

## AGENDA

**17 May 2019**

**10.00 am**

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1.	<b>To receive apologies for absence and welcome</b>	
2.	<b>Chairman's Announcements</b>	
3.	<b>Appointment of Two Co-opted Members to the Broads Authority</b> Report by Chief Executive	4
4.	<b>Introduction of Members and Declarations of Interest</b>	
5.	<b>To note whether any items have been proposed as matters of urgent business</b>	
6.	<b>Public Question Time</b> To note whether any questions have been raised by members of the public	
7.	<b>To receive and confirm the minutes of the Broads Authority meeting held on 22 March 2019</b> (included)	5 – 14
8.	<b>Summary of Progress/Actions Taken following Decisions of Previous Meetings</b> To note schedule	15 – 20

## STRATEGY AND POLICY

9.	<b>Local Plan for the Broads – adoption</b> Report by Planning Policy Officer (included)	21 – 26
10.	<b>Broads Integrated Access Strategy and Action Plan</b> Report by Senior Waterways and Recreation Officer	27 – 55
11.	<b>Strategic Direction and Annual Business Plan</b> Broads Plan Strategic Update, Strategic Priorities 2018/19 and Annual Business Plan 2019/20 Report by Chief Executive and Strategy and Projects Officer (included)	56 – 88
12.	<b>Financial Performance and Direction</b> <ul style="list-style-type: none"> <li>• Consolidated Income and Expenditure from 1 April 2018 – 31 March 2019</li> <li>• Carry Forward Requests</li> </ul> Report by Chief Financial Officer (included)	89 – 100

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13. <b>Standing Orders relating to Contracts</b>	101 – 107
<ul style="list-style-type: none"> <li>• Annual Report on Requests to Waive Standing Orders</li> <li>• Standing Tender List of Contractors: Piling Contracts and Fen Management</li> </ul>	
Report by Chief Financial Officer (included)	

## GOVERNANCE

14. <b>Appointment of Monitoring Officer and consequential amendments to the Scheme of Delegations to Officers</b>	108 – 127
Report by Chief Executive (included)	
15. <b>Summary of Formal Complaints</b>	128 – 134
Annual Report of Complaints by Members of the Public	
Report by Administrative Officer (included)	

## REPORTS FOR INFORMATION

16. <b>Health and Safety</b>	135 – 150
Annual Health and Safety Report	
Annual Review of Marine Incidents	
Report by Head of Safety Management (included)	
17. <b>The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code:</b>	
Head of Safety Management to report	

## MINUTES TO BE RECEIVED

18. <b>To receive minutes of the following meetings:</b>	
Navigation Committee – 17 January 2019	151 – 159
Planning Committee – 8 March 2019	160 – 167
19. <b>Feedback from Members appointed to represent the Authority on outside bodies 2018/19</b>	
<i>Broads Tourism –vacancy</i>	
<i>How Hill Trust – Prof Jacquie Burgess</i>	
<i>National Parks UK and National Parks England – Haydn Thirtle</i>	
<i>Norfolk and Suffolk Broads Charitable Trust – Mr Bruce Keith</i>	
<i>Upper Thurne Working Group – vacancy</i>	
<i>Whitlingham Charitable Trust – Mr Kelvin Allen, Mr Matthew Bradbury and Mr Bruce Keith</i>	
Local Authority Feedback	
20. <b>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</b>	

**1972**

21. **To answer any formal questions of which notice has been given**
22. **To note the date of the next meeting:**
  - **Friday 26 July 2019 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich**  
**(site visit 4 July)**
23. **Exclusion of the Public**  
The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by Paragraphs 1,2, 3, 5 and 7 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.
24. **Launch Replacement Programme** 168 – 174  
Report by Head of Rangers (included)
25. **Cybercrime** 175 – 177  
Report by Chief Executive and Chief Financial Officer (included)

**Appointment of Two Co-opted Members to the Broads Authority**  
Report by Chief Executive

**Summary:** This report sets out the recommendation from the Navigation Committee on 11 April 2019 relating to the appointment of two co-opted members to the Authority.

**Recommendation:** that Mrs Nicky Talbot and Mr Simon Sparrow be appointed to the Authority for one year until 22 May 2020.

**1 Introduction**

- 1.1 The membership of the Broads Authority, as set out in Section 1 of the Broads Act, includes:

*“two members appointed by the Authority from those members of its Navigation Committee (established under section 9 of this Act) who are not already members of the Authority.”*

- 1.2 The Authority at its meeting on 20 March 2015, agreed that the term of appointment of the two co-opted members of the Navigation Committee to the Broads Authority should be on an annual basis. The current appointments expire on 17 May 2019.

- 1.3 In accordance to Schedule 4 Section 4(3)

*“The Committee shall elect a chairman from among those of its members who are members of the Authority and may, if it thinks fit, appoint one of its members to be vice-chairman.”*

- 1.4 At its meeting on 11 April 2019, the Navigation Committee appointed Mrs Nicky Talbot as Chair of the Navigation Committee and Mr Simon Sparrow as Vice-Chair. The Navigation Committee also recommended that Mrs Nicky Talbot and Mr Simon Sparrow be appointed as the two co-opted members to the Broads Authority for one year, until 22 May 2020.

Background papers: Nil

Author: Sandra Beckett

Date of report: 3 May 2019

Broads Plan Objectives: None

Appendices: None

## **Broads Authority**

Minutes of the meeting held on 22 March 2019

### **Present:**

Mr H Thirtle – in the Chair

Mr J Ash  
Mr L Baugh  
Mr M Bradbury  
Prof J Burgess  
Mr R Hanton

Ms G Harris  
Mrs L Hemsall  
Mr B Keith  
Mr S Roberts

Mrs N Talbot  
Mr J Timewell  
Mrs M Vigo di Gallidoro  
Mr B Wilkins

### **In Attendance:**

Dr J Packman – Chief Executive  
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 4/12)  
Ms E Krelle – Chief Financial Officer  
Mr R Rogers – Director of Operations  
Ms M-P Tighe – Director of Strategic Services

### **Guests:**

Paul Thomas }  
Mike Barnes }  
Alan Thomson}- new Members of the Navigation Committee

## **5/1 Apologies and Welcome**

The Chairman welcomed everyone to the meeting. In particular he welcomed three new members of the Navigation Committee from the end of March 2019.

Apologies had been received from Mr M Barnard, Mr W A Dickson, Mr G Munford, Mr P Rice and Mr V Thomson.

## **5/2 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. A copy of the recording could be requested. No one else indicated that they would be recording or filming the meeting.

- (2) **Date to Note:**

**Broads Engage:** On Biodiversity and Managing Change – Thursday 25 April 2019 1.30 – 4.30pm in Hoveton Village Hall. Discussion will

help the Broads Biodiversity Partnership produce its action plan for the next 5 years.

**Today's meeting will be followed by** a visit to view some aspects of the Water Mills and Marshes Landscape Partnership Project. All members attending should have received the programme.

**(3) Members Annual Reviews**

The Chairman reminded members that the Annual Review Forms had been sent to all members and dates for discussions were being arranged. The feedback from these would be reported to the Authority's meeting in May and will help to set out a Member Programme for 2019/20. The deadline for responses was 5 April 2019.

**(4) Goodbye**

The Chairman announced that this would be the last meeting of the Authority for Brian Wilkins and John Ash's last meeting as a Secretary of State appointee, although John would still be a co-opted Member of the Navigation Committee following the recent appointment process. On behalf of the Authority the Chairman thanked them for their substantial contributions and hoped for their continued contributions to the Authority's work albeit in different capacities.

The Chairman commented that this could be the last Authority's meeting for some of the local authority appointees with the local elections coming up. However, they would still be on the Planning Committee until May 2019. He wished them well.

The Chairman also announced that this would be David Harris' last meeting as he would be leaving the Authority at the end of the month. He thanked him for his sound and balanced judgement and wished him well for the future.

**(5) General Proceedings**

The Chairman commented that the aim was to deal with business as efficiently as possible especially as the main purpose of the day was to have a site visit to view a couple of projects for the Water Mills and Marshes project. 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.

**5/3 Introduction of Members and Declarations of Interest**

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

**5/4 Items of Urgent Business**

There were no items of urgent business.

## **5/5 Public Question Time**

Three Public Questions had been received from Mr Paul Savage concerning information about the Acle Bridge site and potential Education and Information Centre. It was confirmed that all Members had received copies of the question and therefore Mr Savage was happy to decline the offer to read them out. The Chairman provided the Authority's response set out at Appendix 2 to these minutes. Using his discretion, the Chairman did not invite Mr Savage to ask a supplementary question but confirmed that he was entitled to do so in writing and a response would be provided within 20 days of its receipt.

## **5/6 Minutes of Broads Authority Meeting held on 1 February 2019**

The minutes of the meeting held on 1 February 2019 were approved as a correct record and signed by the Chairman.

A Member commented that the inclusion in the minutes of the link to the Water Mills and Marshes U-tube video was very welcome.

## **5/7 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.

The Chief Executive drew particular attention to the following:

**Pilot Agri-Environment Scheme for the Broads** One of the most important matters to be dealt with, especially following Brexit was the continuation of support for the Broads grazing marshes. The proposed tests and trials pilot agri-environment scheme for the Broads was doubly important and therefore it was pleasing that this had been selected by Defra. Defra had allocated a Desk Officer and the Authority was awaiting the final details.

**Collaboration with Norfolk County Council:** Further to Minute 4/8 where reference was made to the Interreg Programme Experience for promoting tourism in Norfolk, a project proposal had been submitted for the Authority to be a partner in the EXPERIENCE Programme. Members were reminded that the English National Parks had received a national Outstanding Contribution to Tourism award in recognition of the Authority's work in association with the other English National Parks as part of the Discover England project which, had had a focus on promoting experiences to potential visitors from Germany and Australia. The Communications Manager, Rob Leigh had been working with Norfolk County Council (NCC) to see whether this work could be expanded to the USA and French markets and the national park branding project extended. The draft budget was £270,000 over 3 years with a proposed match funding contribution from the Authority of £75,013. There would be a £12,000 administrative charge from the Authority to NCC. The

work on the EXPERIENCE project so far had been one of great success and very beneficial in working with local businesses. It was intended to submit a letter to NCC indicating the Authority's commitment to being part of the three year project.

Members assented.

**UK National Parks Charity Foundation.** The Chief Executive reported that the Charity Commissioners had now registered the Charity.

RESOLVED

That the progress and actions within the Summary of Progress and as detailed above be noted and approved.

## **5/8 Financial Performance and Direction**

The Authority received a report on the details of the actual income and expenditure for the 10 month period to 31 January 2019 together with a forecast of the projected expenditure at the end of the financial year 31 March 2019).

### **(1) Consolidated Income and Expenditure 1 April 2018 to 31 January/28 February 2019 and 2018/19 Forecast Outturn.**

The Chief Financial Officer provided updated figures for the end of February 2019. The actual variance at the end of February was £220,560. There was no change to the Latest Available Budget or the forecast for the year end. However, there could be some changes by the end of March to the Forecast Outturn. The Consolidated Earmarked Reserves had decreased since January and the balance at the end of February was £1,547,281, with £708,553 relating to Navigation.

RESOLVED unanimously

- (i) that the Consolidated Income and Expenditure Figures for the ten month period 1 April to 31 January 2019 are noted. (Appendix 1 of the report)

### **(2) Capital, Treasury and Investment Strategy**

It was noted that the Annual Investment Strategy had been updated to reflect the current holdings up to 28/02/19 and the estimate of capital expenditure for 2018/19 had been updated to reflect the additional items funded through the Heritage Lottery Fund and the Authority's project pot. With regard to capital financing the capital borrowing powers were reviewed on an annual basis as part of the budgeting process. In practice the long term borrowing was limited to the acquisition of the dredging operation from May Gurney. A draft of the Strategy had been considered by the Audit and Risk Committee.



Members acknowledged that the detail involved in the preparation of the Strategy was exceedingly comprehensive and more than adequate, given the size of the Authority's reserves, budget and capital expenditure and resources. However it was recognised that it was a statutory requirement and Members expressed thanks to the Chief Financial Officer for the comprehensive report.

RESVOLED unanimously

That the Capital, Treasury & Investment Strategy be adopted.

## **5/9    Hosting National Park Communications Unit**

The Authority received a report providing an update on the National Parks Communication proposals and seeking approval for the Broads Authority to host the UK National Park's Communications Service and the associated two additional members of staff funded by the National Park Authorities. The purpose was the development and delivery of a National Park brand and engagement with the wider public, the aim being to position all UK National Parks as a collective and part of the international family of National Parks. All 15 National Park Authorities would contribute to the proposal for three years at a cost of £5,400 in the first part year, £5,920 in 2020/21 and £6,073 in 2021/22. The National Parks Partnership had offered to contribute £15,000 in the first year and £30,000 in each of the following two years.

It was reported that Northumberland had now indicated its support for the proposal and therefore 14 of the National Parks had committed to the three years with Exmoor having committed to one year only at this stage. It was noted that the principle underlying the arrangement was that the costs of the Communications Unit would be funded by the National Parks Partnerships and the 15 Authorities.

It was noted that the proposed two-person team of a Marketing and Communications Manager and a Digital Communications Officer would be within the Authority Communications Team led by the Authority's Head of Communications.

Members noted the main risks. One being that the two members of the unit would be Broads Authority employees with all the responsibilities that that entailed. The Service Level Agreement would be a commitment to three years and legal advice would be required on any notice required. If one park did give notice to leave the agreement, this would no doubt require changes in the contributions from the other National Parks. It was confirmed that as part of evaluating and measuring the effectiveness of the project, there would be a three year strategy with an annual action plan to be signed off by all the National Parks.

Members welcomed and supported the proposal and acknowledged the efforts the Chief Executive and Head of Communications had put into the negotiations and its development. The involvement of all 15 UK National

Parks in the proposal was commended as it was very much a UK issue not just for England. It would also be providing a strong message to the Glover Review of collaborative efforts in promoting the benefits and values of the national parks in engaging with the wider public, promoting the benefits of wildlife and opening them up to overseas, where there had been some criticism that National Parks had a tendency to be inward looking. The proposal offered the Authority in association with the other National Parks the opportunity to be at the heart of the Government's agenda.

RESOLVED unanimously

that the Authority approves the hosting of the UK National Parks' Communications Service on the basis set out in the report and Appendix 1 of the report.

#### **5/10 Wroxham Neighbourhood Plan**

The Authority received a report providing details of the procedures for creation and adoption of Neighbourhood Plans and specifically the Wroxham Neighbourhood Plan. The draft plan had been considered by the Planning Committee and approved for referendum. The referendum took place on 21 March 2019 and the Planning Policy Officer was able to provide the results. There had been a 26.7% turn out with 341 voting in favour and 18 voting against. Therefore, there was a 94.98% in support of the Wroxham Neighbourhood Plan and it could be recommended for adoption.

RESOLVED unanimously

That the Wroxham Neighbourhood Plan be adopted as part of the Broads Local Plan to be used to determine planning applications in the Wroxham Plan area.

#### **5/11 Timetable for Broads Authority Meetings 2019/2020**

The Authority received a report on the proposed timetable for the Authority's meetings from July 2019 to July 2020.

RESOLVED

That the timetable for Broads Authority meetings for July 2019 to July 2020 be adopted subject to consultation with the Navigation Committee.

#### **5/12 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code**

There were no matters to report under this item.

#### **5/13 Minutes Received**

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

RESOLVED

(i) **Broads Local Access Forum – 5 December 2019**

RESOLVED

That the minutes from the Broads Local Access Forum meeting held on 5 December 2018 be received.

(ii) **Audit and Risk Committee – 11 December 2018**

RESOLVED

that the minutes from the Audit and Risk Committee meeting held on 11 December 2018 be received.

(iii) **Planning Committee: 11 January 2019 and 8 February 2019**

RESOLVED

that the minutes of the Planning Committee meetings held on 11 January and 8 February 2019 be received.

**5/14 Items of Urgent Business**

There were no items of urgent business for consideration.

**5/15 Formal Questions**

There were no formal questions.

**5/16 Date of Next Meeting**

The next meeting of the Authority would be held on Friday 17 May 2019 at **10.00** am at Yare House, 62 – 64 Thorpe Road, Norwich.

**5/17 Exclusion of Press and Public**

RESOLVED

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

Members of the public left the meeting and the recording of the meeting was suspended.

#### **5/19 Legal Advice and Appointment of Monitoring Officer**

The Authority received a report containing exempt information relating to the provision and procurement of legal advice for the Authority as well as the appointment of a Monitoring Officer.

It was noted that the most desirable route would be to enter a tendering process but this would be very involved and take some time. In view of the urgency of the matter, the alternative was to provide a framework of interim arrangements. This would provide time to evaluate on how to proceed, particularly given the current market.

RESOLVED unanimously

- (i) That in view of urgency of the Authority's requirements, the Solicitor's firm stated within the report be appointed to provide the Authority with its legal advice under the Crown Commercial Services Agreement with the exception of advice and prosecutions on navigation matters, which will continue to be managed by the existing provider.
- (ii) That the initial period of appointment be until 31 March 2020 by which time the intention would be for the Authority to explore alternative arrangements including an in-house solicitor and tender processes.

RESOLVED by 12 votes with one against

- (iii) that the three individuals stated within the report be invited to submit prices and evidence for appointment as the Broads Authority's Monitoring officer and
- (iv) that in view of the urgency an interim appointment be delegated to the Chief Executive following discussion with the Chairman of the Authority and the Chairman of the Audit and Risk Committee for confirmation at the next Broads Authority meeting.

The meeting ended at 10.25 am

CHAIRMAN

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

**Committee:** Broads Authority 22 March 2019

<b>Name</b>	<b>Agenda/ Minute No(s)</b>	<b>Nature of Interest</b> (Please describe the nature of the interest)
Haydn Thirtle	18	Board Member, NPLaw
Bruce Keith		Nil
Nicky Talbot		Nil
Gail Harris		Nil
Ron Hanton		Nil
Brian Wilkins		Nil
John Ash		Nil
Jacquie Burgess		Nil
Louis Baugh		Nil
Matt Bradbury		Nil

**Broads Authority**  
22 March 2019  
Agenda Item No 5

**Public Question Time**

**Question submitted by Paul Savage**

1. Bearing in mind that the site of the proposed Acle Bridge Visitor & Education Centre was purchased with ring-fenced navigation income for the purpose of moorings, would the Chief Financial Officer please explain how it is justifiable to use the site for a function which comes under the “recreation” statutory purpose?
2. Bearing in mind that any proposed development of the site will require planning permission from the Authority itself and consequently information relating to the financial affairs of a particular person (the Authority) is not “Exempt Information”, under Schedule 12A Local Government Act 1972 (as amended) will the Authority please disclose the report submitted under Agenda item 11 for the Meeting of 28<sup>th</sup> September 2018?
3. What reasons, if any, were given for the balancing exercise required for the claim of public interest in non-disclosure of the report?

(Statement:

For my interpretation of “Exempt Information” I am relying on the Guidance published in August 2014 by the Department for Communities and Local Government called “open and accountable local government: plain English Guide”. This is available on line.

Any planning application will necessarily entail commercial viability assessments under Policy DP 27, so it is difficult to see how non-disclosure of the entirety of the report can be justified by a balancing exercise.)

**Broads Authority Response**

1. If the Authority decides to use part of the site for national park purposes then it will be necessary to reallocate the funding between National Park and Navigation expenditure appropriately with any financial adjustments as necessary.
2. The Authority has not as yet decided to proceed with a scheme and therefore no planning application has been submitted. The Authority will not be disclosing the report.
3. The reasons the discussion and report were held in closed session were due to commercial sensitivity.

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

<b>Date of Meeting/ Minute No.</b>	<b>Authority Decision(s)</b>	<b>Responsible Officer(s)</b>	<b>Summary of Progress/ Actions Taken</b>
26 January 2018 Minute 4/24 <b>Transfer of Mutford Lock</b>	<ul style="list-style-type: none"> <li>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 Broads Authority.</li> </ul>	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.</p>
16 March 2018 Minute 5/19 <b>Pilot Agri-Environment Scheme for the Broads</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Head of Strategy and Projects/ Broadland Catchment Partnership Officer	<p>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.</p> <p>Defra have allocated a Project Officer. Detailed planning of work packages are being finalised for submission and sign off by Defra.</p>
28 September 2018 Minute 2/11 <b>Acle Bridge</b>	<p>Chief Executive delegated to –</p> <ul style="list-style-type: none"> <li>to continue discussions with the neighbouring landowner over the possibility of purchasing additional land at</li> </ul>	Chief Executive	<p>Investigation what measures could improve highway access to the site.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>the Acle Bridge site;</p> <ul style="list-style-type: none"> <li>to continue discussions with Great Yarmouth Borough Council for the acquisition of the toilet block;</li> <li>to proceed with the essential repairs to the moorings at the Acle Bridge site subject to the views of the Navigation Committee;</li> <li>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</li> <li>in the context of reviewing the Sustainable Tourism Strategy, to consider with members options for a wider project to enhance tourism in the Broads.</li> </ul>		<p>The sale of the toilet block from Great Yarmouth has now been completed.</p> <p>Moorings have been refurbished this winter and electric charging points will be installed later in the year.</p> <p>Dunes River Café and Provisions have been appointed to run the shop on the site and has been open for business from 16 April 2019.</p>
<p>28 September 2018 Minute 2/12 23 November 2018 Minute 3/8 <b>National Parks Review:</b></p>	<ul style="list-style-type: none"> <li>That the Chairs' Group together with the Chief Executive consider and provide a robust response for submission to the Review</li> </ul>	<p>Chairs Group with Chief Executive</p>	<p>Review Team expected to report in September 2019</p>



Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
<b>Response</b>	<p>Team based on the eight areas required of the team and guidance from Members as indicated.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Members were encouraged to submit any comments they wished to make individually to that group.</li> </ul>		
<p>1 February 2019 Minute 4/8 <b>Collaboration with Norfolk County Council</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• that the areas of co-operation with Norfolk County Council and the progress that is being made is noted.</li> <li>• that officers explore the possibility of more formal yet</li> </ul>	Chief Executive	Collaborative Work with Norfolk County Council on going.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
22 March 2019 Minute 5/7	<p>flexible platforms for future collaboration with Norfolk County Council focussing on procurement, bidding for external funding and staffing arrangements. (eg:A Memorandum of Understanding)</p> <ul style="list-style-type: none"> <li>Project proposal to be submitted to Norfolk County Council to be a partner in the EU Interreg programme Experience. This 3 year project involves taking forward the recent Discover England project to French and US markets and extending National Park branding. The draft budget is c £270,000 for over 3 years with a match funding contribution from the Authority of £75,013.</li> </ul>		Project proposal for BA to be a partner has been submitted.
1 February 2019 Minute 4/13 <b>UK National Parks Charity Foundation</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	Chief Executive	<p>Formal application submitted.</p> <p>Audit and Risk Committee considered risks involved at meeting on 5 March 2019</p> <p>UK National Parks Charity Foundation registered with the Charity Commission.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>decision, including entering into any agreements and signing any legal documentation to give effect to this decision.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>		<p>After consultation with the Chair and Vice-Chair of the Authority, Sir Peter Dixon has been nominated by the Broads Authority as one of the five Trustees of the new Charity.</p>
<p>22 March 2019 Minute 5/9 <b>Hosting National Parks' Communications Unit</b></p>	<ul style="list-style-type: none"> <li>Authority hosting the UK National Parks' Communications Service on the basis set out in the report and Appendix 1 of the report approved.</li> </ul>	<p>Head of Communications</p>	<p>Service Level Agreement governing the relationship of financial commitment by the 14 National Park Authorities being finalised.</p>
<p>22 March 2019 Minute 5/11 <b>Timetable of Broads Authority Meetings for 2019/2020</b></p>	<ul style="list-style-type: none"> <li>That the timetable for Broads Authority meetings for July 2019 to July 2020 be adopted subject to consultation with the Navigaton Committee</li> </ul>	<p>Administrative Officer (Governance)</p>	<p>The Navigation Committee received the Committee Timetable at its meeting on 11 April 2019. There were no objections and therefore the Timetable has been finalised to include 5 Navigation Committee meetings.</p> <p>The Scheduled date of 14 June 2019 for the</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
			<p>Planning Design Tour has been postponed to the Autumn to take account of other work pressures.</p> <p>The Finance and Statement of Accounts Training day for all Members is now scheduled for <b>12 July 2019</b>.</p>

**Local Plan for the Broads - adoption**  
Report by Planning Policy Officer

<b>Summary:</b>	The Examination of the Local Plan for the Broads is now over. The Inspector's Report has been received which concludes that with modifications, the Local Plan is sound. This report summarises the process to date and highlights the main changes to the Local Plan that were recently the subject of consultation.
<b>Recommendation:</b>	that the Inspector's report is endorsed and the Local Plan for the Broads is adopted.

**1. Introduction**

- 1.1. The Inspector's Report into the Local Plan for the Broads (Appendix 5) concludes that with modifications, it is sound.
- 1.2. This report outlines for Members the process to date, explains the examination of the Local Plan and highlights the main changes.

**2. The Local Plan process to date**

- 2.1. The first stage of the Local Plan production process included the production of a timeline for producing the Local Plan (called the **Local Development Scheme**<sup>1</sup> or LDS), a review and update to the **Statement of Community Involvement**<sup>2</sup> (SCI) and consultation on the **Sustainability Appraisal (SA) Scoping Report**.<sup>3</sup>
- 2.2. The next stage of the Local Plan was the **Issues and Options**<sup>3</sup> consultation. This consultation stage ran for 8 weeks from 15 February to 8 April 2016. This included issues that the Local Plan could address as well as setting out options for ways to address that particular issue. The responses to the Issues and Options consultation informed the Preferred Options version of the Local Plan.
- 2.3. The next stage of the Local Plan was the **Preferred Options**<sup>3</sup> consultation. This consultation stage ran for 9 weeks from 5 December 2016 to 3 February

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<sup>1</sup> LDS: [http://www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0003/1011468/Broads-Local-Plan-LDS-August-2017.pdf](http://www.broads-authority.gov.uk/_data/assets/pdf_file/0003/1011468/Broads-Local-Plan-LDS-August-2017.pdf)

<sup>2</sup> SCI: [http://www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0006/576609/Final-Adopted-Statement-of-Community-Involvement-November-2014.pdf](http://www.broads-authority.gov.uk/_data/assets/pdf_file/0006/576609/Final-Adopted-Statement-of-Community-Involvement-November-2014.pdf)

<sup>3</sup> See this webpage for previous stages of the Local Plan process: <http://www.broads-authority.gov.uk/planning/planning-policies/development/future-local-plan/previous-stages>

2017. This version of the Local Plan included draft policies and supporting text. The comments received informed the Publication version of the Local Plan.

- 2.4. The **Publication**<sup>3</sup> version of the Local Plan included the final versions of the policies and supporting text. This was subject to consultation. This consultation stage ran for 8 weeks from 9 November 2017 to 5 January 2018. The Publication Local Plan, supporting documents and consultation responses were **submitted** to the Planning Inspector in March 2018.
- 2.5. The **Examination**<sup>4</sup> of the Local Plan (discussed in more detail in section 3 of this report) took place between March 2018 and March 2019 and **public hearings** were held in June and September 2018. There was a consultation on the **proposed modifications**<sup>5</sup> to the Local Plan and this was held between January and March 2019. The responses to this consultation were sent to the Inspector who then produced her **report** (see section 4 of this report).

### 3. The Examination (including Modifications Consultation)<sup>4</sup>

- 3.1. The Examination process included the following stages:
  - i) The Authority appointed a Programme Officer to act as the main contact point for all interested parties, including the Broads Authority itself.
  - ii) The Inspector asked the Authority and interested stakeholders, a series of questions to help her understanding of the Local Plan.
  - iii) Hearings were held in public in June and September 2018, attended by those wishing to partake in discussions on various aspects of the Local Plan.
  - iv) As a result of the hearings, the Inspector asked the Authority to complete a number of tasks to provide further explanation into parts of the Local Plan as well as to further justify particular parts of the Local Plan.
  - v) The Inspector highlighted areas of the Plan that required Main Modifications to ensure the final plan was sound. The Authority identified some additional modifications and changes to the Policies Maps to reflect factual matters or to improve the way in which the Local Plan reads, but which did not affect the policy fundamentally.
  - vi) All these changes were assessed through the Sustainability Appraisal process as well as being subject to Habitats Regulation Assessment. These concluded that the changes were acceptable in respect of those assessments.
  - vii) A marked version of the Local Plan was then published for a seven week consultation from 28 January to 15 March 2019. Responses were collated and sent to the Inspector.

### 4. The Inspector's Report

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<sup>4</sup> The various examination documents can be found here: <http://www.broads-authority.gov.uk/planning/planning-policies/development/future-local-plan/examination-of-the-local-plan-for-the-broads-2018>

- 4.1. The Inspector's Report is at Appendix 4 and has a schedule of main modifications (Appendix 5) that accompanies it. The report discusses the main modifications and explains the conclusions of the Inspector. In some instances, the Inspector makes slight amendments to the Modifications and these reflect the responses to the Modifications consultation. The report concludes that with modifications, the Local Plan for the Broads is sound.

## **5. Main changes to the Local Plan**

- 5.1. The following lists the main changes to the Local Plan as a result of the consultation responses received at the Publication stage as well as a result of the Examination process. The changes are set out in Appendices 6, 7, 8, 9.
- a) There is a new Major Development policy (DM1) to reflect the approach of the NPPF that Major Development might not be appropriate in National Parks or the Broads.
  - b) The Plan was updated generally to future proof in line with the 2018 NPPF although the Local Plan has been examined under the 2012 NPPF.
  - c) In the Employment policies section, the reference to A1 (shops) is removed because, on reflection, this was considered too permissive.
  - d) Policy DM28: Development on waterside sites in employment or commercial use, including boatyards has been re-written/re-ordered to make the policy clearer. No major changes to the intention of the policy.
  - e) Policy DM33: Moorings, mooring basins and marinas. The approach to the requirements for contribution of visitor moorings aspect of this policy has been clarified.
  - f) Housing section: General improvements to reflect fact as well as clarification of what the housing target for the Local Plan is.
  - g) Policy MODDM34: Affordable housing. The main change reflects the new NPPF as well as clarifying the off-site contribution aspect and the fact that North Norfolk District is a designated rural area so can set affordable housing contributions at a lower threshold than the NPPF allows.
  - h) Policy MODDM37: New residential moorings. This policy has had the most significant changes. First of all, there are changes to allow residential moorings in principle in Norwich (rather than just in Marinas and Boatyards) subject to other aspects of the policy. This change means that the wording of other parts of the policy then needed clarifying. The development boundary aspect is expanded to allow residential moorings in marinas and boatyards that are within walking distance of three out of a list of key services. These changes potentially enable more areas to be policy compliant for residential moorings. All residential moorings arising from this policy or allocations now have a requirement to produce a management plan.
  - i) Policy MODDM43: Design. There was a drafting error and now the policy is correct (as well as not referring to an old standard relating to design); it did refer to a requirement for 5% of units on schemes of 20 or more requiring accessibly and adaptable design., but it should have been 20% of schemes of 5 or more.

- j) Policy MODDM51 – Retail development in the Broads. This is a new policy and is required to be a general retail policy for such land uses in the Broads.
- k) Policy MODBEC1: Former Loaves and Fishes, Beccles. The policy is amended to be more flexible by stating acceptable uses.
- l) Brundall policies – some of these policies said that residential moorings, in principle, are acceptable in this area. However, because of the highway's constraints of the narrow road and level crossing, Norfolk County Council would not support residential moorings here and therefore reference has been removed.
- m) Policy MODHOR9: Horning Residential Moorings (Ropes Hill). A new allocation for around 6 residential moorings.
- n) Policy MODOUL3 - Oulton Broad District Shopping Centre. This policy has been changed to be consistent with Waveney Council's version to ensure consistency and to reflect the fact that Waveney's examination advanced more quickly than the Broads Authority's.
- o) Policy PUBSOL2 is removed as the property has permission for a house.
- p) Policy MODSOM1: Somerleyton Marina Residential Moorings. New allocation for around 10 residential moorings.
- q) Policy MODSSA47: Road schemes on the Acle Straight (A47T). Policy rewritten to address Norfolk County Council's concerns, but the overall approach has not changed.
- r) Appendices - housing and residential moorings trajectory – updated to better reflect monitoring and potential delivery dates of allocations and extant permissions.
- s) Appendices – inclusion of a list of Parishes in the Broads as well as a map.
- t) Appendices – reference to parking standards and open space standards of our Districts.

## **6. Changes post-examination**

- 6.1. Some minor amendments have been made since the examination and these are listed at Appendix 9. These are minor in nature with most being factual, typographical or grammatical corrections.

## **7. Supporting documents**

- 7.1. The Sustainability Appraisal (SA) was revised to reflect and assess the modifications to the Local Plan. Similarly, the Habitats Regulations Assessment (HRA) was also revised to assess the modifications to the Local Plan.
- 7.2. Any changes as a result of the Inspector's Report have also been assessed using the SA and HRA process. See Appendices 2 and 3.

## **8. Navigation Committee and Planning Committee**

- 8.1. The Inspector's draft report was reported to Navigation Committee on 11 April and the final report was reported to Planning Committee on 26 April 2019.



Navigation Committee did not make any comments. Planning Committee endorsed the Inspector's Report and recommend that the Authority adopts the Local plan.

## **9. Next Steps**

- 9.1. If the Authority agrees with the recommendation and adopts the Local Plan, from that point, the policies in the Core Strategy, Development Management DPD and Sites Specifics Local Plan as well as the saved policy from the 1997 Local Plan will be superseded and no longer valid when determining planning applications.
- 9.2. If the Authority agrees to adopt the Local Plan, there are some regulatory process requirements that need to be completed, such as informing stakeholders of the adoption and placing notices in the press. The Authority is aware of the steps required and these will be undertaken in an appropriate and timely manner. This includes producing adoption statements and writing to people/organisations on our contact database to tell them the Local Plan is adopted.
- 9.3. It is important to note that any person who is aggrieved by the adoption of the Local Plan for the Broads may make an application to the High Court under Section 113 of the Planning & Compulsory Purchase Act 2004, on the grounds that the document is not within the appropriate power and/or a procedural requirement has not been complied with. Any such application must be made promptly and no later than 6 weeks after the date on which the Local Plan for the Broads is adopted.

## **10. Financial implications**

- 10.1. The Authority is yet to receive the final invoice for the costs of the Planning Inspector, but anticipates the cost to be in the region of £60,000. This cost has been budgeted for.
- 10.2. The Local Plan for the Broads will need to be printed and made available at the usual libraries and Council Offices around the Broads. This is likely to cost around £4,000.
- 10.3. A press advert will be required to advertise the adoption of the Local Plan and it is estimated that this could cost in the region of £500.

Background papers: None

Author: Natalie Beal  
Date of report: 3 April 2019

### Appendices:

Appendix 1 [Final Local Plan for the Broads](#)

Appendix 2 [Final Sustainability Appraisal](#)

Appendix 3	<a href="#"><u>Final Habitats Regulations Assessment Addendum</u></a> to be read alongside <a href="#"><u>Modifications HRA</u></a>
Appendix 4	<a href="#"><u>Broads Local Plan Policies Maps – Final Adopted versions</u></a>
Appendix 5	<a href="#"><u>Final Inspector's Report</u></a>
Appendix 6	<a href="#"><u>Schedule of Main Modifications</u></a>
Appendix 7	<a href="#"><u>Schedule of Additional Modifications</u></a>
Appendix 8	<a href="#"><u>Schedule of Modifications to Policies Maps</u></a>
Appendix 9	<a href="#"><u>Schedule of changes to the Local Plan for the Broads post-examination</u></a>
Appendix 10	<a href="#"><u>Local Plan for the Broads Front Cover</u></a>

**Broads Integrated Access Strategy and Action Plan**  
Report by Senior Waterways and Recreation Officer

<b>Summary:</b>	This report provides members with details of the draft Broads Integrated Access Strategy and Action Plan.
<b>Recommendation:</b>	Comments from members are invited in advance of consultation with the Navigation Committee.

## **1 Background**

- 1.1 Historically, the strategic management of access in the Broads was based on standalone plans that focused on a single type of access, such as moorings, slipways or rights of way. The consultation exercise for the Broads Plan 2011 identified a need to consider and develop the network of access provision in a more holistic manner. In 2013 the Authority adopted its first integrated access Strategy which sought to achieve this aim.
- 1.2 The Strategy is now being reviewed following the adoption of the Broads Plan 2017. In the Broads Plan, the long-term aim for tourism, recreation and access states that:

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

prevented) that are linked to visitor facilities and include easier access for people with mobility and sensory needs.”

## **2 Achievements of the Integrated Access Strategy 2013**

2.1 The original Integrated Access Strategy delivered a range of access improvements in the Broads which have been well received by users, visitors and local residents. These include:

- New visitor moorings and safety moorings
- New canoe launch sites and the promotion of canoe trails
- New angling platforms
- New permissive access routes linked to moorings and visitor destinations
- New public rights of way
- Phase 1 of the 3 Rivers Way shared use (cycling and walking) route in partnership with Norfolk County Council.

## **3 Scoping and Consultation**

3.1 The draft Strategy, at Appendix 1 to this report, takes account of the aims in the Broads Plan and has been written following consultation with the Broads Local Access Forum (BLAF) which advises the Authority and other organisations on improving public access and open air recreation and enjoyment of the area. The BLAF advised officers on the scope of the strategy, its objectives, guiding principles and the content of the draft strategy action plan. Public consultation also took place through the first Broads Engage workshop on the subject of accessing the Broads which was held in November 2018.

3.2 Public consultation also took place through the first Broads Engage workshop on the subject of accessing the Broads which was held in November 2018. The input from the workshop was used to map out priority areas for moorings and for land based access.

3.3 In addition to consulting the BLAF and Broads Engage, discussions took place with Norfolk County Council (NCC) during the development of the new Norfolk Access Improvement Plan (NAIP) to ensure that shared access goals are identified in both strategic documents.

## **4 Draft Integrated Access Strategy**

4.1 The Strategy seeks to deliver access improvements in the Broads by following a number of guiding principles and through the following strategic objectives:

- (1) To improve links between land and water and to the water's edge

(2) To improve access links to local facilities, settlements and visitor destination points

**(3) To improve access for all in the Broads**

(4) To encourage sustainable travel choices such as public transport, walking, cycling and non-powered boating, and improve links between public transport provision, visitor destination points and access routes

**(5) To deliver the River Wensum Strategy through the River Wensum Strategy Partnership**

**(6) To encourage provision of access routes that relieve visitor pressure on internationally designated sites, avoid disturbance of protected species and help to accommodate growth**

(7) To provide appropriate information on access and interpretation about recreational sites.

4.2 Three new objectives have been added to the Strategy during the consultation. Objective 3, the aim to improve access for all, is identified in the Broads Plan's strategic action for access and NCC has also identified this as a priority for partnership working with the Authority. Objective 5, the delivery of the River Wensum Strategy (RWS) was suggested by the BLAF and a number of individual access projects suggested at the Broads Engage workshop are included in the RWS action plan. The Authority is also a member of the RWS partnership and adopted the RWS in 2018. Objective 6, relating to the provision of access routes to relieve visitor pressure on sensitive sites and species and accommodate growth, was suggested by the BLAF and also raised at the Broads Engage event.

## **5 Funding**

5.1 It is important to recognise that, with reduced resources following the 2010 Comprehensive Spending Review, the Broads Authority is not in a position to lead on the delivery of all the potential access improvements identified in this document. Cuts in public sector budgets across the board mean that effective collaboration and partnership working between agencies and local communities will be essential if projects are to be realised.

5.2 The new NAIP presents a significant opportunity for partnership working with NCC. The NAIP recognises the importance of the Broads for recreation in the county. It also identifies a need to work with the Broads Authority to improve access in the National Park. This is reflected throughout the statement of actions in the NAIP which includes the aims of identifying shared objectives for access development in the Broads with the Broads Authority and developing joint action plans to deliver projects across the themed areas of the NAIP.

5.3 Officers will therefore seek to develop partnership projects with NCC and other partners for delivery through this strategy. The Suffolk Rights of Way Improvement Plan (ROWIP) presents similar opportunities for partnership

working and the Broads Authority will also seek to identify projects that deliver shared access goals in Suffolk.

## **6 Strategy Action Plan**

- 6.1 The Strategy will be delivered through an initial outline three-year action plan (see appendix 2 Moorings Action Plan and Appendix 3 Land-Based Access Action Plan) and subsequently through a detailed annual action plan of priority projects which will be delivered as resources allow.
- 6.2 The Moorings Action plan takes account of suggestions made at the Broads Engage event. The priority areas for mooring provision were identified through discussions with the Norfolk and Suffolk Boating Association and Broads Hire Boat Federation. The Navigation Committee will be consulted on this plan at its meeting on the 13<sup>th</sup> of June.
- 6.3 The Land Based Action Plan also takes account of suggestions made at the Broads Engage event and includes a number of projects that had been prioritised by the BLAF and were already in development. Further assessment of projects and themes suggested at the Broads Engage workshop will be carried out to identify viable projects for the future.
- 6.4 Future action plan development will be informed by the guiding principles for project prioritisation and the overarching objectives which are set out in the Strategy. The Broads Authority will use these to assess which access projects it is able to support and promote.

## **7 Conclusions**

- 7.1 This Strategy aims to provide leadership and guidance on the principles that all those working towards improving access provision in the Broads should take into consideration when developing access projects. The Strategy also aims to influence the local and regional policy agenda by ensuring that the benefits of recreation in the Broads are recognised in the local and regional policy and strategic framework and are given adequate weight in the planning process.
- 7.2 The Strategy provides a framework for the development of recreational access in the Broads. The Broads Authority will play a key role in the delivery of the aims of the Strategy; in part by direct delivery of projects on the ground but also by supporting and encouraging the initiatives of partners and providing guidance to community groups and local businesses. The strategy and its action plan should be seen as a living document which will evolve to take account of changing priorities, ongoing consultation on project development and opportunities over time.
- 7.3 By adopting this approach to access management officers hope to demonstrate that access can be successfully integrated with conservation, land management, economic development and health initiatives. Closer

working with partner organisations and community groups will also lead to more joined up public sector working and consequently better access provision in the Broads. Members are invited to comment on the draft of the Strategy text and the action plan attached to this report in advance of further consultation including the Navigation Committee.

Background papers:	Nil
Author:	Adrian Clarke
Date of report:	2 May 2019
Broads Plan Objectives:	6.1
Appendices:	APPENDIX 1 – Draft Integrated Access Strategy for the Broads APPENDIX 2 – Moorings Action Plan 2019-21 APPENDIX 3 – Land Based Access Action Plan



## Integrated Access Strategy for the Broads

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## Executive summary

The Broads is the UK's premier wetland, internationally recognised for its landscape, nature conservation and cultural features and a member of the UK National Park family. More than seven million people a year visit the area to enjoy a range of outdoor activities from boating, walking, angling and cycling to wildlife watching, photography and visiting historic and cultural assets such as mills and churches. The area has more than 200km of inland, navigable, lock-free waterways and over 300km of public rights of way, including three county long distance trails and part of the England Coast Path.

The strategic action for access identified in the Broads Plan 2017 that informs this strategy is for the “development and implementation of schemes to upgrade and improve the network of access points and routes (where adverse effects can be prevented) that are linked to visitor facilities and include easier access for people with mobility and sensory needs.”

In line with the Broads Plan, this integrated access strategy seeks to meet the following key objectives:

- (1) To improve links between land and water and to the water's edge
- (2) To improve access links to local facilities, settlements and visitor destination points
- (3) To improve access for all in the Broads
- (4) To encourage sustainable travel choices such as public transport, walking, cycling and non-powered boating, and improve links between public transport provision, visitor destination points and access routes
- (5) To deliver the River Wensum Strategy through the River Wensum Strategy Partnership
- (6) To encourage provision of access routes that relieve visitor pressure on internationally designated sites, avoid disturbance of protected species and help to accommodate growth
- (7) To provide appropriate information on access to recreational opportunities and interpretation about recreational sites.

The Broads Authority will continue to work with partners and local communities towards the objectives of this strategy, seeking to make the best use of shared knowledge and resources. The strategy will be delivered through an outline three-year action plan and subsequently a detailed annual action plan of priority projects which will be monitored in line with the Broads Plan review process.

For more information, contact:  
[broads@broads-authority.gov.uk](mailto:broads@broads-authority.gov.uk)  
Broads Authority

## **Review of Broads Integrated Access Strategy 2013**

Historically, the strategic management of access in the Broads was based on standalone plans that focused on a single type of access, such as moorings, slipways or rights of way. The consultation exercise for the Broads Plan 2011 identified a need to consider and develop the network of access provision in a more holistic manner.

Following the adoption of the Broads Plan, the Broads Authority consulted a wide range of user groups and bodies and developed an Integrated Access Strategy which was adopted in 2013.

Since its adoption the Integrated Access Strategy has delivered a range of access improvements in the Broads including:

- New visitor moorings and safety moorings
- New canoe launch sites and the promotion of canoe trails
- New angling platforms
- New permissive access routes linked to moorings and visitor destinations
- New public rights of way
- Phase 1 of the 3 Rivers Way shared use (cycling and walking) route in partnership with Norfolk County Council

The Strategy is now being reviewed following the adoption of the Broads Plan 2017. Consultation on the strategy review has taken place with the Broads Local Access Forum, and through an open public consultation event called Broads Engage on the subject of accessing the Broads which was held in November 2018.

Since the Broads Engage event Norfolk County Council has adopted the new Norfolk Access Improvement Plan (NAIP) in 2019. The NAIP recognises the importance of the Broads for recreation in the county. It also identifies a need to work with the Broads Authority to improve access in the National Park. This is reflected throughout the statement of actions in the NAIP which includes the aims of identifying shared objectives for access development in the Broads with the Broads Authority and developing joint action plans to deliver projects across the themed areas of the NAIP.

In particular the NAIP presents opportunities for partnership working with the County Council in the following areas:

- Improving access for all
- Provision of cycle routes
- Provision of bridleways and shared use routes
- Provision of routes to improve network connectivity
- Access to water
- Provision of green infrastructure to deal with growth
- Development and promotion of circular walks from hubs linked to the Norfolk Trails

The Suffolk Rights of Way Improvement Plan (ROWIP) presents similar opportunities for partnership working and the Broads Authority will also seek to identify projects that deliver shared access goals in Suffolk.

Following cuts in funding from central government the ability of local authorities to fund access projects has reduced. The Broads Authority has limited funds to deliver capital works for access projects and a reduced capacity to maintain access infrastructure. The Broads Authority will therefore seek opportunities to work with partner organisations and other local authorities, including parish councils, to prioritise and fund projects that meet the aims and objectives of this Integrated Access Strategy, as resources allow.

### **Strategic aim**

The Broads is renowned as the UK's premier wetland – a mosaic of interconnected rivers, shallow lakes, fens, marsh, woodland and agricultural land set between the urban surrounds of Norwich, Great Yarmouth and Lowestoft. A member the UK National Parks family, the Broads has a range of national and international designations in recognition of its landscape, nature conservation and cultural features. It is a popular recreational destination, with over 200km of lock-free rivers and open water bodies, an extensive public rights of way network and a rich variety of natural, historic and cultural assets to be explored and enjoyed.

Adequate and appropriate provision of public access points, routes and services is vital to sustainable recreation and tourism. This strategy aims to manage and develop the access network in the Broads in an integrated way considering how individual access points and routes fit into the overall network of access provision in the Broads. The strategy will also take account of other strategies and plans covering interrelated themes such as sustainable tourism, growth, landscape and cultural heritage, angling, water space management and public transport.

In the Broads Plan, the long-term aim for tourism, recreation and access states that:

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

The key strategic action identified in the Plan that informs this strategy is for the “development and implementation of schemes to upgrade and improve the network of

access points and routes (where adverse effects can be prevented) that are linked to visitor facilities and include easier access for people with mobility and sensory needs.”

This strategy is also informed by Defra’s 8 Point Plan for England’s National Parks which states that National Park Authorities with the Environment Agency and Natural England will champion integrated management of the natural environment, showcasing the benefits that designated landscapes can bring and realising the immense potential for outdoor recreation in National Parks. Further, Defra’s 25 Year Environment Plan includes the joint aims of connecting people with the environment to improve health and wellbeing and creating more green infrastructure.

## Scope

The scope of the integrated access strategy is:

- A review and mapping on GIS<sup>1</sup> of all current available baseline data on access provision in the Broads, covering:
  - Moorings
  - Public rights of way
  - Permissive paths
  - Slipways and other launching facilities
  - Staithes (landing stages)
  - Ferries
  - Angling access points
  - Public transport links
  - Private transport facilities
  - Land designated as open access land under the CROW Act 2000
  - National Nature Reserves and Local Nature Reserves
  - Land protected by conservation designations
- A review of the previous strategy action plan and the outputs from the Broads Engage workshop held in November 2018 to identify viable projects that meet strategy objectives.
- This strategy also takes account of other relevant local and regional strategies for interrelated topics such as recreation (including the Norfolk and Suffolk rights of way improvement plans), climate change adaptation, landscape and cultural heritage, community health and wellbeing, local transport and biodiversity.

The mapping and strategy review work will inform:

- The identification of priority sites for new or improved access provision.

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<sup>1</sup> A Geographic Information System (GIS) analyses and displays (e.g. through diagrams and mapping) geographically referenced information.

- The development of access hubs where it would be appropriate to focus access provision. Access hubs are locations where a range of recreational facilities and local amenities are linked together and easily accessible from the public transport network.
- GIS mapping of priority sites for access development including moorings, permissive paths and public rights of way, potential easy access routes, canoe launch sites and slipways.
- The development of an outline three-year action plan and subsequently a detailed annual action plan identifying key activities and priority projects for improving access in the Broads.

This strategy provides the framework to deliver the long-term aim for sustainable, integrated access in the Broads. It is for anyone with an interest in access in the Broads including users, landowners and managers and stakeholders. Actions will be guided by the following guiding principles and strategic objectives, and informed by the GIS mapping and gap analysis.

## **Guiding principles**

The following principles will be used to help guide the development and delivery of access projects in the Broads.

### Landscape and environmental impact

The Broads is treasured as a place for escape, quiet enjoyment, inspiration and reflection. It is important that access provision is managed in ways that maximise opportunities for visitor enjoyment without degrading this natural or cultural resource. Project proposals for new or improved access provision will need to demonstrate that negative impacts on the environment and designated sites can be minimised. Projects that have the potential to affect Natura 2000 designated sites will therefore be assessed to ensure compliance with the requirements of the Habitats Regulation 1994. Where possible, access schemes should be designed to deliver biodiversity and habitat improvements.

### Climate change resilience and adaptation

Project design should consider the potential impacts of climate change, including changes in water levels. For example, when designing mooring projects, it may be appropriate to consider installing pontoon moorings that adapt to changes in tide levels, rather than piled moorings that are set at a fixed height.

### Partnership working and community involvement

Where possible, project proposals should demonstrate partnership and community involvement in planning, delivery and ongoing maintenance liability. Stakeholders will be consulted on the scope and design of project proposals to maximise opportunities for collaborative working. This will also foster the development of a wider range of local stakeholder groups and public sector interests willing to be involved in access provision and the future maintenance of projects.

### Multiple benefits

Project proposals should, where possible, provide multiple benefits for users with differing interests, needs and abilities (e.g. creating a new mooring to link to the existing rights of way network and local facilities, or improving surfaces and removing barriers to open up an access point or route to people with mobility problems). The project design process should therefore consider how project plans could maximise user benefit, foster the economic and social wellbeing of local communities and deliver additional gains for biodiversity, landscape and cultural heritage.

### Quality and sustainability standards

Project proposals should seek to conserve and enhance the character of the area through the use of materials and construction techniques appropriate to a member of National Parks UK. Projects should also demonstrate a sustainable approach to materials use and be supported with robust and well documented plans for the future management of the project.

## **Strategic objectives**

The key objectives for meeting the long-term aim for integrated access in the Broads are:

- (1) To improve links between land and water and to the water's edge
- (2) To improve access links to local facilities, settlements and visitor destination points
- (3) To improve access for all in the Broads
- (4) To encourage sustainable travel choices such as public transport, walking, cycling and non-powered boating, and improve links between public transport provision, visitor destination points and access routes
- (5) To deliver the River Wensum Strategy through the River Wensum Strategy Partnership
- (6) To encourage provision of access routes that relieve visitor pressure on internationally designated sites, avoid disturbance of protected species and help to accommodate growth
- (7) To provide appropriate information on access and interpretation about recreational sites.

The strategy also aims to ensure that the benefits of access and recreation in the Broads are recognised in local and regional planning policy frameworks and given adequate weight in the planning process.

### Objective 1: To improve links between land and water and the water's edge

In some areas there are gaps in mooring provision, or limited opportunities for boaters to access the wider countryside from mooring locations. In other cases, people are unable to see or get to the water's edge or onto the water because of a lack of land access routes and/or facilities such as slipways and canoe portages.

#### Priorities:

- Improve access points between land and water, including visitor moorings, demasting moorings, safety moorings, isolated moorings, canoe portages and slipways. (The strategy will apply the principles set out in the Broads Authority's Mooring Strategy 2009 as regards mooring provision)
- Improve links from moorings to land-based facilities and visitor destinations
- Improve pedestrian access to the water's edge and alongside water for the purposes of walking, angling (including angling platforms) and bird watching
- Extend access to new areas of navigable water space where appropriate
- Protect, and where possible reinstate, ferries and staithes
- Identify appropriate locations where improved car parking would benefit users (e.g. at slipways)

#### Objective 2: To improve access links to local facilities, settlements and visitor destination points

There are areas where improved access links to destination sites such as designated open access land, nature reserves and sites of historic or cultural interest would be beneficial, enabling people to experience and appreciate the special qualities of the Broads. The provision of a well-connected, maintained and functional access network will also contribute to the sustainability of the environment, communities and the local economy.

#### Priorities:

- Determine where access improvements to land designated as open access land under the CROW Act 2000 would be appropriate
- Identify and promote the development of new access routes to improve the connectivity of the existing public access network, including rights of way, permissive paths and long-distance routes
- Identify potential new bridleway routes that will allow riders to avoid dangerous road riding
- Develop new access routes through the Water, Mills and Marshes Landscape Partnership Scheme to form Mills Trails
- Establish/re-establish and promote circular routes from key access hubs
- Work with Norfolk County Council to deliver key Green Infrastructure projects that accommodate growth in Norwich and the Broads and relieve visitor pressure on sensitive sites
- Work with Norfolk County Council on the completion of the 3 Rivers Way and other strategic cycle routes in the Broads
- Identify opportunities for new or improved access to designated sites and visitor destination points, e.g. National Nature Reserves and historic buildings

#### Objective 3: To improve access for all in the Broads

Provision of safe, barrier free access is key to encouraging and enabling people of all ages and abilities to experience the Broads' countryside and waterways. Sometimes only minor works are required to make routes and access points easily accessible to a wide range of users

including people with disabilities, the elderly and families with small children. The nature of the Broads' landscape also lends itself to the provision of "access for all". The provision of a range of easy access routes linked to hubs will also contribute to the health and well-being of local communities in the Broads.

Priorities:

- Audit the access network in the Broads to identify and map routes where minor works can be carried out to deliver National Parks England's "Miles without Stiles" targets and remove barriers from the Trails in the Broads
- Identify and map priority routes for carrying out works to improve "access for all" including for people with sensory needs
- Identify works required to improve priority routes (surface, signage, infrastructure) for potential partnership funding bids
- Explore the potential for providing all-terrain vehicles for hire and changing places at key strategic hubs
- Provide appropriate information on sites to encourage new users

Objective 4: To encourage sustainable travel choices such as public transport, walking, cycling and non-powered boating, and improve links between public transport provision, visitor destination points and access routes

The strategy places emphasis on sustainable travel choices such as public transport, walking and cycling. With the vast majority of visitors to the Broads currently using private cars, it is vital to consider how recreational access can be linked to public transport and car use minimised to make it more sustainable. Improving links to visitor facilities and services also boosts local economic development and tourism generally.

Priorities:

- Identify the key access hubs that will be promoted by the Broads Authority
- Identify opportunities to improve access hubs and existing links between facilities and public transport provision
- Identify opportunities to provide new shared use routes suitable for horse riding, cycling and walking
- Encourage and support the development of cycle hire facilities and routes in new locations for the benefit of boaters and land-based visitors
- Encourage and support the development of canoe trails with appropriate facilities in suitable areas
- Encourage local transport authorities and others to maintain, improve and promote public transport provision in and to the Broads

Objective 5: To deliver the River Wensum Strategy through the River Wensum Strategy Partnership (RWSP)

The River Wensum Strategy was adopted by the RWSP in 2018. Aside from the Broads Authority, the RWSP includes Norwich City Council, Norfolk County Council, the



Environment Agency and the Norwich Society. The strategy is a ten-year project that seeks to improve access in the River Wensum corridor (on land and water) and connections between the key access routes that run out of Norwich into the Broads. The strategy also aims to help deliver the Broads Sustainable Tourism Strategy's aim of encouraging and promoting the use of the southern Broads.

Priorities:

- Work through the RWSP to provide new moorings and boat launching facilities to encourage recreational use of the Wensum and Yare
- Work through the RWSP to encourage the completion of the riverside walk in Norwich city centre
- Work through the RWSP and local planning process to encourage marina development downstream of Trowse swing bridge
- Work through the RWSP to encourage links between the riverside walk and Whitlingham Country Park

Objective 6: To encourage provision of access routes that relieve visitor pressure on internationally designated sites, avoid disturbance of protected species and help to accommodate growth

The Broads has a high number of sites and species that are protected under international and European legislation like the EU Habitats Directive and Birds Directive. Some sites and species are particularly sensitive to visitor pressure. Visitor pressure is also likely to increase from growth in the Norwich area. It is therefore important that adequate access routes, green infrastructure and suitable alternative sites are made available in the Broads area or close to it to relieve this pressure.

Priorities:

- Audit known sensitive sites to assess the viability of providing alternative routes at their periphery to avoid disturbance
- Encourage appropriate provision of green infrastructure routes and sites through the local planning process and Greater Norwich Infrastructure Plan
- Work with the county councils through the NAIP and Suffolk ROWIP to prioritise and agree shared goals for route creation and management

Objective 7: To provide appropriate information on access to recreational opportunities and interpretation on recreational sites

Easily available, up-to-date information on public access to land and water and to natural, historic and cultural assets and other attractions helps people to learn about, and get the most from their visit to, the Broads. Good information and interpretation on the Broads landscape also encourages responsible tourism, safeguarding the environment that people have come to enjoy.

## Priorities:

- Provide information on how to access recreational opportunities, using sustainable travel options wherever possible
- Improve information and interpretation available at moorings and access hubs, on nearby facilities and visitor destination points
- Coordinate and promote information on walking, cycling, horse riding and canoeing routes and trails in the Broads
- Develop codes of conduct for various recreational activities and locations in the Broads to promote environmentally responsible behaviour

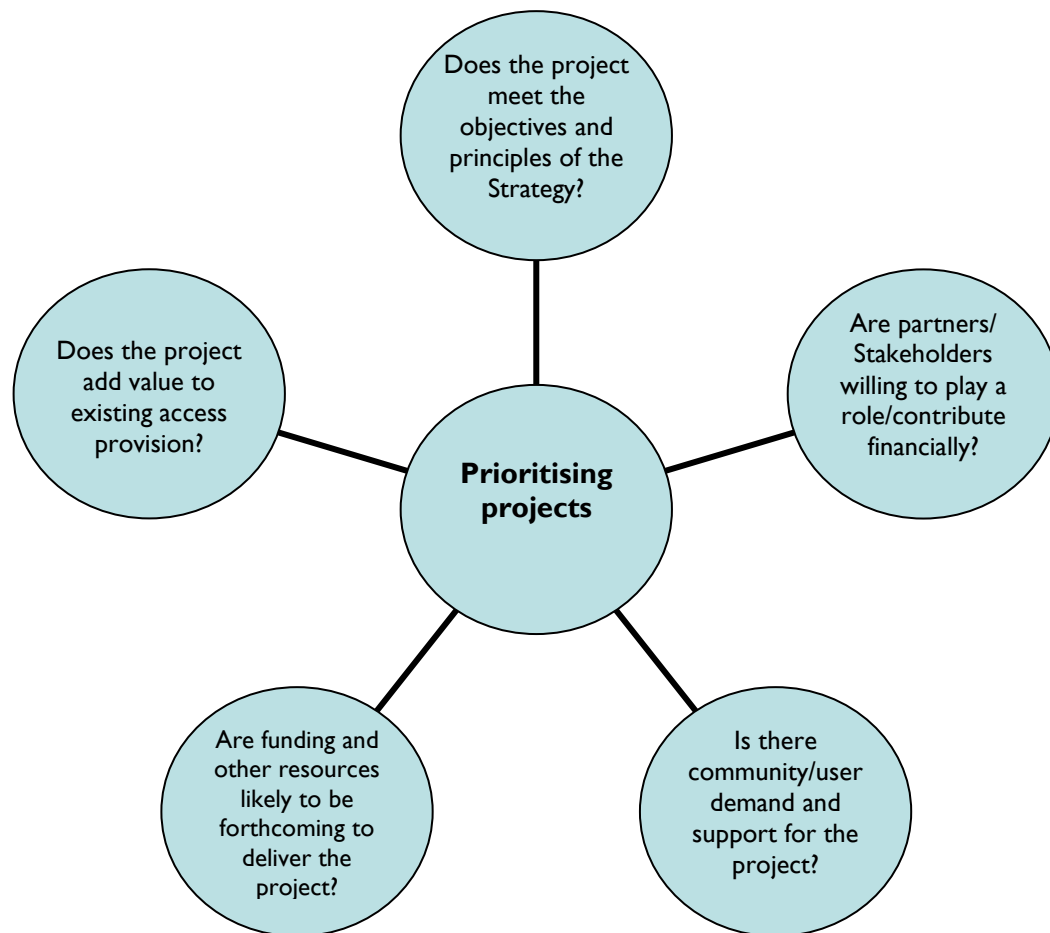
## Implementation

Given the current constraints on funding across local government, the Broads Authority will work in collaboration with partner organisations and local communities to deliver the long-term aim and objectives of this integrated access strategy, seeking to make the best use of shared knowledge and resources.

The Broads Authority will develop partnership projects with other local authorities, including parish councils to prioritise and fund projects that meet the aims and objectives of this Integrated Access strategy, as resources allow. The Authority will also agree shared goals for access provision with Norfolk County Council through the new NAIP.

Project proposals from the Broads Engage workshop and BLAF have been recorded on GIS and additional initiatives for access improvements will be added to this list. From this, the Authority will prepare an outline three-year action plan and subsequently a detailed annual action plan of priority projects which will be delivered as resources allow. They will also provide guidance and support to partners and communities in project development and delivery.

The objectives and guiding principles of this strategy, along with the GIS mapping and gap analysis, will be used to assess and prioritise project proposals. The Authority will consult stakeholders, local communities and its standing consultative committees (Navigation Committee, and Broads Local Access Forum) as required in the initial and ongoing stages of project development. Further development of projects and funding allocation will be assessed through the Authority's internal project development processes.



## Evaluation

The Integrated Access Strategy provides a broad framework for the development of the recreational access network in the Broads. The strategy is a 'living' document that will evolve over time to take account of changing priorities, circumstances and opportunities. Delivery of the strategy will be monitored and evaluated in line with, and to inform, the Broads Plan review process. Annual progress reports will be taken to the Broads Local Access Forum and reported to the Navigation Committee and Broads Authority.

## Project information and guidance

For advice on project development, please contact [broads@broads-authority.gov.uk](mailto:broads@broads-authority.gov.uk). Information on the Integrated Access Strategy and its action plan is also available on the Broads Authority website [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

### Broads Authority

The Broads Authority is a Special Statutory Authority established under the Norfolk and Suffolk Broads Act 1988 with a duty to manage the Broads for the purposes of:

- Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
- Promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public; and
- Protecting the interests of navigation.

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

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

The Authority also has the duty to maintain the navigation area for the purposes of navigation to such standard as appears to it to be reasonably required, and take such steps to improve and develop it as it thinks fit.

### Broads Plan

The Broads Plan is the key strategic plan for the management of the Broads. It is subject to review every five years. The current plan, adopted in 2017, has three key principles:

- Principle 1  
Where there are likely threats of serious or irreversible damage to the environment, as a precaution, cost effective measures are taken to prevent environmental degradation in the absence of full scientific certainty of the outcome of such threats.  
Such precautionary action is based on assessment of the costs and benefits of action, taking into account both the proportionality between the costs and benefits and the degree of certainty in their calculation, and transparency in decision making. Gaps in knowledge are addressed by research and, where feasible, precautionary measures taken while such knowledge is outstanding;
- Principle 2  
We seek to understand and respect the complexity and biological limits of our ecosystems, and conserve their structures to maintain their health and productivity. Management is at a local scale, while recognizing the direct or indirect effects on wider, interconnected ecosystems and the public goods and services they provide.

We manage for long-term, multiple benefits, not just for short-term or single interest gains.

- Principle 3

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

## Planning policy

This long-term aim set out in the Broads Plan is supported in the Broads Local Plan, which sets out planning policy guidance for the Broads. Two policies are especially relevant in the Broads Local Plan (2018):

### Policy MODSP8 Getting to and around the Broads

Improvements to transportation to access facilities, services and settlements within the Broads will be sought in a manner and at a level which is compatible with sustainability objectives and the special qualities of the Broads:

Integration between all modes of transport will be sought to encourage the community and visitors to arrive and travel within the Broads via sustainable modes of transport.

Within the area, particular improvements required include:

- i) The improvement of access to and views of the waterside by the introduction of additional footpaths and cycle ways;
- ii) The promotion of access to enjoy the built, historic and cultural landscape; and
- iii) The creation of links to/from settlements.

### Policy MODSP9 Recreational access around the Broads

Safe recreational access to both land and water and between the water's edge and the water will be protected and improved through:

- i) Developing the Public rights of Way (PRoW) network in line with the recommendations of the Norfolk and Suffolk Rights of Way Improvement Plans, Cycling and Walking Delivery Plan and the Broads Integrated Access Strategy;
- ii) Developing and/or improving access to other areas of the Broads from land and water, where appropriate;
- iii) Identifying and safeguarding potential crossing points of land and water;
- iv) Protecting and improving moorings, staithes and slipways;
- v) Creating new moorings and slipways where there is good road access and provision for parking;
- vi) Protecting and creating waterside spaces for informal recreation; and
- vii) Incorporating and developing appropriate measures for disabled people.

## Broads Local Access Forum

The Broads Local Access Forum (BLAF), established as a statutory body under Sections 94 and 95 of the Countryside and Rights of Way Act 2000, advises the Broads Authority and other organisations on improving public access and contributing to opportunities for open air recreation and enjoyment of the area. In providing advice, the BLAF must have regard to the needs of land management; the conservation of the natural beauty of the area; and the management and maintenance of recreational access, whilst balancing this against the needs of nature conservation, agriculture, the interests of landowners and managers, navigation and countryside management projects in the Broads.

The BLAF vision states:

*The Broads is an unrivalled wetland of natural diversity, heritage and special character. It is a place where people come to explore, enjoy and find spiritual refreshment. Access to the Broads should be clear and easy to use, respectful of wildlife and land management, meet users' needs and promote responsible and harmonious behaviour. The Broads Local Access Forum will champion access improvements and management, represent a wide range of interests and contribute to sustainability for environment, communities and the economy.*

## Appendix 2: Glossary

Access hub	Location where a range of recreational facilities and local amenities are linked together and easily accessible from the public transport network.
CROW Act 2000	The Countryside and Rights of way act 2000
Local Nature Reserve	Places with wildlife or geological features that are of special interest locally designated under the National Parks and Access to the Countryside Act 1949
Mooring	Site formally managed for the purposes of mooring vessels
National Nature Reserve	Nationally important sites for nature conservation designated under the National Parks and Access to the Countryside Act 1949
Permissive path	A permissive path (sometimes called a 'concessionary path') is a path which the landowner permits the public to use, with the intention that it should not become a Public Right of Way.
Right of way	A public path recorded on the definitive map of public rights of way
Slipway	A ramp leading from the land into the water from which boats are launched.
Staithe	Any land which is adjacent to a waterway and which the inhabitants of the locality are entitled to use as a landing place.

### Integrated Access Strategy Moorings Action Plan 2019 - 21

This Action plan is informed by suggestions made at the Broads Engage Workshop held in Nov 2018, discussions at the regular Broads Authority/NSBA/BHBF liaison meeting and the recommendations of a Broads Authority officer working group.

Priority areas for mooring provision in the next 3 years have been identified as:

1. Waveney between St Olaves and Breydon Water - 24-hour moorings/safety moorings
2. Breydon Water/ Breydon Bridge - Review of safety moorings at bridges required
3. Middle Bure - SouthWalsham/Upton Marshes/Thurne Mouth and Oby Marshes - 24-hour mooring
3. Waveney between Burgh St Peter and Blundeston Marshes - 24-hour mooring
4. Upper Thurne between Hickling and Martham - 24-hour mooring
5. Ludham Bridge - Demasting moorings
6. Norwich in area of riverside - short stay mooring for access to shops and demasting moorings at Trowse Railway Bridge

No	Location	Mooring Type/Proposal	Year	Justification	
1	Lower Waveney/Burgh Castle	Investigate possibility of providing a 24-hour mooring on the lower Waveney/Burgh Castle on piled edge if a suitable site can be identified. Also consider viability of pontoon moorings.	2019/20	High number of requests from boaters, NSBA, BHBF. Also raised at Broads Engage access workshop. BA has stated the site is a priority. Scores highly in IAS terms as a site here would provide access for boaters to the Angles Way.	
2	Breydon Water	Review layby pontoon mooring provision in lower Breydon at Breydon Bridge.	2019/20	Request for additional pontoon or dolphin safety moorings x 2 in area of Breydon Bridge by NSBA through liaison meeting. Also raised at Broads Engage access workshop.	
3	Ludham Bridge	Investigate possibility of providing demasting moorings with EA/other landowners	2019/20	High number of requests from boaters, NSBA, BHBF. Also raised at Broads Engage access workshop.	
3	Norwich	Work with Norwich City Council and Norwich City Football Club to provide moorings required under Section 106 agreement immediately upstream of Trowse Railway Bridge	2019/20	High number of requests from boaters. Identified in adopted River Wensum Strategy. Norwich City Football Club required to provide moorings under Section 106 agreement with Norwich City Council/Norfolk County Council	
5	Middle Bure - Upton/South Walsham Marshes/Oby	Investigate possibility of providing a 24-hour mooring on piled edge if a suitable site can be found.	2020	High number of requests from boaters, NSBA/BHBF. Also raised at Broads Engage access workshop. Scores highly in IAS terms as the true right bank provides access to the Weavers Way and the true left bank provides access to the NWT Upton Marshes Reserve.	
6	Waveney upstream of Somerleyton	Trial provision of dolphin type mooring with no land access.	2020	Suggested at Broads Engage Access workshop as a means of providing additional moorings at low cost.	
7	Norwich	Short Stay visitor mooring	2020/21	High number of requests from boaters. Also raised at Broads Engage access workshop. Identified in adopted River Wensum Strategy.	
8	Peto's Marsh	Provide pontoon moorings at Peto's Marsh Carlton Colville (Oulton Dyke and Carlton Marshes River Waveney).	2021	Required under MoU between Broads Authority and Suffolk Wildlife Trust. Also scores highly in IAS terms as the moorings will provide access to the SWT reserve/gateway to the Broads.	



## General Access Proposals

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Broads	Identify key access hubs for provision of improved access facilities/infrastructure and establishment and promotion of circular routes	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts	Promotion of hubs suggestion raised at Broads Engage workshop and advocated by BLAF	2019	
2	Broads	Audit access network to identify routes where barriers can be removed or minor works carried out to improve access for all.	BA/NCC/SCC/EA/Parish Councils	National Parks England reports on the length of access routes in parks that are barrier free "Miles without Stiles". Significant numbers of stiles and gates in the Broads are not required for stock control and are unauthorised structures.	2020/21	
3	Broads	Identify and map priority routes for carrying out improvement works (surfacing, infrastructure, signage) to improve access for all. Prioritise routes from hubs.	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts	Prioritised by BLAF (George Saunders) and at Broads Engage workshop. NCC have also identified partnership working with BA in this area to be a priority.	2020	
4	Broads	Develop partnership projects to carry out works required on routes identified in proposal 3.	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts	As above	2021	
5	Broads	Identify potential new routes alongside rivers or providing views of rivers and Broads.	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts	Prioritised by BLAF and in Broads Plan/Broads Local Plan. Also raised at Broads Engage workshop.	2021	
6	Broads	Identify gaps in network connectivity caused by loss of permissive paths after removal of access payments through HLS.	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts/Landowners	Raised at Broads Engage workshop and prioritised by BLAF. Also recognised as a priority in the NAIP.	2021	
7	Broads	Audit access network to identify potential routes that would relieve visitor pressure on sensitive sites.	BA/NCC/SCC/Wildlife Trusts/NE/EA	Prioritised by BLAF/NCC	2020/21	
8	Broads	Identify priority Bridleway creations/shared use routes for establishing circular horse riding routes/routes that would allow riders to avoid dangerous road riding.	BA/NCC/SCC/PC's/BHS/Landowners		2020	
9	Broads	Identify priority route creations for linking moorings to PRoW/access network	BA/NCC/SCC/PC's	Prioritised by BLAF raised at Broads Engage workshop	2021	
10	Broads	Encourage establishment of ferries/water taxi/river bus		Prioritised by BLAF. Raised at Broads Engage workshop	ongoing	

## APPENDIX 3

11	Broads	Investigate viability of all routes and projects suggested through Broads Engage workshop	BA/County Councils/District Councils/Parish Councils/Wildlife Trusts/EA/NE	BA undertook to do this during Broads Engage process.	2021
12	Broads	Encourage provision of key green infrastructure routes and SANGS to accommodate growth through GNIP including Broadland Way/Green Loop.	BA/NCC/SCC/District Councils	BA member of GNGB. Prioritised by BLAF	Ongoing

## Rivers Ant and Thurne

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Clayrack Marshes	Phase 1 Access For All path from How Hill Staithe to Skeleton Mill - resurfacing path in granite. Phase 2 Skeleton Mill to Boardman's Mill - also a priority but surfacing has not yet deteriorated to the extent that it needs replacing.	N/A	Previous trial mesh path intended to provide easy access failed. Popular site for people with mobility problems and Nancy Oldfield Trip Boat. Raised at Broads Engage workshop and identified as priority site to provide improved surfacing.	2019	
2	Clayrack Marshes	Open permissive Path from Boardman's Mill to Sharp Street once bridge works completed by EA. Install new signage. Install people counter to gather evidence of use levels.	N/A	Signage required to establish walking route from Sharp Street to Ludham Bridge. People counter needed to obtain evidence base showing likely levels of use if path extended to Irstead Holmes.	2019	Path established 2018. Waiting for transfer of bridge from EA before it can be opened.
3	Public Footpath?, Ludham	Negotiate removal or replacement of gates which are in poor condition	BA/NCC	High priority path on promoted walk from How Hill to St Benet's Abbey.	2019	
4	Catfield (Swim Coots) and Hickling Broad	Work with NWT to provide new access providing views of Hickling Broad	BA/NWT/NCC/Landowners	Raised by BLAF at meeting attended by NWT and at Broads Engage workshop.	2019/20	
5	Potter Heigham	Negotiate public path creation to fill gap in public footpath true right bank River Thurne between Horsefen Bank and High's Mill.	BA/EA/NCC	Identified by BLAF as priority route creation.	2021	
6	Barton	Seek to negotiate public right of way linking Fen Lane Barton to Moy's Mill. Consider signage advising walkers about sensitive birds in Fen.	BA/NCC/Landowner	Identified by BLAF as a priority route creation. Will also provide alternative circular walk to relieve numbers of walkers entering Barton Fen Open Access Land.	2020	

## River Bure

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Hoveton	Work with Parish Council/ Broads Charitable Trust/Roys to develop enhancement project for Hoveton Riverside Park	BA/PC/BCT/Roys	Raised at Broads Engage workshop. Identified by Broads Charitable Trust as potential funding project.	2021	
2	Hoveton	Seek to create public right of way from Hoveton Viaduct Mooring to Station	BA/NCC/Landowners	Raised at Broad Engage workshop.	2019/20	
3	Acle	Seek to improve access from Acle village to Acle Bridge and route connectivity in the Acle/Upton/Fishley/Damgate area to develop circular walk	BA/NCC/Parish Council	Raised at Broads Engage workshop. Identified by BLAF	2021	
4	Horning/Potter Heigham	Work with NCC to seek funding for Phases 2 and 3 of the 3 Rivers Way	BA/NCC/3RW Assoc/Sustrans	Prioritised by BLAF. Raised at Broads Engage workshop. Prioritised by NCC in NAIP and in Cycling and Walking Action Plan	2021	

## Rivers Yare and Chet

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Hardley Flood	Work with NCC to carry out hydraulic modelling and feasibility study for reinstating Wherryman's Way on Hardley Flood bank of River Chet	BA/NCC/SNDC	Prioritised by BLAF. Raised at Broads Engage. BA already working with NCC on feasibility.	2019/20	
2	Halvergate/Freethorpe/Reedham	Work through Water, Mills and Marshes LPS to create bridleway links to form Mills Trail	BA/NCC/Parish Councils	Prioritised by BLAF. Identified project in Water, Mills and Marshes LPS. Raised at Broads Engage workshop	2019/20	
3	Reedham	Encourage PC to re-establish prmissive path on Wherrymans Way	BA/NCC/Parish Council	Prioritised by BLAF. Raised at Broads Engage workshop	2019/20	
4	Langley	Work with NCC to explore possibility of riverbank route for Wherryman's Way (Beauchamp Arms-Langley Dyke)	BA/NCC/Landowners	Prioritised by BLAF. Raised at Broads Engage workshop	2021	
5	Bramerton to Surlingham	Work with NCC to improve Wherrymans Way from Bramerton Common to Surlingham Ferry	BA/NCC	Prioritised by BLAF. Route realignment required.	2020	
6	Whitlingham	Work with Whitliham Charitable Trust to improve public canoe access to River Yare	BA/WCT	Prioritised by BLAF. Raised at Broads Engage event.	2020/21	
7	Whitlingham	Work with BASG/Whitlingham Charitable Trust to explore possibility of increasing angling access	BA/BASG/WCT	Prioritised in Broads Angling Strategy	2019/20	

## River Waveney

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Ellingham	Provide canoe launch on true right bank downstream of weir	BA/RWT/EA/Landowners	Prioritised by BLAF/Raised at Broads Engage workshop	2019/20	
2	Geldeston Lock	Canoe launch location to be determined	BA/RWT/EA/Landowners	Prioritised by BLAF. Raised at Broads Engage workshop.	2020	
3	Geldeston	Legally establish public right of way on old railway line.	BA/EA	Commitment from EA at time of flood defence compartment works.	2021	
4	Beccles	Work with Beccles Town Council to improve easy access and signage on Beccles Marsh Trail	Beccles Town Council	Raised at Broad Engage workshop.	2021	
5	Herringfleet	Negotiate permissive path from mooring to Smock Mill.	BA/Landowner	Prioritised by BLAF. Raised at Broads Engage workshop.	2019/20	
6	Burgh Castle/Belton	Seek to establish access to Black Mill and Caldecott Mill through Water Mills and Marshes LPS	BA/NCC/Landowners	Raised at Broad Engage workshop. Identified as project in Water, Mills and Marshes LPS.	2019/20	
7	Belton	Work with NCC to develop use of disused railway line to improve access to Belton Common Open Access land and links to Waveney Forest.	BA/NCC/Landowners	Prioritised by BLAF. Raised at Broads Engage workshop.	2021	
8	Oulton Broad/Carlton Marshes	Work with SCC and SWT to create shared use route from Oulton Broad to Burgh St Peter Ferry crossing.	BA/SCC/SWT	Prioritised by BLAF. Raised at Broads Engage workshop. Preliminary discussions BA/SCC/SWT have already taken place.	2021	

## River Wensum

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	New Mills	Build canoe launches upstream and downstream of New Mills	River Wensum Strategy Partnership	BLAF/British Canoeing /Local Canoe Clubs/EA	2019	
2	Marlpit Paddock	Encourage and facilitate provision of Canoe launch at Hellesdon through RWSP.	River Wensum Strategy Partnership	Identified in adopted River Wensum Strategy action plan	2019/20	
2	Duke's Palace Bridge/Blackfriars' Bridge Norwich	Missing link on riverside walk. Priority project in River Wensum Strategy. Work through RWSP to formalise status of riverside walk through Norwich and improve access for all.	River Wensum Strategy Partnership	Identified in adopted River Wensum Strategy action plan and GNIP	2019	
3	Norwich		River Wensum Strategy Partnership	Identified in adopted River Wensum Strategy Action Plan	2021	
4	Norwich	Identify and promote formal angling areas in River Wensum Strategy project area.	River Wensum Strategy Partnership	Identified in Broads Angling strategy supported by RWSP	2021	

## **Strategic Direction and Annual Business Plan**

Report by Chief Executive  
and Strategy and Projects Officer

**Summary:** This report sets out progress in implementing the Broads Plan and the Authority's Strategic Priorities for 2018/19. It also presents the Authority's Annual Business Plan for 2019/20.

**Recommendation:** That Members note the strategic plan updates and the Annual Business Plan 2019/20.

### **1 Strategic planning updates**

- 1.1 The Broads Authority uses two regular reporting processes on the implementation of the Broads Plan and the Authority's annual strategic priorities.
- 1.2 The **Broads Plan** is the key management plan for the Broads, setting out the long-term vision for the area and shorter-term objectives for the Authority and its partners working in the Broads. The current Plan covers the period 2017-22. We produce 6-monthly progress reports in May and November and post all reports on our website at [www.broads-authority.gov.uk/broads-authority/how-we-work/strategy](http://www.broads-authority.gov.uk/broads-authority/how-we-work/strategy). We also report changes and new actions as we go through the Plan period. The latest 6-month progress report is at Appendix 1.
- 1.3 Each year we identify a small set of **strategic priorities** that focus on Authority-led projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. Setting these priorities helps us target resources and make the most of partnership working and external funding opportunities. Priorities are set each financial year, although large-scale projects can carry across several years. The final report for 2018/19 is at Appendix 2.
- 1.4 This year's priorities, agreed at the Authority's meeting on 1 February 2019, are:

Strategic priorities 2019/20	Activities
Water, Mills & Marshes (HLF Landscape Partnership Scheme)	Implement programme of work with WMM project partners
CANAPE project	Implement programme of work with European partners
Broadland Futures Initiative (Integrated flood risk management)	Implement joint programme of work with the Environment Agency and other partners



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
Development of partnership projects	Work in collaboration with key partners to develop projects that would support the delivery of Broads Plan objectives and attract external funding
Agri-environment pilot	Work with partners to design and deliver environmentally and economically sustainable wetland and lowland grazing options within the proposed post-Brexit Environment Land Management Scheme

## 2 Annual Business Plan 2019/20

- 2.1 The Authority's Annual Business Plan gives an overview of work priorities for the coming year. It is the link between the Broads Plan and our Directorate work plans. The Business Plan at Appendix 3 sets out planned activity and expenditure for the financial year 2019/20, and summarises the progress of the 2018/19 plan.
- 2.2 A number of guiding level strategies support the high-level Broads Plan, and a status update on these is included in the Annual Business Plan.

Background papers: None  
Author: Maria Conti  
Date of report: 2 May 2019

Broads Plan objectives: Multiple  
Appendices: APPENDIX 1: Broads Plan 6-month update May 2019  
APPENDIX 2: BA Strategic Priorities 2018/19 final update  
APPENDIX 3: BA Annual Business Plan 2019/20

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

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

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

- 'Local Plans: An Anglian Water Perspective' published, setting out advice on local plan policy for water efficiency, including development measures that aim to be 'water neutral' in areas of serious water stress and building sustainability standards for commercial development.
- Water management, including multiple holding approach, to be explored in new ELMS test & trial proposals (see 2.3)

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

- Environment Agency (EA) in talks with abstraction licence holders in Ant Broads and Marshes SSSI to help achieve hydrological improvements on site.
- Anglian Water (AW) ceasing use of its Ludham ground-water source to help protect and restore fen vegetation at Catfield; Ludham pipeline scheme will bring surplus water from Norwich water resource zone and will be completed by March 2021. AW also rolling out demand management plans to reduce used and lost water, including smart metering, leakage reduction and water efficiency measures.

**1.3** Maintain current coastal, tidal and fluvial flood risk management strategies relevant to the Broads, Gt Yarmouth and interrelated coastal frontage, and prepare a longer-term, integrated, strategic approach

- Broadland Futures Initiative (BFI) work programme progressing, supported by Environment Agency (EA). Consultation leaflet, e-survey and summer drop-in events being planned; EA and Broads Authority (BA) also planning briefing meetings with county and district authorities.
- BA signed Statement of Common Ground with Norfolk and Suffolk coastal authorities to set out agreed approach to coastal planning.

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

Potential improvement plan produced for Lion Wood Local Natural Reserve as part of Norwich Surface Water Flood Management Plan

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

**2.1** Carry out lake restoration, maintenance and enhancement works, including bio-manipulation; use monitoring evidence to trial and implement further innovative lake restoration techniques

- CANAPE project (Hickling Broad): All 9 geotextile tubes in place to form outer wall for island restoration in Chara Bay. Dredging in Broad stopped on 21 March in line with water temperature threshold for algal bloom; *Prymnesium* levels low and monitoring ongoing. Drone video made of work to date: [www.youtube.com/watch?v=jI0ID74cMto](https://www.youtube.com/watch?v=jI0ID74cMto) and BBC Countryfile filmed on site in February. Project information and interpretation board installed by Norfolk Wildlife Trust (NWT) reserve.
- CANAPE and Hoveton LIFE project researchers working with PhD researchers and EA Fisheries Team on tracking bream.
- Temporary fish barrier removal in Trinity Broads to allow fish migration back into Rollesby Broad and manage densities in Ormesby Broad to help improve water quality.
- EA Water Environment Improvement Programme Allocation 2019-20 confirmed and EA working with partners to plan project delivery.
- NWT and BA gained BIFFA award for 'Tipping the Balance' biomanipulation project. RSPB, NWT and BA gained Water Environment Grant for wetland restoration in Ant Valley, to include hydrological feasibility and habitat creation work.

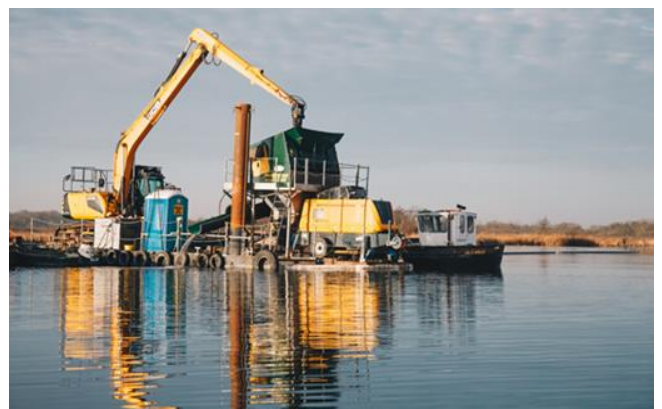


Photo: CANAPE island restoration work at Hickling Broad

**2.2** Promote and implement measures to reduce point and diffuse pollution into the floodplain and water courses, commensurate with EU/national water and habitat targets and with sustainable farming

- Water Sensitive Farming activity since Sept 2018 includes: 10 advisory farm visits; silt trap installation; tramline disruption trials on 40ha farmland; land use improvements

on 4ha farmland, supplier/food business event; engagement with more than 700 farmers through newsletter and attendance at Farm Business Updates and other farmer workshops.

- Anglian Water Business Plan 2020-25 will meet new or tighter phosphate discharge limits at Sisland, Swardeston, Cotton, Aylsham and Southrepps Water Recycling Centres. AW also planning first time sewerage schemes for 61 properties in Billockby, Clippesby, Ludham and Knapton.

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

- Environmental Land Management Scheme (ELMS): Outline objectives for Broads test & trial project submitted to Defra and working group scoping detail of work packages to offer to partners and consultants.
- Reed and sedge cutting areas being collated for paludiculture (wet agriculture) maps; creation of cold compost to reduce waste and create new products being investigated. (Also see biochar project – action 10.2)
- Water, Mills & Marshes: Broads Land Management Scheme launched and leaflets/farmer packs distributed; farmers showing interest in using rotary ditcher to create foot drains. Volunteer winter surveys completed.

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

- Water, Mills & Marshes Landscape Partnership Scheme: Waveney Grazing Marsh Survey Summer ditch plant training course planned for beginners. Extra Wild Watch trail camera loan centres proposed for 2019/20, incl. BA information centres at How Hill and Hoveton. (Abrehart Ecology invertebrate survey – see 2.6)
- Natural England partnership developing conservation plan for bat species in Norfolk. Biocontrol of Himalayan balsam continuing; NNNSI checking for rust fungus, with potential to include more trial sites. Flagship RAPID LIFE project seeking to eradicate Japanese knotweed and Himalayan balsam from River Wensum. Year-end infestation of floating pennywort on River Waveney down 75% compared with 2017 and eradication effort ongoing. *Crassula helmsii* - team continuing to monitor presence of weevils, which eat and weaken the plant.
- BA installed 30 Schwegler bat boxes at Whitlingham Country Park for *Nathusius' pipistrelle*.

### 2.5 Create 'bigger, better and more joined up' areas of priority habitat by identifying opportunities and developing site-specific plans for new habitat areas, connections, buffer zones and pollinator networks

- Contractors started work to create new wetland habitat on newly purchased land at Suffolk Wildlife Trust's Carlton Marshes Reserve (Share Marsh and Peto's Marsh). Work includes digging scrapes for wading birds and creating new areas of reedbed.  
<https://www.suffolkwildlifetrust.org/news/work-begins-create-1000-acres-wildness-gateway-broads-national-park>

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

- BA led site visits for MSc students on natural capital and management trade-offs, and on catchment management.
- New academic research efforts: Bid for NERC ALERT Assessing Large Scale Ecological Responses to Environmental Change (13 academic partners); UCL PhD on historical microplastic build up; 2 UEA MScs on biotic and abiotic factors influencing distribution of British swallowtail butterfly, and environmental variables influencing presence of milk-parsley under future climate scenarios.

- Water, Mills & Marshes programmes:  
Upton Grazing Marshes Improvement (NWT): Ditch restoration and bank scalping carried out; grass-wrack pondweed turion buds being kept by specialist for overwintering, ready for translocation next year.  
Delve into Ditches: Abrehart Ecology identifying invertebrate groups from Waveney ditch survey including molluscs, flatworms, dragonflies and crustaceans. Shining ram's horn



snail (pictured) and *Oxyloma sarsii* in healthy state and improved compared to 1997 surveys. Other species surveyed identify 6310 specimens to date, showing a healthy system.

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

### 3.1 Implement dredging regimes in accordance with defined waterways specifications, and seek resources/legislation to accelerate the removal of sediment in the Broads system

- To end Feb 2019, 36,350 m<sup>3</sup> of dredged sediment removed from prioritised sites (91% of 2018/19 programmed target). Full dredging reports at [www.broads-authority.gov.uk/broads-authority/committees/navigation-committee](http://www.broads-authority.gov.uk/broads-authority/committees/navigation-committee).
- Dredging underway on South Walsham Fleet Dyke; c.3000m<sup>3</sup> sediment removed to end Feb and material placed in setback area at Ant Mouth.
- CANAPE project: Dredging completed along approach to Catfield Dyke. More about CANAPE is available at [www.northsearegion.eu/canape/about/](http://www.northsearegion.eu/canape/about/)

### 3.2 Implement plans and good practice guidance to reduce soil erosion into the waterways, manage areas lost or vulnerable to erosion, and dispose of dredged material in sustainable and beneficial ways

- Thelveton Estate in Waveney catchment trialled tramline disruption on c.40ha using Creyke Combi machinery with new low disturbance tines. Estate plans to trial Earthwake machinery in Spring. Strip-tillage trials indicating promising results in yield increase and reduced ploughing costs, and Estate acting as best practice demonstration farm.

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

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

- Regular liaison meetings held between BA & Network Rail, with standard agenda looking at swing bridge operational issues, communication with signalmen, and Network Rail's capital investment programme.
- River Wensum: Norwich City Council and BA assessing feasibility of completing riverside walk 'missing link' between New Mills Yard and Carrow Bridge
- River Waveney: BA provided Beccles and Bungay Town Councils with hydrological survey data for Geldeston to Bungay, to help assess potential for use by non-powered craft.

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

- BA routine aquatic plant cutting in rivers underway, with timings and locations dependent on water plant growth. 5-year programme of prioritised areas is available at [www.broads-authority.gov.uk/looking-after/managing-land-and-water/riverside-tree-and-scrub-management](http://www.broads-authority.gov.uk/looking-after/managing-land-and-water/riverside-tree-and-scrub-management)
- BA riverside tree and scrub management plan being prepared for Autumn/Winter 2019/20. New hydraulic tree shears in use, powered by excavator on floating pontoon.

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

- BA adopted new Boat Safety Standard (BSS) requirement for suitable carbon monoxide alarms in all classes of boats with accommodation; BSS guidance issued for boaters.
- New Hire Boat Code near completion, with national consultation planned for Summer 2019. BA will then amend its hire boat licence conditions in line with new code and extend licensing to include hire yachts, canoes, kayaks and paddleboards from April 2020.
- Annual Safety Audit presented to Navigation Committee in April. Safety Management System updates and output from recent stakeholder hazard review to be presented to Navigation Committee and BA in June. All reports available at <https://www.broads-authority.gov.uk/about-us/committees/navigation-committee>



Photos: Chet Boat remains (left) and replica (see action 5.5)

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

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

- Private property in Bungay removed from Buildings at Risk Register.



Photos: (left) Norwich City College students repairing Strumpshaw Engine House; (right) North Mill brickwork repairs

- Water, Mills & Marshes (WMM) 'Land of the Windmills': North Mill: Norwich City College students and tutors, guided by WMM Heritage Skills Training Supervisor, completing repair work to structure.
- Strumpshaw Steam Engine House chimney underpinned and repointed and new cowl produced. Works on engine house include replacing asbestos cement roof with tin, brickwork restoration, refurbished cast iron window frames, new doors, reglazing, internal painting and decorating, new lean-to shelter and interpretation.

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

- Consultation processes underway for Horning and Ludham Conservation Area Appraisals and for Wroxham Neighbourhood Plan.

**5.3** Develop measures to investigate, record and protect local built and cultural features, archaeology and potential hidden heritage (incl. waterlogged assets, waterways history, settlement patterns, WWII remains)

- Broads Local Plan workshops held looking at policy guidance in relation to biodiversity, carbon sequestration, and paleo-environmental and archaeological significance.
- Water, Mills & Marshes (WMM) Burgh Castle almanac exhibition held at Time and Tide Museum in Gt Yarmouth.

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

- Research underway on candidate County Geodiversity Sites at Buckenham Wood Pit East and Strumpshaw Wood Pit.
- Water, Mills & Marshes (WMM): Preparations underway for 'Church Stones' day schools, including 4 field trips to 30 Broads' churches to evaluate features of geodiversity interest, and 4 short reports produced for these churches.



- Work underway for 'Palaeolandscapes of the Broads' day school in July. WMM project staff discussing ideas for public participation in landscape history research into evolution of drained marshland of former Great Estuary.

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

- Water, Mills & Marshes heritage skills training ongoing in 'Land of the Willmills' project (see 5.1).
- Full-size working replica of Chet boat under construction at International Boatbuilding Training College at Oulton Broad, using oak from Raveningham Estate.

**5.6** Build on measures to reduce the impacts on the Broads of visual intrusion and noise and light pollution, and pursue potential for dark sky place status

- OFGEM undergrounding wires programme completed at Potter Heigham and South Walsham Marshes and overhead lines to be removed in Summer. New scheme in development at Wroxham; Stage 1 application to be submitted to National Undergrounding Wires Steering Group in September.

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

**6.1** Develop and implement schemes to upgrade and improve the network of access points and routes (where adverse effects can be prevented), linked to visitor facilities and including easier access for people with mobility and sensory needs

- Moorings maintenance: 110m metal piling replaced and new mooring posts installed at Hoveton Viaduct; 60m timber quay heading refurbished, raised aggregate footpath laid and new mooring posts installed at Acle Bridge; renovation work underway at Dutch Tea Gardens; mooring posts replaced at Whitlingham Country Park; capping repaired at Paddy's Lane and at St Benet's; timber quay heading replaced and safety ladder pad repaired at Belaugh.
- Planning permission granted to install new canoe pontoon downstream of New Mills Pumping Station in Norwich.
- Broads Engage stakeholder event on improving land and water access provision held in Nov 2018. BA and Norfolk County Council mapping project opportunities to be developed through emerging Broads Integrated Access Strategy Action Plan (including moorings provision) and new Norfolk Access Improvement Plan 2018-28.
- Detailed BA construction and maintenance updates are available at <https://www.broads-authority.gov.uk/about-us/committees/navigation-committee>



Photo by Tom Mackie, BA 30<sup>th</sup> anniversary event

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

- 2 new electric charging points installed at Neatishead Staithe 24-hour moorings. (Also see 6.1 moorings)
- Café and provisions store opened in refurbished kiosk at Acle Bridge site, operating in 2019 season.

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

- Water, Mills & Marshes:  
Mobile discovery centre on loan to WMM project team who are doing set up and designs for internal and external interpretation. First event planned for 18 May at Hoveton Great Broad 50th celebration, then moving to Burgh Castle; 15 other events planned including week's installation at Chapelfield, Norwich.  
Eastern Angles play 'The Tide Jetty', based at Breydon Water in the 19th C, on tour March-June, including Burgh Castle 22-25 May. <https://easternangles.co.uk/event/the-tide-jetty>  
Norwich University of Arts students delivering Angles Way interpretation project; first stage of user research completed and students produced concept and user designs; initial functionality tests underway.  
Heritage Interpretation Consultant carrying out site research in cultural and landscape heritage. Beccles Town Council keen to get interpretation audit of Beccles Marsh and Quay; Beccles Museum to assist Consultant and share museum archive. New interpretation to be launched at first festival celebration event at Beccles Quay.



Photo: 'The Tide Jetty' drama © Eastern Angles

- BA active at Norfolk Festival of Nature in April including guided walks and interactive stand at The Forum, Norwich.
- Broads events programme published in Broadcaster 2019 (110,000 copies distributed) and through Visit the Broads online at [www.visitthebroads.co.uk/things-to-do](http://www.visitthebroads.co.uk/things-to-do)

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

- Broads Angling Services Group taken ownership of angling platforms on Rollesby Broad, and in discussion with Whitlingham Charitable Trust on potential to develop fishery at Whitlingham Country Park. River Wensum stakeholders being consulted on catchment management process as part of Broadland Catchment Partnership work.

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

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

- BA participated in Discover National Parks fortnight over Easter, promoting Broads activities and events using branding materials including promotional film featuring seven clips from the Broads.
- 'Visit the Broads' launched website to support and promote Broads Restaurant Week in June.
- 'Still Waters' photographic exhibition held at The Forum, Norwich to celebrate 30 years of the Broads Authority and 70 years of National Park legislation. 85% of photos sold with proceeds to Love the Broads charity; special exhibition book also produced. Event generated significant media coverage with press features and radio interviews.
- CANAPE and Water, Mills & Marshes projects featured on BBC Countryfile programme in February.



Photo: Walking the giant geotextile tubes forming the new reedbed perimeter at Hickling Broad (c) BBC Countryfile

#### 7.2 Maintain and upgrade the range and provision of multi-media and 'point of need' visitor information and interpretation

- New 'Visit the Broads' A6 pocket guide produced and distributed through Broads Tourism members and BA yacht stations and TICs, and to selected Norfolk postcode areas.
- Applications for Broads National Park tourist information road signs submitted to County Councils, and relevant parishes being consulted on sign locations.
- Community Rail Partnership to install new station signs featuring Broads National Park logo in Summer 2019 at Somerleyton, Haddiscoe, Reedham, Cantley, Brundall, Brundall Gardens, Lingwood and Acle Stations (Wherry Line) and Salhouse (Bittern Line).

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

- English National Parks Experience Collection launched, working with local businesses to develop unique, bookable experiences and promote them within travel trade in Australia and Germany.
- 8 'Broads Experiences' developed, ranging from wherry trips and paddle boarding to landscape photography. Discover England agreed 6-month extension funding package to Sept 2019 and BA working with Norfolk County Council to sustain project for further 3 years. English National Parks awarded 'Outstanding contribution to Tourism' award by Visit Britain in recognition of project.

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

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

- Broads Local Plan examination completed; Inspector's report concluded that, subject to modifications, the Plan is sound. Plan to be recommended for adoption to BA in May.
- Better Broadband rollout schemes for Norfolk and Suffolk ongoing, including new areas in Waveney district upgraded to superfast broadband connection.

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

- Whitlingham Country Park: Historic assets surveyed and comprehensive 3-year work plan prepared to open up and preserve the assets.
- Hoveton Riverside Park: Inspection report identified significant costs to meet lease requirements; partner consultation being planned on options to improve site and reduce long-term maintenance costs.

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

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

- Water, Mills and Marshes 'Try it out' activities planned at more than 20 events over Summer, including Science Festival and Great Yarmouth Maritime Festival.
- BA contributing to Suffolk's Most Active County Partnership action planning; 'Move Suffolk Week' to be held in May.

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

- New group of BA volunteers recruited in March for roles of Ranger Volunteer and Education & Events Volunteer; role of Volunteer Leader delayed until staff resources available to develop training course and provide supervision.
- BA having increased engagement with community groups who are carrying out regular vegetation management, and through partnership working with 'hard to reach' groups.

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

- Broads Trust assessing their short-term strategy to increase fundraising and support projects to help 'Love the Broads' campaign; next phase to be launched at Trust's 10th anniversary celebratory event on 22 May. 75 businesses now involved in collecting donations for Love the Broads.
- National Parks Partnership identifying potential Parks biodiversity and climate change themed activity aimed at attracting major funding bodies.

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

- New BA Youth Ranger programme underway with Broadland High school students. Term-long immersive learning project on Broads and Rivers delivered at Coltishall Primary School and resources added to Broads Curriculum website. BA Education Officer delivering Broads Discovery Days in partnership with Country Trust and doing in school presentations.
- Broads Curriculum engagement module completed and being formatted for website. Contractor engaged to develop wherry educational material with wherry trusts.
- CANAPE: 6th form students engaged in peat citizen science project (see 10.2).
- Water, Mills & Marshes: BA education officer working with International Boatbuilding Training College to run Anglo-Saxon boat building trip for primary school students. Acle Academy students working with WMM team and Norwich University of the Arts creating Broads landscape art for book publication. Roadshows underway with 15 schools

introduced to the Broads before their Experience Days in the Summer term. Broads Album project started with students from East Norfolk 6th Form College. Camera traps and Broads Themed Book Boxes loaned to primary schools.



Photo: Anglo-Saxon boat building designs

**9.5** Develop and run motivational outreach activities and award schemes for young people, including those from disadvantaged backgrounds, focusing on life and work skills training and practical experience

- BA educational outreach activities delivered, including:
  - Work experience days for Parkside School students via Mencap pathways work programme;
  - 8-week Education/Events Internship for UEA student set up for June/July 2019;
  - Careers event presentations to high school students;
  - John Muir Discovery Awards to high school students;
  - Broads Youth Rangers project;
  - Regular in-school activity with non-mainstream pupils;
  - 7 work experience student placements with BA set up for Summer and Autumn 2019;
  - Vocational team building skills courses at Norwich City College for 16 to 25-year-old students facing barriers to work (<http://www.mintnorwich.co.uk/>);
  - Weekly presentations to guests at Holiday Property Bondholders at Barnham Broom.

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

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

- New interactive presentation 'The Broads: Past, Present and Future – conversations and stories' trialled in April, looking at challenges for local communities in adapting to impacts of climate change.
- Broadland Futures Initiative local community engagement plans - see action 1.3



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



Photos: Creating biochar

- CANAPE work package 4 - Paludiculture: Biochar Retort (charcoal burner) purchased and early burn trials successful. Sales of charcoal product to start in June, including wholesale arrangement with Whitlingham Park campsite. Trials to produce biochar from reed planned and market research ongoing.
- Citizen Science launched in Broads on 12 February with peatland celebration event. Students from East Norfolk Sixth Form conducting peat coring investigations. Public events at How Hill, and Discovery Days with Hobart High School, planned for Summer.
- Norfolk Rural Strategy Steering Group hosted stakeholder conference in December 2018 to gather ideas for a Norfolk and Suffolk Local Environment Plan, including measures to improve carbon capture and the reduction of greenhouse gas emissions.

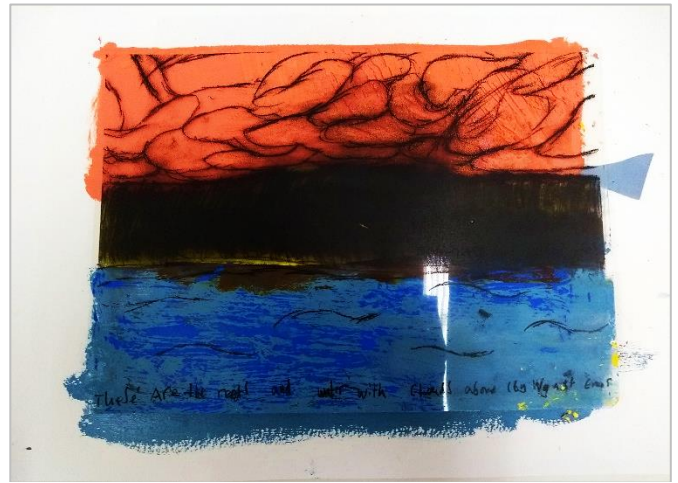


Photo: NUA landscape art (see 9.4)

More information  
on key projects:

Broads Catchment Partnership: [www.broads-authority.gov.uk/looking-after/managing-land-and-water/beyond-the-broads](http://www.broads-authority.gov.uk/looking-after/managing-land-and-water/beyond-the-broads)



CANAPE: [www.northsearegion.eu/canape](http://www.northsearegion.eu/canape)



Water, Mills and Marshes: [www.watermillsandmarshes.org.uk](http://www.watermillsandmarshes.org.uk)




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










Broads Authority Strategic Priorities 2018/19					
	Project	Aims and milestones	Progress	Status	Lead officer
1	<b>Water, Mills and Marshes</b> (HLF Broads Landscape Partnership)	<u>Aim: WMM partnership projects implemented to agreed schedule</u> <ul style="list-style-type: none"> <li>• Monitor and report progress of scheme projects (Sept/Mar)</li> <li>• Submit quarterly claims to HLF (Apr/Jul/Oct/ Jan)</li> <li>• Establish working group to review WMM legacy and produce initial report by end Mar 2019</li> </ul>	<p>Projects progressing on schedule. Heritage Lottery Fund happy with progress and are using Water, Mills &amp; Marshes as an exemplar for education and skills training delivery.</p> <p>Q5 claim submitted in January and payment received from HLF</p> <p>Legacy planning workshop held 4 April. Benefits of partnership and joint working between diverse organisations seen as main outcome of WMM to date. Discussions focused on ways to maintain energy and positive work of Broads Landscape Partnership beyond life of HLF funding. External fundraising consultants presented opportunities and pathways for funding current and future activities.</p> <p><a href="http://www.watermillsandmarshes.org.uk">www.watermillsandmarshes.org.uk</a></p> <p><i>[Project carried forward into Strategic Priorities 2019/20]</i></p>		WMM Project Manager (Will Burchnall)
2	<b>CANAPE</b> (project management and delivery of Hickling Broad vision)	<u>Aim: CANAPE project implemented to agreed schedule</u> <ul style="list-style-type: none"> <li>• Monitor and report progress of project activities (Apr/Oct)</li> <li>• Submit claim to INTERREG Programme (Oct)</li> </ul>	<p>CANAPE Project Steering Group meeting held in Denmark, with a focus on GHG calculation methodology and on ways to ensure ongoing use of project outputs after the project programmes are completed. Partners reported generally good progress in their activities and visited a Danish restoration sites at Lille Vildmose. Reporting to the North Sea Region programme for Period 2 is nearly complete, with claims received from all partners. Payment is expected in June.</p> <p><i>Work Package 3 – Lake and Bog Restoration</i></p> <p>Construction work completed, with all 9 geotextile tubes in place to form outer wall for island restoration in Chara Bay. More than 5000 m<sup>3</sup> of sediment dredged from marked channel.</p>		CANAPE Project Manager (Harry Mach)

			<p><i>Work Package 4 – Paludiculture</i></p> <p>Trials of 'biochar' (charcoal) creation underway. BA staff, volunteers and other organisations trained in use of new Biochar retort. Retort performing well in trials and first supplies of charcoal expected to be on sale via FuelSell wholesaler in Haddiscoe in June.</p> <p>Citizen Science launched in Broads on 12 February with peatland celebration event. Students from East Norfolk Sixth Form have been out conducting peat coring investigations. Public events at How Hill and Discovery Days with Hobart High School are being planned for Summer.</p> <p><a href="http://www.broads-authority.gov.uk/looking-after/projects/canape">www.broads-authority.gov.uk/looking-after/projects/canape</a></p> <p><i>[Project carried forward into Strategic Priorities 2019/20]</i></p>		
3	<p><b>Broadland Futures Initiative</b> (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"> <li>• Confirm planned funding resources from Environment Agency (EA) for next 5 years</li> <li>• Agree engagement plan by June 2018</li> <li>• Establish governance arrangements by Sept 2018</li> <li>• Report on engagement outcomes by Nov 2018</li> <li>• Produce outline of key work areas to 2022 by March 2019</li> </ul>	<p>BFI Project team preparing e-survey and explanatory leaflet to engage stakeholders with Initiative, with launch date planned for early June.</p> <p>Project team assessing timetable for key work areas and developing plans for drop-in events to share original flood risk management policy review, suggested governance arrangements and BFI project framework.</p> <p><i>[Project carried forward into Strategic Priorities 2019/20]</i></p>		<p>Head of Strategy and Projects (Simon Hooton)</p>
4	<p><b>Broadland catchment management</b></p>	<p><u>Aim: Catchment water and land management improved through on-site measures, advice and investment</u></p>	<ul style="list-style-type: none"> <li>• Creyke Combi erosion reduction machinery trialled by farmers on Spring sugar beet in Waveney catchment and being used on c.350 acres by potato growers.</li> </ul>		<p>Broadland Catchment Officer (Neil)</p>

		Implement Broadland Rivers Catchment Plan actions incl. trialling 3 pieces of erosion reduction machinery with 6 farmers on c.300 acres; 6 river enhancement and natural flood management projects; production of website material, mapping and quarterly newsletter	<ul style="list-style-type: none"> <li>• River habitat improvement project completed on River Tud at Badley Moor (additional narrowing) using £5K of funding from Broadland Catchment Partnership reserves.</li> <li>• Wensum Working Group set up to work in partnership to reduce silt input to river.</li> <li>• Water Environment Grant funding won for river and lake habitat improvement projects in Upper Bure (£350K) and Lower Ant catchments, with work commencing in 2019.</li> <li>• <a href="http://www.broadlandcatchmentpartnership.org.uk">www.broadlandcatchmentpartnership.org.uk</a></li> </ul>		Punchard)
5	<b>External funding and capacity building</b>	<u>Aim: BA external funding and capacity building strategic framework in place</u>	Item withdrawn from Strategic Priorities - see para 6/17 in BA minutes 18 May 2018  <i>[Theme carried forward into Strategic Priorities 2019/20: Development of partnership projects]</i>	n/a	
6	<b>Marketing, promotion and media relations</b>	<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.	<ul style="list-style-type: none"> <li>• English National Parks Experience Collection launched, working with local businesses to develop and promote unique, bookable experiences within travel trade in Australia and Germany. Eight 'Broads Experiences' developed, ranging from wherry trips and paddle boarding to landscape photography. Discover England agreed 6-month extension funding package to Sept 2019 and BA working with Norfolk County Council to sustain project for further 3 years. English National Parks awarded 'Outstanding contribution to Tourism' award by Visit Britain in recognition of Experience Collection project.</li> <li>• BA events being planned for Norfolk Festival of Nature, including guided walks and a stand at The Forum in Norwich on 14 May.</li> <li>• Broads events programme published in Broadcaster 2019 (110,000 distribution) and through Visit the Broads online at <a href="http://www.visitthebroads.co.uk/things-to-do">www.visitthebroads.co.uk/things-to-do</a></li> <li>• BA participated in Discover National Parks fortnight over Easter, promoting Broads activities and events using branding</li> </ul>		Head of Comms (Rob Leigh)

			<p>materials including promotional film featuring 7 Broads clips.</p> <ul style="list-style-type: none"> <li>• Visit the Broads launched website to support and promote Broads Restaurant Week in June.</li> <li>• Still Waters photographic exhibition held at The Forum, Norwich to celebrate 30 years of the Broads Authority and 70 years of National Park legislation.</li> <li>• New 'Visit the Broads' A6 pocket guide produced and distributed through Broads Tourism members and BA yacht stations and TICs, and to selected Norfolk postcode areas.</li> <li>• Broads National Park tourist information road signs: Applications submitted to County Councils and parishes being consulted on sign locations. Community Rail Partnership installing new station signs featuring Broads National Park logo at Somerleyton, Haddiscoe, Reedham, Cantley, Brundall, Brundall Gardens, Lingwood and Acle Stations (Wherry Line) and Salhouse (Bittern Line).</li> </ul> <p><i>[Project carried forward into Strategic Priorities 2019/20]</i></p>		
7	<b>Peer Review Action Plan</b>	<u>Aim: Review recommendations developed and implemented</u> Prepare and implement action plan	Action Plan implemented.	★	Chief Executive (John Packman)
8	<b>Acle Bridge site development</b>	Manage processes to allow temporary (seasonal) onsite catering operation 2018	Catering operation not appointed for Summer 2018 season (see below for Summer 2019 arrangements).	○○○○●	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	Kiosk refurbished and café open for Summer season, offering refreshments and basic groceries. Toilet block facility transferred from Gt Yarmouth Borough Council to BA and will be opened and closed daily by café caterers in 2019 season. Canhams consultants have carried out preliminary work on access to site and will report shortly.	●○○○○	

			<i>[Project carried forward into Strategic Priorities 2019/20: Development of partnership projects]</i>		
9	<b>Agri-environment scheme (post-Brexit)</b>	<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	Environmental Land Management Scheme (ELMS): Outline objectives for Broads test & trial project submitted to Defra; BA awaiting Defra proposal on funding model and formal sign-off of proposal. Working group of farmers and conservation bodies, in conjunction with Defra project officer, now scoping detail of work packages to offer to partners and consultants.  <i>[Project carried forward into Strategic Priorities 2019/20]</i>		Director of Strategic Services (Marie-Pierre Tighe)
10	<b>Hobhouse (Glover) Review of National Parks and AONBs</b>	Milestones to be confirmed following review (identified in 25 Year Environment Plan)	BA awaiting publication of Glover report, due to be published in September 2019.	n/a	Chief Executive (John Packman)

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

# Broads Authority Annual Business Plan 2019/20

April 2019



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*Front cover photo: 'Parsley Pump' by Joanna Davidson,  
Broads National Park Photo competition winner 2018*

# 1 Introduction

## Our Business Plan

This is the Broads Authority's Annual Business Plan for 2019/20. The Plan gives an overview of our work priorities for the year ahead, and our 3-year financial strategy for 2019/2020 – 2021/22.

While this is a business plan for the Authority, we work in partnership with a wide range of organisations, interest groups and local communities, all of whom play an important role in implementing our vision and objectives for the Broads.

The diagram on page 9 (Fig. 1) shows the link between the Broads Plan and guiding strategies, which set the aims and objectives for the management of the Broads, and our Directorate Work Plans.

Our organisational structure chart is at [www.broads-authority.gov.uk/about-us/who-we-are/staff](http://www.broads-authority.gov.uk/about-us/who-we-are/staff).

## Our functions

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

- Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
- Promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public; and
- Protecting the interests of navigation.

No priority is set between these purposes. It is up to the Authority in any particular instance to decide on their relative priority, supporting its commitment to integrated management of the Broads.

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

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

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

## Our funding

The Authority's funding is through National Park Grant (NPG) provided by Defra and navigation income funded by toll payers. Our financial strategy for 2019/20 to 2021/22 is in **Section 3**.



## Context for the year ahead

We face a lot of uncertainty as we move into 2019/20, particularly around the outcome of the Brexit process and its implications for the nation, and for the Broads and the local economy.

The Broads Authority, along with the nine National Park Authorities in England, will also be concerned about the outcome of the Comprehensive Spending Review (CSR) in terms of future years of National Park Grant, and at this stage even the timing of the CSR is not known.

The Hobhouse Review of National Parks and AONBs is ongoing and the Review Team, led by Julian Glover, is due to report in Autumn 2019. Some key themes are emerging, including the potential to improve the wildlife in the Parks, engagement with a wider public for health and wellbeing, and the governance of the authorities. However, we wait to see the Review Team's recommendations.

Last year, working closely with the NFU, the Authority made the case for the piloting of future agri-environment schemes in the Broads, and this will remain a major area of interest this year.

It is hoped the UK National Park Communications Unit will be established within the Authority's offices during the year. We want to make sure the team gets off to a good start, redeveloping the UK National Parks website and supporting the communications teams across all the Park Authorities.

Another high priority is the ongoing successful delivery of two major, externally funded schemes – CANAPE (EU-funded Hickling Broad restoration project) and the HLF Water, Mills and Marshes Landscape Partnership Scheme.

At a global scale, climate change is putting stress on the natural environment. For the Broads, the predicted impacts of a changing climate and sea level rise pose considerable challenges to our low-lying freshwater wetland landscape, and we must all have a 'climate-smart' approach to how we manage the special qualities of the Broads for the benefit of people and wildlife.

## Our guiding plans

The **25-year Environment Plan** (2018) aims to improve the environment within a generation by setting goals for clean air and water, wildlife, environmental hazards, sustainable resource use, engagement with the natural environment, climate change adaptation, minimising waste and managing exposure to chemicals. [www.gov.uk/government/publications/25-year-environment-plan](https://www.gov.uk/government/publications/25-year-environment-plan)

The **8-Point Plan for England's National Parks** (2016) sets out how Government intends to protect, promote and enhance National Parks in England until 2020. The eight areas of activity include connecting young people with nature, delivering new apprenticeships, and health and wellbeing. [www.gov.uk/government/publications/national-parks-8-point-plan-for-england-2016-to-2020](https://www.gov.uk/government/publications/national-parks-8-point-plan-for-england-2016-to-2020)

At a local level, our key partnership strategy is the **Broads Plan** (2017-22). It sets out a long-term vision and shorter-term objectives and guides more detailed plans, programmes and policies for us and for partners working in the Broads. [www.broads-authority.gov.uk/broads-authority/how-we-work/strategy](https://www.broads-authority.gov.uk/broads-authority/how-we-work/strategy)

Sitting under the Broads Plan are a number of **guiding strategies**. These are listed in Appendix 1.

## 2 Review of last year

### Our financial position

We are finalising the outturn figures. Early indications show that we are approximately where we forecast ourselves to be, as a result of increased income and prudent management of our expenditure. Both reserves remain ahead of minimum operating levels. While the current overall financial position is sustainable, the fact that national park income has not risen in line with salary costs presents the Authority with a challenge for future years. For the coming year, a slight deficit is anticipated which will be funded by the reserves.

The year-end report to the Authority is available on the committee agenda pages here:

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

### Our work plans

A summary of progress against last year's Directorate Work Plans is in **Section 4**. We also report progress against all Broads Plan objectives in a 6-monthly newsletter, which we publish on our website at [www.broads-authority.gov.uk/broads-authority/how-we-work/strategy](http://www.broads-authority.gov.uk/broads-authority/how-we-work/strategy).

### Our strategic priorities

We set a small number of strategic priorities each year. These focus on Authority-led projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. The priorities help us target resources and make the most of partnership working and external funding opportunities. A summary of last year's progress is in Table 1.

Table 1: Review of BA Strategic Priorities 2018/19

Project	Progress
<b>Water, Mills and Marshes</b> (HLF Landscape Partnership Scheme) Aim: Partnership projects implemented to agreed schedule	All quarterly returns submitted on time and paid by HLF. All projects with 2018 start date progressing well. Volunteer and in-kind contributions significantly higher than forecast. WMM Project Managers now discussing expansion of LPS scheme legacy plans and future options for projects and funding. <a href="http://www.watermillsandmarshes.org.uk">www.watermillsandmarshes.org.uk</a>
<b>CANAPE</b> project Aim: Project implemented to agreed schedule	Work package 3 – Lake and Bog Restoration: Geotextile tubes installed and filled to form a perimeter wall, ready for sediment infill and reed planting as part of island restoration works in Chara Bay. Work package 4 – Paludiculture (wet agriculture): Trials underway to turn biomass into charcoal and other marketable products. Citizen Science and Celebrating Peatlands events launched. <a href="http://www.broads-authority.gov.uk/looking-after/projects/canape">www.broads-authority.gov.uk/looking-after/projects/canape</a>

<b>External funding</b> Aim: BA external funding strategic framework in place	Project postponed; strategy to be prepared in 2019/20.
<b>Broadland Futures Initiative</b> Aim: Profile raised on urgency to develop integrated approach to flood risk management for Broadland and coast	EA procured £1.3m to deliver BFI communication and public engagement project aimed at promoting and informing integrated flood risk strategy. Schedule delayed awaiting EA funding approval and roll out now planned from mid-2019.
<b>Broadland catchment management</b> Aim: Catchment-scale water and land management improved through onsite measures, advice and investment	Erosion reduction machinery trials taken up by catchment farmers, 10 farmers advised about onsite measures and 4 river enhancement and natural flood management projects carried out. Water Environment Grant funding won for river and lake habitat improvement projects in Upper Bure (£350K) and Lower Ant catchments, with work to commence in 2019. <a href="http://www.broads-authority.gov.uk/looking-after/managing-land-and-water/beyond-the-broads">www.broads-authority.gov.uk/looking-after/managing-land-and-water/beyond-the-broads</a>
<b>Marketing, promotion and media relations</b> Aim: Increased public awareness of Broads National Park brand	Branding guidelines and action plan implemented, incl. promotion through National Parks Partnerships, Broads Tourism, Discover England Fund and National Park Experiences. BA annual events programme delivered, incl. Broads Outdoor Festival and 30 <sup>th</sup> Anniversary Photo Exhibition; News and events publicized through print and social media including Facebook and Twitter.
<b>Peer Review</b> Aim: Peer Review Team recommendations developed and action plan implemented	Review Team recommendations developed and Action Plan implemented, incl. changes to committee timetable and informal Member training, appointment of Chairs and Vice Chairs, and stakeholder engagement incl. Broads Engage. <a href="http://www.broads-authority.gov.uk/about-us/how-we-work/">www.broads-authority.gov.uk/about-us/how-we-work/</a>
<b>Acle Bridge site development</b> Aims: Architectural design competition run; Onsite temporary catering operation allowed 2018	Architectural design competition for landmark visitor building attracted 95 entries, with winning design by Feilden+Mawson. Mooring facilities refurbished. Catering operation not appointed in 2018 but agreement reached for 2019 season. Future site options to be considered under Strategic Priority 2019/20: Development of partnership projects.
<b>Agri-environment schemes post-Brexit</b> Aim: Proposals identified on agreed future of agri-environment schemes post-Brexit	Broads confirmed as location for test and trial elements of new Environmental Land Management Scheme (ELMS). Working group of farmers and conservation bodies developed proposals to Defra on scope of test and trial projects.
<b>Hobhouse Review of National Parks and AONBs (Glover Review)</b>	Review Team visited the Broads on 1-2 November 2018. BA submitted its response in December 2018 and also contributed to National Parks England response. Review Team final findings and recommendations awaited.

### 3 Financial Strategy 2019/20 – 2021/22

2019/20 sees the last year of the four-year grant settlement from DEFRA for National Park purposes. There is uncertainty about future years, in particular regarding amounts and the period covered by the new grant settlement. However, in 2018/19 we saw increases to income from Navigation Tolls and Planning Fees, as a result of increasing boat numbers and the national increase applied to planning fees.

Our guiding principles in setting our Finance Strategy to 2021/22 are:

- To maintain vessels and equipment;
- To maintain 50,000m<sup>3</sup> dredging;
- To upgrade Acle Bridge mooring with the installation of electric charging points; and
- To continue the National Park branding.

Staff pay increases from 2020/21 remain unknown, due to the National Joint Council (NJC) negotiating future year pay awards on behalf of Local Government employers. The 2% negotiated for 2018 and 2019 has been used for calculating those future years, but may be subject to change.

While National Park income and expenditure is operating at a deficit over the next three years, reserves continue to be above the minimum. Areas of additional expenditure require prudent planning to ensure they continue to be affordable and are not overly reliant on National Park Grant.

The financial position for navigation income is slightly more certain than National Park Grant. The Financial Strategy takes account of current boat numbers, although we recognise these numbers are not guaranteed; a 1% reduction in boat numbers could result in a £34,000 reduction in income, which would require careful management to balance expenditure. The small deficit for 2019/20 still enables the reserve to be above the 10% minimum.

Our Financial Strategy for 2019/20 – 2021/22 is on our website at [www.broads-authority.gov.uk/about-us/spending/budgets-and-financial-planning](http://www.broads-authority.gov.uk/about-us/spending/budgets-and-financial-planning). Expenditure summaries for 2019/20 are shown in Table 2 below and in our Directorate Work Plans in **Section 4**.

Table 2: Expenditure summary 2019/20

	Expenditure 2019/20		
	National Park	Navigation	Consolidated
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
<b>(Surplus)/Deficit</b>	<b>27,551</b>	<b>16,830</b>	<b>44,381</b>

## 4 Directorate work plans 2019/20

This section outlines the annual work plans for our three Directorates:

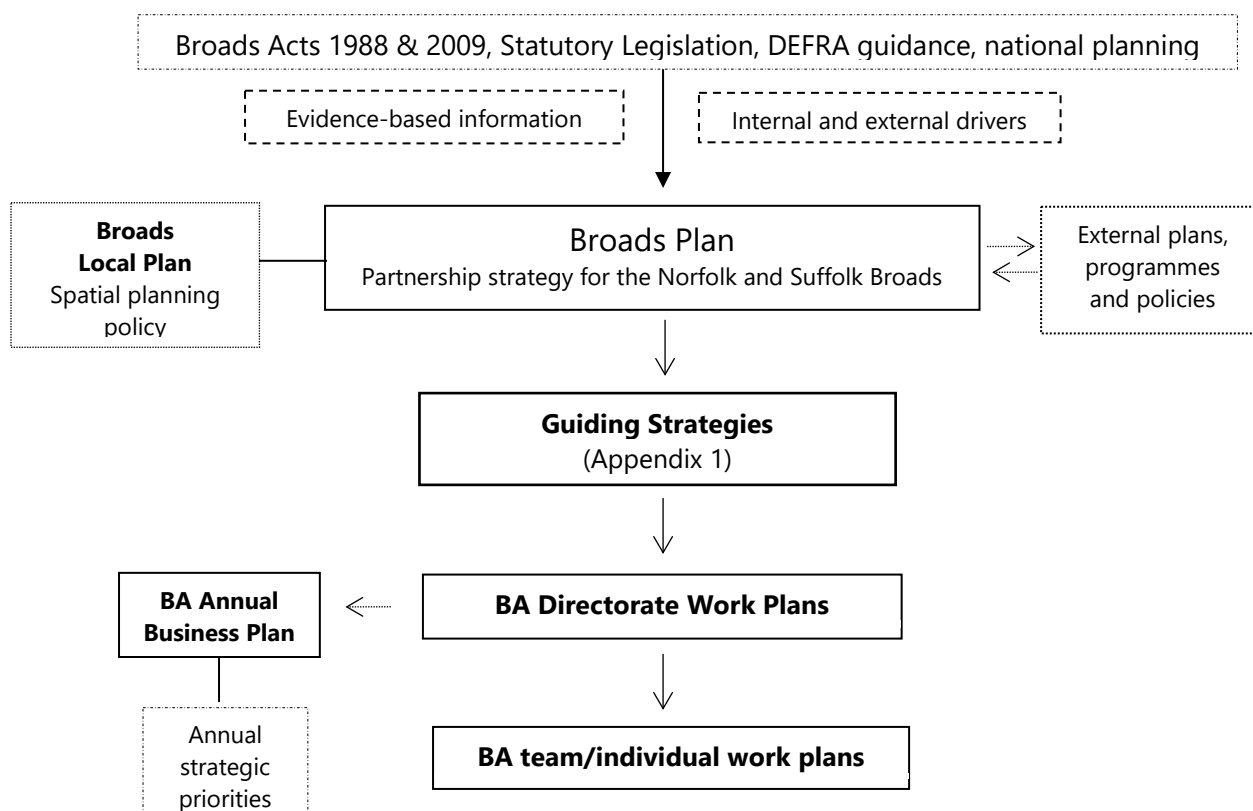
- [Chief Executive's Group](#) (pp 9-10)
- [Operations](#) (pp 11-14)
- [Strategic Services](#) (pp15-18)

The work plans show the progress of last year's actions, using this 'traffic light' system:

Key	Progress
<span style="background-color: yellow;"> </span>	Completed (fixed term project)
<span style="background-color: green;"> </span>	On track / ongoing routine
<span style="background-color: orange;"> </span>	Some progress but challenges in delivery
<span style="background-color: red;"> </span>	Not achieved / withdrawn

The diagram below shows the link between the Broads Plan, which sets the high-level strategic direction for the Broads, and our work plans. Our organisational structure chart is on our website at [www.broads-authority.gov.uk/about-us/who-we-are/staff](http://www.broads-authority.gov.uk/about-us/who-we-are/staff).

Fig. 1: 'Golden thread' strategic framework



## Chief Executive's Group







### Our teams





The Chief Executive's Group is the smallest of the three Directorates. It includes the Chief Executive Officer, Monitoring Officer, Legal Services, Financial Services including Asset Management, and Governance Services including committee administration.

### Strategic priorities

Projects	Aims
Development of partnership projects	Work in collaboration with key partners to develop projects that would support the delivery of Broads Plan objectives and attract external funding

### Work Plan (summary)

Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan	
CE 1	Business planning and governance	Review and update Annual Business Plan and BA strategic priorities	(CE3) Provide support to Authority Members, incl. administration of statutory and advisory committees, Member training and Scheme of Members' Allowances	
		Update Code of Corporate Governance and Annual Governance Statement; Review and coordinate Strategic Risk Register and Risk Management Strategy		
		Provide admin support to BA Members, incl. servicing of statutory and advisory committees, Member training and Scheme of Members' Allowances		
CE 2	Monitoring Officer, Legal Services	Review all constitutional documents; Review performance of provision of legal services to determine tender for legal services beyond March 2020.	(CE5) Provide internal Solicitor and Monitoring Officer service and procure external legal services	
CE 3	Hobhouse Review of National Parks and AONBs	Respond to proposals arising from Glover report (due to be published in Sept 2019)	(CE2) Respond to potential activity arising from Hobhouse Review	
CE 4	Financial services	Provide financial planning and administration service, incl.: 3-year Financial Strategy, end of year accounts, monthly financial monitoring reports, internal & external audits, Govt returns for MHCLG/ CIPFA/ HMRC, insurance policy & renewal, Treasury Management	(CE4) Provide financial planning and administration service	
CE 5	External fundraising and capacity building [9.3]	Develop external fundraising strategy; Continue to support National Park Partnerships and new national charity including appointing appropriate representative onto charity board	(CE6) Produce external funding and capacity building strategic framework Direct BA participation in NPP activity	 

Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan	
CE 6	Development at key sites, asset management [8.2]	<b>[Strategic Priority]</b> Work with key partners to develop projects on key sites (including Acle Bridge, Hoveton Riverside Park, How Hill, Whitlingham Country Park)	[N/A]	
		Review performance of onsite catering operation established at Acle Bridge at Easter 2019.	(OD8) Manage process to allow temp onsite catering (OD8) Run architectural design competition for site	 
		Review arrangements for Whitlingham Charitable Trust and extent to which they are in line with BA purposes and objectives.	[N/A]	
		Monitor BA owned assets including negotiations of leases/additions/disposals, and maintain assets database	(CE7) Monitor BA owned assets incl. negotiations of leases/additions/disposals; maintain assets database	
CE 7	Peer Review Action Plan	Review implementation of Action Plan	(CE1) Implement Peer Review Action Plan	

## Expenditure

Expenditure - Chief Executive's Group 2019/20			
Item by section	National Park Grant	Navigation	Consolidated
CE Management	71,809	47,021	118,830
Finance & Insurance	198,132	175,602	373,734
Asset Management	42,410	71,535	113,945
Legal	63,708	52,722	116,430
Governance	51,443	25,337	76,780
Members	31,490	15,510	47,000
Head Office	177,954	72,686	250,640
<b>Total</b>	<b>636,946</b>	<b>460,413</b>	<b>1,097,359</b>

## Operations Directorate

### Our teams



The Operations Directorate includes Construction, Maintenance and Environment (CME), Ranger Services, Safety Management and Volunteer Services.

Activity for the CME team in 2019/20 is apportioned at 70% Navigation/30% National Park (20% conservation and 10% recreation). We report on our regular monitoring of CME and safety management to the Navigation Committee. Ranger team apportionment remains at 60% Navigation/40% National Park. This reflects Ranger services support in running events and educational activities and in managing countryside sites that are part of the Broads' tourism infrastructure, including delivery of the Whitlingham Country Park Service Level Agreement with Whitlingham Charitable Trust. Ranger team work plans and priorities are agreed at area level according to local priorities.










### Strategic priorities












Projects	Aims
Water, Mills & Marshes (HLF Landscape Partnership Scheme)	Implement programme of work with WMM project partners



### Work plan (summary)

Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan	
OD 1	Lake restoration [2.1]	<b>[BA strategic priority]</b> Implement CANAPE programme to agreed schedule	(SD4) Implement CANAPE programme to agreed schedule	
OD 2	Priority habitat site management [2.3, 5.5]	Implement rotational habitat management programme on existing management agreement sites and BA owned land	(OD2) Implement rotational habitat management programme on existing management agreement sites and BA owned land; Work with NE to assess opportunities for new site management agreements where priority habitat can be enhanced; Work with local reed and sedge cutters on solutions for ongoing commercial management on BA managed sites; Identify and implement ecological enhancements within operational work sites that include fen, reed bed and wet grassland habitat	
		Work with NE to review management agreements at sites coming to end of HLS schemes and opportunities for new site agreements where priority habitat can be enhanced		
		Work with local reed and sedge cutters on solutions for ongoing commercial management on BA managed sites		
		Implement ecological enhancements within operational work sites (including dredging setback sites) with fen, reed bed and wet grassland habitat, e.g. Hickling & Peto's Marsh		
		Revise site plans for How Hill NNR and Buttle Marsh		



Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan	
OD 3	Invasive non-native species management [2.4]	Implement programme of BA action to control invasive non-native species in identified priority areas and encourage management activity at catchment level	(OD3) Implement programme of BA action to control invasive non-native species in identified priority areas	
OD 4	Dredging and sediment disposal [3.1, 3.2]	Carry out dredging works to achieve Waterways Specification in priority areas (including CANAPE project) in line with 5-year dredging programme	(OD4) Carry out dredging works to achieve Waterways Specification in priority areas (incl. CANAPE) in line with 5-year dredging programme	
OD 5	Navigation water space maintenance, expansion and extension [4.1]	Work with Network Rail on strategic planning for swing bridges at Reedham and Somerleyton	(OD5) Work with NR on options for upgrading London to Norwich line and long-term strategy for Reedham and Somerleyton bridges	
OD 6	Aquatic plant cutting and tree and scrub management [4.2]	Carry out annual tree and scrub management regimes and annual regime for aquatic plant cutting in navigation channels to agreed criteria, prioritizing removal of tree/scrub encroachment over and into the water causing navigation safety issues.	(OD6) Review effectiveness of Tree and Bankside Management Plan and update plan; carry out annual tree and scrub management regimes and annual regime for aquatic plant cutting in navigation channels to agreed criteria	
OD 7	Safety and security for the navigation and boats [4.3]	Continue roll out of electronic condition monitoring to inform priority maintenance programme	(OD7) Extend roll out of electronic condition monitoring system across Broads to include furniture and tree surveys, and target priority maintenance	
		Carry out regular checks on facilities including moorings and countryside sites provided by BA, and manage to agreed standards	(OD7) Carry out regular checks on facilities including moorings and countryside sites provided by BA and manage to agreed standards	
		Lobby MCA, BM and AINA to issue updated Hire Boat Code; develop licensing conditions for implementation in April 2020	(OD7) Implement updated Hire Boat Code local licensing conditions	
		Present findings and recommendations from marine and land hazard review to Navigation Committee	(OD7) Carry out full marine and land hazard review to inform BA PMSC Management System	
		Administer Hire Boat Licensing Scheme and compliance with Boat Safety Scheme	(OD7) Administer Hire Boat Licensing Scheme and compliance with BSS	

Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan	
OD 8	Whitlingham Country Park management [8.2]	Provide site maintenance, water and vegetation management and recreation enhancements	(OD9) Work with Arminghall Estates and WCT to develop opportunities at Whitlingham Country Park	
OD 9	Mutford Lock management and operation [4.1]	Continue work on future of Tripartite Agreement between BA, Suffolk County Council and Sentinel Leisure for Mutford Lock; Review feasibility report for lock wall restoration and budget requirement for work programme	(OD10) Work on future of Tripartite Agreement following BA decision to sign HRO for Mutford Lock Carry out maintenance and cost lock wall restoration work programme	 
OD 10	Water, Mills and Marshes scheme [multiple objectives]	<b>[BA strategic priority]</b> Implement partnership projects to agreed schedule; monitor and report progress to HLF and submit quarterly claims; Review and update legacy plan for all projects by end Dec 2019	(OD11) Implement and monitor partnership projects to agreed schedule, submit quarterly claims to HLF; review WMM legacy and produce initial report by end Mar 2019	
OD 11	Managing physical access points and routes, linked to visitor facilities [6.1]	Complete programme of moorings maintenance; Manage risk incl. health & safety policies, management practices and monitoring checks; Ensure practical works are to Standard Environmental Operating Procedures with regular review of best practice and environmental data	(OD12) Complete programme of moorings maintenance; Manage risk and ensure practical works completed are to SEOP with review of best practice and environmental data	
OD 12	Network provision of riverside facilities [6.2]	Complete annual maintenance and expansion programme	(OD13) Expand electric charging point network with new site at Neatishead	
OD 13	Volunteer Service [10.2]	Run Volunteer Service and implement Volunteer Strategy Action Plan	(OD14) Run Volunteer Service and implement VSAP	
		Roll out modular volunteer training programme and investigate proposal for Volunteer Leader recruitment and training programme	(OD14) Complete roll out of modular volunteer training programme (OD14) Develop Volunteer Leader recruitment and training program	 
		Take part in Norfolk Maker's Festival at Norwich Forum; run community workshops at Whitlingham Country Park	(OD14) Continue skills workshops and engagement with local communities	
		Promote volunteer opportunities through social media and PR, and hold Volunteer Celebration Day in Sept 2019	(OD14) Review Comms Team/Volunteer Service work to increase awareness of volunteering (OD14) Hold Volunteer Celebration Day Sept 2018	

Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan	
OD 14	Ranger Services	Complete two adjacent waters surveys and increased tolls check events to monitor toll compliance (May/Sept); Carry out navigation patrolling for user safety and guidance and hold campaigns/ events for Water Safety 'Wear It' campaign, CO and Super Safety days; Collect data for GIS asset monitoring and management; Develop social media use by Ranger Service and Broads Control to provide safety and other information	(OD15) Complete two adjacent waters surveys and increase tolls check events to monitor toll compliance; Carry out navigation patrolling incl. safety events; Collect data for GIS asset management; Develop social media use by Ranger Service and Broads Control to provide safety and other information	
OD 15	Operations administration	Provide administrative support to Directorate officers and committees/working groups	(OD16) Provide administrative support to Directorate officers and committees/working groups	

## Expenditure

Expenditure - Operations 2019/20			
Item by section	National Park Grant	Navigation	Consolidated
CME	629,888	1,601,162	2,231,050
Rangers	275,016	504,724	779,740
Safety	40,137	71,863	112,000
Volunteers	46,404	30,936	77,340
Management/ admin/ operational property	166,394	141,846	308,240
<b>Total</b>	<b>1,157,839</b>	<b>2,350,531</b>	<b>3,508,370</b>

## Strategic Services Directorate






### Our teams








The Strategic Services Directorate includes Planning, Strategy and Projects, Human Resources, Communications, ICT and Tolls.










### Strategic priorities










Projects	Aims
Agri-environment pilot	Work with partners to design and deliver environmentally and economically sustainable wetland and lowland grazing options within the proposed post-Brexit Environment Land Management Scheme
Broadland Futures Initiative	Implement joint programme of work with Environment Agency and other partners
CANAPE project	Implement programme of work with European partners
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 the UK Communications Team

### Work plan (summary)

Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan
SD 1	Strategy and project planning	<b>[BA strategic priority]</b> Work with partners to influence environmental land management schemes post-Brexit	(SD1) Identify proposals on agreed future of agri-environment schemes post Brexit [BA strategic priority] 
		Run Broads Engage biodiversity event (April); prepare Broads Biodiversity & Water Strategy Action Plan 2019-24 and adopt by July 2019	(SD1) Review and update Broads Biodiversity & Water Strategy 
		Identify and fund BA projects through Project Development Group process	(SD1) Identify and fund projects through PDG process 
SD 2	Broadland Rivers Catchment Plan [1.1, 1.2, 1.4, 2.2]	Implement small-scale local interventions and river enhancement projects across catchment WEG and Biffa awards – see SD5	(SD2) Implement Catchment Plan [BA strategic priority]; (SD2) Develop approach for revision of abstraction licenses and advise EA on relevant applications 
SD 3	Climate change planning incl. flood risk management [1.3, 10.1, 10.2]	<b>[BA strategic priority]</b> Work with EA to implement programme of work through Broadland Futures Initiative, incl. stakeholder engagement	(SD3) Implement Broadland Futures Initiative work including roll out of stakeholder events [BA strategic priority] 

Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan	
SD 4	Lake restoration, maintenance and enhancement [2.1]	<b>[BA strategic priority]</b> CANAPE project – see action OD1 Implement PC lake modelling and wetland project work as elements in use of Water Environment Grant and Biffa award to partners	(SD4) Implement CANAPE project to agreed schedule [BA strategic priority]	
SD 5	Priority species and invasive non-native species mgt [2.4]	Implement species management actions in Biodiversity & Water Strategy 2019-24	(SD6) Develop species management initiatives for Barn Owl project, bats, fen raft spider	
SD 6	Landscape-scale habitat initiatives [2.5]	<b>[BA strategic priority]</b> CANAPE project Work Package 4 – Implement work to agreed schedule incl. business engagement on paludiculture (wet agriculture) and citizen science	(SD7) Carry out fen management works as part of CANAPE project	
SD 7	Research and monitoring for biodiversity [2.6]	Carry out annual fen monitoring and water plant monitoring programmes	(SD8) Carry out annual fen monitoring and water plant monitoring programmes	
SD 8	Landscape character and historic asset management [5.1, 5.2]	Adopt Conservation Area Appraisals for Ludham and Horning Implement next phase of Water, Mills & Marshes 'Land of the Windmills' programme with min. 2 mills conserved	(SD9) Adopt Conservation Area Appraisal for Somerton and revise appraisals for Ludham and Horning	
SD 9	Undergrounding wires programme [5.6]	Work through steering groups to influence and gain agreement and funding on improvement projects; Support feasibility and planning for schemes at Hoveton and East Ruston	(SD10) Work through steering groups to influence and gain agreement and funding on improvement projects	
SD 10	Integrated physical access network [6.1, 6.2]	Adopt and implement Broads Integrated Access Strategy 2019-22 (Moorings maintenance – see OD11) River Wensum Strategy: Develop feasibility study and project design for riverside improvements near Blackfriars Bridge; implement new mooring linked to Carrow Road/NR1	(SD11) Review and update Broads Integrated Access Strategy (incl. moorings strategy) and implement action plan Contribute to adoption and implementation of River Wensum Strategy (RWS)	

Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan	
SD 11	Communications [7.1, 7.2, 7.3]	<b>[BA strategic priority]</b> Implement/promote Broads National Park branding guidelines and action plan, including: NPUK Partnership, Broads Tourism/ Visit the Broads, Discover England Fund, English National Park Experience Collection project and legacy, support to BA-led projects incl. Water, Mills & Marshes and CANAPE BA events programme and attendance at externally run events, e.g. Norfolk Show, Gt Yarmouth Maritime Festival Local signage, media engagement, PR and events promotion through print, websites and social media	(SD12) Implement Broads National Park branding guidelines/action plan [BA strategic priority]	
		Run BA information centres and yacht stations	(SD12) Run TICs and yacht stations	
SD 12	Education [9.4, 9.5]	Implement Education Strategy annual action plan, incl. Broads Curriculum with online resource pages; work placement opportunities with local schools; John Muir Award scheme activities; Water, Mills & Marshes educational activities	(SD14) Implement Education Strategy annual action plan	
SD 13	Development management [8.1]	Adopt and implement Broads Local Plan	(SD15) Submit draft Broads Local Plan for examination	
		Provide planning service, including determining applications to national targets, providing free pre-app advice, investigating alleged breaches of Planning & Listed Building Consent incl. condition and s106 monitoring, and resolving breaches of control; conduct annual Customer Satisfaction Survey	(SD15) Provide planning service; conduct annual Customer Satisfaction Survey  (SD15) Complete internal procedures manual	 
SD 14	Land Registry	Assess how legislation changes would impact BA (Planning Team involved in data identification & processes, ICT support for data migration)	[N/A]	
SD 15	Human Resources	Provide routine HR support services to BA staff, incl. payroll and pension mgt	(SD16) Provide routine HR support services to BA staff	
		Continue review of all HR policies, associated practices & documentation	(SD16) Continue review of all HR policies/practices/docs	
		Consider proposals to replace Investor in People assessment	(SD16) Carry out Investor in People assessment	

Ref	Work area [Broads Plan refs]	Planned priority actions 2019/20	Progress on actions in 2018/19 Business Plan	
		Support flexible working opportunities through HR policy and recruitment	(SD16) Prepare Workforce Development Plan	
		Implement Equality Working Group actions	(SD16) Implement Equality Working Group actions	
		Provide support for recruitment needs incl. annual intake of apprentices	(SD16) Provide support for all recruitment needs incl. annual intake of apprentices	
SD 16	ICT	Provide routine ICT support services to BA staff	(SD17) Provide routine ICT support services to BA staff	
		Continue Site Check; deliver Document Management System (DMS) project priorities & roll out for committee reports, HR, tolls; reorganize file locations for all sections; assess SOTI software	(SD17) Continue Site Check and DMS project roll out	
			(SD17) Corporate priorities: Tolls online additional functionality; replacement HR system software upgrade; disaster recovery infrastructure	
		Provide support to carry out GDPR action plan	(SD17) Provide support to carry out GDPR action plan	
SD 17	Tolls	Collect and process toll income and prepare potential prosecutions	(SD18) Collect and process toll income and prepare potential prosecutions	
SD 18	Strategic Services administration	Provide administrative support to Directorate officers and committees/ working groups	(SD19) Provide admin support to Directorate officers & committees/ working groups	

## Expenditure

Strategic Services 2019/20			
Item by section	National Park Grant	Navigation	Consolidated
Planning	276,850	0	276,850
Comms incl. TICs and Yacht Stations	402,279	166,226	568,505
Strategy and Projects	477,041	74,999	552,040
HR & Staff Training	79,485	55,235	134,720
ICT	216,417	106,593	323,010
Tolls	0	135,860	135,860
Management/ admin	152,052	68,493	220,545
<b>Total</b>	<b>1,604,124</b>	<b>607,406</b>	<b>2,211,530</b>



## Appendix 1: Guiding strategies

The Broads Plan is the key partnership strategy that sets the long-term vision and objectives for the Broads. Under this high-level plan sit more detailed guiding strategies, which generally focus on a single theme and cover a short-term period. Table 3 shows the status of those strategies for the Broads where the Broads Authority is a lead or key delivery partner.

Read our strategies here: [www.broads-authority.gov.uk/about-us/how-we-work/strategy](http://www.broads-authority.gov.uk/about-us/how-we-work/strategy)

Table 3: Guiding strategies

Strategy	Scope	Lead	BA contact	Current status
<b>Broads Plan</b>	Key partnership strategy for the Broads	Broads Authority	Director of Strategic Services	Adopted April 2017; plan period 5-7 years. Review date: By 2022
Broads Local Plan	Spatial planning policy used in determining planning applications within the Broads Executive Area	Broads Authority	Planning Policy Officer	Under review, due for adoption 2019 with plan period to 2036. Current policies remain in place until new plan adopted.
Broads Biodiversity and Water Strategy	Implementing Biodiversity 2020 Strategy in the Broads	Broads Biodiversity Group	Senior Ecologist	Under review. New plan 2019-24 due for adoption mid-2019
Broadland Rivers Catchment Plan	Managing water quality and quantity in the catchment	Broadland Catchment Partnership	Catchment Partnership Officer	Adopted 2014 and action plan under ongoing review
Broads Climate Adaptation Plan	'Climate-smart' planning and adaptation, incl. flood risk management	Broads Climate Partnership	Head of Strategy & Projects	Adopted 2016. Linked plans in preparation
Education Strategy for the Broads	Formal environmental education and wider outreach in the Broads	Broads Environmental Education Network	Education Officer	Adopted 2017 and 5-year action plan in place. Review date 2022
Integrated Access Strategy for the Broads	Improving access facilities and links to and between land and water in the Broads, and wider access	Broads Local Access Forum	Waterways & Recreation Officers	Under review. Action Plan 2019-22 due for adoption mid-2019.
Tourism Strategy and Destination Management Plan	Promoting and managing tourism within the Broads and wider 'area of tourism influence'	Broads Tourism	Head of Communications	Adopted 2016 and 5-year action plan in place. Review date: 2020
Volunteer Strategy for the Broads	Promotion, recruitment, training and admin of BA Volunteer Service	Broads Authority	Volunteer Coordinator	Adopted 2017 and 5-year action plan underway. Review date: 2022
BA Financial Strategy	Managing the use of the BA's financial resources	Broads Authority	Chief Financial Officer	3-year rolling strategy adopted annually in February

[End of document]



**Financial Performance and Direction**  
Report by Chief Financial Officer

**Summary:** This report provides a strategic overview of current key financial issues and items for decision.

**Recommendation:**

**Section 2-7**

- (i) That the income and expenditure figures and the draft year end position and timetable be noted.

**Section 8**

- (ii) That the recommended carry forward requests in 8.2 be approved and added to the 2019/20 budget as additional expenditure.

**1. Introduction**

- 1.1 This report covers two items, the Consolidated Income and Expenditure from 1 April 2018 – 31 March 2019 and the recommended carry forward requests.

**2. Overview of Actual Income and Expenditure**

Table 1 – Actual Consolidated I&E by Directorate to 31 March 2019

	<b>Profiled Latest Available Budget</b>	<b>Actual Income and Expenditure</b>	<b>Actual Variance</b>
Income	(6,702,148)	(6,752,696)	+ 50,548
Operations	3,525,640	3,483,886	+ 41,754
Strategic Services	2,209,178	2,095,527	+ 113,651
Chief Executive	1,076,443	1,066,872	+ 9,571
Projects, Corporate Items and Contributions from Earmarked Reserves	(35,125)	21,651	- 56,776
<b>Net (Surplus) / Deficit</b>	<b>73,988</b>	<b>(84,760)</b>	<b>+ 158,748</b>

- 2.1 Navigation toll income and interest is above the profiled budget at the end of month twelve. The overall position as at 31 March 2019 is a favourable variance of £158,748 or 214.56% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £50,548 within income:

- Hire Craft Tolls is £10,558 above budget.
- Private Craft Tolls is £12,206 above budget.
- Short Visit Tolls is £1,575 above budget.
- Other Toll Income is £4,156 above budget.
- Interest Income is £22,053 above budget
- A favourable variance within Operations budgets relating to:
  - Construction and Maintenance Salaries is under budget by £22,096 due to a vacancy at the beginning of this year.
  - Water Management is under budget by £14,246 due to anticipated contractor work in March not being completed.
  - Land Management is over budget by £15,991 due the Rural Payment Agency reducing our Basic Payment Scheme entitlement.
  - Ranger Services is under budget by £12,540 due to additional income received.
- A favourable variance within Strategic Services budgets relating to:
  - Development Management is under budget by £121,412 due to additional income from the increased fees and salary savings. There is also additional income from MHCLG for the Custom Build and Brownfield register which has been transferred to the Planning Delivery Grant Reserve for future use. The Local Plan Inspectors invoice also remained outstanding. This has already been transferred to the 2019/20 following its delay.
  - Strategy and Projects is over budget by £26,311 due to a salary being funded from the Catchment reserve.
  - Human Resources is under budget by £22,786 due to a reimbursement of staff training following an individual leaving the Authority and salary savings following a vacancy which has now been filled. A carry forward request has been made (see table 5 for further details).
  - ICT is over budget by £26,102 due to Microsoft licences being funded from the Computer Software reserve.
- A favourable variance within Chief Executive budgets relating to:
  - Legal Services is under budget by £16,360 due to salary savings.

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

### 3. Latest Available Budget

3.1 The Authority's income and expenditure is being monitored against the latest available budget (LAB) in 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. Details of the 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 (BA)	72,430
Approved budget carry-forwards	Item 12 18/05/18 (BA)	1,558

<b>LAB at 31 March 2019 – deficit</b>		<b>73,988</b>
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#### 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 the budget lines for which they are responsible. A summary of these adjustments are given in the table below.

Table 3 – Adjustments to Forecast Outturn

<b>Item</b>	<b>£</b>
<b>Forecast outturn deficit per LAB</b>	<b>73,988</b>
Previously reported adjustments 22/03/19	(107,211)
Increase to Private Craft Toll Income	(4,447)
Increase to Short Visit Toll Income	(1,163)
Increase to Other Toll Income	(3,778)
Decrease to Water Management Expenditure	(15,000)
Decrease to Practical Maintenance Expenditure	(5,000)
Increase to Yacht Station Income	(8,000)
<b>Forecast outturn surplus as at 31 March 2019</b>	<b>(70,611)</b>

- 4.2 This represents a favourable variance of £14,149 between the forecast outturn and the actual. This is a result of additional income being received at the end of the financial year.

#### 5 Reserves

- 5.1 The table below takes account of the year end adjustments of interest.

Table 4 – Consolidated Earmarked Reserves

	<b>Balance at 1 April 2018</b>	<b>In-year movements</b>	<b>Current reserve balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Property	(479,194)	(90,766)	(569,960)
Plant, Vessels and Equipment	(202,154)	(73,137)	(275,291)
Premises	(148,424)	(46,974)	(195,398)
Planning Delivery Grant	(227,177)	(42,216)	(269,393)
Upper Thurne Enhancement	(100,175)	(20,278)	(120,453)
Section 106	(102,249)	(1,181)	(103,430)
Heritage Lottery Fund	(113,519)	23,780	(89,739)
Catchment Partnership	(99,481)	10,460	(89,021)

CANAPE	(72,259)	(7,050)	(79,309)
Computer Software	(40,307)	28,826	(11,481)
<b>Total</b>	<b>(1,584,939)</b>	<b>(218,536)</b>	<b>(1,803,475)</b>

5.2 £733,033 of the current reserve balance relates to navigation reserves.

## 6 Summary

6.1 The figures above will be the basis of the draft Statement of Accounts and include the year end adjustments. The surplus on the national park side is £12,156 and £72,604 on navigation, resulting in a consolidated surplus of £84,760. After the year end adjustment for interest to the earmarked reserves the general fund reserve is £1,064,171 and the navigation reserve is £425,985. This means that the navigation reserve sits above the recommended 10% at 12.7% of net expenditure at the end of 2018/19.

## 7 Statement of Accounts

7.1 The timetable for the preparation of the Authority's Statement of Accounts is dictated by the requirements of The Accounts and Audit (England) Regulations 2015. This years timetable is as follows:

- Chief Financial Officer to sign off the completed accounts by the 31 May 2019
- External Audit (Ernst and Young) to commence the onsite audit work on 15 July 2019
- Audit and Risk Committee to scrutinise the accounts on 23 July 2019, and to recommend them for approval to the Full Authority, subject to any suggested amendments
- Broads Authority to consider and formally adopt the audited accounts at its meeting on 26 July 2019.

## 8 Carry Forward Requests

8.1 Budget holders who have not fully spent their individual budget allocations can request any underspends are carried forward and added to their 2019/20 budget allocation. These requests are then reviewed by Management Team prior to requesting member approval. Requests to Management Team must relate to either:

- projects already underway but which have been delayed by external events;
- or ring-fenced income which has been provided by third parties and is earmarked for specific purposes.

8.2 Details of all the 2018/19 carry forward requests are set out in the table below.

Table 5 – Carry Forward Requests

Budget Line	National Park	Navigation	Total	Reason for carry-forward request
	£	£	£	
Human Resources	7,367.33	5,119.67	12,487	Relates to delayed consultancy work to review overlapping grades and job evaluation process.
Human Resources	1,538.13	1,068.87	2,607	Relates to staff training including ring-fenced funding for the apprentices and delayed NP Induction from 2018/19 to 2019/20.
<b>Total</b>	<b>8,905.46</b>	<b>6,188.54</b>	<b>15,094</b>	

8.3 If members agree the carry forwards the 2019/20 Latest Available Budget (LAB) will be as follows:

Table 6 – 2019/20 LAB

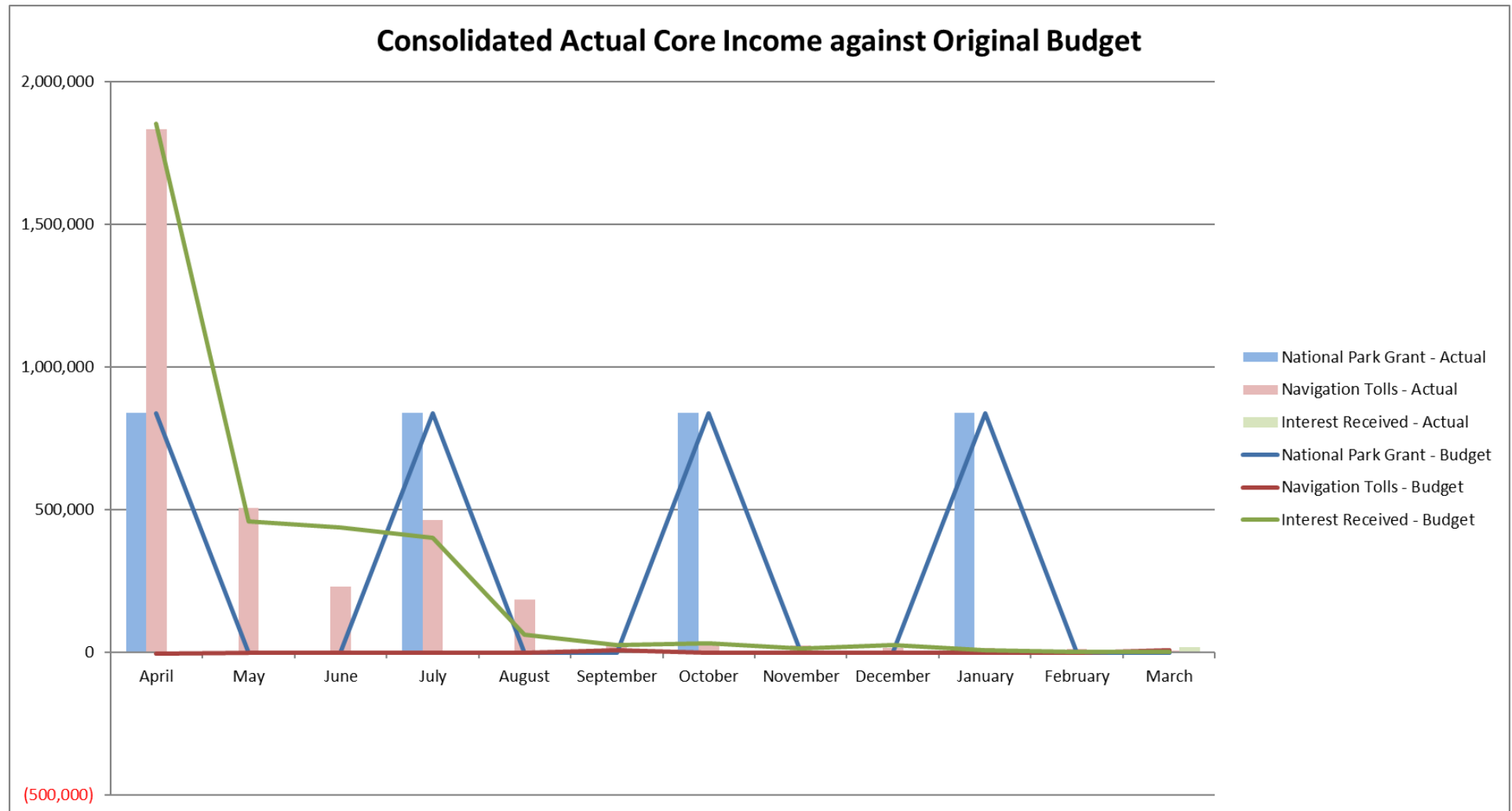
	National Park	Navigation	Consolidated
	£	£	£
Income	(3,429,078)	(3,440,000)	(6,869,078)
Operations	1,157,839	2,350,531	3,508,370
Strategic Services	1,613,029	613,595	2,226,624
Chief Executive	636,946	460,413	1,097,359
Corporate Items	57,720	38,480	96,200
<b>Net (Surplus) / Deficit</b>	<b>36,456</b>	<b>23,019</b>	<b>59,475</b>
Opening Reserves	1,064,171	425,985	1,490,156
(Surplus) / Deficit	36,456	23,019	59,475
Interest transferred to earmarked reserves	7,500	7,500	15,000
<b>Closing Reserves</b>	<b>1,020,215</b>	<b>395,466</b>	<b>1,415,681</b>
<b>Reserves as a % of net expenditure</b>	<b>29.4%</b>	<b>11.4%</b>	<b>20.4%</b>

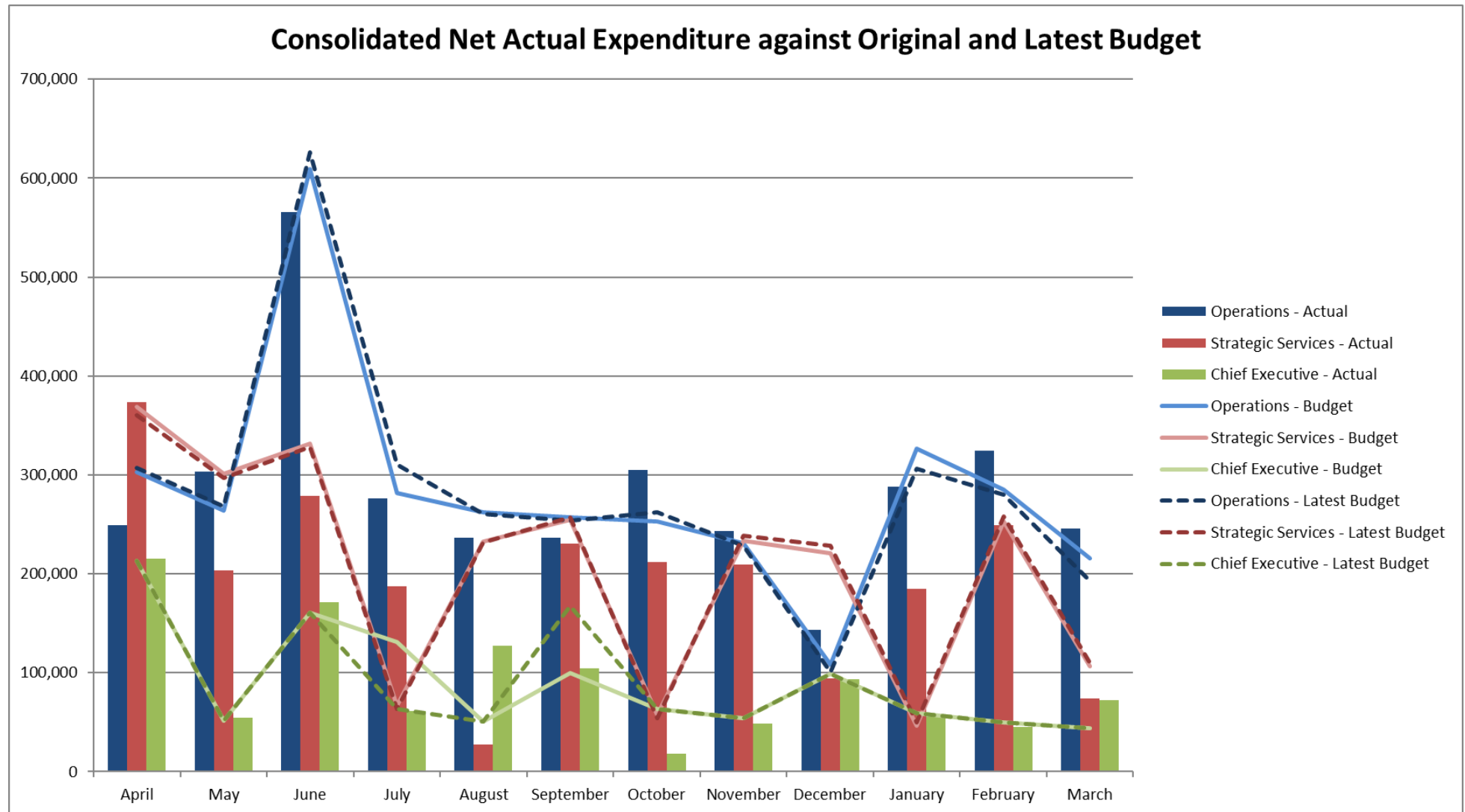
Background papers: None

Author: Emma Krelle

Date of report: 4 May 2019

Broads Plan Objectives: None  
 Appendices: APPENDIX 1 – Consolidated Actual Income and Expenditure Charts to 31 March 2019  
 APPENDIX 2: Financial Monitor: Consolidated Income and Expenditure 2018/19





To 31 March 2019

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)	(6,749,334)	47,186
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)	(2,134,116)	12,316
Income	(2,121,800)		(2,121,800)	(2,134,116)	12,316
Short Visit Tolls	(40,900)		(40,900)	(42,063)	1,163
Income	(40,900)		(40,900)	(42,063)	1,163
Other Toll Income	(18,800)		(18,800)	(22,578)	3,778
Income	(18,800)		(18,800)	(22,578)	3,778
Interest	(15,000)		(15,000)	(35,000)	20,000
Income	(15,000)		(15,000)	(35,000)	20,000
Operations	3,501,440	24,200	3,525,640	3,501,210	24,430
Construction and Maintenance Salaries	1,184,010	0	1,184,010	1,170,080	13,930
Income	(4,530)		(4,530)	(7,460)	2,930
Salaries	1,188,540	0	1,188,540	1,177,540	11,000
Expenditure			0		0
Equipment, Vehicles & Vessels	451,500	12,000	463,500	470,500	-7,000
Income			0		0
Expenditure	451,500	12,000	463,500	470,500	-7,000
Water Management	103,000		103,000	88,000	15,000
Income			0		0
Expenditure	103,000		103,000	88,000	15,000
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	488,700	5,000
Income	(10,500)		(10,500)	(10,500)	0
Expenditure	504,200		504,200	499,200	5,000
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	224,370	-4,000
Income			0		0
Expenditure	208,170	12,200	220,370	224,370	-4,000
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	2,194,915	14,263
Development Management	402,805	0	402,805	357,305	45,500
Income	(80,000)		(80,000)	(105,000)	25,000
Salaries	368,880	(20,000)	348,880	328,380	20,500
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	200,710	8,000
Income	(237,500)		(237,500)	(245,500)	8,000
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
<b>Grand Total</b>	<b>72,430</b>	<b>1,558</b>	<b>73,988</b>	<b>(70,611)</b>	<b>144,599</b>

**Standing Orders relating to Contracts**  
Report by Chief Financial Officer

<b>Summary:</b>	This report provides Members with the annual summary of instances where they have been waived by the Chief Executive during 2018/19 and the three year review of the Standing Lists for Piling Contractors and Fen Contractors.
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>(i) To note the annual report of instances where Standing Orders have been waived.</li><li>(ii) That the standing list for the piling contractors (5.6) and fen contractors (6.6) be approved.</li></ul>

**1. Introduction**

- 1.1 The first part of the report provides details where the Chief Executive authorised a waiver of Standing Orders during 2018/19. Waivers can only be approved by certifying that there is an extreme urgency, only one supplier or in certain other circumstances. It also requires that all waivers authorised under delegated powers must be reported to the Authority.
- 1.2 It has previously been agreed that any waivers will be reported on an annual basis, after the end of each financial year.
- 1.3 The second part of the report provides details on the renewal of the Standing Lists following the process set out in the 'Standing Orders Relating to Contracts'.

**2. Waivers Authorised During 2018/19**

- 2.1 Nine separate waivers to Standing Orders were authorised during the year with nine approved by the Chief Executive. This is summarised in the table below, the cost is exclusive of VAT.

<b>Ref</b>	<b>Details of Contract</b>	<b>Supplier</b>	<b>Amount (£)</b>
A	Purchase of 2 <sup>nd</sup> hand replacement Crane	PJ Group	32,500
B	Replacement of Ludham Bridge Fendering	GT Rochester	15,096
C	Purchase of Creyke Wheel Track Combi	Aquagronomy Ltd	15,000

D	Purchase of 2 <sup>nd</sup> hand excavator	Mervyn Lambert Plant Hire	34,000
E	Purchase of 2 <sup>nd</sup> hand Nato Floats	Schraven Trading BV	10,000
F	Acle Bridge Feasibility Consultant	Planning Solution Consultants Ltd	10,000
G	Purchase of EcoPod compost bag	AB Systems (UK) Ltd	6,000
H	Purchase of Biochar	Carbon Compost Company Ltd	17,650
I	Whitlingham Charitable Trust Car Park Provider	RCP	60,000

2.2 Further details of the individual contract and the reason for waiving Standing Orders is set out below:

- A **Second hand equipment.** Purchasing equipment second hand means that savings can be made when compared to brand new. The difficulty comes in finding other second hand equipment in order to carry out comparisons of the market. All second hand equipment history of service and repairs are analysed to ensure the purchase makes economic sense.
- B **Competitive quotations not sought due to urgency.** This supplier was reported as part of the 2017/18 report for the works previously undertaken by County which had meant larger vessels could not pass under the bridge. The initial estimate of work was exceeded which resulted in this additional waiver. This was recharged in full to County.
- C **Sole supplier.** The creyke wheel was purchased and funded as part of the Catchment Partnership to look at innovative ways to disrupt tramlines to prevent the run off of water. As part of the partnership the wheel is lent out in the Catchment area for estates to trial.
- D **Second hand equipment.** See A. References D and E were all purchased to form the Tree shears as previously agreed by committee.
- E **Second hand equipment.** See A and D. Purchasing compatible floats enables them to be configured to existing stock to suit our operational requirements.
- F **Competitive quotes not received.** Requests were sent to the other National Park Authorities for recommendations on potential consultants. Despite contacting four consultants to quote in order to carry out the business analysis, two declined to quote. The lowest of the two quotes was sent to all members in order to meet the September committee meeting, which had previously been determined as part of the Design competition.
- G **Sole supplier.** The EcoPod compost bag was purchased and funded by Water, Mills and Marshes project. Projects of these types look for

innovative ways to achieve its aims, in this case, testing of composting waste reed in a recyclable bag.

H **Sole supplier.** Although an additional supplier was identified their product had not completed its testing and did not offer training. The Biochar was purchased and partly funded by the CANAPE project. It will be used to look at the alternative use of reed products as part of sustainable peatland management. It will be lent out to partners to test its feasibility.

I **Competitive quotations not sought due to urgency.** Although this is not technically Authority expenditure, the Charitable Trust follows our procedures. Following the termination of the previous contractor due to performance issues a new contractor was required urgently before the start of the holiday season to ensure no loss to the Trust's income. This was agreed by the Trustees.

### 3. Summary

3.1 There were more waivers approved by the Chief Executive in 2018/19 compared to the one in 2017/18. However, this is not be unexpected given that both of the external funded projects (Water, Mills and Marshes and CANAPE) are into their delivery phases which explores alternative techniques. The purchasing of second hand equipment can prove challenging to find similar comparisons in a competitive market. All approved waiver requests were considered to be justified and on the grounds of achieving the best outcome for the Authority at the best possible price.

### 4. Standing Tender List for Piling Contractors and Fen Management

4.1 This section of the report outlines the process through which contractors have been invited and assessed for inclusion on a standing list of contractors for both the piling contractors and fen management.

4.2 Section 15 of the Authority's 'Standing Orders relating to Contacts' sets out a procedure for Selective Tendering from a standing list of approved contractors. This Standing Order applies where the Authority or appropriate committee has decided that invitations to tender for a contract are to be limited to those persons or bodies whose names are included in a list compiled and maintained for that purpose.

4.3 In accordance with Standing Order 15, an advert for expressions of interest for inclusion on a standing list was published on the Authority's website. Both sets of interested parties were required to complete a questionnaire.

### 5. Piling Contractors

5.1 In 2013 the Broads Authority agreed to the establishment of a standing list of piling contractors. The benefits of continuing to operate a standing list include:

- Increased time efficiency (open tendering requires publication of a tender advert for a minimum of 28 days)
  - Reduced costs (a published tender advert in a trade journal typically costs £500)
  - Assurance of contractor competency and health and safety management
- 5.2 The Authority expects to budget £450,000 over the next three years for piling work. The focus of which will be on 24hr mooring re-piling. The existing standing list has now expired. Typical single contract values are expected to be between £50,000 and £175,000. However contractors on the Standing List may be used for piling works of up to a maximum single contract value of £300,000.
- 5.3 The following contractors expressed an interest in inclusion on the Standing List:
1. Miles Waterscapes
  2. Keltbray Sheet Piling
  3. Amis Piling and Dredging
  4. G & H Services
  5. F R Lowry
  6. Drake Towage
  7. Red 7 Marine
  8. Southbay Civil Engineering Ltd
  9. G T Rochester Plant
  10. AGA Group
  11. Van Elle
  12. Universal Group
  13. Trevor Hall
  14. JT Mackley Co Ltd

Six of these contractors were included on the previous standing list.

- 5.4 Each of these contractors was then sent a questionnaire which covered the following areas:
- i. Company details
  - ii. Project experience
  - iii. Work capability
  - iv. Sub-contracting
  - v. Health & Safety
  - vi. Insurances
- 5.5 Each submitted questionnaire was reviewed with the purpose of checking that the details provided met the approval criteria stated in the questionnaire.

## **Recommendations**



- 5.6 Twelve of the fourteen contractors who expressed an interest submitted a completed questionnaire with all the information required and fulfilled the criteria for approval. These contractors are:
1. Miles Waterscapes
  2. Keltbray Sheet Piling
  3. Amis Piling and Dredging
  4. G & H Services
  5. Drake Towage
  6. Red 7 Marine
  7. Southbay Civil Engineering Ltd
  8. G T Rochester Plant
  9. AGA Group
  10. Van Elle
  11. Universal Group
  12. JT Mackley Co Ltd
- 5.7 Six of these twelve contractors are either already established within the Broads or have undertaken work for the Broads Authority in the past. The exceptions are Keltbray Sheet Piling, Southbay Civil Engineering Ltd, Van Elle, Universal Group and JT Mackley, who have not yet undertaken piling work within the Broads, but have demonstrated good capability and experience of waterside piling elsewhere.
- 5.8 It is recommended that the Authority approves all eight contractors for inclusion on the Standing List.
- 5.9 Two contractors, who expressed an interest did not return the questionnaire and therefore are not included in the above recommended list.

## **6. Fen Management Contracts**

- 6.1 Since 2001, the Authority has worked with local reed and sedge cutters to facilitate the continuation of this heritage industry (Action Plan for the Reed and Sedge Cutting Industry, 2012). One of the ways in which the Authority has provided support is to offer small-scale fen management work to reed and sedge cutters, at the time of year when commercial reed and sedge cannot be harvested.
- 6.2 This small-scale contract work typically includes scrub clearance and conservation mowing of non-commercial fen on Broads Authority land and / or sites where the Authority is the managing agent. Such contract work aids the Authority in achieving its management obligations.
- 6.3 The contract work is divided and awarded equally to all interested cutters who can demonstrate appropriate equipment and health and safety standards. A standard day rate for payment is agreed between the Authority and the Broads Reed and Sedge Cutters Association (BRASCA). This rate is assessed annually to ensure the rate represents good value for the Authority,

compared to that charged by other similar commercial wetland management contractors, and also to take account of any inflationary change.

6.4 The benefits of compiling this list are as follows:

- All local reed and sedge cutters who actively harvest these products commercially, and wish to apply for small-scale contract work are given an equal opportunity to do so.
- Information relating to equipment certification and insurance can be gathered, held and updated centrally.
- Contractor competency and health and safety management can be assessed through a formal process.

6.5 The following contractors expressed an interest in inclusion in the Standing List, all of whom had successfully joined Standing List in 2013:

1. Chris Henshaw
2. William Burgess
3. Robert Fransham
4. David Fransham
5. Rowan Nichols
6. Paul Eldridge
7. Jeremy Nicholls
8. Lawrence Watts
9. Bev Blades
10. Marcus Satchel
11. Michael Nicholls
12. Martin Beaumont
13. Matthew Lee
14. Marcus Satchell
15. Darren Mace

## **Recommendation**

6.6 All of these contractors were asked to complete a form confirming existing details and asked to submit up to date certificates. Each submitted form was reviewed for the purpose of checking that the details provided met the stated approval criteria.

6.7 All fifteen contractors comprehensively provided all the information required and fulfilled the criteria for approval. It is therefore recommended that the Authority approves these contractors for inclusion on the standing list as set out in recommendation (ii) above.

## **7. Management of the Standing Lists**

7.1 Both Standing Lists will be reviewed at intervals not exceeding three years. Upon each review the following steps will be undertaken:

- a) All contractors on the Standing List will be contacted at least 4 weeks before the review and asked if they wish to remain on the list.
- b) All projects executed using the Standing List will be reviewed and any contractor who has not performed adequately (e.g. breach of contract, not meeting the requirements of the specification, method statements or risk assessments) will be removed from the list.
- c) Contractors not on the list who have expressed an interest in inclusion on the list, may be recommended to the Authority for inclusion on the list upon submission of an adequately completed questionnaire.

7.2 Each Standing List will be renewed on a three year basis (the next being April 2022). Upon renewal the full process will be repeated whereby an advert for expressions of interest will be published and all interested contractors will be invited to complete an approval questionnaire. A list of competent contractors will then be put to the Authority for approval.

Background Papers:	None
Authors:	Emma Krelle
Date of Report:	4 May 2019
Broads Plan Objectives:	None

**Appointment of Monitoring Officer and consequential amendments to the  
Scheme of Delegations to Officers**  
Report by Chief Executive

<b>Summary:</b>	This report sets out the decision taken by the Chief Executive following consultation with the Chairman of the Authority and the Chairman of the Audit and Risk Committee. Following this decision, and the resolution by the Authority at the last meeting regarding legal advice, consequential amendments to the Scheme of Delegation to Officers are proposed.
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>i. The appointment of Mr Steven Bell as the Authority's Monitoring Officer be endorsed;</li><li>ii. The amendments to the Scheme of Delegations set out in Appendix 1 are adopted.</li></ul>

## **1. Introduction**

- 1.1. The Authority at its meeting on 22 March 2019 received a report relating to the provision and procurement of legal advice for the Authority as well as the appointment of a Monitoring Officer.
- 1.2. The Authority agreed to the appointment of Birketts for the provision of legal advice under the Crown Commercial Services Agreement with the exception of advice and prosecutions on navigation matters, which will continue to be managed by its existing providers nplaw. (See Minute 5/19) These arrangements are now in place until 31 March 2020.

## **2. Monitoring Officer**

- 2.1. The Authority also agreed that three individuals mentioned in the report be invited to submit prices and evidence for appointment as the Broads Authority's Monitoring Officer, and in view of the urgency an interim appointment be delegated to the Chief Executive following discussion with the Chairman of the Authority and Chairman of the Audit and Risk Committee for confirmation at this meeting.
- 2.2. Following the Authority's meeting, the Chief Executive approached the three named individuals the Authority had considered at its meeting on 22 March 2019 – one of which had expressed an interest in the role of Deputy Monitoring Officer and another had previously acted as Deputy Monitoring Officer when working at nplaw. The Authority received only one positive response to the Authority's invitation.

- 2.3. Mr Steven Bell now of Birketts, who has previously acted as Deputy Monitoring Officer when working at nplaw has offered to undertake the role and all associated work free of charge. Following consultation with the Chairman of the Authority and the Chairman of the Audit and Risk Committee, Mr Steven Bell has been appointed as the Authority's Monitoring Officer. The Authority is invited to confirm the appointment.

### **3. Scheme of Delegations**

- 3.1. The current Scheme of Delegations is based on the presence of an in-house solicitor. Draft amendments are set out in Appendix 1 to cater for the position for the coming year. It is proposed that Birketts is requested to review all the Authority's constitutional documents to ensure they are up to date and meet best practice standards.

### **4. Financial Implications**

- 4.1. There is provision in the current financial year for the provision of legal matters which includes salary costs and consultancy and professional fees (split between National Park and Navigation depending on how the costs are incurred.) The Management Team will monitor the performance of the contract with Birketts and expenditure on a monthly basis.

Background papers:	Nil
Author:	John Packman/Sandra Beckett
Date of report:	18 April 2019
Broads Plan Objectives:	None
Appendices:	Appendix 1 - Amended Scheme of Powers Delegated to Officers

## **Broads Authority**

### **Scheme of Powers Delegated to Officers**

**May 2019**

#### **Introduction**

Members are responsible for setting the strategy and policies of the Authority and monitoring their implementation, whilst officers are responsible for providing advice to members and running the business of the Authority within the strategic, policy and financial guidelines laid down by members.

Whilst members should leave the day-to-day implementation of policies, including management, to officers, they have a right to ensure that the decisions for which they are statutorily responsible and accountable are implemented by officers in a timely and efficient manner.

The purpose of these Delegated Powers is to ensure that officers are empowered to make decisions and take appropriate action within the guidelines laid down, and to enable members to focus on key strategic and policy issues.

#### **General Powers of All Officers**

The exercise of these delegated powers will be subject to the following conditions:

- (a) They must be exercised in accordance with the overall strategies, policies and priorities of the Authority as set out in the Norfolk and Suffolk Broads Act 1988, Broads Authority Act 2009, Broads Plan, Broads Local Plan/Local Development Framework and Business Plan.
- (b) They must be exercised in accordance with the Authority's Standing Orders and Financial Regulations, and must not be exercised so as to incur expenditure for which no adequate provision is made in the approved budgets.
- (c) They must be exercised in accordance with the law and with any policies, regulations, codes or similar documents adopted by the Authority or its committees.
- (d) An officer need not exercise a delegated power in any particular case and must not do so if the matter appears to the officer to involve any matters of public controversy or questions of policy not yet decided by the Authority or its committees or any significant change from previous practice.

- (e) Where the matter falls partly within the professional or technical responsibility of another officer or adviser, the officer taking the decision must consult with those officers as appropriate and have proper regard to any advice given, before authorising action.
- (f) Any power conferred upon the Chief Executive (including any power to act as the proper officer) may be exercised by another officer specifically nominated in writing by the Chief Executive. Details of the officers who have been authorised to exercise powers on behalf of the Chief Executive are set out in the document entitled 'Arrangements for the Exercise of Powers by Other Officers'.
- (g) The Authority or a committee may direct that action taken by an officer or officers be reported to it periodically.
- (h) Failure to carry out the consultations in paragraphs A(5) and E(38) of the powers delegated to the Chief Executive and paragraph (8) of the powers delegated to the Solicitor to the Authority will not invalidate the exercise of the delegated power.
- (i) The decision of the Chief Executive in consultation with the Monitoring Officer as to the scope and interpretation of these delegated powers shall be final.
- (j) In accordance with the Openness of Local Government Bodies Regulations 2014, a written record will be produced for any delegation which has been highlighted yellow, or involves a contract or incurs expenditure above £25,000.

## **Powers Delegated to Chief Executive**

### **A General Management and Administration**

- (1) To carry out the duties of Head of Paid Service under the provisions of section 4 of the Local Government and Housing Act 1989 and to be responsible for the management of all staff employed by the Authority.
- (2) To undertake the day-to-day management and control of the Authority, its premises and services to give effect to the strategies and policies as set out in the Broads Plan, Local Development Framework and Business Plan.
- (3) To authorise any action necessary to give effect to the implementation of the Broads Plan and Business Plan, and for this purpose to incur expenditure up to the limits provided for in Standing Orders and Financial Regulations.
- (4) To authorise any action necessary to give effect to any decision of the Authority or its committees.

- (5) In cases of urgency or emergency to take any appropriate action, in consultation (if possible) with the Chair, or in the absence of the Chair, with the Vice-Chair, including the authorisation of any legal proceedings, to protect the position of the Authority. In such cases the Chief Executive will report the action taken to the Authority.
- (6) To take appropriate action to preserve the Authority's position pending the scrutiny by the Authority of local and personal Parliamentary Bills, statutory orders and instruments or any other proposal, plan, scheme or other matter affecting the interests of the Broads.
- (7) To make arrangements to ensure that all expenditure is regularly monitored against approved budgets and that any significant overspends are reported to the Authority.

## **B Finance and Audit Matters**

- (8) To be responsible for regulating and controlling the financial resources of the Authority in order to achieve the objectives of the Authority.
- (9) To transfer expenditure between budget heads provided that the action taken complies with Financial Regulations, is consistent with the Authority's policy and does not conflict with any decisions taken by the Authority or any of its committees.
- (10) To manage the Authority's insurances in accordance with overall guidelines specified by the Chief Financial Officer.
- (11) To ensure that arrangements are in place to pay all sums to creditors.
- (12) To approve the Selective Tendering standing list of contractors to be invited to submit tenders where the estimated value of the contract does not exceed £50,000.

## **C Personnel Matters**

- (13) To determine the current and future staffing requirements and organisational structure of the Authority, including amendments to the Authority's staff establishment.
- (14) To determine matters relating to the remuneration and conditions of service of employees in accordance with the national conditions of service and the Authority's Scheme of Local Conditions of Service.
- (15) To adopt local agreements in respect of conditions of service where there are no unresolved objections from trade unions or members of staff.
- (16) To appoint staff, subject to such appointments being in accordance with the Business Plan and subject to the availability of funding in the



appropriate budget (and subject in the case of Directors to consultation with the Chair of the Authority and appropriate Committee Chair).

- (17) To determine politically restricted posts.
- (18) To appoint the navigation officer (after consultation with the Navigation Committee) and any deputy.
- (19) To determine matters concerned with employee relations generally within the Authority including the recognition of appropriate trade unions and the establishment of an appropriate consultative and negotiating machinery.
- (20) To determine health and safety matters.
- (21) To establish, implement and authorise the use (by appropriate officers) of policies and procedures for the appointment, dismissal and discipline of staff and determination of all matters relating to the employment of staff and the conditions on which they are employed.
- (22) To extend an employee's period of sick leave on full pay or half pay for a period not exceeding twelve months.
- (23) To reimburse the costs of damage to an employee's personal property up to a maximum of £5,000 in any one case, provided the Chief Executive is satisfied that the damage was caused as a result of the employee pursuing Authority business.
- (24) To authorise the payment of any ex-gratia payments or honoraria to employees up to a maximum of £5,000.
- (24A) To authorise the payment of any severance or settlement payments to former employees up to a maximum of £5,000.
- (25) Deleted
- (26) To exercise the discretions as set out in paragraphs 5, 6, 9 and 10 of the Authority's Local Pension Scheme Policy Statement.

## **D Land**

- (27) To approve the acquisition by the Authority of:
  - (i) the leasehold interest in property for any term to an annual rent not exceeding £10,000;
  - (ii) the freehold interest in property at a price not exceeding £25,000.
- (28) To approve increases in rent not exceeding £10,000 per annum.

- (29) To enter into permissive path agreements and access agreements.
- (30) After taking appropriate advice, authorise and approve the granting, securing or variation of leases or licences, wayleaves, easements and highway dedications over the Authority's land.
- (31) To give written notice proposing to seek permission for Authority development or the development of land vested in the Authority which it does not propose to carry out itself, in accordance with the Town and Country Planning General Regulations 1992.
- (32) To authorise named officers to enter land (including buildings) for the purpose of surveying, investigation, prosecution or enforcement, in connection with any of the Authority's functions.
- (33) To authorise the disposal of land and property to a maximum value of £25,000, in accordance with advice from the Authority's Property Advisers.
- (33A) To authorise maintenance works on Authority owned, leased or rented land up to a ceiling figure of £10,000 or within any budget provision made for such works (whichever is higher).

## **E Planning**

- (34) All planning applications<sup>1</sup> are considered to fall within the delegation scheme and will be determined by officers unless:
  - (i) it is for a major development as defined in the Town and Country Planning (General Development Management Procedure) Order 2010;
  - (ii) the application represents a departure from the development plan policies including the Broads Local Plan/Local Development Framework and any relevant policy adopted by the Authority and it is proposed to grant planning permission;
  - (iii) objections are received from any statutory consultee (excluding parish councils) in respect of any proposed development within the 21 day period for consultation and it is proposed to grant planning permission;
  - (iv) representations in writing are received from parish councils in respect of any proposed development within the 21 day period

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<sup>1</sup> The applications and notification shall include planning permission, approval of reserved matters, advertisement consent, listed building consent, conservation area consent, prior approval applications submitted under the Town and Country Planning (General Permitted Development) Order 1995 and consent under the Hazardous Substances regulations.

- for consultation where these raise material planning considerations of significant weight ;
- (v) representations are received in writing from other persons in respect of any proposed development within the 21 day period for consultation where these raise material planning considerations of significant weight ;
  - (vi) any member of the Authority requests within 21 days of receipt of the schedule of planning applications that the application is placed before the Planning Committee for a decision and provides a material planning reason of significant weight for that request in writing;
  - (vii) the Ward Member of the relevant District Council requests within 21 days of receipt of the schedule of planning applications that the application is placed before the Planning Committee for a decision and provides a material planning reason of significant weight for that request in writing;
  - (viii) the Director of Strategic Services considers that the matter ought more appropriately be referred to the Committee for a decision;
  - (ix) any member or member of staff of the Authority, including co-opted members of the Navigation Committee, is involved in the application.
- (35) To approve details submitted in accordance with a condition of a planning consent.
- (36) To determine reasons for decisions.
- (37) To formally discharge planning conditions upon compliance.
- (38) To serve Breach of Condition Notices, Planning Contravention Notices and Section 330 Notices.
- (39) In cases of urgency and (subject to consultation (if possible) with the Chair, or in the absence of the Chair the Vice-Chair, of the Planning Committee):
- (i) to serve Building Preservation Notices;
  - (ii) to issue Listed Building Enforcement Notices and Conservation Area Enforcement Notices;
  - (iii) to issue Enforcement Notices, Stop Notices Temporary Stop Notices;

- (iv) to take enforcement action in respect of unauthorised advertisements.
- (40)
  - (i) To make and serve Tree Preservation Orders.
  - (ii) To confirm non-controversial Tree Preservation Orders.
- (41)
  - (i) To comment on non-controversial felling licence applications and broadleaved woodland grant schemes.
  - (ii) To make observations to the Forestry Commission on applications for grants and Forestry Grant Schemes and consultations over dedication schemes and the Commission's own new planting proposals in relation to areas up to 10 hectares.
- (42) To deal with notices to lop, top and fell trees in conservation areas. To determine applications to lop, top or fell trees within Tree Preservation Orders or Groups.
- (43) To submit observations on environmental issues and to lodge holding objections in respect of applications for Goods Vehicle Operators Licences.
- (44) To reply to consultation on certified sites for camping and caravanning and for caravan and tent rally sites.
- (45) In respect of planning applications:
  - (i) to sign and issue the formal decision notices on planning matters which have been before the Planning Committee or determined under delegated powers;
  - (ii) to impose detailed conditions on planning permissions granted by the Authority (including deemed permissions);
  - (iii) to determine the appropriate grounds where permission is either refused or approved;
  - (iv) to refuse a planning application, if within six months of any decision to enter into a Section 106 Agreement by Committee, that Agreement has not been signed.
- (46) To determine which planning applications should be referred to the Navigation Committee for consultation, in accordance with Section 9 (6) (a) (iv) of the Norfolk and Suffolk Broads Act 1988.
- (47) To determine whether an environmental impact assessment is required and to agree the scope of any environmental statement under the Environmental Impact Regulations 1999.

- (48) To determine whether to exercise the discretionary power available to the Authority with regard to the siting, design and external appearance of agricultural and forestry buildings and the siting and means of construction of private roads for agricultural and forestry purposes.
- (49) To determine whether applications are likely to have a significant effect on a European Site, following consultation with Natural England, under the terms of the Conservation (Natural Habitats Etc) Regulations 1994.
- (50) To implement the Hedgerow Regulations 1997 in authorising rights of entry, administrative consultation arrangements and the use of outside assistance.
- (51) To give observations in respect of development by other authorities, government departments and statutory undertakers where there are no outstanding objections which cannot be met within the terms of the observations.
- (52) To determine Forestry Grant applications up to £5,000.
- (53) To respond to consultations on planning applications in respect of land outside the Authority's Executive Area, subject to consideration by the Planning Committee of those applications which have serious implications for the Broads, either in landscape or environmental terms.
- (54) To fulfil the Authority's role as a Competent Authority with regard to consideration of development proposals affecting Special Protection Areas and Special Areas of Conservation in the Broads, including the determination of Appropriate Assessments.
- (55) In respect of non-material amendments to planning applications:
  - (i) to define in individual cases what constitutes a non-material amendment; and
  - (ii) to determine applications for non-material amendments except in cases that fall within paragraph 35(ix) of this scheme.
- (56) To settle the terms of Section 106 Agreements required in connection with planning applications including amendments to existing Section 106 agreements.

## **F Recreation and Tourism**

- (57) To exercise the powers and duties of the Authority in accordance with the overall policy determined by the Authority in relation to the following matters:

- (i) tourism, including interpretation, information and associated visitor services;
  - (ii) common land;
  - (iii) access to open country;
  - (iv) open spaces;
  - (v) caravan, camping and picnic sites;
  - (vi) recreation provision and associated facilities, including car parks and public toilets;
  - (vii) country parks;
  - (viii) public paths (except where delegated to the Planning Committee);
  - (ix) the provision of accommodation, meals, refreshments, parking places and toilets;
  - (x) environmental education;
  - (xi) staithes.
- (58) To confirm orders creating, diverting, extinguishing or downgrading public paths in respect of which there is no unresolved objection.
- (59) To respond to consultations from other public authorities on proposals to create, divert, extinguish or downgrade public rights of way.

## **G Conservation**

- (60) To exercise the powers and duties of the Authority in accordance with the overall policies determined by the Authority in relation to the following matters:
- (i) responding to notifications of operations within the Broads under Section 5(2) of the Norfolk and Suffolk Broads Act 1988;
  - (ii) nature reserves;
  - (iii) land drainage (including the preparation and review of a code of practice for drainage works);
  - (iv) water quality;
  - (v) responding to consultations on proposals to discharge trade and sewage effluent;

- (vi) responding to notifications on the making of farm capital grants;
  - (vii) nature conservation (except where other provision is made in this scheme), including woodland and fen management, grazing marshes, research, site management and grant aid for conservation purposes;.
  - (viii) the designation of areas of natural beauty under Section 4 of the Norfolk and Suffolk Broads Act 1988.
- (61) To respond to consultations under Section 36 of the Control of Pollution Act 1974.
  - (62) To enter into management agreements under Section 39 of the Wildlife and Countryside Act 1981 up to £5,000 per annum for maximum of 21 years.
  - (63) To make holding objections to the making of farm capital grants.
  - (64) To make representations to the Environment Agency following notification of applications for significant discharges under Section 36 of the Control of Pollution Act 1974.
  - (65) To make written representation on applications received under the Water Resources (Licences) (Amendment) Regulations 1989.
  - (66) To fulfil the Authority's role as a Competent Authority with regard to consideration of proposed works affecting Special Protection Areas, Special Areas of Conservation and stipulated species in the Broads, including the determination of Appropriate Assessments.

## **H Navigation**

Arising from the Norfolk and Suffolk Broads Act 1988 (as amended)

- (67) To exercise the powers and duties of the Authority in accordance with the overall policy determined by the Authority in relation to the following matters (where appropriate in consultation with the Navigation Committee):
  - (i) the maintenance and improvement of the navigation area;
  - (ii) the creation of public rights of navigation;
  - (iii) the provision of moorings and other navigational facilities;
  - (iv) the closure of waterways (other than for nature conservation purposes);

- (v) the repair of landing places, embankments, private moorings and other similar structures.
- (68) To determine works licences.
- (69) To seek modifications to plans submitted with applications for works licences.
- (70) To enforce works licences.
- (71) To remove obstructions from waterways.
- (72) To dispose of dredgings.
- (73) To authorise named officers to require owners of craft to give information of the person in charge of their craft at any time, under Schedule 5, paragraph 9.
- (74) To serve Notices under paragraphs 11 and 12 of Schedule 5 (which relate to the repair of landing places etc and the removal of wrecks etc) and to enforce such Notices. In the case of the removal of wrecks, this is subject to such vessels being raised and removed to a place of safety allowing an owner to be given prior notice to destruction, unless it had to be destroyed in situ as a result of its size and/or position.
- (75) To mitigate oil pollution either as the harbour authority or if necessary as an agent for the Environment Agency.
- (76) To discount cargo tolls.
- (77) Deleted.
- (78) In respect of the Speed Limit Byelaws 1992:
  - (i) to approve registration marks for vessels.
- (79) In respect of the Navigation Byelaws 1995:
  - (i) giving consent or approval to the following activities and imposing conditions on those consents or approvals:
    - (a) towing;
    - (b) the use of blue lights and light signals;
    - (c) stern on or bow on mooring, approving places for such mooring and designating times when this is permitted;
    - (d) the mooring of vessels otherwise than broadside to a bank;
    - (e) anchoring in a channel;
    - (f) the turning of vessels;
    - (g) pyrotechnics;



- (h) use of firearms;
    - (i) fun events;
  - (ii) restricting mooring at specific places;
  - (iii) prohibiting vessels to be moored abreast at specific locations, imposing conditions in respect of multiple mooring and permitting exceptions to these restrictions;
  - (iv) securing the removal of obstructions;
  - (v) authorising officers to authorise passage through Carrow Bridge;
  - (vi) giving directions in respect of precautions to be taken when loading and unloading vessels;
  - (vii) appointing assistants to the navigation officer.
- (80) In respect of the Vessel Registration Byelaws 1997:
- (i) to request copies of registration certificates;
  - (ii) to charge a fee for replacing certificates;
  - (iii) to determine position of toll receipt on vessels;
  - (iv) to prescribe the form of a toll application and specifying the details to be included in it;
  - (v) to designate areas which private watercraft can use and prescribing the conditions for such use.
- (81) In respect of the Broads Authority Act 2009:
- (i) enforcing directions relating to the loading and unloading of vessels (section 10);
  - (ii) exercising the powers and duties relating to the registration and licensing of vessels (section 11);
  - (iii) designating authorised officers for the purpose of:
    - (a) entering and inspecting vessels and exercising related powers (section 17);
    - (b) exercising powers relating to unsafe vessels (section 19);
  - (iv) determining whether a vessel is unsafe (section 18). (In this respect, it is intended that the authorised officers include

qualified Boat Safety Scheme examiners and qualified Marine Surveyors);

- (v) exercising the powers and duties relating to the removal of unsafe vessels (section 20);
- (vi) designating authorised officers for the purposes of:
  - (a) requesting information about vessels (section 21);
  - (b) entering land, including adjacent waters (section 24);
  - (c) the inspection provisions in hire boat licences;
- (vii) serving notices requiring information from:
  - (a) masters and owners etc as to vessels (section 22);
  - (b) landowners etc as to vessels (section 23);
- (viii) exercising the following functions relating to waterskiing and wakeboarding:
  - (a) displaying directional signs (section 28(1));
  - (b) designating authorised officers for the purposes of giving directions as to waterskiing and wakeboarding (section 28(2));
  - (c) issuing, cancelling and amending permits for waterskiing and wakeboarding (sections 27 and 30);
- (ix) removing vegetation which is an obstruction or danger to vessels in the navigation area including the service of notices;
- (x) serving notices and exercising default powers in respect of vegetation which obstructs or is a potential danger to vessels in the navigation area (section 39);
- (xi) powers and duties relating to the licensing of hire boats (section 40).

## **I Broads Local Access Forum**

- (82) To appoint and re-appoint members to the Broads Local Access Forum, in consultation with the Chairman of the Forum.

## **J Miscellaneous**

- (83) To remove abandoned vehicles.

- (84) To accept gifts of property on behalf of the Authority.
- (85) To approve single grant requests up to £10,000.
- (86) In consultation with the Solicitor, to approve payments of up to £5,000 to complainants who have suffered a direct identifiable loss as a result of the Authority's actions.
- (87) To write off:
  - (i) any obsolete stores or equipment, or loss of property not exceeding £5,000;
  - (ii) all bad debts to a maximum of £5,000, where all reasonable recovery action has been exhausted.
- (88) To appoint members to the Sustainable Development Fund Panel, in consultation with the Chairman of the Authority and Chairman of the Panel, in accordance with any guidelines specified by the Authority about the overall membership of the Panel.
- (89) To appoint three members of the Authority and an Independent Person as a co-opted non voting member to a Hearings Committee to hear and determine allegations of breaches of the Members Code of Conduct referred to it by the Monitoring Officer.

### **Powers Delegated to the Chief Financial Officer**

- (1) To be responsible for the proper administration of the Authority's financial affairs in accordance with section 17 of the Norfolk and Suffolk Broads Act 1988 including:
  - (i) the regulation and control of finance, and the making of safe and efficient arrangements for the receipts of monies;
  - (ii) audit commission and internal audit matters including the appointment of auditors;
  - (iii) pension fund matters; and
  - (iv) insurances.
- (2) To make suitable arrangements for the investment and realisation of short term monies surplus to the Authority's requirements.
- (3) To operate the Authority's bank accounts including:
  - (i) to arrange overdraft facilities as and when necessary and within such limits as may be approved by the Authority from time to time;

- (ii) to arrange the opening, operation and closing of such subsidiary bank accounts as are deemed necessary for the control of, and accounting for, the Authority's money;
  - (iii) to manage the day-to-day cash resources of the Authority and arrange such temporary borrowing or investment of surplus money as is deemed necessary;
  - (iv) to negotiate and receive or repay loans subject to the receipt of the necessary government sanctions and consents.
- (4) In consultation with the Chief Executive to write off:
- (i) any obsolete stores or equipment, or loss of property not exceeding £25,000;
  - (ii) all bad debts to a maximum of £25,000 where all reasonable recovery action has been exhausted.
- (5) To borrow in accordance with the Authority's policy.
- (6) To lend in accordance with the Authority's policy.

#### **Powers Delegated to the Monitoring Officer~~Solicitor~~ to the Authority**

- (1) To carry out the statutory duties and powers of Monitoring Officer to the Authority under Section 5 and 5A of the Local Government and Housing Act 1989 (as amended).

#### **Powers Delegated to the Chief Executive that can be Delegated to an Appointed Solicitor**

##### **(1) The Chief Executive can delegate the following powers to a solicitor employed by Birketts or Nplaw.**

- (2) To institute settle and enforce as appropriate, claims and proceedings:
- (i) for the possession of property belonging to the Authority or for protection against trespass;
  - (ii) for the recovery of fees, tolls, rent and other sums owing to the Authority;
  - (iii) in respect of other financial loss suffered by the Authority.
- (3) To defend, counterclaim, settle, as appropriate, civil proceedings against the Authority, in relation to claims not covered by the Authority's insurance policies and to lodge an appeal.

- (4) To institute and prosecute proceedings relating to any function of the Authority and to lodge an appeal.
- (5) To defend or lodge an appeal in any criminal proceedings against the Authority.
- (6) To determine applications for Certificates of Lawful Use and for Certificates of Lawfulness of Proposed Use or Development.
- (7) To serve notices requiring information to be given as to interests in land and if necessary to institute proceedings for failure to respond.
- (8) In cases of urgency and after consultation (if possible) with the Chair, or in the absence of the Chair the Vice-Chair, of the Planning Committee:
  - (i) to issue Listed Building Enforcement Notices and Conservation Area Enforcement Notices concurrently with District Officers;
  - (ii) to issue Enforcement Notices, Stop Notices Temporary Stop Notices and Article 4 Directions;
  - (iii) to take enforcement action in respect of unauthorised advertisements.
- (9) To authorise officers who otherwise have no right of audience to appear in Magistrates Court and County Court proceedings.
- (10) To execute deeds, contracts and other legal documents on behalf of the Authority to give effect to decisions taken by the Authority, its committees, the Chief Executive or other officers exercising delegated powers.
- (11) To make minor amendments to the Authority's constitutional documents such as to give effect to changes to job titles, reflect legislative changes and to improve layout or correct typographical errors.
- (12) To implement policies and procedures and take appropriate steps to protect the Authority from unlawful disclosure of personal information and to report data breaches to the data regulatory authority.

“Proper Officer” Provisions

		Proper Officer
1. <u>The Norfolk and Suffolk Broads Act 1988</u>		
Schedule 1, paragraph 2 (6)	Receipt of notice of resignation	Chief Executive
paragraph 2 (9)	Publication of notice of any appointment to the Authority, or ending of such an appointment.	Chief Executive
paragraph 4 (4)	Signature of summons to attend meeting.	Chief Executive
paragraph 4 (5)	Receipt of notices regarding address to which summons to meetings to be sent.	Chief Executive
paragraph 5 (11)	Convening of meeting where a casual vacancy in the office of Chairman or Vice-Chairman is to be filled.	Chief Executive
Schedule 4, paragraph 2 (3)	Receipt of notice of resignation from the Navigation Committee.	Chief Executive
paragraph 2 (4)	Publication of notice of appointments to the Navigation Committee and of the ending of any such appointment.	Chief Executive
Schedule 5, paragraph 13 (8)	Receipt of objections to proposals to close parts of waterways for nature conservation purposes.	Chief Executive
2. <u>Local Government Act 1972</u>		
Section 100 B (2)	Circulation of reports and agenda.	Chief Executive
Section 100 B (7) (c)	Decisions on supply of Committee papers to the press.	Chief Executive
Section 100 C (2)	Summaries of otherwise ‘exempt’ minutes.	Chief Executive
Section 100 D (1) (a)	Compilation of list of background papers.	The officer or advisor in whose name the report is designated.
Section 100 D (5) (a)	Identification of background papers.	The officer or advisor in whose name the report is

Section 100 F (2)	Identification of exempt information not available to <u>all</u> members.	designated. Chief Executive
Section 115 (2)	Receipt of money due from officers.	Chief Financial Officer
Section 225 (1)	Deposit of documents.	Chief Executive
Section 229 (5)	Certification of photographic copies of documents.	Chief Executive
Section 234	Signature of any notice, order or other document given, made or issued by the Authority.	The officer responsible for the exercise of the function which is the subject of the decision in question (if no such person then the Chief Executive)
Section 238	Certification of bye-laws.	Chief Executive
3. <u>Other Legislation</u>		
Listed Buildings Act 1990 Section 2	Receipt on deposit of lists of buildings of special architectural or historical interest.	Chief Executive
Local Government Act 1974, Section 30 (5)	Giving notice of reports received by the Authority from the Local Ombudsman.	Chief Executive
Local Government (Miscellaneous Provisions) Act 1976, Section 41	Certifying copies of resolutions, orders, reports and minutes of the Authority.	Chief Executive

**In each case, if the designated Proper Officer is not available to exercise the function then either the Director of Operations or the Director of Strategic Services will act as the Proper Officer.**

**Summary of Formal Complaints**  
Report by Administrative Officer

**Summary:** This report summarises the formal complaints dealt with by the Authority during the two-year period 2017-2019 together with the outcome of these complaints.

**Recommendation:** That the report be noted.

**1 Introduction**

- 1.1 It is considered good practice for local authorities and other public bodies to ensure that effective, transparent and accessible arrangements are in place for dealing with complaints, that complaints procedures are adequately publicised and that processes are in place to enable the Authority to monitor responses and ensure that lessons are learnt from the outcome of such complaints.
- 1.2 The complaints dealt with in this report are those which are made by members of the public and service users which originated during the period 1 April 2017 to 31 March 2019, together with a summary of the Authority's responses to these complaints.

**2 Broads Authority Complaints Procedure**

- 2.1 The Authority has a formal Complaints Procedure which is advertised on its website and which has a number of stages:
- In the first instance complainants are advised to contact the manager responsible for the area of work where they have a complaint or comment, in order that the matter can be dealt with informally and as near as possible to the point of contact.
  - If it proves impossible to resolve the complaint informally, the complainant may submit a formal complaint in writing. This complaint is investigated by the appropriate Director who has a responsibility to reconsider the matter objectively and professionally.
  - Finally, if the complainant is still dissatisfied as a result of the Director's response, they may ask for the matter to be reviewed by the Chief Executive. The Chief Executive is required to review the complaint in an impartial manner and may, if he sees fit, seek advice from other officers, such as the Solicitor and/or Monitoring Officer, or from independent consultants or advisers if he believes that an external view would be helpful. This is the final stage of the Authority's formal complaints procedure.



- 2.2 The Authority also has a separate Members Code of Conduct and complaints procedure which provides clarification of the conduct expected by members and a summary of how the Authority deals with such complaints. This was updated in July 2018 and is also available via the Authority's website. The Authority also has its Protocol on Member and Officer Relations which details how Members should raise any complaints and concerns concerning Officers. This report does not include complaints made by Members; save in so far as any such may have been made in the capacity of a member of the public.

### **3 Local Government Ombudsman**

- 3.1 The Local Government Ombudsman ("Ombudsman") investigates complaints by members of the public who consider that they have been caused injustice by the administrative actions (maladministration) of local authorities and other bodies within their jurisdiction, which includes the Broads Authority.
- 3.2 The Ombudsman provides a free, independent and impartial service, and will normally only agree to investigate a complaint if the internal complaints procedures of the appropriate body have been exhausted.
- 3.3 There has been only one complaint forwarded to the Ombudsman and a decision is awaited.

### **4 Formal Complaints 2017/18 and 2018/19**

- 4.1 A summary of the main subject complained of in each complaint during 2017/19 is therefore set out in the Appendix below, together with the responses made.
- 4.2 Members will note that twenty-one formal complaints were received during this two-year period, although of course other complaints and issues were dealt with and resolved on an informal basis. The Authority does not record the number of complaints resolved informally.
- 4.3 The Authority looks to provide a remedy to complaints when it is found at fault.

### **5 Comparison with previous years**

- 5.1 In each of the previous five years, the number of formal complaints is as follows. There were ten formal complaints received in 2016/17, eleven during 2015/16, sixteen during 2014/15, ten during 2013/14 and four during 2012/13.
- 5.2 In terms of complaints to the Local Government Ombudsman, one complaint was made in 2018/19, no complaints were made in 2017/18, and in previous years one complaint was made in 2015/16, two complaints in 2014/15, two complaints in 2013/14 and no complaints were made in 2012/13.

## **6 Summary**

- 6.1 Given the wide breadth and volume of the Authority's work, the number of complaints which were taken to and dealt with at the 'formal' stage is considered to be small. The complaint to the Local Ombudsman is still outstanding.
- 6.2 Officers will continue to monitor and record details of complaints and seek where possible to learn lessons from these, especially should the actions of the Authority have fallen below expected standards.

Background papers: Nil

Author: Essie Guds/ Sandra Beckett/Sarah Mullarney  
Date of report: 3 May 2019

Broads Plan Objectives: None

Appendices: APPENDIX 1 - Formal Complaints 2017/18 and 2018/19

## Formal Complaints 2017/18 and 2018/19

Summary of Complaint	Final Response Provided by	Summary of Response
1. Complaint that the tolls increase was too high.	Chief Executive	Complainant informed that the correct procedures had been followed, that there had been proper consultation and the complainant provided with supporting documentation.
2. Complaint about the Authority's practice of asking boat owners to make a self-declaration that they have appropriate third party insurance in place at the time when they pay their toll.	Chief Executive	The complainant was advised that correct procedures had been followed and the approach the Authority had taken with regard to requesting information about insurance before processing toll payment was both reasonable and in accordance with the Broads Authority Act 2009.
3. Complaint about Consultation in relation to emerging Broads Local Plan and that the Authority failed in its duty to consult properly and effectively.	Director of Planning and Resources	<p>The Authority acknowledged that the Staithes Report was not made available during the Preferred Options Consultation Local Plan consultation and accepted that this was not the preferred situation.</p> <p>The purpose of the consultation on the Staithes report was to elicit any comments and therefore any factual changes that might need to be made to it. It is still a draft report and is to be finalised.</p> <p>Complainant informed that there has been no breach of any statutory duty in relation to consultation on the Local Plan. Rather than failing to meet its consultation duties, the Authority, through the Preferred Options and</p>

Summary of Complaint	Final Response Provided by	Summary of Response
		single issue focussed consultations well exceeded the regulations to consult on the Local Plan as well as exceeded the commitments to consult as set out in the Statement of Community Involvement.
4. Complaint about a planning application being dealt with in an unconsidered manner.	Chief Executive	Complainant informed that the correct procedures had been followed, that there had been proper consultation and the application had been dealt with in an appropriate manner.
5. Complaint relating to the granting of planning permission in regards to widening of the road	Chief Executive	It was evidenced and confirmed that the planning application had been conducted in an appropriate manner. Complaint not upheld
6. Complaint about payment of Tolls	Chief Executive	Complaint dismissed. Complainant sent information regarding tolls process and payments.
7. Complaint about Toll Charges	Chief Financial Officer	Response sent to complainant clarified the process for the annual toll charges.
8. Complaint about data disclosure for a boating incident	Solicitor & Monitoring Officer	Incident was investigated and complainant informed of data protection regulations.
9. Complaint about conduct of officers in regards to assessing whether the Yurts at River Waveney Centre require planning consent.	Chief Executive	The complainant was advised that correct procedure by officers had been followed and evidenced that planning permission for the Yurts was required.
10. Complaint regarding the planning status of the tent structure at the Dockyard which	Head of Planning	The complainant was advised that the structure did not constitute operational development and

Summary of Complaint	Final Response Provided by	Summary of Response
alleged was a permanent structure.		planning permission was not required.
11. Complaint about alleged harassment from Rangers when pursuing a line of enquiry in order to establish the facts	Head of Ranger Services	The complainant was advised that the Ranger was acting on information provided by more than one outside party. The complaint was not upheld as the Ranger had acted in a professional capacity
12. Complaint about an alleged defective Speedbump	Chief Executive	Complaint and claim for compensation not upheld as speed bump below maximum height indicated by Highways (Road Humps) Regulations 1999 Act, and no evidence found to suggest it was defective and the Authority was not in breach of its duty.
13. Complaint about tolls in adjacent waters	Director of Strategic Services	The complainant was advised that the complaint had been dismissed on basis that the Authority's view had been confirmed by the courts and tribunal system and correct policies had been upheld.
14. Complaint that the term Broads National Park is used internally within planning department communication.	Head of Planning	The complainant was advised that the complaint was not upheld as correct language/terminology had been used.
15. Complaint about unable to access to Planning Documents on Website in Word format.	Head of Planning	The complainant had been advised of the most accessible format and copies of the requested documentation had been forwarded by email.
16. Complaint in respect of a planning decision for access alterations.	Director of Strategic Services	Complainant was advised that all statutory procedures had been followed.

**APPENDIX 1**

<b>Summary of Complaint</b>	<b>Final Response Provided by</b>	<b>Summary of Response</b>
17. Complaint about alleged insufficient account of drainage in determining a planning application	Head of Planning	The complainant was advised that procedures were followed and sufficient account of the flooding issue had been taken as this was taken up with the Local Highways Authority as the responsible body.
18. Complaint about a granted planning permission in regards to the construction of a boatshed	LGO	Complaint still live at LGO stage – response from officer due 9 May 2019.
19. Complaint about some of the wording in the Staithes Report.	Director of Operations	Following discussions between parties, an agreement in wording was reached.
20. Complaint about discourteous communication.	Director of Strategic Services	The incident was investigated in line with our policies and procedures and it was concluded that it was a misunderstanding.
21. Complaint about a member of staff.	Visitor Services Supervisor	Incident was investigated in line with our policies and procedures and as no further communication was received the matter had been considered closed.

**Health and Safety**  
Report by Head of Safety Management

**Summary:** This report presents the annual health and safety report and the annual review of marine incidents.

**Recommendation:** That the Authority

- (i) note the priorities for action on internal health and safety for the coming year, which are to:
  - a) Continue the promotion of safety reporting system to help to influence a positive change in culture and to capture near miss events (Opportunity for Improvement)
  - b) Focus on reducing the number of incidents resulting from driving
  - c) Continue monthly health and wellbeing communications with staff and volunteers
- (ii) to note the Annual Marine Incident Statistics.

## **1 Introduction**

- 1.1 This report covers three health and safety matters, the annual safety report and annual marine statistics.

## **2 Health and Safety Annual Report**

- 2.1 Health and safety has always been a high priority for the Broads Authority because of the environment in which it operates. Over the last ten years the safety of visitors has been the focus for heightened activity with the Broads Authority Act 2009 and the Port Marine Safety Code providing a framework for action. Similarly the health and safety of staff has been a high priority and this is due to the environment employees work in and the use of heavy and potentially dangerous plant and equipment. The first annual report was presented to the Authority in May 2012. Appendix 1 contains the report for the period 2018/19.
- 2.2 The Authority continues to demonstrate a good safety record and incident and accident rates are consistent with previous years. The benchmarking information highlights a static trend in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) reported incidents but the pressure for continued improvement remains. It is recognised that continued resource and commitment at all levels will be required to improve the overall safety performance and culture in future years, particularly in areas of housekeeping, supervision and employee hazard awareness.

- 2.3 This approach combined with a proactive programme of promoting employee wellbeing demonstrates the Authority's commitment to maintaining a long term positive health and safety culture.

### **3 Annual Marine Incident Statistics**

- 3.1 Appendix 2 provides details of the marine incidents reported during the period April 2018 to March 2019, including an analysis of deaths and personal injury since 1997. When consideration is given to the large number of visitors to the Broads, the statistics demonstrate that the Broads continues to be a safe place for boating and boating related activities.
- 3.2 The Broads Authority has sought to continue to highlight the message of personal responsibility for safety in its publications and has encouraged boaters to take a more proactive role by becoming better-informed and wearing lifejackets at critical times. Reports from officers have indicated that again this year has seen a noticeable increase in the number of boaters seen wearing lifejackets particularly on hire boats but this is balanced by many near misses where people not wearing life jackets fall into the water.
- 3.3 Notable issues are:
- Boat fires continue to remain at a low level demonstrated in previous years. All boats involved in fires held current Boat Safety Scheme Certificates.
  - The vessels on fire related data suggest that when viewed over several years, the statistics continue to demonstrate a fairly static position.
  - It should be noted that there were two incidents from boating use resulting in fatality. One incident was the likely result of natural causes and the other a fall.
  - The majority of incidents where hospital treatment was required continue to be attributed to embarkation and disembarkation with an increase in numbers in comparison with the previous years.
  - Incident reports can be submitted on-line via an electronic form which can be found on the Broads Authority website <http://www.broads-authority.gov.uk/>
- 3.4 The Authority, through the Boat Safety Scheme (BSS), has recently introduced the requirement for boats with accommodation to have a Carbon Monoxide alarm fitted. This is following the tragic death of two people on the Broads in 2016 from Carbon Monoxide. The BSS and the Broads Authority will continue to raise awareness of the Carbon Monoxide hazard. Leaflets and a communications campaign has been developed jointly between Council for Gas Detection and Environmental Monitoring (CoGDEM) and BSS.
- 3.5 Rangers have been briefed on the dangers and effects of carbon monoxide and will be engaging with the boating community to continue to help raise awareness of the hazard and the signs of carbon monoxide poisoning, as well as stocking Carbon Monoxide alarms for sale.



Background papers:	Previous annual reports
Author:	Steve Birtles
Date of report:	3 May 2019
Broads Plan Objectives:	4.3
Appendices:	APPENDIX 1 – Annual Health and Safety Report 2018/19 APPENDIX 2 – Annual Marine Incident Statistics 2018/19

## Annual Health and Safety Report 2018/19

- 1** The Authority's commitment to employee Health and Safety and the arrangements for management and delivery are set out in the Health and Safety Policy which is published on the Authority's Intranet and communicated to all staff. Supporting policies have been developed to set out arrangements for the management of specific hazards. All hazards that are encountered by the employees are risk assessed and a series of generic risk assessments have been developed. Task specific risk assessments are completed for all work sites. This system is well developed and in regular use by employees.

### **2 This Year's Training**

- 2.1** The Authority has continued to deliver health and safety training using both internal and external resources. Training activity over the 2018/19 period included:

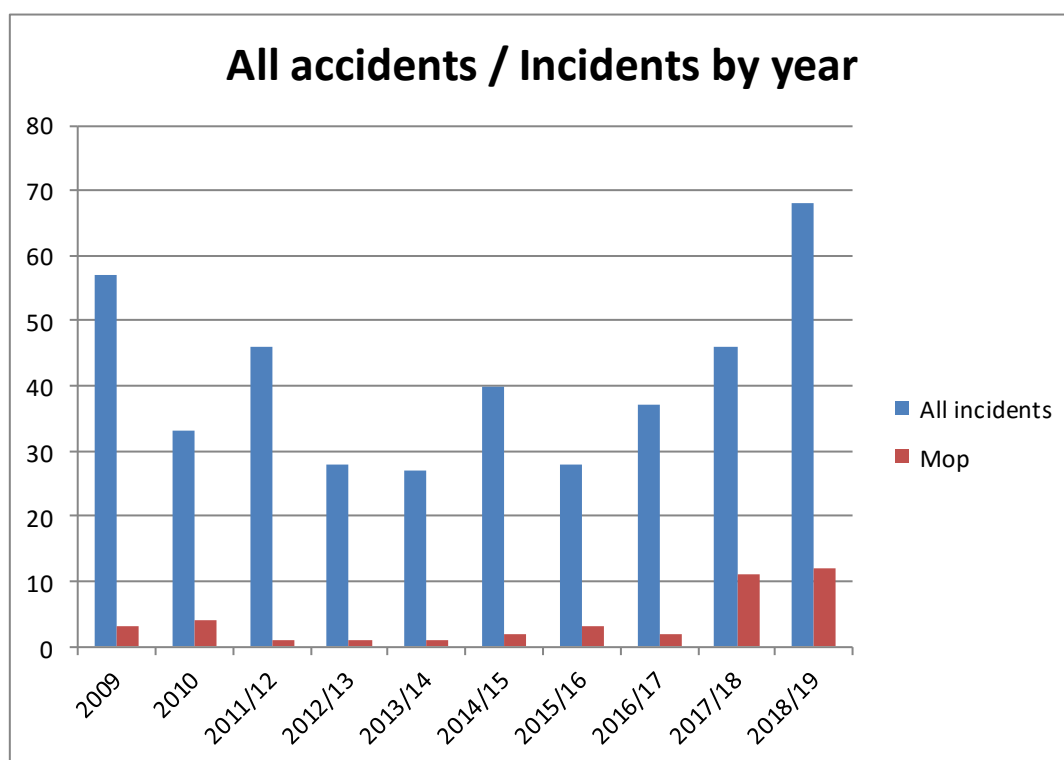
Slips trips and falls	CoSHH
Risk Assessment	Driver Assessment
First Aid	Standby Training
Chainsaw refresher	VHF Radio
Manual Handling	Large vessel handling
Brush Cutter / Trimmers refresher	Slinger signaller
Boat Handling	Working at height
Hazardous Boat Inspections	Abrasive Wheels
Launch Handling	DSE Risk assessment
Health and Safety for Managers	Supervisors course

### **3 Implementation of the online training programme**

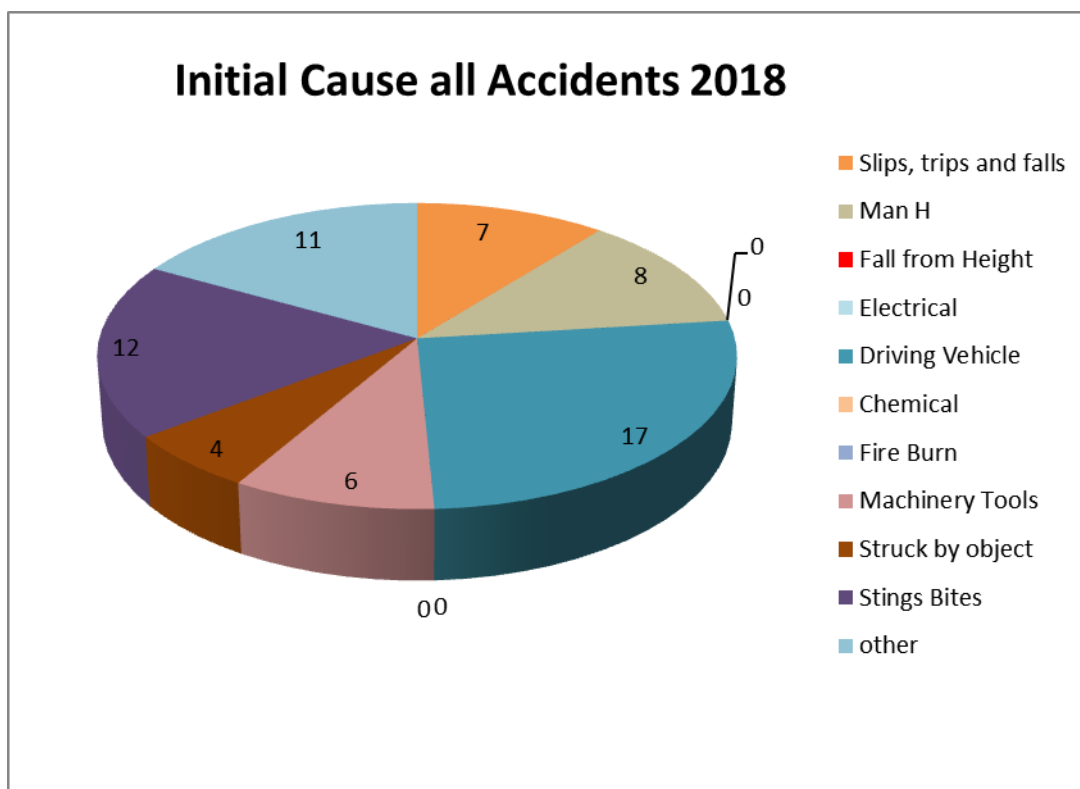
- 3.1** The main activity over the last year has been the rollout to all staff of online health and safety courses. The previous year saw Slips trips and falls rated significantly in the accident figures so all staff completed a module on this subject during the year which has resulted in a significant fall in incidents.
- 3.2** The use of online training will be further augmented in 2019/20 with an extensive suite of modules being available from a new supplier through the National Parks Partnership. This new suite will enable a greater range of material to be available and for the Authority to tailor or develop specific modules to meet our specific need.

## 4 Accident Information

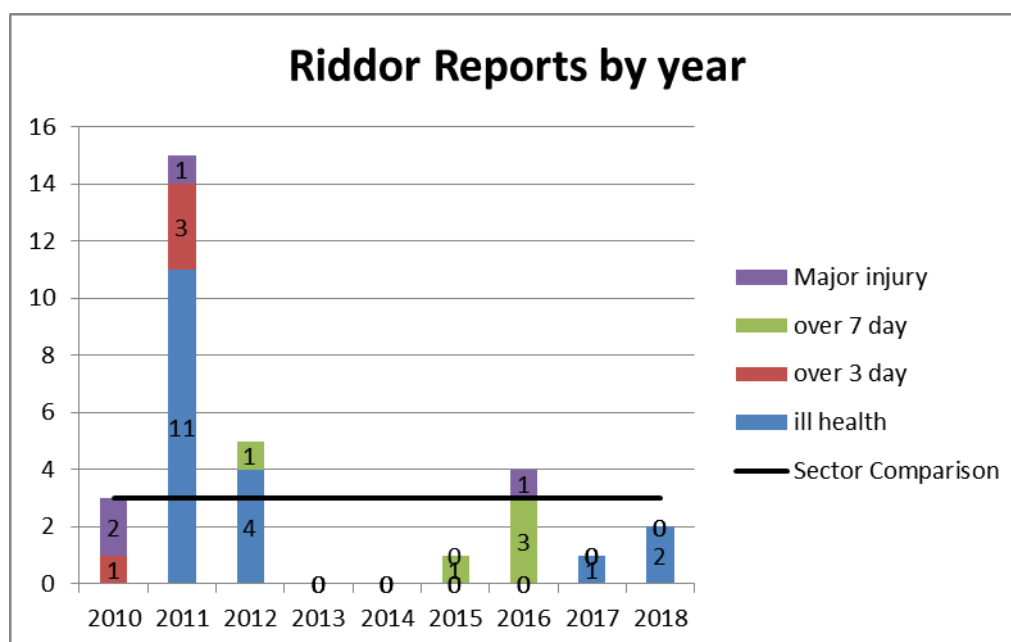
- 4.1 The following graph shows the number of accidents reported over the last ten years, a total of 389 with an average of about 39 per annum. The total incidents for this year (68) have shown a disappointing increase on last year. However, this may be explained by more accurate reporting especially relating to the public at Broads Authority sites and damage to property incidents which did not feature previously.

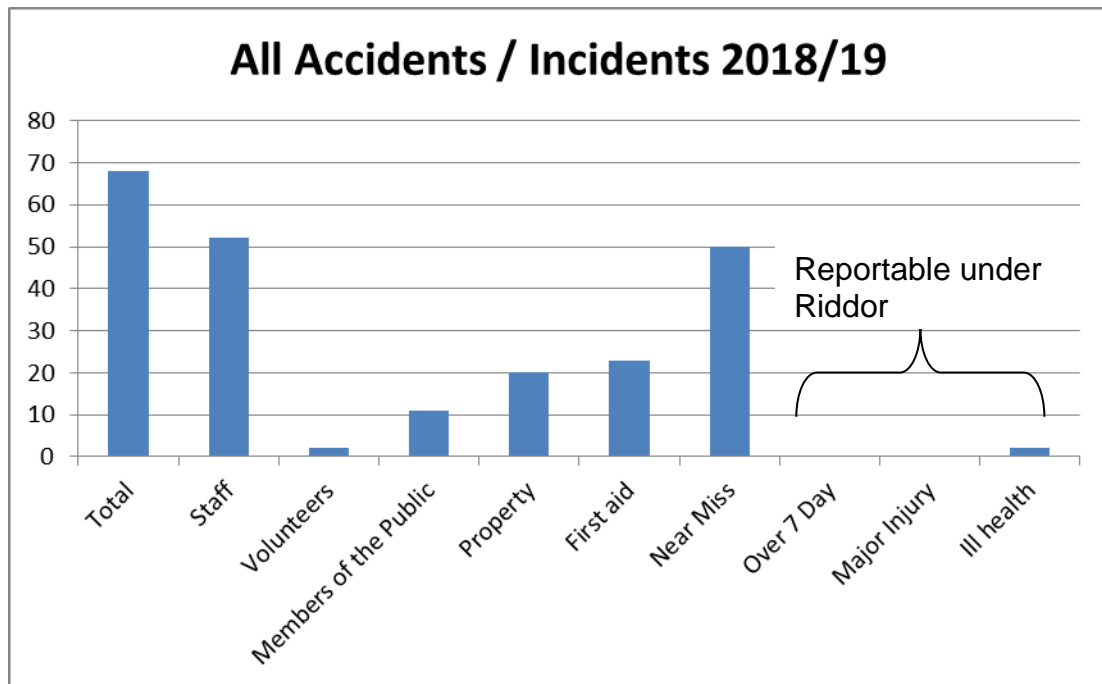


- 4.2 The following pie chart shows the nature of the accidents which are very much in line with experience of previous years in the terms of cause and their incidence. The increase in vehicle driving incidents, damage to property incidents, indicates that there is more work to be done to manage the reduction in this type of incident.



- 4.3 The next graph breaks down the figure of 68 reported incidents for the period from 1 April 2018 to 31 March 2019 based on the definitions contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which represents those incidents that are notified to the Health and Safety Executive (HSE).





- 4.4 During the reporting period the Authority had no prosecutions, prohibition notices or improvement notices.

## 5 Accident Incidence Rate (AIR)

- 5.1 The AIR indicator measures accident statistics, and is a calculation that the Health and Safety Executive and most organisations use to measure their accident rate. By providing this figure the Authority can benchmark itself against organisations which encounter similar hazards in their operations.

- 5.2 The sector selected for comparison is “Specialised Construction” which demonstrates a similar hazard profile to that encountered by the Authority in its operations. The reference sectors three year average AIR score of 1,240 would equate to three RIDDOR reportable ill health/accidents per annum. The return to a level below the sector average is welcomed with only two Riddor reports this year.

## 6 Near Miss and Safety Observations

- 6.1 There have been 73 safety observations made by staff over the reporting period. Of these 36 were sited opportunities for improvement, 43 were near misses and 8 were examples of good practice.
- 6.2 It is the intention to continue to promote the reporting of safety issues as they form the basis of near miss reporting which in turn will begin to drive down the accident figures as corrective and preventative measures are implemented.

## 7 Health and Safety Committee

- 7.1 During 2018/19 the Safety Committee has worked on a range of issues notably the revision of all generic risk assessments, Reviewing Accidents and

investigations, Progressing Audit actions, New driving for work policy, responding to legislation changes.

- 7.2 Follow the Committee's recent meeting in which the annual accident statistics were reviewed, it was recommended that work for the forthcoming year should be focussed on the following areas:

- Continued promotion of safety reporting system to help to influence a positive change in culture and to capture near miss events
- Focus on reducing the number of incidents resulting from driving
- Continue monthly health and wellbeing communications with staff and volunteers

## **8 Proactive Measures**

- 8.1 The Authority through its Employee Assistance Programme provides advice and support to its employees delivered by an independent provider "Insight". The programme includes the following features:

- Unlimited access to Insight Wellbeing at Work's 24 hour telephone counselling helpline
- Support and signposting to appropriate services and sources of information
- Legal and financial helpline
- Management advisory service
- Access to Employee Wellbeing Portal
- Support calls

- 8.2 The Authority also provides health surveillance via its occupational health providers of those staff who may be affected by exposure to certain hazards such as vibration or noise. Additionally occupational health professionals are employed to provide guidance where additional measures are required for the management of specific issues.

## Annual Marine Incident Statistics

### 1 Introduction

- 1.1 The reporting period is from 1 April 2018 to the 31 March 2019. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

### 2 Summary of Incidents Reported

2018	Incident Details	Hazard Log Category
6/4	Fire on board vessel at Oulton Broad Yacht Station. 1 person on board (pob). No injuries	Fire
22/4	Hirer fell from vessel while coming into mooring. Hospitalised with broken ribs and punctured lung	Embarkation/Disembarkation
23/4	Male fell over mooring post stump at Horning staithe. Ruptured stomach, requires surgery	Injury
24/4	3 persons rescued from Wensum by Fye Bridge. Female with medical problems taken to hospital.	Jumped in
4/5	Fell while mooring, hit ribs/chest on mooring post. Taken to hospital with bruising but able to resume holiday	Embarkation/Disembarkation
7/5	Male fell on vessel and dislocated shoulder. Hospitalised.	Injury
14/5	Female suffered cut to hand from mooring rope at Great Yarmouth Yacht Station. Wound treated in at hospital	Injury
17/5	Female fell onto quay at Norwich Yacht Station. Injury to elbow, treated at hospital	Embarkation/Disembarkation
21/5	Female crushed leg while mooring at Ranworth and fell into water. Airlifted to hospital with double open leg fracture	Embarkation/Disembarkation
27/5	Male fell while mooring at St Benets, suffering facial injuries. Treated in hospital but able to resume holiday same day	Embarkation/Disembarkation
29/5	Male collapsed on vessel at Hoveton viaduct. Taken to hospital	Medical
30/5	Male damaged ankle while mooring at Ludham Bridge. Taken to hospital	Embarkation/Disembarkation
2/6	Carbon monoxide poisoning on vessel at Somerleyton. 4 pob required hospital treatment	Medical

## APPENDIX 2

4/6	Fatality of male from suspected cardiac arrest on vessel at Hoveton	Fatality
4/6	Child fallen in at Norwich Riverside. Uninjured	Fallen in
10/6	Female jumped into river from Wroxham Bridge. Taken to hospital	Jumped in
16/6	Male transferred to hospital from vessel at Acle	Medical
17/6	Male transferred to hospital from vessel at Ludham Bridge	Medical
17/6	Child transferred to hospital from vessel at Thurne Dyke	Medical
24/6	Person in water at Norwich Yacht Station. Refused medical attention	Fallen in
1/7	Fire on vessel at Hoveton caused by electrical fault. Pob not injured	Fire
2/7	Male fell on vessel at Reedham Quay. Broken thumb, in hospital overnight	Injury
3/7	Person transferred to hospital from vessel at Wroxham	Medical
5/7	2 persons fell into river from vessel at Great Yarmouth Yacht Station. Assisted out by BA Quay Attendant. Not injured	Fallen in
9/7	Person transferred to hospital from vessel at St Olaves. Diabetic coma	Medical
12/7	Female transferred to hospital from vessel at Acle Bridge. Breathing difficulties	Medical
13/7	Male transferred to hospital from vessel at Somerleyton. Cardiac arrest	Medical
14/7	Male jumped into river in Norwich. Assisted out. Refused medical treatment	Jumped in
18/7	Male transferred to ambulance from trip boat "Southern Comfort". Chest pains	Medical
20/7	10 yr old boy fell into river at Reedham. Assisted out, uninjured	Fallen in
24/7	Female fell in to river at Great Yarmouth Yacht Station. Uninjured	Fallen in
30/7	Male fell in to river at Hoveton while stepping on to vessel	Embarkation/Disembarkation
1/8	Female injured when caught leg in mooring rope of departing vessel. Serious leg injury, taken to hospital	Embarkation/Disembarkation
4/8	Female fell on vessel at Woodbastwick. Back injury. Hospital not required	Injury



## APPENDIX 2

4/8	Suicidal female pulled from river at Wroxham	Jumped in
7/8	Child fell from vessel at Reedham Quay. Assisted ashore by BA Quay Attendant. Not injured	Fallen in
8/8	Female fell from vessel as leaving Great Yarmouth Yacht Station. Assisted to safety ladder. Not injured	Embarkation/Disembarkation
10/8	Female fell from boat as mooring at Reedham Quay. Fractured wrist, able to resume holiday	Embarkation/Disembarkation
13/8	Female fell from vessel while mooring at Great Yarmouth Yacht Station. Assisted from water by BA Quay Attendant. Not injured	Embarkation/Disembarkation
13/8	Male fell from vessel while mooring at St Benets. Assisted ashore by Ranger. Not injured	Embarkation/Disembarkation
19/8	Male found in water by Bishops Bridge. Assisted by BA Quay Attendant and passer-by. CPR given, taken to hospital	Fallen in
23/8	Female fell from vessel while mooring on River Bure. Bruised ribs	Embarkation/Disembarkation
27/8	Drunk male fell into river opposite Norwich Yacht Station. Not injured	Fallen in
27/8	Male fell from vessel while mooring at Norwich Yacht Station. Not injured	Embarkation/Disembarkation
30/8	Female fell from vessel under power on Lower Bure. Recovered by crew and taken to Great Yarmouth Yacht Station to ambulance	Fallen in
31/8	Suicidal female in river at Wroxham. Detained under Mental Health Act	Jumped in
12/9	Female injured back, leg and arms jumping from vessel at Berney Arms. Taken by BA launch to waiting ambulance	Embarkation/Disembarkation
12/9	Male transferred to ambulance from vessel at Horning Swan	Medical
13/9	Person injured by cleat on quay at Reedham. Taken to hospital	Injury
15/9	Body of missing person found near Haven Bridge	Fatality
16/9	Body recovered from river near Whitlingham in apparent suicide	Fatality
17/9	Female injured stepping off boat at Potter Heigham. Treated at hospital for cut to leg	Embarkation/Disembarkation

## APPENDIX 2

19/9	Male on vessel at Hoveton viaduct with chest pains	Medical
20/9	Male transferred to ambulance from vessel at Stalham. Treated in hospital	Medical
21/9	Male with medical condition fell into river at Acle. Unable to get himself out. Assisted out by HMCG. Not injured	Fallen in
26/9	Female fell in river at Sutton Staithe. Unconscious, taken to hospital	Fallen in
27/9	Male fell in to river at Reedham while mooring. Assisted out by BA Quay Attendant. Cut to arm. Treated on site by ambulance	Embarkation/Disembarkation
3/10	Male with chest pains on vessel on River Ant. Assessed on scene but hospital treatment not required	Medical
4/10	Male with chest pains on vessel on Breydon Water. Taken to hospital by car	Medical
9/10	Female suffered cardiac arrest on vessel at Acle. Transferred to hospital	Medical
21/10	Male suffered suspected stroke on vessel at Potter Heigham. Taken to hospital	Medical
24/10	17 sea cadets and 4 Instructors in distress following grounding on Breydon Water. 1 person taken to hospital	Medical
30/10	Drunk male drove car into river at Horning Ferry. Recovered from water and taken to hospital	Fallen in
1/11	Male fell from vessel while mooring at Acle Bridge. Head and leg injury, taken to hospital by ambulance	Embarkation/Disembarkation
18/11	Boat fire on wild mooring near Barton Turf. Vessel burnt out and sunk	Fire
5/12	Male suffered cardiac arrest on vessel at Thorpe Island. Transferred to hospital by ambulance	Medical
5/2	Male jumped into river from Vauxhall Bridge. Taken to hospital	Jumped in
15/12	Male injured knee on vessel at Barton Turf. Taken to hospital	Injury
29/12	Boat fire at Beccles 24 hour mooring. 1 pob not injured	Fire
6/1	Explosion and fire on vessel at Griffin Marine. 1 pob taken to hospital with broken leg	Explosion/Fire
26/1	Male fell into water while boarding	Fatality

	vessel at Hoveton. Died in hospital	
14/3	Female requiring medical attention – diabetic- on broken down vessel. Transferred to ambulance	Medical
24/3	Person slipped and fell in water while broken down vessel being prepared for tow. Uninjured	Fallen in
26/3	Casualty with suspected broken ribs following fall on board hire cruiser. Taken by ambulance to hospital	Injury
28/3	Female fell on board vessel at South Quays Marina, Horning. Leg injury. Taken by ambulance to hospital.	Injury
27/3	Male fell into water after scull hit by another vessel. Minor injuries, hospital treatment not required.	Fallen in

### 3 Conclusion

- 3.1 The incidents to date do not appear to be dissimilar to those presented in previous years. Records show that incidents requiring medical treatment have increased.
- 3.2 As with previous years evidence suggests that disembarkation and falling in remains to be the main area of activity which results in injury and potential for drowning.
- 3.3 The Broads Hire Boat Federation has agreed to ensure that their members bring to the attention of the customers of the need to take care when getting off and on their boats.

### 4 Looking Forward

- 4.1 The National Water Safety Forum's UK Drowning Prevention Strategy was launched in 2016 at Westminster which calls for organisations to work together to deliver safety messages and encourage participation. The strategy aims to reduce accidental drowning in the UK by 50% by 2026.
- 4.2 The Broads Authority will continue to work with stakeholder groups to assist in the delivery of the strategy initially to continue to promote the "Wear it" campaign and to raise awareness of everyday risk in, on and around water by sharing information.
- 4.3 There will be 10 Super Safety Days and Evenings this year where Rangers will provide information and advice on Carbon Monoxide, Tolls, Life jackets, and general safety related issues.

Background papers:	Previous annual incident reports
Author:	Steve Birtles/Clive Rushworth/Nikki Jones
Date of report:	31 March 2019
Appendices:	Appendix 1 – Table 1 Analysis of Death/Injuries Since 1997 Appendix 2 – Table 2 Analysis of Fire and Explosions Since 1997

TABLE 1

## Analysis of Death/Injuries Since 1997

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<u>Death</u>																						
No of deaths on or from boats	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	1	5	1	2
Reported deaths not related to boating	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	4	2	1	2
<u>Cause of death</u>																						
Severe injury	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Heart Attack	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1	3	1	1
Drowning	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0	0	3
Asphyxiation/CO poisoning	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Terminal Illness															1	0	0	0	0	0	0	0
Not Known	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0	2	1	0
Reports of people inadvertently entering in the water See footnote.	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19	21	12	23
<b>No of persons reported as requiring hospital treatment</b>	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13	30	36	49
Head	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2	7	3	4
Arm/hand	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0	3	4	6
Leg/foot	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4	9	8	8
Torso, ribs, chest, back	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1	5	8
Not described	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4	6	12	13
Asphyxiated/CO poisoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	4
Burns/Scalds	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0	0	0	0
Heart attack															3	5	1	2	1	5	3	10

Footnote: Reports where someone inadvertently found themselves in the water. It does not include capsizes of sailing dinghies etc., or from any other contact water sports where entry into the water is predictable.

TABLE 2

## Analysis of Fire and Explosions Since 1997

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Number of incidents	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0	2	2	5
Vessels involved (Private)	3	4	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0	1	2	5
Vessels involved (Hire)	2	0	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0	1	0	0
Prime cause LPG	0	2	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0
Prime cause Petrol	1	1	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0	0	0	1
Prime cause Electrical	2	0	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0	1	0	1
Prime cause Other	2	1	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0	1	2	3
No of vessels total loss	2	0	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0	0	1	2
No of injuries from fires requiring hospital treatment	1	3	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0	0	0	1
No of fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## **Navigation Committee**

Minutes of the meeting held on 17 January 2019

### **Present:**

Mrs Nicky Talbot – Chairperson

Mr K Allen

Mr A Goodchild

Mr S Sparrow

Mr J Ash

Mr G Munford

Mr B Wilkins

Ms L Aspland

### **In Attendance:**

Mrs L Burchnall – Head of Ranger Services (item 11 & 13)

Mr D Harris – Solicitor and Monitoring Officer

Mr B Housden – Head of IT and Collector of Tolls (item 12)

Ms E Krelle – Chief Financial Officer (item 11 & 12)

Miss S Mullarney – Administrative Officer

Dr J Packman – Chief Executive

Mr R Rogers – Director of Operations

Ms R Sainsbury – Planning Officer (item 9 & 10)

Also in attendance:

Haydn Thirtle – Broads Authority Chairman

Kevin Marsh – Agent for planning applicants

Recommended candidates for appointment to the Navigation Committee – Alan Thomson, Andrew Hamilton, Mike Barnes, and Paul Thomas.

### **5/1 To receive apologies for absence**

Apologies for absence were received from Matthew Bradbury, Bill Dickson and Max Heron. The Chair had received comments on the agenda from Bill Dickson and Max Heron. These were read out at the relevant items and formed part of the discussion.

### **Announcements**

The Chair announced that Michael Whitaker had resigned from the Navigation Committee. The Chair thanked Michael for his work on the Navigation Committee and as Chairman. She said he was an invaluable colleague and a true representative of the Broads who would be missed.

The Chair also offered thanks to Alan Goodchild and Brian Wilkins who were attending their last meeting. She said their input to the committee had been invaluable. She further thanked Brian for his great assistance to her as Chairman. The Chair announced that she had personally thanked Max Heron, who was not in attendance at the meeting, but whose term was also coming to an end. She said he had been a very helpful Navigation Committee member. She wished all departing members all the best for the future.

The Chair welcomed the candidates recommended for appointment to the Navigation Committee who attended the meeting to observe proceedings.

The Head of Ranger Services introduced two new Rangers, Rich Keeble and Tobi Radcliff who had recently joined the team and would be based at Irstead covering the upper Bure.

Members were made aware that a report on the Power Boat Racing Review meeting, scheduled for Monday 21 January 2018, would be sent to Navigation Committee members electronically after this date. The Committee are consulted on the fixture dates for the 2019 period.

### **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.

#### **5/2 To note whether any items have been proposed as matters of urgent business**

No items were proposed as a matter of urgent business.

#### **5/3 To receive Declarations of Interest**

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

#### **5/4 Public Question Time**

No public questions were raised.

#### **5/5 To receive and confirm the minutes of the Navigation Committee meeting held on 25 October 2018**

The minutes of the meeting held on 25 October 2018 were signed by the Chairman as a correct record of the meeting.

#### **5/6 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.

The Chief Executive said that it was hoped the Staithes report would be published at the beginning of February.

Members noted the report.

#### **5/7 Chief Executive's Report and Current Issues**



### **Carbon Monoxide Alarm Requirements**

At the 23 November 2018 Broads Authority meeting, members unanimously resolved to delegate decision to the Chief Executive, in consultation with the Chairs of the Navigation Committee and Broads Authority, to adopt the new requirement. The Chief Executive explained that this had occurred and the implementation date was 1 April 2019. He said that there was local interest for this new requirement but a national scheme has also been adopted.

### **Broads Engage**

One member said the first Broads Engage workshop was a good session and asked for the timescales for the Access Strategy and Updated Mooring Strategy. The Director of Operations said that the strategies are to be updated this year.

Another member commented on the expectations from the workshop and asked what the process would be for the Navigation Committee to review the prioritisation of the suggested moorings, he added that budget constraints would need to be considered. The Director of Operations clarified that the Broads Engage workshop was an initial engagement step in the process. He confirmed that there would be opportunities for the Navigation Committee to review any new moorings proposed in the strategies. Further feedback on the Accessing the Broads, Broads Engage workshop would be made available.

Members noted the report.

## **5/8 Consultation on the Appointments to the Navigation Committee**

Several members declared an interest in this item as they were involved in the appointment process and, they would not be commenting on this item. The Monitoring Officer gave them special dispensation to remain in the room. The declarations are outlined in Appendix 1.

The Solicitor and Monitoring Officer introduced a report written by the Selection Panel Chair for the Navigation Committee Appointments; it outlined the appointment process for selecting co-opted members to serve on the Navigation Committee for the next term period. He explained other organisations were consulted as part of the process and that their views had been taken into account. The Solicitor and Monitoring Officer said that the Authority had recently received correspondence from the Great Yarmouth Port Authority (GYPA) in regard to category F. He said that the Authority was in consultation with them and hoped to resolve any issues. A member suggested the category F appointed member continue to monitor GYPA developments.

As stated in the Broads Act, the Navigation Committee is to be consulted on the appointment process, before the Broads Authority confirm the appointments at the 1 February meeting. Members noted the report and the candidates recommended for appointment.

## **5/9 Planning Application with Navigation Implications: BA/2018/0466/FUL – Land at Burgh Castle – BFAP Compartment 34**

The Chair introduced Kevin Marsh, agent for the applicants for the planning applications being presented for items 9 & 10.

The Planning Officer outlined an application for the installation of new piling in front of existing at land at Burgh Castle, in order to maintain the long term integrity of this section of flood defences. She informed the committee that the width of the river at this point was 50m and the development was not intended to impede the navigable channel in any way. Members were informed that the works would take six weeks to complete and it was intended to start work as soon as the application was approved to avoid impacting on the holiday season.

The Director of Operations gave a verbal update regarding the lease for the Burgh Castle moorings. He said that the Broads Authority had negotiated a new lease with the new landowner and stated that he would be speaking to the Environment Agency the following day regarding the site and he would update members on the outcome of the conversation.

Members commented on the necessity for free moorings at Burgh Castle, noting the distance between moorings across Breydon, and the importance of visitors to the Roman fort.

Members supported the application. The views of the committee will form part of the application process.

#### **5/10 Planning Application with Navigation Implications: BA/2018/0475/FUL – Land downstream of Ludham Bridge**

The Planning Officer outlined an application for rollback of 35 metres of flood bank on land downstream of Ludham Bridge. The purpose of the works was to provide an appropriate standard of flood defence to this part of the compartment, reducing the risk of piling or bank failure during a flood event. Members were informed that the encroachment into the river would be 650mm. The works were planned to commence as soon as the planning application was approved and was expected to take six to eight weeks to complete.

One member requested that the build out be kept to a minimum, noting the narrowness of the river and sharp bend and bridge near the site.

Members supported the application. The views of the committee will form part of the application process.

#### **5/11 Launch Replacement Programme**

The Head of Ranger Services explained that the needs of the current launches had changed due to the varying tasks of the Rangers. Members were informed of the current state of the patrol launches and the need for replacements in the future which would be fit for purpose.

Members discussed the criteria for the new launches as outlined in the report and it was noted that it would be challenging to find a suitable work boat that was as distinctive and recognisable as the current patrol launches.

Members discussed the financial contribution for new launches and the budget considerations for the longer term. The Chief Executive explained that in order to prepare for the long term replacement of the launches, it had been proposed to adjust the contribution to the Vessel Replacement Fund for 2020/21 and 2021/22. He added that finances were in a better position than when this contribution was reduced in 2016. The Chair clarified that the money contribution for replacement launches would mean that this couldn't be spent on other projects.

The Chief Executive explained that the preference was to purchase an off the shelf craft as opposed to creating something new, he added that the budget for this was no more than £120,000. The Chief Financial Officer added that selling the old boats would generate some income which would go back into the reserves for future replacement launches. Members considered that the budget would affect the design and materials for the boats with one member advising using an aluminium mould.

In response to a member question about the purchasing of electric powered craft, the Director of Operations said that this would be considered. He added that experience had shown that electric vessels were not reliable, however he noted the continuous improvements to the technology.

Members were in support of the pragmatic approach in considering a wide range of alternatives when replacing the launches. The views of the committee would be taken into consideration as part of the replacement policy. The Chief Executive concluded that further research would be presented to the committee at a future meeting.

## **5/12 Navigation Finance**

The Chief Financial Officer presented members with the Navigation Income and Expenditure: 1 April to 30 November 2018 Actual and 2018/19 Forecast Outturn, and gave a verbal update on the December figures. She explained that there was a favourable variance to the end of December of £62,739 and that the tolls for private crafts was above what was expected so the forecast would be adjusted in the coming months. It was further explained that there had been a saving within the legal budget from an adjustment to working patterns resulting in an increase to surplus.

Members were also informed that the reserves had increased to £731,481, this was due to the first CANAPE claim being paid at the end of December; the shares to the partners had also been distributed.

The Chief Financial Officer presented the draft budget for 2019/20 and financial strategy to 2021/22, she explained that the budget incorporated the

2.6% increase in navigation charges as adopted by the Broads Authority at the 23 November 2018 meeting. It was added that the budget maintained existing services. In terms of the sensitivity analysis members were informed that the key risk was boat numbers.

In response to a Member's comment, the Chief Financial Officer clarified that the forecast reserve for 2018/19 was 11%, however due to the deficit in 2019/20 this would be brought back to 10%. She reiterated to members that there was no flexibility for additional projects.

One member queried the cost of Mutford Lock, the Chief Financial Officer stated that annual contributions were made into the property reserve within the earmarked reserves. She further added that the rent received from Mutford Lock is put back into the reserves.

Another member questioned legal costs and whether the potential of more prosecutions had been considered for next year's budget. The Chief Financial Officer explained that there was a change in the percentage split for legal expenditure. She said £35,750<sup>1</sup> was allocated for next year. The Chief Executive added that the aim was to increase compliance and to avoid legal costs and said ignoring offences would have a severe impact on the Authority's income. He said it was also an expectation of toll payers that the Authority enforce its powers.

The Head of IT and Collector of Tolls noted the number of factors resulting in prosecutions but said that since the Authority had stopped printing paper toll plaques procedures had been more efficient.

The views of the Navigation Committee will inform the final draft budget which is to be considered by the Broads Authority at the 1 February 2019 meeting.

Members noted the report.

### **5/13 Display of Registration Marks**

Brian Wilkins did not participate in the discussion of this item after receiving advice from the Monitoring Officer that it would be inappropriate as he had lobbied Navigation Committee members on this subject.

Members were consulted on the Broads Authority's current policy of the display of registration marks. The Head of Ranger Services explained that since the removal of paper toll plaques it was critical that vessels could be identified from the registration number displayed on the stern of the boat. She said that the Broads Authority had asked Rangers to enforce the requirement and that this had been published in the Broadsheet newsletter. 2018 was the first year that notices were being issued for non compliance of visible registration marks. The Head of Ranger Services said that Officers had had several meetings with the NSBA regarding issues raised over the guidance.

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<sup>1</sup> This is the correct figure, as confirmed following the meeting.

She added that rowing clubs had been consulted on the matter and advised that the display of the British Rowing number was satisfactory.

*Simon Sparrow leaves*

Members discussed various issues raised with the display of registration marks. In response to a member question the Head of Ranger Services clarified that if it is physically impossible to apply stern markings then it is not a requirement, however this is not the case with the majority of river cruisers. The Director of Operations said officers and rangers were able to advise boaters how best to display registration marks.

One member asked if there was an alternative for boaters who didn't want to cover decorative designs on their boats. Officers confirmed that the registration number could be applied in a variety of ways including being painted on, the essential requirement was to clearly display it on the vessel as per the guidance.

Another member expressed concerns with the possible costs of enforcement and whether this had been considered in terms of the budget for legal fees. The Chief Executive said that prosecution would only be considered at the end of the process and that the proposal was to provide people with more time to comply, he reiterated that it was a legal requirement to display registration marks. The Head of Ranger Services added that through discussions with other organisations it was hoped they would continue to encourage their members to comply.

One member stressed the importance of face to face engagement with stakeholders to alleviate any concerns over the matter. She offered to accompany the Head of Ranger Services with these discussions.

In general members were in support of Officers providing more time for compliance and recognised that the law was enforceable. Several members emphasised the Authority's duty to enforce the byelaws and the boater's responsibility to adhere to these regardless of personal preference. The Head of Ranger Services explained that if members agreed to the proposal, the process of checking for compliance would be started again from 1 April 2019 for those who had already received enforcement notices.

It was proposed by Alan Goodchild, seconded by Greg Munford that it be

RECOMMENDED by 5 votes in favour, and 2 abstentions

That the Broads Authority

*provide a further reminder of the need to comply with the guidance in the February Broadsheet and to give all boat owners until the end of April to comply before taking further enforcement action. This would be prior to the first main Ranger inspection of the year in May when they check that tolls are paid and boat marks displayed.*

#### **5/14 Boat Census 2018 Report**

The Director of Operations introduced a report on the results of the 2018 Boat Census. It was noted that there was a drop in boat movements compared to previous years as well as a drop in the number of private and hire crafts recorded.

Members commended the value of the boat census, commenting on the useful information produced, and were in support of continuing the process. The majority of members were in favour of moving to a 5-yearly interval in recognition of the amount of work required. The Director of Operations said he would investigate this further.

Members noted the report.

#### **5/15 Construction, Maintenance and Environment Work Programme Progress Update**

Members were provided with an update on the progress of the work programme for the Construction, Maintenance and Environment teams. The Director of Operations said that there was good progress at Hickling for the CANAPE project.

It was reported that bank and tree clearance was underway. A member asked if Officers had seen any significant difference with the recently purchased tree shears, the Director of Operations said the process had been improved with more being cut than could be processed. Officers were looking at how to improve this process. It was explained that the purchase of 2 more NATO floats was required

Members noted the report.

#### **5/16 To note the date of the next meeting**

In acknowledgment of his last meeting, Brian Wilkins stated that it had been an honour to serve on the committee, he said the challenges had been great and he had been pleased to be involved. Alan Goodchild added that he wished all the new members good luck in their term.

The Chief Executive thanked the departing members for their time on the committee and their welcomed insights. The Chairman of the Broads Authority added that he was appreciative of the skills and knowledge these members had brought to the Authority and thanked them for their work.

The next meeting of the Navigation Committee would be held on Thursday 11 April 2019 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

The meeting concluded at 16:10pm

Chairman

## Code of Conduct for Members

**Declaration of Interests**

Committee: Navigation Committee

Date of Meeting: 17 January 2019

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
Alan Goodchild	7-15		
Greg Munford		As previously declared	
Linda Aspland	8	As previously declared	
Kelvin Allen		As previously declared	
John Ash	8	As previously declared	
Simon Sparrow	8	As previously declared	
Brian Wilkins	13	As previously declared as Chairman of NSBA	
Nicky Talbot	8 & 13	Appointee and Boat Owner	

## **Broads Authority**

### **Planning Committee**

Minutes of the meeting held on 8 March 2019

Present:

In the Chair - Mrs M Vigo di Gallidoro

Mr M Barnard  
Mr L B Keith  
Mr R Hanton  
Ms G Harris

Mrs L Hemsall  
Mr P Rice  
Mr H Thirtle  
Mr V Thompson

In Attendance:

Mrs S A Beckett – Administrative Officer (Governance)  
Mr J Ibbotson – Planning Officer (for Minute 8/8(ii))  
Mrs R Sainsbury – Planning Officer (up to and for Minute 8/8(i))  
Ms C Smith – Head of Planning  
Mrs M-P Tighe – Director of Strategic Services

Members of the public in attendance who spoke:

#### **Application BA/2019/0002/FUL Land at Petos Marsh Camps Heath Oulton Broad**

Adrian Sewell

Broads Authority Rivers Engineer On behalf of Applicant

#### **8/1 Apologies for Absence, Welcome and Housekeeping Matters**

The Chair welcomed everyone to the meeting.

Apologies had been received from Prof J Burgess and Mr W A Dickson.

#### **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.

#### **8/2 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 Chair declared a general interest on behalf of all Members concerning application BA/2019/0002/FUL at Peto's Marsh as this was a Broads Authority application.



### **8/3 Minutes: 8 February 2019**

The minutes of the meeting held on 8 February 2019 were agreed as a correct record and signed by the Chair.

### **8/4 Points of Information Arising from the Minutes**

#### **Minute 7/10 Wroxham Neighbourhood Plan**

The Director of Strategic Services reported that the referendum for the Wroxham Neighbourhood Plan was due to be held on 21 March 2019. It was proposed that the Planning Policy Officer reported verbally the result of this to the Authority at its meeting on 22 March 2019. If more than 50% of those voting agreed to the Neighbourhood Plan, the Authority will be asked to make /adopt the plan. The Authority is the final arbiter so there would be no issue on the validity of the decision, but the Planning Committee endorsement would be bypassed. If the Authority went through the full process of bringing the result to the Planning Committee first, this would delay the decision by a couple of months which would not comply with the 8 week provision noted in the National Planning Policy Guidance.

The Chair stated that she and the Vice-Chair of the Committee supported this approach and that the matter should be considered by the full Authority at its next meeting.

Members fully supported the pragmatic approach being taken.

#### **RESOLVED**

That the Committee endorse the approach being taken for the adoption of the Wroxham Neighbourhood Plan subject to the vote on the referendum being favourable.

### **8/5 To note whether any items have been proposed as matters of urgent business**

There were no items of urgent business.

### **8/6 Chairman's Announcements and Introduction to Public Speaking**

#### **Public Speaking**

The Chair stated that public speaking was in operation in accordance with the Authority's Code of Conduct for Planning Committee. Those who wished to speak were invited to come to the Public Speaking desk when the application on which they wished to comment was being presented.

### **8/7 Requests to Defer Applications and /or Vary the Order of the Agenda**

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

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

The Committee considered the following applications submitted under the Town and Country Planning Act 1990 (also having regard to Human Rights), and reached the decisions 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 officer's report, and which were given additional attention.

### **(1) BA/2019/0002/FUL North end of Peto's Marsh, south of Burgh Pumping Station, Camps Heath, Oulton Broad**

Habitat creation, construction of new section of floodwall & re-use of dredged sediment to create wetland habitat.

Applicant: Broads Authority

The Planning Officer gave a detailed presentation and assessment of the application for habitat creation on a 2 hectare area at the very northern tip of Peto's Marsh, surrounded by compartment 28 of the Broadland Flood Alleviation Project and where flood defence improvement works have been carried out, following planning permission being granted in 2014. The proposal was part of the Suffolk Wildlife Trust's (SWT) vision for the Carlton Marshes nature reserve involving the restoration of arable land to wetland habitat. The scheme also involved the creation of a new section of flood or "crosswall" and new soke dyes which would enhance the existing flood defences. The site would provide an area for the deposition of dredged sediment from the River Waveney. It was expected that the volume of dredged material would be in the region of 15 – 20,000 cubic metres. The works were due to be undertaken by Broads Authority staff over a period of 2 – 3 years and would be monitored for five years by the Authority. The area would then be managed and maintained by the landowner SWT.

The Planning Officer explained that no objections had been received. The comments from the SWT about the timing of the works in relation to water voles and vehicle access across the new soke dyke had been addressed with extra details having been provided.

The Planning Officer concluded that the proposal could be recommended for approval as it would provide clear benefits, including continued flood defence and additional habitat and nature conservation management. It also satisfactorily balanced this with enhancement of recreation interests.

Members fully supported and commended the application.

Lana Hemsall proposed, seconded by Gail Harris and it was

RESOLVED unanimously

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

The scheme is considered to be consistent with development policy as set out in the Development Plan document Policies DP1, DP4 and DP29 of the Development Management Document (2011) and the Broads Core Strategy (2007) Policies CS1, CS3, CS4, and CS9.

(2) **BA/2018/0474/FUL Hoveton: Richardson's Day Boat Hire, Fineway Leisure, Fineway Boatyard, The Rhond, Hoveton**

Replacement reception building

Applicant: Mr Paul Richardson

The Planning Officer explained that the application was before Members as the Company Chief Executive for the applicants was a Member of the Broads Authority.

The Planning Officer provided a presentation on the proposal to replace an existing single storey portacabin used as a day boat hire office with a larger single storey structure for the same purpose but as a permanent building. The application also involved slight changes to the associated mooring cut. The Planning Officer reported that the site was in Flood Zone 2 not 3 as stated in the report. The Environment Agency did not object to the application provided details of a flood response plan were submitted and this could be covered in the conditions.

The proposed structure was considered to be an acceptable scheme that would replace an unattractive building with an improved designed, proportionate replacement permanent building which would contribute to the visual amenity of this sustainable location and popular tourism hub. It would also provide improved access. It was considered that the improved design would offset the increase in size. The building contained a land use and business supported by the Broads Local Plan. Consequently, the scheme was considered to be in accordance with all relevant planning policy and was recommended for approval.

It was confirmed that there was no need for drainage proposals as facilities involving these were provided elsewhere on the site. The conditions included details on the materials even although the types of materials to be used were stated in the application. This was because each manufacturer had different specifications and the Authority wished to ensure that the materials were of an appropriate standard.

Members supported the proposal.

Haydn Thirtle proposed, seconded by Paul Rice and it was

RESOLVED unanimously

that the application be approved subject to conditions with informatives as outlined within the report. The scheme is considered to be in accordance with Policies DP4, DP27, DP29 of the Development Plan Document (2011).

## **8/9 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.***

Members were reminded that they had agreed to proceed to prosecution as compliance with the Enforcement Notice had not been achieved. Further works to comply with the Enforcement Notice had been undertaken. A further inspection was made on 24 February, two days before the next proposed Court hearing. The dismantled gazebo and slates removed from the path had been stacked on site but in order to fully comply with the Enforcement Notice all the materials needed to be removed from the area covered by the Enforcement Notice. It was recognised that considerable progress had been made and it was important to be pragmatic. Given the winter conditions and potential difficulties and implications of removing the materials at this time, the Authority as well as the landowner had requested an adjournment of the Court hearing. This had been granted for 21 May 2019, but the Courts had made it clear that they would not countenance any further adjournments. Officers would be visiting the site again in April to review progress.

**Marina Quays.** A new application following negotiations was expected. The Head of Planning reported that the site continued to be the subject of some vandalism. The owners had undertaken some remedial works in tidying up the site.

### **Land at Beauchamp Arms Public House, Ferry Road, Carleton St Peter**

The site was being monitored and Planning Contravention Notices issued in order to seek information.

Members supported the action being taken and noted the progress made.

RESOLVED

that the report be noted.

## **8/10 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 received the decision on the appeal against 3 conditions imposed on the original planning permission for the site at Hedera House in Thurne. The scheme involved the development of holiday

units with permanent residential units as enabling development. The details of the split decision had been circulated to Members.

The Head of Planning explained that the Inspector had supported the Authority's position relating to the holiday restriction period condition. This was welcomed as if not accepted, it would have had implications not only for the Authority's approach to holiday conditions but also other Local Planning Authorities. With regard to the condition on timescales for the construction of the enabling development followed by the development of the holiday units, the Inspector had accepted that marketing conditions had changed from when planning permission had been granted and extended the time from 2 years as initially set out to 5 years overall. This was acceptable and not a matter of great concern to the Authority.

The Inspector did not vary the holiday use restriction in respect of the holiday units, but varied that part of the condition which related to the permanent residential units to enable them to be used as second or holiday homes. This was a little disappointing as second homes typically made the smallest contribution to the local economy or community. However, the decision did enable some flexibility.

A Member commented that at a recent meeting of Thurne Parish Council there had been some confusion about the number of conditions being appealed and the decision. The Head of Planning undertook to provide the local Member with the necessary information to clarify the matter.

**RESOLVED**

that the report be noted.

## **8/11 Decisions Made by Officers under Delegated Powers**

The Committee received a schedule of decisions made by officers under delegated powers from 24 January 2019 to 24 February 2019.

In response to a Member's question, the Head of Planning clarified that in some cases where there was change of use and extensions to existing buildings, conditions would include the removal of permitted development rights.

With regard to the application BA/2018/0329/FUL at the Pleasure Boat Inn, Staithe Road, Hickling, the Head of Planning commented that in principle extensions to the public house were acceptable. There had been considerable discussions over the design but unfortunately the extension to the back of the public house was inappropriate and therefore the application had been refused. It was clarified that the decision had to be made on the specific application as a whole.

It was clarified that the operation of a ferry at Kirby Bedon could not be viewed as a change of use and therefore it would not be covered by planning

legislation. The only permission that might be required would be for a structure which might facilitate the operation of a ferry but this was not the case here. There could be other consents required such as for a works licence or in relation to tolls.

RESOLVED

that the report be noted.

**8/12 Date of Next Meeting**

The next meeting of the Planning Committee would be held on Friday 5 April 2019 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 10.55 am

CHAIRMAN

## APPENDIX 1

### Code of Conduct for Members

#### Declaration of Interests

**Committee:** Planning Committee

**Date of Meeting:** 8 March 2019

<b>Name</b>	<b>Agenda/ Minute No(s)</b>	<b>Nature of Interest (Please describe the nature of the interest)</b>
Melanie Vigo di Gallidoro - Chair on behalf of All Members	8/8	BA/2019/0002.FUL Peto's Marsh – application by the Broads Authority.
Paul Rice		Chairman of Broads Society