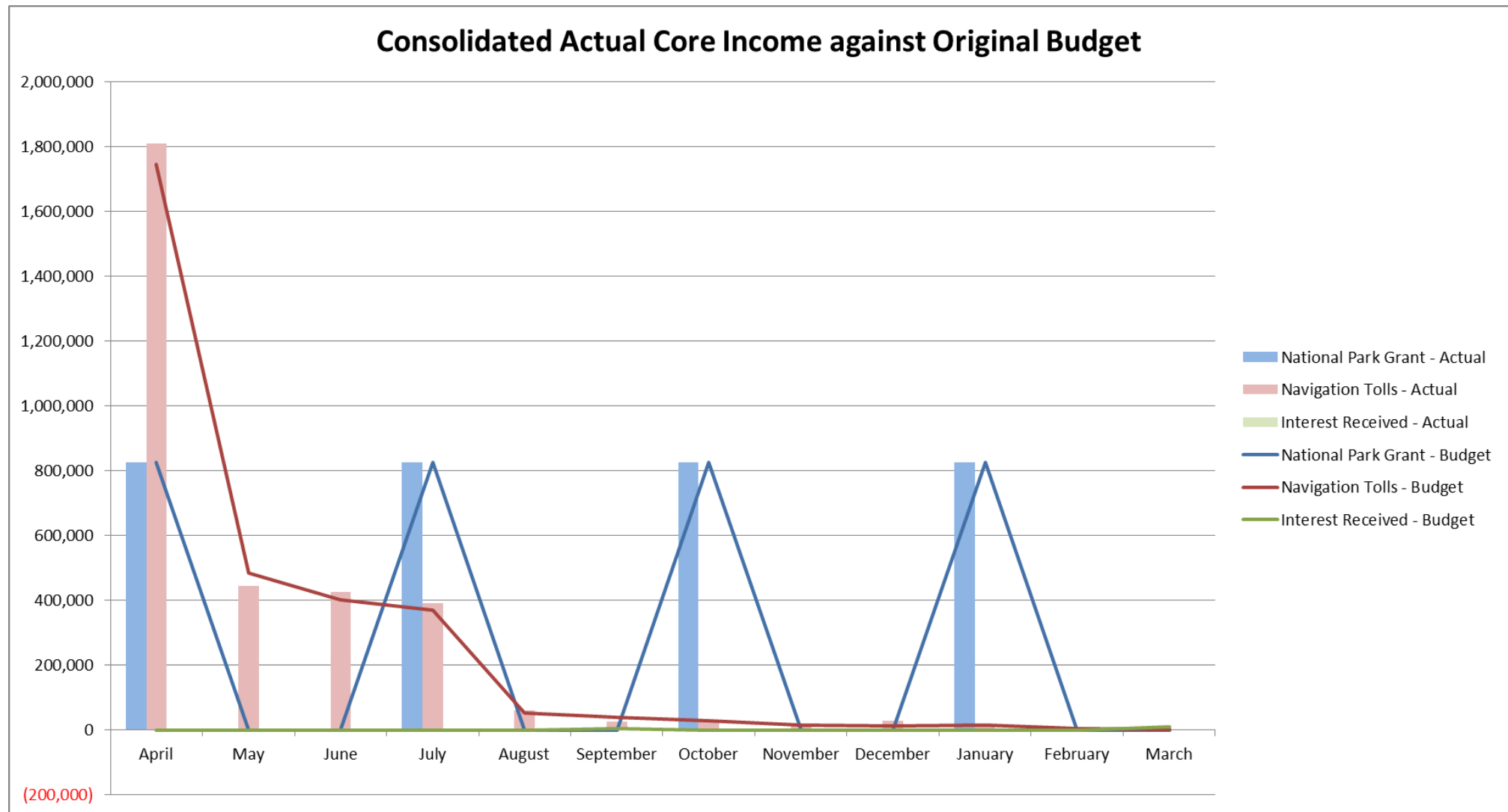
Financial Implications

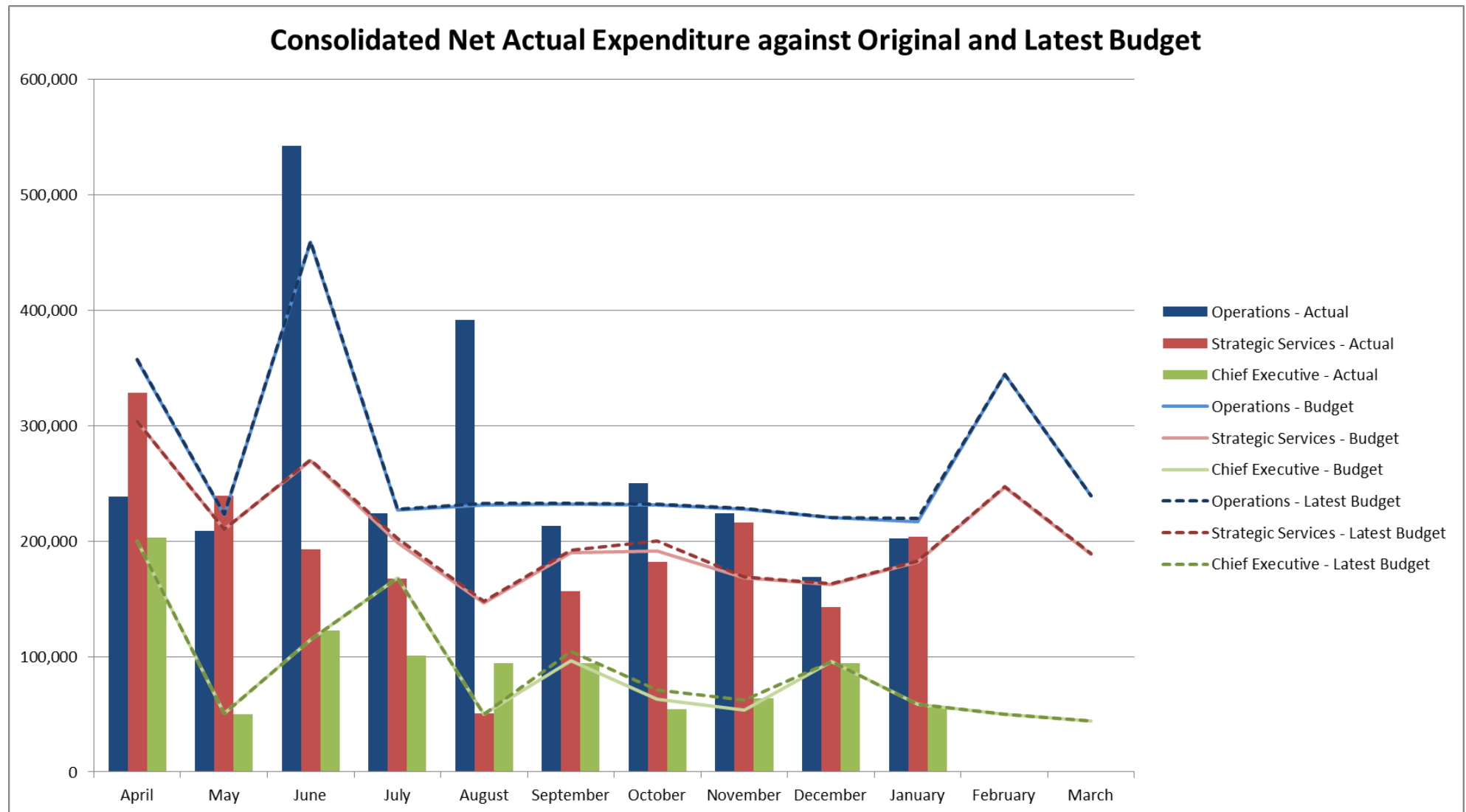
- 7.8 There are no additional financial implications for the Authority as a result of this report as the expenditure proposed, including the loan interest and capital repayments to the Public Works Loan Board have been incorporated into approved budgets.

8 Waiver of Standing Orders relating to contracts

- 8.1 As part of the Discover England Fund bid that National Parks England had successfully won to create and market visitor experiences to the Australian and German travel trade, each of the 9 participating National Parks are looking to appoint a business support consultant to work with local businesses.
- 8.2 It was originally envisaged that the Peak District would undertake the recruitment, selection and contract award to reduce the burdens on the other Parks. However in the case of the Broads only one quote was received from a consultant who had previously worked for the Peak District via an agency. In order to minimise additional agency fees it has been agreed that the Broads contracts directly with the consultant (DB Consulting Solutions) and the costs (£20,000) are recharged to the Peak District. As no other quotes have been received a waiver of standing orders has been considered and approved by the Chief Executive on 2 March 2018 on the grounds "that it is not considered reasonably practicable in the Authority's interest to do so, subject to a report to the Broads Authority".

Background papers:	None
Author:	Emma Krelle
Date of report:	2 March 2018
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 31 January 2018 APPENDIX 2: Financial Monitor: Consolidated Income and Expenditure 2017/18 APPENDIX 3: Treasury and Annual Investment Strategy





To 31 January 2018

Budget Holder

(All)

Row Labels	Values				
	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,486,595)		(6,486,595)	(6,564,827)	78,232
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)	(1,116,132)	42,732
Income	(1,073,400)		(1,073,400)	(1,116,132)	42,732
Private Craft Tolls	(2,040,000)		(2,040,000)	(2,070,500)	30,500
Income	(2,040,000)		(2,040,000)	(2,070,500)	30,500
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	3,403,425	16,000
Construction and Maintenance Salaries	1,168,140		1,168,140	1,117,140	51,000
Income	(4,420)		(4,420)	(4,420)	0
Salaries	1,172,560		1,172,560	1,121,560	51,000
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 (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (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
Strategic Services	2,206,055	17,380	2,223,435	2,203,955	19,480
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 (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (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
Strategy and Projects			0		0
Expenditure			0		0
Biodiversity Strategy	10,000	400	10,400	10,400	0
Income			0		0
Expenditure	10,000	400	10,400	10,400	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
Income			0		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	196,070	18,000
Income	(237,500)		(237,500)	(245,000)	7,500
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

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	181,360		181,360	181,360	0
Expenditure	123,500		123,500	120,450	3,050
Strategic Services Management and Administration	215,810		215,810	203,410	12,400
Income	(1,525)		(1,525)	(1,525)	0
Salaries	142,470		142,470	130,070	12,400
Expenditure	74,865		74,865	74,865	0
Chief Executive	1,045,653	29,705	1,075,358	1,055,858	19,500
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	105,095	19,500
Income	(22,220)		(22,220)	(24,220)	2,000
Salaries	52,360	(3,945)	48,415	48,415	0
Expenditure	89,750	8,650	98,400	80,900	17,500
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
Income			0		0
Expenditure	241,693		241,693	241,693	0
Projects and Corporate Items	126,800		126,800	159,490	-32,690
Partnerships / HLF	50,000		50,000	97,690	-47,690
Income	(45,736)		(45,736)	(56,096)	10,360

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	23,945		23,945	34,305	-10,360
Expenditure	71,791		71,791	119,481	-47,690
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)	(319,280)	58,280
Earmarked Reserves	(261,000)	0	(261,000)	(319,280)	58,280
Expenditure	(261,000)	0	(261,000)	(319,280)	58,280
Grand Total	41,178	56,245	97,423	(61,379)	158,802

Treasury Strategy

1. Introduction

- 1.1. Both CIPFA's Treasury Management Code of Practice (2017 Edition) and the Prudential Code requires the Authority to produce a strategy which explains the Authority's borrowing and investment activities and the effective management and control of those risks. This strategy seeks to incorporate the best practice recommendations from this guidance whilst also bearing in mind the Guidance for Smaller Public Service Organisations (2014 Edition).

2. Treasury Management Policy Statement

- 2.1. The Authority defines its treasury management activities as:

2.1.1. The Management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; the pursuit of optimum performance consistent with those risks and any financial instruments entered into to manage these risks.

2.1.2. The Authority regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

2.1.3. The Authority acknowledges that effective treasury management will provide support towards the achievement of its strategic objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance management techniques, within the context of effective risk management.

2.2. Borrowing Principles

2.2.1. The Authority intends to fund all of its capital expenditure from either its earmarked reserves, capital receipts or from its revenue accounts. However if any of those accounts hold insufficient funds borrowing may be considered.

2.2.2. The Authority currently has one long term loan from the Public Works Loan Board that was utilised to purchase the dredging operation from May Gurney in November 2007 for £290,000. This is to be paid over a 20 year period at a fixed interest rate of 4.82%. Repayments are incorporated into the revenue budget.

2.2.3. The Authority also has the option to enter into finance leases to purchase capital items. Typically this has included the purchase of large pieces of equipment such as the JCB, the Doosan excavator and the concrete pump. International Financial Reporting Standards include these types of leases as borrowing due to the risk and reward of the asset transferring to the Authority.

2.2.4. If additional borrowing was deemed necessary following committee consultation then the Authority would need to minimise the costs to the revenue budgets including future year repayments and undertake new borrowing at the cheapest cost.

2.3. Investment Principles

2.3.1. The Authority's main objective is the prudent investment of its treasury balances. The main priorities are the security of capital and the liquidity of its investments. It will be only after these have been satisfied that it will aim to achieve optimum return on its investments. The Authority will not engage in borrowing purely to invest or to on-lend to make a return. Such activity is considered unlawful.

2.4. Treasury Management Practices

2.4.1. Risk Management

2.4.1.1. The Authority adopts a low risk appetite to its treasury management but is not totally risk averse. It will invest with other institutions with appropriate credit ratings rather than just making use of government deposits. If additional borrowing should be required it will seek to borrow on a fixed rate basis to build in assurance for future year liabilities.

2.4.1.2. As part of the Authority's strategic risk register risks are monitored and managed on a regular basis. This includes investment risks. These are reported at least twice a year to the Financial Scrutiny and Audit Committee. Responsible Officers review these throughout the year and are discussed at Management Forum.

2.4.1.3. Risks specific to treasury management include:

2.4.1.3.1. *Credit and Counterparty*

The main objective of the Authority is to secure the principal sum it invests and therefore takes a prudent approach as to whom it invests funds with. This is limited to organisations who meet minimum criteria and is covered in more detail within the investment strategy. The Authority also faces this risk through the default of its debtors. Payment terms are limited to 30 days or where appropriate payment is asked for in advance. Corrective action is taken as required to secure outstanding debts. Bad debts are kept to a minimum.

2.4.1.3.2. *Liquidity*

The Authority will maintain adequate cash balances and borrowing arrangements to enable it to achieve its strategic objectives. The Authority will only borrow in advance of need where there is a clear business case to do so and will only do so for the current capital programme. Debt repayments are included in the annual revenue budget.

2.4.1.3.3. *Interest rate*

The Authority will manage its exposure to fluctuations to interest rate risks in line with its budgets. It will achieve this through the prudent use of its approved instruments, methods and techniques to create stability and certainty of costs and revenues, whilst remaining sufficient flexibility to take advantage of unexpected changes to interest rates. The Authority will limit fixed term deposits to a period of no longer than one year to limit risks to liquidity.

2.4.1.3.4. *Exchange rate*

The Authority will manage its exposure to fluctuations in exchange rates to minimise any impact on its budgeted income/expenditure levels. External advice will be sought to manage this in the most appropriate way as it could have a significant impact; this is particularly important in regards to EU grants.

2.4.1.3.5. *Inflation*

The Authority will keep under review the sensitivity of its treasury assets and liabilities to inflation, and will seek to manage the risk accordingly in the context of the whole Authority's inflation exposures.

2.4.1.3.6. *Re-financing*

If the Authority was in a position to re-finance its borrowing it will ensure that such arrangements are negotiated, structured and documented and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or re-financing. These will be competitive and as favourable to the organisation that can be reasonably achieved in the light of market conditions at the time. It will manage its relationships with its counterparties to secure this objective and will avoid the over reliance on any one source of funding if this might jeopardise achievement of the above.

2.4.1.3.7. *Legal and regulatory*

The Authority will ensure all of its treasury management activities comply with its statutory powers and regulatory requirements. The Authority recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as reasonable to do so, will seek to minimise any adverse risks.

2.4.1.3.8. *Fraud, error and corruption, and contingency management*

The Authority will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error or corruption. It will employ suitable systems and procedures to ensure segregation of duties, and will maintain effective contingency management arrangements to do so. In addition the Authority holds Fidelity Guarantee Insurance with Zurich Municipal as part of its overall insurance management arrangements.

2.4.1.3.9. *Price*

The Authority will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect itself from such fluctuations.

2.4.2. Performance Measurement

- 2.4.2.1. Treasury management will be subject to regular review of its value for money and if other alternative methods of delivery will become more appropriate. The Financial Scrutiny and Audit Committee will receive reports twice a year detailing performance. It will also review the Treasury Strategy prior to the Authority meeting which remains responsible for its adoption. Further details of those performance measures are included within the Investment Strategy.

2.4.3. Decision making and analysis

- 2.4.3.1. The Authority will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of

learning from the past, and for demonstrating that reasonable steps have been taken to ensure that all issues relevant to those decisions were taken into account at that time.

2.4.4.Approved Instruments, methods and techniques

- 2.4.4.1. The Authority will undertake its treasury management activities by employing instruments, methods and techniques as detailed in the Investment Strategy.

2.4.5.Organisation, clarity & segregation of responsibilities, and dealing arrangements

- 2.4.5.1. In order for there to be effective control and risk management it is essential that there is clear segregation of duties. This will be subject to regular review by Internal Audit as part of its key control test. If at any time there is a lack of resources that does not allow this, it will be reported to the Financial Scrutiny and Audit Committee. Such duties are detailed in the Finance department's job descriptions and are reviewed annually.
- 2.4.5.2. The Chief Financial Officer is responsible for the development of the strategy, whilst cash flow monitoring is undertaken by the Senior Finance Assistant and reviewed by the Financial Accountant. The Chief Financial Officer will remain responsible for identifying appropriate counter parties in line with agreed criteria. Funds to be transferred will be carried out by the Senior Finance Assistant and Financial Accountant following approval by the Chief Financial Officer. All funds will be automatically transferred back into the Authority's main bank account.

2.4.6.Reporting requirements and management information

- 2.4.6.1. The Chief Financial Officer will prepare regular reports for consideration on the implementation of its policies, decisions taken and transactions executed. The reports will also consider the impact of any changes on the budget or other regulatory, economic and market factors.
- 2.4.6.2. The Full Authority will receive an annual report on the strategy and the plan for the coming year. The Financial Scrutiny and Audit Committee will review this strategy and receive a mid year review and an annual report on activity over the last year. Any impact on investment income will be reported throughout the year to the Full Authority as part of its Finance Performance and Direction reports.

2.4.7.Budgeting, accounting and audit arrangements

- 2.4.7.1. The Chief Financial Officer will prepare the annual budget which will include the costs of the treasury function as well as the investment income as deemed by statute and regulation. The Chief Financial Officer will be responsible for exercising control over these items and will report any changes as required as detailed above.

2.4.8.Cash and cash flow management

- 2.4.8.1. The Chief Financial Officer will be responsible for all monies in the hands of the Authority and will be reviewed for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis to ensure that liquidity risk is monitored. This will be undertaken on a weekly basis by the Senior Finance Assistant and reviewed by the Financial Accountant. This weekly forecast will also look at predictions for

the current month. Annual cash flow predictions will be prepared by the Chief Financial Officer following preparation of the annual budget.

2.4.9. Money laundering

- 2.4.9.1. The Authority is aware that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Further details can be found in the Authority's Counter Fraud, Bribery and Corruption policy and its Financial Regulations. Copies are available to all staff on the Intranet.

2.4.10. Training and qualifications

- 2.4.10.1. The Authority recognises the importance of ensuring that all staff involved in the treasury management are equipped to undertake the duties and responsibilities allocated to them. Recruitment of vacant posts will reflect this position and training opportunities will be identified through the annual Individual Performance Review (IPR).
- 2.4.10.2. The Chief Financial Officer will ensure that the Financial Scrutiny and Audit Committee who have treasury management/scrutiny responsibilities have access to training relevant to their needs and responsibilities.

2.4.11. Use of External providers

- 2.4.11.1. The Authority recognises that responsibility for treasury management decisions remain with the Authority at all times. It recognises that there may be value in employing external providers in order to access specialist skills and resources. However the use of external providers is not currently used based on the Authority's limited amount of surplus funds and the costs associated. If this position changed it would ensure a full evaluation had been undertaken as to the costs and benefits through the Authority's Standing Orders.

2.4.12. Corporate Governance

- 2.4.12.1. Treasury Management activities will be undertaken with openness and transparency, honesty, integrity and accountability. This together with the other arrangements detailed in the Investment Strategy are considered vital to the achievement of proper corporate governance in treasury management. The Chief Financial Officer will monitor and report upon the effectiveness of these arrangements.

2.5. Management Practices for Non-Treasury Investments

- 2.5.1. The Authority recognises that investment in other financial assets and property primarily for financial return, taken for non-treasury management purposes, requires careful investment management. Such activity includes loans supporting service outcomes, investments in subsidiaries, and investment property portfolios.
- 2.5.2. The Authority will ensure that all investments are covered in the investment strategy, and will set out, where relevant, the Authority's risk appetite and specific policies and arrangements for non-treasury investments. It will be recognised that the risk appetite for these activities may differ from that for treasury management. A schedule of these types of investments will be included.

Annual Investment Strategy 2018/19

1. This strategy builds on those principles and practices as laid out in the Treasury Management Strategy. It continues to give priority to the security of capital and liquidity before returns are considered.

- 1.1. The Authority will continue to invest in Sterling.

2. Specified Investment

- 2.1. These investments are made in Sterling and have a duration of 1 year or less. Typically these are low risk investments due to being made with high credit rating bodies, examples include:

- UK government or local authorities;
- UK/European banks and building societies
- Money Market funds (AAA rated by credit rating agency)
- Debt Management Agency deposit facility

- 2.1.1. This list is not exhaustive but highlights where the Authority is most likely to place its funds.

- 2.1.2. To mitigate against the risks of credit and counterparty the Authority will only seek investments with bodies that have at least a short term rating of F-1 as stated by Fitch credit ratings.

- 2.1.3. The Authority will monitor these ratings monthly through online credit watches and use these to determine any new investments. This may mean those failing to meet the criteria will be removed from the list, whilst those new counterparties who do may be added. Other market information including the financial press will be monitored.

3. Non Specified Investments

- 3.1. These investments tend to be any other type of permitted investment which have durations of more than a year. This also includes equity-type investments. At this point the Authority does not consider these types of investments as appropriate but may do so in the future if surplus funds permit.

- 3.2. Longer term investments will only be considered with those institutions that have a Fitch credit rating of A (+/-).

- 3.3. The Authority will seek proper advice and will consider that advice when entering into arrangements on derivatives to ensure that it fully understands those products.

4. Liquidity

- 4.1. The Authority will seek to spread its investments to avoid over reliance on one institution. This is currently split between the Authority's current account provider (Barclays) and fixed term deposits with Lloyds. Funds held at Barclays are automatically swept each day into its Business Premium Account that pays a small amount of interest. This facility is instant access. Based on its cash flow forecasts the Authority anticipates that its cash balances will range between £2.5m and £4m.

- 4.2. Current Holdings as at 02/03/18

Counterparty	Holding/Investment	Interest Rate	Investment Date	Maturity Date
Lloyds Fixed Term	1,000,000	0.8%	02/03/18	01/03/19
Lloyds Fixed Term	1,000,000	0.65%	05/09/17	04/09/18
Barclays Notice Account	500,000	Base rate +	95 days notice	

		0.25%	
Barclays Premium Account	1,289,000	0.4%	Instant access

5. Capital Financing (Borrowing) Principles

5.1. The following table shows the current forecast for capital expenditure for the next three years. Commentary is also provided below.

Prudential indicator	2018/19	2019/20	2020/21
Estimate of capital expenditure	£200,000	£200,000	£200,000
Authorised limit for external debt	£500,000	£500,000	£500,000
Operational Boundary	£400,000	£400,000	£400,000

5.2. The use of reserves to finance capital expenditure will have an impact on level of investments. However budgeted contributions to earmarked reserves should mitigate this as well as the sale of assets. The table below shows estimates of year end balances for each resource.

Estimated Year-End reserves	2018/19	2019/20	2020/21
General and Navigation Reserves	£1,250,000	£1,227,000	£1,254,000
Earmarked reserves	£1,665,000	£1,944,000	£2,290,000
Total Investments 31 March	£2,915,000	£3,171,000	£3,544,000

5.3. Affordability

5.3.1. The prudential code indicator for affordability asks the Authority to estimate the ratio of financing costs to net revenue stream. However as the only current borrowing was to finance the acquisition of the dredging operation from May Gurney, the financing costs have a zero effect on the bottom line of navigation income and expenditure as the dredging operation (financing costs and ongoing running cost including any additional capital expenditure) are less than or equal to the cost paid to contract out to May Gurney in the past. It is therefore felt that this indicator is not appropriate for use by the Authority in this instance.

5.4. External Debt

5.4.1. Prudential indicators in respect of external debt must be set and revised taking into account their affordability. It is through this means that the objective of ensuring that external debt is kept within sustainable, prudent limits is addressed year on year.

5.4.2. Therefore, the Authority will at this time only borrow to finance the capital expenditure incurred on the acquisition of the dredging operation from May Gurney.

5.5. Authorised limit

5.5.1. The Authority will set for the forthcoming financial year and the following two financial years an authorised limit for its total external debt, separately identifying borrowing from other long term liabilities (excluding pension liability and government grants deferred). It should be noted that the Authority does not have any other long term liabilities at present or plans to have any in the future. This prudential indicator is referred to as the authorised limit and is shown in the table above.

5.6. Operational Boundary

5.6.1. The Authority will set for the forthcoming financial year and the following two financial years an operational boundary for its total external debt. This Prudential indicator is referred to as the operational boundary and is shown in the table above. The operational boundary is based on the Authority's estimate of most likely, i.e. prudent, but not worst case, scenario.

5.7. Capital expenditure

5.7.1. The Authority will make reasonable estimates of the total of capital expenditure that it plans to incur during the forthcoming financial year and at least the following two financial years. This Prudential indicator will be referred to as estimate of capital expenditure and is included in the table above.

5.8. Treasury Management

5.8.1. The Prudential Code requires authorities to set upper limits for its exposure to the effects of changes in interest rates. However, as explained above under paragraph 5.3.1, the current borrowing costs will not be an additional cost to the Authority. The Authority has borrowed at a fixed interest rate, thus reducing its exposure to changes in interest rates. This Prudential indicator is therefore not considered necessary in this instance.

5.8.2. There remains a small risk to the Authority in using fixed term deposits that interest rates may increase in the short term. However given the historic low interest rates on offer following the financial crisis any increase in rates is likely to be slow. By minimising fixed term deposits to a minimum of 1 year and staggering them it will allow the Authority to take advantage of any increase as funds become available for re-investment. Funds in instant access will be able to take advantage of any increase in rates.

5.9. Maturity structure of borrowing

5.9.1. The Prudential Code requires authorities to set upper and lower limits with respect to the maturity structure of its borrowing. However as the Authority only has a single loan this indicator is not considered relevant.

6. Non-Treasury Investments

6.1. The schedule below provides details of the non-treasury investments the Authority currently holds:

Classification	Investment	Details
Investment Property	Ludham Fieldbase	Previously an operational base which was reclassified following reorganisation in 2013. Subsequently held to achieve rental income which has seen limited success following the specialist nature of the property and its location. This has led to the Authority agreeing to dispose of the property and holding it for sale.

7. End of Year Investment and Capital Financing Report

7.1. The Authority will provide a report on its investments and capital financing activity at the end of the financial year, as part of its final accounts reporting procedure.

Submission of the Local Plan
Report by Planning Policy Officer

Summary: This report introduces Local Plan submission documents, discusses the comments made at pre-submission consultation and explains the submission and examination process.

Recommendation: The Local Plan for the Broads is submitted to the Planning Inspectorate for the Examination in Public.

1. Introduction

- 1.1 The Local Plan has been consulted on three times: Issues and Options, Preferred Options and Pre-submission Consultation. There was also some informal engagement with specific stakeholders on some particular issues in the summer of 2017.
- 1.2 The most recent consultation, the Pre-submission Consultation, ended on 5 January 2018.
- 1.3 The comments received have been assessed and draft responses made. Proposed changes to the Local Plan have been suggested.
- 1.4 This report introduces Local Plan submission documents, discusses the comments made at pre-submission consultation and explains the submission and examination process.
- 1.5 More information on the examination process can be found here:
<https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>

2. Pre-submission consultation

- 2.1 The consultation ran from 9 November 2017 to 5 January 2018. The comments received and the proposed response can be found at Appendix A. As a visual summary of the comments received, a matrix has been produced to show who commented, the nature of their comment and to which policy the comment was made against. This can be found at Appendix B. Of particular importance are the red comments – these are areas where there is some disagreement between the Authority and the person making the representation. The schedule of proposed changes is included at Appendix C.
- 2.2 The following table summarises the key proposed changes:

- The proposed changes below are expressed in the form of a red ~~striketrough~~ for deletions and blue underlining for additions of text.
- Other instructions or explanations are set out in *italics*.
- The page numbers and paragraph numbering below refer to the publication local plan, and do not take account of the deletion or addition of text.
- For the avoidance of doubt, these changes will only come into force, if indeed they are supported through the examination of the Local Plan, on adoption of the final Local Plan.

Page No. (From Broads Local Plan Pre- Submission)	Policy/ Para. No. (From Broads Local Plan Pre- Submission)	Proposed Change
	PUBSSA47	<i>Amendments to policy to reflect comments received. See Appendix G of Schedule of Proposed Changes.</i>
-	New Policy	<i>New policy allocating residential moorings at Horning for 6 residential moorings. See Appendix D of Schedule of Proposed Changes.</i>
-	New Policy	<i>New policy allocating residential moorings at Somerleyton. For 12 residential moorings. See Appendix E of Schedule of Proposed Changes.</i>
Inset map 11	PUBHOV1 inset map 11	<i>Extend area that this policy applies to. See map at Appendix C of Schedule of Proposed Changes.</i>
27	PUBDM1	<i>Correction to wording.</i> The Authority encourages proposals to consider the use of constructed reed beds as a filtration system to remove nutrients before the waste water from small sewage treatment plants <u>and</u> package treatment works and septic tanks enters waterbodies.
33	PUBDM4	<i>Correct wording to better reflect when a FRA is required.</i> Development proposals of one hectare or greater, less than 1ha in Flood Zone 1 when a site is at risk from other sources of flooding not related to rivers or the sea e.g. surface water, and all proposals for new development in Flood Zones 2 and 3, will be accompanied by a site specific Flood Risk Assessment (FRA), except those covered by Environment Agency standing advice.
35	PUBDM5	<i>Correct to add more detail about the risk assessment:</i> i) Use a risk assessment on treatment stages to reflect the type of proposed development and how surface water run-off and drainage will affect the receptor. <u>A 1.2m clearance between the base of infiltration SuDS and the peak seasonal groundwater levels is required;</u>
35	PUBDM5	<i>Correct to reflect conversations with LLFA, AWS and EA.</i> The surface water run-off runoff rates that will occur as a consequence of the development are <u>is</u> required to be no

Page No. (From Broads Local Plan Pre- Submission)	Policy/ Para. No. (From Broads Local Plan Pre- Submission)	Proposed Change
		more than the <u>existing pre development</u> greenfield rate for the equivalent event for runoff rate. Brownfield sites <u>should aim to reduce runoff as close to</u> greenfield sites or, if the site is brownfield, then rates as possible. The <u>discharge rate for brownfield sites should be</u> no more than the rates s prior to <u>any new</u> development. However, applicants <u>Applicants</u> are encouraged to seek betterment in surface water run-off runoff as part of their proposals <u>for brownfield sites. The runoff rate should be agreed with the Local Planning Authority, in conjunction with the Lead Local Flood Authority and where relevant sewerage undertaker.</u>
39	PUBDM6	<i>Add this text as new c) i)</i> <u>Are subject to a prior groundwater protection risk assessment in accordance with Environment Agency Guidance: Assessing Groundwater Pollution for Cemetery Developments (or successor document or advice);</u>
48	PUBDM9	<i>Amend to clarify policy.</i> i) There is not a less harmful viable option; ii) The amount of harm has been reduced to the minimum possible; iii) Satisfactory provision is made for the evaluation, recording and interpretation of the peat before commencement of development; iv) Enhancement of biodiversity outweighs the carbon loss; and v) The peat is disposed of in a way that will limit carbon loss to the atmosphere. <u>Development that seeks to enhance biodiversity but may result in some peat removal will still need to demonstrate the criteria I to iv and that the biodiversity benefit will outweigh carbon loss.</u>
51	PUBDM10	<i>Change point c viii) to say:</i> Satisfactory provision is made for the evaluation, excavation, recording, and interpretation, <u>dissemination and archiving</u> of the remains before the commencement of development.
69	PUBDM18	<i>Amend to refer to historic environment:</i> a) There is no adverse impact on the character of the locality, the wider landscape, <u>character and significance of the historic environment</u> and the amenity of neighbours;

Page No. (From Broads Local Plan Pre- Submission)	Policy/ Para. No. (From Broads Local Plan Pre- Submission)	Proposed Change
77	PUBDM22	<i>Add as last part of policy:</i> <u>Where a development proposal could have an impact on a trunk road, it will be assessed by Highways England in accordance with policies of the relevant Department for Transport Circular¹.</u>
80	PUBSP11	<i>Change to reflect comment received at pre-submission consultation.</i> v) Recreational facilities (<u>such as moorings and access for anglers</u>)
81	PUBDM24	<i>Add to policy:</i> ii) Proposals do not have an adverse impact on landscape character, <u>protected areas, biodiversity and the wider environment</u>
84	PUBDM27	<i>Change to reflect comment received at pre-submission consultation.</i> d) There is no loss of local or visitor facilities, such as moorings, <u>access for angling</u> and access to the waterside.
85	PUBDM27	<i>Add to policy:</i> d) There is no loss of local or visitor facilities, such as moorings, <u>access for angling</u> and access to the waterside.
103	PUBDM33	<i>Improve wording to aid clarity:</i> Developments of 6 to 10 dwellings will be required to contribute a commuted sum towards the provision of affordable housing. <u>Developments of 6 to 10 dwellings will be required to contribute a commuted sum towards the provision of affordable housing in accordance with the affordable housing part of the full requirements of the adopted standards and policies of the relevant District Council in relation to thresholds and level (%) of dwellings which should, subject to viability, be affordable. The commuted sum should reflect the subsidy required to deliver the affordable housing requirement off site (to include the cost of land and construction).</u>
106	PUBDM34 and associated map in Development Boundary map bundle	<i>Remove development boundary at Thorpe St Andrew from policy and supporting text. Remove map from policies map bundle.</i>
108	Policy PUBDM35	<i>There is no need in the Broads Authority Executive Area, but might be in the constituent district's area. The Authority could conceivably assist in meeting this need, subject to meeting the other policy requirements in the Local Plan.</i> <i>Improve wording to reflect this.</i>

¹ currently 02/2013: THE STRATEGIC ROAD NETWORK AND THE DELIVERY OF SUSTAINABLE DEVELOPMENT: www.gov.uk/government/publications/strategic-road-network-and-the-delivery-of-sustainable-development

Page No. (From Broads Local Plan Pre- Submission)	Policy/ Para. No. (From Broads Local Plan Pre- Submission)	Proposed Change
		Where there is a proven need (which could arise from the Authority's Executive Area or the constituent district's area) , appropriate development will be allowed where the following criteria are met:
110	PUBDM36	<i>Add the following text:</i> Conditions will be used to restrict the number, scale and size of boats using the residential moorings.
112	DM36 Supporting text	<i>Wording change reflects sites permitted on appeal and proposed additional allocations for residential moorings.</i> <ul style="list-style-type: none"> Ten residential moorings have been permitted on appeal at Waveney River Centre. Four Six sites have been allocated for residential moorings amounting to around 25 41 residential moorings. <i>**please note that if the residential moorings allocation at Loddon Marina is reduce to 5 from ten the above figures will need amending accordingly**</i>
120	PUBDM42	<i>Remove reference to lifetime homes. Remove criterion h 'adapatability' and combine with criterion k:</i> Accessibility and adaptability: Developments shall be capable of adapting to changing circumstances, in terms of occupiers, use and climate change (including changes in water level). In particular, dwelling houses should be able to adapt to changing family circumstances or ageing of the occupier(s) and commercial premises should be able to respond to changes in industry or the economic base. Applicants are required to consider if it is appropriate for their proposed dwelling/ some of the dwellings to be built so they are accessible and adaptable and meet Building Regulation standard M4(2) and M4(3). If applicants do not consider it appropriate, they need to justify this. For developments of more than 20 dwellings, 5% will be built to meet Building Regulation Standard M4(2).
130	PUBDM46	<i>Changes to reflect comments received. See Appendix H of Schedule of Proposed Changes.</i>
140	PUBDM36 and all residential mooring allocations	<i>Add the following text:</i> Conditions will be used to restrict the number, scale and size of boats using the residential moorings.
141	PUBBEC2	<i>Improve wording to aid clarity:</i> Proposals must ensure no adverse effects on water quality and the conservation objectives and qualifying features of the nearby SSSI (site is within SSSI Impact Zone) and have regard to the setting of the conservation area.
146	PUBCAN1	<i>Improve reference to nearby heritage assets</i> d) Improves the appearance of the works, particularly in views from the river and other receptors in the locality, through design, materials and landscaping and have regard to the setting of the nearby designated heritage assets.
153	PUBGTY1	<i>Improve reference to nearby heritage assets</i>

Page No. (From Broads Local Plan Pre- Submission)	Policy/ Para. No. (From Broads Local Plan Pre- Submission)	Proposed Change
		Careful consideration will be given to the design, scale and layout of any redevelopment, its potential additional impacts on nearby residents and setting of the Halvergate Marshes Conservation Area , and its role as a landscape buffer between the Bure Park and more urban areas.
153	PUBGTY1	<i>Reflect potential for archaeology by adding this as last part of policy:</i> An archaeological assessment may be required as part of any application.
170	PUBNOR1	<i>Improve reference to nearby heritage assets</i> b) Protect and enhance natural assets and the historic environment and setting of heritage assets
174	OUL3	<i>New first paragraph to policy so policy aligns with Waveney District Council's emerging policy:</i> New Town Centre Use Development (falling within use classes A1, A2, A3, A4, A5, C1, D2 and B1a) will be permitted within the Oulton Broad District Centre where the scale and function of the development is consistent with the role of the District Centre and would not impact on the vitality and viability of Lowestoft Town Centre.
184	PUBTSA2	<i>Amendments to aid clarity.</i> <i>See Appendix F of Schedule of Proposed Changes that shows the changes.</i>
202	PUBSSA47	<i>Add Outer Thames Estuary SPA to constraints and features.</i> • Outer Thames Estuary SPA
202	PUBSSA47	<i>Amendments to aid clarity.</i> <i>See Appendix G of the Schedule of Proposed Changes that shows the changes.</i>

Whilst not currently a proposed change, an error in policy PUBDM42 has been found. The threshold to which Building Regulations M4(2) should apply should not be 5% of dwellings on schemes of over 20, but 20% of dwellings on schemes over 5. This was a drafting error. We also received comments on the justification for this work and as set out in the response to the comments received, we are producing a Topic Paper to address these concerns as well as discuss the correction to the policy. This will come forward through the examination in public.

- 2.3 The following summarises the ‘red’ comments in the matrix. Italics show the general reply to these comments.
- a) Vision – geodiversity needs to be mentioned in the vision. *The vision is copied verbatim from the Broads Plan to ensure the documents are fundamentally linked.*
 - b) SP2 – the Authority needs to investigate in detail functional flood plains. *The Local Plan is required to be based on a Strategic Flood Risk Assessment that has been completed.*
 - c) DM13 – disagrees with policy seeking to address energy use and renewable energy for housing and employment schemes. *The policy meets legal requirements and has been proven to be effective in the past by virtue of delivery of the Ditchingham Maltings site and permission granted to the Pegasus site which both used the approach in the policy to address energy usage.*
 - d) SP12 – considers certain towns and villages should be mentioned in the policy. *The policy is a strategic policy, applicable to all the Broads. Where would the list of places end?*
 - e) ~~SP13 – suggest that guide produced for Norwich City Council is references in the Local Plan. *The guide is bespoke for Norwich City Council to help deliver the River Wensum Strategy. Could be scope for a similar guide for the Broads, but not part of the Local Plan.*~~ **Please note that since the publication of 2 March Planning Committee papers, further discussions with Norwich City Council (who submitted this comment) concluded that their comment was not seeking changes to the Local Plan. The matrix at Appendix B and the comments received document at Appendix A have been updated to reflect this. This comment appears as a purple in appendix B.**
 - f) DM34 – queries the need for development boundaries. *Development boundaries direct development to locations with good access to services and facilities and where landscape impacts are more likely to be minimal.*
 - g) DM36 – query development boundary and marina or boatyard locational requirements. *See above re development boundary. Being located within a boatyard ensures no impact on navigation and that the more ‘intensive’ use of a residential mooring when compared to a short stay mooring could be contained better within a marina.*
 - h) DM42 – concern that requirement for building regulations M4(2) not fully justified. *Noted and we intend to look into this post-submission.*
 - i) DM44 – considers that if all other policies in Local Plan are addressed then so are health considerations. *That is not necessarily the case and the NPPF raises the importance of addressing health in planning.*
 - j) DM11 and DM47 – concern that holiday homes is allowed but market residential not allowed. *The locations tend to be isolated from services and facilities that someone living in a house may need hence market residential is not the preferred use.*

- k) GTY1 – should allow market and holiday residential and policy should apply to larger area. *The area allocated applies to the brownfield land in need of regeneration. Discussions also ongoing through the application route with another party involved. Has been subject to much pre-application discussion.*
- l) HOV5 – Hoveton Town Centre and areas adjacent to the Town Centre. The Parish Council feels that the “areas adjacent to the town centre” area in Wroxham considers Wroxham only in the context of the boundary of the Broads Authority and perpetrates the dominance of Hoveton town centre. Point v says it will consider proposals that contribute to the “vitality and viability of the Town Centre” – that Town centre being Hoveton not Wroxham. Wroxham becomes a conduit for traffic into Hoveton and a provider of car parking. *The policy not only addresses the town centre but also areas on the periphery of the town centre that were subject to a policy in the Sites Specifics 2014 which are deemed necessary to be covered by a policy to guide proposals in that area.*
- m) CHE1 and LOD1 – concern about upkeep of boats, management of moorings, anti-social behaviour and impact of traffic. *It does not necessarily follow that people living on boats leads to anti-social behaviour. Formalising moorings for residential use could lead to improvements. Highways Authority have commented on proposals from a traffic perspective and consider mitigation is possible. Management of moorings is not a planning consideration.*
- n) NOR1 – queries housing development here in relation to flood risk. Considers it ideal for a renewable energy power station. *Not subject to flooding and the original plan for the wider site (including the part within Norwich City Council’s area) did include a renewable energy station. Also policy does refer to a mix of uses.*
- o) TSA2 – concern about the detail of the policy and considers island ideal for residential moorings. *Site has not been put forward for consideration for residential moorings through the Local Plan formally. General disagreement on some of the points raised which have been raised before to the Authority.*
- ~~p) TSA3 – need for a more flexible approach when considering any applications for industrial development on the site. Noted although there are significant highway constraints and the policy reflects this.~~ **Please note that since the publication of 2 March Planning Committee papers, further discussions with Thorpe St Andrew Town Council (who submitted this comment) concluded that their comment was not seeking changes to the Local Plan. The matrix at Appendix B and the comments received document at Appendix A have been updated to reflect this. This comment appears as a purple in appendix B.**
- q) PUBSSA47 – concern that the policy may prevent the dualling of the Acle Straight. *Discussions ongoing with those who commented. Of the four*

stakeholders who made comments on the Local Plan, comments from two have been addressed but we were not able to come to an agreement with the other two stakeholders so these issues will be discussed through the Examination in Public.

- 2.4 Whilst these comments are acknowledged, in the view of Officers, none of the comments raise fundamental soundness concerns that prevent the Authority from submitting the Local Plan. Whilst these comments will be debated through the Examination in Public and some changes to the Local Plan may ensue as a result of the examination, it is recommended that the Authority submit the Local Plan for the Broads to the Planning Inspectorate.

3 Comments from February Navigation Committee

- 3.1 Navigation Committee on 22 February were asked some specific questions on some particular issues and these are summarised below. In italics there are response to some of the comments raised.

a) The management of residential moorings

Navigation Committee were keen to emphasise that there are other boats not used for residential in the system which are run down. Indeed there are residential boats in the system which are not run down. They felt that increased use of the boats as a result of residential uses may result in the better management and upkeep of boats.

b) Residential moorings in main navigation channel

An example of the River Cam was quoted, suggesting issues with double alongside residential moorings to reflect more use of available residential moorings than initially expected. One particular concern related to waste water - anglers are not allowed in Norwich as there is nowhere to go to the toilet so members queried what would happen to waste from residential moorings. Members also referred to a safety concern if residential moorings are fixed moorings in tidal areas because of the issue of stepping down on to a boat. Also that if residential moorings are within a marina they could be managed better as management principles might be better established rather than in the navigation channel.

c) Anti-social behaviour and reducing allocation at Loddon Marina to 5 from 10 residential moorings.

Members did not necessarily support this unless there is a proven link between anti-social behaviour and ten residential moorings at Loddon Marina. *Not that we are aware of – recent research says that causes of anti-social behaviour are spread around with no one specific part of the community causing such behaviour. We have asked the police for their views on this matter but at the time of writing this report, we had not received a response.*

d) On the nominations for residential moorings

Members were unsure why St Olaves was not acceptable on access and services yet Somerleyton is. *Somerleyton has a school and therefore rates amber on the HELAA whereas St Olaves has no services that are included in the HELAA list. Issue is not the access into the site, but where services and facilities are nearby.*

There was also concern at Horning regarding the private track surface not being suitable for more use especially in winter and potential amenity issues of increased usage. *We consider vehicles would not move quickly and wrote to neighbours as part of consultation with no responses received.*

4 Comments from March Planning Committee

- a) Planning Committee noted and welcomed the comments from Navigation Committee.
- b) Planning Committee agreed with Navigation Committee on the topic of anti-social behaviour and residential moorings and did not propose to change the number at Loddon Marina from 10.
- c) Planning Committee supported the submission of the Local Plan and recommends that the Authority submit it to the Planning Inspectorate.

5 Submission documents

5.1 For a list of all documents that form the examination library and that will be submitted to the Planning Inspector as part of the Examination in Public, please go to Appendix D. Some documents are discussed below and some form appendices to this report.

- a) **Submission Duty to Cooperate Statement** – this is the final DTC Statement and has been updated to reflect the recent formal agreement with Great Yarmouth² as well as the progress on the Norfolk Strategic Planning Framework³ (and some other minor changes). See Appendix E.
- b) **Legal and Soundness Checklists** – template produced by the Planning Advisory Service, these checklists act as a check during the production of the Local Plan to show how the various requirements have been met. See Appendix F and G.
- c) **Consultation Statement** (including comments received from the pre-submission consultation). Also called the regulation 22(c) statement, this sets out who was consulted, how they were consulted, the comments received and how the comments informed the Local Plan and if not, what the reasons were. See Appendix H.
- d) **Schedule of proposed changes** – The Authority cannot change the Local Plan that was consulted on at the pre-submission consultation. The Authority can propose that some modifications are made. These will be considered by the Inspector. Some of these have originated from the

² This came before Planning Committee on 8 December and papers can be found here: <http://www.broads-authority.gov.uk/broads-authority/committees/planning-committee/planning-committee-8-december-2017>

³ This came before Planning Committee in February 2018 and the papers can be found here: <http://www.broads-authority.gov.uk/broads-authority/committees/planning-committee/planning-committee-2-february-2018>

representations received and others from the Authority. See Appendix C for the schedule of proposed changes.

- e) **Equalities Statement** – this came before Members on 13 October 2017 and has not changed⁴.
- f) **Local Plan, Sustainability Appraisal, Habitats Regulation Assessment and Evidence Base**⁵ – these have not changed since the Local Plan was consulted on⁶. These documents will be submitted for examination. Please note that some comments were made in relation to the HRA and these will be addressed in detail when the HRA is updated to reflect any changes that come about as a result of the examination (such as the Schedule of Proposed Changes).

6 Submission process

- 6.1 If the Authority is minded to agree that the Local Plan is submitted to the Planning Inspector for the Examination in Public, the following steps will be completed:
- The submission documents will be put into an examination library and printed off where required. All submission documents will be submitted on a DVD.
 - Documents will be submitted to the Planning Inspectorate electronically and hard copies of certain documents will be submitted via courier.
 - A Programme Officer will be in place. This Officer is the point of contact on behalf of the Inspector – effectively a ‘go-between’.
 - The Local Plan page of the website will be kept up to date.

7 Examination process

- 7.1 The following table covers the first ten or so weeks of the examination process⁷. At this stage, we do not know the dates of the examination meetings or when the matters and issues will be issued by the Inspectorate. The table gives a guideline. Examinations can take any length of time from say 5 months to up to a year. The Planning Committee will be kept informed of the progress of the examination.

Timing	Key Actions
Week 1	<ul style="list-style-type: none"> • LPA submits the plan to the Secretary of State (in practice to the Planning Inspectorate) including a full and complete proportionate, evidence base and regulation 22(c) statement.
Week 2	<ul style="list-style-type: none"> • The Planning Inspectorate will seek to appoint an Inspector. The Planning Inspectorate will carry out an initial scoping of the plan

⁴ 13 October Planning Committee Papers: http://www.broads-authority.gov.uk/_data/assets/pdf_file/0006/1017699/Broads-Local-Plan-October-Bite-Size-Pieces-pc131017.pdf

⁵ For the consultation documents and evidence base, go here: <http://www.broads-authority.gov.uk/planning/planning-policies/development/future-local-plan>. These documents have been before Planning Committee throughout the production of the Local Plan.

⁶ Members will recall that the SFRA was received at the end of October but some errors were spotted (which did not materially affect the proposed policies) and was subsequently reissued in November.

⁷ This table is taken from the Procedural Practice in the Examination of Local Plans: <https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>

Timing	Key Actions
	(procedure and content).
Weeks 3-4	<ul style="list-style-type: none"> The Inspector will commence early appraisal of the plan. The Inspector will look for any fundamental or cumulative flaws in the plan such as the DTC and write to the LPA in the first instance where there are major concerns. The Inspector will give consideration to the matters and issues for examination, the structure of hearings, allocate participants to hearing sessions and decide whether additional material is needed from participants. The date for submission of responses to the Inspector will usually be the same for all parties – the process is to inform the Inspector, not create counterarguments and rebuttals. If the plan is very straightforward and not contentious, the Inspector may be able to deal with the examination by means of written representations, negating the need for hearing sessions. The LPA (and representors) may be asked to provide papers or responses on specific issues highlighted by the Inspector. However, these papers should not be put forward if not asked for by the Inspector (e.g. if the LPA wishes to produce topic papers, these should be part of the evidence base submitted with the plan). The Inspector takes charge of the process of what may be submitted. The Inspector will confirm the hearing start date. The LPA will ensure that the start of the hearing sessions is notified i.e. at least 6 weeks in advance of commencing.
Week 5	<ul style="list-style-type: none"> The Programme Officer (PO) sends the initial letter to participants (if not sent earlier on in the examination), the programme for hearing sessions including matters/issues and circulates the Inspector's Guidance Notes. The LPA and participants will start work on providing any material requested by the Inspector, including statements. The LPA prepares answers to any questions raised by the Inspector in the early correspondence. The LPA and other participants in the examination have around 2-3 weeks to produce their statements for the hearing session, if the Inspector has asked for them.
End Week 7	<ul style="list-style-type: none"> Responses and statements from the LPA and participants are due. The PO clarifies and confirms attendance at the hearings.
Week 8	<ul style="list-style-type: none"> The PO checks that the statements have been received and ensures that they are placed on the examination website. It is important that the statements from the LPA and other participants should be available before the hearings commence, so that everyone (including the Inspector) is fully aware of the evidence/points being made.
Week 9	<ul style="list-style-type: none"> The Inspector ensures that the programme for the hearing sessions including the agendas for the hearings is updated as necessary and placed on the examination website. The PO circulates final agendas for the discussions at each of the hearing sessions to the relevant participants
Week 10+	HEARING SESSIONS COMMENCE.

Timing	Key Actions
	<ul style="list-style-type: none"> • The hearing sessions form an important part of the examination process; participants should attend on the relevant day or session. • The number of hearing days required will be largely dependent on the type of plan, the number of issues which need to be discussed and the number of participants: Typically: <ul style="list-style-type: none"> ○ Plans dealing with development management policies, area action plans or thematic plans may require anything from a single day up to 5 sitting days; ○ Plans dealing with strategic policies, site allocations plans and mineral and waste plans may require hearings over 5-9 days; and ○ Full plans under para 153 of the NPPF may require up to 20-25 sitting days, and in complex cases, occasionally more. • Inspectors may also split the hearing sessions into two tranches: the first dealing with strategic policies and sites, and the second dealing with detailed site allocations, development management policies and other matters.
Later on in the process	<ul style="list-style-type: none"> • There may be a consultation on the modifications to the Local Plan, carried out in the usual way for at least 6 weeks. • The Inspector will then take everything into account and prepare their report. • The report will be sent to the LPA for fact checking. • The report will then be published and this includes the decision as to whether the Local Plan is sound or not and what changes are required to make it sound. • The Local Plan is then adopted by resolution of Full Authority.

7.2 The Local Plan page of the website will be kept up to date.

8 Financial Implications

8.1 The Examination will take place next financial year and there is a budget earmarked for the Examination of around £60,000.

Background papers: None

Author: Natalie Beal
Date of report: 2 March 2018

Appendices: [Appendix A - Pre-submission consultation responses received](#)
[Appendix B - Pre-Submission Comments Matrix](#)
[Appendix C - Schedule of Proposed Changes](#)
[Appendix D - Submission Examination Library](#)
[Appendix E - Submission Duty to Cooperate Statement](#)
[Appendix F - Legal Checklist](#)
[Appendix G - Soundness Checklist](#)
[Appendix H - Consultation Statement](#)

Duty to Cooperate:
Norfolk Strategic Planning Framework – official endorsement
Report by Planning Policy Officer

Summary:	The Norfolk Strategic Planning Framework (NSPF) has been the subject of consultation and has been amended. At the December Norfolk Strategic Planning Member Forum it was agreed to recommend that all Local Planning Authorities in Norfolk endorse the NSPF. At the February Planning Committee meeting, the NSPF was discussed.
Recommendation:	The Norfolk Strategic Planning Framework be endorsed.

1 Norfolk Strategic Planning Framework

- 1.1 The Norfolk Strategic Planning Framework (NSPF), previously called the Norfolk Strategic Framework (NSF), is a document that has been produced by all the Local Planning Authorities (LPAs) in Norfolk, together with the involvement of relevant bodies such as the Environment Agency. The NSPF sets out guidelines for strategic planning matters across the County, and beyond, and demonstrates how the LPAs will work together under the Duty to Co-operate through a series of agreements on planning related topics. The Framework has been put together by officers from the Norfolk LPAs, under the oversight of a member level group comprising representatives from all the authorities.
- 1.2 Although the Framework is not a statutory planning document, as it has not been through the full process required to achieve such status, it sets out the strategic matters to be taken account of in the production of Local Plans by the constituent Norfolk LPAs. It was subject to a public consultation between 1st August and 22nd September 2017. The results of this consultation were considered by the NSPF group and the document amended accordingly. It is now for each LPA to approve the final Framework, and it will then be used to guide the LPAs in their strategic planning work. It is also anticipated that the Framework will be monitored and reviewed as necessary in the following years.
- 1.3 The Framework sets out a proposed Spatial Vision and shared objectives for the Norfolk LPAs, having regard to the main spatial planning issues of population growth, housing, economy, infrastructure and environment. There are a number of proposed “agreements” which explain how the LPAs will seek to deal with the matters through their spatial planning role. These agreements are set out in bold in the document, so they are easy to identify. Whilst the Framework is not an adopted planning document in its own right, it can be seen as a guide for future planning work.

- 1.4 A similar report went before February's Planning Committee and at that meeting they agreed to recommend to Full Authority that it endorses the NSPF.
- 1.5 The final NSPF is here: http://www.broads-authority.gov.uk/_data/assets/pdf_file/0018/1092510/Final-Norfolk-Strategic-Planning-Framework-Jan-2018-v18.pdf
- 1.6 Please go here to see a review of the consultation:
<https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/norfolk-strategic-framework-review-of-public-consultation.pdf?la=en>
- 1.7 Please go here to see the comments received and the responses to these comments: <https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/proposed-responses-norfolk-strategic-framework-comments.pdf?la=en>

2 The NSPF and the Local Plan for the Broads

- 2.1 Now the NSPF has been finalised, the Duty to Cooperate Statement that accompanies the Local Plan for the Broads has been updated to reflect this.

3 Norfolk Strategic Planning Member Forum Revised Terms of Reference

- 3.1 Now the NSPF has been finalised and as we enter another calendar year, the Norfolk LPAs considered it appropriate to review and amend the Terms of Reference of the Norfolk Strategic Planning Member Forum.
- 3.2 This Forum was set up to ensure the Duty to Cooperate requirements are met at a Norfolk level as well as to oversee the production of the NSPF.
- 3.3 The revised Terms of Reference can be found here:
<https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/revised-terms-of-reference.pdf?la=en>
- 3.4 As a summary of the changes to the Terms of Reference:
- Change name to Norfolk Strategic Planning Member Forum
 - Note Norfolk County Council to administer and host the Forum
 - Make explicit that representatives need to feedback and act as liaison between the Member Forum and their Council/Authority

4 Recommendation

- 4.1 The Authority endorses the NSPF.

5 Financial implications

- 5.1 Compliance with the Duty to Cooperate is important and actions consistent with the agreements within this document have been undertaken as appropriate in the Local Plan. The Authority has contributed funding to the production of the NSPF and this is likely to be repeated in future years at a cost of £5,000 per year.

Background papers: None

Author: Natalie Beal

Date of report: 23 February 2018

Acle Bridge Site

Report by Chief Executive, Historic Environment Manager, and Asset Officer

Summary: Members of the Working Group appointed at the last Authority meeting together with three other volunteers visited the site in the middle of February. They considered options for the interim use of the Acle Bridge site for this year and also developed longer-term aspirations and a draft list of facilities to be provided. Following on from this it is recommended that the Authority approach a number of architectural practices for initial responses to a design brief to help take the project forward. The results of the further discussions at the Working Group's second meeting on 8th March together with the feedback from initial invitations to the architectural practices will be reported to the meeting.

Recommendations

- (i) Linda Aspland, Lana Hemsall and James Knight are appointed to the Working Group;
- (ii) A quality mobile café operator be appointed for the 2018 season following an appropriate procurement process;
- (iii) Support the outline list of key components for the development and the list of facilities as set out in section 3.
- (iv) Support the decision, following the second meeting of the Working Group, to invite a range of architectural practices with experience in designing visitor centres to participate in a competition to submit initial design ideas. The Working Group is asked to judge the submissions and recommend a design approach back to the Authority.

1 Background

- 1.1 In August 2017 the Broads Authority purchased the moorings on the North West side of Acle Bridge for £180,000. The site had been identified as a high priority in the Authority's Mooring Strategy and purchase was authorised in May 2017. Although the initial purpose was to secure the moorings for public use the site clearly had potential for providing other services.
- 1.2 In order to open up the site as a Broads Authority free 24 hour mooring we undertook some basic timber replacement, added some mooring posts and made rudimentary repairs to the grassed bank. Further works are needed, programmed between May & July 2018/19, to replace some more timbers and level and raise the path to keep the mooring to a suitable standard. The mooring will remain open during this work and disruption will be kept to a minimum.

1.3 Six Members (James Bensly, Matthew Bradbury, Bill Dickson, Bruce Keith, Nicky Talbot, Haydn Thirtle) volunteered at the Authority's last meeting to work with officers to develop plans for the site and bring back proposals to a future meeting. Since then Linda Aspland, Lana Hempsall and James Knight have also offered their services. Although nine is a larger group than originally envisaged it brings the benefit of a wide range of experience and connections with the local community. It is therefore proposed that they are all appointed to the Group.

1.4 A first meeting of the Group was held on 14th February (six members attended) and a second arranged for the 8th March, after the deadline for this report. A verbal update will be provided at the meeting.

2 Summer Season 2018

2.1 The Working Group explored the alternative opportunities for generating income from the site for the coming summer season. They concluded that the former café/shop building is not in a suitable condition for the sale of food and drink and that a better solution would be to lease the site to the operator of a good quality mobile café. This would have a number of benefits including the opportunity to test the market for a more permanent facility. Officers are in the process of seeking expressions of interest from the market. Progress will be reported to the meeting.

3 Key Components and Facilities

3.1 The Working Group with officer support is working up a detailed brief for the development of the site and a further update on progress will be provided to the meeting. The Group is promoting the development of a comprehensive strategic plan for the overall development of the site which allows the Authority to provide mooring and educational facilities but accepts that any businesses (such as the café, day boats etc.) would be run by private operators.

3.2 The overall intention is to invest National Park Grant reserves matched by external funding to construct a building which is operated in partnership with the private sector and thereby provides an income to support the education, visitor services and other national park activities. The Working Group recognises that a full business case will need to be developed but at this initial stage of the project's development the intention has been to develop a clear understanding of the overall ambition and the facilities that should be provided. Further ideas from Authority members would be most welcome.

3.3 The key components identified at the first meeting are:

1. A **landmark building** sensitive to the landscape and demonstrating modern techniques and providing views across the Broads landscape. A building which celebrates the rich cultural traditions and unique landscape of the Broads National Park.
2. **Multi-purpose building** including - Education Centre for school groups combined with a Café/Multi-purpose space with provision for the

activities to expand out of doors when the weather is good. Space to be capable of also being used for training and public events. The café should be able to include a bar for evening events and space to sell a small range of basic goods.

3. Rather than a dedicated space for **interpretation** the building itself should tell the story of the Broads, its history and importance as well as key sustainability issues.
4. The site should have an adequate number of **toilets and showers** to meet the needs of visiting boats at the peak in the summer) and passing trade for the café and school groups in term time.
5. **Car and coach parking** for visitors and school parties. Potential for a cycle hire facility.
6. **Demonstration elements** – flood risk management/development in the flood plain, sustainability and electric charging points for vehicles – all to be incorporated within design.
7. **Facilities for visiting boats** to the site including waste disposal, washing machines and Wi-Fi.
8. **Slipway** for launching small motor boats with access such that a crane could lift Broads Authority vessels in and out of the water as necessary. A day-boat hire operation.
9. Investigate the potential for a **marina**.
10. Sign posting long distance Weavers Way and encouraging people to get out into the landscape. In this regard there will be a strong link up with projects under the HLF funded Water, Mills and Marshes programme.
11. Low maintenance building suitable for public use and the wear and tear associated and therefore using some high quality materials and fittings.
12. A design which is in keeping with the Authority's core values, is in accord with planning policies, responds to the constraints and exploits the opportunities of the site.

4 Developing Initial Design Concepts

- 4.1 The Working Group has support the procurement of a concept design for the site. Architectural practices will be invited to express interest in submitting, in competition, an initial design for the site along with details of any associated costs. They will be asked to respond to the key requirements and list of facilities in the brief as set out in para 3.2 producing no more than 2 A1 presentation boards which illustrate their design concept for the site and explaining how they have responded to the constraints and opportunities the site offers. Each practice will be expected to present their concepts to the Working Group.

5 Financial Implications

- 5.1 The scale of any potential income from a short term lease of the site to a mobile café operator is unknown at the time of writing this report and any further information will be reported to the meeting.
- 5.2 At this very early stage in the development of this project it is recognised that there are many unknowns associated with it and risks that will have to be

identified and managed. The Authority will need to have a full understanding of the capital costs and sources of funding before proceeding, along with realistic figures for income and expenditure.

- 5.3 Using the expertise of a group of architectural practices to narrow down the options and identify some of the key issues in taking the project forward is a prudent and low risk approach. At this stage it is not known if there will be any costs associated with producing the concept designs by the architects.
- 5.4 Adjacent to the site are public toilets, owned by Great Yarmouth Borough Council which are closed and have been damaged in the recent storms. The Authority is in discussion with the Council for the purchase of the toilets and an update will be provided at the meeting.

Background papers:	None
Author:	John Packman, Ben Hogg, Angie Leeper
Date of report:	1 st March 2018
Broads Plan Objectives:	Many of the objectives in the Plan will be relevant to opportunities presented by the site.
Appendices:	None

Peer Review Update
Report by Chief Executive

Summary:	This report provides an opportunity for members to consider the output from the workshop on the Peer Review Team's report and discuss a future work programme for the issues raised.
Recommendation:	Members are invited to discuss the progress made in agreeing how to take forward the issues raised in the Peer Review Team's report.

1 Background

- 1.1 At the end of January an independently facilitated workshop was held for all members to consider the recommendations from the report of the Peer Review Team.
- 1.2 On the morning of the 8th March, after the date when this report was being prepared, the Peer Review Group met to "*review the outputs from the workshop*" and develop "*proposals for a future work programme to address issues raised by the Peer Review*". All members, both Broads Authority members and co-opted members of the Navigation Committee, were then invited to "*review and make further comments on [the Peer Review Group's] proposals*."
- 1.3 This agenda item will enable members to receive an update on the progress to date and the way forward.

Background papers:	None
Author:	John Packman
Date of report:	5 March 2018
Broads Plan Objectives:	N/A
Appendices:	None

Planning Committee Membership

Report by Chief Executive

Summary: This report recommends the appointment of three members to the Planning Committee on an interim basis until the Authority's Annual Meeting in July.

Recommendations

- (i) Until the Annual Meeting in July the size of the Planning Committee be increased from 11 to 12 and Cllr. James Bensly, Mr Bruce Keith and Cllr Lana Hemsall are appointed to the Committee with immediate effect.
- (ii) Officers are asked to research the methods used by the National Park Authorities to appoint members to Committees and other bodies with a view to bringing an options paper on this and other relevant matters to the next meeting.

1 Appointments to the Planning Committee

- 1.1 The current membership of the Planning Committee stands at ten with one vacancy (Cllr Hayden Thirtle replaced Cllr Brian Iles as one of the two appointed members by Norfolk County Council at the end of November 2017).
- 1.2 While the current size of the Planning Committee stands at 11, there is no requirement for it to be a specific number and over the last ten years it has varied from 11 to 14 as shown in the following table.

Year	Number of Planning Committee Members
2008	12
2009	14
2010	14
2011	13
2012	13
2013	14
2014	14
2015	11
2016	11
2017	11

- 1.3 Three members of the Authority have expressed an interest in joining the Committee, James Bensly, Bruce Keith and Lana Hemsall. It is proposed that all three be appointed until the Authority's Annual Meeting in July.

Current Membership	Proposed Membership
Cllr. Mike Barnard	Cllr. Mike Barnard
Prof. Jacquie Burgess	Cllr. James Bensley
Mr Bill Dickson	Prof. Jacquie Burgess
Sir Peter Dixon (Term ends 31.3.2018)	Mr Bill Dickson
Cllr. Gail Harris	Cllr. Gail Harris
Cllr. Paul Rice	Cllr. Lana Hemsall
Cllr. Haydn Thirtle	Mr Bruce Keith
Cllr. Vic Thompson	Cllr. Paul Rice
Cllr. John Timewell	Cllr. Haydn Thirtle
Cllr. Melanie Vigo di Gallidoro	Cllr. Vic Thompson
	Cllr. John Timewell
	Cllr. Melanie Vigo di Gallidoro

2 Process for Appointments to Committees and Outside Bodies

- 2.1 The Peer Review Report stated the following:

“The peer team found that some members would welcome a more open and transparent process for appointments to committees. Having clear guidelines around the processes that are in place across the organisation will help all members understand selections.”

In order to take this forward in a timely manner and in advance of the Authority's annual appointment process in July it is proposed that officers research the methodologies used by the National Park Authorities and prepare an options report for consideration at the next Authority meeting in May. The report should also cover other relevant matters such as the size of the Planning Committee and options for the future role of the Financial, Scrutiny and Audit Committee.

Background papers: None
 Author: John Packman
 Date of report: 1 March 2018
 Appendices: None

Committee Timetable of Meetings 2018/19

Report by Chief Executive and Administrative Officer (Governance)

Summary:	This report proposes a timetable of meetings for the period July 2018 to July 2019, to take account of the deadline for the preparation and approval of accounts.
Recommendation:	That the timetable of meetings as set out in Appendix 1 be approved.

1 Introduction

- 1.1 A report setting out a proposed timetable of meetings for the following committee year is considered by members at this time of year. This report sets out a draft timetable which is attached at Appendix 1. Meetings have already been fixed until July 2018. The new timetable runs until the annual meeting in July 2019.
- 1.2 In the draft timetable, particular factors relating to each committee have been taken into account to facilitate meetings for the Broads Authority (6), Planning Committee (13), Planning Committee site visits (12 provisional), Navigation Committee (6), Financial Scrutiny and Audit Committee (3), Broads Forum (4) and Local Access Forum (4). In particular, the need to schedule a Planning Committee meeting every four weeks and the need to schedule a meeting of the Authority in July to consider the end of year accounts provides a rhythm which the other meeting dates need to conform with.
- 1.3 Following the report of the Peer Review Team members may want to review the number and frequency of meetings. It is suggested that until this has been done the draft timetable be adopted. The proposed timetable takes account of the dates for public holidays and the approval of the Statement of Accounts.
- 1.4 The Accounts and Audit Regulations 2015 were adopted by Parliament on 17 February 2015. From 2017/18 financial year, the timetable for the preparation and approval of accounts has been brought forward for a draft accounts deadline of 31 May and will be audited and approved by 31 July. Subsequently, the Financial Scrutiny and Audit Committee meeting in 2019 has been scheduled for the 23 July and the accounts are to be approved and adopted by the Broads Authority on 26 July 2019.
- 1.5 Ideally the timetable would also include dates for Member Development Training days. In line with the financial timetable, it is proposed that a Member training/workshop on Finance and the Statement of Accounts is

scheduled prior to the Annual Meeting and Thursday 19 July 2018 for this next year and Thursday 18 July 2019 are suggested. The Planning Design Tour normally takes place in June but given the existing commitments of the relevant members of staff to the Water, Mills and Marshes Programme it is not proposed to hold one in 2018 but to include one for the following year.

- 1.6 The Members' Annual Site visit is scheduled for the beginning of July. Two Training Days per year for members of the Planning Committee (all Broads Authority members are invited) are scheduled to take place in October/November and March/April.
- 1.7 The dates in the timetable do not take account of any of the Reference Groups that meet on an ad hoc basis. The number of Reference Groups at present stands at:
 - Heritage Asset Review Group (following the Planning Committee 3 x a year as and when)
 - Branding Project
 - External Funding Opportunities
 - Acle Bridge Site
 - Tolls Review Group (once a year)
 - Peer Review Group (last meeting on 8th March 2018)

2. Financial Implications

- 2.1 Clearly there are costs associated with meetings and members will no doubt take this into account when reviewing the Committee cycles and the Working Groups.

Background papers:	Nil
Author:	John Packman/ Sandra Beckett
Date of Report:	5 March 2018
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Committee Timetable 2017/18 and items for consideration

APPENDIX 1

DRAFT Committee Timetable 2018/2019

	2018								2019							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	20	17	14	12	9	7	11	8	8	5 April	3 and 31	28 June	19	16
Planning Cttee Site Visit * provisional if required	Fri	10.00 am	6-*		7 Sept	5/ & 26	30		4	1	29	26	24	14 or 21 Design Tour	12	
Broads Forum	Thurs	2.00 pm	12				1			1		26			11	
Local Access Forum	Wed	2.00 pm			5			5			13			5		
Navigation Committee	Thurs	2.00 pm			6	25		13		21		11		13		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	24		25						5				23	
BROADS AUTHORITY	Fri	10.00 am	27		28		23		25		22		17		26	
Members Annual Site Visit	Thurs		5/13												4	
New Members Induction Day	Wed															

Bank Holidays

27 August 2018, Tues and Wed 25, 26 December 2018/
Tues1 January 2019, Good Friday 19 April, Easter Monday 22 April, 6 and 27 May 2019

* Scheduled dates if required

Standing Items that need to be considered by **the Authority** including those for financial regulations:

July Annual Meeting:

- Appointment of Chair and Vice Chair
- Welcome to new Members
- Appointment of committees and representation on outside bodies.
- Statement of Accounts and Annual Governance Statement
- Progress on Strategic Priorities
- Annual Report of BLAF

September

- Annual Report on Partnership Agreements

November

- Tolls Setting and Draft Budget
- Strategic Direction with updates on the Guiding Strategies
- Financial Direction

January

- Budget General and Financial Strategy Setting for next Financial Year (2019/2020)
- Timetable of Meetings for forthcoming year July/August to July
- Strategic Priorities – first Draft for following year (2019/20)
- PMSC Safety Management System Hazard Review (Jan) after it's been to NC December

March

- Annual Investment Strategy (Annual March) – EK
- Business Plan
- Adoption of Strategic Priorities for next year (2019/20)
- Standing Tender List of Contractors: Piling Contracts – Arrangements for the Review and renewal of the Standing List to be considered on a 3 yearly basis (next for approval at BA March/April 2019)

May

- Annual Report on Requests to Waive Standing Orders Relating to Contracts (May)
- Annual Safety Audit (May)
- Appointment of 2 co-opted Members to BA (Annual May)
- Corporate Health and Safety Annual Report (May)
- Feedback from Members (May) Appraisals to develop ...
- Member Development Programme
- Summary of Formal Complaints (Annual May)
- Strategic Direction and updates on Guiding Strategies.

Standing items:

Summary of Progress

Port Marine Safety Code – items to raise

Progress on Strategic Directions

Financial Direction – Consolidated Income and Expenditure and Forecast Outturn

**Broads Authority Safety Management System External Audit Findings and
SMS Update**
Report by Head of Safety Management

Summary:	This report sets out findings from the recent external audit of the Authority's Safety Management System (SMS) and the proposed update to the SMS.
Recommendation:	That the Audit report as set out in Appendix 1 be noted. That the Authority adopts the Safety Management System version 7 and continues to support the ongoing development of detailed supporting operational procedures.

1 Background

- 1.1 The Broads Authority, as a Competent Harbour Authority under the Pilotage Act 1987, is required to comply with the duties and responsibilities set out in the Port Marine Safety Code (PMSC)¹.
- 1.2 The Code requires that all harbour authorities base their powers, policies, plans and procedures on a Formal Safety Assessment (FSA) and that they maintain a Safety Management System to ensure that risks are reduced to a level which is as low as reasonably practicable (ALARP).
- 1.3 In 2016, the Authority published a Safety Management System (SMS)² to meet the needs of the updated PMSC. The PMSC requires that the SMS is monitored and audited to ensure that it continues to meet the requirements of the code.
- 1.4 The SMS sets out an audit schedule which culminates in a requirement for a full audit which is to be undertaken by an independent third party to gain an objective opinion of the effectiveness and suitability of the SMS to meet its objectives and to verify continued compliance with the PMSC.

2 Audit

- 2.1 TIAA, the Authority's internal auditors were selected to carry out the independent audit as they have had previous experience of auditing harbours against the PMSC. The Audit took place at the Broads Authority offices in September 2017.

¹ Port Marine Safety Code, dated December 2012

² Broads Authority Port Marine Safety Code Safety Management System, Issue 6, dated April 2016

- 2.2 The Audit reviewed version 6 of the Safety Management System which was issued in April 2016.

3 Audit Report

- 3.1 The TIAA Audit report which sets out the audit findings and recommendations and the Authority's response is set out in Appendix 1.

4 Safety Management System Update

- 4.1 In response to the audit a draft update to the Safety Management System has been completed. This update reflects the recommendations from the audit and further updates to the SMS to cover a number of routine revisions. These additional updates include, changes to the Broads Authority management structure, reference to the new Broads Plan 2017, references to the latest edition of the PMSC and updates to vessels and equipment and to include policies and guidance that have been developed.
- 4.2 There is also a format change as the document will no longer have other substantive documents appended as these have been changed to reference documents and hyperlinks will be provided to facilitate easier access when published on the Broads Authority website.

5 Consultation

- 5.1 The Boat Safety Management Group and the Navigation Committee have been consulted on both the audit findings and the proposed update to the Safety Management System and both supported the proposed update.

6 Next Steps

- 6.1 There are a number of audit recommendations which do not specifically relate to the SMS document, these items will be progressed in line with the timescales agreed in the report.
- 6.2 Progress against these recommendations will be monitored by the Boat Safety Management Group and the Financial Scrutiny and Audit Committee.
- 6.3 Following adoption of the updated Safety Management System the document will be published on the Broads Authority website.

Background papers: None

Author: Steve Birtles
Date of report: 6 March 2018
Broads Plan Reference 4.3

Appendices: APPENDIX 1- Broads Authority Assurance Review of Port Marine Safety Code 2017/18 (BA/18/02)

[Appendix 2- Draft Safety Management System update version 7.0](#)



Broads Authority

Assurance Review of Port Marine Safety Code

2017/18 (BA/18/02)

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November 2017

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Assurance Review of Port Marine Safety Code

Executive Summary

OVERALL ASSURANCE ASSESSMENT



ACTION POINTS

Control Area	Urgent	Important	Needs Attention	Operational
Governance*	0	4	4	0
Hazards**	0	0	1	0
Total	0	4	5	0

*Governance includes the areas of Roles and Responsibilities; Consultation; Management of the Navigation; and Monitoring and Auditing. ** This recommendation also applies to the area of Risk Assessment.

No weaknesses were found with regard to the areas of Conservancy, Pilotage; Marine Services and Emergency Response.

SCOPE

The objective of the audit is to undertake an independent audit of the Authority's Safety Management System, in line with the requirement of the Port Marine Safety Code (PMSC).

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RATIONALE

- The systems and processes of internal control are, overall, deemed 'Reasonable' in managing the risks associated with the audit. The assurance opinion has been derived as a result of four 'important' and five 'needs attention' recommendations being raised upon the conclusion of our work.

POSITIVE FINDINGS

It is acknowledged there are areas where sound controls are in place and operating consistently:

- The Designated Person (DP) (Head of Safety Management) has direct access to the Duty Holder, which is the full Broads Authority. There is a standing item on every Broads Authority meeting agenda and DP has direct access to the lead member for safety, who also chairs the Navigation Committee and the Boat Safety Management Group (BSMG).
- The Harbour Masters National Occupational Standards have been reviewed and a responsibility matrix has been produced, which details those posts within the Authority where certain harbour master functions reside, such as the Director of Operations and the Head of Safety Management.
- There is a standing safety committee meeting, namely the BSMG, for which terms of reference include providing advice on the on-going maintenance and delivery of the Safety Management System (SMS) in a timely fashion.
- An annual training plan is in place for the Operation Directorate, which includes the key officers involved with the SMS.
- The approach to consultation is contained within section 4 of the SMS, which describes how consultation is undertaken with the Navigation Committee, BSMG, Broads Forum and Broads Local Access Forum. In addition, consultation is undertaken with a number of stakeholders that include other harbour authorities, statutory/legislative bodies, special interest groups and local groups.
- The Norfolk and Suffolk Broads Act 1988 gives the Broads Authority the power to make byelaws "for the good management of the navigation area". The SMS and Broads Authority website is up to date with the latest set of byelaws.

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- A Hydrographic Policy audit has been undertaken which is due to be reported to the BSMG and there is a programme of hydrographic surveys in place which feeds into the dredging programme. The results of the surveys are also placed on the Broads Authority website so that this information can be viewed by users of the broads.
- The 2015/16 hazard review log is appended to the SMS and is reviewed every three years by way of a full stakeholder review. This is also reviewed on an ongoing basis by an annual and six monthly review and report to the BSMG of incidents that have occurred. Anything significant is also reported to the BSMG, in a timely manner, such as Hazard No. 26 Obstructions to navigation, which was reviewed at the 27 February 2017 BSMG.
- The Head of Safety Management monitors the Marine Accident Investigation Branch (MAIB) website and is sent reports from a variety of sources including the UK harbour masters and Boat Safety Scheme.

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ISSUES TO BE ADDRESSED

The audit has highlighted the following areas where four 'important' recommendations have been made.

Governance

- To arrange for a peer review to be undertaken of the Broads Authority's Safety Management System (SMS) by the Canal and River Trust as a reciprocal arrangement in between external audit visits. This will help to mitigate the associated risks with safety management and contribute to assessing the performance of the SMS through benchmarking against other similar organisations.
- A PMSC dedicated page is developed on the Authority's website, to include a performance dashboard, and a link to SMS, to reduce the risk that the PMSC is not complied with and performance of the PMSC is not transparent.
- The Authority's annual report should refer to the PMSC, including compliance with this and the standard of performance, cross referenced to the performance dashboard to help mitigate the risk that the PMSC is not complied with and performance of the PMSC is not transparent.
- To update the Authority's SMS to include reference to the commitment of the Broads Authority to comply with the standards laid down within the PMSC; reference be made to the harbour revision order being progressed for the transfer of Mutford Lock to the Authority; inclusion of an overall section on contractors and their obligations in respect of the PMSC; and the general direction and special direction policies as agreed with the Navigation Committee. Inclusion of relevant policies and harbour orders mitigates the risk that the Authority's powers and procedures are not transparent.

The audit has also highlighted the following areas where five 'needs attention' recommendations have been made.

Governance

- To formalise the reporting of internal audits by the Head of Safety Management to the appropriate committees / groups, e.g. the BSMG, including the annual schedule / internal audit programme of audits. This will help to mitigate the risk that some areas may not be in compliance.
- The PMSC is included as a standard item in the Authority's officer induction pack / process to reduce the risk that staff undertake tasks that are not in compliance with the code.
- Briefings given to the Navigation Committee and BSMG on the risk assessment process, hazard identification and assessment and the ALARP principle are documented and recorded in the minutes. Briefing packs, in relation to the risk assessment process, hazard identification and assessment and the ALARP

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principle, are made available to all new appointees to the Navigation Committee and the BSMG. This will help reduce the risk that misinformed decisions are made resulting in inadequate port marine safety.

- A timescale is finalised for the roll out of the document management system in relation to the safety management team, to mitigate the risk that out of date or incomplete documents are used.

Hazards

- To review the SMS risk categories / criteria of 'people', 'environment' and 'assets' against the four criteria of: 'life, environment, business (reputation) and damage (port and shipping)' as contained in the latest PMSC Guide to Good Practice, mitigating the risk that the consequences of risks/hazards are not appropriately assessed and mitigated as required.

Operational Effectiveness Matters

There are no operational effectiveness matters for management to consider.

Previous audit recommendations

The last independent audit was undertaken in September 2014 by BMT Isis (technical consultancy firm) with the report issued in December 2014, which was reported to the full Broads Authority on 15th May 2015. Of the six recommendations made within this audit report, three remain outstanding which relate to the use of a reciprocal arrangement with another harbour authority for external audit purposes; the status of each performance indicator to be clearly presented on a designated page on the Authority's website; and all new appointees to the Navigation Committee and the Boating Safety Management Group receive training on the risk assessment process, hazard identification and assessment and the ALARP principle. These have been superseded by recommendations raised within this audit, the control issues are still present but the recommendations have been expanded and modified to reflect the testing results and current situation.

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Report Findings and Management Action Plan

INTRODUCTION

1. This review was carried out in September 2017 as part of the planned internal audit work for 2017/18. Based on the work carried out an overall assessment of the overall adequacy of the arrangements to mitigate the key control risk areas is provided in the Executive Summary.

KEY FINDINGS & ACTION POINTS

2. The key control and operational practice findings that need to be addressed in order to strengthen the control environment are set out in the Management and Operational Effectiveness Action Plans. Recommendations for improvements should be assessed for their full impact before they are implemented.

SCOPE

3. The definition of the type of review, the limitations and the responsibilities of management in regard to this review are set out in the Annual Plan.

MATERIALITY

4. The PMSC was published by the Government in March 2000 and updated in November 2016. The Code establishes an agreed national standard for port marine safety, and formalises the duties and responsibilities for safety and environmental protection within UK ports and harbours. The Authority is designated a "Special Statutory Authority", affording the same level of protection as National Park status, but with tailor-made legislation relating to navigation. The Authority therefore balances the duties and powers of a harbour authority with those of a National Park authority. As a Special Statutory Authority, the Broads Authority has undertaken a pragmatic approach to the application of the PMSC. The Broads Authority undertakes the role of Duty Holder under the PMSC and has appointed the Head of Safety Management as the Designated Person who is required to provide independent assurance directly to the duty Holder that the safety management system is working effectively.

Failure to comply is not an offence in itself. However, the code represents good practice as recognised by a wide range of industry stakeholders and a failure to adhere to good practice may be indicative of a harbour authority being in breach of certain legal duties. Moreover, the organisation may suffer reputational damage if it has publicly committed to the code's standards and then fails to meet them. A successful prosecution has been brought against a harbour authority for breach of section 3 of the Health and Safety at Work Act 1974, in that non-compliance with the fundamental elements of the code evidenced a failure to provide a safe system of work.

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Management Action Plan

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
1	Compliance	<p>Governance – Independent assurance is provided by the three yearly external audit.</p> <p>This helps mitigate the risks associated with the DP not being an independent person to provide assurance to the Duty Holder that the SMS is working effectively. The DP is the Head of Safety Management.</p> <p>However, due to the current DP's involvement with the SMS, the 2014 audit recommended that a reciprocal arrangement with another harbour authority for external audit purposes is considered.</p> <p>The Head of Safety Management has been in contact with the Canal and River Trust, which has similarities with the Broads Authority including the DP also being the Head of Safety.</p>	<p>Recommendation 1: To arrange for a peer review to be undertaken of the Broads Authority's Safety Management System (SMS) by the Canal and River Trust, or another suitable organisation, as a reciprocal arrangement in between external audit visits in addition to the 3 yearly external audit.</p> <p>Rationale and risk: The PMSC Guide to Good Practice advocates that the DP is independent of the SMS process and external / peer reviews would assist in mitigating the risks associated with this. This will also assist in assessing the performance of the SMS through benchmarking against other similar organisations.</p>	2	<p><i>Agreed. The Authority has considered the issue of independence of the external auditors and the appointed designated person. The Authority is assured that the recent change in external audit providers adequately provides the assurance that the process is independent and complies with the requirements of the Port Marine Safety Code. However the recommendation of using a peer review or a MCA health check will give further assurance of independence.</i></p> <p><i>The Authority will commence talks with possible providers, by September 2018, regarding this proposal with the aim of scheduling an interim peer review or Health check in 2019.</i></p>	31/01/19	Head of Safety Management

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2	Compliance	<p>Governance - The Authority's SMS, states that 'performance indicators will be monitored monthly to provide evidence of the continued functioning of the SMS, and enable progress towards (or away from) targets to be assessed. The status of each indicator, in relation to its defined target, will be recorded on the Authority's website.'</p> <p>However, as also highlighted in the recommendation from the 2014 audit, it is difficult to locate this information on the website.</p> <p>The Broads Authority 2015/16 annual report refers to some performance information in relation to the PMSC, but is not comprehensive.</p> <p>The 2014 external audit also recommended that the status of each indicator is to be clearly presented on a designated page on the Authority's website, detailing the target, current performance against the target and the historic trend.</p> <p>The PMSC is available on the Broads Authority's website, although this is quite difficult to locate as it is in an area not obviously linked to the PMSC.</p>	<p>Recommendation 2: To include a PMSC dedicated page on the Authority's website. This should include:</p> <ul style="list-style-type: none"> - A performance dashboard showing the status of each indicator, detailing the target, current performance against the target and the historic trend. - The Authority's SMS, highlighting the Authority's responsibilities as Duty Holder for the Broads. <p>Rationale and risk: A dedicated page on the website would increase the awareness and prominence of the PMSC and a consistent approach to reporting performance, mitigating the risk that the PMSC is not complied with and performance of the PMSC is not transparent.</p>	2	<p>Agreed.</p> <p><i>A dedicated webpage will be developed to pull together the elements that are already published but scattered around the website. This "new" page will allow for the compliance statements to be located where a clear focus exists on the PMSC and the SMS</i></p>	31/03/18	<p>Head of Safety Management, Head of Communications</p>
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3	Compliance	<p><u>Governance</u> - A statement regarding the standard of the organisation's performance should be included in the Duty Holder's annual Report. A review of the Broads Authority 2015/16 Annual report established no specific mention of the PMSC.</p>	<p>Recommendation 3: The Authority's annual report should refer to the PMSC, including compliance with this and the standard of performance, cross referenced to the performance dashboard.</p> <p>Rationale and risk: Inclusion in the authority's annual report would increase the awareness and prominence of the PMSC, mitigating the risk that the PMSC is not complied with and performance of the PMSC is not transparent.</p>	2	<p>Agreed.</p> <p><i>The Annual report is prepared during the spring of each year and published in the Summer. A statement to reflect the recommendation will be included in the next annual report and will feature as a standing item in future reports.</i></p>	30/09/18	<p>Head of Safety Management, Head of Communications</p>
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4	Compliance	<p>Governance – The review of the Authority's SMS identified the following items were not included:</p> <ul style="list-style-type: none"> - Commitment to comply with the standards laid down in the PMSC. The 2014 audit recommended that is included in the introduction section of the SMS; - Harbour revision orders are applicable to the Authority and there is one currently going through for the transfer of Mutford Lock to the Authority. This however, is not included in references made to Mutford Lock; - There are various references to the contractor obligations, in respect of the PMSC, but no overall section on contractors; - General direction and special direction policies as agreed with the Navigation Committee. 	<p>Recommendation 4: To update the Authority's SMS as follows:</p> <ul style="list-style-type: none"> - The Introduction chapter to include reference to the commitment of the Broads Authority to comply with the standards laid down within the PMSC; - Reference is made to the harbour revision order being progressed for the transfer of Mutford Lock to the Authority; - Inclusion of an overall section on contractors and their obligations in respect of the PMSC; - Inclusion of the general direction and special direction policies as supported by the Navigation Committee. <p>Rationale and risk: This will document that the Duty Holder makes a clear published commitment to comply with the standards laid down in the Code. Clearly documented obligations of contractors mitigates the risk that contractors do not comply with the code. Inclusion of relevant policies and harbour orders mitigates the risk that the authority's powers and procedures are not transparent.</p>	2	<p>Agreed.</p> <p><i>The SMS will be updated during the winter of 2017 for adoption by the Authority at its meeting in March 2018.</i></p> <p><i>All of the recommended changes and additions will be included in the new version 7 of the SMS.</i></p>	31/03/18	Head of Safety Management
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5	Compliance	<p>Governance – The Head of Safety Management undertakes internal audits for elements of the PMSC on a rolling basis, the last element being the hydrographic policy in May 2017, with a planned audit of conservancy due in December 2017 as shown in the Authority's internal audit programme 2017/18.</p> <p>The hydrographic audit will be reported to the Broads Authority, Navigation Committee and the Boat Safety Management Group along with the results of this audit.</p> <p>There is, however, no standard procedure to report audit outcomes to a group/committee on a consistent basis.</p>	<p>Recommendation 5: To formalise the reporting of internal audits by the Head of Safety Management to the appropriate committees / groups, e.g. the BSMG including the annual schedule / Internal Audit Programme of audits. To ensure these cover all aspects of the PMSC.</p> <p>Rationale and risk: The BSMG would receive assurance that the SMS is reviewed against all aspects of the PMSC mitigating the risk that some areas may not be in compliance.</p>	3	<p>Agreed.</p> <p><i>SMS audits for 2017 will be reported to the Boat Safety Management Group in Jan 2018, Navigation Committee Feb 2018 and to the duty holders in March 2018. The SMS will be updated to reflect this formal reporting requirement at its next issue in March 2018</i></p>	31/03/18	Head of Safety Management
6	Compliance	<p>Governance – Officers of the Authority are not required to read and sign the SMS, although related duties are included in officers job descriptions, where applicable.</p> <p>However, to re-enforce the Authority's obligations and commitment to the code, it is proposed that the PMSC is included in the Broads Authority induction pack/process.</p>	<p>Recommendation 6: The PMSC is included as a standard item in the Authority's induction pack/process.</p> <p>Rationale and risk: The requirements of the PMSC are far reaching and affects many aspects of the Boards authority work. Including this in the induction process helps reduce the risk that staff undertake tasks that are not in compliance with the code.</p>	3	<p>Agreed.</p> <p><i>Duty Holders and operational staff have received PMSC awareness training.</i></p> <p><i>Induction programme will be updated to include mandatory PMSC SMS awareness training for new starters</i></p>	30/11/17	Head of Human Resources

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7	Compliance	<p><u>Governance</u> – Members of the Broads Authority receive PMSC training, with refresher training provided in January 2017.</p> <p>Training to the Navigation Committee and the BSMG is provided via briefings from the Head of Safety Management when the hazard log is reviewed.</p> <p>However, these briefings are not evident from a review of the minutes.</p> <p>The stakeholder group involved in the review of specific hazards also receive a briefing pack.</p>	<p>Recommendation 7: Briefings given to the Navigation Committee and BSMG on the risk assessment process, hazard identification and assessment and the ALARP principle are documented and recorded in the minutes.</p> <p>Briefing packs in relation to the risk assessment process, hazard identification and assessment and the ALARP principle (which are provided to the stakeholder group involved in the review of hazards) should also be made available to all new appointees to the Navigation Committee and the BSMG. Consideration is also given to providing these to all members of the Navigation Committee and the BSMG.</p> <p>Rationale and risk: A record of all training provides confirmation that it has taken place and reduces the risk that misinformed decisions are made resulting in inadequate port marine safety.</p>		<p><i>Agreed.</i></p> <p><i>All members of Boat safety management group, the stakeholder hazard review group, the navigation committee and the Broads Authority receive training on risk assessment and ALARP principles before dealing with the risk assessments process.</i></p> <p><i>This formal training will be recorded in the minutes of each of the groups/committees at the next opportunity when hazards are reviewed/assessed scheduled for Feb 2019</i></p> <p><i>Any new members to the group will be trained in this regard prior to any risk review or assessment as part of the regular refresher training being delivered each time the risk review process is entered into.</i></p>	28/02/19	Solicitor and Monitoring Officer, Head of Safety Management
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8	Compliance	<p><u>Governance</u> – The 2014 audit recommended that the Broads Authority introduce a document control procedure to ensure that all safety related documentation is maintained, up to date and at the correct issue status.</p> <p>The Head of Safety Management has introduced a document version control procedure which includes different version numbers of documents.</p> <p>This is a temporary solution until the full roll out of the Authority's document management system. The Head of Safety Management, however, is unsure of the timescale for this in relation to the Operations Directorate and therefore when it will be implemented for safety management.</p>	<p>Recommendation 8: A timescale is finalised for the roll out of the document management system in relation to the safety management team.</p> <p>Rationale and risk:</p> <p>Adequate document management provides a clear audit trail so that documents can be used in the right context and mitigate the risk that out of date or incomplete documents are used.</p>	3	<p>Agreed.</p> <p><i>A Document Management System work area is to be created where the Safety Management System documents will be stored with check-in and check-out monitoring including version control and tracking.</i></p> <p><i>All SMS document will then fall under strict version control and security systems.</i></p> <p><i>Meeting to scope project scheduled for 24 October. Timescales to be determined on completion of scoping; delivery is dependent on the IT work plan and priorities</i></p>	31/12/2017	Head of ICT and Collector of Tolls
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9	Compliance	<p>Hazards – The PMSC Guide to Good Practice states that risks and the impact of identified outcomes should normally be assessed against four criteria; the consequence to: life, environment, business (reputation) and damage (port and shipping).</p> <p>However, the Authority's SMS risk approach is assessed against people, environment and assets.</p>	<p>Recommendation 9: To review the SMS risk categories / criteria of people, environment and assets against the four criteria of: life, environment, business (reputation) and damage (port and shipping), as contained in the latest PMSC Guide to Good Practice.</p> <p>Rationale and risk: The risk categories/criteria will be based on the latest PMSC Guide to Good Practice mitigating the risk that the consequences of risks/hazards are not appropriately assessed and mitigated as required.</p>	3	<p><i>Agreed.</i></p> <p><i>A review of assessment criteria will be carried out by the Boat Safety management Group at its meeting in March 2018.</i></p> <p><i>Any "new" criteria will be used as the basis for the next formal stakeholder hazard review in February 2019</i></p>	31/03/18	Head of Safety management
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Operational Effectiveness Matters

Ref	Risk Area	Item	Management Comments
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No operational effectiveness matters were raised.

FINAL

Internal Audit work is performed in accordance with the IIA's recognised standards'

APPENDIX 1 - DEFINITIONS

RISK AREA ASSURANCE ASSESSMENTS

5. The definitions of the assurance assessments are:

Substantial Assurance	Based upon our findings there is a robust series of suitably designed internal controls in place upon which the organisation relies to manage the risk of failure of the continuous and effective achievement of the objectives of the process, which at the time of our review were being consistently applied.
Reasonable Assurance	Based upon our findings there is a series of controls in place, however there are potential risks that may not be sufficient to ensure that the individual objectives of the process are achieved in a continuous and effective manner. Improvements are required to enhance the adequacy and effectiveness of the controls to mitigate these risks.
Limited Assurance	Based upon our findings the controls in place are not sufficient to ensure that the organisation can rely upon them to manage the risks to the continuous and effective achievement of the objectives of the process. Significant improvements are required to improve the adequacy and effectiveness of the controls.
No Assurance	Based upon our findings there is a fundamental breakdown or absence of core internal controls such that the organisation cannot rely upon them to manage the risks to continuous and effective achievement of the objectives of the process. Immediate action is required to improve the adequacy and effectiveness of controls.

6. The definitions of the priority gradings are:

1	URGENT	Fundamental control issue on which action to implement should be taken within 1 month.	2	IMPORTANT	Control issue on which action should be taken to implement should be taken within 3 months.	3	NEEDS ATTENTION	Control issue on which action to implement should be taken within 6 months.
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Operational Effectiveness Matters need to be considered as part of management review of procedures, rather than on a one-by-one basis.

FINAL

Internal Audit work is performed in accordance with the IIA's recognised standards'

APPENDIX 2 - AUDIT TIMETABLE

7. The table below sets out the history of this report.

	Expected Date:	Actual Date:
Start of Fieldwork:	3 rd July 2017	3 rd July 2017
Debrief Meeting:	19 th September 2017	19 th September 2017
End of Fieldwork:	26 th September 2017	19 th September 2017
Draft Report Issued:	3 rd October 2017	11 th October 2017*
Exit Meeting:	10 th October 2017	N/A
Final Report Issued:	12 th October 2017	1 st November 2017

*Delay due to timing of file review prior to issue.

FINAL

Internal Audit work is performed in accordance with the IIA's recognised standards'

APPENDIX 3 - ACKNOWLEDGEMENT

8. We would like to thank staff at Broads Authority for their co-operation and assistance during the course of our work, in particular:
- Steve Birtles - Head of Safety Management
 - Dan Hoare – Head of Construction, Maintenance and Environment

APPENDIX 4 - DISCLAIMER

9. The matters raised in this report are only those that came to the attention of our auditor during the course of the internal audit review and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may have received this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

FINAL

Internal Audit work is performed in accordance with the IIA's recognised standards'

Pilot Agri-Environment Scheme for the Broads

Report by Chief Executive

Summary: In line with the resolution adopted at the January meeting of the Authority an expression of interest for a pilot agri-environment scheme for the Broads has been submitted to Defra.

Recommendation:

Note the contents of the submission to Defra for a pilot agri-environment scheme for the Broads which builds on the partnership work with the National Farmers Union and local land managers and prepared with the assistance of the local conservation NGOs.

1 Background

- 1.1 At the meeting of the Authority in January Members were provided with an update on the National Parks England meeting on 25 January 2018. The Park Authorities were invited to submit bids by the end of February for pilot studies to review how new payment schemes to farmers might be organised and implemented post Brexit.
- 1.2 Members were supportive of the Authority submitting a bid for a Broads pilot but were mindful of the impact on the Authority's resources, given its recent commitments to large projects. However, given the recent on-going cooperation and liaison established with the farming community it was considered important that resources should be diverted to submit a bid such that the particular circumstances of farming in the Broads were considered in the development of new land management scheme.
- 1.3 A copy of the document submitted to Government as a result is attached as an Appendix. Louis Baugh and Rob Wise of the NFU have provided valuable support and guidance as have the Chief Executives and Regional Director of the Norfolk and Suffolk Wildlife Trusts and the RSPB.

Background papers: None
Author: John Packman
Date of report: 5th March 2018
Broads Plan Objectives: B 2

Appendices: Appendix 1 - Proposal for a Pilot Agri-Environment Scheme in the Broads

Proposal for a Pilot Agri-Environment Scheme in the Broads



Submission by



Broads
Authority

What is special about a Pilot Agri-Environment Scheme in the Broads

The Broads Authority welcomes the opportunity to submit a bid to pilot a new agri-environment scheme in the Broads to support the development of a new universal approach for the country as a whole. This has been prepared under the umbrella of the ambition set out in the “Farming in the English National Parks” paper and the Government’s recognition of the need to balance farming and the environment while leaving the environment in a better state for future generations.

We would welcome the opportunity to engage with Defra on the ideas in the submission learning from the experience of land managers in the Broads and the Broads Authority.

The Broads is the most biodiverse of the National Parks with over 25% of the UK’s rarest species within its boundary.

It is therefore not surprising that this is where the Broads Authority, working with local farmers, pioneered payments to support the retention of lowland, wet grassland systems in the Halvergate Grazing Marshes Scheme which was the forerunner of the Environmentally Sensitive Areas (ESA).

With the UK’s most precious sites for nature conservation next to highly productive arable land, a pilot in the Broads has to recognise the varied agriculture within individual landholdings. This would enable a scheme to be developed that blended wet grassland and floodplain habitats alongside a universal scheme and so be applicable for much of the rest of the country.

There is a long history of joint working between local farmers, landowners and the Broads Authority which included an NFU led initiative ‘Why Farming Matters’

highlighting the importance of farming to both wildlife and the local economy.

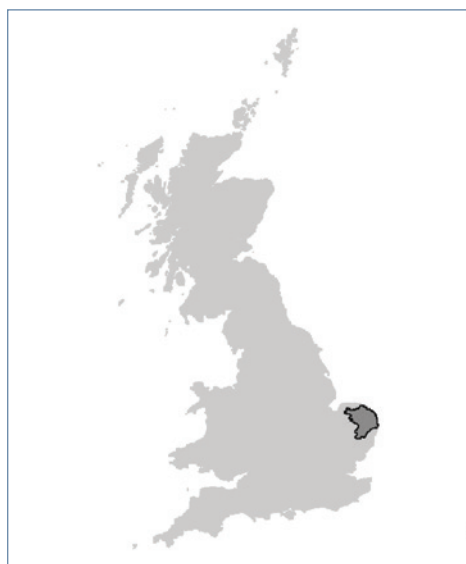
At the same time the conservation bodies value joint working across the Broads and initiatives like the Wildlife Trust’s Living Landscapes and the RSPB’s Futurescapes are being applied to the Broadland valleys.

The protection of the Britain’s most important wetland requires a catchment scale approach and through the Broadland Catchment Partnership the Authority, with support from Tesco and other partners, has been again pioneering new techniques to reduce the amount of nutrient and soil entering the rivers.

This is the area of Britain most at risk from climate change and sea-level rise and any new system of support for farming needs to take account of these long-term trends to build resilience and adaptive options.

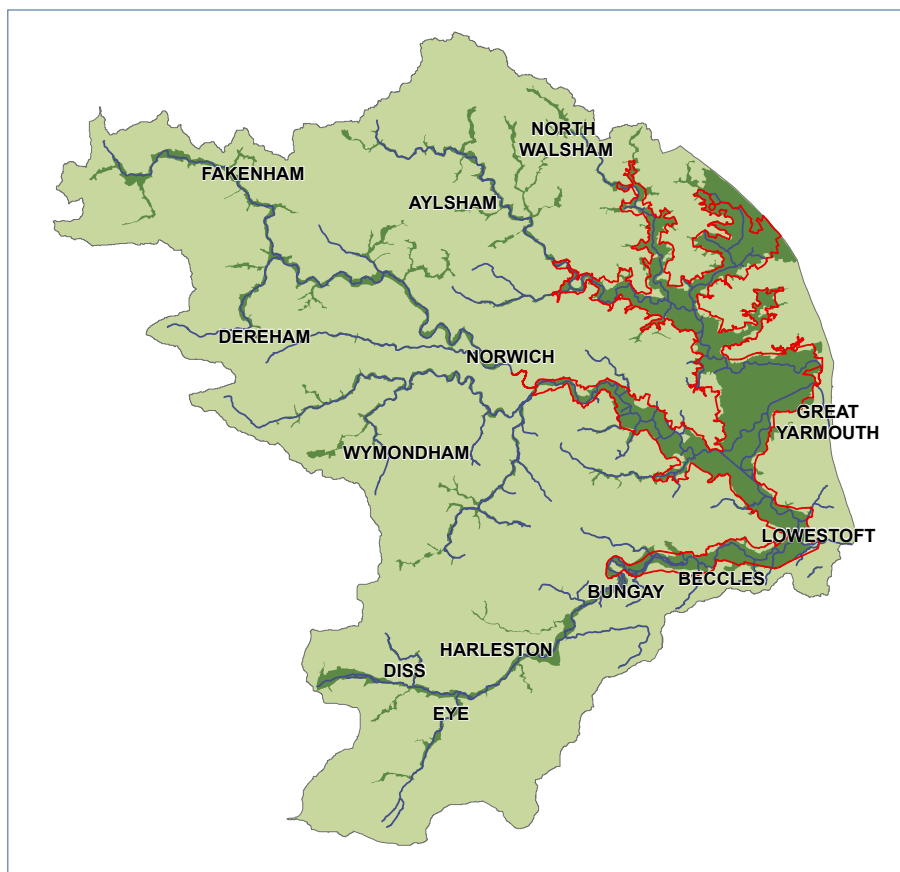
Map 1. Broads Location Map

The map shows the location of the Broads Executive Area (30,300 hectares) at the bottom of a much larger catchment (>320,000 hectares) and the historic Broads Environmentally Sensitive Area covering most of the Broads and river floodplains of Norfolk and North Suffolk (43,190 hectares).



- Main rivers
- Broads Environmentally Sensitive Area
- Broads Authority Executive Area
- Broadland Rivers Catchment

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What can we learn from past experience?

Benefits of a simple, locally developed solution

The Broads ESA was a simple, local solution which worked to retain a special landscape. The 11 page guidance document was accompanied by a 3 page application form which could be easily completed by farmers. It contained three wetland grassland prescriptions providing a graduated series of options. The equivalent guidance now runs to around 800 pages and this complexity in part explains issues around the take up of the latest schemes. Collaborative working allied to quality local advice will allow the complexity to be stripped right down and simplified into a more digestible format without losing the gains.

The economic needs

The agricultural market does not provide sufficient returns to guarantee the security of this landscape and its environmental features, so agri-environment schemes have, and should, bridge that gap.

The Farm Business Survey, financed by Defra, demonstrates lowland grazing systems are at an income level equivalent to that in the Less Favoured Areas. In reality, if the intensive lowland grazing systems are removed from the figures the extensively grazed, low input Broads marshes will record incomes below that of the Upland LFA.

Recognising one solution doesn't suit all

Solutions to the Broads' needs are best developed by sharing local understanding. The one grass option in Mid-Tier does not provide suitable flexibility to make a difference and make it attractive. At the end of ESA the Broads Authority commissioned a survey and report by Norfolk Farming and Wildlife Group (FWAG) on farmer intentions regarding future management of the Broads marshes. This report and the canvassing of local farmers indicate an erosion of previously high levels of farmer commitment to stewardship to fragmented and variable levels of engagement.



What would a new Broads Pilot look like?

A radical departure from the present arrangements will be essential and future agricultural support should build on the successful elements of past schemes. Thus we would advocate the following design criteria for a new scheme:

- A return to a simpler scheme that contains suitable grazing choices with appropriate water level management– building on the original Broads Environmentally Sensitive Area (ESA) scheme. Option selection can be simple – self-service like the current Mid-Tier and avoiding the complexity of the current Higher-Tier administration
- Scheme choices need to be economically viable as part of the overall farm business with innovative incentives such as payment by results
- Take a long term view by providing 10 year agreements giving economic stability but also recognising getting the environmental changes needed can take time
- Respect and acknowledge the local landscape needs and integrate this with the Catchment Based Approach
- Locally designed, implemented and monitored working to agreed plans and targets allowing simpler and cheaper administration
- Fen management and wet woodland needs to be a part of the scheme helping develop a more robust reed and sedge industry to meet market needs
- Reintroduction of permissive access will improve public support for the scheme

A Broads PLUS scheme

The Broads Plus Pilot would complement a universal scheme that supports good husbandry and favours natural capital protection (water and land) that will ensure the catchment is managed appropriately

and reduces the pollution entering the Broads from upstream. It will provide a support mechanism to get the best for a special landscape in terms of biodiversity and food production along with retaining the health and wellbeing offer a National Park can provide.

Element	Achieved by	Benefits and results
Focus on the floodplain	Concentrated effort on land and water resource protection and enhancement	Improvements in designated landscapes and habitats
Tackling lowland grazing systems	Promoting best practice grazing and water management bringing biodiversity improvements to wet grassland.	Retaining iconic landscapes and wildlife along with retaining viability and sustainability of lowland wet grassland grazing
Incorporating other vital wetland products	Fen management options to support reed and sedge cutting and acknowledging importance of wet woodlands	Sustainable products boosting the home market and enhancing biodiversity in wildlife rich areas
Integrated quality advice	Covering environmental land and water management as well as agricultural economics and rural diversification	Clear, relevant and implementable ideas to embed good practice
Public money for public goods	Investing in management that boosts public needs when economic viability is challenged	Protects Natural Capital and multiple ecosystem services
Working at a landscape scale	Throughout the floodplain with cooperation across boundaries not recognised by nature	Facilitated clusters of landowners meeting the Lawton principles of bigger, better and more joined up
Taking biodiversity even further	Incentivising working for wildlife for multiple benefits	Quality management options with buffering and linking to protect and favour adaptation
Combining new technology with self-regulated monitoring	GIS mapping to aid targeting and decision making allied to agreed local compliance monitoring	Makes use of data and mapping to create consensus targets and empowers farmers to deliver results
Building positive farmer & landowner relationships to target consensus solutions for public good	Recognising need, sharing knowledge and skills, fostering collaboration	More trust and greater progress towards common needs
Directing declining public finance into the most beneficial places	Rewarding action and investment in Natural Capital and climate adaptation	Retains natural resources, boosts wildlife with encouraging resilience and adaptive approaches whilst producing quality food

Important elements to develop in a pilot

Learning from our experience over the last 30 years the Broads Plus Pilot period would test the following key elements:

- Supportive and tailored advice to develop and agree with farmers and land managers appropriate measures to manage water levels, measure, protect and enhance natural capital to provide better biodiversity and multiple public goods. Integrated with advice on farm diversification and modernisation to similarly boost productivity.
- Simple but clear results based options with payment methods that are easy to administer but provide incentives to achieve targets.
- Reduced compliance complexity through self-reporting and focusing external monitoring on where it is needed and makes a difference.
- Exploring plan based approaches for clarity and programmed change
- Cluster groups to encourage collaborative working across the landscape providing linkages and buffers – for wildlife, supply and marketing chains, access, and adaptation.
- Continued use of Broads Authority mapping systems to work with farmers to identify particular sites with risks (e.g. of run-off) and opportunities (e.g. targeted applications, cross boundary links)
- Continued pioneering of new and specialised equipment such as the fen harvester and wonder wheel to manage fen areas and reduce run-off from arable fields. Encouragement to develop and test high-tech solutions.
- Exploring integration with the universal scheme to avoid unintended consequences and allowing adaptive choices to cope with a changing climate and rising sea-level.
- Develop advisor supported management plans bringing agreed outcomes, allowing complex needs to be addressed and simplifying administrative procedures.



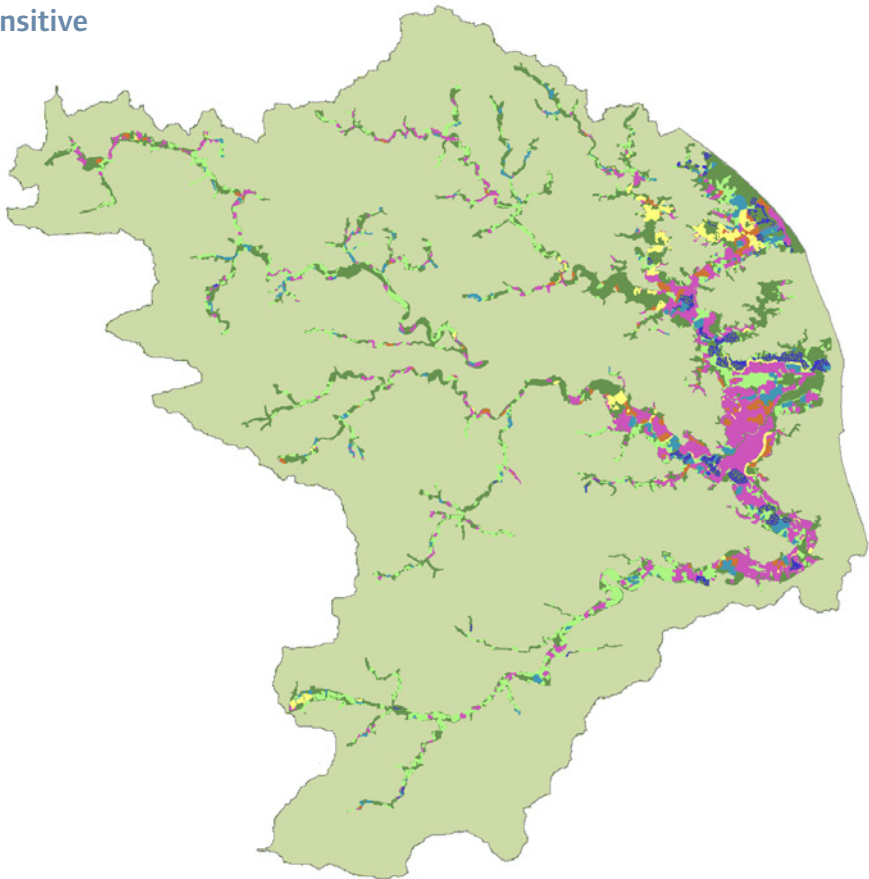
Map 2. Broads Environmentally Sensitive Area Historic Uptake in 2001

The map shows the locations of different tiers of agri-environment and demonstrates the previous landowner interest in low input landscape management with almost half of the eligible area (43,190) in the scheme. 665 ha also received a Water Level Supplement.

ESA Tier

- 1 - Permanent grass (8994 ha)
- 2 - Extensive grass
- 3 - Wet grass
- 4A - Arable reversion to permanent grass
- 4B - Arable grass margins
- Fen
- Broads Environmentally Sensitive Area
- Broadland Rivers Catchment

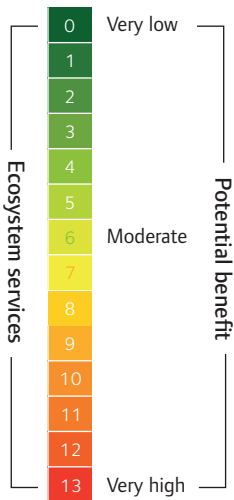
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Map 3. Multiple Ecosystem Services Opportunity Map

The multiple ecosystem services map demonstrates the potential of land to provide benefits for water quality, water quantity, wildlife habitat, and potentially for carbon storage. This may require a change in land use or management. The higher scoring areas are generally more marginal land that can be subject to waterlogging or flooding and are usually drained if in agricultural land use. The modelling was developed in 2014 by representatives of local stakeholders, including farmers, who agreed which ecosystem services and data to use and developed a scoring system generally at the field level. The scores can help to target, prioritise and/or weight payments for fields entering any new schemes.

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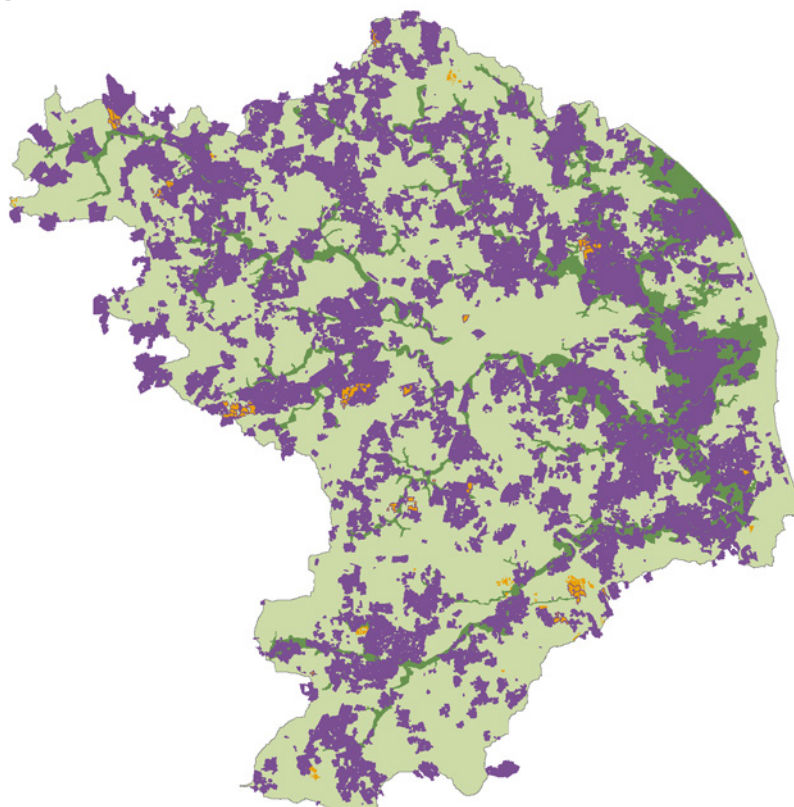


Map 4. Current Stewardship Agreements

The maps show the location of current agreements (February 2018) for Environmental Stewardship (Entry Level and Higher Level Schemes) and Countryside Stewardship (Mid tier and Higher tier) throughout the Broadland Rivers Catchment.

Current agreements

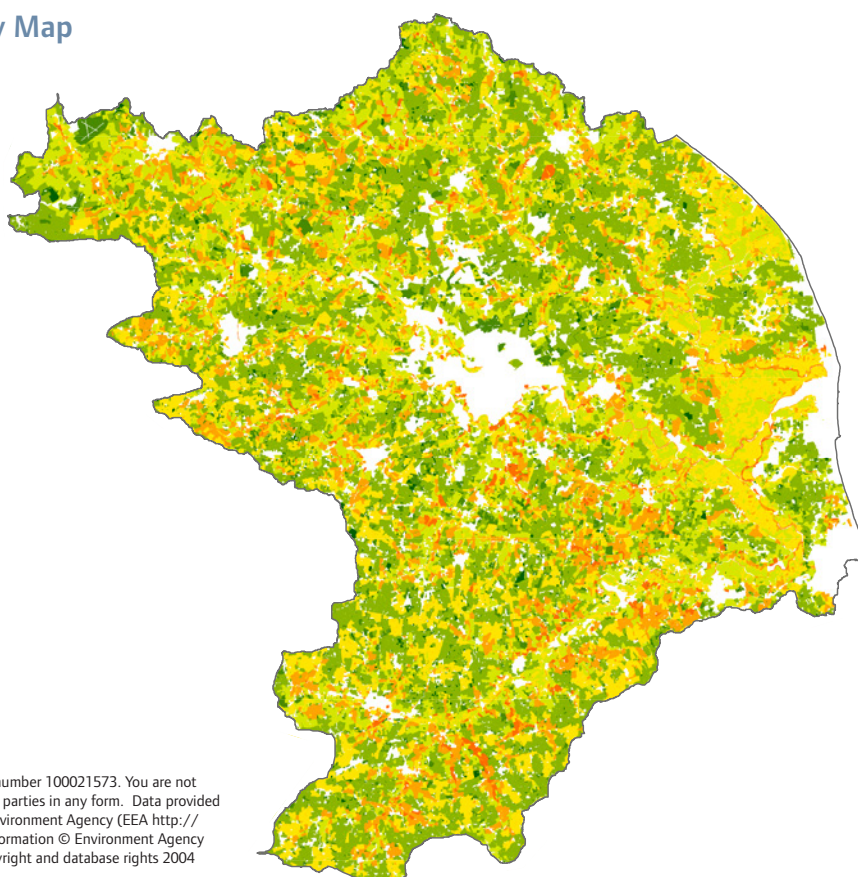
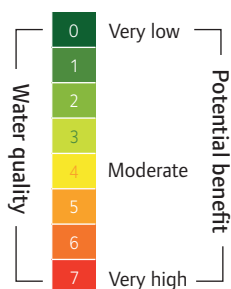
- Countryside Stewardship
- ESS Agreements
- Broads ESA
- Broadland Rivers Catchment



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Map 5. Water Quality Opportunity Map

The map demonstrates the potential of land to provide benefits for surface water quality and emphasises the need to work across an entire catchment to protect and enhance downstream waterbodies including The Broads. Relatively simple land management measures, such as cover crops, in high scoring areas can assist the provision of this service without impacting the provision of food and can also enhance biodiversity, soil, crop yield and profit.



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National Park of the Year
Report by Chief Executive

Summary:	The Broads has been shortlisted as National Park of the Year by the BBC's Countryfile Magazine.
Recommendation:	Note the shortlisting of the Broads as National Park of the Year and the acknowledgement to the good work on habitat management.

1 Background

- 1.1 Along with four National Parks the Broads has been shortlisted as National Park of the Year by the BBC's Countryfile Magazine. The citation reads:

One of our newest national parks, with a distinct character - wide open skies, tranquility and water, water everywhere. The peat fens and wet woodland attract a wealth of wildlife, particularly rare wading birds.

Britain's largest protected wetland is a mysterious and marvellous landscape, with a quarter of the country's rarest wildlife.

Judge Fergus Collins says: "It's a very different landscape, which takes a different sort of management. It has a huge leisure industry, which they seem to be balancing with the wildlife and the natural landscape. It's under pressure with climate change and rising sea levels, so they've got a big job there to keep things going. But essentially some very good habitat management."

Judge John Craven says: "The people that I've met who are involved with the administration of the Broads are very passionate about it. Although there's a lot of pressure these days for development, they want to maintain the Broads as we all remember them. And they do a very good job."

- 1.2 The results of the public vote are due to be announced on the 15th March. The Eastern Daily Press has been particularly helpful in encouraging local people to vote for their national park. Whatever the outcome, it provides an opportunity to celebrate the achievements of the Authority and its partners on habitat management in line with one of the recommendations of the Peer Review Team.

Background papers: None
Author: John Packman
Date of report: 5th March 2018

Appendices: None

Broads Authority
Broads Local Access Forum
Minutes of the meeting held on 06 Dec 2017

Present:

Dr Keith Bacon (Chairman)

Mr Kelvin Allen	Mrs Dawn Hatton
Mr Louis Baugh	Dr Peter Mason
Miss Liz Brooks	Mr Stephen Read
Mr Robin Buxton	Mr Charles Swan
Mr Mike Flett	Mrs Melanie Vigo di Gallidoro
Mr Tony Gibbons	Mr Ray Walpole
Mr Alec Hartley	

In Attendance

Ms Lottie Carlton – Administrative Officer
Mr Adrian Clarke – Senior Waterways and Recreation Officer (SWRO)
Mr Mark King - Waterways and Recreation Officer (WRO)
Mrs Marie-Pierre Tighe – Director of Strategic Services

Also In Attendance

Dr Andy Hutcheson – Norfolk County Council

2/1 To receive apologies for absence and welcome new members

Apologies for absence were received from Mr Tony Brown, Mr George Saunders, Mr Martin Symons and Mr Richard Webb.

Members were welcomed to the meeting by the SWRO prior to the election of Chairman.

2/2 To receive declarations of interest

No declarations of interest were made at this point of the meeting. Declarations of interested occurred during the meeting at item 12: Mr Robin Buxton and Mr Louis Baugh declared an interest regarding their roles as land managers in relation to the access issues post Brexit letter proposal.

2/3 Election of Chairman and Vice-Chairman

Mr Robin Buxton nominated Dr Keith Bacon as Chairman and this was seconded by Mr Tony Gibbons. No further nominations were received. The vote was carried unanimously and Dr Keith Bacon was therefore elected as Chairman.

Mr Robin Buxton nominated Mr Alec Hartley as Vice-Chairman and this was seconded by Mr Ray Walpole. No further nominations were received. The vote was carried unanimously and Mr Alec Hartley was therefore elected as Vice-Chairman.

2/4 To receive and confirm the minutes of the meeting held on 06 Sept 2017

The minutes of the meeting held on 06 Sept 2017 were confirmed as a correct record. A minor amendment of a title was made and the minutes signed by the Chairman.

2/5 To receive any points of information arising from the minutes

(1) Minute 1/4 (1) How Hill Footpath

Issues regarding responsibility for the water control structure (providing flood defence for adjacent land) and the bridge are still to be resolved between the Environment Agency (EA) and the Broads Authority (BA). The footpath is being maintained to ensure it is ready when the footpath can be opened.

Cutting of grass on EA flood banks in the Broads was discussed: EA cutting does not always coincide with public use of the banks as footpaths, as this is not the main purpose for cutting them. Some footpaths on banks have been cut in order to help consolidate growth and stabilise the bank while in other areas they have not been cut due to health and safety concerns of using machinery on steep banks. Those that are part of the BESL contract have to be cut until 2020. The SWRO agreed to circulate the EA's cutting programme in the BESL project area.

(2) Minute 1/4 (2) Staithes Research

A meeting is due to take place with Tom Williamson to go through feedback responses and agree amendments to the staithes research report prior to a publication. Ongoing amendments will need to be planned for so that the document remains 'live' when new evidence comes to light or registrations of staithes takes place.

(3) Minute 1/4 (3) Mutford Lock

BA is due to discuss Mutford Lock at its 26 Jan 2018 meeting to decide how to proceed.

(4) Minute 1/4 (4) Burgh Castle

People counters at Burgh Castle show 40-50k people have used the new boardwalk since it was opened.

(5) Minute 1/5 River Wensum Strategy consultation update

Approximately 500 consultation responses were received from the public, stakeholders, residents and user groups. 70-80% agreed with the document's proposals. More projects upstream of New Mills were requested by local community groups. The Carrow Cup Regatta was suggested as a feature for the River Festival and schools are using the strategy to pin project work around. The results are being analysed in more detail prior to publication which will include a summary of responses. An Oversight Board and a Delivery Board will be responsible for progressing actions in the strategy. The Chairman agreed to provide formal advice to the River Wensum Strategy Board on behalf of the Broads Local Access Forum concerning widening their membership to include non-commercial members.

(6) Minute 1/7 Select Committee on the Natural Environment and Rural Communities Act 2006 – Call for Evidence

A response was submitted by the Chairman and SWRO on behalf of the BLAF and this was published in the official responses for the consultation.

(7) Minute 1/8 British Standards: Gaps, gates and stiles – Specification Consultation

An online response was submitted by the Chairman and SWRO on behalf of the BLAF. Feedback was also given regarding difficulties created by the restrictions surrounding circulation of the consultation documents and difficulties in providing feedback online.

(8) Minutes 1/10 AOB

Smallburgh: It was not clear who had raised the question concerning Smallburgh regarding the Staithes research item. The SWRO agreed to investigate further.

Hunsett Mill does not have a staithe. There is a private track to the house on Chapelfield Road.

Moys Drainage Mill has always been a private mill dyke but a public footpath runs to and past the mill.

Mutford Lock: It was reported that as well as the lengthy delays of the legal situation there had also been traffic problems due to signal and car parking issues.

2/6 Norfolk County Council update

Dr Andy Hutcheson of Norfolk County Council (NCC) gave a presentation updating Forum members on Norfolk County Council projects:

Wherryman's Way at Reedham

A permitted route would not be eligible for CIL funding as it could not be classed as permanent infrastructure. The Parish Council are looking into alternative sources of funding. A costed specification for required work has been completed. The high cost is due to a dangerously sloped section requiring a boardwalk, stock-proof fencing required by the landowner and two sets of steps.

Comments and answers to questions:

- The Forum agreed that this is an important and popular route and needs continuity despite the high costs.
- Broadland District Council has also become involved and are assisting the Parish Council.
- BA can offer labour to carry out the work but no budget provision.
- Permissive paths are not generally used by Norfolk County Council (unless they own the land in question) due to the potential for closure due to land ownership changes. Defra no longer funds such paths via countryside stewardship. This could be a good case study to highlight the complexities of permissive paths and BLAF's input into partnership working.

Hardley Flood

- A stretch of the path at Hardley Flood has been reopened from the BA 24 hour moorings to the weir. While this is welcomed by the Forum there are concerns that a more permanent solution still needs to be found.
- Distribution of shared costs of the hydraulic modelling required to determine options needs to be agreed between partners. If such work shows there is no way to save the bank a permanent closure would have to take place.

National Trail

(1) Sea Palling to Hopton on Sea

A 1.5km section of the Sea Palling to Hopton on Sea coastal footpath route runs through the National Park area. Access to the beach has been created at Winterton and North Denes for disabled users that also protects the dune system with mitigation measures put in place via the HRA process.

(2) Horsey

100k people came to Horsey to see the seals in 2016. Access and parking is an ongoing problem. Norfolk County Council is working with the 'Friends of Horsey Seals' who provide a voluntary wardening service. People counters are in place to gather data to be used for funding applications.

Endure

Endure is an Interreg funded project starting in June 2018 that will study how dune systems can be protected via mitigation measures. Norfolk County Council is considering using Horsey as one of the areas to be studied.

2/7 Progress Report on Defra's 8 Point Plan for the English National Parks

The SWRO gave a presentation updating the Forum on the Government's 8 point plan for English National Parks.

- A review of the Integrated Access Strategy (IAS) is due in 2018/19. The BLAF will assist with this work. Both the new Broads Plan and the Defra 8-point plan will have to be considered when carrying out the IAS review.
- The eight points of the plan cover: Connecting young people to nature; Integrated Management; International Tourism; Apprenticeships; Promoting British food from National Parks; Everyone's National Park; Landscape and heritage in National Parks; Health and wellbeing.
- Many of the points of the plan are within the IAS and BLAF remit and can be used to provide evidence to help prioritise IAS actions against both the 8-point plan and Broads Plan objectives.

2/8 Sport England Draft Report – Walking Insight

The SWRO gave a presentation updating the Forum on the early findings of the Sport England Walking Insight draft report.

- Walking is the most popular sporting activity for adults, particularly among women, older adults and those who class themselves as white British or from certain socio economic groups. It is also popular among adults who describe themselves as having a limiting disability.
- Data has been collected on frequency, intensity, duration and dependence.
- The data, once fully analysed, will provide evidence on who to target to try to increase this activity into wider sections of the population.

2/9 Sustrans Proposal - East Norfolk Cycle Routes

The SWRO gave a presentation updating the Forum on 'East Norfolk Cycle Routes', a project proposal by Sustrans, Norfolk and Suffolk County Councils and the Broads Authority to improve cycle signage in the Broads via an application to LEP funding.

- Cycle route provision and improved signage are included in the IAS and Broads Sustainable Tourism Strategy hence the reason for the BA's interest in Sustran's proposal.
- Proposal: Cycle routes on 'quiet roads' from key destinations to be waymarked using the Dutch Model helping cyclists to plot routes and move from marker to marker that show the next turn to take.

Comments and answers to questions

- Bike hire schemes could be included in the proposal e.g. Ofo bikes, Greater Anglia and Broads bike hire.
- Potential to link with schools.
- Opportunity to raise awareness of the relationship between different road users and the need for compromise and safety. 'Share the space, drop the pace' slogan can be used.
- Some concerns expressed over the potential increase in cyclists on shared routes with horses that this project could bring.
- Some concerns expressed over encouraging more cyclists onto roads lacking cycling infrastructure and potential safety issues this could create.

Following a vote by Forum members (11 for and 2 against) it was agreed that the Chairman would write a letter on behalf of the BLAF to the LEP in support of the funding application for the Sustrans' East Norfolk Cycle Routes project proposal.

2/10 Miles without Stiles

This item was deferred.

2/11 Broads Forum updates

The Broads Forum met on 02 November 2017 and the main item discussed was:

Purpose and future of the Forum

- Inconclusive, but it was felt the Forum has too wide a remit and discussions are too general with some individuals receiving a greater platform to air issues than others.
- Representatives from 10 to 15 groups attend meetings and are supposed to report back to approximately 50 other groups but this does not seem to happen in practice resulting in little direct contact with these groups.
- The onus should be on Broads Forum representatives to get items of interest onto the agenda but despite repeated requests very few come forward and therefore agenda items tend to come from BA or stakeholders only.

- Minutes of the Forum go to Broads Authority committee meetings so could provide some influence to decision making.
- Although an explanation note is included in BA minutes, it is felt that greater feedback on how Broads Forum and Broads Local Access Forum ideas are received and acted upon would be useful.
- Outcome: BA to write to all stakeholder groups to find out views on the usefulness of the Broads Forum and its future.

2/12 To receive any other items of urgent business

- (1) **Letter from Cambridge LAF** tabled regarding opportunities post Brexit to form policy for agri-schemes that maximise access benefits. Three proposals include: Additional access (payments for provision of targeted new access routes); Enhancing existing access (maintenance and waymarking); and Cross compliance. BLAF members were in agreement with many of the points in the letter. The Chairman agreed to send a letter of support in principle to the parts of the letter the BLAF support but to request that a full consultation is put in place.

2/13 To note the date of the next meeting

It was noted that the next meeting is scheduled to take place on Wednesday 07 March 2018 at 2pm.

The meeting concluded at 4.50pm.

Chairman

Navigation Committee

Minutes of the meeting held on 14 December 2017

Present:

Nicky Talbot (Chairman)

Mr K Allen	Mr A Goodchild	Mr S Sparrow
Mr J Ash	Mr M Heron	Mr B Wilkins
Ms L Aspland	Mr J Knight	Mr M Whitaker
Sir P Dixon	Mr G Munford	

In Attendance:

Mr S Birtles – Head of Safety Management
Mrs L Burchnall – Head of Ranger Services
Mr N Catherall – Planning Officer (Minute 3/12)
Mr A Clarke – Senior Waterways and Recreation Officer
Ms M Hammond – Planning Officer (Minute 3/11)
Mr D Harris – Solicitor and Monitoring Officer
Dr D Hoare – Head of Construction, Maintenance and Environment
Ms E Krelle – Chief Financial Officer
Mrs A Leeper – Asset Officer
Miss S Mullarney – Administrative Officer (Governance)
Dr J Packman – Chief Executive
Mr T Risebrow – Planning Officer (Compliance and Implementation) (Minute 3/10)
Mr R Rogers – Director of Operations
Mrs C Smith – Head of Planning (Minute 3/10 – 3/12)
Ms M-P Tighe – Director of Strategic Services

Also Present:

Bill Dickson and Lana Hemsall.

3/1 To receive apologies for absence

Apologies for absence were received from Matthew Bradbury.

The Chair announced that the meeting would be recorded and that the copyright remains with the Authority, however a copy of the recording could be requested.

James Knight and the press correspondent declared that they would be making their own recordings.

3/2 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.

3/3 To receive Declarations of Interest

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

3/4 Public Question Time

No public questions were raised.

3/5 To receive and confirm the minutes of the Navigation Committee meeting held on 19 October 2017

The minutes of the meeting held on 19 October 2017 were signed by the Chairman as a correct record of the meeting subject to the following amendment:

Minute 2/7 Items for future discussion:

‘A Member referred to the minutes of the 15 December 2016 meeting and the mention of a strategy for swing bridges.’

To be changed to:

‘A Member queried whether the Authority had been consulted about Greater Anglia’s new infrastructure plan particularly in regards to replacing Trowse Swing Bridge with a fixed bridge. He also referred to the minutes of the 15 December 2016 meeting and the mention of a Network Rail Whole Life Strategy for swing bridges.’

3/6 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.

Following the cancelled meeting with Network Rail, the Chief Executive informed Members that he had written to the director of Network Rail regarding Somerleyton and Reedham bridges and has enquired about the status of the reports Network Rail had commissioned.

A Member’s comments enquiring of the progress with arrangements for making voice recordings available on the Authority’s web site were noted.

There were no further updates. Members noted the report.

3/7 Navigation Budget 2018/19 and Financial Strategy 2020/21

Members received a report which sought their views on the draft navigation income and expenditure budget for 2017/18, which has been prepared as part of a draft consolidated budget for the Authority. The draft budget is based on the overall 3% increase in navigation charges as formally adopted by the Full Authority on 24 November 2017 following the recommendations of the Navigation Committee.

The cost of the additional tree management equipment and speed signs following the approved toll increase had been incorporated into the budget.

The Chief Financial Officer highlighted that in terms of the budget sensitivity analysis, the changes in boat numbers and the outcome of the pay negotiations could put pressure on the budget.

The Chief Financial Officer stressed that the 2019/2020 and 2020/2021 figures were draft at this stage.

The reported deficit of National Park income and expenditure forecast for the years until 2022 is considered to be appropriate and acceptable on account of the level of National Park reserves, which was above recommended levels.

Members noted the report.

3/8 Navigation Income and Expenditure: 1 April to 31 October 2017 Actual and 2017/18 Forecast Outturn

Members received a report which provided the Committee with details of the actual navigation income and expenditure for the seven month period to 31 October 2017, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2018).

The Chief Financial Officer said that the report provided the most up to date figures available.

Members noted the report.

3/9 Boat Insurance Audit

Members were presented with the results from a recent audit of a sample of private boat owner's third party insurance compliance.

The Head of Safety Management informed Members that they had received an additional response since the report; the total number of boat owners who had policies that were fully compliant was 265, and there were 16 boat owners who had not responded to the request.

A Member queried why the Insurance Declaration doesn't state that it is a legal requirement to have insurance. The Solicitor and Monitoring Officer commented that it would be good to review the form particularly in light of the changes to the General Data Protection Regulations.

Another Member asked what the cost of the audit was and expressed concerns with enforcement rather than using the audit as a data collection exercise. It was confirmed by the Head of Safety Management that the outstanding responses would be followed up; the 16 boat owners who had not responded would be sent S21 notices. The Head of Ranger Services confirmed that there were currently 3 prosecution cases in process. The Solicitor and Monitoring Officer added that there would be an article regarding insurance published in Broadsheet.

It was noted that the audit required significant staff resources for chasing the responses. The cost of the Insurance Audit would be provided to Members at the next meeting.

One Member queried why a distinction was made between the way a boat was measured for consideration in the audit, the Head of Safety Management confirmed that this was the most practical way to assess the boats.

Members supported the audit being repeated again, the Chair concluded that 3 years was a sensible interval before repeating the exercise.

3/10 Unauthorised Development with Navigation Implications

Having declared an interest Mr Munford left for this item.

The Committee received a report regarding an unauthorised development at Barnes Brinkcraft in Hoveton. The Planning Officer (Compliance & Implementation) presented to Members maps and the plans submitted with the original application for the site. It was noted that the position of the pontoons had moved further into the river than illustrated from the original drawings.

Members discussed why the landowner had deviated from the original plan, and expressed concerns for safety particularly at busier times on the river. The Chairman asked if there had been any evidence or observations since the development that highlight the potential for an incident. The Head of Ranger Services said that the pontoon itself wasn't a hazard however explained that it was likely that it would have a knock on effect if there were larger boats on the outside of the pontoons. She added that there was an increased risk to canoes and day boats in this area when this section of river was busy.

One Member noted that there wasn't a restriction on the length of boats that could be moored at the site and said the focus for action should be on the effect the position of the pontoons would have on the navigation. He suggested using the byelaws to enforce movement of boats. It was confirmed that byelaws could be used but this would be heavily dependent on a Ranger being in the area, and therefore it would not be a sustainable approach for dealing with this high risk for encroachment into navigation. A Member said that they needed to find a way to manage the restriction, either by side on moorings or by setting a maximum length for boats mooring at the site.

Members discussed issues for smaller boats and the impact on the different types of vessels navigating the river at the same time, especially when the river is busy and the weather windy. Members agreed that the width of the river couldn't afford to get any narrower and stated that it was important that the encroachment into the navigation area be removed.

The impact on other local businesses was also discussed. Another Member said that they had had an informal discussion with a member of staff of Broads Tours who was very concerned. One Member inquired if there had been any discussions

with local businesses about the issue. The Head of Ranger Services said that there was a documented history about the impact of narrowing in the area on trip boats which was consistent throughout the 14 year period documented, however due to timescales they wanted to approach the Navigation Committee first.

The Chief Executive asked what the experience of managing mooring in this location in terms of enforcement was. The Head of Ranger Services said that while enforcement could be undertaken it is not operationally possible for a Ranger to be on site all the time. She added that it wouldn't take long for larger boats moored on this site to cause a hazard. To prevent this, she suggested making the moorings private with permanent berth moorings; side on only moorings; or suggested that the landowner have someone available to assist with moorings.

The Head of Planning informed Members that officers had been to the site and seen the pontoons from the river; they had also met with the landowner. She advised Members that the case would be presented to the next Planning Committee and the report would include the recommendation from this Navigation Committee. She added that there were different ways to address the issue from a planning perspective.

It was summarised that the Navigation Committee welcomes investment to provide improved mooring provision but has grave reservations about any encroachment on the navigation of the river and that the Planning Committee take this into account when seeking to resolve the matter with the landowner.

Mr Munford returned to the meeting.

3/11 Planning matter with Navigation Implications: Article 4 Directions restricting permitted development rights

The Planning Officer presented Members with the history and background of Article 4 Directions restricting permitted development rights for retail sales from moorings.

Following a question about licencing and the frequency of use of the Article 4 direction, the Asset Officer explained that there was a different toll required for business boats, however she stated that apart from Article 4 there was nothing to prevent business' using moorings for sales. The Asset Officer said that they receive a great number of enquiries in the first instance, but not all were written applications. The Head of Ranger Services informed Members that during the summer the Article 4 direction is used on a weekly basis.

The Committee collectively agreed to show support in retaining the Article 4 direction concerning retail sales from moorings subject to another review when appropriate.

3/12 Planning Application with Navigation Implications: BA/2017/0369/FUL, Mooring pontoons with bank cutback on the River Waveney frontage together with demasting, visitor and service moorings

Having declared an interest Mr Munford left for this item.

Members were presented with details of an application for the installation of 115m of floating pontoons along the River Waveney. Members were told that the site had had a previous planning application in 2014.

One Member asked what guarantee there would be for provisions for demasting moorings, he commented that this was absent from the original application. The Planning Officer said that should planning permission be granted there would be a specific condition covering this as well as a requirement for public signage. Another Member suggested securing the demasting mooring through an s106 agreement. The Member further asked about provisions for demasting berths on the other side of Haddiscoe Bridge, the Senior Waterways and Recreation Officer confirmed that these had been installed and they were operational.

Members welcomed the mooring and the provision for demasting moorings, with one Member stating that the NSBA were inclined to support the application. It was noted that the concerns with the previous application had been met and Members were encouraged by the benefits of the new development. The committee supported the development.

Mr Munford re-joined the meeting.

3/13 Construction, Maintenance and Environment Work Programme Progress Update

The Committee received a report which set out the progress made in the delivery of the 2017/18 Construction, Maintenance and Environment Section work programme. The report included the dredging progress for 2017/18 (April 2017 to October 2017).

A presentation outlined the work carried out by the Construction team over the course of the year including dredging work and the removal of marker posts from the river Chet which had been completed satisfactorily.

The Head of Construction, Maintenance and Environment reported the work of the Maintenance team, and the development of a 5 year plan for the management of trees along river edges. The Chairman added that she was pleased that the maps of prioritised sites for riverside tree and scrub management were available online as they could be used by Members to demonstrate the work that the authority is doing.

One Member asked if Natural England was responsible for riverbank tree maintenance, specifically at Woodbastwick and Hoveton Hall estates. The Head of Construction, Maintenance and Environment clarified that the Broads Authority was managing prioritised sections of riverbank on land leased by Natural England, particularly where Natural England had no drivers for doing such work. He added that Natural England actively manages trees in the open fen of the Woodbastwick estate, but not the protected wet woodland features on the Hoveton side. The Authority has had to negotiate with Natural England to manage the wet woodland areas.

The Member further enquired about the work at Hickling, he commented that the Environment Agency hadn't yet issued the Environment Permit for sediment work and asked what the timescale for this was and how it would impact the programme. The Head of Construction, Maintenance and Environment said that this had delayed work and they expected to start at the end of January. He explained that the mud pump contractor was out for tender and ends on 4 January 2018, with the final consultation for the Environment Agency set for 15 January 2018.

The Head of Construction, Maintenance and Environment informed Members that the Rivers Engineer, Tom Hunter, was leaving the Broads Authority. Members thanked Tom for his work with the Authority and said they would be sad to see him go.

The report was noted.

3/14 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.

The Chief Executive updated Members on the prosecutions for failure to pay tolls, he highlighted that more recent prosecutions had issued fines of £440 and £600, higher amounts than noted in appendix 3. One Member queried the deterrent for non-payment of tolls given the sum of the fines. The Chief Executive said the prospect of legal proceedings was a deterrent for some individuals.

Member's noted the report.

3/15 Current Issues

One Member asked what had been learnt from the cutting of the aquatic plants at Hickling this year and if the Authority was prepared for lots of growth next year. The Head of Construction, Maintenance and Environment commented that the current models of Aquatic Plant Cutters (Berkenheger 6520) are capable of cutting all of the plants at Hickling and said that the trials had been very effective. It was noted that in 2017 185 days of actual cutting, the highest number of days in terms of Operation Technician time, was spent cutting aquatic plants on the public navigation.

It was noted that whilst the experimental aquatic plant cutting trial had gone to plan and the weed cutter proved completely suitable for the operation, the trial cutting did not give relief to the immediate problems, but would inform the decision making on plant maintenance cutting in subsequent years. The Chief Executive said Natural England had allowed the Authority to selectively cut rare plants for the first time.

3/16 Items for future discussion

A Member informed the Committee that he was aware that DEFRA was planning for serious drought if there was a dry winter. He asked what the navigation impact of a dry winter would be and what it would mean for the Broads, specifically Hickling.

3/17 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 22 February 2018 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

3/18 Exclusion of the Public

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 Paragraph 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information

Members of the public leave the meeting.

3/19 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 19 October 2017

The exempt minutes from the Navigation Committee meeting held on 19 October 2017 were signed by the Chairman as a correct record of the meeting.

3/20 Review of legal position concerning Mutford Lock

Following the request at the previous meeting, Members were presented with the legal advice obtained by the Solicitor and Monitoring Officer regarding the Harbour Revision Order for Mutford Lock.

It was unanimously agreed by Members that these matters and the views of this Committee be submitted to the full Authority meeting in January.

The meeting concluded at 4:30pm

Chairman

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 14 December 2017

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Prejudicial interest
B Wilkins		No additional declarations of interest over those already recorded.	
M Whitaker	6-14	Toll payer, hire boat operator, BHBF Chair, resident.	
J Knight	6-14	Toll payer, Hire boat operator, land owner, resident	
S Sparrow	6-14	Hire boat operator, toll payer, resident, landowner	
M Heron	6-14	Toll payer, landowner, Member British Rowing/Norwich RC/NSBA	
K Allen	6-14	Director BASG	
G Munford	10, 12	Fellow director of Broads Tourism. Customer of Norfolk Boat Sails.	✓
P Dixon	10-12	Chair of Planning Committee	
J Ash		Trustee director of WYCCT	
A Goodchild	6-14	Toll payer, land owner, chair BM commercial, director GMS	
L Aspland		Toll payer, local resident, NBYC committee, hunter fleet	
N Talbot		Toll payer, NBYC, NSBA	

Broads Authority
Planning Committee

Minutes of the meeting held on 5 January 2018

Present:

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

Mr H Thirtle
Mr V Thomson (Minutes 10 – 14)
Mrs M Vigo di Gallidoro

In Attendance:

Ms N Beal – Planning Policy Officer (Minutes 6/11)
Mrs S A Beckett – Administrative Officer (Governance)
Mr S Bell – for Solicitor
Ms A Cornish – Planning Officer
Mr A Ellson – Senior Ranger deputising for the Head of Ranger Services
Mr T Risebrow – Planning Officer (Compliance and Implementation) (Minute 6/9)
Ms M-P Tighe – Director of Strategic Services

6/1 Apologies for Absence and Welcome and Appointment of Acting Chairman

The Director of Strategic Services welcomed everyone to the meeting.

Apologies had been received from Sir Peter Dixon, Mr Paul Rice and Mr Vic Thomson (although he was expected to arrive later in the meeting).

In view of the Chairman and Vice-chairman not being available, the Director of Strategies asked for nominations to appoint an acting Chairman for the meeting.

Mr Haydn Thirtle proposed, seconded by Bill Dickson the nomination of Jacquie Burgess. There being no other nominations, it was

RESOLVED

That Jacquie Burgess be appointed as Acting Chairman of the Planning Committee for this meeting.

Jacquie Burgess in the Chair.

6/2 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. A general declaration of interest was made on behalf of all the Committee in relation to 6/11 Wroxham Neighbourhood Plan as one of the properties mentioned as part of the Authority's Local List was owned by a member of the Navigation Committee.

6/3 Minutes: 8 December 2017

The minutes of the meeting held on 8 December 2017 were agreed as a correct record and signed by the Chairman.

6/4 Points of Information Arising from the Minutes

Minute 5/8 (4)(5) and (6) BA/2017/0404/FUL and BA/2017/0405/FUL Carlton Marshes Nature Reserve and BA/2017/ 0392/FUL Land at Tonnage Bridge, Dilham

It was confirmed that the site visit will take place on Friday 19 January 2018 starting at the Authority's offices at 9.30am. Details have been sent out.

No further points of information were reported.

6/5 To note whether any items have been proposed as matters of urgent business

No items of urgent business had been proposed.

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

(1) The Openness of Local Government Bodies Regulations

No member of the public indicated that they would be recording the meeting.

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.)

6/7 Requests to Defer Applications and /or Vary the Order of the Agenda

The Chairman commented that she did not intend to vary the order of the agenda or defer consideration of the applications.

6/8 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 the 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/2017/0268/FUL Wayford Marina, Wayford Road, Wayford Bridge, Stalham** Redevelopment of the Existing Wayford Marina to include an improvement to the facilities, allow public access and the construction of an additional workshop, office and toilet.
Applicant: Wayford Marine Ltd

The Planning Officer explained that the application was before members as it was a major application.

The Planning Officer provided a presentation and assessment on the proposals for the continued use of, and improvements to the boatyard, comprising the erection of three buildings and other improvements to allow for a total of 79 moorings for a variety of uses –hire, sale, and customer/public use. The application also sought to discharge an existing Section 52 Agreement, the precursor to a Section 106 Agreement to ensure that the storage of boats was controlled so as to avoid an unacceptable impact on navigation.

She explained that the boatyard had recently changed hands and the new owners were keen to rationalise the operation of the yard and improve the facilities to increase the viability of the site which had unfortunately not been realising its full potential in recent years. This involved tidying up the site, providing more undercover storage, improving the mooring provision, making the slipway available for use by the public as customers of the boatyard and contributing to the tourism industry with the continued provision of day boats for hire and the creation of visitor moorings.

The Planning Officer commented that since the report had been written, no further comments had been received. She explained that the Highways Authority had objected to the original application since this included holiday accommodation and it was anticipated that this would result in unacceptable additional traffic being generated. However, the

applicant had withdrawn this element of the application and therefore the Highways Authority had removed their objection. She referred to the shared access to the site explaining that this was a civil matter and would be dealt with under the correct legislation, but was not a planning material consideration.

The Planning Officer addressed the main issues for consideration of the application namely the principle of the development; impact on navigation; highways impact; design and materials; landscape and trees; ecology; and floodrisk and took account of the comments and objections received. With regard to the Section 52 Agreement, this was no longer required and any matters which it had originally covered regarding the protection of the navigable river could be more effectively achieved by conditions and the applicant was amenable to this. She concluded that the application was in general accordance with policy and could be recommended for approval subject to conditions as outlined within the report, with an additional condition concerning the use of the slipway.

Members considered that the amount of investment proposed in association with this application and the additional facilities to be provided was extremely important and was to be welcomed. They were reassured that with the Authority's regular monitoring programme in place and the vigilance of the Authority's Rangers, the development could be controlled and the conditions were enforceable. Members also considered that the biodiversity measures, as part of the application were imaginative and to be welcomed.

It was clarified that the use of the slipway was not to be for general "public use" but would be integral to the boatyard for customers of the boatyard. The Planning Officer explained that the additional condition was at the request of the Chairman of the Committee, was integral to the existing overall plans and was a means of reinforcing those plans. Therefore the wording would clarify this to ensure that the slipway would remain accessible in perpetuity for the use of customers to the boatyard.

Haydn Thirtle proposed, seconded by Bill Dickson and it was

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report subject to the discharge of the Section 52 Agreement, and the conditions outlined within the report and an additional condition regarding the accessibility of the slipway for the use of customers to the boatyard.

In the opinion of the Local Planning Authority the proposed development is in full accordance with Policies CS1 Landscape Protection and Enhancement, Policy CS3 The Navigation, CS4 Creation of New Resources, CS6 Historic and Cultural Environments,

CS9 Sustainable Tourism, CS14 Water Space Management, CS17 Access and Transportation, CS23 Economy and CS20 Rural Sustainability of the Core Strategy and Policies DP1 Natural Environment, DP2 Landscape and Trees, DP4 Design, DP5 Historic Environment, DP11 Access on Land, DP29 Development on Sites with a High Probability of Flooding, DP12 Access to the Water, DP13 Bank Protection, DP14 General Location of Sustainable Tourism and Recreation Development, DP16 Moorings, DP20 Development on Waterside Sites in Commercial Use, including Boatyards and DP28 Amenity and the NPPF.

- (2) **BA/2017/0389/FUL and BA/2017/0390/LBC Common Farm, Silver Street, Fleggburgh**, Demolition of workshop building, renovation of farmhouse and construction of single storey link extensions to farm buildings, convert to domestic use. Replacement cattle shed and farm storage buildings.
Applicant: Mr Peter Flowerdew

The Planning Officer provided an outline presentation of the proposals to restore, renovate and convert a complex of Grade II listed farm buildings and farmhouse, which had been the subject of concern to the Heritage Asset Review Group for some time, and for the erection of a replacement cattle shed and farm storage building. The District member, Haydn Thirtle had advocated a site visit since the actual fragile condition of the house and the site was of concern. The Parish Council would be conducting their own site inspection.

Haydn Thirtle proposed, seconded by Mike Barnard and it was

RESOLVED unanimously

that the application be the subject of a site visit to take place on 19 January 2018 and included in the day for the site visits to Carlton Marshes and Dilham.

6/9 Enforcement of planning control – non-compliance with planning conditions: Barnes Brinkcraft, Hoveton

The Committee received a report and detailed presentation on the breach of conditions as part of planning permission granted in July 2017 (BA/2017/0155/FUL) at the Barnes Brinkcraft site in Hoveton for a mooring basin, configuration of moorings and location of pontoon. The cumulative effect of the changes that were made was that there was an adverse impact on the navigation channel, by the encroachment of the extended land by about 1.2 metres from that which had been granted permission, the incorrect positioning of the mooring pontoons on the pilings and the encroachment effect of vessels mooring on the additional new pontoon, all of which caused concerns over safety.

The Navigation Committee had considered the matter at its meeting on 14 December 2017 and together with the Head of Ranger Services, the Navigation Officer, emphasised that this area was subject to a high level of traffic and expressed concern that any encroachment into the river at this already narrow channel represented a real hazard to boats navigation. Any reduction in the width of the river would lead to congestion in traffic and reduction in manoeuvrability.

A member queried the decision as to how and why the outer edge of the moored barge should be regarded as, de facto, the edge of the river bank and did this decision establish a dangerous precedent?

Members were in accordance with the views of the Navigation Committee. They acknowledged and welcomed the continued investment in the site by one of the largest hire boat operators. However, the Committee felt very strongly that the encroachment of this unauthorised development into the navigation area was deemed unacceptable for reasons of health and safety issues. They were keen for officers to seek a negotiated settlement but were concerned that a resolution was sought and achieved prior to the start of the holiday season, bearing in mind that this began with Easter at the end of March 2018.

Members noted that the Authority had navigation powers with regard to safety aspects, but it was important that the planning issues were resolved and regularised in conjunction.

RESOLVED

- (i) that the unauthorised development at Barnes Brinkcraft into the navigation area is unacceptable;
- (ii) that officers are authorised to negotiate the restriction on the vessel length, an agreed mooring configuration, a scheme of management in respect of the pontoon, and the removal of the build-out;
- (iii) that officers provide a verbal update on negotiations at the next Planning Committee meeting on 2 February 2018 and provide a written report for the Committee on 2 March 2018 on progress and potential resolution.

6/10 Enforcement Update

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

With reference to the **Wherry Hotel, Oulton Broad**, The Planning Officer assured members that progress was being made. The key issue in being able to process and approve the application related to resolving the landscaping scheme which had been partly hindered due to the legal conflict over access and car parking with the owner of the boathouse

adjacent to the site. A meeting was due to be held in the following week beginning 8 January 2018 with the landscape architects.

There were no further updates to report.

RESOLVED

that the report be noted.

**6/11 Consultations Documents Update and Proposed Responses:
Wroxham Parish Council: Wroxham Neighbourhood Plan Sustainability
Appraisal Scoping Report**

The Committee received a report setting out the proposed Authority response to Wroxham Parish Council's Neighbourhood Plan Scoping Report.

RESOLVED

that the Authority endorse the proposed response as set out in the report subject to amendments to some minor typographical errors.

6/12 Appeals to Secretary of State Update

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since May 2017.

RESOLVED

that the report be noted.

6/13 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 23 November 2017 to 14 December 2017.

RESOLVED

that the report be noted.

6/14 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 2 February 2018 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 11.14 am.

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning Committee**

Date of Meeting: 5 January 2018

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Haydn Thirtle	6/8(2)	BA/2017/0389/FUL Borough and County Councillor for the area. Attended a meeting of the Parish Councils and a public meeting on the application. Have also spoken to the applicant.
All Members	6/11	General Interest: Wroxham Neighbourhood Plan: one property: The Sherriff House, owned by a member of the Authority's Navigation Committee.

Broads Authority

Planning Committee

Minutes of the meeting held on 2 February 2018

Present:

Sir Peter Dixon - in the Chair

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

Mr P Rice (Minutes 7/1 - 7/8(7))
Mr H Thirtle
Mr V Thomson

In Attendance:

Ms N Beal – Planning Policy Officer (Minutes 7/10)
Mrs S A Beckett – Administrative Officer (Governance)
Mr S Bell – for Solicitor
Mr N Catherall – Planning Officer (Minute 7/8(1) and (2))
Ms A Cornish – Planning Officer (Minute 7/8 (4))
Ms M Hammond – Planning Officer (Minutes 7/ 8(5) and (6))
Mr B Hogg – Historic Environment Manager (Minute 7/8(8))
Mrs K Judson – Planning Officer (Minute 7/8(8))
Mr G Papworth – Planning Assistant (Minutes 8/(3) and (7))
Ms M-P Tighe – Director of Strategic Services
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke:

BA/2017/0405/FUL Study Centre, Burnt Hill Lane, Carlton Colville

Mr Steve Aylward (0405FUL) Applicant – Property Services Manager,
Suffolk Wildlife Trust

BA/2017/0392/FUL Land North of Tonnage Bridge Cottage, Oak Road, Dilham

Mr Walker Objector, resident of Oak Farm
Mr Luke Paterson Applicant

BA/2017/0474/FUL 21A Church Close, Chedgrave

Mr Fergus Bootman Agent on behalf of applicant

BA/2017/0454/COND Hoveton Marshes, Horning Road, Hoveton

Mr Jonathon Wood Applicant - Natural England

7/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting.

Apologies had been received from Mr J Timewell and Mrs M Vigo di Gallidoro

7/2 Declarations of Interest

Members indicated they had no further declarations of interest to make other than those already registered and as set out in Appendix 1 to these minutes. A general declaration of interest was made on behalf of all the Committee in relation to Minute 7/8(8) BA/2017/0475/FUL as this was a Broads Authority application.

7/3 Minutes: 5 January 2018

The minutes of the meeting held on 5 January 2018 were agreed as a correct record subject to an amendment at Minute 6/9 after para 2 of the minute to include the following wording relating to:

Enforcement of planning control – non-compliance with planning conditions: Barnes Brinkcraft, Hoveton .

“A member queried the decision as to how and why the outer edge of the moored (Chris Prior’s) barge should be regarded as, de facto, the edge of the river bank and did this decision establish a dangerous precedent”

Subject to this amendment, the minutes were signed by the Chairman.

7/4 Points of Information Arising from the Minutes

No further points of information were reported. The Chairman stated that an answer to the member’s query above should be provided.

7/5 To note whether any items have been proposed as matters of urgent business

No items of urgent business had been proposed.

7/6 Chairman’s Announcements and Introduction to Public Speaking

(1) The Openness of Local Government Bodies Regulations

The Press reporter indicated that he would be recording the meeting.

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) Planning Officer – Maria Hammond

The Chairman announced that this would be Maria Hammond's last Planning committee meeting for the Authority as she would be leaving to go to work for Norwich City Council. Maria had been with the Authority for nearly 10 years having started as a trainee. She would be greatly missed. The Committee was very grateful for all she had done for the Authority and wished her all the very best for the future.

(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.)

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

The Chairman commented that he did not intend to vary the order of the agenda or defer consideration of the applications.

7/8 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 the 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.

The Minutes here set out the following two applications in the order in which they were dealt with at the Meeting. This was in the reverse order as to how they appeared on the agenda.

- (2) BA/2017/0404/FUL Carlton Marshes Nature Reserve, Carlton Colville**, Habitat creation within two blocks of arable marsh. To include earthworks, low-level bunds and water level management structures, including a windpump. Floodbank strengthening, improvements to access routes used by visitors and the construction of six hides and viewing platforms. New boardwalk and widen an existing path.. Applicant: Suffolk Wildlife Trust

The Planning Officer provided a detailed presentation and assessment of the proposals for Habitat creation on the Petos Marsh and Share Marsh to be part of the Suffolk Wildlife Trust Nature Reserve at Carlton Marshes. It was noted that part of the site was within an SSSI in addition to the Broads Special Area of Conservation and the Ramsar site. Members of the Committee had had the opportunity of a site visit on 19 January 2018, a note of which was attached to the report for

application BA/2017/0405/FUL. They had also visited the site in July 2017 as part of the Authority's Members' Annual Site Visit. In addition the Planning Officer provided details of the locations and design of the 6 viewpoint structures comprising the tower hide, main hide and two open aspect hides plus two viewing platforms included in the application, as well as the windpump. He explained that the long ramped access to one of the hides only had a maximum height of 1 metre so it was a long low gradient and was definitely suitable for wheelchair access. He explained that the scales of the hides would not have a significant impact on the landscape and would be appropriate.

In conclusion the Planning Officer stated that the proposals would represent a significant advance for the nature reserve and contribute to the Suffolk Wildlife Trust's objectives in realising its long term plans and aspirations for the site, it would also provide a much larger and more diverse and resilient nature reserve, increasing the biodiversity since it would provide improved habitat for a large population of priority wetland species including the bittern. The proposal would enhance the landscape, would improve access and visitor experience and the related infrastructure was appropriate and suitable for the site. There would also be no adverse impacts on the SSSI or flood risk. It would also fit in with the Authority's first and second purposes for the special area of a National Park. It was recognised that there would be some disturbance whilst work was ongoing but suitable measures were to be put in place which had been accepted by the Broads Authority's ecologist. It was also recognised that there would be increased recreational pressures, but there was a suite of mitigation measures, including the design of the access, within the scheme that would offset these. The Planning Officer therefore recommended approval subject to conditions.

Members welcomed the proposals, in particular the hydrological measures and flood strengthening and crest raising which strengthened the functioning of Compartment 28 for flood risk as it actually completed the BESL works which had not been possible under the previous ownership of the land. The creation would enhance the biodiversity and enhance the landscape. The circular walks and viewing structures would be beneficial to encouraging visitors to explore and learn about the wildlife and in all the proposals would be a major boost to the Southern Broads and a tremendous asset to the tourism of Oulton Broad, both locally and regionally.

The Chairman put the officer's recommendation to the vote and it was

RESOLVED unanimously

that the application be approved subject to the conditions outlined within the report and relevant Informatives.

The proposal is considered to be in accordance with Policies CS1, CS4, CS 11, CS16, and CS20 of the Core Strategy (2007), Policies

DP1, DP2, DP4, DP11, and DP29 of the Development Plan Document (2011), and the National Planning Policy Framework (2012), and it is not considered the proposal would result in any significant environmental effects.

- (1) **BA/2017/0405/FULThe Study Centre, Carlton Marshes Nature Reserve, Burnt Hill Lane, Carlton Colville** Erection of a new 'gateway' visitor centre building with viewing deck and outdoor play area for the Suffolk Wildlife Trust Oulton and Carlton Marsh Reserves, including a shop and café, and short term accommodation for the interns working with the Trust. An associated new parking area with a new access from Burnt Hill Lane. Change of use of the existing education centre to a single dwelling and conversion of the existing car park area to part domestic garden and car parking associated with the new dwelling, with the remainder reverting to agricultural land.
Applicant: Mr S Aylward Suffolk Wildlife Trust

The Planning Officer provided a detailed presentation and assessment of the proposals for the new study centre and associated elements. As with the previous application, Members had also had the opportunity of a site visit on Friday 19 January 2018, a note of which was attached at Appendix 2 to the report. He addressed the main issues for consideration of the application namely the principle of the development; impact on navigation; highways impact; impact on residential amenity; design and materials; landscape and trees; ecology; and flood risk and took account of the comments and objections received.

The Planning Officer explained that the present visitor centre would be inadequate to cater for the expanded reserve. The proposed centre would provide a gateway facility to the nature reserve, would improve the facilities and provide the kind of visitor experience and educational assets required of a site of such interest and size. The loss of agricultural land to provide the site for the centre as well as the play area was considered to be acceptable in terms of the NPPF. The proposal would not have an unacceptable adverse impact on the landscape, the centre being set into the lower part of the sloping field, lower than the residential development of Carlton Colville to the south and adjacent to the converted barns forming residential properties to the east as well as being of a suitable design.

It was explained that there had been some concerns over the access from Burnt Hill Lane and the car park. Since the writing of the report, further correspondence had been received from the occupier of one the converted residential barns which was read out, expressing concerns about visual, noise and air pollution impacts of the proposals, particularly on the amenity of the property. Although concerned about the height of the bund obscuring views, concern was also expressed that the earth mound would not prevent noise and pollution and that a higher mound would be required. The resident therefore hoped that the

application would be approved but that the car park be located further south, up the field. The Planning Officer explained that the location of the car park and the issues raised had been given careful consideration. The separation of the car park 35 metres from the residential properties (as opposed to the existing 17 metres from the current car park), being dug down into the site and the creation of a bund and additional planting was considered to mitigate any impact and considered, on balance to be acceptable. The overflow car park would be an area of grass located en route to the main car park, would only be used in very peak times, was well drained and would not be marked out.

The Highways Authority was satisfied that the pattern of use of the site would not comprise highway safety. A further update had been received from Suffolk County Council Highways who had requested an additional condition to provide adequate visibility spays at the entrance of the site and were satisfied that the turning areas would be suitable.

With regard to the discovery play landscape area, Members were assured by the applicant that despite the angular graphical representation, the play area would only have low earth bunds that would follow the contours of the land, would not be very high and would be planted as a long grass mosaic. The resulting effect would be much softer than the plans depicted and the design would mirror the form of the visitor centre to achieve visual integration.

The Planning Officer commented that the conversion of the existing education centre to residential was considered acceptable as “enabling development” since from a viability point of view it would constitute the match funding required as part of the Heritage Lottery Fund bid. There would be no additions to the buildings and the existing car park for the reserve would become a garden in part and the remainder for agricultural use. It would be a departure from policy, being outside the development boundary and would be advertised as such.

Members were assured that that there would be no adverse impact on the Land Spring Drain that was to be widened. The application was accompanied by a Hydrological Report and Assessment and Ecology report providing a comprehensive suite of mitigation measures that were considered to adequately address any potential negative impacts on the integrity of the designated site.

With regard to the timing of the demolition of the silos and derelict barn, this would be controlled by condition where the full details would be required and need to be carried out before any opening of the full development.

Having addressed the main issues in relation to the application, the Planning Officer concluded that overall the proposals would represent a significant advance for the nature reserve and would contribute to the

Suffolk Wildlife Trust's ambitions in achieving its long term plans and aspirations for the site.

Members very much welcomed the proposals considering that they would be good for the Southern Broads and would be of tremendous benefit to the Broads National Park. The scheme would provide facilities that would encourage a diverse range of people to the site, expand the environmental educational role of the centre and encourage more families to visit in the longer term. It would, in effect provide a mirror of the How Hill educational centre in the north of the Broads area. It was noted that the plans did concentrate on visitors to the site coming by car and Members considered that other forms of access by public transport should be encouraged and be advertised, such as a bus route perhaps with a stop at the top of Burnt Hill lane.

Members welcomed the application and gave it strong support. The applicant indicated that it was anticipated that the new centre would be opened by Easter 2020.

The Chairman put the officer's recommendation to the vote and it was

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report.

The proposal is considered to be in accordance with Policies CS1, CS4, CS9, CS10, CS11, CS16, CS19, and CS20 of the Core Strategy (2007), Policies DP1, DP2, DP3, DP4, DP11, DP14, DP28, and DP29 of the Development Plan Document (2011), and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application.

- (3) **BA/2017/0392/FUL Land North of Tonnage Bridge Cottage, Oak Road, Dilham** 10 glamping pods and carpark
Applicant: Mr L Paterson

The Planning Assistant provided a detailed presentation and assessment of the application for 10 Glamping Pods on a 400metre strip of land adjacent to the North Walsham and Dilham canal as a scheme of farm diversification. Members of the Planning Committee had had the benefit of a site inspection on Friday 19 January 2018, a note of which was attached as Appendix 2 to the report. He addressed the key issues relating to the application concerning the design and materials of the proposal, its impact on the surrounding landscape, highway network, ecology and amenity of the neighbouring occupiers, in particular taking account of the criteria in Policy DP14 - General Location of sustainable Tourism and Recreational Development.

Since the report had been written, correspondence had been received from the local District Councillor for the area, Lee Walker, in support of

the application, commenting that the impact on the nearby residential properties would be relatively low, there would be adequate noise management, and that it represented a suitable form of farm diversification. It was noted that this replaced the objection previously raised.

The Planning Assistant confirmed that the management of the site, particularly with regard to noise, would be enforced by the applicant. The condition requested by the Highways Authority for two additional passing bays could also require that these be installed before the development took place. The Planning Assistant concluded that the NPPF and the planning policies placed a great emphasis on the protection of specially designated landscapes such as the Broads, but they were also supportive of encouraging a prosperous rural economy. In conclusion, it was considered that although there would be landscaping impacts, these would not be considered adverse and would not justify a refusal, given the design and layout of the site and other factors. It was also considered that there would not be significant impacts on the ecology, highway or neighbouring amenity and therefore the application was recommended for approval subject to conditions.

Mr Walker of Oak Farm Dilham explained that he was the resident of the property that might be most impacted on by the application. His greatest concern was that of traffic passing his property at the head of the track and that of the other residents passing down to the site. At present only local residents and the normal agricultural vehicles used the track and the proposal would result in a considerable increase in the volume of traffic. He was concerned that this proposal could set a precedent, become part of a much larger scheme opening up the area and leading to even more traffic and more people. These concerns were of more importance than those relating to the impacts on the landscape or noise issues. He queried whether this was the best location within the area, whether there was an alternative route to the site or whether anything could be done to minimise or divert the traffic to be using it, noting that his house was within 10 metres of the road.

Mr Paterson, the applicant explained he was the fourth generation landowner and was looking to diversify his farming practice and unlock his capital by making the land available to the wider public and tourists. He commented that the application was supported by the Planning Officer, the Highways Officer and the Local District Councillor. It was hoped that it would generate 4.8 jobs and significant income to the local economy by visiting tourists and provide the farm with substitute income for the outgoing basic payment scheme. He thanked Members for visiting the site and assessing the landscape. He always intended to clad the pods with cedar as the area's landscape was of concern to his family and always greatly appreciated. The site had been chosen with the benefit of pre-application advice from the planning officers. In response to a question he confirmed that he owned the water as part of

the Dilham canal and was involved with the campsite at Dilham with experience in the hiring of canoes. He explained that canoes from this site could be launched from next to Tonnage Bridge and those using canoes would have to be briefed by staff who would be on hand to help. The canoes and the bicycles available for hire would be stored at the main farm and only brought down to the site when booked. With regard to the concerns relating to safety, Mr Paterson explained that there was a hedge between the canal and the site and this would act as a physical barrier. He reiterated that those hiring the canoes would have to have a safety briefing and it would be compulsory to wear life vests. This was necessary for insurance purposes as well as to keep people safe. He explained that it would be possible to install life safety rings.

In response to a further question regarding traffic, he confirmed that at full occupancy the car park would have a maximum of 15 spaces at full take up, but it was hoped that people would stay on the premises, using bikes and canoes thus minimising traffic movements. With reference to maintenance traffic, it was anticipated that there would be no more than ordinary farm traffic for cutting the grass and servicing the pods, which were specifically designed to be as low maintenance as possible.

The Chairman read out the comments from Mr Timewell in support of the application, who although unable to be present for this meeting, had attended the site inspection.

Members were supportive of the application especially in terms of rural diversification. They were pleased to be informed that the applicant had worked well with the planning staff and the application, including its location had been developed with their advice particularly with regard to the landscape and distances between the pods. They also considered that the design and materials for the pods were acceptable. They were not insensitive to the concerns of the residents about the extra traffic movements but considered that these were not sufficient to justify refusal, particularly given the support of the Highways Officer. They were concerned about the safety measures with regard to the use of canoes and the proximity to the water, that these were paramount and therefore considered that an additional condition to any approval would be required to cover these. They also considered that a condition relating to the storage of bikes and canoes be included bearing in mind the impact on the landscape and the need to reduce any form of clutter being introduced on site.

The Chairman put the officer's recommendation to the vote and it was

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report with two additional conditions to cover safety –lifesaving

equipment, and the storage of bicycles and canoes off site. In the opinion of the Local Planning Authority the development is acceptable in respect of Planning Policy and in particular in accordance with the National Planning Policy Framework and Policies DP1, DP2, DP4, DP11, DP14, DP15 and DP28, as the development is considered an appropriate form of farm diversification protecting rural employment, with no significant adverse impact on the landscape, neighbouring amenity, highway network or ecology subject to the recommended conditions.

(4)

BA/2017/0747/FUL 21A Church Close, Chedgrave

Construction of Two New Dwellings and Associated Hard and Soft Landscaping

Applicant: Brian Sabberton Limited

The Planning Officer provided a presentation on the application to construct two new dwellings of one and a half storeys in an area of 0.25 ha currently forming part of the garden of 21A Church Close in Chedgrave comprising mown grass and trees protected by Tree Preservation Orders and a pond. It was emphasised that the site was outside the development boundary and adjacent to the Loddon and Chedgrave Conservation Area. Planning permission was being sought on the basis that one of the dwellings would be a “self-build” property and the other would be developed as a “custom build”.

The Planning Officer referred to the representations received, the majority of which objected on the basis of the site being outside the development boundary, adverse impact on residential amenity, only one dwelling would be self-build and there was no need in terms of identified housing need. Since the writing of the report three further representations had been received adding to those comments already received as well as clarification from the agent as to why both properties should be self-build and custom build.

In assessing the application the Planning Officer took account of the main issues relating to the principle of the development, the design and materials, the highways impact, impact on landscape and trees, ecological impact and impact on residential amenity. The most significant issue was that of the principle of the development. Being outside the development boundary the application was contrary to Policy DP22 of the Development Management Policies and Policy CS24 of the Core Strategy. The Planning Officer emphasised that based on the figures in the Objectively Assessed Need (OAN) for the Central Norfolk Housing Market Area, there was no need for additional open market housing development within the current Local Plan period 2015 – 2036. The allocation need had already been exceeded by 12.9%.

The site was not allocated as a residential site within the new Local Plan or included in an amended development boundary. The Planning

Officer provided details on the definition of self-build and custom-build as defined in the Housing and Planning Act 2016 and considered that only one of the proposed dwellings fitted the appropriate criteria. It was considered that on the basis of the figures available in relation to the requirement for and delivery of such units within the Broads Authority's Executive Area there was no urgent need to warrant granting permission contrary to Local Plan policy requirements.

The Planning Officer concluded that although the site was considered to be in a sustainable location and other aspects of the proposals were in accordance with policy, in this instance there were no material considerations justifying granting permission contrary to Development Plan Policies. Therefore refusal was recommended.

Members gave very careful consideration to the arguments for self-build, asking for a number of clarifications. It was noted that the self-build legislation recognised circumstances where land supply was limited, as in the case of the special characteristics of the Broads area and enabled an LPA to apply for an exemption, which the Authority had done, with the decision awaited. It was appropriate for people to register for self-build but this did not mean that this could become an application which should automatically be approved. It did not trump any other considerations. Self-Build was an emerging policy and it was considered that the Authority would satisfactorily comply with the requirements and responsibilities under the Self-Build and Custom Housebuilding Act within the required period.

Mr Bootman on behalf of the applicant commented that the application for two self-build dwellings was unusual and possibly unique in the Broads area as it lay within the heart of the large settlement of Chedgrave, in Flood Zone 1 and in a location where the development could take place without harm to other properties. It was probably for this reason that it was included in the development boundary when the current owner purchased the property in 1979. Considering the self-build nature of the proposals, in order to boost the provision of self-build homes, all Local Planning Authorities were required to monitor this and ultimately to grant sufficient consents to satisfy demand in their area. The Broads Authority was not exempt from the legislative position. If the Authority was on track to fulfil its obligations, and some progress had been made, this still left 36 to be granted within 18 months. He referred to para 50 of the NPPF and para 159 of the planning policy guidance and the requirements of LPAs. He addressed the recommendations of the officers, noting that Policy DP22 lacked consistency with the NPPF, and that the Development Management policies were adopted prior to the Self Build and Custom Build Housing Act. He referred to Para 14 of the NPPF where there was presumption in favour of sustainable development and the criteria for plan making and decision making. He also referred to a number of appeals relating to refusals for self-build outside the development boundary that had been allowed within South Norfolk and the reasons for doing so, details

of which had been submitted with this application. He commented that the application could not be refused on principle alone. He urged members to recognise the unique circumstances in this highly developed area, to avoid the risk of appeal and to grant planning permission.

Members were mindful that there had been a number of recent appeal decisions within the Broads area where the question of harm had been given considerable weight in the Inspector's decision and appeals allowed on the basis of absence of "harm". They recognised that it was necessary to balance the various arguments. Members considered that the proposed development and the emerging policies posed complex issues for consideration. They were mindful of the comments and objections received and accepted that this was an unusual case requiring fine judgement. They gave careful consideration to the development boundary and the context of the site, and the exact locations of the new build, noting that they would be contiguous but on the wrong side of the development boundary. They also noted the additional justification as to why they considered that the second house was custom build.

The Chairman stated that the arguments were very finely balanced. The application was clearly outside the development boundary and therefore the issue was whether granting permission for building outside the development boundary would create sufficient harm as to warrant refusing the application taking account of the arguments put forward.

The Chairman put the officer's recommendation of refusal to the vote. Only one member voted in favour of the Officer's recommendation in the report.

The Chairman put the alternative to grant planning permission, given the unusual set of circumstances in this instance

It was RESOLVED by 4 votes to 1 with 3 abstentions:

- (i) that planning permission be approved subject to appropriate conditions to include:
 - Standard time limit for commencement
 - In accordance with submitted plans and supporting documents
 - Materials and Design
 - In accordance with arboriculture report
 - Landscaping to include retention of the hedge, scheme for landscaping to be undertaken in the next planting season and replacement of any plants
 - Ecology
 - Highways

Members requested that officers impose other conditions as required and appropriate for a development of this type in accordance with usual practice.

- (ii) that the application would need to be advertised as a departure from policy in accordance with the required procedures.

Reason for Decision being contrary to the Officer's recommendation:

Although the site is outside the development boundary and therefore would be contrary to Policy DP 22 and CS 24, Members did not consider that there would be such a level of harm to justify refusal in view of the fact that the proposal satisfies other development plan policies, is considered to be in a sustainable location and the material considerations outweigh the departure from development plan policy.

In the opinion of the Local Planning Authority the proposed development although outside the development boundary, is considered to be in accordance with Development Management Policies DP4 – Design, DP11 – Access, DP2 – Landscape and Trees and para 115 of the NPPF, Policy DP1 – Ecological impact, Policy DP28 – Residential amenity.

- (5) **BA/2017/0454/COND Hoveton Marshes, Horning Road, Hoveton**
Variation of condition 2: approved plans, and removal of conditions 7: ramp sections, and 9: archaeology of permission BA/2014/0407/FUL
Applicant: Natural England

The Planning Officer provided a presentation on the proposal to vary and remove three conditions relating to application BA/2014/0407/FUL concerning the approved plans, ramp sections and archaeology on the Hoveton Marshes. The application related to three areas and proposed amending an approved canoe trail to a boat trail, using traditional dredging techniques in place of mud pumping, amending the slipway and staithe structures, omitting the approved de-watering lagoon and removing the need to submit further details of a ramp. There had been no change in local or national planning policy since the original permission which remained extant. It was therefore not necessary or appropriate to reconsider the principle of the overall scheme. The Navigation Committee would also be considering the proposal at their meeting on 22 February 2018. The recommendation was therefore subject to consideration of any additional responses and comments that may be raised subsequently.

Since writing the report, further representations had been received from Hoveton Parish Council who had no objections and the Environment Agency who had no comments.

The Planning Officer explained that an aim of the project was to provide access and enhance understanding and enjoyment of the marshes. The amendment from creating a canoe trail to be used by several vessels to providing a trail for one vessel was aimed at encouraging a greater section of the community to partake of the experience of the improved habitat and appreciate the landscape and wildlife value of a previously inaccessible area. The route would also be amended to go around the outside of the marsh rather than through it, resulting in less disturbance to part of the marshes and therefore limiting habitat fragmentation. The boat would be able to make a greater number of trips per day but it was considered that one boat rather than up to a total of seven canoes could result in less noise and would also be easier to manage. The sediment removal and amending the slipway and staithe structure were also not considered to result in any additional or unacceptable ecological, landscape or amenity impacts. As the dewatering lagoon was no longer required the associated requirements for archaeological investigations would not be necessary. Therefore it was considered that the variation of condition 2 and removal of condition 9 were acceptable. With regard to details for the changes to the levels to provide a ramp it was considered that these would still be required and therefore it was proposed that Condition 7 should remain. In conclusion, the Planning Officer recommended approval as stated above subject to the conditions set out in the report, including re-statement of the conditions as required in the original permission.

Mr Wood for the applicant reinforced the comments from the Planning Officer about the reasons for changing the trail and its use from several canoes to one boat. It was anticipated that this would enable a wider audience to visit the site and it would be more ecologically acceptable. The type of boat would be consistent with the habitat and other similar sites where ecological trails were operated within the Broads. It would be similar to that operated at Bewilderwood, although Hoveton Estates would be operating it.

Members welcomed the amendments considering they would provide greater inclusivity by offering the experience of the area to a wider range of visitors and they concurred with the officer's assessment. They were concerned that commercial activities should not overtake the ecological purposes of the site and reinforced the need for the condition requiring the specification of the type and size of the boat to be used.

The Chairman put the officer's recommendation to the vote and it was

RESOLVED unanimously

that subject to any further consultation responses which may be received and the views of the Navigation Committee, the proposal to vary condition 2 and remove condition 9 is therefore acceptable, but

condition 7 should be varied not removed and subject to retention of all other conditions appropriately re-worded to amend the word 'canoe' to 'boat' and reflect the fact some pre-commencement conditions have already been discharged.

In the opinion of the Local Planning Authority, the proposal is acceptable in accordance with Policies CS1, CS6, CS9, CS11, CS17 and CS20 of the adopted Core Strategy (2007), Policies DP1, DP2, DP3, DP4, DP5, DP11, DP12, DP14, DP28 and DP29 of the adopted Development Management Policies (2014) and the National Planning Policy Framework and it is not considered the proposal would result in any significant environmental effects.

(6) BA/2017/0068/FUL Broadland Hoarding Solutions, 19 Station Road, Reedham Office extension, new boathouse and replace existing boathouse
Applicant: Mr David Grint

The Planning Officer provided a presentation on the proposal for a development in three phases involving an extension to provide an office, a new boathouse and to replace the existing boathouse on a site of approximately 0.61 hectares on the former Corvette Marine boatyard now occupied by Broadland Hoarding Solutions. The first phase involving the provision of an office extension would also include the subsequent removal of the portakabins. The second phase involved the provision of a new single storey boathouse to include a small reception area, mess/office and toilet. The third phase involved the replacement of the existing boatshed. The proposals also included retention and completion of a high close boarded timber fence.

Since the writing of the report comments had been received from the Internal Drainage Board confirming that it was not responsible for the associated ditch. The Environmental Protection Officer had responded that any planning permission granted should contain appropriate additional conditions to cover aspects relating to contamination.

The Planning Officer addressed the main issues in relation to the application concerning flood risk, design, amenity, biodiversity, landscape and pollution. She concluded that the application could be recommended for approval subject to careful and appropriate conditions particularly relating to the management of the development in the interests of flood safety and protecting amenity.

Members expressed concerns about the height of the fence to the rear of the site, which was over 2m tall, but were advised that the occupiers of the neighbouring property welcomed the screening it provided.

Although the report recommended that it would be prudent to serve an Enforcement Notice requiring the removal of the portakabins by the end of 2018 or to coincide with the implementation of Phase 1, the

Solicitor commented that, there was no material change of use, and the matter was better managed through a planning condition.

Members welcomed the proposals to provide continued commercial use of the site with associated employment. The proposals also indicated clear attempts to tidy and improve the standard of the site. They concurred with the Officer's assessment and that approval be accompanied by tight conditions.

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

RESOLVED unanimously

that the application be approved subject to the conditions outlined in the report relating to phasing and operation to manage the development in the interests of flood safety and protecting amenity as well as biodiversity, landscaping and parking.

Subject to the conditions, in the opinion of the Local Planning Authority, the proposed development is acceptable in accordance with Policies CS1, CS9, CS20, CS22 and CS23 of the adopted Core Strategy (2007), Policies DP1, DP2, DP3, DP4, DP11, DP20, DP28 and DP29 of the adopted Development Management Policies (2014) and the National Planning Policy Framework which is also a material consideration in the determination of this application

- (7) **BA/2017/0496/FUL Pumping Station, Low Road, Strumpshaw**
Works to chimney, the engine house, moving of irrigation pump and landscaping in the area
Applicant: Ms Sarah Burston for RSPB

The Planning Officer provided a presentation on the proposal by the RSPB to undertake works to the chimney and engine house of the locally listed pumping station on the Strumpshaw RSPB reserve, to move the irrigation pump and landscape the area. This was one of the first applications as part of the Water Mills and Marshes project. The proposal also included the installation of interpretation that was particularly welcomed.

Since the writing of the report comments had been received from the Parish Council and Natural England both of which had no objections. The Environment Agency had no objections but required that the Authority should be satisfied that the proposals passed the Sequential Test and appropriate flood response plans were in place. The Planning Officer confirmed that Officers were satisfied.

The Planning Officer concluded that the proposal sought to improve the condition and longevity of an historically significant building in the Broads and that the methods to be employed were appropriate. The development was welcomed and it was recommended for approval

subject to conditions as listed in the report plus a further one covering a flood evacuation plan as required by the Environment Agency.

Members fully supported the application as part of retaining and improving the heritage assets of the Broads. They welcomed the proposals.

The Chairman put the officer's recommendation to the vote and it was

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report including conditions on the timing of the works and flood evacuation plan. The proposal is considered to be acceptable in accordance with Policies DP1, DP2, DP4, DP5, DP11, DP27, DP28 and DP29 of the adopted Development Management Policies DPD (2011), the National Planning Policy Framework (2012) and the general ethos of the Strumpshaw Neighbourhood Plan (2014) which is a material consideration in the determination of this application.

- (8) **BA/2017/0475/FJUL Griffin Lane, Thorpe St Andrew, Norwich**
Replacement boatshed
Applicant: Broads Authority (Daniel Hoare)

The Planning Assistant explained that the application was before the Committee as it was a Broads Authority application. The Solicitor and Monitoring Officer had examined the procedures and was satisfied that the proper procedures had been followed in the same way as for any other applications. The Planning Assistant provided a presentation of the application for a replacement wet boatshed on a like for like basis at the Authority's Dockyard site accessed by Griffin Lane. He explained that the building would provide a continuation of the existing use but in a purpose built structure. There would be no intensification of the use of the site therefore no impact on the local highway network, no detrimental impact on the surrounding landscape or flood risk. The Planning Assistant therefore recommended the proposal for approval.

Members concurred with the Officer's assessment.

The Chairman put the officer's recommendation to the vote and it was

RESOLVED unanimously

that the application be approved subject to appropriate conditions as outlined within the report. In the opinion of the Local Planning Authority the development is acceptable in respect of Planning Policy and in particular in accordance with policies DP2, DP4, DP18 and DP20 of the Development Management Policies DPD (2011) and TSA3 of the Site Specific Policies DPD (2014), as the development is considered an

appropriate form of development, with no detrimental impact on employment, landscape or flood.

7/9 Enforcement Update

The Committee received an updated report on enforcement matters already referred to Committee. Further updates were provided for:

- (i) **Burghwood Barnes** – Members noted that the appeal against the Enforcement notice had been dismissed, with the Notice varied to extend the period for compliance to six months. Therefore compliance was required by 9 July 2018. Officers would be visiting the site on 10 July 2018. The Head of Planning further reported that a number of conditions on previous consents had not been complied with. Officers would be inviting the landowners in to the office to discuss and explain in detail what would be required to achieve compliance with aspects relating to the appeal decision as well as the previous consents, bearing in mind the seasonal limitations and the impacts on ecology. Members requested an update for the next meeting.

The Local Member informed the Committee that his advice had been sought through Filby Parish Council. He had responded that it would not be appropriate for him to pass any judgement only that the landowner needed to comply with the permissions and to speak to the Head of Planning.

The Chairman referred to the disappointing article in the press but was reassured by the comments on social media that were more supportive of the Authority. Those interested should contact the Communications Officer (Digital and PR) (Tom Waterfall).

- (ii) With reference to the non-compliance with planning condition at **Barnes Brinkcraft** resulting in encroachment into navigation, the Head of Planning reported that the Head of Ranger Services had met with the owners of Barnes Brinkcraft on 1 February 2018 and a potentially acceptable scheme to the navigation officers was agreed revolving around a restriction on the way in which vessels could be moored to the pontoons together with a restriction on the length. Officers were awaiting further details from the company. It would be necessary for a planning application to be submitted accordingly and this would be brought to the Planning Committee, potentially in April, following consultation with the Navigation Committee.

The Head of Planning commented that with regards to safety and the requirements to maintain the appropriate width of the navigation channel, compliance would be expected in association with the scheme agreed with officers. It was noted that this would need to be monitored.

In response to the concerns mentioned at Minute 7/3, the Head of Planning explained that her understanding was that the navigation officers were satisfied that the extent of the mooring of the barge did not represent such an intrusion into the navigation for it to be unacceptable. The fact that the barge had been removed did not change that view. Members were concerned about potential precedent. The Head of Planning undertook to clarify the situation with the Head of Rangers and report back to the Committee.

There were no further updates to report.

RESOLVED

that the report be noted.

7/10 Duty to Cooperate: Norfolk Strategic Planning Framework – Official Endorsement and Norfolk Strategic Planning Member Forum – Terms of Reference

The Committee received a report setting out the proposals relating to Duty to Cooperate under the Norfolk Strategic Planning Framework (NSPF), for dealing with the strategic matters to be taken account of in the production of Local Plans by the constituent Norfolk LPAs and the procedures involved to do so. It was noted that the NSPF had been the subject of consultation and subsequently amended. The NSPF Member Forum had agreed new terms of reference and was recommending that all LPAs endorse the NSPF.

RESOLVED

- (i) That the NSPF be endorsed and it be RECOMMENDED to the Full Authority for endorsement.
- (ii) That the Terms of Reference be noted and given the importance of the issue, it was RECOMMEND to Full Authority that the Chairman of the Authority attend the Norfolk Strategic Planning Member Forum on behalf of the Authority.

7/11 Appeals to Secretary of State Update

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since May 2017.

RESOLVED

that the report be noted.

7/12 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 14 December 2017 to 22 January 2018.

RESOLVED

that the report be noted.

7/13 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 2 March 2018 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 13.20pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning Committee**

Date of Meeting: 2 February 2018

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members	7/8(8)	Application BA/2017/0475/FUL Replacement Boatshed at Griffin lane, Thorpe St Andrew. Broads Authority application.
Paul Rice		Chair of Broads Society