

Broads Authority

17 March 2023

Agenda item number 7

Summary of actions and outstanding issues following discussions at previous meetings

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Wherryman's Way footpath on River Chet	26/07/2019	Rob Rogers	Wherryman's Way footpath by River Chet included in priority actions for new Waterways and Recreation Officer. Discussions ongoing with Norfolk County Council.	<p>Work to be split into 2 phases over winter 2020 and 2021. Plan is to concentrate efforts in first year on Loddon FP4, Langley with Hardley FP9 and Loddon FP5. NCC to repair two bridges at Loddon FP4 by Sept 2020. Environmental officers to complete minor tree/shrub clearance by Oct 2020.</p> <p>BA operations team to dredge Chet for 3 months from Oct 2020 and dispose of material on sections of footpaths mentioned. They will return 6 months later to rebuild paths with new material. Similar work to continue in 2021 to restore rest of footpaths at eastern end of Hardley Flood.</p> <p>May 2020: Project now part of a much larger programme of works in partnership with Norfolk County Council and CIL application; to include new circular routes, bank stabilisation, signs and infrastructure, and access for all resurfacing works. Programme improvements across entire Wherryman's Way beginning 2021.</p> <p>October 2020: Funding application submitted Aug, been through first round approval and decision to be made in Dec.</p> <p>December 2020: Application unsuccessful. Reframing bid with Norfolk CC colleagues to submit in a future funding round.</p> <p>April 2021: BA to dredge River Chet and place sediment onto footpath winter 2021/2022. Arrangement made with Norfolk CC to return up to 18 months later to reshape footpath once sediment has dried.</p> <p>June 2021: BA partnering up with NCC for CIL application to carry out additional works here and at Surlingham and Bramerton.</p>	31/12/2021

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				<p>July 2021: The CIL bid has been submitted (end of July 2021) with responses for successful bids expected in Nov 2021. Dredging in the River Chet is programmed for October 21 with material being deposited onto the footway to help build up the path. The CIL money (if successful) will be used to restore bridges and stabilise the banks at weak points.</p> <p>March 2022: A meeting at Norfolk County Council in March 2022 will decide which Community Infrastructure Levy funded projects are successful and the Broads Authority have two bids in the offing, Bramerton and Surlingham dedicated footpaths. If successful delivery will be progressed in 2022/23.</p> <p>April 2022: The final decision making meeting to allocate CIL project money is scheduled for May 16 by Norfolk County Council. The Broads Authority have arranged a pre-meeting with NCC Recreation & Project Officer (week commencing 1 May) to discuss action to date. Dredged material from the River Chet has been deposited and is drying on the Wherryman's Way which will be re-shaped once its dry enough to use.</p> <p>July 2022: CIL funding of £216,500 approved. Work already started on improvements to the Wherryman's Way., with riverbank stabilisation starting in Spring/Summer 2023. The scheme for Rockland access improvements to Bramerton and Surlingham footpath will be timetabled for completion in late 2023.</p> <p>November 2022: Preparations being made for 'reshaping' of the sediment placed on the bank at Hardley Flood footpath last Winter. Site visits with Broads Authority and Norfolk County Council ecologists plus Natural England staff have taken place to identify further survey work which may be needed plus mitigations measures to put in place in order for the 're-shaping' to take place prior to Spring 23.</p> <p>Monthly working group meetings are being held with County Council colleagues and quarterly update meetings held with local Parish Councils.</p> <p>December 2022: Wherryman's Way Improvement Project stakeholder group was held. NCC and Authority staff updated the parish council representatives on progress and received queries. NCC's bridge designers and main contractors are developing solutions for the bridges required along the Hardley Flood stretch. Broads Authority staff are developing designs for river edge erosion protection along the Bramerton FP5 section.</p>	

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				<p>March 2023: A feasibility report has been produced for the repair and replacement of bridges at Hardley Flood. A series of ecological investigations have also been carried out on the site. There will be an update to local parish councils and stakeholders in late March.</p>	
Responding to Climate Change Emergency	27/09/2019	John Packman	<p>To adopt Climate Change Emergency Statement for the Broads (first report Appendix 1) and principles outlined for BA to:</p> <p>Recognise climate emergency</p> <p>Work toward making the Broads Authority 'carbon neutral' by 2030, with further objective of reducing all carbon emissions to zero by 2040.</p> <p>Establish base line for CO2 emissions using a common methodology with NPAs and develop an Action Plan and Monitoring system.</p> <p>Work with constituent local authorities to reduce emissions from domestic, travel and other sources in the Broads across the two counties.</p> <p>Work with farmers, land managers, NFU and Defra to influence land management practices, to maintain and build organic matter and carbon in soil, improve biodiversity and store water to protect against flooding and drought.</p> <p>Work with boating and tourism organisations to continue promoting and developing environmentally friendly boating and sustainable tourism; and</p> <p>Aspire to offsetting carbon emissions locally within the Broads by a Broads offsetting scheme.</p>	<p>September 2019: Principles agreed - first in series of items dealing with climate change.</p> <p>22 November 2019: Presentation to BA from Asher Minns, Director of Tyndall Centre at UEA and update by CANAPE Project Manager/Carbon Reduction Projects Manager.</p> <p>10 January 2020: Planning Committee report on planning policy response to climate change mitigation and adaptation.</p> <p>May 2020: Progress report to BA prepared on Climate Change Action Plan for Broads Authority and Broads Area. Deferred to BA meeting in July due to COVID-19 situation.</p> <p>July 2020: Report on agenda on Climate Change Action Plan - agreed to set target of 1.5 degree compliant emissions curve for Broads executive area, in line with Tyndall Centre recommendations, and use as basis for public engagement and working with partners.</p> <p>September 2020: National Parks England received data from BEIS on emissions from National Parks and the Broads. Work underway to better understand these figures, in particular around boating emissions listed as several times higher than previous estimates.</p> <p>Yare House electricity supply switched to Green Tariff. BA investigating capacity of its equipment to use higher percentages of biofuel. These measures will achieve targeted savings for this year.</p> <p>With South Downs NPA, BA working with Smallworld Consulting Ltd to deliver Consumption Baseline for Broads Area by March 2021. From data provided by this and BEIS data, BA will establish savings needed in each year to achieve carbon neutrality.</p>	

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				<p>12 March 2021: Facilitated presentation on climate change to the Norfolk Public Sector Leaders Board.</p> <p>August 2021: Trial of HVO Biofuel with the CME team has been successful. This can provide a low-carbon fuel source for our heavy equipment before electric/alternative fuelled equipment becomes available, and make a substantial reduction in the BA Carbon Footprint.</p> <p>Ongoing work with Smallworld Consulting Ltd to calculate a consumption based Climate Footprint for the Broads Executive Area, in line with the National Parks Family. This will inform our high level targets for Climate Mitigation.</p> <p>We have carried out a survey of boat owners in the Broads to get a better understanding of usage habits and fuel consumption, and to gather views on green boating.</p> <p>We have successfully received funding to carry out a partnership project (led by Ren Energy Ltd) to deliver a feasibility study into an electrified broads network.</p> <p>19 November 2021: Agreed, in principle, to support the National Parks' involvement as a hub in the "Count Us In" Protect What You Love Count Us In (count-us-in.org) initiative and work with partners and others to promote the development of "Broads specific" actions, linked to the 16 "Count Us In" themes, to residents and visitors to help tackle climate change and biodiversity loss in the Broads in order to develop behaviour change messaging.</p> <p>27 April 2022: We have received the draft report on greenhouse gas emissions by Small World Consulting Ltd (academics based at Lancaster University). There are some minor adjustments to be made before we can share it more widely, including testing some of the recommendations with relevant officers. Agreed to hold a member workshop on the topic in June.</p> <p>05 July 2022: The presentation of the report to members is planned for the middle of July. Following the completion of the "Electrifying the Broads" feasibility study in March 2022 we are investigating funding options for expanding the electric charging network, and developing a fully electric vessel.</p> <p>13 September 2022: A member workshop was held on the 25th of July, and the full report circulated to members. Work is ongoing on the next steps, with a report anticipated for the November Authority meeting.</p>	

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				<p>The next phase of Clean Maritime funding, which may allow us to build on the Electrifying the Broads feasibility study, is expected to be announced on the 22nd of September.</p> <p>November 2022: We are working on various possible bids for external funding to support our climate change work, including the Norfolk Investment Framework. Unfortunately the Clean Maritime Competition Phase III was not suitable for the Electrifying the Broads project, so we are exploring other avenues.</p> <p>December 2022: An update report setting out next steps was presented to the Authority Meeting in December. We will hear in early January the outcome of the bids to the Pioneer Places fund and the Norfolk Investment Framework.</p> <p>February 2023: Pioneer Places bid was not awarded. We have a new possibility of funding through the Local Electric Vehicle Infrastructure Fund award, in partnership with Norfolk County Council, that includes funding for electric pillars in the Broads.</p>	
'Broads Peat' - A Nature for Climate Peatland Grant Scheme project	23/07/2021	Andrea Kelly	<p>The Broads Peat Project was awarded £785,668 in December 2021 from Defra, as part of the Nature for Climate Peatland Grants Scheme – Discovery Grant which is administered by Natural England. The project budget was revised to £855,831 in December 2022 (the formal Change Control Notice was received from Natural England on 3 January). Broads Peat was initially expected to close in March 2023 - now waiting feedback on a request for an extension until August 2023.</p>	<p>July 2021: Members agreed to submit an application, at the Broads Authority meeting on 23 July 2021, with the Authority as the lead partner.</p> <p>August 2021: Bid submitted, for around £800k project across 13 sites, with 7 partner organisations and 9 private landowners. Natural England report that they will announce successful projects in mid-November 2021.</p> <p>October 2021: Responses to 12 clarification questions submitted. Initial preparation on recruitment and procurement.</p> <p>December 2021: Awarded £800k grant on 24 Nov. Internal Board meeting weekly. Held partnership meeting on 26 Nov, including adoption of ToR, PA, Procurement and Schedule. First round of recruitment for PM unsuccessful. Re-advertising into January. Secondment for PO being advertised into January. Stage one small contracts let. Tender for seven work packages developed to advertise in early January. Framework Contracts being assessed. Paper for Jan 22 BA Committee prepared. Press release in EDP. £800,000 grant for project to restore peatland in the Broads Eastern Daily Press (edp24.co.uk). Webpage drafted. Agreement with Palladium and landowners being drafted.</p>	31/03/2023

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				<p>January 2022: An update on Broads Peat and Framework Procurement was provided to members at the 28 Jan 2022 BA meeting. Peat depth and land level assessments underway. Developed farmer engagement programme to discuss private finance and land management.</p> <p>February 2022: Recruitment for two posts progressing, and start of the standstill period for activities consulted by tender. Linking with two other Discovery Grant projects in the East.</p> <p>March 2022: Secondments from Birketts and the Suffolk Wildlife Trust agreed and staff started work.</p> <p>April 2022: All contracts underway with consortia of 17 contractors. Entered SCAPE Framework to access Jacobs, working closely with WMA. Third Partnership meeting held. Workshop on Carbon Finance held with landowners. Working towards influencing the fen peatland code.</p> <p>June 2022: Main contracts delivering ahead of schedule with peat, topography and water level data largely complete. Novel water vole habitat assessment tool showing promising early results for consenting landscape water level raising. Contract with Jacobs, via SCAPE, close to completion with scoping study task defined. 50 farmers and landowners attended a further carbon finance event at Acle led by Andrea Kelly and Palladium. Site prioritisation for Restoration Grant being discussed by partners and 3 new farmer led sites added to partnership. Palladium scoping out sites for Nutrient Neutrality as well as carbon finance. Youth engagement with fashion, young farmer and architects at scoping stage. Display of wet farming products engaged people at the Norfolk Show. Preparing for Internal Audit of Partnership.</p> <p>August 2022: Water vole habitat assessment method completed at all sites and initial analysis was presented on 24 August. Analysis of 3 test sites indicated a significant relationship between increasing habitat suitability score and water vole presence.</p> <p>Restoration Plan structure agreed. Updated list of sites agreed with landowners and Natural England. Prioritisation of sites to have full Restoration Plans endorsed by the Partnership on 28 July and then sent to NE. Consultant Stantec will be appointed for the design of engineering solutions.</p>	

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				<p>Programme of engagement with colleges due to commence September. Public arts engagement with youth-led collective member of RE-PEAT at GroundWork Gallery, Kings Lynn 2-30 September.</p> <p>November 2022: Partnership Audit has focused on the Broads Peat Project has completed with minor change to the risk register. Application for additional budget (potentially available from unallocated funds) submitted to Natural England together with request for an extension to the Project has been made and likely to be successful. Staff Resources - sickness and change to secondment arrangement have and will impact on remaining staff and delivery and requires mitigation to provide additional resource. Stantec appointed via SCAPE framework and Task Orders for Engineering, Permissions up and running. Restoration plans being drafted. Leading discussion with upstream landowners at Heckingham. Water vole habitat assessments and Historic Environment Reports complete and mitigation plans for priority sites under development. Landscape water table assessment in draft and rust rods assessed. Engagement has included visits from Defra, ADA, Friesland Water Board, CANAPE, Cambridge University, 2 farm walks, 2 youth engagement events. Environment Policy Adviser investigating grant submission for the Paludiculture Exploration Fund. A further carbon finance event at Acle with Palladium planned for Nov.</p> <p>December 2022: Application for 9% additional budget awarded for further peat, water and water vole assessments. An outline request for an extension to the Project to August 2023 has been made. Stantec work on Engineering, Permissions is highlighting the risk of not gaining EA permissions in time. Restoration plans being drafted. Further discussion with upstream landowners at Heckingham required. Held positive meeting with Beccles Town Council. Landscape water table assessment complete and rust rods assessed. Revere Carbon finance event held at Acle with Palladium. Engagement since November has included 1 farm walk and 1 youth engagement event. Building a partnership for the Paludiculture Exploration Fund.</p> <p>February 2023: A formal request for an extension to the Project to August 2023 was made on 28 February. Stantec submitting pre-applications for Permissions and completing site costings. Restoration plans almost complete. Holding meetings with site landowners.</p> <p>Revere Carbon finance model complete, awaiting UKPCv2 launch to register sites. Unexpected outcome of UKPCv2 that we need more water level data for 12 months.</p>	

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				<p>Engagement since December has included Norwich Science Fair, developing A-level session for Paston College, explored education access at Dilham Hall Farm and worked with a journalism student from UEA.</p> <p>Early March - Submission of ~£400k Paludiculture Exploration Fund bid with Norfolk FWAG, Norfolk County Council, NUA, Wetland Products Foundation and Hudson Architects. with support from EA, Broads IDB, Fenland Soil.</p>	
Farming in Protected Landscapes (FiPL)	23/07/2021	Hannah Norman	To deliver the Farming in Protected Landscapes (FiPL) programme.	<p>24 August 2021: First meeting of the Local Assessment Panel (called the Broads and Norfolk Coast Land Management Board), in collaboration with Norfolk Coast AONB. Ten applications were approved: five from the Broads (about 62% of the allocation), and 5 from the AONB (about 69% of the allocation).</p> <p>22 October 2021: Another two Local Assessment Panels (on 30 September and 8 November) to approve additional projects (12 approved, over 90% fund allocated). Some work on-going to reallocate some of the administrative and advice project towards the project pot. The website will publish the summary of the successful projects. Farming in Protected Landscapes (broads-authority.gov.uk) The catchment and farming officer joined the Authority on 21 October.</p> <p>17 December 2021: Additional Local Assessment Panel (on 14 December) with 3 new applications approved (two in the Broads and one in the AONB). These projects will be for Year 2 (start from April 2022). The Board thanked the team for the team's support since FiPL was announced this summer. Two farmer Board members presented successful FiPL projects at a national workshop of ~600 people. FiPL evaluation completed by members of the PL Team.</p> <p>February 2022: The Board agreed at their January meeting the changes for Year 2 submissions, with a maximum grant of £50k. Preparation of communications about the success of Year 1 projects.</p> <p>10 March 2022: Next meeting of the Land Management Board will consider three further applications for funding.</p> <p>21 April 2022: Year 1 funding spend by the end of March 2022 with available information on the summary of Year 1 projects Broads Farming in Protected Landscapes Programme - Year one summary (broads-authority.gov.uk). Good progress on the allocation of funds for Year 2 and Year 3.</p>	

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				<p>30 June 2022: The Land Management Board met on 6 June. Two projects were approved, both for the Norfolk Coast, and one application for the Broads was rejected. So far, 10x Year 2 projects have been approved for the Broads and one rejected. To date for Year 2, 53% of the funding has been allocated, and two projects have been completed.</p> <p>25 August 2022: The Land Management Board met on the 18 July and approved one Year 2 project for the Broads. Three applications under £5,000 have been improved internally, bringing the total number of year two projects to 14. Good progress is being made on approved projects.</p> <p>15 November 2022: The Land Management Board met on the 1 September and the 10 October and approved one year 2 project. One project under £5,000 was approved internally. A total of 16 projects have been approved so far for year 2, with 77% of grant funds allocated.</p> <p>20 December 2022: The Land management Board met on 21 November, approved one year two project and rejected another. A total of 17 projects have been approved so far. 94% of funds have been allocated for year 2. Seven projects have been completed and good progress is being made on other projects.</p> <p>10 January 2023: The Land Management Board met on 9 January and approved two grant applications for the Norfolk coast and received a presentation from the Authority's Farming and Catchment Officer on the performance of the programme to date.</p> <p>24 February 2023: All of the funding for 22/23 has been allocated to grants. A total of 20 grants were funded in year 2, with nine completed and paid. The Land Management Board met on 20 February, and assessed three project applications for year 3 which starts in April. They deferred two projects and part funded a third.</p>	
Safety on the Broads	18/03/2022	Rob Rogers	Amend the Authority's Hire Boat Licensing Conditions such that the Code for the Design, Construction and Operation of Hire Boats is incorporated in full.	<p>July 2022: Letters have been issued to every Hire Boat operator within the broads informing them of the changes to Hire Boat Licensing Conditions that will be effective from 1 April 2023.</p> <p>British Marine has offered a special discounted membership and QAB price to all Broads hire boat operators and this has also been communicated.</p>	01/04/2023

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			<p>Make the British Marine's QAB scheme a mandatory aspect of Broads Authority Hire Boat Licensing Conditions from 1 April 2023 in line with the Navigation Committee's view.</p>	<p>The Hire Boat Licensing Officer is also talking to all operators as part of their auditing and condition checks and British Marine are resourced and ready to assist operators reach the required standards.</p> <p>September 2022: A letter to all hire operators has been issued asking for comments on the widening of the Hire Boat Licensing scheme to include ALL non-powered paddle, or pedal craft let for hire from 1 April 2023. A paper is planned for Navigation Committee (Oct) with recommendations coming to the Full Authority in Dec. A phased approach is planned which will hopefully incorporate any craft or vessel let for hire (including Houseboats and craft let for Airbnb) being licensed in the future to bring further safety improvements.</p> <p>October 2022: Navigation Committee discussed the commercial paddle scheme and proposed charges and made a full recommendation to the Broads Authority. Papers included in the December 2022 Broads Authority committee meeting.</p> <p>December 2022: Annual BSMG report on safety to the Navigation Committee meeting in January.</p> <p>February 2023: New Licensing arrangements and conditions have been set for the non-powered craft. All Hire Operators have been informed of the changes. We have also chased up compliance under the Hire Boat Licensing to ensure operators have engaged with British Marine over the Quality Assured Boatyard Scheme (QAB)</p> <p>Following the setting of the budget for 2023/24 recruitment underway for the Seasonal Assitant Rangers who will help maintain a visible 7 days a week presence on the water during the season.</p>	
Appointment of Monitoring Officer	02/12/2022	John Packman	<p>At the Broads Authority meeting in December, It was resolved unanimously to: Appoint Jonathan Goolden of Wilkin Chapman LLP as the Authority's Monitoring Officer with effect from 1 January 2023. To authorise the Chief Executive to enter into an appropriate form of contract with Wilkin Chapman LLP for the provision of Monitoring Officer services pursuant to Section 5 of the Local Government and Housing Act 1989.</p>	<p>10 January 2023: An engagement letter, together with scope of work description, have been agreed between Wilkin Chapman LLP and the Chief Executive and signed by both parties.</p>	27/01/2023

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Recommendations from external review into formal complaint	20/01/2023	John Packman	<p>At the Broads Authority meeting on 20 January 2023, it was resolved to:</p> <p>i. Welcome the findings and recommendations of the independent investigation into the formal complaint and in particular that:</p> <p>“In our view officers acted in good faith and professionally throughout”, and that</p> <p>a. The Broads Authority’s governance arrangements are regularly reviewed by Internal and External Audit, both external to the organisation... There is continuous improvement underway within the realm of governance.</p> <p>b. “any suggestion that there are significant fundamental problems at the Authority and that it is "failing" or similar would be completely incorrect.”</p> <p>ii. In accordance with recommendation a. above and recognising the Authority’s designation as a Best Value Authority it adopts in full the recommendations of the independent review for improvements in the organisation’s governance and procedures as set out in Table 1.</p> <p>iii. Refers the recommendations of the VWV report to the Audit and Risk Committee for detailed consideration and implementation.</p> <p>iv. The Authority recognises the serious impact this process has had upon its officers’ well-being and, while implementing the practical steps in the recommendations, recognises the duty to officers as their employer and commits to protecting its officers in future from unfounded allegations.</p>	<p>16 February 2023: All recommendations were adopted by members at the BA meeting on 20 Jan. The report was published on the website on 20 January (rec. vi).</p> <p>A report will be presented to the Audit & Risk Committee on 14 March, to agree a set of actions to implement the recommendations and the relevant timetable. In addition, to delegate authority to the CE and MO to take all and necessary steps to implement the recommendations and report back to the ARC on progress.</p>	22/12/2023

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			<p>v. Thank: the Task and Finish Group for its work which has been concluded and its views incorporated into the VWV report; VWV for their independent review and Defra for meeting the costs.</p> <p>vi. To publish the VWV report on the Authority's website (subject to one redaction of personal information).</p>		
Appointment of Trustees to Whitlingham Charitable Trust	29/07/2022	John Packman	The BA to appoint four Trustees to the Whitlingham Charitable Trust (WCT).	<p>29 July 2022: Members agreed that the CE and VC should discuss alternative proposals for the BA appointing Trustees with the new WCT Chair and report back to a future meeting.</p> <p>23 September 2022: Members agreed that, in collaboration with the new Chair of the WCT, to use an open and transparent process to appoint four Trustees with the skills and experience to deliver the Trust's Strategic Plan.</p> <p>16 February 2023: Awaiting confirmation from WCT that the Strategic Plan had been signed off, following which agreement would be sought on the skills and experience needed for the Trustees to deliver the Strategic Plan.</p>	12/05/2023
BFI (Broadland Futures Initiative)		Marie-Pierre Tighe	To implement the next steps of the Broad Futures Initiative (BFI) programme, including the development of the modelling which is expected in 2024.	February 2023: Issue 11 of the BFI newsletter was published on 15 February 2023. The project team met on 20 February, and received a presentation from the Broads Angling Services Group on salinity. The next meeting of the Elected Members Forum is due on 4 April, to give an update to members on the long listing of potential flood risk management actions.	

Date of report: 03 March 2023