

AGENDA

1 February 2019

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 23 November 2018** 4 – 19
 7. **Summary of Progress/Actions Taken following Decisions of Previous Meetings** 20 – 24
To note schedule
- STRATEGY AND POLICY and PRESENTATIONS**
8. **Collaboration with Norfolk County Council** 25 – 27
Report from Chief Executive and presentation from John Jones, Head of Environment in the Community and Environmental Services, Norfolk County Council
 9. **Strategic Direction:** 28 – 33
 - (i) Strategic Direction 2018/19 34 – 36
 - (ii) Strategic Direction 2019/20
Reports by Chief Executive, Director of Strategic Services and Strategy Officer
 10. **Water, Mills and Marshes** –update from WMM Project Manager
 11. **CANAPE** – update from Canape Project Manager
 12. **Financial Performance and Direction** 37 – 66
Report by Chief Financial Officer
 - (i) Consolidated Income and Expenditure: 1 April to 31 December 2018 Actual and 2018/19 Forecast Outturn.
 - (ii) the Consolidated Budget for 2019/20 and Financial

- Strategy to 2021/22.
- (iii) Members' Allowances
- (iv) Advertising and Sponsorship Policy.

- 13 **UK National Parks Charity Foundation** 67 – 69
Report by Chief Executive

GOVERNANCE

- 14 **Appointments to Navigation Committee** 70 – 74
Report by Selection Panel Chair and Independent Person

REPORTS FOR INFORMATION

- 15 **The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code:**
Head of Safety Management to report

MINUTES TO BE RECEIVED

- 16 **To receive minutes of the following meetings:**
- | | |
|-------------------------------------------------------|-----------|
| Financial Scrutiny and Audit Committee – 24 July 2018 | 75 – 82 |
| Navigation Committee – 25 October 2018 | 83 – 90 |
| Planning Committee – 9 November 2018 | 91 – 102 |
| Planning Committee – 7 December 2018 | 103 – 113 |

- 17 **Feedback from Members appointed to represent the Authority on outside bodies 2018/19**

Broads Tourism – Mr Paul Rice
How Hill Trust – Prof Jackie Burgess
National Parks UK and National Parks England – Haydn Thirtle
Norfolk and Suffolk Broads Charitable Trust – Mr Bruce Keith and Mr Brian Wilkins
Upper Thurne Working Group – Mr Brian Wilkins
Whitlingham Charitable Trust – Mr Kelvin Allen, Mr John Ash, Mr Matthew Bradbury and Mr Bruce Keith

Local Authority Feedback – John Timewell, Haydn Thirtle, Lana Hemsall, Paul Rice, Vic Thomson, Gail Harris, Ron Hanton, Mike Barnard, Melanie Vigo di Gallidoro

- 18 **To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972**
- 19 **To answer any formal questions of which notice has been given**
- 20 **To note the dates of the next meetings:**

- **Friday 22 March 2019 at 9.00 – 10.30 am followed by a site visit to include Progress on Water Mills and Marshes project**
- **Friday 17 May 2019 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich**

Broads Authority

Minutes of the meeting held on 23 November 2018

Present:

Mr H Thirtle – in the Chair

Mr J Ash	Mr W A Dickson	Mr P Rice
Mr K Allen	Mr R Hanton	Mr S Roberts
Mike Barnard	Ms G Harris	Mrs N Talbot
Mr L Baugh	Mr B Keith	Mr J Timewell
Prof J Burgess	Mr G Munford	Mrs M Vigo di Gallidoro

In Attendance:

Dr J Packman – Chief Executive
Ms N Beal – Planning Policy Officer (Minute 3/13)
Mrs S A Beckett – Administrative Officer (Governance)
Ms M Conti – Strategy and Project Officer
Mr D J Harris – Solicitor and Monitoring Officer
Mr S Hooton – Head of Strategy and Projects (Up to Minute 3/13)
Ms E Krelle – Chief Financial Officer
Mr R Leigh – Head of Communications
Mr R Rogers – Director of Operations
Ms M-P Tighe – Director of Strategic Services

3/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting. In particular he welcomed Mr Ron Hanton the new Great Yarmouth Borough Council appointee.

Mr Hanton explained that his background was in the police force. He was first elected to Great Yarmouth Borough Council in 2010 where he was currently Chair of the Planning Committee. He was also a County Councillor.

Apologies had been received from Mr Matthew Bradbury, Mrs Lana Hemsall Mr Vic Thomson and Mr Brian Wilkins.

3/2 Chairman's Announcements

(1) Openness of Local Government Bodies Regulations 2014

The Chair reminded Members that the meeting would be recorded as a back-up for accuracy. The Broads Authority retained the copyright. If a member or a member of the public wished to receive a copy of the recording, they should contact the Solicitor and Monitoring Officer. No one else indicated that they would be recording or filming the meeting.

(2) Twenty-Five Years' Service – Phil Heath

The Chairman announced that he had pleasure in recognising the long service and association Phil Heath had with the Authority for 34 years. Phil had been involved in a number of short term contracts initially, taken on as a permanent seasonal staff member in 1992, permanent Fen Warden in 1995 to his present part time post as a Senior Operations Technician, working across the maintenance and construction teams undertaking a large variety of tasks. The Chairman paid tribute to Phil's reputation as a highly skilled field naturalist and his readiness to share his wealth of knowledge, adding colour and experience to those volunteering in the Broads.

The Chairman presented Phil with a token symbol of the Broads Authority's gratitude in recognition of over 25 years' service for his hard work in helping to keep the Broads a special place for all.

(3) Chairman and Vice-chairman activities

The Chairman provided members with an update on the appointments he had been involved in over the last two months:

He had attended

- Meetings with Keith Simpson MP, Norman Lamb MP and Brandon Lewis MP;
- At the meeting with Brandon Lewis he had discussed the potential Acle Bridge development and received a letter from him in support.
- Six Parish Council meetings at which he provided updates on the Authority's activities.
- A meeting with Thorpe Town Council.
- A meeting at the House of Commons hosted by the Campaign for National Parks where Julian Glover gave an address
- A meeting with Julian Glover and some of the National Parks Review team when they visited the Broads on 1 and 2 October 2018.
- Meetings with the Chief Executives and Leaders of Broadland District Council and Great Yarmouth Borough Council
- A relaunch of the Beccles Yacht station where the Town Council had taken back responsibility after 44 years.

He was also involved in the Navigation Committee interviews. Fifteen candidates have met the criteria for interview, 14 had been interviewed with one more interview outstanding.

The Vice-Chair reported that he had given two presentations on the work of the Authority to the Norfolk Club and at Dunstan Hall. These were based on a very impressive skeleton presentation provided by the Authority's Communications Team. He urged other members to use this and do the same.

On behalf of the Chairman, the Vice-Chair would be attending a meeting of the Chairs of the UK National Parks in Pembrokeshire in the week beginning 26 November 2018.

(4) **Date to Note: Conference: Norfolk a World Class Environment Wednesday 12 December 2018, 9am – 4pm at the Kings Centre, Norwich.** (Hosted by the Norfolk Rural Strategy Group)

All members had been sent an invitation to the event, the aim being to coordinate the development of a local Environment Plan for prioritising initiatives and securing funding in the future to respond to the government's 25 year Environment Plan.

(5) **General Proceedings.**

The Chairman commented that he would take it that Members had read the papers and therefore the emphasis would be for members to ask questions and debate the issues. It was hoped to complete the main business by 13.00.

3/3 Introduction of Members and Declarations of Interest

Members, who were toll payers declared a general interest in Item 9 of this Agenda concerning the setting of navigation charges for 2019/2020. Members indicated they had no further declarations of interest other than those already registered, and as set out in Appendix 1 to these minutes.

3/4 Items of Urgent Business

There were no items of urgent business.

3/5 Public Question Time

No public questions had been received.

3/6 Minutes of Broads Authority Meeting held on 28 September 2018

The minutes of the meeting held on 28 September 2018 were approved as a correct record and signed by the Chairman subject to an amendment to:

Minute 2/12 National Parks Response re: Legislation for the Future.

With reference to having similar powers to Highways Authority

Delete "neglect of riverbanks" replace with "overhanging vegetation"

To read " ie: to deal with maintenance and overhanging vegetation by landowners."

3/7 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.

In particular attention was drawn to the following:

Mutford Lock: It was anticipated that the Marine Management Organisation would approve the two Harbour Revision Orders to effect the completion of the transfer of the Lock to the Authority in January 2019.

Peer Review Action Plan: The new method for the appraisal of the Chief Executive had been completed successfully with an expression of confidence. A recommendation from the process, which would be taken forward with the LGA, was that the Chair and Chief Executive investigate and devise a Board Development Programme for 2019. This would be supported by the East of England LGA. A report would be brought to the Authority in due course.

Committee Membership and Member Appointments:

- (i) Appointment to Planning Committee: Ron Hanton had indicated he would be happy to serve on the Planning Committee. The appointment had been delegated to the Chair and Chief Executive.

RESOLVED

that the appointment of Mr Ron Hanton to the Planning Committee be endorsed.

- (ii) How Hill Trust: The Authority currently had two places on the Trust, one of which was filled by Jackie Burgess. Given that the Trust was undertaking a review and was looking at reducing the size of its Board, they had inquired as to whether the Authority wished to retain two members. Members agreed that one representative from the Authority was appropriate.

RESOLVED

To inform the How Hill Trust, that the Authority was content to appoint one member to the Trust.

Acle Bridge: The Chief Executive had met with the Chief Executive of New Anglia LEP and discussed the possibility of a Visitor and Education Centre forming part of a larger bid to improve the infrastructure for the Broads. This had not received a very positive response. However, there was more support for the Acle Bridge project itself. The LEP would be happy to support a bid and assist with discussions with other bodies, such as the HLF and a refinement of the proposals.

Members welcomed part of the response from the LEP but were disappointed at the lack of enthusiasm to support a larger project in support of infrastructure to facilitate Broads Tourism generally. Members considered that this was particularly disappointing in relation to the southern broads including, Oulton Broad and Beccles, where there was considerable potential for improving tourism facilities. Members suggested that it would be worth

contacting the LEP member from the southern area. The Chief Executive commented that it was intended to include greater engagement with the LEP as one of the strategic targets for 2019.

Members noted the report.

3/8 National Parks Review – Response Landscapes Review – call for evidence

The Authority received a report and presentation from the Chief Executive following consultation with the Chairs' Group. This set out an initial draft proposed response to the National Parks Landscapes Review call for evidence. The deadline for the response submission was 18 December 2018 and the Chairs' Group would be meeting again on 5 December 2018 to finalise the response and consider the points raised at this meeting.

The Chief Executive outlined the eight objectives given to the Review panel led by Julian Glover. He emphasised that the review was regarded as a very positive move to improve National Parks generally and not undermine them. It was especially relevant to the Government's 25 Year Environment Plan and how National Parks could be advanced to ensure that they were fit for the future. He reminded members that the scope of the review included examining and making recommendations on their existing statutory purposes, the case for extension, their financing, how to improve governance, enhance the environment and biodiversity in National Parks, build on the eight-point plan for National Parks and how well the National Parks and AONBs supported communities. The Chief Executive explained that the review would also take advice from Natural England.

The Chief Executive provided a simple table outlining the views of the Chairs Group as well as those of the English National Park Chief Executives who had recently met and been through a similar process, against five of the headings.

Members were invited to comment on and identify any additional points for inclusion.

Purposes/Functions

With regard to National Park purposes/functions and the present situation of "having regard to the social and economic wellbeing of those who lived and worked in the National Parks", there was general agreement for having wording similar to that of the Scottish Parks (promoting economic and social development of the area's communities) as a fourth purpose. In addition, strengthening of the General Duty for public bodies under Section 62 for the National Parks and S17A of the Norfolk and Suffolk Broads Act was supported such that it read "to further" those purposes, rather than just having regard to them. Members considered that this aim could be very beneficial to small businesses as it had been in Scotland where this function was included in National Park purposes.

Members also discussed and were in favour of the aim of giving every child the opportunity to visit and experience the national park as part of the purposes.

Navigation

In association with the aim of strengthening the navigation function, Members welcomed this as being important. They considered that the response should be very carefully worded so as to avoid any misunderstanding. Although it was recognised that there had been a reduction in the commercial traffic using the navigation since 1988, and that the overall use was now almost exclusively recreational, commercial use should not be excluded for the future. The Authority had an obligation as a Harbour Authority. The Chief Executive assured members that there was no aim to diminish the importance of navigation or the use for commercial purposes. Any proposed wording would be in line with Sections 2 and 10 of the Norfolk and Suffolk Broads Act 1988.

A suggested wording for the third purpose could be along the following lines:

“To facilitate the public right of navigation through the maintenance of the navigation area and to improve and develop it as the Broads Authority sees fit.”

This would be given further thought, and the response redrafted.

Powers

The principle of the National Parks having powers to manage wildlife was generally felt to be worth considering given the complexities of dealing with a number of different bodies at present. It was also noted that from the recent National Parks survey, the public took the view that wildlife was important within the national parks. A balance was required.

Boundaries

Members noted that the Broads Authority boundary was based on the flood plain and that this was too restrictive in that it related very poorly to communities. They acknowledged that it did need reviewing but there would be financial consequences and considerable challenges particularly given the extra resources required. However, it was also acknowledged that the face of local government boundaries was also changing. Members noted that the NFU position was that to support any changes to the boundary a pre-condition would be uplifting of the social economic duty to a function/purpose.

Finances

Members acknowledged that it was important to secure long term funding and resources for any changes and that the arguments would need to be heavily embedded with environmental management. It was recognised that in the present climate the chances of increasing finances were difficult. It would be important to work in partnership.

One member suggested that there could be a recreational levy whereas another member spoke strongly against this especially when the aim was to encourage those from deprived areas as well as give every child the opportunity to visit the national parks while at school.

Governance

It was recognised that this would be a contentious issue on all sorts of levels and a number of factors needed to be taken account of:

- The national and local role of the Authority
- Size – was there an optimum size for membership? A member commented that a membership of 10 – 12 was seriously worth considering in order for all members to be fully engaged with their responsibilities.
- Composition – relating to local, national and navigation interests and
- Representation and expertise.

Simplification of Regulations

Members were particularly in favour of simplifying regulations especially in terms of licensing for dredging and where definitions of waste were concerned.

Members considered that all of the points in relation to governance, boundaries and funding were fundamentally interrelated.

The Chairman and Chief Executive thanked Members for their contributions. The Chairs' Group would be meeting on 5 December 2018 and members were encouraged to submit any comments they wished to make individually to that group.

3/9 Proposed Navigation Charges for 2019/20 in the Navigation Area and Adjacent Waters

The Authority received a report on the proposals for the level of tolls for 2019/20 following discussion with the Tolls Review Group on the options for additional expenditure and consultation with the Navigation Committee on 25 October 2018.

Members noted the context for setting the charges particularly the requirement to maintain the existing standard of service and carry out essential work as well as other options for additional expenditure. It was noted that income had held up well in association with the predicted outcome for 2018/19, it was ahead of the target from the hire boat sector by £10,000 and the position was on target for private craft. A precautionary approach was being recommended.

Members noted that it was important to retain a balanced approach to charges between raising the necessary resources to undertake essential maintenance work whilst recognising the pressures on both commercial and private boat owners. It was noted that boat numbers remained relatively stable and the increase recommended by the Navigation Committee of 2.6%

across the board was considered prudent. Members noted that the recommendation from the Navigation Committee had been unanimous.

A member commented that the proposed charges were sound given that the current charges from the Environment Agency elsewhere were much higher. Another member commented that the concepts of ideology behind this, was that the Broads navigation area was one of the few areas in the country which paid fully for its maintenance and service, and the higher percentage increases elsewhere were part of government policy to move to a user pay basis.

RESOLVED unanimously

- (i) In line with previous Broads Authority decisions, an 'across the board' approach to be adopted with navigation income increasing at the same rate for the whole of the hire fleet and the private fleet.
- (ii) That tolls be raised by +2.6% to maintain the existing level of service (+2.1%) and provide for the installation of electric charging points (+0.5%) at the Acle Bridge mooring which is due to be refurbished next year.

A member commented that the establishment and work of the Tolls Review Group had been a means of providing strong guiding principles following a number of workshops and long deliberations over two years. He proposed that the Chairs Group consider the possibility of reconstituting the reference group and reporting back to the Authority. The aim would be to examine any unintended consequences and act as an advisory group. He also suggested that its membership be included with the appointments to committees and groups at the July AGM. The membership currently consisted of the Chair of the Broads Authority and Chair of Navigation Committee, a representative from the Hire Boat Industry, a representative from the private boating and sailing community, an angling representative and two other members, one of whom was not a navigator.

3/10 Financial Performance and Direction

The Authority received a report on the details of the actual income and expenditure for the six-month period to 30 September together with a forecast of the projected expenditure at the end of the financial year (31 March 2019).

The Chief Financial Officer provided members with the latest figures to the end of October 2018. The actual variance for October was fairly consistent with that of September and the Latest Available Budget remained the same. The forecast also remained the same. However, this could change as the deadline for budget holders was today (23 November 2018). The earmarked reserves had decreased to £1.6 million following completed purchase of the tree shears. The Chief Financial Officer reported that the HLF and CANAPE grant claims were due shortly which would increase the balances.

Members congratulated the Chief Financial Officer on the clarity of the report and management of the Authority's finances.

RESOLVED unanimously

that the report be noted.

3/11 Strategic Direction

Broads Plan Strategic Update, Strategic Priorities 2018/19 and Strategic Priorities for 2019/20

The Authority received the six-month update on the progress on implementing the Broads Plan and the third report for the year on the Strategic Priorities for 2018/19, which were guided by the themes within the Broads Plan 2017 – 2022. The report also provided updates on the Authority's guiding strategies.

This included the fact that the Authority was currently reviewing two of its guiding strategies, the Broads Biodiversity and Water Strategy and the Broads Integrated Access Strategy for implementation in Spring 2019.

The Water Mills and Marshes and the CANAPE projects were progressing well. With reference to Strategic Priority 3 on the Broadland Futures Initiative, the Chief Executive reported that the Authority had received agreement from the Environment Agency to allocate £1.5 million for research into the relationship between coastal flood management and river flood management. The Environment Agency had adopted a new procurement system and the consultant to take this forward with the Authority would not be in place until after April 2019. Therefore the progress under this heading was not as far forward as originally anticipated.

A Member referred to a recent Water Management Alliance meeting and discussions on the very large investment of £30million in the upper Thurne to replace pumps. Officers assured members that the Authority was involved in various discussions with the IDB and the Environment Agency about the project.

RESOLVED unanimously

that the report is noted.

3/12 Somerton Conservation Area Re-Appraisal for adoption

The Authority received a report on the proposed Somerton Conservation Area and Management Plan, one of the latest Conservation areas to be reviewed as part of a rolling programme. This had been through a very thorough consultation and considered by the Planning Committee at its meeting on 12 October 2018. It was noted that the Planning Committee had reviewed the report and on balance decided to amend the proposed boundary to exclude

the Staithe Farm farmyard. The amended boundary and management plan was before the Authority for adoption.

RESOLVED unanimously

that the Somerton Conservation Area re-appraisal, boundary changes and management plan for that part of the Area within the Broads Authority executive area as set out in Appendices 1 and 2 of the report be adopted.

3/13 Broads Local Plan Update

The Authority received a report giving an update on the next stages in progressing the Broads Local Plan following the Examination in Public. It was anticipated that the instructions from the Inspector could be received in early December, which would trigger a public consultation on the proposed Modifications to the Local Plan resulting from the examination process. In order not to delay proceedings, it was proposed to delegate authority to the Chief Executive and Chairs of the Authority and the Planning Committee to endorse the modifications for consultation.

RESOLVED unanimously

In the interest of expediency authority be delegated to the Chief Executive in consultation with the Chair of the Broads Authority and the Chair of Planning Committee the decision to authorise the consultation on modifications to the Broads Local Plan on receipt of instructions from the Inspector.

3/14 Updates to Standing Orders

The Authority received a report providing a review of the Standing Orders following the Peer Review to reflect the changes agreed by the Authority in May 2018 relating to the procedures for the election of the Chair and Vice-Chair of the Authority. It did not refer to the appointment of Chairs and Vice-Chairs to the other committees at this stage due to the decision to review procedures next July. The opportunity had also been taken to make some minor changes.

RESOLVED unanimously

that the proposed amendments to the Standing Orders be adopted and implemented from the date of the Authority's next meeting 1 February 2019.

3/15 Amendments to Members Code of Conduct

The Authority received a report providing further updates to the Members Code of Conduct to give greater clarity on dealing with complaints from or by members. This included a three-month time limit in which a complaint should be received.

Members thanked the Solicitor for the report and the proposed amendments.

RESOLVED unanimously

to approve the updates to the Code of Conduct in line with the draft attached to the report.

**There was a typographical error in the draft amended document at paragraph 4.18(a), where there is a reference to the Monitoring Officer being able to apply sanctions limited to those set out in paragraph 5.9. In fact this was a mistake by the Monitoring Officer in drafting the amendment and correcting an existing typographical error. He only intended to give the Monitoring Officer power to apply the lesser sanctions at paragraph 4.30. The sanctions set out in para 5.9 were always intended to be restricted to the Hearings Committee.*

3/16 Implementation of Unreasonable Complainants Behaviour Policy

The Authority received a report setting out a proposed policy for the management of unreasonable complainant behaviour. This related to complainants by members of the public. The Solicitor commented that since writing the policy he proposed some amendments relating to:

3 Unreasonable Complaints Para 3.1.1 to delete “improperly” in line 2

4. Unreasonable Complainant Behaviour Para 4.1.6 delete “and” and replace with “or”. Delete paragraph 4.1.8.

It was clarified that any complainant would be given a warning if it was considered that there was unreasonable behaviour and there could be restrictions on contact with certain members of staff. There would be a right of appeal to the Authority’s independent persons and if dismissed, the complainant had the right to approach the Local Government Ombudsman.

Members thanked the Solicitor. Generally, they supported the changes to the Code of Conduct and the introduction of the Unreasonable Complainants Policy but expressed regret and disappointment that such policies were required. This was more to do with changes in a wider culture and declining standards of what constituted civility in dealing with public standards. Members considered that it was important to protect their employees.

RESOLVED with one abstention

that the Policy for the Management of Unreasonable Complainants Behaviour is adopted with the proposed amendments set out above.

3/17 Construction and Equipment Standards Boat Safety Scheme, Carbon Monoxide alarm requirement

The Head of Safety Management introduced Sonia Edgar who had joined the Authority as Administration Officer dealing with safety and assets. The Head of Safety Management presented the report that outlined the proposal to add to the construction and equipment standards set by the Authority, a requirement for the mandatory installation of carbon monoxide alarms on

boats with accommodation spaces. The measure was partly as a result of the deaths on board a boat in Wroxham Broad in 2016. The Boat Safety Management Group and the Navigation Committee were consulted on the proposal and were largely supportive. The output of the consultation was being collated and 84% of the respondents had indicated their support.

The final responses were to be considered by the Boat Safety Scheme Management Committee in mid-December. The intended implementation date was 1 January 2019, but this had now been changed to 1 April 2019. It was proposed that, subject to no material changes to the proposed requirements following consultation, the Authority adopt the new Boat Safety Scheme requirements.

Members were assured that the Authority was able to supply the alarms and the Boat Safety Scheme would be setting out the necessary requirements for boat owners. At a member's suggestion, the information would be included with the notices to toll payers of the charges for the 2019/20 season. Members considered that it was important to disseminate the message by every means possible and commended the report.

RESOLVED unanimously

- (i) the new BSS requirement from 1 April 2019 for suitable Carbon Monoxide alarms in good condition to be present in all classes of boats with accommodation is noted.
- (ii) that the final decision to adopt the new requirement is delegated to the Chief Executive after consultation with the Chairman of the Navigation Committee and the Chairman of the Authority.

3/18 Water Ski Permit – Amendment to conditions

The Authority received a report setting out a change in the policy concerning the necessity to undertake a Wash and Noise Test as part of the Water Ski Permit conditions. The report included the draft amended permit conditions.

RESOLVED unanimously

to adopt the proposed Water Ski Permit conditions to be implemented from 1 April 2019.

3/19 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

- **Port Marine Safety Code (PMSC) Aids to Navigation – Trinity House**

The Authority received a report following consideration by the Navigation Committee at its meeting on 25 October 2018. This provided information on the work the Authority had undertaken to identify and rectify deficient Aids to

Navigation (AtoN) following the Trinity House annual report 2017 set out in Appendix 1 of the report.

RESOLVED unanimously

that the report is noted.

3/20 Minutes Received

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

RESOLVED

(i) Navigation Committee – 6 September 2018

RESOLVED

that the minutes from the Navigation Committee meeting held on 6 September 2018 be received.

(ii) Planning Committee: 14 September and 12 October 2018

RESOLVED

that the minutes of the Planning Committee meetings held on 14 September and 12 October 2018 be received.

3/21 Feedback from Members appointed to represent the Authority on outside bodies 2018/19

Outside bodies

How Hill Trust – Jacquie Burgess reported that the Trustees were undergoing a skills audit and the Trust was looking at strengthening its fund raising abilities.

The reduction in the number of appointments from the Authority would be very helpful. The board was looking forward to cooperating with the Authority, particularly in light of the education commitment from all the National Parks with How Hill being well placed in this regard.

National Parks UK and England – The Chairman reported that he had attended a meeting in the previous week. There was some concern that there appeared to be duplication of organisations relating to National Parks.

The Chief Executive reported that in association with the report on the Strategic Priorities (Minute 3/11) the Chief Executives of the 15 UK National Parks had set up a new Communications Team. All the National Parks had been invited to bid to host the team of three. The Broads Authority had been successful in winning the bid. Before proceeding there was due to be a presentation to the Chairs of the National Park Authorities next week and the

financial arrangements were being finalised. Members congratulated the Head of Communications and Chief Executive on the achievement. It was recognised that this was a great responsibility but was also an accolade for the Authority.

Norfolk and Suffolk Broads Charitable Trust – Bruce Keith reported a meeting was due to be held on 26 November 2018. Bruce together with Kit Cator and Bruce Hanson were developing a five year strategy with the aim of re-energising “Love the Broads” and developing new areas of funding over the next three – five years. The initial ideas would be discussed with the board with the aim of having a small workshop at the end of January to progress matters.

Norfolk Mills and Pumps Trust - Jacquie Burgess reported that she was no longer a member of the Trust. The Trust was reviewing its future and it was considered that it was more appropriate for this to be done at officer level. Therefore the Historic Environment Manager would be representing the Authority in discussions with officers of Norfolk County Council on this issue.

Whitlingham Charitable Trust – Bruce Keith reported that he had attended the Annual Forum of all the interested parties, stakeholders and users of Whitlingham Country Park which had been very positive. He had been very impressed at the willingness of all the users to collaborate and help each other with the various events.

Local Authority Feedback

North Norfolk District – Paul Rice reported that there had been a change in leadership. The new leader Sarah Butikofer wished to create a cross party rainbow cabinet to unify the Authority. Paul Rice would be making sure that his fellow councilors were aware of the Broads Local Plan.

Norwich City – Gail Harris reported that the government had lifted the HRA cap meaning that the council had more ability to build houses.

Waveney District – Mike Barnard reported that progress was being made with the formation of the East Suffolk Council to replace Waveney and Suffolk Coastal District Councils. The budget for the new council was being prepared. The number of councillors would be reduced from 90 to 55. All the separate boundaries had been approved by Parliament and would be in place for the elections in May 2019. Mike Barnard confirmed that he would not be standing as a councillor again.

Suffolk County Council – Melanie Vigo di Gallidoro reported that a new leader had been appointed and she would be meeting with the Broads Authority Chief Executive and Suffolk County’s Chief Executive. It was hoped that some work could be done on working with the LEP to provide improvements to Oulton Broad.

3/22 Items of Urgent Business

There were no items of urgent business for consideration.

3/23 Formal Questions

There were no formal questions.

3/24 Date of Next Meeting

The next meeting of the Authority would be held on Friday 1 February 2019 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich.

The meeting ended at 12.10pm

CHAIRMAN

APPENDIX 1**Code of Conduct for Members
Declaration of Interests****Committee:** Broads Authority 23 November 2018

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen	All/9	As previously declared
Greg Munford	9	As previously declared (personal tollpayer and Chief Executive of Richardsons' Leisure)
Bruce Keith	All	As previously declared
Mike Barnard	All	As previously declared
John Ash	9	As previously declared (Tollpayer and Trustee of Wherry Yacht Charter Trust)
Nicky Talbot	9	Chair of Navigation Committee, NSBA, NBYC, Toll Payer
Simon Roberts		Suffolk Wildlife Trust Trustee As previous
Gail Harris		None other than previously declared
Jacquie Burgess	9	As previously declared, Toll payer and member of NBYC
Ron Hanton	12	County Councillor for Somerton
Paul Rice		Chairman of Broads Society
Louis Baugh		As previously declared
Melanie Vigo di Gallidoro		As previously declared
Bill Dickson	9	None other than those already declared.
Haydn Thirtle		As previously declared
John Timewell		As previously declared

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
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 tangible planning benefits • 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. 	Director of Strategic Services/Head of Planning	<p>Government has confirmed increase in planning fees as from 17 January 2018.</p> <p>The 20% increase in planning fees has resulted in £19k additional income over 1 year. An additional officer has been recruited as a Planning Officer (Compliance & Enforcement) at the beginning of December 2019 for a 3 year contract. This post is partly funded through the planning fee increase.</p>
26 January 2018 Minute 4/24 Transfer of Mutford Lock	<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 completing the transfer of the Lock in the Navigation Area and the ownership to the 	Solicitor and Monitoring Officer	<p>The two Harbour Revision Orders were published for a 42 day public consultation on 3 August 2018. No objections have been raised under either order.</p> <p>The MMO is progressing the HROs and looking at the end of January 2019 for the determination of the Orders.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	Broads Authority.		
16 March 2018 Minute 5/11 Broads Local Plan 23 November 2018 Minute 3/13	<ul style="list-style-type: none"> Broads Local Plan endorsed for submission to the Planning Inspectorate for the Examination in Public In the interest of expediency authority be delegated to the Chief Executive in consultation with the Chair of the Broads Authority and the Chair of Planning Committee the decision to authorise the consultation on modifications to the Broads Local Plan on receipt of instructions from the Inspector. 	Planning Policy Officer	<p>A final session of the Examination in Public EIP took place on 28 September 2018.</p> <p>Preliminary comments received from the Inspector and responses provided.</p> <p>After consultation with the Chair of the Authority and Chair of the Planning committee the Chief Executive has authorised the consultation to proceed.</p> <p>Aim for adoption of the Local Plan in May 2019.</p>
16 March 2018 Minute 5/19 Pilot Agri-Environment Scheme for the Broads	<ul style="list-style-type: none"> Contents of submission to Defra for pilot agri-environment scheme for the Broads, which builds on the partnership work with the National Farmers Union and local land managers and prepared with assistance of local conservation NGOs welcomed and noted. 	Head of Strategy and Projects/ Broadland Catchment Partnership Officer	The Broads has been registered for a test/trial of evolving elements of the new agri-environment scheme. Further details awaited from Defra. In the meantime close working continues between farmers, NFU, Natural England and environmental NGOs to collaborate on what we would wish to see in the Broads.
28 September 2018 Minute 2/11 Acle Bridge	<p>Chief Executive delegated to –</p> <ul style="list-style-type: none"> to continue discussions with the neighbouring landowner 	Chief Executive	Discussions with landowner ongoing.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>over the possibility of purchasing additional land at the Acle Bridge site;</p> <ul style="list-style-type: none"> • to continue discussions with Great Yarmouth Borough Council for the acquisition of the toilet block; • to proceed with the essential repairs to the moorings at the Acle Bridge site subject to the views of the Navigation Committee; • to investigate whether the development of a Visitor and Education Centre could form an important element in a wider more ambitious project to improve the infrastructure for Broads tourism and raise awareness of the special qualities of the area in future; and • in the context of reviewing the Sustainable Tourism Strategy, to consider with members options for a wider project to enhance tourism in the Broads. 		<p>Investigation what measures could improve highway access to the site.</p> <p>Great Yarmouth Borough Council has agreed to the sale of the toilet block to the Broads Authority. Agreement is being drafted by the Solicitors.</p> <p>An advert has gone out for potential caterers for this coming season 2019.</p> <p>Authority took account of Navigation Committee comments on Navigation charges for 2019/20 and agreed to raise tolls by +2.6% to maintain the existing level of service (+2.1%) and provide for the installation of electric charging points (+0.5%) at the Acle Bridge mooring due to be refurbished next year. (See Minute 3/9 of 23-11-18)</p> <p>Discussions taking place with New Anglia.</p>
28 September 2018 Minute 2/12 23 November 2018	<ul style="list-style-type: none"> • That the Chairs' Group together with the Chief Executive consider and 	Chairs Group with Chief Executive	Chairs Group met on 5 December 2018 to finalise the response, taking account of the comments made at the Authority's meetings.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
Minute 3/8 National Parks Review: Response	<p>provide a robust response for submission to the Review Team based on the eight areas required of the team and guidance from Members as indicated.</p> <ul style="list-style-type: none"> • The deadline response submission 18 December 2018 . Chairs' Group to meet meeting again on 5 December 2018 to finalise the response and consider the points raised. • Members were encouraged to submit any comments they wished to make individually to that group. 		<p>Response submitted on time and Members provided with a copy of the response. http://www.broads-authority.gov.uk/_data/assets/pdf_file/0010/1429705/The-Future-for-England-NPs-BA-response.pdf</p>
23 November 2018 Minute 3/17 Construction and Equipment Standards Boat Safety Scheme, Carbon Monoxide alarm requirement	<ul style="list-style-type: none"> • the new BSS requirement from 1 April 2019 for suitable Carbon monoxide alarms in good condition to be present in all classes of boats with accommodation • that the final decision to adopt the new requirement is delegated to the Chief Executive after consultation with the Chairman of the Navigation Committee and the 	Head of Safety Management	<p>The BSS Consultation comments and the BSS responses were distributed to the CEO, BA Chair and Chair of the NC who were content with the recommendation to adopt the new BSS requirement for Carbon Monoxide alarms. The Broads Authority has therefore adopted the new BSS requirement for Carbon Monoxide alarms to be implemented from 1st April 2019.</p> <p>The decision and details of what this means to the boating public will be published in the forthcoming "Broadsheet" which will accompany the BA tolls accounts issued to all registered</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	Chairman of the Authority.		<p>boat owners.</p> <p>The BSS has a communications plan over the forthcoming months to continue to raise awareness of CO and the new requirement. They will also issue advice and guidance relating to alarms, their siting, and what to do if an alarm is triggered.</p>

Collaboration with Norfolk County Council
Report by Chief Executive

Summary:	This report updates Members on a range of collaborative work with Norfolk County Council.
Recommendations:	<ul style="list-style-type: none">(i) That the Authority supports Norfolk County Council's aspiration for a single management structure for the Norfolk Coast Area of Outstanding Natural Beauty and the Wash and North Norfolk Coast Natura 2000.(ii) That the Authority notes the areas of co-operation with Norfolk County Council and the progress that is being made.

1.1. Introduction

- 1.2. The Broads Authority has had a long and very productive relationship with Norfolk County Council and a number of new opportunities are emerging. It is for that reason that John Jones, Head of Environment in the Community and Environmental Services Department at the County Council has been invited to attend the meeting and give a presentation on our current collaborative work.

2. Management for the Wash and North Norfolk Coast

- 2.1. Norfolk County Council submitted a response to the National Park Review advocating a single management structure for the Norfolk Coast Area of Outstanding Natural Beauty and the Wash and North Norfolk Coast Natura 2000 reserve and European Marine Site. The following is a quotation from the submission which explains some of the context:

"There are clear parallels between the governance structure for each protected area with both geographic and management overlaps. Many organisations and agencies are present on both management groups and boards contributing both funding and resources to both the Norfolk Coast Partnership (NCP) and the Wash and North Norfolk Coast Marine Partnership (WNNMP). ...

An overarching designation to combine both partnership into a single organisation would represent a more streamlined and efficient use of time and resources, creating better value for money on a regional and national scale."

- 2.2. Map 1 below of the designations in Norfolk and Suffolk (See Appendix 1) drawn from the submission shows the spatial relationship between the two AONBs, the marine designations and the Broads.

- 2.3. It is recommended that the Broads Authority should formally endorse Norfolk County Council's proposal.

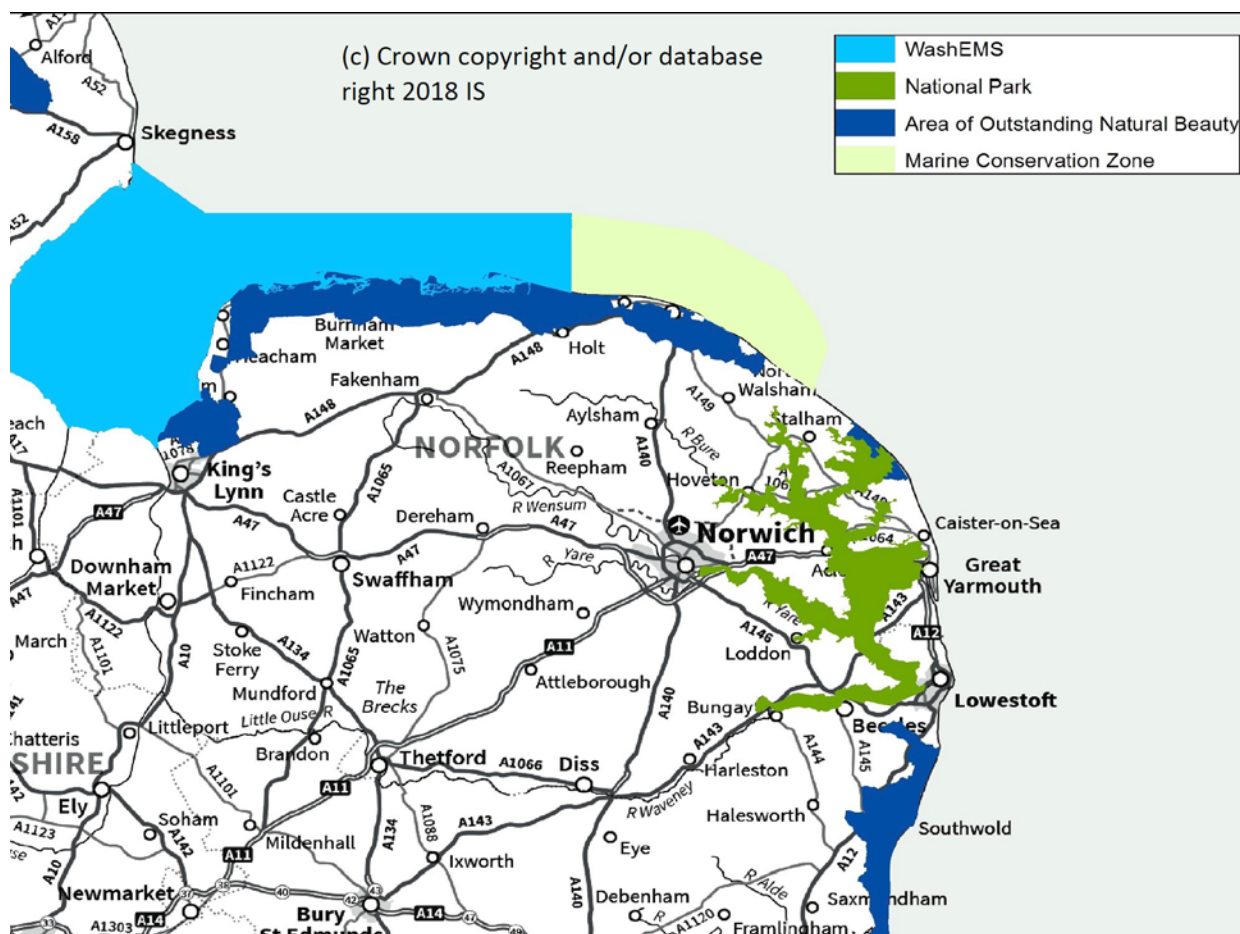


Figure 1. Map of designations in East Anglia

3. EXPERIENCE

- 3.1. The Environment Team at the County Council is currently bidding for funds for a large tourism-based project called 'EXPERIENCE'. Its aim is to tackle seasonality in tourism through expanding and capitalising on experiential travel. If successful it will bring in approximately £4 million of funding to Norfolk. Part of the project will be looking at experiences unique to Norfolk (including our wildlife, scenery, food and drink and active tourism) and how to promote these to visitors.
- 3.2. The Management Team have given careful consideration as to whether the Broads Authority should be a partner to the bid. We are of the opinion that there is an opportunity to build on the work with local businesses funded by Visit England in promoting the national parks in Germany and Australia under the banner of the National Park Experience Collection. Officer will be able to provide more information on this and the potential at the meeting.

4. Cycling and access initiatives

- 4.1. The Broads Authority and the County Council successfully collaborated on a bid for funding for the development of the first part of the cycle way called the 3 Rivers Way from Hoveton to Horning. More recently Members will recall that the two organisations along with Sustrans submitted a bid to implement a Dutch directional sign system for the Broads. Unfortunately the bid to New Anglia was unsuccessful.
- 4.2. The County Council is in the process of developing its new Norfolk Access Improvement Plan (NAIP). The draft plan emphasises the importance of the Broads for countryside recreation in the county and includes a priority action to “deliver the next phases of the 3Rivers Way in partnership with the Broads Authority, Sustrans and other local authorities. The NAIP also states that the County Council will “develop shared goals for improvements in the Broads” and seek to create annual joint action plans with the Authority in the future. This aspiration will be included in the Integrated Access strategy when it is reviewed this year. The Authority will continue to work with the County Council on promoting cycling and walking in the Broads.

5. Windmills in the Broads

- 5.1. Again there has been a long history of collaboration and joint work between the Authority and the County Council to maintain and restore the windmills in the Broads which are such an iconic feature of the landscape. The Water, Mills and Marshes project is making great strides through its Heritage Skills project in building a workforce to maintain the mills in the future and is programmed to carry out practical repairs to ten mills. However, the three mills at How Hill, which sit on land owned by the Authority and are quintessentially part of the Broads brand are outside the WMM area. The County Council is arranging for structural surveys of the three mills and Members will be given an update on the project.

6. Other Areas of Close Collaboration

- 6.1. Norfolk County Council is a key partner in the delivery of the Water, Mills and Marshes programme for example the Broads Authority is working with the Historic Environment Team on community archaeology, researching the history of the area from World War II backwards. Links have also been with the Museum and Library Services.

Background papers:	None
Author:	John Packman
Date of report:	22 nd January 2019

Broads Plan Objectives:	Multiple
Appendices:	None

Strategic Direction 2018/19
Report by Chief Executive

Summary:	The report updates Members on our progress in implementing the Authority's strategic priorities for 2018/19. Proposed strategic priorities for 2019/20 are set out in a separate report on this agenda.
Recommendation:	To note the strategic priorities update in Appendix 1.

1 Strategic priorities

- 1.1 Each year the Broads Authority identifies a small set of strategic priorities, guided by the Broads Plan. These priorities focus on Authority-led projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. This helps us target our resources and make the most of partnership working and external funding opportunities. The latest update is at Appendix 1.
- 1.2 The proposed strategic priorities for 2019/20 are set out in a separate report on this agenda.

2 Presentations

- 2.1 There will be three presentations at this meeting on aspects of our key partnership work streams:
- Cooperation with stakeholders
- *John Jones, Head of Environment, Norfolk County Council*
 - Water, Mills and Marshes
- *Will Burchnall, WMM Project Manager*
 - CANAPE
- *Harry Mach, CANAPE Project Manager*



Background papers: None

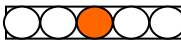

Authors: John Packman

Date of report: 17 January 2019


Broads Plan Objectives: Multiple

Appendices: APPENDIX 1: BA Strategic Priorities 2018/19

Broads Authority strategic priorities 2018/19					
	Project	Aim and milestones	Latest progress	Status	Reporting officer
1	Water, Mills and Marshes (HLF Landscape Partnership Scheme)	<u>Aim: WMM partnership projects implemented to agreed schedule</u> <ul style="list-style-type: none"> • Monitor and report progress of scheme projects – Sept/Mar • Submit quarterly claims to HLF (Apr/Jul/Oct/ Jan) • Establish working group to review WMM legacy and produce initial report by end Mar 2019 	<p>Quarterly returns submitted on time and paid by HLF. All projects progressing well and to plan. Volunteer and in-kind contributions significantly higher than forecast.</p> <p>Funding approved to underground 2.4km of overhead wires at South Walsham Marshes.</p> <p>Project managers are meeting in March to discuss expansion of legacy plans and future options for projects and funding.</p> <p>www.watermillsandmarshes.org.uk</p>		WMM Project Manager (Will Burchnall)
2	CANAPE (project management and delivery of Hickling Broad vision)	<u>Aim: CANAPE project implemented to agreed schedule</u> <ul style="list-style-type: none"> • Monitor and report progress of project activities – Apr/Oct • Submit claim to INTERREG Programme - Oct 	<p>BA team attended CANAPE Project Steering Group in Germany - group approved format for project result indicators, Annual Communication Plan, shared costs (project management) budget, and allocation of tasks for drafting project methodologies.</p> <p>Payment received for first project period (July 17-June 18) and for project preparation costs. Future project reports to be produced 6-monthly.</p> <p><i>Work package 3 – Lake and Bog Restoration</i></p> <p>Construction work started in Oct 2018 to dig perimeter trench and place alder poles to hold geotextile tubes. First tubes now filled with sediment dredged from marked channel. BA carrying out twice weekly monitoring to check for risk of <i>Prymnesium</i> bloom - testing to date shows no increase in levels.</p> <p><i>Work package 4 – Paludiculture</i></p> <p>Biochar Retort ordered and training scheduled for 10-11 April. First trials will be at Whitlingham Country Park and 4 local businesses signed up for additional trials.</p>		CANAPE Project Manager (Harry Mach)

			<p>Citizen Science project on Peat Coring will launch in April, with 'A' Level students working with younger students and local community. Launch event for Paludiculture and Public Engagement planned for 12 Feb at Yare House. Project concept presented to Stalham & District Horticultural Society and Middle Level Commissioners IDB, with particular interest in biochar product shown by competitive horticulturalists.</p> <p>www.broads-authority.gov.uk/looking-after/projects/canape</p>		
3	<p>Broadland Futures Initiative (Integrated flood risk management)</p>	<p><u>Aim: Profile raised on urgency to develop integrated approach to flood risk management (Broads and coast)</u></p> <ul style="list-style-type: none"> • Confirm planned funding resources from Environment Agency (EA) for next 5 years • Agree engagement plan by June 2018 • Establish governance arrangements by Sept 2018 • Report on engagement outcomes by Nov 2018 • Produce outline of key work areas to 2022 by March 2019 	<p>EA staff project team identified, including specific engagement officer (based part-time at BA offices). Procurement of main external contractor to support EA will start in next financial year.</p> <p>Communication and Engagement Working Group met on 15 Jan to finalise initial stakeholder survey, which will lead to local drop-in sessions/events to promote and inform Broadland Futures Initiative work plan.</p> <p>Outline of agreed key work areas will now be developed and agreed by end of 2019.</p>		<p>Head of Strategy and Projects (Simon Hooton)</p>
4	<p>Broadland catchment management</p>	<p><u>Aim: Catchment water and land management improved through on-site measures, advice and investment</u></p> <p>Implement Broadland Rivers Catchment Plan actions incl. trialling 3 pieces of erosion reduction machinery with 6</p>	<p>Creyke Combi erosion reduction machinery used on 40 acres of autumn cereals in Waveney catchment and arrangements made for trialling kit with potato growers in Spring 2019.</p> <p>Natural Flood Management projects completed on River Wensum (Worthing), River Yare (Marlingford) and River Bure (Camping Beck – Buxton), and Ingworth scheme funding allocated to new scheme</p>		<p>Broadland Catchment Officer (Neil Punchard)</p>


APPENDIX 1








		farmers on c.300 acres; 6 river enhancement and natural flood management projects; production of website material, mapping and quarterly newsletter	on Scarrow Beck. Drone footage, fixed-point photography and river surveys undertaken for engagement and monitoring purposes. Funding decision expected in March on Water Environment Grant (WEG) bids for river and habitat improvement projects in Upper Bure and Lower Ant catchments. www.broadlandcatchmentpartnership.org.uk		
5	External funding and capacity building	<u>Aim: BA external funding and capacity building strategic framework in place</u> Member/Officer working group to draft framework for external funding strategy by Dec 2018, next stages to be confirmed.	Item withdrawn from Strategic Priorities - see para 6/17 in BA minutes 18 May 2018	n/a	
6	Marketing, promotion and media relations	<u>Aim: Increased public awareness of Broads National Park brand</u> Implement branding guidelines and action plan including promotion through National Park UK Partnership, Broads Tourism, Discover England Fund and National Park Experiences project; support to BA-led projects incl. WMM and CANAPE; BA annual events programme; news and events through print and social media.	English National Park Experience Collection media and trade launch taking place on 31 Jan, featuring two Broads Experiences. Full trade buyers guide complete and online travel trade training created. Website will be complete by launch date. Central team applied for additional funding to secure further 6 months support for project to Sept 2019 and other legacy activity to maintain and expand programme being explored. Quotes for the installation of 41 brown roadside signs using the Broads logo and colour in 27 towns and villages received from Suffolk County Council and Norfolk County Council amounting to £28,375. This can be funded from this year's budget and an order is being placed. Good local media take up of press releases, with Water, Mills and Marshes Wildwatch scheme attracting popular radio/TV coverage and national media interest. BA Chief Executive in Radio Norfolk 'hotseat' on 13 Dec 2018, taking an hour of listener questions on		Head of Comms (Rob Leigh)

APPENDIX 1

			<p>wide-ranging topics from magnet fishing to planning.</p> <p>BA working with BBC Countryfile for 'Winter Special' in the Broads, filming on 24/25 Jan. Two BA projects will be featured, as well as Thurne Mill and the Wind Energy Museum.</p> <p>Broadsheet and Broadcaster 2019 near completion. Visit the Broads A6 pocket guide in production.</p> <p>BA trialling media monitoring service covering print and online activity during Jan/Feb 2019.</p> <p>BA awaiting approval from National Parks Chairs Group to begin recruitment to new National Parks Communications Team (to be hosted by BA)</p> <p>Visit Britain featured the Broads in promotional film for 'mymicrogap' campaign (www.mymicrogap.vice.com)</p>		
7	Peer Review Action Plan	<p><u>Aim: Review recommendations developed and implemented</u></p> <p>Prepare and implement action plan</p>	BA and Navigation Committee agreed set of proposals in response to Peer Review (BA 18 May - see minute 6/15) and proposals implemented.	★	Chief Executive (John Packman)
8	Acle Bridge site development	Manage processes to allow temporary (seasonal) onsite catering operation during 2018	Catering operation not appointed.	○○○○●	Director of Operations (Rob Rogers)
		Run architectural design competition for site proposals (Summer 2018)	Competition run and winning design selected.	★	
		Next stages to be agreed	<p>Work on mooring facilities programmed for Feb 2019.</p> <p>Operations Directorate assessing potential improvements to site entrance to make access and egress safer for users.</p> <p>Caterer identified to operate on site on trial basis from April to Sept 2019, potentially using existing thatched kiosk to provide basic catering and shop facilities.</p> <p>Agreement reached with Great Yarmouth Borough</p>	●○○○○	

APPENDIX 1

			Council for management of site toilet facilities.		
9	Agri-environment scheme (post-Brexit)	<u>Aim: Proposals identified on agreed future of agri-environment schemes post-Brexit</u> Develop pilot agri-environment scheme in liaison with farming community/ other stakeholders	Defra has confirmed the Broads as a location for testing/ trialling elements of new Environmental Land Management Scheme (ELMS). Working group of farmers and conservation bodies developing proposal to Defra on scope of test/trial.		Director of Strategic Services (Marie-Pierre Tighe)
10	Hobhouse Review of National Parks and AONBs	Milestones to be confirmed following Hobhouse Review (identified in 25 Year Environment Plan)	Review Team led by Julian Glover visited the Broads on 1-2 Nov 2018. BA response to review submitted in Dec 2018.		Chief Executive (John Packman)

Key	Progress	Key	Progress
	Project completed		Project timetable slipping, plan in place to address concerns
	Project on track, no causes for concern		Unlikely project will be delivered on time, significant worries
	Good progress, some challenges in delivery		Project will not be delivered on time, major concerns
	Direction of progress since last BA meeting		

Strategic Direction 2019/20
Report by Chief Executive

<p>Summary: The Authority is preparing its strategic priorities for 2019/20.</p> <p>Looking at the priorities for 2018/19, the ongoing implementation of two major programmes, CANAPE and Water Mills and Marshes, will continue to be a heavy resource commitment in 2019/20. We are also committed to the delivery of the Broadland Futures and Broads National Park branding initiatives.</p> <p>It is proposed that all these work areas are taken forward as strategic priorities for 2019/20, together with potential development at key sites and a pilot for agri-environment payment schemes.</p> <p>Recommendation:</p> <p>That the strategic priorities for 2019/20, as set out in paragraph 4.1, are adopted.</p>

1 Introduction

- 1.1 Each year the Broads Authority identifies a set of strategic priorities, guided by the Broads Plan. The priorities focus on Authority-led projects that have high resource needs or a 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.
- 1.2 Three large-scale strategic projects prioritised in 2018/19 will continue over the next few years and it is recognised that the Authority has little capacity for more large-scale initiatives in 2019/20. We therefore assessed the resource implications of taking on additional large-scale projects before including them in the proposed strategic priorities for 2019/20.

2 Taking forward existing priorities

- 2.1 CANAPE and Water, Mills & Marshes: These programmes are well underway and will continue to be a major priority for the Authority over the next four years. The Authority is the lead partner for the CANAPE programme.
- 2.2 Integrated flood risk management: Working closely with the Environment Agency, we will progress the stakeholder engagement work in 2019, following delays with procurement in 2018. The focus of the project is the development of an integrated flood risk strategy, linking long-term coastal defence with the protection of Broadland.

- 2.3 Marketing, promotion and media relations: We plan further work to raise the profile of the Broads National Park. Locally this will focus on the installation of road signs located in a selection of Broads' villages. At a wider scale, the results from the Discover England Fund (DEF) project will be marketed to encourage visitors from abroad and the UK to explore England's National Parks.

3 New initiatives and opportunities

- 3.1 In addition to the strategic priorities outlined above, the following priorities are proposed for 2019/20.
- 3.2 Development at key sites: The development of potential projects on key sites at Acle Bridge, Whitlingham Country Park and Hoveton Riverside Park will be discussed with partners such as New Anglia Local Enterprise Partnership Norfolk County Council and the Heritage Lottery Fund. The aim is to identify future areas of work that would support the delivery of Broads Plan objectives and attract external funding.
- 3.3 Agri-environment pilot: Defra has accepted the proposal for a Broads pilot but has not yet defined the next steps. The work with farmers, conservation bodies and other agencies will take part in a "Test & Trial" programme in order to influence agri-environment payments post Brexit.

4 Summary and recommendation

- 4.1 The table below outlines the proposed set of strategic priorities for the Authority in 2019/20. If supported by the Authority, officers will present a more detailed business plan to the next Authority meeting.

	Strategic Priority 2019/20	Activity
1	Water, Mills & Marshes	Implement programme of work with WMM project partners
2	CANAPE	Implement programme of work
3	Broadland Futures Initiative (Integrated flood risk management)	Implement joint programme of work with the Environment Agency
4	Marketing, promotion and media relations	Implement branding activities in the Broads National Park and market the results of the Discover England Fund project. Subject to decision by the 14 National Park Authorities recruit three members of staff for UK Communications Team.
5	Development at key sites	Work closely with key partners to develop projects on key sites and attract external funding
6	Agri-environment pilot	Work with partners to influence agri-environment payments post-Brexit

Background papers:	None
Author:	John Packman
Date of report:	22January 2019
Broads Plan Objectives:	Multiple

Financial Performance and Direction
Report by Chief Financial Officer

Summary: This report consolidates four items:

- (i) Consolidated Income and Expenditure: 1 April to 31 December 2018 Actual and 2018/19 Forecast Outturn.
- (ii) the Consolidated Budget for 2019/20 and Financial Strategy to 2021/22.
- (iii) Members' Allowances
- (iv) Advertising and Sponsorship Policy.

The consolidated budget for 2019/20 is based on the previous four-year settlement for National Park Grant until 2019/20 and the adopted overall 2.6% increase in navigation charges. An assumption of 1.72% for National Park Grant and 2.5% for navigation charges has been applied per annum in the subsequent two years.

Recommendations:

- (i) That the Consolidated Income and Expenditure figures are noted.
- (ii) That the Authority adopts the 2019/20 Budget and endorses the assumptions made applied in the preparation of the Budget.
- (iii) That the Authority adopts the Earmarked Reserves Strategy for the period 2019/20 to 2021/22.
- (iv) That the Audit and Risk Committee's advice on Members' Allowances is accepted and a further review delayed until the outcome and implications of the National Park Review is clear.
- (v) That the Authority adopts the Advertising and Sponsorship Policy.

1 Introduction

- 1.1 This report contains four items; Consolidated Income and Expenditure, the Consolidated Budget, Members Allowances and the Advertising and Sponsorship Policy.
- 1.2 Section 2 to 5 contains the summary of Consolidated Income and Expenditure up until 31 December 2018, any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.
- 1.3 Section 6 to 13 contains the consolidated budget. An outline of the draft budget for 2019/20 was presented to the Committee at its meeting of 23 November 2018 in order to inform the setting of navigation charges for

2019/20. Following the Authority's subsequent decision to apply an overall increase in tolls of 2.6%, this report now sets out an updated budget for 2019/20 alongside the draft financial strategy to 2021/22.

- 1.4 The views of the Navigation Committee were sought to inform preparation of this final draft budget at the Committee's meeting of 17 January 2019.
- 1.5 Section 14 contains an update on Members' Allowances.
- 1.6 Section 15 contains the updated Advertising and Sponsorship Policy.

2 Overview of Actual Income and Expenditure

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

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(5,842,227)	(5,856,329)	+ 14,102
Operations	2,638,391	2,599,964	+ 38,427
Strategic Services	1,632,640	1,546,678	+ 85,962
Chief Executive	923,114	894,230	+ 28,884
Projects, Corporate Items and Contributions from Earmarked Reserves	61,350	38,719	+ 22,631
Net (Surplus) / Deficit	(586,732)	(776,738)	+ 190,006

- 2.1 Core navigation income is above the profiled budget at the end of month nine. The overall position as at 31 December 2018 is a favourable variance of £190,006 or 32.38% difference from the profiled LAB. This is principally due to:
 - An overall favourable variance of £14,102 within income:
 - Hire Craft Tolls is £10,558 above the profiled budget.
 - Private Craft Tolls is £8,420 above the profiled budget.
 - Short Visit Tolls is £9,275 below the profiled budget.
 - Other Toll Income is £5,456 below the profile budget.
 - Interest Income is £9,854 above the profiled budget
 - A favourable variance within Operations budgets relating to:
 - Construction and Maintenance Salaries is under budget by £15,062 due to a vacancy which was filled in January.
 - Equipment, Vehicles and Vessels is over the profiled budget by £28,087 due to a number of repairs being completed ahead of schedule.
 - Practical Maintenance is under budget by £11,222 due to timing differences on contractor work.
 - Ranger Services is under the profiled budget by £15,013 due timing differences on the profile originally set for launch repairs.

- Safety is under budget by £21,142 due to timing differences on the delivery of the new pool vehicles.
- Premises is over budget by £12,022 due to timing differences.
- A favourable variance within Strategic Services budgets relating to:
 - Development Management is under budget by £40,856 due to additional income from the increased fees and salary savings. The income forecast has been adjusted and the salary savings will decrease through the use of a contractor.
 - Strategy and Projects Salaries is over budget by £25,262 due to a salary being funded from the Catchment reserve. This offsets the favourable variance within earmarked reserves.
 - Human Resources is under budget by £14,964 due to reimbursement of staff training following an individual leaving the Authority and salary savings following a vacancy which has now been filled.
 - Project Funding is under budget by £38,828 due to timing differences.
 - Communications is under budget by £17,788 due to the Discover England funding being received upfront with the corresponding expenditure being received in instalments.
- A favourable variance within Chief Executive relating to:
 - Legal Services is under budget by £11,717 due to timing differences and salary savings. The forecast has been adjusted for the salary savings.
 - Asset Management is under the profiled budget by £25,830 due to timing differences.

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

3 Latest Available Budget

3.1 The Authority's income and expenditure is monitored against the latest available budget (LAB) for 2018/19. 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. Full details of movements from the original budget are set out in Appendix 2.

Table 2 – Adjustments to Consolidated LAB

	Ref	£
Original budget 2018/19 (deficit)	Item 1 26/01/18	72,430
Approved carry-forwards from 2017/18	Item 12 18/05/18	1,558
LAB at 31 December 2018		73,988

3.2 The LAB therefore provides for a deficit of £73,988 in 2018/19 as at 31 December 2018.

4 Overview of Forecast Outturn 2018/19

- 4.1 Budget holders have been asked to comment on the expected expenditure at the end of the financial year in respect of all budget lines for which they are responsible. A summary of these adjustments is given in the table below.

Table 3 – Adjustments to Forecast Outturn

	£
Forecast outturn deficit per LAB	73,988
Adjustments reported 14 November 2018	(40,745)
Increase to Private Craft Income	(2,369)
Decrease to Operations Management & Admin expenditure to reflect actuals	(1,500)
Increase to Planning Fees	(14,000)
Increase to Legal Income	(2,000)
Decrease to Legal salaries to reflect new working arrangement	(13,228)
Forecast outturn deficit as at 31 December 2018	146

- 4.2 This represents a favourable variance of £73,842 between the forecast outturn and the LAB. This is as a result of additional income and savings within expenditure.

5 Reserves

Table 4 – Consolidated Earmarked Reserves

	Balance at 1 April 2018	In-year movements	Current reserve balance
	£	£	£
Property	(479,194)	(68,962)	(548,156)
Plant, Vessels and Equipment	(202,154)	(79,166)	(281,320)
Premises	(148,424)	(44,743)	(193,167)
Planning Delivery Grant	(227,176)	0	(227,176)
Upper Thurne Enhancement	(100,175)	(19,000)	(119,175)
Section 106	(102,250)	0	(102,250)
Heritage Lottery Fund	(113,519)	90,908	(22,611)
Catchment Partnership	(99,481)	29,130	(70,351)
CANAPE	(72,259)	(5,954)	(78,213)
Computer Software	(40,307)	3,243	(37,064)
Total	(1,584,939)	(94,543)	(1,679,483)

5.1 £731,481 of the current reserve balance relates to navigation reserves.

6 2019/20 Budget Proposals

6.1 The draft budget is set out in Appendix 3 and the financial strategy to 2021/22 to provide context.

6.2 In line with the previously reported financial strategy, the draft budget takes account of the following factors:

1. A 2% pay increase for staff and increased employer pension costs.
2. The increasing cost of equipment and vessel maintenance.
3. Additional expenditure on dredging in order to maintain the Authority's target of 50,000 m³ of material removed per annum.
4. The installation of electric charging points at the Acle Bridge mooring.
5. Continuation of the National Park Branding.

6.3 Total core income for 2019/20 is budgeted to be £6,869,078, including £3,414,078 National Park Grant, £2,175,000 for private craft tolls and £1,189,000 for hire craft tolls. This income takes account of the latest available data for boat numbers, and the impact of the overall 2.6% increase in tolls approved by the Authority at its meeting 23 November 2018. Net expenditure is budgeted at £6,913,459. After taking into account the transfer of £15,000 of interest to earmarked reserves, this will result in a consolidated budget deficit of £44,381 in 2019/20, with the result that reserves at the end of March 2020 are projected to be £1,351,456 (£1,001,686 National Park and £349,770 Navigation, which amounts to 29% and 10.1% of net expenditure for the year respectively).

6.4 Table 5 sets out an overview of the proposed 2019/20 budget, which is provided in more detail in Appendix 3.

Table 5 – Draft 2019/20 Budget

	2019/20		
	National Park	Navigation	Consolidated
	£	£	£
National Park Grant	(3,414,078)	0	(3,414,078)
Navigation Tolls	0	(3,425,000)	(3,425,000)
Other income	(15,000)	(15,000)	(30,000)
Total Income	(3,429,078)	(3,440,000)	(6,869,078)
Operations	1,157,839	2,350,531	3,508,370
Strategic Services	1,604,124	607,406	2,211,530
Chief Executive	636,946	460,413	1,097,359
Corporate Items	57,720	38,480	96,200
Total Expenditure	3,456,629	3,456,830	6,913,459

Net (Surplus) / Deficit	27,551	16,830	44,381
Opening Reserves (Forecast)	(1,036,736)	(374,100)	(1,410,837)
(Surplus) / Deficit for the year	27,551	16,830	44,381
Interest transfer	7,500	7,500	15,000
Closing Reserves (Forecast)	(1,001,686)	(349,770)	(1,351,456)

7 Operations

- 7.1 The Operations budget has seen an increase to staff costs to reflect the 2% pay increase which was agreed as part of last year's two year deal. The Equipment, Vehicles and Vessels budget has been increased to cover the cost of repairs. The Water Management budget has increased to maintain the 50,000m³ dredging target. The Practical Maintenance budget has been increased to incorporate extra costs for the additional Electric Charging Points at Acle Bridge. The Ranger budget has been increased to cover the cost of servicing and repairs to the launches. Small scale savings identified in 2018/19 have also been incorporated into 2019/20. In other areas of the budget the provision represents the level of funding required to enable a continuation of the levels of service delivered in the current year.
- 7.2 As with previous years it is, however, important to recognise that the Operations budget has no capacity to take on additional projects or ad-hoc work in 2019/20.

8 Strategic Services

- 8.1 As with the Operations budget staff costs have increased in the Strategic Services Directorate for the same reasons. The Communications budget has increased to fund continuation of the National Park Branding. Similarly, to Operations there is little capacity to take on additional projects or other ad-hoc work. In other areas of the budget the provision represents the level of funding required to enable a continuation of the levels of service delivered in the current year.

9 Chief Executive

- 9.1 As with Operations and Strategic Services, staff costs have increased for the same reasons. The Legal consultancy budget apportionment has been amended to 45% National Park and 55% Navigation (previously 80% and 20%) to reflect how the actual costs in 17/18 were split and the forecast for 18/19.

10 Central and Shared Costs and Cost Apportionment

- 10.1 There has been one amendment to the Legal consultancy expenditure apportionment as a result of the increased navigation prosecutions for boat

owners not paying the required toll. There have been no other changes to the apportionments for 2019/20 and all other apportionments are consistent with the principles agreed by the Resources Allocation Working Group. Full details of apportionments by budget line for 2019/20 are set out in Appendix 3.

- 10.2 The overall split of proposed net expenditure in 2019/20 is 50% National Park and 50% Navigation, which is entirely consistent with the forecast split of income standing at 50% to 50% for the same period. Table 6 below provides further details of central and shared costs. These should not be seen as being synonymous with overheads, but have been identified in line with those areas specifically examined for apportionment by the Resource Allocation Working Group. As such they reflect costs across the Authority that are included within the budgets of both the Operations and Strategic Services directorates, and from the Chief Executive's section.

Table 6 – Central and Shared Costs

	2019/20			2020/21			2021/22		
	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Share of central and shared costs	1,454	976	2,430	1,481	992	2,473	1,493	1,007	2,500
Pension contribution lump-sum	58	38	96	71	47	118	87	58	145
Total	1,512	1,014	2,526	1,552	1,039	2,591	1,580	1,065	2,645
Percentage split of central and shared costs	60%	40%	100%	60%	40%	100%	60%	40%	100%
Total core income	(3,429)	(3,440)	(6,869)	(3,488)	(3,527)	(7,015)	(3,548)	(3,616)	(7,164)
Central and shared costs as percentage of core income	44%	29%	37%	44%	29%	37%	45%	29%	37%

- 10.3 Central and shared costs have been defined in line with the work of the Resource Allocation Working Group to include: operational property; finance and insurance; communications; collection of tolls; ICT; legal; head office, office expenses and pool vehicles; directorate management and administration costs; human resources and training; governance and member's allowances; and the chief executive, all of which play a vital role in supporting the delivery of front line services. Central and shared costs also include the lump sum pension contribution which is made annually to reduce the Authority's share of the pension deficit as calculated by the pension fund

actuary. As a percentage of income, central and shared costs are broadly static and remain at the same level as 2018/19.

11 Assumptions used for the Budget and Financial Strategy

11.1 The following key assumptions have been applied in developing the draft budget and financial strategy:

- National Park Grant will be received as detailed in the National Park Grant Settlement dated 21 January 2016;
- Navigation tolls will be collected in line with the budget and boat numbers will remain the same;
- Salary increases from 2020/21 onwards have been based on a provisional increase of 2% over the next three years. This is consistent with the NJC award for 2018/19 and 2019/20 but will be subject to further negotiations with the NJC;
- Staffing levels will remain at 100% of budget. Staff turnover may result in timing differences between the vacancy and appointment. Where these savings arise the forecast will be adjusted accordingly;
- The forecast outturn position for 2018/19 will be delivered in line with budget holders' projections; and
- The continued provision of £60,000 per annum split equally between National Park and Navigation for the implementation of the Hickling vision.

11.2 A detailed sensitivity analysis for some of these key assumptions is set out below.

Table 7 – Budget Sensitivity Analysis

Assumption	Change in assumption	Approximate financial impact of change £ (+/-)
National Park budget for 2018/19 will be delivered in line with forecast outturn.	1% under / over-spend against National Park budget.	34,000
Navigation budget for 2018/19 will be delivered in line with forecast outturn.	1% under / over-spend against Navigation budget.	33,000
Overall salary increase of 2% in 2019/20.	1% change in salary inflation.	46,000
Boat numbers and distribution remain as predicted in 2019/20.	1% change in navigation toll income.	34,000
National Park Grant in line with current allocations and no further reduction applied in 2019/20.	1% change in National Park Grant allocation.	34,000

12 Earmarked Reserves

- 12.1 The Authority's earmarked reserves strategy for the period 2019/20 – 2021/22 is set out in Appendix 4. The strategy details the actual balance of earmarked reserves at the end of December 2018, planned expenditure until the end of the financial year, and also provides an analysis of movements in reserves split between national park and navigation in all years to 2021/22.
- 12.2 Earmarked reserves stand at £1,679,482 (navigation £731,481) at the end of December 2018 and are forecast to increase slightly (to £1,796,670) by the end of the financial year.
- 12.3 Appendix 4 reflects the contributions to reserves allowed for in the budget and financial strategy set out in Appendix 3. Planned expenditure from reserves is itemised within Appendix 2 and includes in 2019/20:
- Replacement of four vehicles;
 - Replacement of Dockyard Wherry with fuel barge, mini digger and NATO floats;
 - Dockyard concrete pad for wash-down and replacement of slipway piles;
 - Planning Officer;
 - Delayed Local Plan Inspections Costs;
 - Catchment Partnership expenditure;
 - Heritage Lottery Fund expenditure; and
 - CANAPE project expenditure.
- 12.4 Planned expenditure from earmarked reserves in 2020/21 and 2021/22 includes the continued Catchment Partnership, Heritage Lottery Fund, CANAPE project expenditure, replacement of the JCB160, Sanderson Telehandler and Cannonbrook at an estimated total cost of £130,000, replacement of four vehicles at an estimated total cost of £50,000, replacement of JCB220 at an estimated cost of £105,000 and replacement of Ranger launch at a total cost of £100,000. Contributions to the Plant, Vessel and Equipment Reserve have provisionally increased from £18,000 to £30,000 from 2020/21 onwards to fund launch replacements. Further investigations into a new launch specification are required to determine exact funding requirements for future replacements.
- 12.5 Taking account of all these items, the forecast balance of earmarked reserves at the end of 2021/22 is £2,334,609 (navigation £1,003,862), although it should be noted that expenditure plans for 2020/21 and beyond are likely to be refined again when the financial strategy for 2020/21 is developed later on this year.

13 Summary

- 13.1 The draft budget presented here incorporates the navigation charges for 2019/20 and is designed to allow the Authority to continue to deliver priority navigation activities at the required level, whilst also making prudent provision for asset maintenance over the life of the strategy and beyond. Minor

adjustments have also been made to reflect the latest staffing forecasts. As a result of all these factors there is no capacity within the budget for additional projects.

- 13.2 The National Park part of the budget shows a deficit for the next three years. This will be funded from the National Park Reserve resulting in a reserve balance of £985,170 at the end of 2021/22. This balance will be £535,488 above the recommended level. The outcome of a new National Park Grant settlement from 2020/21 onwards remains uncertain. The impact of this will provide the opportunity to review all expenditure and will need to be modelled into future years.
- 13.3 It is important to recognise that the budget as a whole is highly sensitive to changes in salary inflation, as a result of the significant proportion of the budget that is made up of staff costs. The budget is based on a 2% increase in salaries for the period April 2020 to March 2022, however there remains considerable uncertainty in respect of the likely award.
- 13.4 The Consolidated deficit of £44,381 allowed for in the 2019/20 budget continues to maintain reserves above their minimum. This is marginally lower than previously anticipated due to the adjusted staff recharges to Whitlingham Charitable Trust. As in previous years it remains the case that the indicative national park grant and tolls increases in 2020/21 and beyond will need to be revisited during next year's budget setting process to ensure they remain appropriate. This could be as a result of any variations from current assumptions or changes in outturn figures for 2018/19.

14 Members' Allowances

- 14.1 Audit and Risk Committee received a paper on 11 December 2018 on Members' Allowances and when they were last reviewed in 2011/12. It provided the background to what was then a reduction of 21.5% due to National Park Grant being cut in cash terms by 25% (or 35% in real terms taking account of RPI). The paper outlined the regulations that govern allowances and contained an appendix highlighting the difference in allowances paid by the English Parks.
- 14.2 Members were a little surprised that this had been raised through the appraisal process but recognised a review was due. However, it was felt that a full review now would not be appropriate given the current National Park Review led by Julian Glover. Members felt it would be appropriate to set aside a review until the recommendations of the Glover review and likely implications were known.

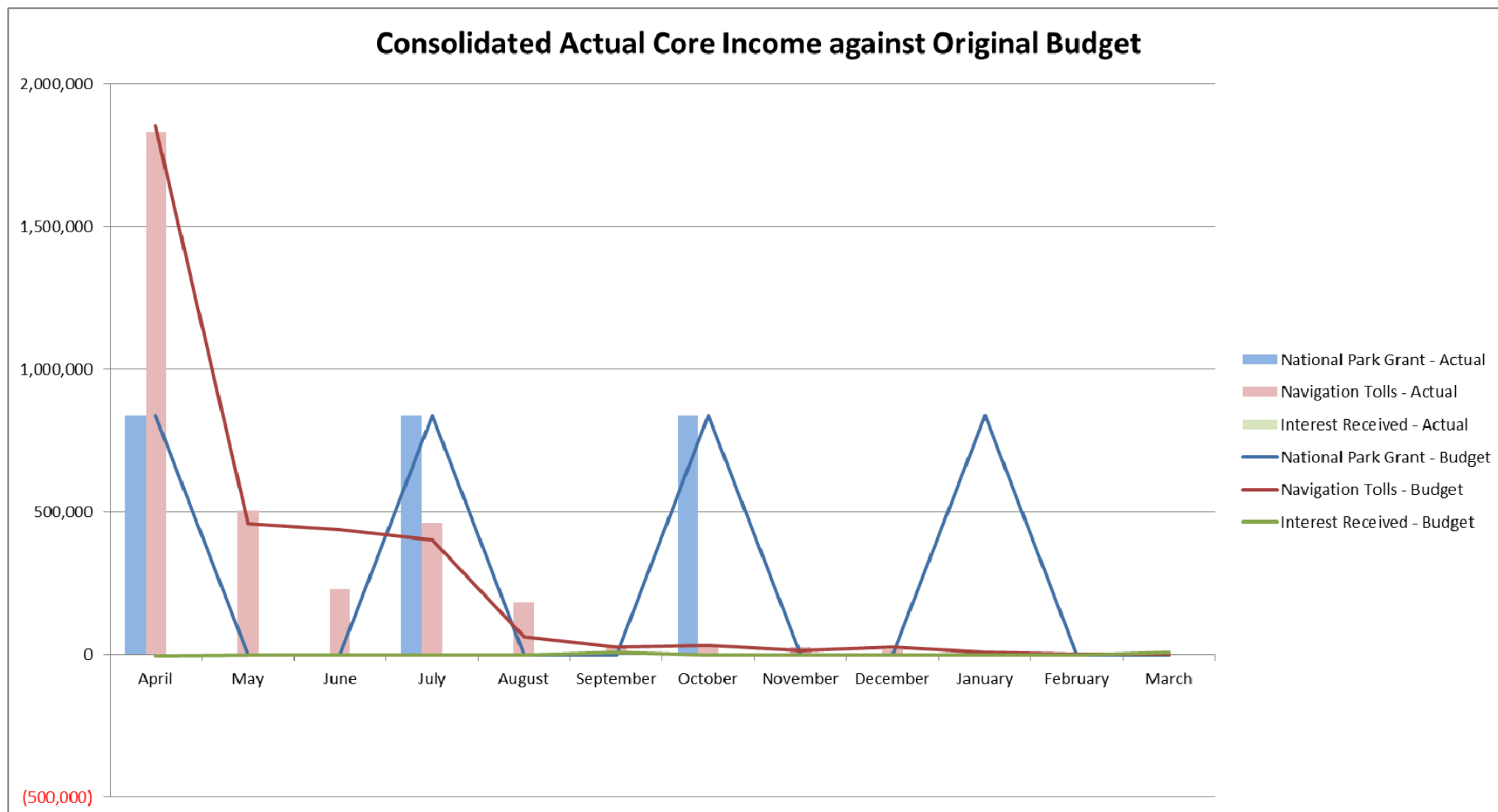
15 Advertising and Sponsorship Policy

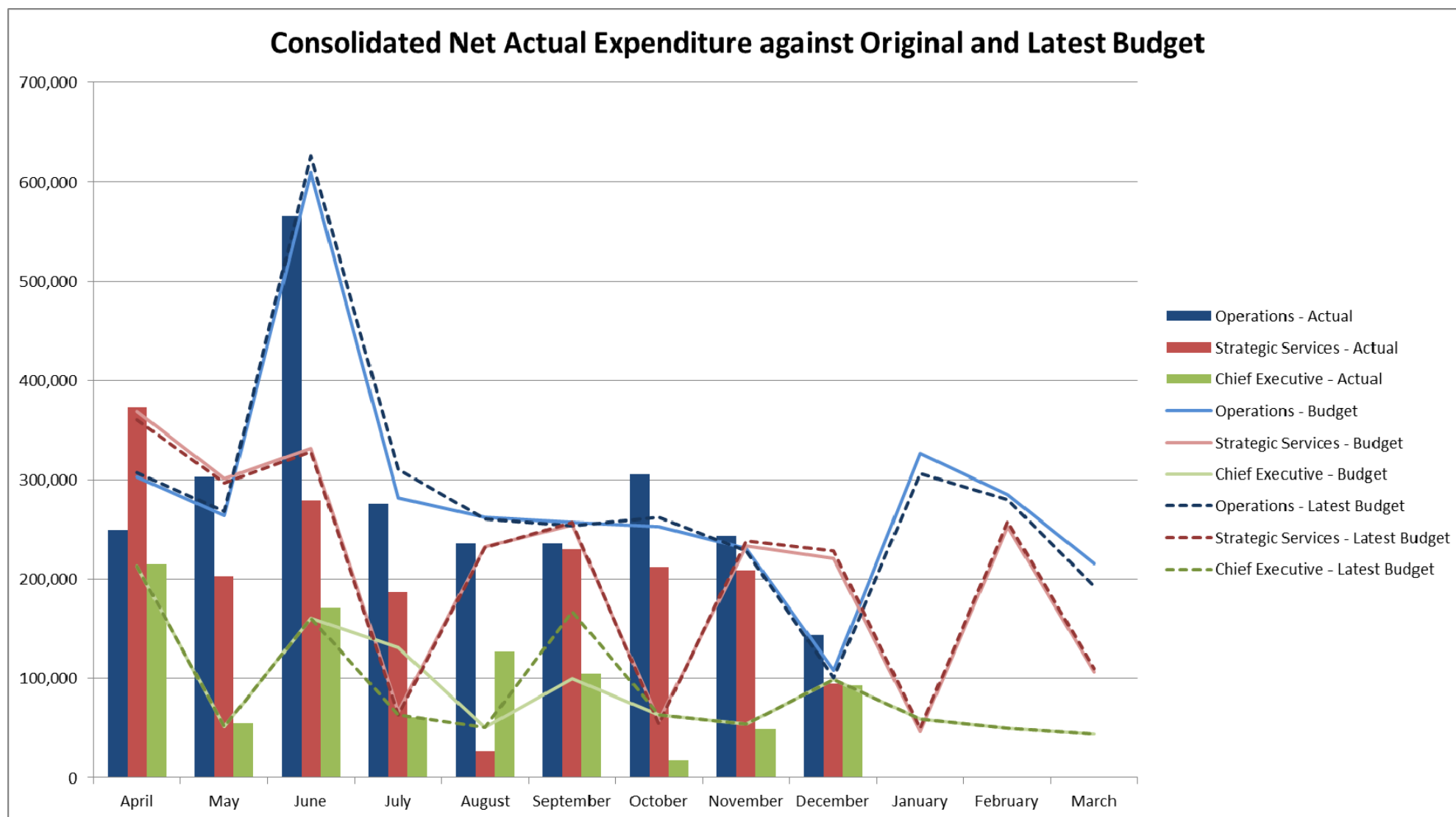
- 15.1 The current Advertising and Sponsorship Policy was first adopted in November 2014 in order to provide a framework for officers to ensure that best practice and legislative requirements were followed. At the time of

adoption, it was recommended that the policy would be reviewed every three years.

- 15.2 Initial work started in 2017 to update the policy. However, it was felt that the external funding working group outputs could have an impact on the policy. Following the Authority's recommendation that the working group be disbanded work commenced over the Autumn to complete the update. This has been carried out in consultation with the Head of Communications and the Management Team.
- 15.3 Appendix 5 contains the updated policy with the changes highlighted in track changes. These changes reflect the creation of National Parks Partnerships LLP which seeks opportunities on behalf of all 15 National Parks. In addition, links to external guidance have been updated to reflect current best practice.
- 15.4 Section 4 sets out the responsibilities in decision making in accepting advertising and sponsorship, all of which have remained unchanged.
- 15.5 It is proposed that this policy will be reviewed in three years' time unless there are significant changes to the funding landscape.

Background Papers:	Nil
Author:	Emma Krelle
Date of Report:	18 January 2019
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 31 December 2018 APPENDIX 2 – Financial Monitor: Consolidated Income and Expenditure 2018/19 APPENDIX 3 - Draft Budget 2019/20 and Financial Strategy to 2021/22 APPENDIX 4 – Earmarked Reserves to 2021/22 APPENDIX 5 – Advertising and Sponsorship Policy





To 31 December 2018

Budget Holder

(All)

Values					
Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,702,148)		(6,702,148)	(6,727,077)	24,929
National Park Grant	(3,356,348)		(3,356,348)	(3,356,348)	0
Income	(3,356,348)		(3,356,348)	(3,356,348)	0
Hire Craft Tolls	(1,149,300)		(1,149,300)	(1,159,229)	9,929
Income	(1,149,300)		(1,149,300)	(1,159,229)	9,929
Private Craft Tolls	(2,121,800)		(2,121,800)	(2,121,800)	0
Income	(2,121,800)		(2,121,800)	(2,121,800)	0
Short Visit Tolls	(40,900)		(40,900)	(40,900)	0
Income	(40,900)		(40,900)	(40,900)	0
Other Toll Income	(18,800)		(18,800)	(18,800)	0
Income	(18,800)		(18,800)	(18,800)	0
Interest	(15,000)		(15,000)	(30,000)	15,000
Income	(15,000)		(15,000)	(30,000)	15,000
Operations	3,501,440	24,200	3,525,640	3,521,210	4,430
Construction and Maintenance Salaries	1,184,010	0	1,184,010	1,181,080	2,930
Income	(4,530)		(4,530)	(7,460)	2,930
Salaries	1,188,540	0	1,188,540	1,188,540	0
Expenditure			0		0
Equipment, Vehicles & Vessels	451,500	12,000	463,500	463,500	0
Income			0		0
Expenditure	451,500	12,000	463,500	463,500	0
Water Management	103,000		103,000	103,000	0
Income			0		0
Expenditure	103,000		103,000	103,000	0
Land Management	(36,000)		(36,000)	(36,000)	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(90,000)		(90,000)	(90,000)	0
Expenditure	54,000		54,000	54,000	0
Practical Maintenance	493,700		493,700	493,700	0
Income	(10,500)		(10,500)	(10,500)	0
Expenditure	504,200		504,200	504,200	0
Ranger Services	739,060		739,060	739,060	0
Income	(131,020)		(131,020)	(131,020)	0
Salaries	674,180		674,180	674,180	0
Expenditure	195,900		195,900	195,900	0
Pension Payments			0		0
Safety	160,390		160,390	160,390	0
Income	(2,000)		(2,000)	(2,000)	0
Salaries	61,290		61,290	61,290	0
Expenditure	101,100		101,100	101,100	0
Volunteers	75,350		75,350	75,350	0
Income	(1,000)		(1,000)	(1,000)	0
Salaries	50,450		50,450	50,450	0
Expenditure	25,900		25,900	25,900	0
Premises	208,170	12,200	220,370	220,370	0
Income			0		0
Expenditure	208,170	12,200	220,370	220,370	0
Operations Management and Administration	122,260		122,260	120,760	1,500
Income	(2,360)		(2,360)	(2,360)	0
Salaries	112,120		112,120	112,120	0
Expenditure	12,500		12,500	11,000	1,500
Strategic Services	2,207,620	1,558	2,209,178	2,223,415	-14,237
Development Management	402,805	0	402,805	377,805	25,000
Income	(80,000)		(80,000)	(105,000)	25,000
Salaries	368,880	(20,000)	348,880	348,880	0
Expenditure	113,925	20,000	133,925	133,925	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Pension Payments			0		0
Strategy and Projects Salaries	296,440		296,440	309,900	-13,460
Income	(31,460)		(31,460)	(31,460)	0
Salaries	259,400		259,400	259,400	0
Expenditure	68,500		68,500	81,960	-13,460
Biodiversity Strategy	10,000		10,000	10,000	0
Income			0		0
Expenditure	10,000		10,000	10,000	0
Human Resources	134,710	1,558	136,268	131,018	5,250
Income	0		0	(5,250)	5,250
Salaries	75,210		75,210	75,210	0
Expenditure	59,500	1,558	61,058	61,058	0
Waterways and Recreation Strategy	87,480		87,480	87,480	0
Income			0		0
Salaries	77,980		77,980	77,980	0
Expenditure	9,500		9,500	9,500	0
Project Funding	105,500		105,500	105,500	0
Expenditure	105,500		105,500	105,500	0
Pension Payments			0		0
Communications	302,030		302,030	302,030	0
Income	(6,150)		(6,150)	(6,150)	0
Salaries	233,680		233,680	233,680	0
Expenditure	74,500		74,500	74,500	0
Visitor Centres and Yacht Stations	208,710		208,710	208,710	0
Income	(237,500)		(237,500)	(237,500)	0
Salaries	314,210		314,210	314,210	0
Expenditure	132,000		132,000	132,000	0
Collection of Tolls	134,180		134,180	124,900	9,280
Salaries	121,480		121,480	112,200	9,280
Expenditure	12,700		12,700	12,700	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
ICT	308,890		308,890	349,197	-40,307
Salaries	188,440		188,440	188,440	0
Expenditure	120,450		120,450	160,757	-40,307
Strategic Services Management and Administration	216,875		216,875	216,875	0
Income	(730)		(730)	(730)	0
Salaries	142,740		142,740	142,740	0
Expenditure	74,865		74,865	74,865	0
Chief Executive	1,076,443		1,076,443	1,071,490	4,953
Legal	108,670		108,670	93,442	15,228
Income	(510)		(510)	(2,510)	2,000
Salaries	49,180		49,180	35,952	13,228
Expenditure	60,000		60,000	60,000	0
Governance	124,750		124,750	124,750	0
Salaries	72,850		72,850	72,850	0
Expenditure	51,900		51,900	51,900	0
Chief Executive	112,090		112,090	112,090	0
Salaries	112,090		112,090	112,090	0
Expenditure			0		0
Asset Management	115,080		115,080	113,055	2,025
Income	(22,000)		(22,000)	(22,000)	0
Salaries	47,330		47,330	47,330	0
Expenditure	89,750		89,750	87,725	2,025
Finance and Insurance	362,160		362,160	374,460	-12,300
Income	(5,930)		(5,930)	(5,930)	0
Salaries	154,090		154,090	154,090	0
Expenditure	214,000		214,000	226,300	-12,300
Premises - Head Office	253,693		253,693	253,693	0
Income			0		0
Expenditure	253,693		253,693	253,693	0
Projects and Corporate Items	216,707		216,707	216,707	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Partnerships / HLF	138,207		138,207	138,207	0
Income	(1,182,118)		(1,182,118)	(1,182,118)	0
Salaries	169,940		169,940	169,940	0
Expenditure	1,150,385		1,150,385	1,150,385	0
Corporate Items	78,500		78,500	78,500	0
Expenditure	2,500		2,500	2,500	0
Pension Payments	76,000		76,000	76,000	0
Contributions from Earmarked Reserves	(227,632)	(24,200)	(251,832)	(305,599)	53,767
Earmarked Reserves	(227,632)	(24,200)	(251,832)	(305,599)	53,767
Expenditure	(227,632)	(24,200)	(251,832)	(305,599)	53,767
Grand Total	72,430	1,558	73,988	146	73,842

Row Labels	2017/18			2018/19			2019/20			2020/21			2021/22			2019/20 Apportionment					
	National Park 2017/18 (Actual)	Navigation 2017/18 (Actual)	Consolidated 2017/18 (Actual)	National Park 2018/19 (Latest Available Budget)	Navigation 2018/19 (Latest Available Budget)	Consolidated 2018/19 (Latest Available Budget)	National Park 2018/19 (Forecast Outturn)	Navigation 2018/19 (Forecast Outturn)	Consolidated 2018/19 (Forecast Outturn)	National Park 2019/20 (Budget)	Navigation 2019/20 (Budget)	Consolidated 2019/20 (Budget)	National Park 2020/21 (Budget)	Navigation 2020/21 (Budget)	Consolidated 2020/21 (Budget)	National Park 2021/22 (Budget)	Navigation 2021/22 (Budget)	Consolidated 2021/22 (Budget)	National Park	Navigation	
Income																					
Income																					
National Park Grant	(3,299,595)	0	(3,299,595)	(3,356,348)	0	(3,356,348)	(3,356,348)	0	(3,356,348)	(3,414,078)	0	(3,414,078)	(3,472,800)	0	(3,472,800)	(3,532,532)	0	(3,532,532)	100%	0%	
Hire Craft Tolls	0	(1,116,132)	(1,116,132)	0	(1,149,300)	(1,149,300)	0	(1,159,229)	(1,159,229)	0	(1,189,000)	(1,189,000)	0	(1,219,000)	(1,219,000)	0	(1,250,000)	(1,250,000)	0%	100%	
Private Craft Tolls	0	(2,070,213)	(2,070,213)	0	(2,121,800)	(2,121,800)	0	(2,121,800)	(2,121,800)	0	(2,175,000)	(2,175,000)	0	(2,230,000)	(2,230,000)	0	(2,286,000)	(2,286,000)	0%	100%	
Short Visit Tolls	0	(43,816)	(43,816)	0	(40,900)	(40,900)	0	(40,900)	(40,900)	0	(42,000)	(42,000)	0	(44,000)	(44,000)	0	(46,000)	(46,000)	0%	100%	
Other Toll Income	0	(19,280)	(19,280)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0	(19,000)	(19,000)	0	(19,000)	(19,000)	0	(19,000)	(19,000)	0%	100%	
Interest	(11,289)	(11,289)	(22,577)	(7,500)	(7,500)	(15,000)	(15,000)	(15,000)	(30,000)	(15,000)	(15,000)	(30,000)	(15,000)	(15,000)	(30,000)	(15,000)	(15,000)	(30,000)	50%	50%	
Income Total	(3,310,884)	(3,260,730)	(6,571,613)	(3,363,848)	(3,338,300)	(6,702,148)	(3,371,348)	(3,355,729)	(6,727,077)	(3,429,078)	(3,440,000)	(6,869,078)	(3,487,800)	(3,527,000)	(7,014,800)	(3,547,532)	(3,616,000)	(7,163,532)	50%	50%	
Income Total	(3,310,884)	(3,260,730)	(6,571,613)	(3,363,848)	(3,338,300)	(6,702,148)	(3,371,348)	(3,355,729)	(6,727,077)	(3,429,078)	(3,440,000)	(6,869,078)	(3,487,800)	(3,527,000)	(7,014,800)	(3,547,532)	(3,616,000)	(7,163,532)	50%	50%	
Net Expenditure																					
Operations																					
Construction and Maintenance Salaries	400,925	721,833	1,122,758	430,850	757,690	1,188,540	430,850	757,690	1,188,540	445,116	786,014	1,231,130	458,420	806,880	1,265,300	471,582	828,138	1,299,720	36%	64%	
Construction and Maintenance Salaries (income)	(1,002)	(250)	(1,252)	(1,694)	(2,836)	(4,530)	(2,574)	(4,886)	(7,460)	(2,438)	(3,172)	(5,610)	(2,486)	(3,234)	(5,720)	(2,534)	(3,296)	(5,830)	43%	57%	
Equipment, Vehicles and Vessels	156,912	366,128	523,040	111,600	260,400	372,000	111,600	260,400	372,000	114,150	266,350	380,500	114,150	266,350	380,500	114,150	266,350	380,500	30%	70%	
Equipment, Vehicles and Vessels (Income)	(4,834)	(11,280)	(16,114)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%	
CANAPE	9,646	9,646	19,292	30,000	30,000	60,000	30,000	30,000	60,000	30,000	30,000	60,000	30,000	30,000	60,000	30,000	30,000	60,000	50%	50%	
Water Management	34,776	109,671	144,447	5,000	98,000	103,000	5,000	98,000	103,000	6,500	119,470	125,970	6,500	119,414	125,914	6,500	119,414	125,914	5%	95%	
Water Management (Income)	(9,060)	(800)	(9,860)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%	
Land Management	53,093	0	53,093	54,000	0	54,000	54,000	0	54,000	54,160	0	54,160	54,160	0	54,160	54,160	0	54,160	100%	0%	
Land Management (Income)	(115,574)	0	(115,574)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	(102,600)	0	(102,600)	(102,600)	0	(102,600)	(102,600)	0	(102,600)	100%	0%	
Practical Maintenance	74,657	430,926	505,583	75,000	421,200	496,200	75,000	421,200	496,200	85,000	413,200	498,200	95,000	397,700	492,700	95,000	397,700	492,700	17%	83%	
Practical Maintenance (Income)	(300)	(44,204)	(44,504)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0	(10,700)	(10,700)	0	(10,700)	(10,700)	0	(10,700)	(10,700)	0%	100%	
Ranger Services	271,789	483,445	755,234	286,872	499,208	786,080	286,872	499,208	786,080	297,484	538,426	835,910	304,808	561,412	866,220	313,028	573,742	886,770	36%	64%	
Ranger Services (Income)	(17,206)	(30,926)	(48,132)	(18,808)	(28,212)	(47,020)	(18,808)	(28,212)	(47,020)	(22,468)	(33,702)	(56,170)	(22,916)	(34,374)	(57,290)	(23,376)	(35,064)	(58,440)	40%	60%	
Safety	54,514	87,226	141,741	42,952	95,438	138,390	42,952	95,438	138,390	40,137	75,163	115,300	40,513	76,057	116,570	40,899	76,991	117,890	35%	65%	
Safety (Income)	(1,859)	(2,358)	(4,217)	0	(2,000)	(2,000)	0	(2,000)	(2,000)	0	(3,300)	(3,300)	0	(3,300)	(3,300)	0	(3,300)	(3,300)	0%	100%	
Volunteers	40,104	66,839	106,943	45,810	30,540	76,350	45,810	30,540	76,350	46,404	30,936	77,340	47,208	31,472	78,680	48,036	32,024	80,060	60%	40%	
Volunteers (Income)	(681)	(454)	(1,135)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	0	0	0	(846)	(564)	(1,410)	(864)	(576)	(1,440)	0%	0%	
Operational Property	68,270	102,948	171,218	88,251	107,919	196,170	88,251	107,919	196,170	86,073	102,837	188,910	86,073	102,837	188,910	86,073	102,837	188,910	46%	54%	
Operational Property (Income)	(19,768)	(2,344)	(22,112)	0	0	0	0	0	0	(300)	(700)	(1,000)	(300)	(700)	(1,000)	(300)	(700)	(1,000)	30%	70%	
Operations Management and Admin	74,234	39,669	113,903	83,495	41,125	124,620	82,490	40,630	123,120	82,825	40,795	123,620	87,093	42,897	129,990	90,745	44,695	135,440	67%	33%	
Operations Management and Admin (Income)	(1,718)	(846)	(2,563)	(1,581)	(779)	(2,360)	(1,581)	(779)	(2,360)	(2,204)	(1,086)	(3,290)	(2,251)	(1,109)	(3,360)	(2,298)	(1,132)	(3,430)	67%	33%	
Operations Total	1,066,918	2,284,766	3,351,683	1,141,148	2,296,793	3,437,940	1,139,263	2,294,248	3,433,510	1,157,839	2,350,531	3,508,370	1,192,526	2,381,038	3,573,564	1,218,201	2,417,123	3,635,324	33%	67%	
Strategic Services																					
Development Management	393,573	0	393,573	364,930	0	364,930	364,930	0	364,930	376,850	0	376,850	397,320	0	397,320	422,080	0	422,080	100%	0%	
Development Management (Income)	(127,888)	0	(127,888)	(80,000)	0	(80,000)	(105,000)	0	(105,000)	(100,000)	0	(100,000)	(100,000)	0	(100,000)	(100,000)	0	(100,000)	100%	0%	
Strategy and Projects Salaries	323,105	64,119	387,224	307,021	62,350	369,370	307,021	62,350	369,370	281,904	63,907	345,810	288,594	65,316	353,910	295,513	66,757	362,270	82%	18%	
Strategy and Projects	92,181	2,102	94,283	48,200	1,800	50,000	48,200	1,800	50,000	92,438	2,093	94,530	88,018	2,093	90,110	88,608	2,093	90,700	98%	2%	
Strategy and Projects (Income)	(38,638)	(6)	(38,645)	(3,000)	0	(3,000)	(3,000)	0	(3,000)	(5,470)	0	(5,470)	(5,580)	0	(5,580)	(5,690)	0	(5,690)	100%	0%	
Biodiversity Strategy	12,246	0	12,246	10,000	0	10,000	10,000	0	10,000	7,670	0	7,670	10,000	0	10,000	10,000	0	10,000	100%	0%	
Biodiversity Strategy (Income)	(880)	0	(880)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%	
Waterways and Recreation Strategy	630	6,174	6,805	500	9,000	9,500	500	9,000	9,500	500	9,000	9,500	500	9,000	9,500	500	9,000	9,500	5%	95%	
Project Funding	367,983	0	367,983	155,500	0	155,500	155,500	0	155,500	100,000	0	100,000	40,000	0	40,000	40,000	0	40,000	100%	0%	
Project Funding (Income)	(185,262)	0	(185,262)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%	
Communications	264,113	81,740	345,853	233,611	74,570	308,180	233,611	74,570	308,180	251,552	79,573	331,125	261,007	81,358	342,365	265,582	83,193	348,775	76%	24%	
Communications (Income)	(7,162)	(417)	(7,580)	(208)	(5,942)	(6,150)	(208)	(5,942)	(6,150)	(6,593)	(287)	(6,880)	(6,726)	(294)	(7,020)	(6,860)	(300)	(7,160)	96%	4%	
Visitor Centres and Yacht Stations	304,724	137,463	442,187	307,145	139,065	446,210	307,145	139,065	446,210	338,720	155,640	494,360	343,510	158,220	501,730	348,083	160,988	509,070	69%	31%	
Visitor Centres and Yacht Stations (Income)	(176,580)	(70,328)	(246,908)	(177,500)	(60,000)	(237,500)	(177,500)	(60,000)	(237,500)	(181,400)	(68,700)	(250,100)	(181,400)	(68,700)	(250,100)	(181,400)	(68,700)	(250,100)	73%	27%	
Collection of Tolls	0	137,656	137,656	0	134,180	134,180	0	124,900	124,900	0	135,860	135,860	0	139,380	139,380	0	142,560	142,560	0%	100%	
Collection of Tolls (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%	
ICT	236,095	116,285	352,380	206,956	101,934	308,890	206,956	101,934	308,890	216,417	106,593	323,010	219,063	107,897	326,960	221,777	109,233	331,010	67%	33%	
Human Resources	67,471	46,887	114,358	80,398	55,870	136,268	80,398	55,870	136,268	79,485	55,235	134,720	80,624	56,027	136,650	81,922	56,929	138,850	59%	41%	
Human Resources (Income)	(590)	(410)	(1,000)	0	0	0	(3,098)	(2,153)	(5,250)	0	0	0	0	0	0	0	0	0	0%	0%	
Office Expenses	22,536	11,240	33,776	26,666	13,299	39,965	26,666	13,299	39,965	26,777	13,188	39,965	26,777	13,188	39,965	26,777	13,188	39,965	67%	33%	
Office Expenses (Income)	(121)	(60)	(181)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%	
Strategic Services Management and Admin	117,089	51,730	168,819	123,249	54,392	177,640	123,249	54,392	177,640	126,395	55,785	182,180	128,863	56,882	185,745	132,466	58,460	190,925	69%	31%	
Strategic Services Management and Admin (Income)	(910)	(390)	(1,300)	(511)	(219)	(730)	(511)	(219)	(730)	(1,120)	(480)	(1,600)	(1,141)	(489)	(1,630)	(1,162)	(498)	(1,660)	70%	30%	
Strategic Services Total																					

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
	Balance 01 April 2018	(479,194)	(202,153)	(148,425)	(569,389)	(113,519)	(72,259)	(942,953)	(641,986)	(1,584,939)
2018/19	<u>Contributions to Reserves to 31/12/18</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000552)	(1,962)	0	0	0			0	(1,962)	(1,962)
	Launches (LAU000451)	0	(18,000)	0	0			0	(18,000)	(18,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)			(19,000)	0	(19,000)
	Heritage Lottery Fund (HLF000451)	0	0	0	0	(50,000)		(50,000)	0	(50,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(231,176)		(231,176)	0	(231,176)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	CANAPE Income (CANXXX552)	0	0	0	0		(41,055)	(20,528)	(20,528)	(41,055)
	<u>Contributions from Reserves to 31/12/18</u>									
	Replacement of EU63 LUJ & AO06 XPF (Vans) for CM&E (VEH000450)	0	37,834	0	0			11,350	26,484	37,834
	Replacement of Dockyard Crane, plus clamshell bucket (VES000450)	0	42,000	0	0			12,600	29,400	42,000
	Statutory fee for HROs for transfer of Mutford Lock (MLK000450)	4,000	0	0	0			0	4,000	4,000
	Relocate Dockyard Wet Shed (PRM009450)	0	0	23,560	0			7,068	16,492	23,560
	John Fox Cottage refurbishment (PRM009450)	0	0	12,000	0			3,600	8,400	12,000
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	372,083		372,083	0	372,083
	CANAPE Expenditure (CANXXX450)	0	0	0	0		95,102	47,551	47,551	95,102
	Catchment Partnership expenditure (CAT000450)	0	0	0	14,130			14,130	0	14,130
	Creyke roller & partnership expenditure (CAT000450)	0	0	0	15,000			15,000	0	15,000
	Upgrade Microsoft Office (ICT000450)	0	0	0	3,243			2,173	1,070	3,243
	Irstead Boathouse Repair (BHB000450)	0	0	(303)	0			(121)	(182)	(303)
	Actual Balance 01 January 2019	(548,156)	(281,320)	(193,167)	(556,016)	(22,611)	(78,213)	(948,003)	(731,481)	(1,679,483)
	<u>Contributions to Reserves to 31/03/19</u>									
	Mutford Lock Rent (MLK000552)	(38)	0	0	0			0	(38)	(38)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(562,197)		(562,197)	0	(562,197)
	CANAPE Income (CANXXX552)	0	0	0	0		(178,077)	(89,038)	(89,038)	(178,077)
	Norfolk Rivers Trust (CAT000552)	0	0	0	(15,000)			(15,000)	0	(15,000)
	<u>Contributions from Reserves to 31/03/19</u>									
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500			3,500	0	3,500
	Upgrade Microsoft Office (ICT000450)	0	0	0	36,757			24,627	12,130	36,757
	Replacement of two Yare House pool vehicles (Kangoo & Focus AO58 OXC & AO58 RJV) (PCP000450)	0	24,000	0	0			16,080	7,920	24,000
	Relocate Dockyard Wet Shed (PRM009450)	0	0	640	0			192	448	640
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	447,363		447,363	0	447,363
	CANAPE Expenditure (CANXXX450)	0	0	0	0		125,837	62,919	62,919	125,837
	Catchment Partnership (CAT000450)	0	0	0	26			26	0	26
	Forecast Balance 01 April 2019	(548,194)	(257,320)	(192,527)	(530,733)	(137,445)	(130,452)	(1,059,530)	(737,140)	(1,796,670)
2019/20	<u>Contributions to Reserves to 31/03/20</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(18,000)	0	0			0	(18,000)	(18,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Computer Software (ICT000451)	0	0	0	(10,000)			(6,700)	(3,300)	(10,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)
	Catchment Partnership (CAT000451)	0	0	0	(27,780)			(27,780)	0	(27,780)
	Catchment Partnership income (CAT000552)	0	0	0	(15,000)			(15,000)	0	(15,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(619,880)		(619,880)	0	(619,880)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	CANAPE Income (CANXXX552)	0	0	0	0		(134,749)	(67,375)	(67,375)	(134,749)
	<u>Contributions from Reserves to 31/03/20</u>									
	Replace Wherry Onward with fuel barge, mini digger & nato floats (VES000450)	0	57,000	0	0			17,100	39,900	57,000
	Replacement of Yare House pool vehicles (two Smart) (PCP000450)	0	18,000	0	0			12,060	5,940	18,000
	Dockyard Site Development (PRM009450)	0	0	45,000	0			18,000	27,000	45,000
	Replacement of CMS Peugeot Bipper AP11 EPO (VEH000450)	0	16,500	0	0			11,055	5,445	16,500

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
	Planning Officer (Compliance & Implementation) (DVM000450)	0	0	0	30,000			30,000	0	30,000
	Local Plan Inspection and cost of objections (POL000450)	0	0	0	72,425			72,425	0	72,425
	Catchment Partnership (CAT000450)	0	0	0	61,465			61,465	0	61,465
	Heritage Lottery Fund costs (HLFXX450)	0	0	0	0	623,424		623,424	0	623,424
	CANAPE Expenditure (CANXXX450)	0	0	0	0		99,923	49,962	49,962	99,923
	Forecast Balance 01 April 2020	(621,194)	(324,820)	(227,527)	(440,623)	(133,901)	(225,278)	(1,091,554)	(881,788)	(1,973,342)
2020/21	<u>Contributions to Reserves to 31/03/21</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(30,000)	0	0			0	(30,000)	(30,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Computer Software (ICT000451)	0	0	0	(10,000)			(6,700)	(3,300)	(10,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)
	Catchment Partnership (CAT000451)	0	0	0	(28,360)			(28,360)	0	(28,360)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(463,837)		(463,837)	0	(463,837)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	CANAPE Income (CANXXX552)	0	0	0	0		(139,673)	(69,837)	(69,837)	(139,673)
	<u>Contributions from Reserves to 31/03/21</u>									
	Replace JCB 160, Sanderson Telehandler & Cannonbrook(VES000450)	0	130,000	0	0			39,000	91,000	130,000
	Catchment Partnership (CAT000450)	0	0	0	28,360			28,360	0	28,360
	Heritage Lottery Fund costs (HLFXX450)	0	0	0	0	490,237		490,237	0	490,237
	CANAPE Expenditure (CANXXX450)	0	0	0	0		137,904	68,952	68,952	137,904
	Forecast Balance 01 April 2021	(694,194)	(365,820)	(307,527)	(471,623)	(107,501)	(287,047)	(1,224,518)	(1,009,193)	(2,233,711)
2021/22	<u>Contributions to Reserves to 31/03/22</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(30,000)	0	0			0	(30,000)	(30,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Computer Software (ICT000451)	0	0	0	(10,000)			(6,700)	(3,300)	(10,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)
	Catchment Partnership (CAT000451)	0	0	0	(28,950)			(28,950)	0	(28,950)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(556,581)		(556,581)	0	(556,581)
	CANAPE Income (CANXXX552)	0	0	0	0		(132,039)	(66,019)	(66,019)	(132,039)
	<u>Contributions from Reserves to 31/03/22</u>									
	Replacement of CM&E Peugeot Tepee & Tipper (VEH000450)	0	30,000	0	0			9,000	21,000	30,000
	Replacement of Ranger Renault Kangoo x 2 (RAN000450)	0	20,000	0	0			8,000	12,000	20,000
	Replace JCB JS220 (2017) (VES000450)	0	105,000	0	0			31,500	73,500	105,000
	Replacement of M/L Yare (LAU000450)	0	100,000	0	0			0	100,000	100,000
	Catchment Partnership (CAT000450)	0	0	0	28,950			28,950	0	28,950
	Heritage Lottery Fund costs (HLFXX450)	0	0	0	0	582,981		582,981	0	582,981
	CANAPE Expenditure (CANXXX450)	0	0	0	0		164,741	82,371	82,371	164,741
	Forecast Balance 01 April 2022	(767,194)	(281,820)	(387,527)	(502,623)	(81,101)	(314,344)	(1,330,747)	(1,003,862)	(2,334,609)

Broads Authority

Advertising and Sponsorship Policy

Contents

1. Introduction	2
2. Purpose	2
3. Definitions	32
4. Responsibilities	3
5. Key principles	43
6. Specific issues when considering sponsorship	54
7. Criteria for identifying suitable advertisers and sponsors	5
8. National initiatives	7
9. State Aid considerations in the provision of sponsorship by the Authority	87
10. Dealing with complaints	8
11. Review	98

1. Introduction

1.1. The Broads Authority recognises the significant potential for income generation through advertising and sponsorship, and will seek opportunities to maximise revenue from these sources where this does not conflict with ~~other organisational strategic~~ priorities and [National Parks Partnerships LLP](#) activities. This Policy sets out the parameters for advertising and sponsorship, and outlines the considerations the Authority will take into account when offering or assessing advertising and sponsorship opportunities.

~~1.2.~~ The starting point for all advertising is that it ~~conforms~~ within the rules and guidelines laid out by the Advertising Standards Agency (ASA) and complies with the [UK Code of Advertising and Direct & Promotional Marketing¹](#). The Code of Recommended Practice on Local Authority Publicity² contains additional guidance including restrictions on advertising in the run up to elections.

~~1.2.~~ 1.3. Advertising and sponsorship should be seen as two distinct areas of activity, although they are linked in terms of many of the skills, considerations and approaches required to maximise income for the Authority. Therefore except where explicitly stated, they can be considered to be interchangeable throughout this policy.

~~1.3.~~ 1.4. The Authority currently carries advertising within many of its general publications, and has accepted sponsorship of events such as the Broads Outdoor Festival. This Policy formalises the Authority's general approach to advertising and sponsorship issues, but is not intended to supersede any specific established arrangements which may already be in place.

2. Purpose

2.1. The purpose of this Policy is to:

- establish the parameters of the Authority's advertising and sponsorship activities;
- define a general framework for decisions about advertising and sponsorship opportunities;
- explain how the Authority's advertising and sponsorship initiatives are coordinated with activity undertaken by National Parks UK; and

¹ <https://www.asa.org.uk/codes-and-rulings/advertising-codes.html>

² <https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity>

- set out how the Authority's activities comply with legislative and regulatory requirements.

3. Definitions

3.1. Advertising encompasses two elements, firstly how the Authority promotes and markets its own services and brand (and indeed the wider National Park brand), and secondly the sale of advertising space by the Authority to third parties in order to raise revenue.

3.2. Sponsorship in contrast can be defined as ²“the payment of a fee or payment in kind by a company in return for the rights to a public association with a Broads Authority activity, item, person or property for mutual commercial benefit.”²

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3.3. Sponsorship generally represents a deeper relationship than the advertiser relationship, where the Authority may simply be acting as a platform for an advertiser. As such, a higher level of scrutiny should be applied to a sponsorship agreement due to the greater potential impact on the Authority's own brand identity and reputation.

4. Responsibilities

4.1. Decisions about large scale⁴, or potentially controversial sponsorship will be referred to the Full Authority, for example in the case of potentially controversial partners, or where a significant or sensitive asset is identified for sponsorship.

4.2. Decisions⁵ about the acceptance of significant⁶ advertising and uncontroversial sponsorship opportunities will be taken by the Management Team, taking account of the criteria set out in this Policy. Care needs to be taken about the cumulative value and impact of individual sponsorship arrangements.

4.3. Day to day decisions about advertising will be taken by officers (generally within the Communications Team). The sale of advertising space in publications and / or on websites may

² ~~Guidance to Departments on Sponsorship of Government Activities, Cabinet Office, 2007.~~

⁴ For the purposes of this policy, “large scale” sponsorship is considered to include any sponsorship arrangement worth more than £100,000 annually.

⁵ ~~For the purposes of this policy, “significant” sponsorship is considered to include any sponsorship arrangement worth more than £5,000 annually.~~

⁶ ~~For the purposes of this policy, “significant” sponsorship is considered to include any sponsorship arrangement worth more than £5,000 annually.~~

be outsourced to third parties, although ultimate editorial control will always be retained by the Authority.

5. Key principles

5.1. The Authority will apply the following principles when making decisions about entering into advertising or sponsorship agreements:

- Advertising and sponsorship support should only be considered where it is expected to deliver a significant net benefit with no detriment to the Authority or wider public interest.
- Advertising and sponsorship opportunities should be offered or sought in an open and transparent manner. In particular, a chosen advertiser or sponsor's competitors should not be given grounds to complain that they were not given a fair chance to identify an opportunity or compete for one identified by the Authority. Consideration should also be given to whether the arrangement would give rise to a contract for supplies, works or services where the Authority's Standing Orders for Contracts would apply.
- The Authority will ~~aim to~~ publicise any major sponsorship / advertising opportunities (net of VAT) that it identifies on its website, and bids received will be assessed to establish the proposal which offers the Authority the best value for money. However this is a developing area of activity and it is recognised that to start with, opportunities may arise on an ad-hoc basis. To avoid creating an overly bureaucratic system demanding significant resource input, requests will be considered on their own merits in line with the general principles set out in this Policy.
- The Authority will seek to demonstrably act with impartiality, honesty and integrity when entering into a sponsorship agreement.
- The Authority will seek to ensure that sponsors do not receive returns that are greater than is appropriate and that any sponsorship agreement is able to withstand public scrutiny. Some of the considerations which could be applied in identifying whether a sponsor is deriving "inappropriate" returns are set out in section six below.
- Advertising and sponsorship should not be accepted where it will dilute the Authority's brand, campaign or message or be visually detrimental to the natural or built environment.
- The Authority will not, and must not appear to, endorse the advertiser / sponsor, or their products, beyond the natural level of partnership implied by a sponsorship arrangement.

5.2. Any advertising or sponsorship agreement must be in writing, clearly setting out the expectations of both parties. Where a financial consideration is involved, it will ~~generally~~ be appropriate for the sponsorship agreement to be prepared as a contract.

6. Specific issues when considering sponsorship

6.1. Sponsorship represents a deeper relationship between the Authority and the sponsor than the simple carrying of third party advertising. Therefore the level of sponsor involvement in the Authority's activities needs to be treated with a degree of caution. The ~~Cabinet Office has issued guidance on the~~ role sponsors can play in the public sector, ~~which~~ is to assist in "extending" an organisation's message. Sponsors should not receive ownership rights and their support must always be seen as secondary to the aims of the Authority. Furthermore, sponsors should operate within clearly defined parameters, and behave with propriety at all times.

6.2. The ~~Cabinet Office's~~ recommended parameters for sponsor involvement in the public sector are that:

- sponsorship should be seen as adding significant benefit to an existing Authority service, message or campaign;
- ~~there should be no overt commercial advantage to the sponsor in terms of the direct sale of products or brands as a result of their association with the Authority;~~
- sponsors should not be permitted to use a communications campaign or Authority event as a direct sales channel for any products or services; and
- key activities should not be dependent on sponsorship support for their funding (in other words sponsorship may add to, but should not replace, core funding for statutory functions).

6.3. The Authority will therefore only accept sponsorship of specific assets, publications, activities or events, and will not accept sponsorship which might place (or appear to place) any individual Members or Officers under an obligation to the sponsor. There must be no suggestion whatsoever that sponsors receive privileged access, or have any influence over the Authority's strategies and policies. Particular care needs to be taken when considering large amounts of individual sponsorship, or in the case of repeated sponsorship.

6.4. The Authority will not seek or accept sponsorship from organisations that are involved in significant commercial negotiations with it (whether or not these are linked to the event or activity to be sponsored). However, advertising from such organisations may be considered. Care needs to be exercised when accepting sponsorship from organisations which may be affected by the Authority's role in setting tolls or enforcing legislation to be clear that no influence on these processes is obtained through, or as a result of, the sponsorship arrangement.

Comment [BA1]: Remove – Columbia sales, holiday cottages

7. Criteria for identifying suitable advertisers and sponsors

7.1. It is not possible to define strict criteria to categorise potential advertisers and sponsors, however the following general principles should be applied to identify partners which would have a positive, negative or neutral impact on the Authority's reputation. In all cases an individual assessment should be undertaken to take account of any specific circumstances surrounding a particular partner organisation.

General criteria for considering suitability

- Is there any potential for conflicts of interest, or any other perception of inappropriateness?
- Is there a risk of adverse publicity arising from the relationship?
- Is the partner financially viable?
- Does the partner demonstrate appropriate business practices, policies and customer and media profiles?
- Do the partner's messages demonstrate synergy with those of the Authority? Is there any risk of dilution of the Authority's key messages?
- Is there any existing commercial relationship or negotiation between the Authority and the partner?

7.2. The list below provides an indication of the types of organisations which might be generally expected to fall within each category. This should not be seen as definitive.

Positive Partners

- Government / other Public Sector bodies;
- UK tourism and leisure promoters;
- Brands associated with "green" and environmentally friendly activities;
- Sustainable travel brands;
- Leisure and outdoor equipment brands, including boating;
- Promoters of cultural activities, festivals and similar;
- Local media; and
- Charities (although care needs to be taken in respect of lobbying / pressure groups and political activism).

Neutral Partners

- Science and Technology industry;

- Food and Agriculture industry (although local producers and healthy lifestyle, “green”, organic, and environmentally friendly brands are likely to be positive partners);
- National media; and
- General advertisers (cars, travel, retailers, supermarkets, utilities, insurance).

Negative Partners

- Political parties and campaigning, lobbying or pressure groups;
- Organisations with a reputation for environmentally damaging practices;
- Organisations with a reputation for poor corporate responsibility or unethical practices;
- Tobacco / alcohol;
- Payday loan providers / irresponsible lenders
- “Adult” entertainment; and
- Gambling

8. National initiatives

- 8.1. National Parks are working collectively to develop a more commercial approach to income generation and sponsorship. National Parks Partnerships LLP (NPP) is a limited liability partnership set up by the UK’s 15 National Parks in order to create successful partnerships between the UK Parks and businesses. It UK (NPUK) has developed a Sponsorship Policy which sets out guidelines for sponsorship at national level and the process by which sponsorship offers will be assessed. Recent success includes Columbia Sportswear, Sykes Holiday Cottages and Forest Holidays. ~~A National Park Commercial Group has been established for officers to share information and to help to deliver progress in income generation activity.~~
- 8.2. ~~NPPUK~~ will be seeking further sponsorship and partners at national level to provide funding and other in-kind support across the National Park family. Care therefore needs to be taken to ensure that any local agreements do not negatively impact on existing or potential national negotiations. In particular, an assessment of any local sponsorship offer should be undertaken to determine whether the proposed sponsorship relates to an asset or event which could be better “marketed” at the national level, and if so, whether the current sponsorship proposal has the potential to be escalated to ~~NPPUK~~. Advice and support in this area can be sought from the NPP National Park Commercial Group.

9. State Aid considerations in the provision of sponsorship by the Authority

- 9.1. Where the Authority is to be the provider of funding or sponsorship to a third party organisation, the issue of State Aid must first be considered. State Aid may arise where the Authority gives money to a commercial organisation and relates to state resources being used to provide assistance which gives organisations an advantage over others. Within the scope of the Authority's activities, this has the potential to occur in the provision of grant and other project funding, and also if the Authority were to establish any schemes to provide financial support or assistance or which were intended to stimulate growth in a target sector or region.
- 9.2. The initial considerations when determining whether funding represents State Aid have been defined by the Department for Business, Innovation and Skills⁷ as follows:
1. Is the assistance granted by the state or through state resources?
 2. Does the assistance give an advantage to one or more undertakings over others?
 3. Does the assistance distort, or have the potential to distort competition?
 4. Does the assistance affect trade between EU Member States?
- 9.3. In the event that sponsorship or funding is considered likely to be State Aid, guidance should be sought from the Finance Team. The fact that a project constitutes State Aid does not necessarily mean that it cannot be undertaken, but does mean that care needs to be taken to ensure that activities comply with State Aid rules, and remain legal.

10. Dealing with complaints

- 10.1. In the event of any complaints regarding advertising or sponsorship, the Authority will adopt the following approach:
- Complaints will be reported to Members as part of existing complaints monitoring processes, with any urgent or significant issues being reported on an exceptions basis.
 - The Authority will be clear about the general rationale for accepting advertising and sponsorship, and in particular the need for the Authority to adopt a more commercial approach to income generation.

⁷ *State Aid: The Basics*, Department for Business, Innovation and Skills, 2015³.

- Any concerns raised about a specific advert, advertiser or sponsor will be considered by the Authority's Management Team. If following review the advertising / sponsorship is considered appropriate, it will be continued with an explanation provided to the complainant. If the advertising / sponsorship is deemed to be harming, or potentially harming, the Authority's brand or reputation, then the advertising / sponsorship should be ended immediately (or as soon as reasonably practicable in the case of a sponsorship arrangement), with communications issued to explain the decision if necessary.

11. Review

- 11.1. This Policy will be reviewed every three years, or more frequently where there are significant changes in the environment within which the Authority operates. Responsibility for ensuring that regular reviews are carried out lies with the ~~Head of Finance~~Chief Financial Officer.

~~November 2014~~October 2018

UK National Parks Charity Foundation
Report by Chief Executive

Summary: This report provides an update to Members on the progress made by National Parks Partnerships LLP (NPP) in establishing the UK National Parks Charity Foundation. NPP has identified corporate entities who may wish to make a donation to invest in National Parks, and provide public benefit through "charitable" routes.

Recommendations:

- (i) To authorise the Chief Executive, in consultation with the Authority's Chair, to submit formal application to apply for membership and take all such incidental and consequential steps as are reasonably necessary to implement this decision, including entering into any agreements and signing any legal documentation to give effect to this decision.
- (ii) To delegate to the Chief Executive, in consultation with the Authority's Chair, the taking of any decisions on behalf of the Authority in the running of UK National Parks Charity Foundation, including nomination or seconding of Trustees and bringing back regular reports to the Authority as necessary.

1 Introduction

- 1.1 At its meeting on 22 January 2016 the Authority unanimously resolved that the Broads Authority become a member of National Parks Partnerships LLP alongside the other 14 National Parks with the aim of engaging with the private sector and gaining commercial sponsorship.
- 1.2 The partnership to date has been very successful and has secured sponsorship with Columbia Sportswear, Sykes Holiday Cottages and Forest Holidays.

2 Latest Sponsorship Deal

- 2.1 NPP has signed Heads of Terms with a US company who manufacture and sell energy bars. The current plan is for the project to go 'live' in May/June,
- 2.2 The company has agreed to fund five projects in 2019 at £10,000 per Park. The other ten National Park Authorities without a funded project in 2019 will each receive £2,500 towards conservation/protection work. The list of successful projects is as follows:

Peak District - Operation Wildfire

New Forest - Ground Nesting Birds project

Northumberland - Dark Sky Friendly Lighting Scheme

Broads - Bike Bug Hotel & Community Wildlife Demonstration

Pembrokeshire Coast - Paths, Plants and Pollinators

- 2.3 The two Broads projects involve putting in a new bike rack at Whitlingham which incorporates space for bugs to show how you can blend natural habitat with structures. The second is working with local school children to boost the habitat bird and bat boxes and similar fetures at Hoveton Riverside Park so others can take inspiration home.

3 UK Charity

- 3.1 Throughout NPP's engagement with other corporate bodies for potential funding it has been identified that some organisations would prefer to donate to a charitable body.
- 3.2 A working group of National Park officers, including the Broads Authority's Chief Executive, has been working on the establishment of a UK National Park Charity. The formation of the charity has been agreed by the majority of the authorities and the necessary forms submitted to the Chairty Commission. All National Parks have now been written to inviting them to formally apply for membership of the new charity by 1 February 2019. Applications must be made in writing on the Authority's letter headed paper and signed in accordance with our delegated powers.

4 Charitable Structure

- 4.1 The proposed structure is an Association (CIO – Charitable Incorporated Organisation) and is based on the Charity Commissions model constitution. The proposed name of the charity is "UK National Parks Charity Foundation" with the following charitable objectives:
- Conservation and enhancement of the natural and cultural heritage;
 - Promotion of sustainable use of the natural resources of the national parks;
 - Promotion of understanding and enjoyment, including recreation, of the special qualities of the national parks by the public;
 - Promotion of the sustainable development of the communities within the national parks; and
 - Promoting knowledge transfer and sharing best practice in the delivery of sustainable rural development projects.
- 4.2 An application was submitted to the Commission on 18 December 2018 to establish the Charity with three founding Trustees:

- Sarah Fowler (Peak District, Chairperson);
- Tegryn Jones (Pembrokeshire Coast); and
- David Cameron (Cairngorms).

4.3 Feedback is awaited from the Charity Commission and it is hoped to be approved by the end of March 2019.

5 Next Steps

5.1 If the Authority decides to submit an application for formal membership the Authority will be contacted on Monday 4 February 2019 to inform them of which National Parks have formally applied to be a member. Members of the charity have the right to either nominate or second the nomination of a trustee. The Authority will then be invited to either nominate or second the nomination of a Charity Trustee. Nominations and seconds will need to be submitted to Sarah Fowler by close of business on Thursday 14 February 2019.

5.2 Subject to approval by the Charities Commission, the Working Group has provisionally set a date of Monday 4 March 2019 for the first General Meeting of the Charity. Notice of any general meeting must be given to members 14 days in advance of the meeting.

5.3 The deadlines for submissions set out here will allow the founding Trustees to meet to admit members on the basis of applications, and issue agenda and papers to members setting out Trustee nominations together with any other business to be considered on Friday 15 February prior to a General Meeting on 4 March 2019.

6 Risks

6.1 The risks associated with the Broads Authority being a member of the UK National Parks Charity Foundation have been identified as low. There are potential reputational risks if the charity was poorly run but based on the experience of National Park Partnerships there are significant potential benefits in our engagement with the private sector.

7 Conclusions

7.1 The establishment of the charity is a welcome development and it is recommended that the Broads Authority applies for membership and in due course appoints a Trustee.

Background papers:	None
Author:	John Packman
Date of report:	22 January 2019
Broads Plan Objectives:	Potentially Multiple
Appendices:	None

Appointments to the Navigation Committee
Report by Selection Panel Chair & Independent Person

Summary:	The report outlines the appointment process for the Navigation Committee, conducted in accordance with section 9 of the Norfolk and Suffolk Broads Act 1988. The recommendations of the Selection Panel are included at paragraph 4.1.
Recommendations:	That the Authority accepts the recommendations of the Selection Panel and appoints the individuals named in paragraph 4.1 as Co-opted members to the Navigation Committee until the Authority's meeting in March 2022.

1 Introduction

- 1.1 The appointment process for the co-opted members of the Navigation Committee is conducted on a four yearly basis and as additionally necessary to fill any casual vacancies on the committee. Terms of appointment are for four years with a maximum aggregated term of eight years.
- 1.2 The membership of the current co-opted members is due to end March 2019; this has prompted the recruitment process for the next term period to fill the eight vacancies on the committee.

2 Appointment Process

- 2.1 Details of the vacancies were advertised on the Broads Authority's website, on the Navigation Committee page and the jobs page. They were also advertised on the Eastern Daily Press jobs page and featured in a special edition of Broadsheet which was sent to all toll payers in October 2018. The closing date for applications was Friday 19 October 2018.
- 2.2 In total, 28 applications were received by the closing date; these were subsequently shortlisted to 15 candidates by the Selection Panel. The selection panel comprised:

Christine Lee – Panel Chair (one of the Authority's two Independent Persons)
Richard Card – President, Norfolk and Suffolk Boating Association
Lesley Robinson – Chief Executive, British Marine Federation
Haydn Thirtle – Chairman, Broads Authority
- 2.3 The 15 shortlisted candidates were interviewed over several days in November, on Monday 19th, Wednesday 21st, and Monday 26th. As part of the

interview, candidates were required to give a short presentation to the panel on a topic of their choice relating to the Broads and Navigation interests.

2.4 Candidates were assessed and scored on the following criteria:

- Knowledge of the Broads and its special qualities as a protected landscape;
- Knowledge of the navigation area and current relevant issues;
- Knowledge of the varied recreational uses of the Broads;
- Knowledge of the boating industry;
- Ability to think strategically;
- Understanding of appropriate governance and organisational arrangements. Ability to think independently.
- Demonstration of Broads Authority Core Values.

2.5 Each candidate was scored on the above values (maximum 5 points, minimum 1 point per value) by each panel member, with the scores being ultimately entered into an overall comparison matrix.

3 Consultation

3.1 As part of the appointment process, 30 organisations were contacted for their inclusion in the consultation process. A list of these organisations can be found in Appendix 1. Nine of these organisations confirmed they wished to be consulted and were subsequently sent a list of the 15 shortlisted candidates for comment.

3.2 The panel met on 4 December 2018 to review the six comments received from the consulting organisations and to make a final list of the eight candidates they recommend for appointment.

3.3 The Broads Authority has since had correspondence from the Great Yarmouth Port Authority in relation to the appointment under category f. The Broads Authority is in consultation with the Great Yarmouth Port Authority regarding this and any comments received will be reported verbally to Members at the Committee meeting.

3.4 In accordance with paragraph 9 of the Norfolk and Suffolk Broads Act 1988, the Navigation Committee was consulted on the recommendations at the 17 January 2019 Committee meeting. Those Navigation Committee members involved in the appointment process declared their interest in the item and refrained from comment on the report. The remaining members noted the report and the candidates recommended for appointment.

4 Recommendations

4.1 The Selection Panel has agreed to recommend that the following candidates be appointed to the Navigation Committee in 2019:

Categories:

Category A - such bodies appearing to the Authority to represent the owners of pleasure craft available for hire or reward as it considers appropriate:

Andrew Hamilton

Simon Sparrow¹

Category B - such bodies appearing to it to represent nationally the owners of private pleasure craft as it considers appropriate:

Nicky Talbot

Category C - such bodies appearing to it to represent the owners of private pleasure craft which use any part of the Broads as it considers appropriate:

Paul Thomas

Category D - such bodies appearing to it to represent persons who are likely to be required to pay ship, passenger or goods dues imposed by it as it considers appropriate:

Linda Aspland

Mike Barnes

Category E - such bodies appearing to it to represent other users of the navigation area as it considers appropriate;

John Ash²

Category F - after consultation with the Great Yarmouth Port Authority.

Alan Thomson

5 Summary

- 5.1 From the initial 28 applications, 13 candidates were not asked to interview. Of those 13, three were judged by the panel to not on the face of it meet all the core criteria set out in 2.4 above, and ten to have provided insufficient information on which to form a judgment. 15 shortlisted applicants were invited to interview. The overall standard of the shortlisted applications was very high. It was therefore a challenging task for the Selection Panel to reduce the shortlist of 15 applications to the selected eight candidates for appointment.

¹ Simon Sparrow's previous appointment was for an agreed term of two years to bring the position in line with the four yearly appointment process.

² John Ash is currently appointed to the Broads Authority as a Secretary of State member, his current term ceases on 31 March 2019, prior to the appointment start date for the Navigation Committee co-opted members.

- 5.2 In this task, the Selection Panel was guided by a systematic approach to the scoring process to ensure that each candidate was scored in a transparent and fair way. Due to an important unforeseen circumstance, Lesley Robinson was unable to attend the interviews scheduled for 21 November, resulting in four the candidates being interviewed by the three remaining members of the selection panel. All four members of the panel agreed to continue with the affected interviews in Lesley's absence. Each candidate's score was converted into a percentage and candidates ranked accordingly in order to provide the eight individuals to be recommended for appointment. The scores process and final recommended list was discussed by the panel at its meeting on 4 December. Lesley Robinson made no judgment on any individual not interviewed by her.
- 5.3 The shortlisting and interview process were thorough, and designed to ensure that all the candidates were given equal opportunity. This was enhanced by the Selection Panel members, three of whom were external to the Broads Authority.

Author: Christine Lee/Sarah Mullarney
Date of report: January 2019

Appendices: APPENDIX 1 – List of Organisations Consulted

List of organisations to be consulted on the appointments to the Navigation Committee and the relevant paragraph under Section 9 of the 1988 Norfolk and Suffolk Broads Act (as amended by the Navigation Committee on 4 September 2014)

Organisation	Category
Angling Trust	E
Association of Freight Transport	D
British Marine Federation	A,D
British Marine Federation – East Anglia	D
British Rowing	B
British Waterski	B
Broads Angling Services Group	E
Broads Canoe Hire Association	A,D
Broads Hire Boat Federation	A,D
Broads Reed and Sedge Cutters Association	D,E
British Canoeing	E
Chamber of Shipping	D
East Anglian Waterways Association	C
Eastern Region Rowing Council	C,D
Eastern Rivers Ski Club	C,D
Great Yarmouth Port Authority	F
Great Yarmouth Port Users Association	D
Hickling Windsurfers	E
Hoseasons Holidays Ltd	A,D
Inland Waterways Association	B
Inland Waterways Association – Eastern Region	C,D
National Association of Boat Owners	B
Norfolk and Suffolk Anglers' Consultative Council	E
Norfolk and Suffolk Boating Association	C,D
Norfolk and Suffolk Pleasure Boat Owners Association	A,D
Norfolk Broads Day Boat Owners Association	A
Passenger Boat Association	D
Royal Yachting Association	B
RYA – Eastern Region	D
Sport England	E
Suffolk County Amalgamated Angling Association	E
Transport on Water Association	D
UK Windsurf Association	E

Broads Authority

Financial Scrutiny and Audit Committee

Minutes of the meeting held on 24 July 2018

Present:

Mr Louis Baugh (Chairman)
Prof. Jacquie Burgess
Mr Bill Dickson
Ms Gail Harris
Mrs Nicky Talbot
Mr Haydn Thirtle
Mr Greg Munford

In Attendance:

Ms Esmeralda Guds - Administrative Officer
Miss Emma Krelle - Chief Financial Officer
Dr John Packman - Chief Executive

Also in Attendance:

Ms Emma Hodds – Head of Internal Audit
Ms Faye Haywood – Internal Audit Manager
Ms Sappho Powell – Audit Manager, External Audit Ernst & Young LLP

3/1 To receive apologies for absence

Apologies were received from Sarah Mukherjee. Further apologies were received from Kevin Sutter, Audit Director E&Y and David Harris, Solicitor & Monitoring Officer.

Recordings

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.

Variation in the Order of the Agenda

The Chairman announced in accordance with Standing Order Item 5(1) (c) that he proposed to vary the order of the Agenda to take item 11 after agenda item 9 allowing Sappho Powell to leave in time for another appointment.

3/2 To note whether any items have been proposed as matters of urgent business

The Chair said he would like to raise an item of urgent business under agenda item 14.

3/3 Declarations of Interests

Nothing to declare

3/4 To receive and confirm the minutes of the Financial Scrutiny and Audit Committee meeting held on 6 March 2018 (herewith)

The minutes of the meeting held on 6 March 2018 were approved as a correct record and signed by the Chairman.

When a member asked when the self-assessment mentioned on page 5 of the minutes would take place, the Committee was reminded that due to the influx of new Members they had agreed to postpone the self-assessment until the Committee had settled in.

3/5 Public Question Time

No questions were raised by members of the public.

3/6 Internal Audit Annual Report and Opinion 2017/18

The Head of Internal Audit gave members an overview of the report, explaining its contents as there were a number of new Members around the table, as well as a new Internal and a new External Audit Manager.

The Head of Internal Audit highlighted that the Opinion itself had a reasonable assurance and was not showing any cause of concern. She explained that a reasonable assurance was positive and a substantial assurance would be an unrealistic achievement for the size of the Authority.

It was confirmed that the majority of the recommendations raised by internal audit throughout the year had been completed. One outstanding recommendation was in relation to Corporate Governance / Data asset register which was nearly completed. It would need to take into account the ICO checklist for documentation of processing activity requirement and best practice. It also covered Occupational Health records.

It was explained that recommendation number 7, in regards to providing training on risk assessment and ALARP principles, had not been completed yet, because there had been no new appointees to the Navigation Committee in last four years.

3/7 Annual Governance Statement 2017/18

Members received the draft Annual Governance Statement for 2017/18 and a report explaining the legal requirement to carry out an annual review of the Authority's systems of internal control and governance arrangements.

A Member highlighted the importance of the framework of core principles (para 2.4, page 43) and how this should be the framework the Authority would subscribe to.

The Members approved the Annual Governance Statement for 2017/18 and Action Plan for 2018/19.

The Committee noted that, subject to implementation of the improvements identified in the Action Plan, the Authority's internal control systems and governance arrangements were considered to be adequate and effective.

3/8 Statement of Accounts 2017/18

The Members received a report summarising the Broads Authority's Statement of Accounts for the year ended 31 March 2018. They were informed that as part of the update to the Narrative report it contained additional information regarding the Authority's strategic priorities, governance and risks. As documents already exist that contain this information links had been provided to avoid duplication.

The Chief Financial Officer thanked the Members who attended the training on the Authority's Finance and Statement of Accounts held on 19th July.

She highlighted that the movement in the pension fund had been beneficial to the balance sheet and that the draft statement originally showing a net liability position now showed a net asset position. It was explained that pensions could have a significant effect on the Authority. Assets could go up as well as down but a stabilisation mechanism in place assured this would balance out.

The Members were re-assured that there was a plan to minimise the pension deficit over the years.

The Chair asked about the mechanism for having to re-instate the pension position and the question on materiality. It was explained that the Auditors determine the materiality. Whether the accounts required to be adjusted depended on the size of the movement and as the movement was above the materiality level the level needed to be re-instated.

When queried it was clarified that the effect of the apprenticeship levy was less than £2,000 and therefore was included under "corporate items" within the Income and Expenditure Statement.

Members were informed that a provision had been created for the tax owed to HMRC in relation to the members' expenses. It was confirmed that the tax implications for Secretary of State Members were the same as for Local Authority Members whilst they were at the Broads Authority offices.

Members recommended the Statement of Accounts for 2017/18 to the Broads Authority for approval.

3/9 Annual Audit Results

The Committee received the Annual Audit Results for 2017/18 prepared by the External Auditors, Ernst & Young and was reminded that the Appendix letter would be signed together with the Statement of Account at the Broads Authority meeting on Friday 27 July 2018.

The Audit Manager thanked the Finance team for producing a very good set of accounts and confirmed there were no matters to report.

Members welcomed that the audit fee would be reduced in 2018/19.

The Committee was assured that Management Override was regularly reviewed as part of the audit. Management override is reviewed at every Local Authority due to influence management could have on the Statement of Accounts.

It was commented that apart from having an ongoing responsibility to operate well, there were particular areas where the Authority looked at improving matters, i.e assets. There was now a database in place, showing all its assets, lease terms and when they were due.

The Chair thanked the Audit Manager from EY for her first audit.

Members noted the Annual Audit Results 2017/18 and that the Letter of Representation in connection with the Audit of the Financial Statements for 2017/18 be signed by the Chief Financial Officer and the Chairman of the Finance Scrutiny and Audit Committee.

Agenda item 11 was dealt with at this point

3/10 Investment Strategy and Performance Annual Report 2017/18

Members received a report, which set out details of the Authority's investment of its unallocated cash, including the investment principles adopted and performance during the twelve months to 31 March 2018.

The Chief Financial Officer highlighted that this was the first full year that the Authority had managed investments in-house and their target for interest had been achieved.

It was highlighted that since the end of March 2018, the notice account deposit had increased to £1 million. The Chief Financial Officer explained that there was a carefully monitored balance between holding funds in fixed terms deposit, benefiting of high interest rates, and sufficient funds in the current account, allowing purchases when needed and preventing getting into an overdraft.

The Committee was made aware that, depending on the interest rate, the investment coming out in September 2018 most likely would be re-invested for a further year.

Members noted the current arrangements regarding the investment of its unallocated cash.

3/11 External Audit

Members received the annual audit fee letter from Ernst & Young for undertaking the 2018/19 audit for a fee of £10,736 and the Local Government Audit Committee Briefing by Ernst & Young.

The Chief Financial Officer commented that the audit committee briefing in the papers was not the latest that the most recent briefing would be circulated to the members outside of the committee.

Members noted the report.

Sappho Powell left the meeting. 2.50 pm.

3/12 Implementation of Internal Audit Recommendations: Summary of Progress

The Members received a report which updated them on the progress in implementing Internal Audit recommendations arising out of the audits carried out during 2016/17 and 2017/18.

It was explained that the reason the report did not contain any audits from the 2018/19 program, was because the audits were scheduled for the third and fourth quarter of the year. Key controls and Corporate Governance were scheduled for October – December 2018.

It was confirmed that a long outstanding recommendation in regards to External Funding had been completed by the end of the financial year. It was also confirmed that an outstanding HR issues had now been resolved and that a new HR Assistant recently had been appointed.

The Chairman mentioned that this was the last meeting for Emma Hodds, Head of Internal Audit, and thanked her for her work and support.

Members noted the report.

3/13 Updated Terms of Reference of Committees

The Members received a revised draft of the Terms of Reference of Committees and the Chief Financial Officer confirmed that the Head of Internal Audit and the Internal Audit Manager had considered the report and that their opinions had been incorporated into the document.

When a Member queried the presence of the Compulsory Purchase Powers (p.226), the Committee was informed that although it was part of the original Terms of Reference this power had never been used.

A Member pointed out an inconsistency on page 44 para 3.3 where it was mentioned that Broads Authority meetings were held every two months appose to the new arrangements of 4 times a year plus two workshops.

A further amendment was suggested on page 230 para 2
...annual meeting, which will include the Chairman... change to *...annual meeting, together with the Chairman...*

Members approved the report subjects to those amendments being made.

3/14 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

The Chair raised a matter of urgent business when he stated his concerns regarding a vision documented which was circulated by one of the two nominated candidates for the upcoming elections for Chair and Vice Chair of the Broads Authority. As Haydn Thirtle was one of the nominated candidates, he was asked not to take part in the deliberations.

The Chairman said he wished to establish the accuracy of the document in regards to Tolls Income which stated as follows:

Navigation income was ring fenced as part of a side agreement to the 2009 Broads Act, and the accounting methodology showing the separation between national park and navigation income was abandoned some years ago. I am proposing that, in order to gain the trust of the NSBA and the BHBF, we restore the format as originally agreed, as the current arrangement gives the wrong impression and makes it difficult to compare the accounts year on year.

The Chief Executive was asked to comment and addressed the four different concerns within the statement.

1. Navigation Income were ring fenced as part of the side agreement to the 2009 Broads Act.

The Chief Executive clarified that the separation of National Park and Navigation expenditure was introduced in April 1989.

An agreement to have a single Income and Expenditure account was reached at the end of 2006 between the Broads Authority, the Royal Yachting Association and the British Marine Federation on the condition that a legal arrangement ensuring transparency was established. This made provision for changing the format of management statements with the agreement of the Navigation Committee.

2. The accounting methodology showing separation between National Park and Navigation income was abandoned some years ago.

It was explained that although an agreement was reached with the RYA and the BMF to have a single income and expenditure account, the Authority was unable to secure this agreement with the then Minister Barry Gardiner at Defra. The Minister's views were that management of the waterways needed to be funded entirely by the boat owners, as it was a private rather than a public benefit.

The Authority therefore ended up with an Act incorporating the Minister's views that navigation income would equal navigation expenditure ensuring that no National Park funds were spent on Navigation.

Consistently, as agreed with RYA and BMF, the Authority has continued to report in a transparent way so it was clear to Members, auditors and members of the public where funds came from and whether it was spend on National Park or Navigation.

3. To gain trust from the Norfolk Suffolk Boating Association and British Hire Boat Federation the original format was re-instated as the current arrangement gave the wrong impression.

It was explained that it was not appropriate to use the format for management reporting contained in the Appendix to the agreement with the RYA and BMF because many of the budget headings had changed, new ones added and other deleted – for example it was no longer necessary to have a budget line for the Ludham Fieldbase and new lines were necessary for Water Mills and Marshes and CANAPE.

4. Difficult Year on Year Comparison of the accounts

It was confirmed that the Budget had always included the current year's expenditure, last year's expenditure and expenditure for the next three years, allowing Members, auditors and members of the public to see how the Authority spent funds against a set of headings.

A Member commented that the Authority had received an extremely clean audit. Auditors confirmed that part of the audit was to look closely at transparency and accessibility of the accounts and that any concerns would have been reported.

A Member mentioned that some members of the NSBA believed that some clarification of the accounts would be useful. Another Member responded that more detailed information was available if requested and enquired whether the Authority had received representation directly or via the Navigation Committee from the NSBA and the BHBF, registering concern about financial accountability and transparency?

After careful deliberation, the Committee agreed that the statement contained factual inaccuracies and was therefore misleading. The Committee believed that, as it was indirectly being accused of acting incorrectly, it was in capacity to respond to the statement.

It was therefore agreed that the Chairman would draft a response on behalf of the Committee and circulate to fellow Members of the Authority.

3/15 Formal Questions

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

3/16 Date of the next meeting

Members noted that the date of the next Committee meeting would be held on Tuesday 11 December 2018 at Yare House, 62-64 Thorpe Road, Norwich, commencing at 2:00pm.

The meeting concluded at 3.50 pm.

CHAIRMAN

APPENDIX 1

Declaration of Interests

Committee: Financial Scrutiny and Audit Committee

Date of Meeting: 24 July 2018

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Pecuniary Interest ✓
Louis Baugh			
Jacquie Burgess			
Bill Dickson			
Greg Munford			
Nicky Talbot			
Haydn Thirtle			
Gail Harris			

Navigation Committee

Minutes of the meeting held on 25 October 2018

Present:

Mrs Nicky Talbot – Chairperson

Mr K Allen

Mr M Bradbury

Mr S Sparrow

Mr J Ash

Mr B Dickson

Mr M Whitaker

Ms L Aspland

Mr M Heron

Mr B Wilkins

In Attendance:

Mr S Birtles – Head of Safety Management (item 9-10)

Mr A Clarke – Senior Waterways and Recreation Officer (item 11)

Mr D Harris – Solicitor and Monitoring Officer

Mr B Housden – Head of IT and Collector of Tolls (item 8)

Ms E Krelle – Chief Financial Officer (item 8)

Miss S Mullarney – Administrative Officer

Dr J Packman – Chief Executive

Mr R Rogers – Director of Operations

4/1 To receive apologies for absence

Apologies for absence received from Alan Goodchild and Greg Munford.

Tree Shears Demo

The Chair formally thanked the Chief Executive and Director of Operations for arranging the demonstration of the tree shears. She said it was a very useful exercise for members which showcased the fast and efficient equipment.

Recordings

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.

4/2 To note whether any items have been proposed as matters of urgent business

No items were proposed as a matter of urgent business.

4/3 To receive Declarations of Interest

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

4/4 Public Question Time

No public questions were raised.

4/5 To receive and confirm the minutes of the Navigation Committee meeting held on 6 September 2018

The minutes of the meeting held on 6 September were signed by the Chairman as a correct record of the meeting.

4/6 Summary of Actions and Outstanding Issues following Discussions at Previous Meetings

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

Staithe Report

The Chief Executive updated members that the outstanding issues regarding the Staithe report had been resolved and it was hoped it would be published in the near future.

Network Rail

It was commented by the Chief Executive that Network Rail had shown that they will respond quickly to issues. Following the Swing Bridges workshop on 1 August 2018 it had since been confirmed that a separate business case had been commissioned for the refurbishment and maintenance of the bridges. This is due to be reported before 31 March 2019.

One member said that the Broads Authority's reporting on Facebook on the working status of the bridges was excellent.

Barnes Brinkcraft

Following a member question on the contents of the management plan for Barnes Brinkcraft, the Director of Operations said that a configuration of boats that could be stern on moored on the frontage of Barnes Brinkcraft had been agreed with Planners. He added that there were strict guidelines in place to prohibit narrowing of the navigation, a condition placed by the Authority's Planning Department. However, the Ranger team would be able to intervene, using existing byelaws, if it wasn't adhered to. The member asked that a review of the situation be provided to members next year.

Members noted the report.

4/7 Chief Executive's Report and Current Issues

Acle Bridge

The Chief Executive explained that the Broads Authority had considered the costings and business case for the Acle Bridge Visitor and Education Centre and that officers were asked to explore the potential options for a wider tourism project. This was being discussed with potential funders.

National Parks Review

The discussion points from the Broads Authority meeting were outlined in the report. The Chief Executive stressed the significance of the review and stated that it

was an opportunity to explore how to put the National Parks in a better position. He said it was important to make the review team aware of the special qualities of the Broads as well as the challenges including climate change and sea level rises. He explained that Defra had announced a call for evidence for the review. The Chief Executive suggested the NSBA, BHBF, angling groups, the Wherry Yacht Charter and others may want to be involved and said officers were available to discuss the information received regarding this; the closing date for evidence was 18 December.

One member commented on the once in a lifetime opportunity to contribute to the discussion. He mentioned the Broads Authority's discussion on the legislation for the future for the Authority to deliver the vision for the Broads, and in terms of the management of the riverbanks the member suggested shifting the balance onto the landowner.

Another member stated that typically net benefactors and asset holders were landowners, he referred to the presentation by Professor Kerry Turner on Natural Capital Accounting to the full Authority on 26 January 2018, and suggested utilising this to get investment back into National Parks.

Speeding

One member asked if the electronic speed signs were having an impact; the Director of Operations explained that they were still collecting data. He said there were five signs on rotation around different hot spots and added that there was a positive response from Ranger observations.

The Chief Executive thanked the Navigation Committee for supporting officers in the excellent investment in the electric speeding signs.

Members noted the report.

4/8 Proposed Navigation Charges for 2019/20 in the Navigation Area and Adjacent Waters

Members received a report on the proposed navigation charges for 2019/20. In order to maintain the existing level of service and invest in electric charging points at Acle Bridge, it was proposed that tolls be raised by 2.6%. This increase was below the August Consumer Price Index (CPI) of 2.7%

Members of the Tolls Working Group met prior to the Navigation Committee to explore the options for additional expenditure presented in the report. They were of the view that the installation of electric charging points would be worthwhile and provide a valuable service. Members were asked to discuss the proposal.

The Chief Executive thanked the members of the Tolls Working Group, and stated that the opportunity to explore options with the group was very useful. He commented on the need to refresh the group whilst retaining the experience.

The Chief Executive reiterated the uncertainty surrounding Brexit and the impact this would have in the future. He advised that the Authority needed to be cautious in terms of charging and the Broads Authority costs.

One member questioned why the report was based on the August CPI, noting that the September CPI was 2.4%. He commented that other public sectors used the September CPI and suggested that this new figure be taken into account when setting the tolls in the future. Another member suggested the process be investigated for possible adoption next year in order to align with local government reviews that take place in September.

The Chief Financial Officer explained that the September CPI was not available when the report for Navigation Committee was prepared. She added that the August CPI had been used consistently because the Navigation Committee needed to receive the report in October before the Broads Authority's decision in November. She stated that other local authorities had different timescales and made financial decisions later on in the year. The Chief Executive confirmed that reference to the September CPI would be included in the report presented to the Broads Authority.

Members discussed the charge increases of other organisations, which exceeded the rate of inflation. One member said it was important that the value for money provided by the Broads Authority was highlighted to the public.

One member commented that private boat interests would like to see toilet facilities, showers and a shop (supplying essentials like bread and milk) reinstated at Acle Bridge. It was added that the electric charging points were an essential part of developing the Acle Bridge site. In general members were in agreement that the tolls proposal provided the right balance and would send the right message in terms of targets and accountable activities for moneys put aside.

The Chair concluded that the August CPI would continue to be used as per previous processes but that the September CPI should be reported at next year's meeting in October when the tolls are reviewed.

It was proposed by Matthew Bradbury, seconded by Brian Wilkins, and

Unanimously RECOMMENDED

That charges be raised as an across the board percentage on last year's rates of 2.6% to include the provision of installing electric charging points at Acle Bridge.

The report also included the draft income and expenditure for 2019/20. Members were informed that for the current year income from private boats was as expected with an increase for hire boats.

4/9 Water Ski Permit – amendment to conditions

The Head of Safety Management explained that it was proposed to remove the requirement for a mandatory wash and noise test. He informed members that no

water ski boat had ever failed the test and added that the Authority still have the right to carry the test out.

One member stated that he had noticed a significant issue with noise in the fens this year with water ski boats using inboard diesel engines. The Head of Safety Management responded that these boats hadn't triggered any particular issues and weren't close to the noise trigger level. The Chair advised that the Boat Safety Management Group had been consulted on the amendment to the conditions, and reiterated that if there was a new boat the Broads Authority could implement the test.

A member suggested amending the conditions to state that the Broads Authority reserves the right to carry out a wash test when it sees fit, specifically when a new class of boat is introduced. Members were in agreement that the conditions be amended.

4/10 PMSC Aids to Navigation – Trinity House

The Head of Safety Management explained that the Trinity House annual report had highlighted the Broads Authority as a poor performer in managing the Aids to Navigation (AtoN). Members were made aware that the Broads Authority has a responsibility for the AtoN once they were installed but has no power over maintaining the third party AtoN. The Head of Safety Management explained that there had been some significant success recently in engaging with these third party companies.

The Head of Safety Management discussed the AtoN in Norwich and said it was being pursued with Trinity House to rationalise these, as a notice at the start of the restrictions would suffice for the whole of Norwich.

The report would be presented to the Broads Authority as part of the process of notifying the duty holders. Members noted the report.

4/11 Sediment Management Strategy Compliance

The Senior Waterways and Recreation Officer introduced a report on the analysis of the hydrographic survey data. He said that the survey was able to produce high quality data that would enable officers to more accurately target sediment that is economically removable from the riverbed. He explained that of the 1.2 million cubic metres of accumulated sediment above the specification depths described in the report a lot was outside of the marked channels and in extreme margins of the rivers. Going forward, officers are able to target dredging operations from the high quality maps the data produced. These maps would be available to members in a future report.

One member commented that there was little difference in the figures between the two years outlined in the report table, which he said didn't reflect how much economically dredgable material had been removed.

The Senior Waterways and Recreation Officer responded that the quantity had increased because the quality of the survey gave a more accurate impression of what is at the edge of the navigable area. He said some of this sediment was difficult to remove but it was still part of the management and included in the table quantity. He added that they were more accurately able to map the areas that needed attention, which would be used for the operations schedule.

The Director of Operations explained that success could be gauged by other ways, for example the reduction in complaints about shallow areas, as they were now able to target these spots. He further explained that it was taking longer to remove the sediment as they were having to use set back areas that were further away from the dredging sites. He said other methods for removing this was being explored.

In response to a member question, the Senior Waterways and Recreation Officer explained that the entire river system was surveyed at the same level of detail every five years. He added that they also identified areas that needed to be dredged and completed pre and post dredging surveys to determine if targets had been met; he said the before and after survey maps would provide better information for the Navigation Committee to see.

The Chair applauded the data capture technique which she said enabled the Broads Authority to make better decisions. She said the Navigation Committee needed to work with officers to highlight problem areas. Another member agreed that the maps would make members better informed to comment on the work; he further suggested Oulton Broad for prioritisation.

The Senior Waterways and Recreation Officer concluded that the Sediment Management Strategy would be reviewed in 2019/20, which would review the wider waterways management.

4/12 Construction, Maintenance and Environment Work Programme Progress Update

Members were provided with a report which outlined progress of the work programme for 2018/19. The Director of Operations explained that less time was spent this year on cutting the aquatic plants as they hadn't flourished as well as in other years. He referred to the trial plots at Hickling and said that there was evidence that the Chara did start to grow but it wasn't as good as expected. He further explained that Ranger observations directed where the weed cutters needed to go, which helped in keeping on top of the key areas scheduled for weed cutting.

One member informed the committee that the Pymnesium working group would be meeting in November.

Another member asked for an update on determining the route of the problem with silt run offs and negotiations with landowners. The Director of Operations explained that a lot of work had been done with farmers as part of the catchment partnership, and that sediment input from farm fields was less. He added that there was more run off produced from the edge of the roads rather than the fields and that the

Broads Authority needed to engage with Norfolk County Council to deal with this problem.

Members noted the report.

4/13 To note the date of the next meeting

The next meeting of the Navigation Committee would be held on Thursday 17 January 2019 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

The meeting concluded at 3.30pm

Chairman

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 25 October 2018

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
Linda Aspland	8	None relating to agenda	
Max Heron	6-12	No new declarations	
John Ash	8	As previously noted	
Kelvin Allen	8	As previously noted	
Simon Sparrow	6-12	As previously disclosed	
Mathew Bradbury	8	Member of British Canoeing	
Brian Wilkins	8	All as previously advised	
Nicky Talbot	8	None relating to the agenda except item 8. Toll payer.	
Michael Whitaker	6-12	As previous	
Bill Dickson	8		

Planning Committee

Minutes of the meeting held on 9 November 2018

Present:

In the Chair - Mrs M Vigo di Gallidoro

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

Mrs L Hempsall
Mr H Thirtle
Mr V Thomson

In Attendance:

Mrs S A Beckett – Administrative Officer (Governance)
Ms N Beal – Planning Policy Officer (Minute 4/10 – 4/12)
Mr N Catherall – Planning Officer (Minute 4/1 – 4/8)
Mr B Hogg – Historic Environment Manager
Mr J Ibbotson – Planning Officer (Minute 4/1 – Minute 4/8(3))
Ms C Smith – Head of Planning
Mrs M-P Tighe – Director of Strategic Services

Members of the Public in attendance who spoke:

BA/2018/0364/COND The Ice House, The Shoal, Irstead

Luke Frost On behalf of applicant, Mr Lodge
(Mrs B McGoun - Local District Member provided a Statement)

BA/2018/0149/FUL Broadlands Marina, Marsh Lane Oulton Broad

Mr Falat For OultonBroad Parish Council
Mrs M Shelley Agent for Applicant Lanpro Services

4/1 Apologies for Absence, Welcome and Housekeeping Matters

The Chair welcomed everyone to the meeting.

Apologies had been received from Mr L B Keith, Mr P Rice and Mr J Timewell

The Openness of Local Government Bodies Regulations

The Chair gave notice that the Authority would be recording the meeting in accordance with the Code of Conduct, with the Authority retaining the copyright. No other member of the public indicated that they would be recording the meeting.

4/2 Declarations of Interest and introductions

Members and staff introduced themselves. Members provided their declarations of interest as set out in Appendix 1 to these minutes in addition to those already registered.

A member declared a general interest on behalf of all members concerning application BA/2018/0390/FUL Hippersons Boatyard, Gillingham as the applicant was a member of the Authority's Navigation Committee.

4/3 Minutes: 12 October 2018

The minutes of the meeting held on 12 October 2018 were agreed as a correct record and signed by the Chair.

4/4 Points of Information Arising from the Minutes

There were no points of information to report.

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

There were no items of urgent business.

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

(1) Public Speaking

The Chair stated that public speaking was in operation in accordance with the Authority's Code of Conduct for Planning Committee. Members of the public were invited to come to the Public Speaking desk when the application on which they wished to comment was being presented. They were reminded that, as the meeting was being recorded, any information they provided should be appropriate for the public. They were requested not to give out any sensitive personal information unless they felt this was necessary to support what they were saying and would not mind others being aware of it.

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

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

4/8 Applications for Planning Permission

The Committee considered the following application submitted under the Town and Country Planning Act 1990 (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/2018/0364/COND The Ice House, The Shoal, Irstead

Variation of approved plans: to allow existing cladding to dwelling to remain by changing condition 2 and removing conditions 3 and 4 of permission BA/2016/0165/COND.

Applicant: Mr and Mrs Lodge

The Planning Officer gave a detailed presentation and assessment of the retrospective application to vary a condition on the planning permission granted in July 2017. The application concerned the holiday dwelling within the curtilage of the Icehouse, which was originally granted permission in 2014 to enable refurbishment of the main dwelling and was a departure from policy. The planning permission for the holiday dwelling included the use of timber windows and timber boarding. In 2016 the Committee had agreed to vary the condition to change the materials for the windows. This was on the basis that the use of uPVC would be retained whilst the existing unauthorised fibre cement boarding would be replaced by waney edged timber boarding. The application before the Committee sought to retain the fibre cement cladding installed to the roof gables and to the face and cheeks of the roof dormers of the holiday dwelling.

The Planning Officer concluded that the proposed retention of the fibre cement cladding would result in an unacceptable impact on the setting of a locally listed heritage asset, would be detrimental to the character and appearance of the holiday let, and would require a departure from policy which was considered not to be justified. The change from the approved scheme and varied scheme was not minor and was clearly visible from public vantage points. The proposal was therefore contrary to Policy DP4 as it lacked high design quality, did not integrate with its surroundings, reinforce local distinctiveness, or enhance cultural heritage. The proposal was contrary to Policy DP5 as it did not protect, preserve, or enhance the fabric and setting of a historic, cultural and architectural asset. Refusal was therefore recommended.

The Planning Officer clarified that the applicant had been restoring the Ice House in accordance with the timeline of the associated Section 106 Agreement. The applicants were living in the subject of the application at present and were due to vacate it so that it would be available for holiday lets as from 1 April 2019, and Mr Lodge confirmed that he intended to move into the Ice House at that stage.

Mr Luke Frost on behalf of the applicant referred to the support received for the development and the fact that none of the local residents had objected. He explained that the applicant accepted he had made a mistake but this was due to finances which the Authority had not taken into account although he understood that finances were

not a matter for planning. He considered that the Authority should take some of the responsibility for not having visited the site while work was ongoing. He referred to other buildings in the Broads where such materials had been used and accepted on appeal. He considered that the design was of a high quality and used a wood effect which was sustainable and noted that if the fibre cement boarding was removed it would end up in landfill, which did not represent sustainability. He considered that the condition to swap the wood effect for wood was disproportionate. For financial and safety reasons he urged the Committee to approve the application and vary the condition.

The Planning Officer, read out the statement from Mrs McGoun, the Local District Member, supporting the application and expressing disagreement with the views of the Authority's Historic Environment Manager. She considered that Policy DP4 had been satisfied. She further considered that the development was of a particularly high design quality. She felt as a holiday unit it should be fire proof. This was vital for safety reasons, particularly in the light of the Grenfell Tower disaster. She also referred to the Broads Authority's Bio Diversity planning guidance where it mentioned the use of woodcrete being sustainable.

Mrs McGoun referred to other places within the Broads where such cladding had been used and justified. She praised the work of the applicant in taking on and expertly restoring a building of significant cultural heritage value and urged the Committee to recognise the importance of the application in aiding its restoration and therefore to vary and remove the conditions for the good of the Broads and its continuing historic and cultural environment.

Although Members had sympathies for the applicant, a member commented that these were irrelevant to the planning issues. Some Members expressed the view that the Authority had to uphold the integrity of the planning system. An exception and departure from the development plan policies had already been made in order to allow the new holiday unit as enabling development to facilitate the restoration of an important historic feature. The work undertaken on the Ice House was to be commended. The design and visual appearance in the landscape of the associated building was also vitally important to the integrity of the locally listed building and also the Broads National Park.

Members agreed that it was vital that the Ice House was properly restored to a high standard but some members did not agree that the use of the fibre cement boarding for the holiday dwelling set 75 metres back from the river would have a detrimental effect. They were concerned that if the application was refused this could jeopardise the full restoration of the Ice House.

Bill Dickson proposed, seconded by Jacquie Burgess and it was

RESOLVED by 5 votes to 3 against

that the application be refused. The proposal is considered to be contrary to Policies DP4 and DP5 of the Development Plan Document (2011), along with Policies CS1 and CS5 of the Core Strategy (2007), and the National Planning Policy Framework (2018) which is a material consideration in the determination of this application.

- (2) **BA/2018/0149/FUL Broadlands Marina, Marsh Lane, Oulton Broad**
40 new private and 15 new visitor pontoon moorings as an extension to the Marina; removal of 30 moorings and a section of jetty; creation of additional reedbed, and reinstatement of slipway and pump out facilities.

Applicant: Mr Paul Spriggins

The Planning Officer provided a presentation outlining the application relating to Broadlands Marina for the provision of mooring pontoons to provide additional private and visitor moorings, as an extension to the existing Broadlands Marina. The application would also include the removal of other moorings and a section of a jetty, creation of additional reedbed, and reinstatement of slipway and pump out facilities. The proposed extension would project a significant distance into Oulton Broad. Objections had been received expressing concern about the impact on navigation, encroachment into the Broad and impact on Broads landscape. The Navigation Committee had objected due to the navigation impact.

The applicants were currently considering amendments to the scheme. Given the location, siting, scale of the proposal and not insignificant local interest as well as the complexities involved, officers recommended that members undertake a site visit so as to fully appreciate the local context prior to determination of an application.

Members considered that a site visit would be important.

The Chair stated that it was not usual to allow public speaking when a full assessment of an application had not been provided and a site visit was recommended. Parish councils were invited to attend relevant site inspections where they would have the opportunity to point out factual information to Members. They would then have the opportunity to address the Committee when the application was due to be determined. On this occasion, the Chair commented that she would make an exception and allow public speaking as this fact had not been made clear to the Parish Council.

Mr Falat, representing Oulton Broad Parish Council indicated that the Parish Council's duty was to protect Oulton Broad for the enjoyment of local inhabitants and for visitors to the area. Nicholas Everitt Park was almost unique in offering direct access to the Broads with a westward vista exceptionally enjoyed. The Parish Council was therefore

particularly concerned about development at the western end of the Broad to interrupt such a vista and also expressed concerns about any potential incursion into the navigation, which could also set a precedent for others. He suggested that the Planning Committee also view the site from Nicholas Everitt Park. He commented that although the planning remit was with the Authority, Waveney District Council was the landowner and their approval would be pivotal on actual development.

Mrs Shelley on behalf of the applicant explained that the applicants owned the Broadland Holiday village and had a number of pre-application negotiations with Authority officers. Therefore the application had been designed on the basis of the concepts discussed, particularly with the aim of increasing the provision of visitor facilities and moorings in Oulton Broad. It was following the comments received from the navigation committee, that it appeared that the design of the scheme proposed would not be acceptable from a navigation point of view. The applicants would continue to work with the Authority to take account of the navigation channels and the importance of ecology and provide suitable buffer zones.

Lana Hempsall proposed, seconded by Haydn Thirtle and it was

RESOLVED unanimously

That the members of the committee undertake a site visit prior to determination of any application in order to gain a full appreciation of the local context given the location, siting and scale of the proposal and the considerable local interest in any proposals for the site. The date of the site visit was confirmed as Friday 30 November 2018 starting at 9.30am.

(3) **BA/2018/390/FUL Hippersons Boatyard, Gillingham Dam, Gillingham**

Proposal: 7.15m x 3.5m x 3.55m high timber clad single bedroom unit of holiday accommodation and associated sewage treatment tank.

Applicant: Mr Simon Sparrow

The Planning Officer provided a presentation on the application for a single unit of holiday accommodation adjacent to an established boatyard within close proximity to both the river Waveney, and town of Beccles. The application was before members as the applicant was a member of the Navigation Committee. He explained that the application was being presented to this meeting even although all the consultations responses had not been received, due to the applicant needing a decision in order to seek European funding. The Planning Officer made a correction to the report to delete paragraph 4.1 which was not relevant to this application.

Since the writing of the report further consultation comments had been received.

- Highways Authority – the proposal and its access would not generate a significant increase in traffic use and therefore there was no highway objection.
- Environment Agency – The application site was within Flood Zone 3 and so there was a holding objection. Additional information was required as the Flood Risk Assessment (FRA) provided did not have updated information.

The Planning Officer explained that the applicant was working on providing the necessary information. Once a revised FRA was provided, the Authority would re-consult the Environment Agency. He explained the procedures for a sequential and exceptions test and that these could be met.

Having assessed the application on the main issues of principle adjoining a boatyard outside the development boundary, potential impacts on the character of the area and neighbour amenity, ecology and impact on highways and cycle/pedestrian access, the Planning Officer concluded that the application could be approved subject to conditions and to the Environment Agency removing their holding objection. This would be subject to a revised Flood Risk Assessment being provided which satisfied the Environment Agency. The site was considered to be a sustainable location for holiday accommodation and the specific location and design of the structure would not harm the character and appearance of the site or wider area. The scheme was considered to be a sympathetic diversification of the existing boatyard use and would not harm residential amenity.

Members concurred with the Officer's assessment and the amended recommendation covering the removal of the Environment Agency objection.

Lana Hemsall proposed, seconded by Jacquie Burgess and it was

RESOLVED unanimously

that Officers be delegated to approve the application subject to the Environment Agency withdrawing their holding objection following the submission of a revised Flood Risk Assessment and conditions as outlined within the report together with any subsequent requests from the Environment Agency.

The proposal is considered to be in accordance with Policies CS9 and CS24 of the Core Strategy (2007), Policies DP11, DP14, DP15, DP20 and DP28 of the Development Plan Document (2011), and the National

Planning Policy Framework (2018) which is a material consideration in the determination of this application.

4/9 Enforcement Update

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

Burghwood Barns, Burghwood Road, Ormesby St Michael. A provisional court date of 18 December 2018 had been provided for the hearing into the Breach of Conditions Notices concerning the the non-compliance with conditions of BA/2018/0444/FUL .

Marina Quays. The application had been withdrawn and the applicants were considering the submission of a revised new application.

Barnes Brinkcraft, Riverside Estate, Hoveton. A decision on the planning application, which the Planning Committee had agreed to approve at its meeting on 14 September 2018, was about to be issued. The item will be removed form the next enforcement update.

Rear of Norfolk Broads Tourist Information and Activity Centre 10 Norwich Road, Wroxham. The unauthorised lean-to structure had now been removed and therefore compliance with the Enforcement Notice had been achieved. Canoe equipment remained but as the lease was soon due to end it was expected that this would soon be removed and it was not considered expedient to pursue enforcement in respect of the unauthorised use at present. The item would be removed frm the next enforcement update.

Land north of Ludham Bridge – unauthorised hardstanding and structures, plus workshop. Compliance with the enforcement notice had now been achieved. The item would be removed in the next enforcement update.

Former Waterside Rooms, Station Road, Hoveton: Untidy land and Building. Subject to a couple of minor actions being completed, compliance with the Section 215 Notice will have been achieved. The item would be removed from the next enforcement update, although officers will continue to monitor the site.

Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter Officers were continuing to monitor the site, the last visit having been on 8 November 2018.

Members welcomed the progress made.

RESOLVED

that the report be noted.

4/10 Waveney Strategic Flood Risk Assessment SFRA

The Committee received a report on the recent consultation from Waveney District Council on its Strategic Flood Risk Assessment (SFRA.) This was now completed and ready for use in the planning process. This was the last of the four SFRAs covering the Broads Authority's Executive Area and the only one covering the Suffolk part. It was noted that a precautionary approach was being taken for the parts not modelled for flood risk. Although some changes would be required for the Local Plan, these were not considered significant and the Inspector was aware of the progress of the Waveney SFRA and changes required. It was also noted that all changes to the Local Plan would be consulted on prior to the adoption of the Local Plan.

RESOLVED unanimously

that the report is noted and the proposed comments in the report be endorsed.

4/11 Wroxham Neighbourhood Plan – Proceeding to Publication

The Committee received a report relating to the proposed Wroxham Neighbourhood Plan, submitted by Wroxham Parish Council on 2 November 2018 to Broadland District Council and the Broads Authority and which was subsequently sent separately to Members of the Committee with the necessary supporting documentation. The report detailed the required assessment against criteria set by Government legislation and officers concluded that the submitted plan complied with that criteria. The next stage involved the Plan undergoing a six week publication period to enable representations to be made on its content. The Authority had responded to the first consultation at the Planning Committee meeting on 17 August 2018. The Habitats Regulation Assessment Screening report was included with the documentation although it had been received following the writing of the Officers' report. The Planning Committee would receive a report following the six week period, with comments on the content of the Local Plan. The publication period would be followed by an independent examination to be carried out by an accredited Neighbourhood Plan examiner, who would recommend whether or not the Plan should proceed to referendum.

RESOLVED

that the submission version of the Wroxham Neighbourhood Plan is endorsed and approved for proceeding to publication (consultation) and that confirmation is sent to the parish council.

4/12 Literature Review: Landscape Sensitivity Study for Renewables and Infrastructure

The Committee received a report on the literature review that assessed the continued relevance of the Broads Landscape Sensitivity Study for Renewables and Infrastructure (2012). The study assessed the impact of wind

turbines and solar panels to provide criteria to planning applicants and inform policy. The Landscape Character Assessment was the study's baseline and was to be read in conjunction with it.

The assessment concluded that the Sensitivity Study 2012 remained relevant, the guidance reviewed and published since the study was compiled remained largely unchanged and visual technology had also remained largely unchanged. Therefore the study remained fit for purpose. It was also recommended that the Authority conduct a review of technologies available every 5 years, the continued relevance of the Broads Landscape assessment every 10 years and subsequently the Sensitivity Study as appropriate.

A Member queried whether there had not been a ministerial statement regarding the suitability of developing solar farms on land designated as special areas and whether there should be reference to this. Officers were aware of comments relating to wind farms and undertook to look into this further.

Members were pleased to note that the Landscape Character Assessment was validated as it was an excellent piece of work.

RESOLVED

- (i) That the report is noted and the Broads Landscape Sensitivity Study for Renewable and Infrastructure (2012) is endorsed for continued use where necessary and
- (ii) That Authority review technologies and, the continued relevance of the Broads Landscape character assessment and subsequently the Sensitivity Study as appropriate.

4/13 Appeals to the Secretary of State

The Committee received a schedule of decisions to the Secretary of State since 1 June 2018. This was an appeal concerning the conditions attached to the outline permission for development at Hedera House, Thurne. The Inspectorate had still not provided a start date.

RESOLVED

that the report be noted.

4/14 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 27 September 2018 to 25 October 2018. There were no applications which had resulted from the monitoring programme, which was pleasing to note.

RESOLVED

that the report be noted.

4/15 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 7 December 2018 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich. This would be followed by a meeting of the Heritage Asset Review Group.

The meeting concluded at 11.40am

CHAIRMAN

APPENDIX 1

Code of Conduct for Members

Declaration of Interests

Committee: Planning Committee

Date of Meeting: 9 November 2018

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All members of the Planning Committee	4/8(3)	Applicant a Member of the Authority's Navigation Committee
Mike Barnard	4/8(2)	Friend of Nicholas Everitt Park. Councillor for Oulton Broad
Mike Barnard	4/10	Waveney District Council. Strategic Flood Risk Assessment
Bill Dickson	4/8	Member of Navigation Committee

Broads Authority
Planning Committee

Minutes of the meeting held on 7 December 2018

Present:

In the Chair - Mrs M Vigo di Gallidoro

Mr M Barnard
Mr W A Dickson
Ms G Harris

Mrs L Hempsall
Mr H Thirtle

In Attendance:

Mrs S A Beckett – Administrative Officer (Governance)
Ms N Beal – Planning Policy Officer (Minute 5/10 – 5/12)
Mr B Hogg – Historic Environment Manager
Ms L Ibbitson-Elks – Planning Officer (Compliance and Implementation)
Mr J Ibbotson – Planning Officer (up to and for Minute 5/8(1) and Minute 5/8(2))
Mr C Pollock – Planning Assistant (Up to and for Minute 5/8(3))
Ms C Smith – Head of Planning

5/1 Apologies for Absence, Welcome and Housekeeping Matters

The Chair welcomed everyone to the meeting.

Apologies had been received from Prof Jacquie Burgess, Mr Bruce Keith, Mr Paul Rice, Mr Vic Thomson and Mr John Timewell.

The Openness of Local Government Bodies Regulations

The Chair gave notice that the Authority would be recording the meeting in accordance with the Code of Conduct, with the Authority retaining the copyright. No other member of the public indicated that they would be recording the meeting.

5/2 Declarations of Interest and introductions

Members and staff introduced themselves. Members provided their declarations of interest as set out in Appendix 1 to these minutes in addition to those already registered.

The Chairman declared a general interest on behalf of all members concerning applications:

- BA/2018/0266FUL and 0267LBC as this was part of the Landscape Partnership Scheme WMM project where the Broads Authority was a partner; and

- BA/2018/0399/FUL Adjacent Moorings New Mills Yard, Norwich as the Broads Authority was the applicant

The Head of Planning introduced Linda Ibbitson-Elks as the Authority's new Planning Officer (Compliance and Implementation).

5/3 Minutes: 9 November 2018

The minutes of the meeting held on 9 November 2018 were agreed as a correct record and signed by the Chairman.

5/4 Points of Information Arising from the Minutes

There were no points of information to report.

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

There were no items of urgent business.

5/6 Chairman's Announcements and Introduction to Public Speaking

There were no members of the public in attendance who wished to speak.

5/7 Requests to Defer Applications and /or Vary the Order of the Agenda

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

5/8 Applications for Planning Permission

The Committee considered the following application submitted under the Town and Country Planning Act 1990 (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/2018/0 325/FUL Hoveton Great Broad, Lower Street, Hoveton**
Viewing Platform
Applicant: Natural England

The Planning Officer gave a detailed presentation and assessment of the application to provide an elevated viewing platform within the Bure Marshes National Nature Reserve. The viewing platform would be located centrally adjacent to the nature trail footpath and provide a view into a secluded and enclosed area of open water as well as carr woodland. It would replace a dilapidated bird hide which was no longer

functioning and had to be removed. The design of the viewing platform included an extra level but this would not be wheelchair accessible. Access into the site was only by foot having reached the site by boat initially. This was another public access scheme following from the previous applications at Hoveton Great Broad and Natural England's work involving bio-manipulation within the Nature Reserve, funded by Heritage Lottery and where there had been considerable interest.

The Planning Officer explained that the area was privately owned but managed by Natural England as part of the Bure Marshes National Nature Reserve. He emphasised that the nature trail was not a public right of way. Natural England had access rights which it offered to the public but with the permission of the landowner. The site was within Flood Zone 3 and the Environment Agency was satisfied with the Flood Risk Assessment and advised that a condition requiring a Flood Response Plan be prepared prior to the commencement of the use of the viewing platform.

Having assessed the application in terms of the main issues of principle, design impact upon protected species or habitat and flood risk, the Planning Officer concluded that the proposed viewing platform could be recommended for approval. The proposed platform would replace a previous bird hide, and was considered to be of an acceptable design. Given its increased area of capacity it would accommodate groups and support facilities, which were educational in nature and relate to the promotion of the conservation of the environment as well as ensure improved access. The proposed structure would not harm the character and appearance of the site or wider area as the established woodland screened the site from public view. The application was therefore in accordance with development plan policies particularly Policy DP27.

Members fully supported and commended the application as it would improve the educational facilities and general access. However, they expressed disappointment that the proposals had not taken into account or made sufficient provision for disabled access. This was considered important for any future such applications. Concerns were also raised about the scale of the structure.

Haydn Thirtle proposed, seconded by Bill Dickson and it was

RESOLVED unanimously

that the application be approved subject to the conditions outlined within the report. The proposal is considered to be in accordance with Policies CS9 of the Core Strategy (2007), Policies DP1, DP2, DP4, DP11, DP27 and DP29 of the Development Plan Document (2011), and the National Planning Policy Framework (2018) which is a material consideration in the determination of this application.

(2) **BA/2018/ 0266/FUL and BA/2018/0267/LBC Six Mile House Drainage Mill, Acle New Road, Halvergate**

Works to conserve mill, including the installation of new doors & windows, flat roof & access ladders

Applicant: Water Mills & Marshes Landscape Partnership Scheme

The Planning Officer provided a presentation outlining the application for the restoration of the Grade II Listed Six Mile House Drainage Mill, which was part of the Water Mills and Marshes (WMM) Landscape Partnership Scheme project and fell within the Halvergate Marshes Conservation Area. The works would include renovation and maintenance to protect the building from further decline and enhance its appearance within the landscape. It was emphasised that the two applications did not seek to bring the building back into specific use but would not preclude further restoration to include the future refitting of a new cap and sails.

Since the writing of the report a response had been received from the Environment Agency on 6 December that now removed their holding objection having received a Flood Risk assessment and Flood Response Plan with which they were satisfied. If there were any future changes in use, a new Flood Risk Assessment and Plan would be required. It was noted that Historic England fully supported the proposed works.

In assessing the application, the Planning Officer took account of the main issues which were the principle of the development, this being the significance of the heritage asset and its importance in the marsh landscape, as well as ecology and flood risk. The Planning Officer concluded that the proposed works resulted in a scheme that would conserve a listed building and would enhance its significance, its fabric, character and appearance whilst also make a positive visual impact on the wider marshland setting of the Mill. As the Environment Agency had now withdrawn their holding objection, the Planning Officer amended the report recommendation and recommended the approval of the application subject to conditions.

Members fully supported the proposals.

They noted that the works would form part of the heritage building training skills programme being undertaken in association with Norwich City College as part of the WMM project and welcomed this. Members considered that a site visit to see the work of the WMM project would be beneficial.

The Historic Environment Manager confirmed that the intention was to arrange a site visit for all members in association with the Water Mills and Marshes project in the early Spring.

Haydn Thirtle proposed, seconded by Gail Harris and it was

RESOLVED unanimously

that the applications be approved subject to conditions outlined within the report. The proposals are considered to be in accordance with Policies DP4, DP5, DP27 and DP29 of the Development Plan Document (2011), and comply with the statutory duty of section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act as having special regard to preserving listed buildings. It is in accordance with the National Planning Policy Framework (2018) which is a material consideration in the determination of the applications.

(3) **BA/2018/0399/FUL Adjacent the Moorings, New Mills Yard, Norwich,**

Proposal: Install canoe launch pontoon.

Applicant: Mr Mark King (Broads Authority)

The Planning Assistant provided a presentation on the application for the installation of a pontoon for a canoe launch parallel to the concrete staircase adjacent to the Riverside Walk south east of New Mills Yard in Norwich. The aim was to encourage the use of canoes on the River Wensum in accordance with the River Wensum Strategy.

Since the writing of the report no further consultation comments had been received. However, Councillor Martin Schmierer from Norwich City Council had commented that he had received a number of representations concerning noise, anti-social behaviour and littering which would result from the installation of the pontoon. Although he recognised that this was not a planning matter he wished these matters to be taken into account. The Planning Assistant commented that this would be a matter relating to the management of the site and health and safety which would be the responsibility of Norwich City Council and/or the police. In response to the request from Norwich City Council, it was confirmed that the structure would be maintained by the Broads Authority and this would be secured by planning condition.

Having assessed the application on the main issues of principle, design, impact on neighbouring amenity and impact on navigation, the Planning Assistant recommended approval subject to conditions. The proposal was considered to be in accordance with the River Wensum Strategy and Access to Water, the design was considered appropriate for the area and would not result in an unacceptable impact on residential amenity.

Members commended and welcomed the proposals. There was some concern relating to safety in that the railings did not extend down the full length of the steps into the river. However, it was considered that this could be to do with manoeuvrability for the canoes and officers

would take this matter up as a safety issue with the applicant. The scheme was part of a portage project to enable access for canoes to either side of the New Mills weir. In response to a member's question, it was confirmed that there was sufficient car parking within the vicinity and therefore the suggestion of appropriate signposting should be taken on board.

Gail Harris proposed, seconded by Bill Dickson and it was

RESOLVED unanimously

that the application be approved subject to the conditions outlined within the report. The proposal is considered to be in accordance with Policies DP4, DP12 and DP28 of the Development Plan Document (2011), and the National Planning Policy Framework (2018) which is a material consideration in the determination of this application.

5/9 Enforcement Update

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

Burghwood Barns, Burghwood Road, Ormesby St Michael. A provisional court date of 18 December 2018 had been set. The applicant had subsequently indicated that he intended to comply with the notices and discussions were underway.

Marina Quays. The application had been withdrawn and the applicants were considering the submission of a revised new application.

Barnes Brinkcraft, Riverside Estate, Hoveton. Following the issuing of the Planning permission on 14 November 2018, mooring was taking place in accordance with the permission. This item would be taken off the schedule at the next meeting.

Former Waterside Rooms, Station Road, Hoveton. The majority of works had now been completed and compliance with the Section 215 Notice achieved. This would be taken off the schedule.

Members welcomed the progress made.

RESOLVED

that the report be noted.

5/10 Consultation Documents and Proposed Response

**Wroxham Neighbourhood Plan
Greater Norwich Local Plan – Site Consultation.**

The Committee received a report providing the Officers' proposed response on the recent consultation from Wroxham Parish Council on the Wroxham Neighbourhood Plan and Norwich City Council on the Greater Norwich Local Plan extra sites consultation.

(1) Wroxham Neighbourhood Plan

The Planning Policy Officer commented that the consultation response sought clarification on a number of points, particularly in relation to Policy HBE1 where the approach appeared to be contradictory to the Authority's policies. The points raised would be considered by the independent examiner.

A Member queried the Neighbourhood Plan's stance on the economy.

Members welcomed and endorsed the proposed response, considering it to be very thorough. It was important that Neighbourhood Plans within the Broads area complied with the Broads Local Plan with which they were aligned.

RESOLVED unanimously

- (i) that the report is noted and the proposed responses in the report be endorsed for forwarding to Wroxham Parish Council.
- (ii) that the Chief Executive in consultation with the Chair of the Authority and the Chair of the Planning Committee is delegated to submit the Wroxham Neighbourhood Plan to independent examination on assessment of the comments received after the public consultation end, subject to no new issues being raised and forwarded to Wroxham Parish Council.

(2) Greater Norwich Local Plan – Extra Sites Consultation

The Planning Officer explained that the current consultation covered newly submitted sites, revisions to some of the sites already consulted on in January 2018 and small sites. Members noted that there was one proposed objection relating to the proposed site for residential development of 6 dwellings in Brundall which was considered inappropriate. The extension and intensification of the development up to the Broads boundary was to be resisted as it would have an adverse impact on the Broads landscape character, biodiversity, water flows and drainage.

The Planning Policy Officer read out a letter from some Coltishall residents expressing concerns. However, the area was further than the 8 metres outside the Broads National Park (as stated by the residents) and it was not considered that the residents' comments affected the "No Comments" response from the Authority. The residents would be able to put their case in writing directly.

Members welcomed the comments concerning Norwich Riverside and King Street relating to the potential opportunities for enhancement, interpretation and promoting the historic heritage through the relationship with the river and historic houses.

RESOLVED unanimously

that the report is noted and the proposed responses be endorsed for submission to Norwich City Council.

5/11 Oulton Neighbourhood Plan –Amended Neighbourhood Plan Boundary.

The Committee received a report relating to the proposed amendments to the Oulton Neighbourhood Plan boundary, submitted by Oulton Parish Council as a result of the recent parish boundary amendments in the Lowestoft, Oulton and Oulton Broad area. Following consultation it had been agreed that the amended Neighbourhood boundary be the same as the amended Parish Council boundary.

RESOLVED unanimously

that the amended Oulton Neighbourhood Plan boundary be endorsed.

5/12 Annual Monitoring Report (AMR)

The Committee received a report introducing the Annual Monitoring Report for the 2017/18 financial year 1 April 2017 to 31 March 2018, which covered Planning Policy and the progress on the Local Development Scheme as well as work under the auspices of Duty to Cooperate, and Development Management which related to planning applications and appeals.

With reference to the Self-Build, the Planning Policy Officer drew attention to Pages 28 of the AMR. She reminded members that the Authority had received an exemption to give suitable development permission for enough serviced plots of land to meet the demand for self-build and custom build planning, since it demonstrated that the 20% threshold was exceeded. It was emphasised that the Authority had a Self Build Register, as it was required to do, and this was on the Authority's website. The Authority had to have regard to it but not the duty as a result of the exemption.

Members were pleased to note an excellent piece of work.

With reference to the Local Development Scheme and progress on the Broads Local Plan, the Planning Policy Officer confirmed that following the Inspector's Examination in public in July and September 2018, the Authority had been tasked to clarify a number of matters relating to policies:

- retail policies in Hoveton Town centre
- residential moorings – where these could be permitted and
- possible sites for St Olaves.

Officers had responded providing a few minor changes, some more significant and generic related. The Authority had very recently received some preliminary comments from the Inspector and would be responding to this preliminary feedback. Once the final report was received, which would not be until mid-January 2019, there would be Modifications to the Local Plan which would be the subject of a formal consultation. The Authority meeting on 23 November 2018 had agreed that in the interests of expediency, the Chief Executive in consultation with the Chair of the Authority and Chair of Planning Committee had been delegated to authorise the consultation on the Modifications once the Inspector's instructions were received.

The Head of Planning expressed disappointment at the further delay but officers were endeavouring to be as efficient as possible. It was hoped that the Local Plan could be adopted in May 2019. Once adopted it would be necessary to examine compliance with the new NPPF, although they were content that the Local Plan currently met its requirements.

RESOLVED

that the report is noted.

5/13 Tree Preservation Orders

The Committee received a report and presentation identifying two new Tree Preservation Orders for confirmation following consultation. Tree Preservation Orders were served on trees considered to be under threat in August 2018 at

- BA/2018/0020/TPO Little Barn, Low Road, Shipmeadow in Suffolk covering 10 Beech and 1 Elm and
- BA/2018/0021/TPO The Old Vicarage, Horning Road, Hoveton St John, Norfolk covering mixed species including Ash, Beech, Bay, Copper Beech, Cedar, Lawson Cypress, Leyland Cypress, Lime Laurel, Norway Spruce, Oak, Scots Pine, Sycamore.

There was a statutory six week consultation period during which no objections were received to either of the provisional TPOs. One representation referred to the recent work which had prompted the serving of the provisional order at Shipmeadow.

It was noted that TPOs did not prevent work being undertaken on trees only that their management should be appropriate and agreed by the Authority. Officers encouraged landowners to enter into a management agreement for the trees so as not to require continued applications to the Authority.

The Historic Environment Manager confirmed that the Authority had completed the review of existing TPOs earlier in the year. It would continue to review these regularly and bring any new orders to the Committee as required.

RESOLVED unanimously

that the two new TPOs – BA/2018/0020/TPO at the Little Barn, Shipmeadow and BA/2018/0021/TPO The Old Vicarage, Horning Road, Hoveton St John be confirmed.

5/14 Appeals to the Secretary of State

The Committee received a schedule of decisions to the Secretary of State since 1 June 2018. The Authority had at last received the start date for the appeal concerning the conditions attached to the outline permission for development at Hedera House, Thurne.

RESOLVED

that the report be noted.

5/15 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 25 October 2018 to 22 November 2018. There were no applications which had resulted from the monitoring programme, which was pleasing to note.

RESOLVED

that the report be noted.

5/16 Circular 28/83: Publication by Local Authorities of Information about the Handling of Planning Applications

The Committee received a report setting out the development control statistics for the quarter ending 30 September 2018.

RESOLVED

That the report be noted and welcomed.

5/17 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 11 January 2019 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 11.50 am.

CHAIRMAN

APPENDIX 1

Code of Conduct for Members

Declaration of Interests

Committee: Planning Committee

Date of Meeting: 7 December 2018

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Melanie Vigo di Gallidoro All members of the Planning Committee	5/8 (2) and(3) BA/2018/0266/FUL & 0267/LBC BA/2018/0399/FUL	Broads Authority partner involved in WMM LPS project Broads Authority is the applicant
Gail Harris	5/8(3)	Project is part of River Wensum Strategy. I am appointed by Norwich City Council and the Council is a partner in the River Wensum Strategy.
Gail Harris	Item 5/10	Appointed by Norwich City Council Greater Norwich Local Plan – extra site consultation.