

AGENDA

26 January 2018

10.00 am

	Page
1. To receive apologies for absence and welcome	
2. Chairman's Announcements	
3. Introduction of Members and Declarations of Interest	
4. To note whether any items have been proposed as matters of urgent business	
5. Public Question Time To note whether any questions have been raised by members of the public	
6. To receive and confirm the minutes of the Broads Authority meeting held on 24 November 2017 (herewith)	4 – 19
7. Summary of Progress/Actions Taken following Decisions of Previous Meetings To note schedule (herewith)	20 – 26

PRESENTATION

8. Natural Capital Accounting Presentation by Professor Kerry Turner	
9. Broads Water Plant Survey Results 2017 Report and Presentation by Environment and Design Supervisor and Environment Officer (herewith)	27 – 30

STRATEGY AND POLICY

10. Strategic Direction: Report by Chief Executive (herewith)	
(i) Strategic Priorities 2018/19	31 – 33
(ii) Strategic Direction	34 – 36
11. Budget 2018/19 and Financial Strategy to 2020/21 Report by Chief Financial Officer (herewith)	37 – 47

12.	Financial Performance and Direction Report by Chief Financial Officer (herewith)	Page 48 – 58
13.	Greater Norwich Local Plan: First Consultation Stage Report by Planning Policy Officer (herewith) and presentation by Mike Burrell (Norwich City Council)	59 – 61
14.	Acle Bridge Site Report by Chief Executive (herewith)	62 – 63

GOVERNANCE

15.	Review of Audio Recording of Broads Authority Meetings Report by Solicitor and Monitoring Officer (herewith)	64 – 66
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REPORTS FOR INFORMATION

16. **The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code**

MINUTES TO BE RECEIVED

17. **To receive minutes of the following meetings:**
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| Broads Local Access Forum– 6 September 2017 (herewith) | 67 – 73 |
| Navigation Committee – 19 October 2017 (herewith) | 74 – 81 |
| Planning Committee – 10 November 2017 (herewith) | 82 – 91 |
| Planning Committee – 8 December 2017 (herewith) | 92 – 102 |
18. **Feedback from Members appointed to represent the Authority on outside bodies**
- Broads Tourism – Mr John Timewell/ Greg Munford*
How Hill Trust – Prof Jacquie Burgess and Mr John Ash
National Parks UK and National Parks England – Prof Jacquie Burgess
Norfolk and Suffolk Broads Charitable Trust – Mr Louis Baugh and Mr Bruce Keith
Norfolk Mills and Pumps Trust – Prof Jacquie Burgess
Upper Thurne Working Group – Mr Brian Wilkins
Whitlingham Charitable Trust – Mr John Ash, Mr Matthew Bradbury, Mr Vic Thomson and Mr Bruce Keith
19. **To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972**
20. **To answer any formal questions of which due notice has been given**

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21. To note the date of the next meeting – Friday 16 March 2018 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich	
22. Exclusion of the Public The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 1, 3 and 5 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.	
23. To receive the Exempt Minutes of the Navigation Committee meeting on 19 October 2017 (herewith)	103
24. The Transfer of Mutford Lock Report by Solicitor and Monitoring Officer (herewith)	104 – 125
25. Chet Boat - Award of Contract Report by Programme Manager (herewith)	126 – 129
26. Matter referred under the Members Code of Conduct Report by Solicitor and Monitoring Officer (herewith)	130

Broads Authority

Minutes of the meeting held on 24 November 2017

Present:

Professor Jacquie Burgess – In the Chair

Mr Kelvin Allen	Ms G Harris	Mr V Thomson
Mr J Ash	Ms L Hempsall	Mr J Timewell (up to
Mr M Barnard	Mr B Keith	Minute 3/11)
Mr L Baugh	Mr G Munford	Mrs M Vigo di Gallidoro
Mr W A Dickson	Mrs N Talbot	Mr B Wilkins
Sir Peter Dixon	Mr H Thirtle	

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer (Governance)
Mr W Burchnall – Project Manager (Minute 3/1 – 3/9)
Mr D Harris – Solicitor and Monitoring Officer
Mr S Hooton – Head of Strategy and Projects Officer (Minute 3/1 – 3/10)
Ms E Krelle – Chief Financial Officer
Mr R Leigh – Head of Communications
Ms M-P Tighe – Director of Strategic Services
Mr R Rogers – Director of Operations
Mr A Clarke – Senior Waterways and Recreation Officer (from Minute 3/11)
Mr T Waterfall – Communications Officer (Digital)
Ms A Leeper – Asset Manager (from Minute 3/11)

Others Present: Mr Keith Bacon - Chairman of Broads Forum and Broads Local Access Forum

3/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public. She also welcomed Mr Bruce Keith to his first meeting as the new Secretary of State Appointee.

Bruce Keith explained that he had previously been Chief Surveyor for English Nature, now Natural England and had then worked for Scottish and Southern Energy. He thanked everyone for the warm welcome he had received, he was honoured to be on board, and looking forward to working with everyone, realizing how much he still had to learn.

Apologies were received from Mr Matthew Bradbury, Ms Sarah Mukherjee and Mr Paul Rice.

The Chairman informed members that Mr Brian Iles had resigned from the Authority for personal reasons. She would be writing to him on behalf of the Authority to thank him and wish him well for the future.

3/2 Chairman's Announcements

(1) Openness of Local Government Bodies Regulations 2014

The Chairman reminded members this meeting would be recorded and that the Broads Authority retained the copyright with the purpose of the recording being as a back-up for accuracy. This matter was addressed at Agenda Item 3/7. If a member wished to receive a copy of the recording, they should contact the Solicitor and Monitoring Officer.

The Press correspondent indicated that he intended to record proceedings.

(2) Dates to Note:

The Chairman confirmed the following dates for the **Parish Forum** meetings in 2018.

- Wednesday 21 March 2018 from 6:00 – 8:00 pm Parish Forum – Waveney Room, Yare House, Norwich
- Wednesday 19 September 2018 from 6:00 – 8:00 pm Parish Forum – Venue to be confirmed

She hoped as many members as possible would be able to attend.

Members Away Day

The Chairman confirmed that the Members Away Day to consider the report from the Peer Review would be on Tuesday 30 January 2018. A meeting with the independent facilitator was due to take place in early December. It was anticipated that the January meeting would be the first in a series of meetings. The report from the Peer Review was expected in December 2017.

(3) National Parks Hero Awards 2017

The Chairman reported that at the National Park Conference held in the South Downs in October 2017, Gary Cotton, one of our staff at the Great Yarmouth Yacht station was announced as a winner of the National Parks Hero Awards 2017 for his outstanding bravery and quick thinking in saving a child. Gary gave an account of the incident and members expressed their considerable appreciation. The Chairman congratulated Gary and presented him with his certificate and award provided by National Parks UK.

(4) General Proceedings.

The Chairman commented that she would take it that Members will have read the papers and therefore the emphasis would be for members to ask questions and debate the issues.

3/3 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. It was noted that those members who were toll payers were able to fully participate in the item setting the charges for next year.

3/4 Items of Urgent Business

There were no items of urgent business.

3/5 Public Question Time

No public questions had been received.

3/6 Minutes of Broads Authority Meeting held on 29 September 2017

The minutes of the meeting held on 29 September 2017 were approved as a correct record and signed by the Chairman.

3/7 Summary of Progress/Actions Taken Following Decisions of Previous Meetings

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

In particular, the Chief Executive took the opportunity to provide further updates concerning:

Network Rail The meeting scheduled for 22 November 2017 had been cancelled and the Authority was awaiting an alternative date. However, some progress was being made on a possible solution to the difficulties with Somerleyton and Reedham bridges and further discussions were taking place between Network Rail and the Environment Agency.

Lease of Moorings on River Thurne: The Chief Executive assured members that there would be further discussions with the landowner concerning the ambition to provide pontoon moorings. This was dependent on funding.

Broads Local Plan This together with supporting documents was now available for public consultation for a period of 8 weeks up until 5 January 2018 at 4pm. The dates for the drop-in sessions were drawn to Members' attention and it was hoped that Members would be able to attend.

3/8 Proposed Navigation Charges for 2018/19 in the Navigation Area and Adjacent Waters

The Authority received a report on the proposed Navigation charges for 2018/19 in the Navigation Area and Adjacent waters following consultation with the Navigation Committee on 19 October 2017. The proposals were based on a thorough review of the 2017 figures to date, particularly taking account of the outcomes from the revised structure of the tolls introduced from 1 April 2017 and the consultation and advice from the Tolls Review Group and the major hire boat operators. Members noted that a 1% increase would provide a standstill. Since the new structure had been introduced for this year, there had been an increase in the size of the private motor boat fleet and a better than anticipated performance in hire boat numbers. Therefore the Authority was in a much stronger financial position than was originally anticipated.

The Navigation Committee had concluded that

- no changes would be necessary to the amended structure implemented on 1 April 2017 which seemed to have achieved one of its goals in stemming the decline in the number of small private motor boats.
- An across the board approach should be adopted with navigation income increasing at the same rate for the whole of the hire fleet and the private fleet and that there was no need to have a different approach within the categories for the two fleets in the next year.

The Committee had been presented with a range of alternatives for additional work as detailed within the report and associated increases in charges for consideration. The Committee had recommended

- that the navigation charges should be increased by 3% in line with the current rate of inflation (CPI) across the board.

Members also noted that dispensing with the display of toll plaques for annual tolls had proved to be very positive, enabling a quicker turn round for processing tolls and freeing up staff-time for monitoring. This together with the Phone App enabling the Rangers to check toll and boat safety compliance had improved efficiency. This had enabled the Authority to review the staffing arrangements and instead of employing two full time and two seasonal members of staff, it was possible to employ three full-time staff which would ensure continuity of skill set and provide a small financial saving as well enable staff to deal with matters out of season, which otherwise would not be possible.

Members were supportive of the proposals and the proposed priorities for expenditure, although did not wish to lose sight of the possibility of increased patrolling in the future. They considered that the right balanced approach was being taken and noted that the overall structure of the system would be reassessed in 2019. A member asked for clarification relating to concerns expressed at the Navigation Committee regarding the discussion on tolls. It was explained that the details of the debate were included within the

Navigation committee minutes and could be accessed following the meeting. Another point was raised about the monitoring of river width by tree and scrub encroachment in certain locations. It was confirmed that river width was monitored regularly.

Members were assured that the priorities for riverside tree management were carefully assessed in line with the matrix and methodology as outlined at the previous meeting, which included overall measurement of river width, and a sensitive balanced approach was taken, although again it was emphasised that much depended on permission from landowners. The necessary information and explanation had now been loaded up onto webpages and Members had been provided with the link.

- o <http://www.broads-authority.gov.uk/looking-after/managing-land-and-water/riverside-tree-and-scrub-management/ nocache>

Members expressed appreciation at the clarity in the report particularly with regard to expenditure which had provided a healthy debate.

Nicky Talbot proposed, seconded by Haydn Thirtle and it was

RESOLVED

By 16 votes to 0 with one abstention

- (1) that the Authority follows the advice of the Navigation Committee and raises charges in the Navigation Area and Adjacent Waters for 2018-19 by 3% across the board, in line with the current rate of inflation (CPI), as set out for the main categories in Table 8 of the report, using the additional funding to purchase the new equipment for bankside tree and scrub management and additional safety signs.

Bill Dickson proposed, seconded by Gail Harris and it was

RESOLVED unanimously

- (2) Following the successful two year trial, the Authority stops printing adhesive toll plaques permanently, other than for short visit tolls.

3/9 Strategic Direction 2017/18 Update

The Authority received this year's fourth report on the progress of the Strategic Priorities identified at the January and March meetings for 2017/18; these were guided by the themes within the Authority's Broads Plan 2017 - 2022, adopted in March and officially launched on 26 July 2017. Members noted the helpful progress updates on the Broads Plan and the links to the guiding strategies.

The Chief Executive referred to the excellent news that the Authority had secured £2.4million of Heritage Lottery funding for the Water Mills and Marshes Landscape Partnership Scheme, the successful progress in engaging with farmers as part of the Broadland Catchment Management Partnership; and the development of the innovative Interreg 4 European

funded CANAPE project. He also provided an update on the extra funding secured for the English National Parks from the “Discover England Fund” with the aim of promoting tourism opportunities in the English National Parks to visitors particularly targeting visitors from Germany and Australia as well as the Netherlands and the USA. He also reported on a series of discussions held with Sustrans, Norfolk County Council and the LEP to promote cycling routes in the Broads as part of the drive to encourage families to enjoy the special landscape as well supporting the local economy. It was hoped to forge stronger links with the LEP in order to gain support for the Authority’s ambitions for the Broads National Park. The web page relating to LEP’s new Economic Strategy would be included in the minutes. (See below)

<https://newanglia.co.uk/our-economic-strategy/>

Officers then gave presentations highlighting the achievements with regard to the main projects to which it was committed over the next five years.

- (i) **Water Mills and Marshes** – In his presentation, the Project Manager showed the video prepared with the help of the BBC which profiled the laser scanning work on the Mills. He also showed Members a video of BBC Look East coverage of the HLF award. Members were informed of the administrative structure of the projects reporting to the Project Board, the website and social media links, and staffing arrangements. The implementation of the project was due to start in January 2018. The planning applications for the work on the mills were ready to process and would be phased over the next few months subject to the necessary protected species surveys being carried out. Other projects relating to education and skills were also progressing. It was emphasised that engagement with the public and access into remote places such as Halvergate was a vital part of the project and this was documented in the preparation of the bid. The project would be officially launched on 17 January 2018 in the Hostry at Norwich Cathedral where specially commissioned music would be played live.

Members very much welcomed the report and considered it to be an exciting project. A member commented that it would be exceedingly worthwhile if it was possible to extend the functioning of some of the mills over and above public access and apprenticeship, perhaps for example to provide broadband facilities.

Members recognized that the scheme was fundamental to the Authority’s strategic priorities and looked forward to receiving regular updates. These would also be provided through the following links.

Website:	www.watermillsandmarshes.org.uk
Social Media:	
Facebook:	www.facebook.com/watermillsandmarshes
Twitter:	www.twitter.com/Broads_LPS
YouTube:	www.youtube.com/channel/UCbma_7-l-sokaExkKxitjxw
Instagram:	www.instagram.com/water_mills_marshes/

(ii) CANAPE - Creating a New Approach to Peat Ecosystems

The Director of Strategy and Sustainable Communities reported that the first meeting of all the partners involved in the £5.5 million CANAPE project was held on 11 October 2017. This involved 14 partners in the 5 member states involved – Netherlands, Denmark, Belgium, Germany and the UK. She provided a diagram of the structure with the Authority being the lead beneficiary and outlined the three main packages of activities with which each would be involved and the result indicators concerning flood risk, carbon capture and economic impact.

Members favourably received the two presentations and expressed pleasure at the securing of funds for the two major exciting and ambitious projects. They considered that it was vital that the Authority was able to deliver the projects and although mindful that they would help in carrying out its strategic priorities and delivering the Broads Plan, some concern was expressed about the pressures being placed on the Authority's staff resources. It was emphasised that the Authority had signed up to these projects and was fully committed, as well as to other matters such as the Acle Bridge site and consideration of the Peer Review; therefore the Authority would need to consider carefully how to proceed and provide support. It was also recognized that there could be other, as yet unanticipated benefits arising from the projects.

Members thanked the staff for the detailed and informative presentations.

The meeting adjourned for 10minutes at this point.

(iii) Communications

The Head of Communications provided a presentation on the developing work of the communications team with particular emphasis on the three main areas currently being given attention – National Park branding; Raising the profile of the Broads National Park at major locations and where the footfall was greatest, such as Norwich Airport, railway stations and roadside locations and key sites including boatyards, as well as working on Discover England, and the Authority's partnership projects as documented above. He provided the Authority with a table showing the media coverage both reactive and proactive over the last three months with 35 stories - 19 having resulted from press releases all of which were positive, - 16 being reactive, three of which were positive. It was important to stress that 5 stories had made it to the national media. Therefore it was considered that the Authority was improving at promoting its own work. The role of the team in design and interpretation, education projects, visitor services, digital and social media was also highlighted.

(iv) Social media

The Communications Officer (Digital) provided a presentation on the main areas of digital communication through the website, Facebook, Linked-in and Instagram. The use of these could be classified into three main areas:

- For Promoting Broads Tourism businesses, the wider Broads area and the Visit the Broads website as the Broads National Park.
- Broadcasting news, sharing updates on our work and engaging with stakeholders as the Broads Authority, and
- Communicating project information on dedicated accounts, e.g. Water, Mills and Marshes and the Catchment Partnership.

He highlighted the benefits in being able to engage with stakeholders, getting news out quickly, complementing the traditional PR activities and in helping the Authority to be more transparent.

The Communications Officer referred to possible future developments that would enable certain projects to have a dedicated platform for communication that would involve the specialist officers.

Members welcomed the updates and considered that the proactive developments in communications were excellent in raising the profile of the Authority. They particularly favoured the project with Norwich Airport and were assured that the displays would be refreshed regularly. They noted the difficulties in positioning and amending the brown road signs, controlled through Highways England. While this was an issue with all the National Parks, the irregular boundary for the Broads Executive Area posed particular challenges. Another idea of stickers for cars was suggested.

Members thanked the officers for the interesting and informative presentations.

RESOLVED unanimously

that the updates for 2017/18 on the Strategic Priorities (Appendix 1 of the report) together with the progress on the Authority's strategies be noted.

3/9A External Funding Strategy

The Authority received a report prepared by the small reference group of Members on their progress in developing an approach to securing more funding and support from external sources to help in the implementation of the Broads Plan objectives. Members welcomed the paper and noted the ten strategic elements being put forward as a foundation for the approach and development of a Strategy to improve investment in the Broads. It was clarified that the Authority's National Park Grant had dropped from over £4million per annum in 2010/11 to £3.3million for this year 2017/18.(A 25% cut in total).

Members were mindful of the success in attracting external funding for the major programmes of work mentioned above, and acknowledged the Authority's commitments to these and the need to ensure that they were run effectively as well as fulfilling its commitments to the day to day work. However, Members also considered that it was necessary to look longer term,

with a wider perspective and develop a strategic approach and framework especially with a view to further involvement with the LEP (*New Anglia Local Enterprise Partnership for Norfolk and Suffolk*). The current members of the Group were willing to continue to develop a framework and strategy. Members considered that the membership of the group should be expanded to include other members who may wish to express an interest as well as key staff, such as the Director of Strategy and Sustainable Communities, and the Chief Financial Officer as well as the Head of Strategy and Projects. Peter Dixon proposed Lana Hempsall who commented that she would be happy to join the group. It was considered that details on the membership of the group and its functions could be part of the discussions for the Members' Away Day.

RESOLVED

that a working group made up of an expanded membership and staff be established to develop the fine details of a strategic approach to external funding. (The group to include Lana Hempsall and other interested members, as well as the Director of Strategy and Sustainable Communities, the Chief Financial Officer and the Head of Strategy and Projects.) *Any Members interested in joining the group are asked to contact the Authority via the Chief Financial Officer (Emma Krelle).*

3/10 Financial Performance and Direction:

(1) Consolidated Income and Expenditure from 1 April to 30 September 2017

The Authority received a report providing the consolidated income and expenditure for the six month period 1 April – 30 September 2017 and provided a forecast of the projected expenditure at the end of the financial year 31 March 2018.

It was noted that the latest available budget deficit at the end of September was £97,423 and following adjustments the forecast outturn deficit for the end of the year as at 30 September 2017 was £39,792. The figures for the end of October (with reference to Table 1 of the report) gave a total favourable variance of £159,659. There were no changes to the Latest Available Budget at Table 2 of the report or the forecast outturn at Table 3. The Current Reserve balance based on the October figures at Table 4 was £1,557,292; this included the purchase of a replacement vehicle for Construction and Maintenance, the final invoice for the Habitats Regulation Assessment for the Local Plan and the work had started on the repair of the dockyard billet. Much of the variance was due to timing differences, staff vacancies and salary.

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

would be slightly above the recommended level of 10% of net expenditure during 2017/18.

RESOLVED unanimously

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

(2) Financial Planning and Budgetary Considerations for 2018/19

The Authority received a presentation on the considerations for future financial planning and the Budget for 2018/19. The main issues being taken into account were:

- The staff structure and the uncertainties around staff salary increases to be negotiated with the possibility of a 1.5% pay rise for the next three years,
- The effect of inflation on non-staff budgets,
- Other increased costs – fuel, insurance premium tax (+10%to12%), inflationary increase for the Vessels and Equipment budget and insurance, increased Yare House rent as well as costs to relocate some of the dredged material in Postwick Tip,
- Additional staff to fund HLF and CANAPE projects – grants to cover costs,
- Budget holders requests for additional expenditure,
- Additional pension deficit payments,
- Additional costs for Columbia clothing for volunteers,
- Funds for policy planning for the Norfolk Strategic Framework to ensure the Authority's duty to cooperate is discharged; and
- Additional operating costs for Mutford Lock.

The Chief Financial Officer provided outline figures for the Draft Budget for 2018/19 together with the areas of budget sensitivity, as well as the Draft Financial strategy for 2018/19 – 2020/21, emphasizing that they were not set in stone. It was noted that the figures relating to the Whitlingham Charitable Trust, where the Authority recharged the Trust for costs incurred, needed to be incorporated. There were also no estimated costs in association with the Acle Bridge site although there were mechanisms in place to consider how this and other sites were to be dealt with. It was noted that the Authority, as with most of the national park authorities, was tied into the Local Government settlement for the staff salary increases. Therefore a prudent approach was being taken.

Members thanked the Chief Financial Officer for the report.

RESOLVED

(ii) That the report be noted.

3/11 Engagement with Key Stakeholders and the role of the Broads Forum

The Authority received a report on the continued engagement with its stakeholders and in particular noted the recent points that emerged from the meeting with the Broads Forum and consideration of its effectiveness which were detailed by Keith Bacon, its Chairman. Members were mindful of the ever growing importance of electronic communications and the importance of attendance at major public events such as the Norfolk Show, the Great Yarmouth Maritime Festival and the Norwich Science Festival. Given these two major themes, as well as the recommendations from the Peer Review, it was important to review the position and understand the new ways and impacts of engaging with different stakeholders and communities. Members were provided with a list of the current organisations associated with the Forum, including the member and substitute representation and were informed that attendance was variable.

Members agreed with the suggestion from the Forum that it would be helpful to review the list of interest groups and organisations not only on the Forum but also those which had an active interest in the Broads National Park. As part of this, it would be opportune to carry out a survey of the sponsoring bodies on the Broads Forum, examine how members communicate with their parent bodies, consider its effectiveness, and inquire as to what other ways might interest groups/stakeholders engage with the Authority.

RESOLVED

that the report be noted and the views expressed be fed into the wider issues around engagement with stakeholders at the Members Away Day on 30 January 2018.

3/12 Minutes Received

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

RESOLVED

(i) Broads Forum Draft – 2 November 2017

RESOLVED

that the minutes from the Broads Forum meeting held on 2 November 2017 be received.

- . The Chairman of the Broads Forum also raised the question posed by members of the Forum on the Mooring Strategy at its 27 July meeting, since he had been unable to attend the previous Authority meeting on 29 September 2017. He provided Members with an extract of the minutes. Members considered the request “that the annual report they receive on moorings [see section 10.1 under “Auditing and Monitoring in the 2009 Mooring Strategy] include not only the “SMART” objectives for new Broads Authority moorings - as at present - but also a report on

all the objectives, including those for “moorings available for visitor use”.

The Senior Waterways and Recreation Officer acknowledged that a number of mooring sites or sites used for informal moorings had decreased due to the loss of piling since this was no longer required for flood defense or erosion protection purposes. In addition landowners were often reluctant to maintain areas for mooring especially public moorings due to costs. The Authority would be reviewing the Integrated Access Strategy in 2018/19 and would examine the level of mooring provision, but it would be very difficult to obtain smart targets or retain moorings over which it did not have any control. He assured Members that officers would be examining and monitoring what the Authority provided and those areas where public had access for mooring particularly with regard to safety and would negotiate with landowners where possible. However, the Authority was not in a position to provide information on the loss of informal moorings. It was emphasised that the Authority did not promote the use of informal moorings for safety reasons.

Members were of the view that to provide information on all available moorings in the Broads area especially informal moorings over which the Authority had no control would be inappropriate.

RESOLVED

that the approach being taken for the review of the integrated access strategy be supported and the Authority's response be provided to the Forum.

(ii) Broads Local Access Forum – 7 June 2017

RESOLVED

That the minutes from the Broads Local Access Forum meeting on 7 June 2017 be received.

(iii) Financial Scrutiny and Audit committee – 25 July 2017

RESOLVED

That the minutes from the Financial Scrutiny and Audit Committee meeting on 25 July 2017 be received.

(iv) Navigation Committee – 7 September 2017

RESOLVED

That the minutes from the Navigation Committee held on 7 September 2017 be received.

(v) **Planning Committee: 15 September and 13 October 2017**

RESOLVED

that the minutes of the Planning Committee meetings held on 15 September and 13 October 2017 be received

3/13 Asset Management Update

The Authority received a report providing an update on the development of the Asset Management Plan, the outcome of the internal audit and an update on the status of mooring provision and piling strategy. Members welcomed the report and noted that the outcome of the internal audit was “reasonable assurance”. A member commented that there were a number of structures which had been erected at the time of the millennium, particularly along the Wherryman’s way, that had fallen into disrepair and were becoming a safety hazard. It was noted that Norfolk County Council had the overall responsibility for these and the Authority was assisting in the processes for determining their future.

RESOLVED

that the report be noted.

3/14 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

The Director of Operations reported that there were no matters which needed to be raised under this item.

3/15 Feedback from Members appointed to represent the Authority on outside bodies

Members of the Authority appointed to outside bodies were invited to provide feedback on those meetings they had attended on behalf of the Authority.

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

Bruce Keith and Melanie Vigo di Gallidoro had attended the induction course and commented that they had been very impressed as to how it had been organised and the variety of ideas being exchanged.

They had found the event very beneficial and understood that the next National Park Member induction course was due to be hosted in the Broads. It would be helpful if those members who had not attended an induction course were able to attend.

How Hill Trust– John Ash reported on a very positive meeting in the previous week and that the Trust’s balance sheet was looking very good for the year.

The House was fully booked with schools for next year. It was anticipated that the How Hill appeal would hit its target of £500,000.

National Parks UK and National Parks England. The Chairman confirmed that she, Bill Dickson, the Chief Executive and Director of Strategy and Sustainable Communities had attended the National Parks Conference in the South Downs in October. She explained that she had not offered herself for re-election as Chair of UK National Parks for 2017-18. . The Chair of the Peak District National Park, Lesley Roberts, was elected Chair of NPUK. The Chief Executive was the Lead Chief Executive for the 15 National Parks Communicators group, and he had attended a meeting at the Sill in Northumberland that was very successful with good progress being made on developing the branding campaign and raising the profile of the National Parks especially with Columbia. He also reported that he had attended the All Party Parliamentary Group with the Chairman and Chief Executives of other National Parks, when Lord Gardiner had given a very positive update on the Government's 8 Point Plan for National Parks.

Broads Tourism – Greg Munford reported that the organisation was doing well and maintaining its membership numbers with plenty of renewals. All the Corporate Partners had renewed their membership thus providing substantial and welcome income, recognizing the value of being associated with the Broads National Park. Some of the smaller members of the organisation had benefited from being associated with these larger ones. The publications were selling well particularly the Eating Out Guide. The first of the Customer Care Service courses was held on 23 November and attended by 10 people with very positive feedback. This was being provided at a discounted price, thus helping the smaller businesses. The Broads Tourism collaboration with the Broads Authority was very successful and the work being undertaken by the Broads Authority's Communications Team was much appreciated by the Broads Tourism Board.

National Parks Partnership – there were a number of promotional features on the Guardian Website with Columbia clothing.

Norfolk and Suffolk Broads Charitable Trust – Louis Baugh reported that the next meeting was to be held on Monday 27 November 2017. The Authority facilitated two workshops to develop a vision for fund raising specifically for individual charities and organisations providing benefits for the Broads in a wider sense. The Trust and the Authority through the Head of Strategy and Projects was now working much closer together, which was pleasing to note. The Authority passed on its condolences to the family of the long standing Chairman of the Trust who had recently passed away.

Upper Thurne Working Group Brian Wilkins reported that the next meeting was scheduled for January 2018. The group would be picking up on some of the themes identified by the Communications team.

Whitlingham Charitable Trust – Whitlingham Country Park. Vic Thomson reported that the next meeting would be held on 29 November 2017. The

Company Secretary reported that the income from the car parking was holding up well over the last year due to the Authority's staff collecting cash payments because of the difficulties in relation to the contract firm "Parking with Ease". It had been possible to reduce the debt from the contractor down to £8,000 from £28,000 a year ago, but the Trust was not satisfied with the level of service that had been offered and subject to the Trust's agreement would be seeking compensation and arbitration. Other organisations had also had similar problems. In addition to the car parking issue, Trustees would also be considering the lease of the Flint Barn and the website for the Trust. General discussions with the Authority would be required over the next few months.

3/16 Items of Urgent Business

There were no other items of urgent business for consideration.

3/17 Formal Questions

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

3/18 Date of Next Meeting

The next meeting of the Authority would be held on Friday 26 January 2018 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich.

3/19 Exclusion of the Public

Haydn Thirtle proposed, seconded by Gail Harris and it was

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involved the likely disclosure of exempt information as defined by Paragraphs 1 and 3 and 5 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighed the public benefit in disclosing the information.

Members of the Public left the meeting

Summary of Exempt Minutes

3/20 Exempt Minutes of the Broads Authority meeting – 29 September 2017

The exempt Minutes of the Authority's meeting held on 29 September 2017 were received and signed as a correct record.

The meeting concluded at 13.45 pm

CHAIRMAN

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

Committee: Broads Authority 24 November 2017

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen		Director BASG
John Ash	8	Trustee Director of Wherry Yacht Charter Trust
Nicky Talbot		Toll Payer, NSBA and Norfolk Broads Yacht Club
Brian Wilkins		Chair of NSBA, Vice Chair Navigation Committee
Bruce Keith		Whitlingham Charitable Trust and Broads Charitable Trust
Jacquie Burgess	8	Toll payer

Summary of Progress/Actions Taken following Decisions of Previous Meetings

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
23 January 2015 Minute 4/18 Chief Executive Report Network Rail: Consultation document: Anglia Route Study, Long Term Planning Process	<ul style="list-style-type: none"> Proposed Response to Network Rail to be circulated to members for comment prior to being submitted to Network Rail by deadline of 3 February 2015. 	Director of Operations	Network Rail's consultants are currently drawing up final reports of the Multi Criteria Stakeholder Analysis consultation. The outcome will help inform consideration of the options for the renewal, replacement or repair of Somerleyton and Reedham bridges. Copies of the draft reports were received on 12 July 2017. Meeting with Network Rail scheduled for 11 October 2017 and 22 November 2017 cancelled. Meeting with Network Rail scheduled for February.
20 March 2015 Minute 5/27 Lease of Moorings on River Thurne	<ul style="list-style-type: none"> That the principles for the lease of moorings at Oby on the River Thurne be supported The Chief Executive delegated to finalise the details and signing of the lease 	Director of Operations	Negotiations with the landowner regarding pontoons will recommence when the sale of the Ludham Fieldbase is complete. The purchase of Acle Bridge site will assist with the 'waste issue' raised as one of the concerns by the landowner at the Thurne Mouth location, but more discussion will be needed once funding is available.
27 January 2017 Minute 4/8 Using Audio Recording or Webcasting to Increase the Openness and Transparency of Broads	<ul style="list-style-type: none"> That audio recording of all BA public meetings be adopted on a trial basis for the next six months to assist in the preparation of minutes and during that time the Authority's 	Solicitor and Monitoring Officer	Recordings of meetings have been made on a trial basis. The equipment being used has proven to be suitable for the task and has helped in ensuring the accuracy of the Minutes. The Authority has the copyright of the recordings and Members of the Public may ask

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
Authority Meetings	<p>existing equipment is tested to see if it is suitable for the task and issues involved in making recordings available on the Authority's website are investigated.</p> <ul style="list-style-type: none"> • That the webcasting of Broads Authority public meetings be further investigated and officers report back to a future meeting 		<p>for a copy of a recording through the Solicitor and Monitoring Officer.</p> <p>Webcasting also investigated.</p> <p><i>Item on the Agenda at no 16</i></p>
<p>24 March 2017 Minute 5/13 Housing White Paper Planning Fees</p>	<ul style="list-style-type: none"> • BA responds to Government indicating that it would accept the offer of a 20% increase in application fees from July 2017 • BA commits to spending additional fee income in the planning department on tangible planning benefits • Planning Committee to give consideration to where the additional income should be targeted but that consideration be given to extending the proactive condition monitoring scheme and enforcement. 	<p>Director of Strategic Services /Head of Planning</p>	<p>Report to be prepared for Planning Committee for consideration (assuming that the fee increase is confirmed by new Government)</p> <p>Government has confirmed increase in planning fees as from 17 January 2018.</p>
<p>24 March 2017 Minute 5/27 19 May 2017</p>	<ul style="list-style-type: none"> • That the recommended actions in respect of the 	<p>Director of Operations</p>	<p>Moorings at Acle Bridge <i>Item on the Agenda at No 15</i></p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
<p>Minute 6/26 Priority for Moorings 2017/18 (Exempt)</p>	<p>moorings at Acle Bridge, Hoveton Viaduct and Boundary Farm as set out in the report be supported and authorised.</p> <ul style="list-style-type: none"> • That subject to the successful outcome of the authorised actions and negotiations connected with the above, a further report setting out a full business case be provided to the Authority. • That when the investment programme for moorings is settled the Authority works with the NSBA and the BHBF River Cruiser Class and the EACC to explain to users at large the priority and programme of works for these moorings. 		
<p>19 May 2017 Minute No6/27 Corporate Sponsorship Through National Parks Partnership</p>	<ul style="list-style-type: none"> • That the Authority confirms its support for the partnership with the international clothing company and recognises the benefits and obligations. • That the Authority authorises the Chief Executive, to sign the 	Chief Executive	Delivery of clothing for Broads Authority members and staff scheduled for January 2018

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	Letter of Agreement with the National Parks Partnership regarding the commercial partnership agreement with the international company to be the official clothing supplier to the UK's fourteen National Park Authorities and the Broads Authority for 5 years.		
28 July 2017 Minute Nos 1/18 and 1/20 29 September 2017 Minute 2/13 Governance and Peer Review	<ul style="list-style-type: none"> • Update on Peer Review noted • Revised Member Development Protocol adopted • Amended Guidelines for Local Authorities when appointing members to the Authority adopted. 	Chief Executive and Solicitor and Monitoring Officer	<p>The Peer Review took place between 10 and 12 October and Members will have received a Summary of the feedback the Group provided on 12 October 2017 and a copy of the final report.</p> <p>A Members Away Day to consider the findings of the Peer Review and ways forward has been arranged for: TUESDAY 30 January 2018.</p> <p>The Members Handbook was one of the recommendations of the Peer Review Group. This is nearing completion. This will have a specific area on the Authority's website.</p>
29 September 2017 Minutes 2/15 Data Protection Regulations	<ul style="list-style-type: none"> • From 25 May 2018 a significant change to data law will be implemented in the UK through the EU General Data Protection Regulation. Report and action required noted . 	Solicitor and Monitoring Officer	<p>A Data Asset Register has been drawn up identifying all categories of data being held and their location. A Retention Policy is also being developed with a view to deleting general data not in accordance with regulations by May 2018.</p> <p>Training for Staff and Members is to be</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
			arranged in February and March 2018.
29 September 2017 Minute 2/10 24 November 2017 Minute 3/7 Broads Local Plan	<ul style="list-style-type: none"> The final publication version of the Broads Local Plan and supporting documents approved for pre-submission public consultation for a period of 8 weeks up until 5 January 2018. 	Planning Policy Officer	Consultation period extended to 12 January 2018. Report with submission document to be provided for Broads Authority meeting in March 2018 for approval following Planning Committee meeting in March.
24 November 2017 Minute 3/8 Proposed Navigation Charges for 2018/19 in the Navigation Area and Adjacent Waters	<ul style="list-style-type: none"> That the Authority follows the advice of the Navigation Committee and raises charges in the Navigation Area and Adjacent Waters for 2018-19 by 3% across the board, in line with the current rate of inflation (CPI), as set out for the main categories in Table 8 of the report, using the additional funding to purchase the new equipment for bankside tree and scrub management and additional safety signs. Following the successful two year trial, the Authority 	Collector of Tolls and Head of IT/Chief Financial Officer	Notice to all Toll payers to be sent out 14 February 2018.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	stops printing adhesive toll plaques permanently, other than for short visit tolls.		
24 November 2017 Minute 3/9A External Funding Update	<ul style="list-style-type: none"> That a working group made up of an expanded Membership and staff be established to develop the fine details of a strategic approach to external funding. (Any Members interested in joining the group are asked to contact the Authority via the Chief Financial Officer (Emma Krelle). The group to formulate its terms of reference and develop a framework for consideration by the Authority. 	Chief Financial Officer/ Director of Strategic Services/ Head of Strategy and Projects/	<p>At the last meeting Lana Hempsall expressed interest in joining the Group and since then so has Greg Munford.</p> <p>The Director of Strategic Services, Chief Financial Officer, and Head of Strategy and Projects will look for a convenient date for the Working Group to meet.</p>
24 November 2017 Minute 3/11 Engagement with Key Stakeholders and the role of the Broads Forum	<ul style="list-style-type: none"> That the report be noted and the views expressed be fed into the wider issues around engagement with stakeholders at the Members Away Day on 30 January 2018. To review the list of interest groups and organisations not only on the Forum but 	Chief Executive/Director of Strategic Services	<p>Review of the List of interest groups and organisations on the Forum as well as those with an interest in the Broads National Park being undertaken.</p> <p>Investigations underway. Discussions at the Members Away day on 30 January 2018.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>also those which have an active interest in the Broads National Park.</p> <ul style="list-style-type: none"> To, examine how members communicate with their parent bodies, and inquire as to what other ways might interest groups/stakeholders engage with the Authority. 		
<p>24 November 2017 Minute 3/12 Broads Forum re Mooring Strategy as part of Integrated Access Strategy.</p> <p>Request for inclusion of SMART targets on all moorings including informal moorings in BA's Annual monitoring report.</p>	<ul style="list-style-type: none"> Members were of the view that to provide information on all available moorings in the Broads area especially informal moorings over which the Authority had no control, particularly in terms of safety, would be inappropriate. That the approach being taken for the review of the integrated access strategy be supported and the Authority's response be provided to the Forum. 	<p>Chair of Broads Forum /Senior Waterways and Recreation Officer</p>	

Broads Water Plant Survey Results 2017
Report by Environment and Design Supervisor & Environment Officer

Summary:	<p>This report summarises the results from the annual water plant survey carried out during summer 2017. A total of 22 broads were surveyed using a standard rake sampling technique and the Rivers Bure, Yare & Wensum were surveyed for water plants, using a similar rake methodology. Barton and Hickling broads were surveyed using hydroacoustic survey equipment, to gain greater accuracy and resolution of the volume of water plants growing in the water, and their spatial extent over the bed of these broads.</p> <p>A summary of the data gathered from a selection of broads is highlighted in this report alongside general conclusions, including the value these surveys provide for informing waterways management decisions.</p> <p>The full survey report is available on the Broads Authority website: http://www.broads-authority.gov.uk/news-and-publications/publications-and-reports/conservation-publications-and-reports/water-conservation-reports</p>
Recommendation:	That the report is noted.

1 Introduction

- 1.1 The Broads Authority has been surveying water plants within the open water bodies of the Broads since 1983 and has consequently collated a valuable dataset which allows monitoring and analysis of long terms trends of aquatic plants across the system.
- 1.2 This report summarises the findings of the annual water plant survey undertaken June to August 2017. The survey encompassed 22 broads utilising the same revised Broads point survey method that has been in use for the past three years.
- 1.3 The annual water plant survey also includes river water plant surveys. These began in 2015 with each main river placed on a rotational survey schedule; the aim is to survey each river stretch at least once every five years. This year, the survey was undertaken on stretches within the Rivers Bure, Yare and Wensum.
- 1.4 As part of the annual water plant survey, hydroacoustic data is also gathered to show the volume of plants in the water column, and their spatial coverage across the bed of specific broads. The methodology involves a survey grid crossing the entire width of each broad to gain sufficient accuracy and

coverage. These surveys were carried out in Barton Broad during June and four surveys in total occurred at Hickling Broad between April and October, with a denser survey grid applied to the Western half of the Broad. This increased survey effort at Hickling reflects the expanding growth in water plants in recent seasons.

- 1.5 The full survey report, available on the website, includes complete results for each surveyed broad and river stretch, displayed within charts and tables to show abundance values for each species recorded. The results from the hydroacoustic surveys are discussed as a separate section within the full report.

2 Results

- 2.1 Once again in response to the recent and on-going trend of mild winters and springs and an earlier growing season, the start of the broad's surveys began in early July and continued until the end of August. This is about two weeks earlier than surveys carried out prior to 2014. This slight shift ensures the peak growth of water plants is captured during the survey period.
- 2.2 It should be noted that water plants can be very variable between years and between broads, hence the value of a long-term monitoring strategy. The underlying cause why a certain plant species outcompetes another in a particular year can be related to a whole host of reasons including, competition for light early in the growth season, water levels and nutrient availability.
- 2.3 Bearing this in mind, the following points provide a summary of the data collected in the 2017 season for a selection of broads:

Martham North remains one of the healthiest broads with high abundance values recorded for stoneworts.

Two surveys were undertaken at *Hickling Broad* this year (June and July) to help assess water plant growth earlier in the season. The results show an increase in the abundance of Intermediate stonewort which is now on a par with levels recorded in 2015 when it was the dominant species. Between the two surveys, the abundance of Spiked water milfoil also increased.

Positive results were gathered from *Heigham Sound* this year with an increase in the number of species and a new species (Shining pondweed) recorded there for the first time.

A change in species dominance occurred at *Horsey Mere* with Spiked water milfoil recorded as the dominant species rather than Mare's tail as in previous years.

The rare Holly-leaved naiad was recorded as the most abundant species within *Cockshoot Broad*.

Rigid hornwort was recorded as the most abundant species within *Cromes Broad* with important species such as Water soldier and Holly-leaved naiad also recorded.

Whitlingham Little Broad recorded an increase in overall plant abundance since 2014.

Martham South has shown some decline in stoneworts since 2014 while Holly-leaved naiad has increased within the Broad to become the second most dominant plant.

Both *Buckenham* and *Hassingham Broads* have shown a decline in plant abundance since they were last surveyed in 2015. At the time of the 2017 survey, the clarity of the water was very poor and only two species in total were recorded and in very low quantities.

Oulton Broad was surveyed this year and has been included in the water plant report for the first time. Low presence and abundance were recorded for a total of five species. This broad is heavily used, and during the summer months it is subject to activities which other broads in the system do not experience, in particular power boat racing.

Broads which continue to show poor results include Barton, Wroxham and Ranworth.

- 2.4 The results of the hydroacoustic survey undertaken at Barton showed negligible water plant growth across the greater part of the Broad, with only three transects showing significant positive readings localised to the Western corner of Turkey Broad and the Neatishead Arm (between 10-20% of the water column occupied by plants).
- 2.5 The four surveys undertaken at Hickling this year have enabled the spread and volume of plants to be tracked through the growing season. As expected, the area of bed occupied by plants and the volume inhabited within the water column expanded steadily from the first survey in April to the height of the season in August. Overall the results indicated that the navigation channel and middle of the broad had very limited plant growth, in stark contrast to the vigorous growth to the surface north of Pleasure Island, the South western side of the Broad and the North bay. In October there was a slight decline in the percentage volume inhabited and the percentage of bed covered by plants; this suggested the start of the expected decline in plants over the winter.
- 2.6 The results from the river plant survey on stretches within the Bure, Yare and Wensum in 2017 will form valuable baseline data as we continue to survey the rivers on a rotational schedule. The species presence and abundance data will also help to inform the Authority's weed-harvesting programme.
- 2.7 Record levels of weed-harvesting were undertaken in 2017 with an increase of 45 person days from the 2016 season which in turn had increased by 30 days since 2015. Improvements to water quality and clarity across the Broads alongside what seems to be a trend of milder winters and an earlier start to the

growing season are likely reasons for the increase in water plants within the river system. Continuation of these trends will result in the need for continued and increasing resources to maintain appropriate levels of weed-harvester operation throughout the growing season.

3 Conclusions and Future Applications

- 3.1 Now that there is a four year data set for the point based survey method, recent trends can be looked at more easily. However this data set is still only four years old and caution is advised in inferring longer term patterns from the sometimes high variability in growth of particular species between years.
- 3.2 The combination of rake based surveys and hydroacoustic surveys continue to be a very powerful tool for guiding site management, such as prioritisation of areas for restoration and ecological enhancement, e.g. Hickling Broad. Water plant growth has been raised as an impact on navigational access, particularly for users of the waterspace at Hickling. The survey and analysis of plant growth over the whole site is critical in establishing any likely impacts on this European Protected site and the conservation interest features at Hickling, whilst considering the management of plants outside of the marked channel.
- 3.3 The forward plan to rotationally survey two river sites each year is an important aim for these surveys and may need to expand. There has been increasing demand on the weed harvester operation and continued reports on increased water plant growth having an impacting on navigational access in specific areas. The key sites include the River Bure (Coltishall Lock to Belaugh), River Thurne (West Somerton to Martham Ferry; Waxham Cut & Catfield Dyke), River Ant (Tyler's Cut); River Wensum/Yare (New Mills to Whitlingham Broad), and the River Waveney (Geldeston Lock to Beccles). Observing the trends and species present at these sites will assist the sustainable management of these areas and strike a good balance between navigational access and ecological functioning. As water quality continues to improve and water plant growth responds accordingly, the challenge of managing appropriate water depth and safe navigation also continues.

Background papers: Water Plant Survey Report 2017

<http://www.broads-authority.gov.uk/news-and-publications/publications-and-reports/conservation-publications-and-reports/water-conservation-reports>

Authors:	Sue Stephenson & Gavin Devaney
Date of report:	12 January 2018
Broads Plan Objectives 2017:	B2.1 and B2.6
Appendices:	None

Strategic Priorities 2018/19

Report by Chief Executive

Summary:	<p>The Authority is preparing its strategic priorities for 2018/19.</p> <p>Looking at this year's priorities, success in bidding for two major programmes – CANAPE, where the Authority is lead partner, and Water Mills and Marshes - brings a heavy commitment for delivery of constituent projects in 2018/19 and beyond. We are also making good progress with catchment management, the Broadland Futures Initiative and branding, and are committed to developing an external funding strategy. It is proposed that all these work areas are taken forward as strategic priorities for 2018/19, together with implementing the recommendations of the Peer Review and taking forward the development of the recently purchased site at Acle Bridge.</p>
Recommendation:	<p>That the strategic priorities 2018/19 set out in paragraph 4.1 are adopted.</p>

1 Introduction

- 1.1 Each year the Broads Authority identifies a set of strategic priorities, guided by the Broads Plan. The priorities focus on Authority-led projects that have high resource needs or a 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.
- 1.2 Priorities are set each year and the scale of many projects in 2017/18 means they will continue for a number of years. Any additional projects coming forward in 2018/19 would need to be prioritised before being added to the list.

2 Taking forward existing priorities

- 2.1 **Water, Mills and Marshes and CANAPE:** In 2017/18 the Authority won significant financial support for two major programmes of work - the HLF supported Water, Mills and Marshes (WMM) and the EU funded CANAPE project. Implementation of these programmes will be a major priority for the Authority starting from this month with delivery over the next five years.
- 2.2 **Integrated flood risk management:** Close working with the Environment Agency has led to a bid for Agency resources of £1.3 million to take forward the Broadland Futures Initiative over the next five years. The focus is the development of an integrated flood risk strategy, linking long-term coastal defence with the protection of Broadland.

- 2.3 **Catchment management:** In 2017/18 the Broadland Catchment Partnership worked closely with landowners and farmers, delivering small-scale practical interventions to reduce sediment and nutrient run-off into the rivers, partly funded through partnerships with Tesco and Coca-Cola. The Partnership is looking forward to new funding opportunities to deliver multiple benefits.
- 2.4 **Marketing, promotion and media relations:** Members will be aware of the steps being taken to raise the profile of the Broads National Park nationally and locally. On the UK stage the Authority's officers are playing a leading role in two projects: the Discover England Fund (DEF), a £1million programme to encourage Australian and German visitors to the UK to explore England's National Parks and a major branding exercise for the UK's National Parks, which has significant implications for our own work in this area.
- 2.5 The Communications Team will also be focusing on other opportunities related to the Peer Review recommendations to celebrate the Authority's successes, engage with stakeholders, and raise the profile of the area and the organisation.
- 2.6 **External funding:** A Member/Officer working group is developing a long-term strategy for external funding. It is recognised that funding is part of a wider consideration about capacity building and delivering Broads Plan priorities.

3 New initiatives and opportunities

- 3.1 In addition to the strategic priorities outlined above, the following projects are proposed for inclusion in 2018/19.
- 3.2 **Peer Review:** Following the Member Away Day on 30 January we will prepare and implement an Action Plan in response to the recommendations of the Peer Review team in October 2017.
- 3.3 **Acle Bridge:** In August 2017 the Broads Authority purchased the moorings on the North West side of Acle Bridge for £180,000. Although the initial purpose was to secure the moorings for public use the site clearly had potential for providing other services. Elsewhere on the agenda is a proposal to identify a small group of 3-4 Members to work with officers to work up plans for the development of the Acle Bridge site.

4 Summary and recommendation

- 4.1 The table below outlines the proposed set of strategic priorities for the Authority in 2018/19. If supported by the Authority, officers will present a more detailed table of key actions and milestones to the next Authority meeting.

	Strategic Priority 2018/19	Activity
1	Water Mills and Marshes	Implement programme of work
2	CANAPE (Delivering the Hickling Broad vision)	Implement programme of work
3	Broadland Futures (Integrated flood risk management)	Develop joint programme of work with the Environment Agency
4	Catchment management	Continue engagement with landowners and delivery of on-site projects
5	External funding	Develop a strategic overview for external funding and capacity building.
6	Marketing, promotion and media relations	Take forward branding initiatives and implement Peer Review recommendations
7	Peer Review	Prepare Action Plan to implement the recommendations from the Peer Review Team and outcomes from the Member Away Day on 30 January 2018
8	Acle Bridge	Establish Member Group and develop a brief for the development of the site.

Background papers: None
Author: John Packman, Maria Conti
Date of report: 11 January 2018
Broads Plan Objectives: Multiple

Appendices: None

Strategic Direction
Report by Chief Executive

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

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

1 Strategic reporting

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

Background papers: None


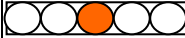

Authors: John Packman, Maria Conti

Date of report: 16 January 2018

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1: Strategic Priorities 2017/18

Broads Authority strategic priorities 2017/18					
	Project	Aim and milestones	Quarterly updates (at January 2018)	Status	Lead
1	Integrated flood risk management	<p><u>Aim: Profile raised on urgency to develop an integrated approach to flood risk management (Broads and coast).</u></p> <ul style="list-style-type: none"> Engage with stakeholders to help define the next stages of the initiative - by end 2017 Create framework for gathering relevant information on key potential actions - by end March 2018 	<p>The Broads Climate Partnership has approved the approach to the Broadland Flood Initiative. The draft governance structure and communication plan will now have detail added.</p> <p>The Environment Agency is writing a resources bid to its large project group in Feb to develop an integrated flood risk strategy over the coming 5 years. Resources are for first stage stakeholder engagement by the summer to seek support for the next stages. Trial talks around risks and needs will be offered to develop background awareness.</p>		Simon Hooton
2	Catchment management	<p><u>Aim: Facilitated working with farmers and others on catchment management and on the future of agri-environment schemes post-Brexit.</u></p> <ul style="list-style-type: none"> Implement small scale local interventions to reduce soil and nutrient loss from fields Meet with farmers to gauge interest in tailored Broads solution for agri-environment payments post-Brexit - Feb 2017 and as necessary 	<p>A new Broadland Catchment Partnership website is being developed to promote best practice, knowledge sharing and events, including stakeholder information about projects and interventions to improve the water environment in Broadland.</p> <p>Broadland Catchment Partnership newsletters are published on the Authority's website.</p>		Neil Punchard
3	Broads Landscape Partnership Scheme (LPS)	<p><u>Aim: Successful LPS project delivery.</u></p> <ul style="list-style-type: none"> Submit Landscape Conservation Action Plan and second stage HLF application by May 2017. Decision expected Nov 2017. Start project delivery 1 Jan 2018 	<p>The Broads LPS 'Water, Mills and Marshes' was launched officially on 17 January at Norwich Cathedral.</p> <p>Two WMM Project Officers have been recruited, and we are advertising for a Heritage Skills Training Supervisor to manage onsite mill restoration work.</p> <p>23 WMM projects will be underway by the end of January.</p>		Will Burchnell

			Education programme bookings by primary schools are already oversubscribed and additional days are being allocated to meet demand. 10 introductory roadshows to 600 students will be delivered by March.		
4	Hickling Broad Enhancement Project	<p><u>Aim: Hickling Vision implemented.</u></p> <ul style="list-style-type: none"> Construction work: Next phase priority dredging from navigation channel and land spreading to adjacent land Win additional resources for delivery – in particular, CANAPE bid (decision expected Jun 2017) If bid successful, start CANAPE implementation – Jan 2018 	<p>Sediment removal work in early 2018 is focused on mud pumping from the marked channel and the approach to Hickling Parish Staithe. Waiting to get all permissions in place has delayed work.</p> <p>We are continuing to develop the large-scale project to recreate the reed swamp in Area F on the southern edge of the broad. An application for planning consent is being prepared for submission by April 2018.</p> <p>We are recruiting a CANAPE project manager, who is due to begin work in February 2018.</p>		Dan Hoare
5	External funding	<p><u>Aim: Medium-term strategy in place for external funding and commercial opportunities to support Broads Plan implementation.</u></p> <ul style="list-style-type: none"> Draft external funding strategy to BA - Nov 2017 	Broads Authority supported the establishment of a working group and additional members have volunteered to work with officers in the development of a strategic approach.		Emma Krelle
6	Marketing, promotion and media relations	<p><u>Aim: Raised profile, awareness and reputation of Broads National Park and Broads Authority</u> including through:</p> <ul style="list-style-type: none"> Proactive media around BA successes Proactive digital communications Presence at Norfolk Show Signage strategy 	<p>Quarterly reporting on BA media coverage to November 2017 shows 35 stories were recorded, of which 65% had a positive sentiment. 19 stories were from pro-active press release or media opportunities, and 16 were as a result of media enquiries. This is the highest period of positive media recorded at the BA.</p> <p>The 2018 events calendar is being planned.</p> <p>Broads National Park social media accounts have grown to 1,546 likes and 86,000 views on Facebook, 6,432 followers and 330,300 views on Twitter, and 4,721 engagements on Instagram.</p>		Rob Leigh

Budget 2018/19 and Financial Strategy to 2020/21

Report by Chief Financial Officer

Summary:

This report sets out information for the Authority to consider the consolidated income and expenditure budget for 2018/19 and a three year Financial Strategy to 2020/21. The latter is based on the previous four-year settlement for National Park Grant until 2019/20, the adopted overall 3% increase in navigation charges for 2018/19 and an assumption of 2.5% per annum increase in the subsequent two years.

Recommendations:

- (i) That the Authority adopts the 2018/19 Budget and endorses the assumptions made applied in the preparation of the Budget.
- (ii) That the Authority adopts the Earmarked Reserves Strategy for the period 2018/19 to 2020/21, and the proposed contributions to and from Earmarked Reserves for the period 2018/19 to 2020/21.

1 Introduction

- 1.1 An outline of the draft budget for 2018/19 was presented to the Authority at its meeting of 24 November 2017 in order to inform the setting of navigation charges for 2018/19. Following the Authority's decision to apply an overall increase in tolls of 3%, this report now sets out an updated draft budget for 2018/19 alongside a draft Financial Strategy to 2020/21.
- 1.2 The views of the Navigation Committee were sought to inform preparation of this final draft budget at the Committee's meeting of 14 December 2017.

2 Overview of 2017/18 Forecast Outturn

- 2.1 Members will recall that the original budget provided for a small deficit of £41,178, as approved by members on 27 January 2017. This original budget has subsequently been adjusted for the carry forwards giving a latest available budget (LAB) deficit of £97,423.
- 2.2 The current predictions for income in 2017/18 are for an overall increase of £67,461. This incorporates the increase to both private and hire boat income of approximately £62,461 and a small increase in interest income.
- 2.3 Expenditure is slightly behind target despite the purchase of Acle Bridge which has largely been offset by a number of savings identified in various

budgets which mean that the overall forecast outturn position for 2017/18 anticipates a deficit in the consolidated budget of £27,392 (a favourable variance of £70,031 to the LAB). This would result in an overall consolidated reserve balance of approximately £1,340,000 at the end of the year, and £1,330,000 after year-end adjustments, which is in excess of the minimum recommended level for National Park. This will mean that the Navigation reserve will be above the recommended level of 10%. These balances provide the Authority with some level of protection against likely costs in subsequent years. Within the total consolidated balance, the forecast navigation balance after year-end adjustments is £348,000. The budget takes into account the forecast outturn position and continues to maintain the navigation above 10%.

3 2018/19 Budget Proposals

- 3.1 The draft budget for the Authority is set out in Appendix 1, alongside the financial strategy to 2020/21 to provide context. The format of the budget is in line with the monitoring presented to Authority through the financial year and reflects the Authority's organisational structure.
- 3.2 In line with the previously reported financial strategy, the draft budget takes account of the following factors:
 - 2% provisional increase to staff pay (0.5% higher than previously reported)
 - Restoration of Postwick Tip
 - Speed signs and bankside tree clearance costs
 - CANAPE Project
 - Continued support to National Parks Partnerships
- 3.3 Total core income for 2018/19 is budgeted to be £6,702,148, including £3,356,348 National Park Grant, £2,121,800 for private craft tolls and £1,149,300 for hire craft tolls. This income takes account of the latest available data for boat numbers, and the impact of the overall 3% increase in tolls approved by the Authority at its meeting 24 November 2017 following the recommendations of the Navigation Committee. Net expenditure is budgeted at £6,774,578. After taking into account the transfer of £7,500 of interest to earmarked reserves, this will result in a consolidated budget deficit of £79,930 in 2018/19, with the result that reserves at the end of March 2019 are projected to be £1,250,429 (£908,830 National Park and £341,599 Navigation, which amounts to 26.5% and 10.2% of net expenditure for the year respectively). Table 1 sets out an overview of the proposed 2018/19 budget, which is provided in more detail in Appendix 1.

Table 1 – Draft 2018/19 Budget

	2018/19		
	National Park	Navigation	Consolidated
	£	£	£
National Park Grant	(3,356,348)	0	(3,356,348)
Navigation Tolls	0	(3,330,800)	(3,330,800)
Other income	(7,500)	(7,500)	(15,000)
Total Income	(3,363,848)	(3,338,300)	(6,702,148)
Operations	1,140,764	2,297,177	3,437,940
Strategic Services	1,596,303	585,392	2,181,695
Chief Executive	649,315	427,128	1,076,443
Corporate Items	47,100	31,400	78,500
Total Expenditure	3,433,481	3,341,098	6,774,578
Net (Surplus) / Deficit	69,632	2,798	72,430
Opening Reserves (Forecast)	(982,212)	(348,147)	(1,330,359)
(Surplus) / Deficit	69,632	2,798	72,430
Interest transfer	3,750	3,750	7,500
Closing Reserves (Forecast)	(908,830)	(341,599)	(1,250,429)

4 Operations

- 4.1 The Operations budget has seen an increase to staff costs to reflect the current provisional 2% pay increase being negotiated with the Unions. The Equipment, Vehicles and Vessels budget has been increased by inflation to cover increased fuel costs. The Water Management budget has been increased to cover the costs of restoring Postwick Tip. The Practical Maintenance budget has been increased to incorporate extra costs for the operation of Mutford Lock and the bankside tree clearance equipment. The Safety budget has been increased to purchase more speed signs. The Volunteer budget has been increased to allow clothing to be replaced with Columbia branded items. A new budget line has been added for the CANAPE project which includes the continued contribution of £30,000 per annum for the Hickling vision and the cost of a Project Manager. The rest of the costs relating to the project will be financed through a specific earmarked reserve. The property budget has been increased to reflect the first contribution required by the Asset Management Strategy as agreed in January 2017. This budget makes no ongoing contribution to the Fieldbase running costs as it is assumed that the sale will be completed by the end of this Financial Year. Small scale savings identified in 2017/18 have also been incorporated into 2018/19. In other areas of the budget the provision represents the level of funding required to enable a continuation of the levels of service delivered in the current year.

- 4.2 As with previous years it is however important to recognise that the Operations budget has no capacity to take on additional projects or ad-hoc work in 2018/19.

5 Strategic Services

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

6 Chief Executive

- 6.1 As with Operations and Strategic Services staff costs have increased for the same reasons. The Finance and Insurance budget has increased to reflect the change in Insurance Premium Tax and the continued support to National Parks Partnerships over the next 3 years.

7 Central and Shared Costs and Cost Apportionment

- 7.1 There have been no changes to the apportionments for 2018/19 and all other apportionments are consistent with the principles agreed by the Resources Allocation Working Group.
- 7.2 Full details of apportionments by budget line for 2018/19 are set out in Appendix 1. The overall split of proposed net expenditure in 2018/19 is 51% National Park and 49% Navigation, which is very much consistent with the forecast split of income standing at 51% to 49% for the same period.
- 7.3 Table 2 below provides further details of central and shared costs. These should not be seen as being synonymous with overheads, but have been identified in line with those areas specifically examined for apportionment by the Resource Allocation Working Group. As such they reflect costs across the Authority that are included within the budgets of both the Operations and Strategic Services directorates, and from the Chief Executive's section.

Table 2 – Central and Shared Costs

	2018/19			2019/20			2020/21		
	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Share of central and shared costs	1,438	939	2,376	1,464	958	2,421	1,485	972	2,457
Pension contribution lump-sum	47	31	79	58	38	96	70	47	117
Total	1,485	970	2,455	1,521	996	2,517	1,555	1,019	2,575
Percentage split of central and shared costs	60%	40%	100%	60%	40%	100%	60%	40%	100%
Total core income	(3,364)	(3,338)	(6,702)	(3,424)	(3,424)	(6,848)	(3,483)	(3,508)	(6,991)
Central and shared costs as percentage of core income	44%	29%	37%	44%	29%	37%	45%	29%	37%

- 7.4 Central and shared costs have been defined in line with the work of the Resource Allocation Working Group to include: operational property; finance and insurance; communications (which includes, education and tourism); collection of tolls; ICT; legal; head office, office expenses and pool vehicles; directorate management and administration costs; human resources and training; governance and members' allowances; and the Chief Executive, all of which play a vital role in supporting the delivery of front line services. Central and shared costs also include the lump sum pension contribution which is made annually to reduce the Authority's share of the pension deficit as calculated by the pension fund actuary. As a percentage of income, central and shared costs are broadly static and remain at the same level as 2017/18.

8 Budget Assumptions

- 8.1 The following key assumptions have been applied in developing the draft budget:

- Navigation tolls will be collected in line with budget and boat numbers will remain the same;

- Salary increases from 2018/19 onwards have been based on a provisional increase of 2% over the next three years whilst NJC negotiations continue;
- The sale of the Fieldbase will be completed by 31 March 2018;
- The forecast outturn position for 2017/18 will be delivered in line with budget holders' projections; and
- The continued provision of £60,000 per annum split equally between National Park and Navigation for the implementation of the Hickling vision through the CANAPE reserve.

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

Table 3 – Budget Sensitivity Analysis

Assumption	Change in assumption	Approximate financial impact of change £ (+/-)
National Park budget for 2017/18 will be delivered in line with forecast outturn.	1% under / over-spend against National Park budget.	34,000
Navigation budget for 2017/18 will be delivered in line with forecast outturn.	1% under / over-spend against Navigation budget.	32,000
Overall salary increase of 2% in 2018/19.	1% change in salary inflation.	45,000
Boat numbers and distribution remain as predicted in 2018/19.	1% change in navigation toll income.	33,000
National Park Grant in line with notified allocations and no further reduction applied in 2018/19.	1% change in National Park Grant allocation.	34,000

9 Earmarked Reserves

9.1 The Authority's earmarked reserves strategy for the period 2018/19 – 2020/21 is set out in Appendix 2. The strategy details the actual balance of earmarked reserves at the end of November 2017, planned expenditure until the end of the financial year, and also provides an analysis of movements in reserves split between national park and navigation in all years to 2020/21.

9.2 Earmarked reserves stand at £1,507,364 (navigation £652,007) at the end of November 2017 and are forecast to reduce slightly (to £1,453,864) by the end of the financial year.

9.3 Appendix 2 reflects the contributions to reserves allowed for in the budget and financial strategy set out in Appendix 1. Planned expenditure from reserves is itemised within Appendix 2 and includes in 2018/19:

- Norfolk Archaeology;

- Replacement of four vehicles;
- Replacement of the Dockyard Crane and clamshell bucket;
- Structural Study of Mutford Lock;
- John Fox Cottage refurbishment;
- Local Plan Inspection and cost of objections;
- Heritage Lottery Fund expenditure (this is refunded through grant claims);
- CANAPE project expenditure (this is refunded through grant claims); and
- Purchase of Creyke roller.

9.4 Planned expenditure from earmarked reserves in 2019/20 and 2020/21 includes the replacement of two vehicles at an estimated cost of £16,000, a new wherry estimated cost of £107,000, and replacement of RB22 at a total cost of £20,000.

9.5 Taking account of all these items, the forecast balance of earmarked reserves at the end of 2020/21 is £2,290,075 (navigation £1,050,988), although it should be noted that expenditure plans for 2019/20 and beyond are likely to be further refined when the financial strategy for 2019/20 is developed later on this year.

10 Summary

10.1 The draft budget presented here incorporates the navigation charges for 2018/19 and is designed to allow the Authority to continue to deliver priority navigation activities at the required level, whilst also making prudent provision for asset maintenance over the life of the strategy and beyond. Minor adjustments have also been made to reflect the latest staffing forecasts. As a result of all these factors there is no capacity within the budget for additional projects. The National Park budget similarly provides for the continuation of priority works in 2018/19 and to support the delivery phase of the Heritage Lottery Fund Landscape Partnership project and Hickling through CANAPE.

10.2 The National Park part of the budget shows a deficit for the next three years. This will be funded from the National Park Reserve resulting in a reserve balance of £751,717 at the end of 2020/21. This balance will be £296,385 above the recommended level. Longer term predictions remain cautious following the uncertainty around National Park Grant from 2020/21 onwards. Careful consideration will be required around additional expenditure in those future years.

10.3 It is important to recognise that the budget as a whole is highly sensitive to changes in salary inflation, as a result of the significant proportion of the budget that is made up of staff costs. The budget is based on a 2% increase in salaries for the period April 2018 to March 2021. However, there remains considerable uncertainty in respect of what the final settlement will mean.

10.4 The Consolidated deficit of £72,430 allowed for in the 2018/19 budget is higher than previously stated in the Navigation committee draft budget paper (£41,974) due to the revised pay increase assumptions (1.5% to 2%). The savings previously identified has meant the impact on the Navigation budget

of the additional 0.5% increase has resulted in the reserve remaining above 10% at 10.2%. As in previous years it remains the case that the indicative tolls increases in 2019/20 and beyond will need to be revisited during next year's budget setting process to ensure they remain appropriate. This could be as a result of any variations from current assumptions or changes in outturn figures for 2017/18.

Background Papers:	Nil
Author:	Emma Krelle
Date of Report:	12 January 2018
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 - Draft Budget 2018/19 and Financial Strategy to 2020/21 APPENDIX 2 – Earmarked Reserves to 2020/21

Row Labels	2016/17			2017/18						2018/19			2019/20			2020/21			2018/19 Apportionment	
	National Park 2016/17 (Actual)	Navigation 2016/17 (Actual)	Consolidated 2016/17 (Actual)	National Park 2017/18 (Latest Available Budget)	Navigation 2017/18 (Latest Available Budget)	Consolidated 2017/18 (Latest Available Budget)	National Park 2017/18 (Forecast Outturn)	Navigation 2017/18 (Forecast Outturn)	Consolidated 2017/18 (Forecast Outturn)	National Park 2018/19 (Budget)	Navigation 2018/19 (Budget)	Consolidated 2018/19 (Budget)	National Park 2019/20 (Budget)	Navigation 2019/20 (Budget)	Consolidated 2019/20 (Budget)	National Park 2020/21 (Budget)	Navigation 2020/21 (Budget)	Consolidated 2020/21 (Budget)	National Park	Navigation
Income																				
Income																				
National Park Grant	(3,243,802)	0	(3,243,802)	(3,299,595)	0	(3,299,595)	(3,299,595)	0	(3,299,595)	(3,356,348)	0	(3,356,348)	(3,414,078)	0	(3,414,078)	(3,472,800)	0	(3,472,800)	100%	0%
Hire Craft Tolls	0	(1,053,842)	(1,053,842)	0	(1,073,400)	(1,073,400)	0	(1,115,861)	(1,115,861)	0	(1,149,300)	(1,149,300)	0	(1,178,033)	(1,178,033)	0	(1,207,483)	(1,207,483)	0%	100%
Private Craft Tolls	0	(1,977,048)	(1,977,048)	0	(2,040,000)	(2,040,000)	0	(2,060,000)	(2,060,000)	0	(2,121,800)	(2,121,800)	0	(2,174,845)	(2,174,845)	0	(2,229,216)	(2,229,216)	0%	100%
Short Visit Tolls	0	(44,214)	(44,214)	0	(39,800)	(39,800)	0	(39,800)	(39,800)	0	(40,900)	(40,900)	0	(41,923)	(41,923)	0	(42,971)	(42,971)	0%	100%
Other Toll Income	0	(21,917)	(21,917)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0%	100%
Interest	(7,385)	(7,385)	(14,771)	(7,500)	(7,500)	(15,000)	(10,000)	(10,000)	(20,000)	(7,500)	(7,500)	(15,000)	(10,000)	(10,000)	(20,000)	(10,000)	(10,000)	(20,000)	50%	50%
Income Total	(3,251,187)	(3,104,405)	(6,355,593)	(3,307,095)	(3,179,500)	(6,486,595)	(3,309,595)	(3,244,461)	(6,554,056)	(3,363,848)	(3,338,300)	(6,702,148)	(3,424,078)	(3,423,600)	(6,847,678)	(3,482,800)	(3,508,470)	(6,991,270)	50%	50%
Income Total	(3,251,187)	(3,104,405)	(6,355,593)	(3,307,095)	(3,179,500)	(6,486,595)	(3,309,595)	(3,244,461)	(6,554,056)	(3,363,848)	(3,338,300)	(6,702,148)	(3,424,078)	(3,423,600)	(6,847,678)	(3,482,800)	(3,508,470)	(6,991,270)	50%	50%
Net Expenditure																				
Operations																				
Construction and Maintenance Salaries	405,775	713,039	1,118,814	425,364	747,196	1,172,560	425,364	747,196	1,172,560	430,466	758,074	1,188,540	443,906	779,724	1,223,630	452,960	791,740	1,244,700	36%	64%
Construction and Maintenance Salaries (Income)	0	0	0	0	(1,326)	(3,094)	(3,094)	(4,420)	(4,420)	0	(2,836)	(1,694)	(4,530)	(2,926)	(4,680)	(1,798)	(3,012)	(4,810)	37%	63%
Equipment, Vehicles and Vessels	157,562	442,020	599,581	111,150	259,350	370,500	111,150	259,350	370,500	111,600	260,400	372,000	111,600	260,400	372,000	111,600	260,400	372,000	30%	70%
Equipment, Vehicles and Vessels (Income)	(2,563)	(5,981)	(8,544)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Water Management	38,838	116,290	155,127	35,000	112,500	147,500	35,000	112,500	147,500	5,000	98,000	103,000	5,000	84,900	89,900	5,000	84,900	89,900	5%	95%
Water Management (Income)	(13,074)	(5,000)	(18,074)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Land Management	62,898	0	62,898	54,000	0	54,000	54,000	0	54,000	54,000	0	54,000	54,000	0	54,000	54,000	0	54,000	100%	0%
Land Management (Income)	(90,240)	0	(90,240)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	100%	0%
Practical Maintenance	79,061	349,331	428,392	75,000	364,765	439,765	75,000	394,765	469,765	75,000	421,200	496,200	75,900	381,200	457,100	75,900	381,200	457,100	15%	85%
Practical Maintenance (Income)	0	(11,652)	(11,652)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0%	100%
Ranger Services	272,851	513,449	786,300	272,688	476,532	749,220	272,688	476,532	749,220	286,872	499,208	786,080	298,688	516,932	815,620	308,344	531,416	839,760	36%	64%
Ranger Services (Income)	(20,750)	(46,305)	(67,055)	(17,252)	(25,878)	(43,130)	(17,252)	(25,878)	(43,130)	(18,808)	(28,212)	(47,020)	(19,488)	(29,232)	(48,720)	(19,944)	(29,916)	(49,860)	40%	60%
Safety	52,502	74,754	127,255	43,919	84,671	128,590	43,919	84,671	128,590	42,952	95,438	138,390	44,606	87,014	131,620	44,942	87,838	132,780	31%	69%
Safety (Income)	(473)	(1,595)	(2,068)	0	(9,000)	(9,000)	0	(9,000)	(9,000)	0	(2,000)	(2,000)	0	(2,000)	(2,000)	0	(2,000)	(2,000)	0%	100%
Volunteers	39,259	26,173	65,432	41,880	27,920	69,800	40,680	27,120	67,800	45,810	30,540	76,350	42,036	28,024	70,060	45,252	30,168	75,420	60%	40%
Volunteers (Income)	(309)	(206)	(514)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	60%	40%
PRISMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
PRISMA (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
CANAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
CANAPE (Income)	0	0	0	0	0	0	0	0	0	51,980	51,980	103,960	53,190	53,190	106,380	53,665	53,665	107,330	50%	50%
Operational Property	57,806	108,719	166,525	63,451	94,719	158,170	63,451	94,719	158,170	(21,980)	(21,980)	(43,960)	(23,190)	(23,190)	(46,380)	(23,665)	(23,665)	(47,330)	50%	50%
Operational Property (Income)	(19,205)	(2,327)	(21,532)	(18,400)	(1,600)	(20,000)	(18,400)	(1,600)	(20,000)	88,251	107,919	196,170	88,251	107,919	196,170	88,251	107,919	196,170	45%	55%
Operations Management and Admin	52,533	66,860	119,393	78,855	43,130	121,985	78,855	43,130	121,985	83,495	41,125	124,620	86,953	42,827	129,780	90,638	44,642	135,280	67%	33%
Operations Management and Admin (Income)	(1,026)	(1,306)	(2,332)	(2,322)	(1,143)	(3,465)	(2,322)	(1,143)	(3,465)	(1,581)	(779)	(2,360)	(1,668)	(822)	(2,490)	(1,742)	(858)	(2,600)	67%	33%
Operations Total	1,071,445	2,336,262	3,407,707	1,071,408	2,159,168	3,230,575	1,070,208	2,195,368	3,265,575	1,140,764	2,297,177	3,437,940	1,167,429	2,273,061	3,440,490	1,192,803	2,303,538	3,496,340	33%	67%
Strategic Services																				
Development Management	364,761	0	364,761	338,120	0	338,120	338,120	0	338,120	349,930	0	349,930	360,460	0	360,460	368,520	0	368,520	100%	0%
Development Management (Income)	(128,024)	0	(128,024)	(80,000)	0	(80,000)	(80,000)	0	(80,000)	(80,000)	0	(80,000)	(70,000)	0	(70,000)	(60,000)	0	(60,000)	100%	0%
Strategy and Projects Salaries	341,640	58,055	399,695	320,530	63,045	383,575	320,530	63,045	383,575	307,021	62,350	369,370	313,970	63,900	377,870	320,402	65,208	385,610	83%	17%
Strategy and Projects	260,510	4,202	264,711	58,200	1,800	60,000	58,200	1,800	60,000	63,200	1,800	65,000	58,200	1,800	60,000	58,200	1,800	60,000	97%	3%
Strategy and Projects (Income)	(131,137)	0	(131,137)	(3,500)	0	(3,500)	(3,500)	0	(3,500)	(3,000)	0	(3,000)	(3,000)	0	(3,000)	(3,000)	0	(3,000)	100%	0%
Biodiversity Strategy	16,274	0	16,274	10,400	0	10,400	10,400	0	10,400	10,000	0	10,000	10,000	0	10,000	10,000	0	10,000	100%	0%
Biodiversity Strategy (Income)	(8,814)	0	(8,814)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Waterways and Recreation Strategy	65,770	6,242	72,012	500	9,000	9,500	500	9,000	9,500	500	9,000	9,500	34,000	25,500	59,500	500	9,000	9,500	5%	95%
Project Funding	343,514	0	343,514	177,291	0	177,291	177,291	0	177,291	155,500	0	155,500	105,500	0	105,500	105,500	0	105,500	100%	0%
Project Funding (Income)	(218,333)	0	(218,333)	(21,791)	0	(21,791)	(21,791)	0	(21,791)	0	0	0	0	0	0	0	0	0	0%	0%
Sustainable Development Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Communications	235,965	63,113	299,078	263,407	82,173	345,580	263,407	82,173	345,580	233,611	74,570	308,180	239,489	77,061	316,550	244,835	79,285	324,120	76%	24%
Communications (Income)	(20,264)	(488)	(20,752)	(2,760)	(1,360)	(4,120)	(2,760)	(1,360)	(4,120)	(5,942)	(208)	(6,150)	(5,978)	(172)	(6,150)	(6,119)	(182)	(6,300)	97%	3%
Visitor Centres and Yacht Stations	312,779	128,493	441,272	315,805	135,765	451,570	305,305	135,765	441,070	307,145	139,065	446,210	309,070	140,610	449,680	314,928	144,353	459,280	69%	31%
Visitor Centres and Yacht Stations (Income)	(171,128)	(64,050)	(235,178)	(177,500)	(60,000)	(237,500)	(177,500)	(60,000)	(237,500)	(177,500)	(60,000)	(237,500)	(177,500)	(60,000)	(237,500)	(177,500)	(60,000)	(237,500)	75%	25%
Collection of Tolls	0	114,433	114,433	0	128,550	128,550	0	131,930	131,930	0	134,180	134,180	0	139,150	139,150	0	141,690	141,690	0%	100%
Collection of Tolls (Income)	0	(340)	(340)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
ICT	184,946	85,689	270,635	204,256	100,604	304,860	202,213	99,597	301,810	206,956	101,934	308,890	209,898	103,382	313,280	212,558	104,693	317,250	67%	33%
Human Resources	64,205	44,617	108,822	77,638	53,952	131,590	77,638	53,952	131,590	79,479	55,231	134,710	80,889	56,211	137,100	82,523	57,347	139,870	59%	41%
Human Resources (Income)	(3,398)	(2,362)	(5,760)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Office Expenses and Pool Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Office Expenses	24,804	12,217	37,021	26,666	13,299	39,965	26,666	13,299	39,965	26,6										

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
	Balance 01 April 2017	(429,005)	(214,671)	(178,942)	(476,513)	(92,936)	0	(802,252)	(589,815)	(1,392,066)
2017/18	Contributions to Reserves to 31/08/17									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Sales of Dockyard Assets (VES000552)	0	(2,552)	0	0			(766)	(1,786)	(2,552)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Vehicles (VEH000552)	0	(957)	0	0			(287)	(670)	(957)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Income (MLK000552)	(1,000)	0	0	0			0	(1,000)	(1,000)
	Launches (LAU000451)	0	(15,000)	0	0			0	(15,000)	(15,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Pool Vehicles (PCP000552)	0	(2,775)	0	0			(1,859)	(916)	(2,775)
	Asset Management for Countryside sites (SIM000451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)			(19,000)	0	(19,000)
	Upper Thurne Enhance Monies Recd (UTE000552)	0	0	0	(2,057)			(2,057)	0	(2,057)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(30,732)		(30,732)	0	(30,732)
	Heritage Lottery Fund (HLF000451)	0	0	0	0	(50,000)		(50,000)	0	(50,000)
	Contributions from Reserves to 31/08/17									
	Local Plan Inspection (POL000450)	0	0	0	7,575			7,575	0	7,575
	Mutford Lock costs from dewatering options (MLK000450)	(5,000)	0	0	0			0	(5,000)	(5,000)
	Pool Vehicles Renault Zoe AU67 OZX (PCP000450)	0	15,422	0	0			10,333	5,089	15,422
	Replace CM&E AU07 WRP (VEH000450)	0	13,990	0	0			4,197	9,793	13,990
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500			3,500	0	3,500
	Linkflotes (VES000450)	0	111,552	0	0			33,466	78,086	111,552
	Heritage Lottery Fund costs (HLFXX450)	0	0	0	0	80,112		80,112	0	80,112
	Section 106 CFR (DVM000450)	0	0	0	7,550			7,550	0	7,550
	Catchment Partnership (CAT000450)	0	0	0	4,178			4,178	0	4,178
	Relocate Dockyard Wet Shed (PRM009450)	0	0	2,939	0			882	2,057	2,939
	Irtsead Boathouse Repairs (BHB000450)	0	0	8,957	0			3,583	5,374	8,957
	Actual Balance 30 November 2017	(506,005)	(235,990)	(197,046)	(474,767)	(93,557)	0	(855,358)	(652,007)	(1,507,364)
	Contributions to Reserves to 31/03/18									
	Mutford Lock Rent (MLK000451)	(1,000)	0	0	0			0	(1,000)	(1,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(136,773)		(136,773)	0	(136,773)
	CANAPE Income (CANXXX552)	0	0	0	0		(36,173)	(18,087)	(18,087)	(36,173)
	Contributions from Reserves to 31/03/18									
	Local Plan Inspection	0	0	0	0			0	0	0
	Mutford Lock costs from dewatering options (MLK000450)	5,000	0	0	0			0	5,000	5,000
	Replace AO58 RJZ (PCP000450)	0	0	0	0			0	0	0
	Relocate Dockyard Wet Shed (PRM009450)	0	0	48,411	0			14,523	33,888	48,411
	Concrete pump 10% deposit (VES000450)	0	9,000	0	0			2,700	6,300	9,000
	Heritage Lottery Fund costs (HLFXX450)	0	0	0	0	110,933		110,933	0	110,933
	Catchment Partnership (CAT000450)	0	0	0	6,412			6,412	0	6,412
	Set up CANAPE reserve	26,000	32,500	32,500	0		(91,000)	0	0	0
	CANAPE Expenditure (CANXXX450)	0	0	0	0		47,690	23,845	23,845	47,690
	Forecast Balance 01 April 2018	(476,005)	(194,490)	(116,135)	(468,355)	(119,396)	(79,483)	(851,804)	(602,060)	(1,453,864)
2018/19	Contributions to Reserves to 31/03/19									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000552)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(18,000)	0	0			0	(18,000)	(18,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)			(19,000)	0	(19,000)
	Heritage Lottery Fund (HLF000451)	0	0	0	0	(50,000)		(50,000)	0	(50,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(793,046)		(793,046)	0	(793,046)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	CANAPE Income (CANXXX552)	0	0	0	0		(219,132)	(109,566)	(109,566)	(219,132)
	Norfolk Rivers Trust (CAT000552)	0	0	0	(15,000)			(15,000)	0	(15,000)
	Contributions from Reserves to 31/03/19									
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500			3,500	0	3,500
	Replacement of two Yare House pool vehicles (Kangoo & Focus AO58 OXC & AO58 RJV) (PCP000450)	0	24,000	0	0			16,080	7,920	24,000
	Replacement of EU63 LUJ & AO06 XPF (Vans) for CM&E (VEH000450)	0	37,500	0	0			11,250	26,250	37,500
	Replacement of Dockyard Crane, plus clamshell bucket (VES000450)	0	42,000	0	0			12,600	29,400	42,000
	Structural engineer study on major repairs to Mutford Lock (MLK000450)	10,000	0	0	0			0	10,000	10,000
	John Fox Cottage refurbishment (PRM009450)	0	0	12,000	0			3,600	8,400	12,000

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
	Local Plan Inspection and cost of objections (POL000450)	0	0	0	72,425			72,425	0	72,425
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	819,446		819,446	0	819,446
	CANAPE Expenditure (CANXXX450)	0	0	0	0		220,939	110,470	110,470	220,939
	Creyke roller (CAT000450)	0	0	0	15,000			15,000	0	15,000
	Forecast Balance 01 April 2019	(539,005)	(249,990)	(184,135)	(411,430)	(142,996)	(137,676)	(943,825)	(721,407)	(1,665,232)
2019/20	<u>Contributions to Reserves to 31/03/20</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(18,000)	0	0			0	(18,000)	(18,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)			(19,000)	0	(19,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(561,928)		(561,928)	0	(561,928)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	CANAPE Income (CANXXX552)						(153,093)	(76,547)	(76,547)	(153,093)
	<u>Contributions from Reserves to 31/03/20</u>									
	Replace Wherry Onward (VES000450)	0	107,000	0	0			32,100	74,900	107,000
		0	16,000	0	0					16,000
	Replacement of Yare House pool vehicles (two Smart) (PCP000450)							10,720	5,280	
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	588,328		588,328	0	588,328
	CANAPE Expenditure (CANXXX450)	0	0	0	0		116,219	58,110	58,110	116,219
	Forecast Balance 01 April 2020	(612,005)	(285,990)	(264,135)	(430,430)	(116,596)	(234,550)	(1,081,822)	(861,884)	(1,943,706)
2020/21	<u>Contributions to Reserves to 31/03/21</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(18,000)	0	0			0	(18,000)	(18,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)			(19,000)	0	(19,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(463,837)		(463,837)	0	(463,837)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	CANAPE Income (CANXXX552)	0	0	0	0		(139,673)	(69,837)	(69,837)	(139,673)
	<u>Contributions from Reserves to 31/03/21</u>									
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	490,237		490,237	0	490,237
	Replace RB22(66) (VES000450)	0	20,000	0	0			6,000	14,000	20,000
	CANAPE Expenditure (CANXXX450)	0	0	0	0		137,904	68,952	68,952	137,904
	Forecast Balance 01 April 2021	(685,005)	(424,990)	(344,135)	(449,430)	(90,196)	(296,319)	(1,239,087)	(1,050,988)	(2,290,075)

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:	<ul style="list-style-type: none"> (i) That the income and expenditure figures be noted. (ii) That the creation of the CANAPE reserve in 5.2 and additional expenditure in 5.3 be noted.

1 Introduction

- 1.1 This report covers the Consolidated Income and Expenditure from 1 April – 30 November 2017 and reflects the change of Directorate name from Planning and Resources to Strategic Services.

2 Overview of Actual Income and Expenditure

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

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(5,614,866)	(5,680,783)	+ 65,916
Operations	2,341,973	2,384,278	- 42,305
Strategic Services	1,497,620	1,399,592	+ 98,027
Chief Executive	828,569	783,538	+ 45,030
Projects, Corporate Items and Contributions from Earmarked Reserves	(56,496)	(49,839)	- 6,657
Net (Surplus) / Deficit	(1,003,201)	(1,163,213)	+ 160,012

- 2.1 Core navigation income is above the profiled budget at the end of month eight. The overall position as at 30 November 2017 is a favourable variance of £160,012 or 15.95% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £65,935 within toll income:
 - Hire Craft Tolls £42,461 above the profiled budget.
 - Private Craft Tolls £28,230 above the profiled budget.

- An adverse variance within Operations budgets relating to:
 - Construction and Maintenance Salaries is under the profiled budget by £34,078 due to a number of vacancies throughout the year.
 - Equipment, Vehicle and Vessels is above the profiled budget by £23,468 due to repair expenditure being ahead of profile.
 - Water Management is under the profiled budget by £39,510 due to two contracts being delayed, both are scheduled for delivery by 31 March 2018.
 - Practical Maintenance is above the profiled budget by £170,340 due to the timing differences on the profile originally set. This is due to Acle Bridge being purchased.
 - Ranger Services is under profiled budget by £31,436 due to additional income and small underspends within salaries and expenditure.
 - Premises is under profiled budget by £46,762 due to timing differences around the Dockyard Wet Shed repairs and the lease costs for Buttles Barn being invoiced quarterly instead of annually.
- A favourable variance within Strategic Services budgets relating to:
 - Strategy and Projects is above profiled budget by £19,418 due timing differences on a number of smaller budgets.
 - Human Resources is under profiled budget by £12,037 due vacancies and timing differences on staff training.
 - Project Funding is under profiled budget by £33,719 due to timing differences.
 - Communications is under profiled budget by £36,103 due to vacancies at the beginning of the financial year and timing differences on the expenditure of the Tesco money at Whitlingham.
 - Visitor Centres and Yacht Stations is under profiled budget by £10,411 due to salary savings.
 - Strategic Services Management and Administration is under profiled budget by £11,470 due to a previous vacancy.
- A favourable variance within Chief Executive budgets relating to:
 - Governance is under profiled budget by £13,925 due to timing differences around the Peer Review.
 - Asset Management is under profiled budget by £25,932 due to timing differences.

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

3 Latest Available Budget

3.1 The Authority's income and expenditure was being monitored against the latest available budget (LAB) in 2017/18. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Details of the movements from the original budget are set out in Appendix 2.

Table 2 – Adjustments to Consolidated LAB

	Ref	£
Original budget 2017/18 – deficit	Item 12 27/01/17 (BA)	41,178
Peer review budget	Item 17 24/03/17 (BA)	25,000
Approved budget carry-forwards	Item 11 19/05/17 (BA)	31,245
LAB at 30 November 2017 – deficit		97,423

4 Overview of Forecast Outturn 2017/18

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

Table 3 – Adjustments to Forecast Outturn

Item	£
Forecast outturn deficit per LAB	97,423
Adjustments reported 24/11/17	(57,631)
Decrease in Strategic Services Management and Admin following vacancy	(12,400)
Forecast outturn deficit as at 30 November 2017	27,392

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

5 Reserves

Table 4 – Consolidated Earmarked Reserves

	Balance at 1 April 2017	In-year movements	Current reserve balance
	£	£	£
Property	(429,005)	(77,000)	(506,005)
Plant, Vessels and Equipment	(214,671)	(21,320)	(235,991)
Premises	(178,942)	(18,104)	(197,046)
Planning Delivery Grant	(194,908)	11,075	(183,833)
Upper Thurne Enhancement	(77,752)	(21,057)	(98,808)
Section 106	(109,020)	7,550	(101,470)
Heritage Lottery Fund	(92,936)	(621)	(93,557)
Catchment	(94,833)	4,178	(90,655)

Partnership			
Total	(1,392,066)	(115,298)	(1,507,364)

- 5.1 £652,007 of the current reserve balance relates to navigation reserves.
- 5.2 The Authority is now required to set up an additional reserve to cash flow the CANAPE project. This will smooth out the timing differences between expenditure and reimbursement from the EU. This was previously outlined by the Director of Operations in January 2017. In order to do this it will require a temporary loan over the life of the project from the other earmarked reserves and will be repaid once the final claim has been received. As has been previously agreed the CANAPE project will be funded 50% National Park and 50% Navigation. It is estimated that £91,000 will be required with contributions being funded from Property, Plant, Vessels and Equipment and Premises. The impact on the earmarked reserves is outlined in the budget report under agenda item number 11.
- 5.3 In order to progress the works at Hickling the Authority is looking to purchase a concrete pump for £90,000. This will allow dredged materials to be set further back. Typically this type of equipment would have been hired at a cost of £750 per week for a period of three to four months a year. Under the CANAPE project it allows depreciation to be claimed against capital equipment. If such a purchase was made now the depreciation could be maximised over the life of the project. A concrete pump would be expected to have a useful life of 7 - 10 years and would therefore save money in the long run. In order to fund the purchase a 10% deposit of £9,000 would be financed from the Plant, Vessels and Equipment reserve with the remaining deposit funded from the hire savings. The remaining balance would be funded by hire purchase over 5 years using the existing hire budget.

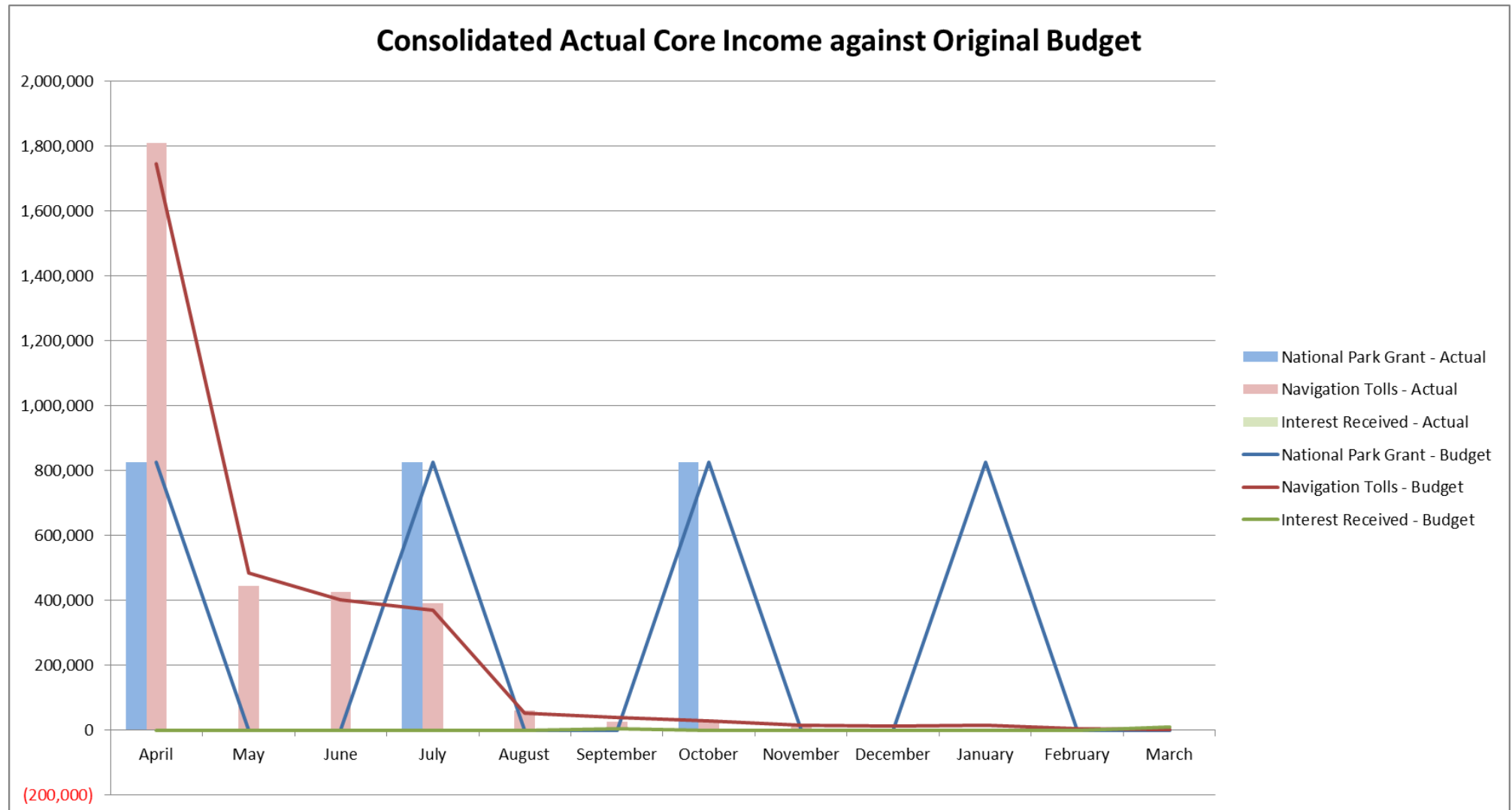
6 Summary

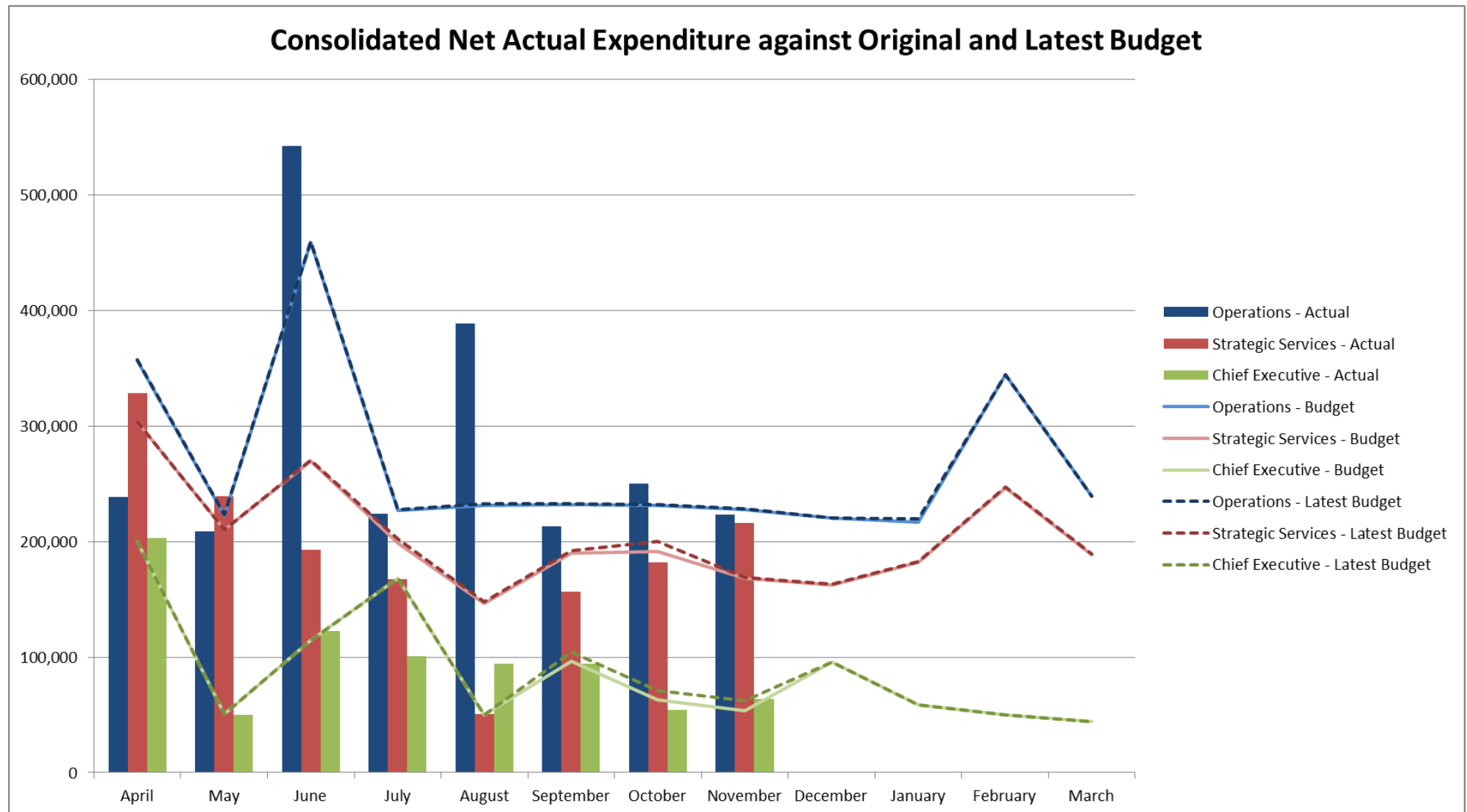
- 6.1 The current forecast outturn position for the year suggests a deficit of £54,584 for the national park side and a surplus of £27,192 on navigation resulting in an overall deficit of £27,392 within the consolidated budget, which would indicate a general fund reserve balance of approximately £987,000 and a navigation reserve balance of approximately £353,000 at the end of 2017/18 before any transfers for interest. This will mean that the navigation reserve will be slightly above the recommended level of 10% of net expenditure during 2017/18.

Background papers: None

Author: Emma Krelle
Date of report: 11 January 2018

Broads Plan Objectives: None
Appendices: APPENDIX 1: Consolidated Actual Income and Expenditure Charts to 30 November 2017
APPENDIX 2: Financial Monitor: Consolidated Income and Expenditure 2017/18





To 30 November 2017

Budget Holder

(All)

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

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Expenditure	54,000		54,000	54,000	0
Practical Maintenance	433,200	2,565	435,765	465,765	-30,000
Income	(10,500)		(10,500)	(10,500)	0
Expenditure	443,700	2,565	446,265	476,265	-30,000
Ranger Services	698,790	7,300	706,090	706,090	0
Income	(127,130)		(127,130)	(127,130)	0
Salaries	623,420	7,300	630,720	630,720	0
Expenditure	202,500		202,500	202,500	0
Pension Payments			0		0
Safety	119,590		119,590	126,590	-7,000
Income	(9,000)		(9,000)	(2,000)	-7,000
Salaries	64,090		64,090	64,090	0
Expenditure	64,500		64,500	64,500	0
Volunteers	68,800		68,800	66,800	2,000
Income	(1,000)		(1,000)	(1,000)	0
Salaries	49,800		49,800	49,800	0
Expenditure	20,000		20,000	18,000	2,000
Premises	198,170	(8,650)	189,520	189,520	0
Income	(20,000)		(20,000)	(20,000)	0
Expenditure	218,170	(8,650)	209,520	209,520	0
Operations Management and Administration	114,575	3,945	118,520	118,520	0
Income	(3,465)		(3,465)	(3,465)	0
Salaries	105,540	3,945	109,485	109,485	0
Expenditure	12,500		12,500	12,500	0
Strategic Services	2,206,055	17,380	2,223,435	2,211,455	11,980
Development Management	255,270	2,850	258,120	258,120	0
Income	(80,000)		(80,000)	(80,000)	0
Salaries	308,770		308,770	308,770	0
Expenditure	26,500	2,850	29,350	29,350	0
Pension Payments			0		0
Strategy and Projects Salaries	427,155		427,155	437,745	-10,590

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

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	181,360		181,360	181,360	0
Expenditure	123,500		123,500	120,450	3,050
Strategic Services Management and Administration	215,810		215,810	203,410	12,400
Income	(1,525)		(1,525)	(1,525)	0
Salaries	142,470		142,470	130,070	12,400
Expenditure	74,865		74,865	74,865	0
Chief Executive	1,045,653	29,705	1,075,358	1,075,358	0
Legal	106,980		106,980	106,980	0
Income			0		0
Salaries	46,980		46,980	46,980	0
Expenditure	60,000		60,000	60,000	0
Governance	124,440	25,000	149,440	149,440	0
Salaries	72,540		72,540	72,540	0
Expenditure	51,900	25,000	76,900	76,900	0
Chief Executive	110,970		110,970	110,970	0
Salaries	110,970		110,970	110,970	0
Expenditure			0		0
Asset Management	119,890	4,705	124,595	124,595	0
Income	(22,220)		(22,220)	(22,220)	0
Salaries	52,360	(3,945)	48,415	48,415	0
Expenditure	89,750	8,650	98,400	98,400	0
Finance and Insurance	341,680		341,680	341,680	0
Income	(6,490)		(6,490)	(6,490)	0
Salaries	148,170		148,170	148,170	0
Expenditure	200,000		200,000	200,000	0
Premises - Head Office	241,693		241,693	241,693	0
Expenditure	241,693		241,693	241,693	0
Projects and Corporate Items	126,800		126,800	111,800	15,000
Partnerships / HLF	50,000		50,000	50,000	0
Income	(45,736)		(45,736)	(45,736)	0
Salaries	23,945		23,945	23,945	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Expenditure	71,791		71,791	71,791	0
Corporate Items	76,800		76,800	61,800	15,000
Expenditure	16,800		16,800	1,800	15,000
Pension Payments	60,000		60,000	60,000	0
Contributions from Earmarked Reserves	(261,000)	0	(261,000)	(271,590)	10,590
Earmarked Reserves	(261,000)	0	(261,000)	(271,590)	10,590
Expenditure	(261,000)	0	(261,000)	(271,590)	10,590
Grand Total	41,178	56,245	97,423	27,392	70,031

Greater Norwich Local Plan: First Consultation Stage
Report by Planning Policy Officer

Summary:	The Greater Norwich area consists of Norwich City, Broadland District and South Norfolk Councils. Preparation has commenced on a new Local Plan covering Greater Norwich. The first draft version of the Greater Norwich Local Plan is to be consulted on from 8 January to 15 March 2018. This report introduces the key issues of the Local Plan.
Recommendation:	That the Greater Norwich Local Plan is noted and Planning Committee be authorised to consider and submit representations.

1 Introduction

- 1.1 'Greater Norwich' covers areas represented by Norwich City, Broadland District and South Norfolk Councils. The Greater Norwich Development Partnership has been established to coordinate the production of a single Local Plan for this area and consists of the three Councils plus Norfolk County Council and the Broads Authority.
- 1.2 The Greater Norwich Authorities have worked together when producing Local Plans since 2004. The Joint Core Strategy that included strategic policies for the three areas was adopted in 2011 with a further part adopted in 2014 following a legal challenge to part of the Core Strategy.
- 1.3 Production of a new Local Plan covering Greater Norwich has commenced. The Greater Norwich Local Plan does not cover the Broads Authority Executive Area and the Broads Authority is producing its own Local Plan. However, the Authority has worked closely with the Greater Norwich Partnership at Officer, Director and Member level due to the significance of the area and relevance of the Joint Local Plan and its policies and allocations in relation to the Broads.
- 1.4 The Greater Norwich Local Plan will provide the overall planning strategy and identify the sites for growth across the three districts of Broadland, Norwich and South Norfolk until 2036.
- 1.5 The first draft version of the Greater Norwich Local Plan is to be the subject of consultation from 8 January to 15 March 2018. This report introduces the key issues of the Local Plan.
- 1.6 Please note that at the time of writing this report, the entire Local Plan has not been assessed as the final version for this consultation had not been released for comment. The following section generally summarises some key issues.

2 Greater Norwich Local Plan – some key issues

2.1 There are three documents which are the subject of the consultation:

- The Growth Options document: forms the main part of the consultation. It covers the broad planning strategy for the area and outlines thematic strategic policies for growth.
- The Site Proposals document: provides an opportunity for comments to be made on sites submitted for different uses through the call for sites.
- The Interim Sustainability Appraisal: provides an initial high level appraisal of the sustainability of the options.

2.2 The following section includes some specific issues or topics for consideration.

2.3 **Housing numbers** for the Greater Norwich area have been calculated using the Government's proposed methodology as set out in a recent Government consultation (the Right Homes in the Right Places); adding a 10% delivery buffer to this means that 42,900 dwellings are required in the period to 2036. Taking into account completions, permissions and existing allocations, there is a need to allocate sites for at least 7,200 dwellings.

2.4 Six **Growth Strategy** options are included in the draft Local Plan. As a basis, all options seek to maximise brownfield land for 3,900 of the total dwellings. Each option then takes a different approach to providing the location for the 3,300 remaining dwellings. The options are urban concentration, supporting the Cambridge/Norwich tech corridor, focus on transport corridors, some different options that seek rural dispersal and an option that includes a new settlement.

2.5 The **influence of the Norwich Urban Area** is a key consideration in the Local Plan. The concentration of jobs, facilities, services and travel options available in the Norwich Area and its surroundings will continue to exert an influence on the surrounding area and on the Greater Norwich Local Plan.

2.6 **Settlement hierarchy and clustering.** The current top three levels of settlement hierarchy will remain and these are:

- Norwich Urban Area;
- Main Towns; and
- Service Centres

There are two options for the lower tier settlements and these are

- They remain unchanged as 'service villages', 'other villages', 'smaller rural communities' and 'the countryside'; or
- Alternatively these three tiers are merged into one called Village Clusters.

The second option reflects that there are often service links between these settlements such as one village may have a shop with a primary school in another nearby village.

- 2.7 The Growth Options documents recognises the importance of **infrastructure** and asks questions to help establish needs.
- 2.8 Turning to **site proposals and allocations**, all sites that have been put forward by landowners and developers will be consulted on. Whilst a high level assessment of each site has been completed, no final decisions have been made for each site.
- 2.9 This consultation will also enable **new sites** to be put forward. The preferred sites will be included in the next version of the Local Plan.

3 Next steps

- 3.1 On receipt of the notice of consultation on the Local Plan, officers will assess the Local Plan and produce a report detailing proposed comments on the Local Plan.
- 3.2 Due to the timings of the various committees and this consultation period, it is recommended that the usual process of Planning Committee approving a consultation response be followed; it is intended that a report will go before the Planning Committee on 2 March 2018.
- 3.3 Turning to the next steps in producing the Greater Norwich Local Plan, the consultation responses will inform the next version of which will be the pre-submission consultation version of the Local Plan. The Authority will again be consulted. This could be around the start of 2020.

4 Useful links

Greater Norwich Local Plan website: <http://www.gnlp.org.uk/>
Documents out for consultation: <http://www.gnlp.org.uk/have-your-say/>

5 Financial Implications

- 5.1 Generally officer time in attending meetings and responding to consultations.

Background papers:	None
Author:	Natalie Beal
Date of report:	6 December 2017
Appendices:	None

Acle Bridge Site
Report by Chief Executive

Summary:	The site at Acle Bridge purchased by the Authority in August 2017 has potential for the provision of a range of services for the public. This report suggests the establishment of a small working group of members to work with officers to develop plans for the site.
Recommendation:	A small group of 3-4 Members is identified to work with officers to work up plans for the development of the Acle Bridge site and bring back proposals to a future meeting.

1 Background

- 1.1 In August 2017 the Broads Authority purchased the moorings on the North West side of Acle Bridge for £180,000. The initial purpose of securing this important long length of moorings for public use has been achieved. Basic repairs were undertaken shortly after the purchase was complete and the moorings were well used for the rest of the season.
- 1.2 The site is in a key location being on the Weavers Way long-distance footpath as well as at a critical point on the River Bure where many hire boat visitors turn round rather than heading downstream where the tidal conditions are more challenging for novice boaters. It also has wonderful views up the river and across the marshes. There is an adjacent public toilet, owned by Great Yarmouth Borough Council which is currently closed.
- 1.3 Attention can now turn to both the short-term and long-term opportunities presented by the site. The support and advice of members from the beginning of the process would be appreciated and it is therefore proposed that 3-4 members be invited to join a working group. It is suggested that the following areas of experience and knowledge would be helpful:
 - (i) A café is likely to be a core facility and therefore direct experience of running such a facility or similar would be helpful (Our new Great Yarmouth member could be valuable here).
 - (ii) Hire Boat visitor needs – an operator who understands the likely demands of this group.
 - (iii) Walker/Private boat owner who understands the needs of these potential customers.
 - (iv) The Authority will expect to see a robust business case and therefore a member with a wealth of private and public sector business experience would be useful.

2. Financial and Other Considerations

- 2.1 There is a vast array of matters to consider in the project, the opportunity to deliver some of the ambitions in the Broads Plan, the available budget, planning constraints and opportunities, the needs of individuals – for example those with limited mobility etc. It is not proposed to rehearse these here but rather include them in a future report to the Authority.

Background papers:	None
Author:	John Packman
Date of report:	11 January 2018
Broads Plan Objectives:	Many of the objectives in the Plan will be relevant to opportunities presented by the site.
Appendices:	None

Review of Audio Recording of Broads Authority Meetings
Report by Solicitor and Monitoring Officer

Summary:	This report reviews the trial of the audio recording of Broads Authority meetings and considers whether it should be continued on a permanent basis.
Recommendations:	<ul style="list-style-type: none">(i) That the use of audio recording of meetings be continued by the Authority and copies provided to the public on request.(ii) That the recordings are destroyed two years after the date of the meeting.

1 Introduction

- 1.1 At its meeting on 27 January 2017 the Broads Authority resolved to record its meetings and committee meetings on a trial basis and investigate video recording.
- 1.2 Members are asked to review this trial practice and the information on video recording and decide whether the audio recordings should continue.

2 Review

- 2.1 Over the past 12 months the Broads Authority has audio-recorded its meetings and committee meetings, with the exception of confidential items. The Authority's minutes remain the formal record of meetings.
- 2.2 The recording has been undertaken on an inexpensive portable digital device which has been found to provide sufficient sound clarity. At each meeting the Chair has advised those present that recordings are taking place. There are signs in the room and outside which inform that recording is taking place. There is an announcement that the copyright in the recordings belongs to the Broads Authority.
- 2.3 The Authority's Standing Orders were amended in May 2017 to reflect the practice of recording.
- 2.4 In effect, the recordings are of those parts of the meeting to which members of the public are entitled to be present and consist of a single unbroken recording file. The recording of confidential items has not taken place due to more complex considerations of data law, employment law and overall

confidentiality of third party information and necessary consents which affect such discussions.

- 2.5 The recordings are retained by the Authority and are available on request being made to the Monitoring Officer. No members of the public (i.e. individuals with no connection to the Authority) have requested an audio recording.
- 2.6 Officers in the governance team have found the retention of audio recordings of appreciable benefit in finalising minutes and dealing with any matters of uncertainty. It has resulted in greater confidence in the accuracy of the minutes both by officers and Members and the number of communications over the content of the minutes has in fact reduced.
- 2.7 No trial has taken place of making recordings available on the web site. Each file recording is in the region of 16 to 164 megabytes (MB) of data. On average this is 100MB of data. The maximum storage on the Authority's web site is 20 MB, which means that third party storage would be required, linked from the web site. Basic presentational requirements would suggest an index based on the agenda and breaks in recording, which would have a cost in IT resources.
- 2.8 The provisional view is that the very limited demand for recordings is quite easily dealt with by providing a cd recording when asked; the files are too large to send out by e-mail, although it has been possible when specific agenda items have been requested.
- 2.9 The recordings have all been kept to date. Data processing law dictates that these should not be kept longer than necessary. It is proposed that recordings are marked for deletion by the Monitoring Officer after two years from the date of each meeting, unless a reason is required for longer-term retention in an individual case.

3 Webcasting

- 3.1 During the past year the Authority's officers have met with a video-streaming provider to explore the possibility of live streaming of its meetings. In addition there was a presentation partly on this by the Democratic Services Manager of Brecon Beacons NPA in May 2017. Whilst it would not be appropriate to set out the precise cost details of the webcasting, for commercial confidentiality reasons, it is clear that the set-up costs and hardware would exceed £15,000, with an annual payment of a 5-figure sum for the hosting and streaming and archive service ongoing.
- 3.2 Although clearly a desirable long-term objective, the cost of video streaming is such that at present it cannot be recommended for adoption in the short term.

4 Conclusion

- 4.1 The use of audio recordings has achieved the specific purpose for which it was trialled, which is improving the accuracy of minutes and resolving any disputes arising.
- 4.2 It cannot fairly be said that this step has greatly improved public access to the business of the Authority, but other options would have more significant resource implications and require the support of Members if they are to be taken further. The availability of recordings is in itself a powerful message about transparency.
- 4.3 It is recommended that that the audio recording of meetings be confirmed on an ongoing basis and copies made available to the public on request that the process of destruction in 2.9 above is adopted.

Background Papers:	Nil
Author:	David Harris
Date of Report:	11 January 2018
Broads Plan Objectives:	None
Appendices:	None

Broads Authority

Broads Local Access Forum

Minutes of the meeting held on 06 Sept 2017

Present:

Dr Keith Bacon (Chairman)

Mr Kelvin Allen	Dr Peter Mason
Mr Olly Barnes	Mr Stephen Read
Mr Louis Baugh	Mr George Saunders
Miss Liz Brooks	Mr Charles Swan
Mr Mike Flett	Mrs Melanie Vigo di Gallidoro
Mr Tony Gibbons	Mr Ray Walpole
Mr Alec Hartley	Mr Richard Webb
Mrs Dawn Hatton	Mr Chris Yardley

In Attendance

Prof Jacquie Burgess – Broads Authority Chairman
Ms Lottie Carlton – Administrative Officer
Mr Adrian Clarke – Senior Waterways and Recreation Officer (SWRO)
Mr Simon Hooton – Head of Strategy and Projects
Mr Mark King - Waterways and Recreation Officer (WRO)

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

Apologies for absence were received from Mr Martin Symons and Dr Andy Hutcheson, Norfolk County Council.

Members were welcomed to the meeting including new Broads Authority appointed members Mrs Melanie Vigo di Gallidoro and Mr Kelvin Allen. Professor Jacquie Burgess, Broads Authority Chairman and Mr Simon Hooton, Broads Authority Head of Strategy and Projects were also welcomed to the meeting.

It was noted that Mr Nick Dennis had resigned his membership of the Broads Local Access Forum and Mrs Lana Hemsall and Mr Peter Warner were no longer Broads Authority appointees.

As Dr Andy Hutcheson was no longer available to provide a Norfolk County Council update at item 5 it was agreed to feed back any comments or questions Forum members had for Norfolk County Council at this point.

It was noted that Suffolk County Council had agreed not to attend Broads Local Access Forum meetings on a regular basis, but instead to attend for specific issues when invited.

1/2 To receive declarations of interest

Mr Kelvin Allen declared an interest as Chairman of the Broads Angling Strategy Group. No further declarations of interest occurred during the meeting.

1/3 To receive and confirm the minutes of the meeting held on 07 June 2017

The minutes of the meeting held on 07 June 2017 were confirmed as a correct record and signed by the Chairman.

1/4 To receive any points of information arising from the minutes

(1) Minute 4/4 (2) How Hill Footpath

The work on the footpath has been completed but the footpath could not be opened until the Environment Agency (EA) dealt with the transfer of ownership and liability of the dyke bridge to the Broads Authority. The Broads Authority Asset Officer is negotiating with the EA regarding this issue.

(2) Minute 4/4 (5) Staithes Research

An addendum to the report is to be produced detailing any omissions or amendments following on from comments received from parish councils and others. A meeting is to be convened with Professor Tom Williamson to assess submissions.

With regards to Norwich, it was not possible to identify individual sites as virtually the entire riverbank was likely to have been a staithe from medieval times. The SWRO agreed to request Professor Tom Williamson include this information as a comment in the report.

BLAF members were asked to send any known potential omissions or amendments to the report to the SWRO in the first instance who would pass these on to Professor Tom Williamson.

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

The Harbour Revision Order and tripartite agreement for Mutford Lock was still with the solicitors to finalise the legal transfer of land. The Marine Management Organisation was yet to receive an application regarding the Harbour Revision Order.

(4) Minute 4/4 (7) Burgh Castle

The Burgh Castle boardwalk had been officially opened and some BLAF members attended the opening.

1/5 Norfolk County Council update

Dr Andy Hutcheson of Norfolk County Council (NCC) was unavailable to provide an update.

Wherryman's Way at Reedham:

The SWRO gave an update regarding this path as follows: The parish council has taken on responsibility for the permissive path agreement with the landowner. £15k is required for work to the 120m stretch of footpath. NCC has said it is unable to finance the work as this is not a PROW. Broads Authority (BA) is unable to carry out the work this financial year, as requested by the parish council, as allocations to National Park work have already been assigned. It might be possible to undertake the work in the next financial year, but the path did not fit with BLAF prioritisation due to the path being part of NCC Trails. BA had offered to share the costs of the work with NCC but they had not agreed. It was suggested that Norfolk LAF be consulted.

The Chairman agreed to ask Dr Hutcheson if NCC use permissive paths as part of Norfolk Trails in any other areas and if it is a standard response that NCC does not carry out work on such permissive paths.

More tree work is scheduled for winter on the Chet. It was reported that some debris has fallen into the river. The SWRO agreed to investigate further.

Regarding the tourism dimension of the Trails, it was agreed to ask the Broads Tourism Chairman to update the Forum on work they are undertaking towards the Broads Sustainable Tourism Strategy.

River Wensum Strategy Consultation update

The SWRO and Vice-Chairman updated the Forum on the River Wensum Strategy consultation taking place until 15 September. The aim of the strategy is to 'Bring back life to the river' addressing issues such as rising river levels, absence of facilities/toilets, moorings, small craft launch facilities, lack of business activity on the river and missing links regarding the riverside footpath.

Forum members with angling interests had met to go through the strategy and had fed back their comments as follows: Angling in Norwich is problematic, much is gated off and the area lacks facilities such as parking and toilets. The mapping needs changes to reflect more accurately where fishing currently takes place and a coarse fishing season map is also needed. A fishing festival suggestion would be welcomed. To facilitate this initiative it is suggested that a new community interest company be set up to generate funds via a fishing passport scheme. The strategy is viewed as a positive step forward for angling in the city.

Comments and answers to questions as follows:

- Encouraging small, unpowered craft will be encouraged via the strategy, including improvements to slipways, mooring facilities and pontoons.

- No reports of conflicts between anglers and boaters along the riverside have been raised.
- Water-based 'come and try' schools link supported.
- Norwich Business Improvement District voted to include the riverside in their area and a Festival of Light is proposed for 2019.
- The SWRO has encouraged the Marlpitt Arms, Hellesdon to include canoe access, cycle hire and angling platform for disabled users within their pontoon proposal. A planning application has been submitted. If approved this can be included in the River Wensum Strategy.
- The Green Boat Show used to be popular at Salhouse, something similar could work in Norwich.
- It was agreed that the Chairman would submit a response to the consultation on behalf of BLAF in support of the strategy, particularly for the missing link and angling proposals.

1/6 Trialling presentation for community groups on climate change, flood risk and how these affect the Broads landscape

The Head of Strategy and Projects gave a presentation updating the Forum on the Broads Climate Partnership remit to try to get across proven scientific information regarding CO₂, greenhouse gases and climate change in a way that is both understandable and engaging to the general public in order to engender changing behaviours and attitudes.

Presenting information in more relatable ways is being looked at with UEA creative writing students tasked with creating stories and drama sketches. One off shows aimed at younger audiences have already taken place; now adult audiences need to be engaged. Two story examples 'The Moth' and 'The Big Change – the Water Police' were performed to the Forum to illustrate the kind of thing that is proposed.

Comments and answers to questions as follows:

- Timing of about an hour would be suitable.
- Ambience is important and the suggestion of projecting photos and including accompanying music was made. This gives the audience something to focus on during the storytelling/drama.
- Broads villages, schools, Royal Norfolk Show were suggested as venues.
- Short videos of the dramas were suggested.
- Agreement that drama and storytelling provides an easier way to imagine change and should prove effective as long as there is focus on practical changes that can be made. Children can take part but power rests with adults to make significant changes.

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

The SWRO gave a presentation updating the Forum on the Select Committee on the Natural Environment and Rural Communities (NERC) Act 2006, a call for evidence on how well the Act is working and how well Natural England (NE) and funding is working.

It was noted that years ago there was much more support for the BLAF from NE who sent representatives to meetings and supported LAFs. Reduction in funding has cut back this help and involvement.

The section in the document regarding sustainability and biodiversity is not consistent – in Scotland the wording is strong ‘further biodiversity’ whereas in the English version the wording is much weaker ‘have regard to biodiversity’.

The Act sits beneath the EU Directives and wording does not fit these.

Comments and answers to questions:

- Short term contracts at NE leads to lack of continuity and long term planning. Additionally the specialisms of officers have changed from biology/science based and too narrow a focus is now observed.
- It is not clear who does what between NE and the EA and there seems too much self-interest. One body should be responsible. Fundamental change is required.
- LAFs and NE: Ely regional meetings used to be extremely useful and productive providing a chance to share ideas with other LAFs. All of these regional meetings have now been cut leaving LAFs feeling isolated. HUDDLE does not work as a replacement.

It was agreed that the Chairman and SWRO would submit a response of behalf of BLAF.

1/8 British Standards: Gaps, gates and stiles – Specification Consultation

The SWRO gave a presentation updating the Forum on a consultation by the British Standards Institute (BSI) reviewing their ‘Gaps, gates and stiles specification’ document.

Diagrams from the document were displayed for the purposes of the meeting only due to copyright restrictions. Lack of access to the document prior to the meeting prevented proper research by Forum members and this would be fed back to the BSI.

Comments and answers to questions as follows:

- Forum members agreed that as a principal the least restrictive option should always be used.

- Regarding horse barriers, a 3m turning space is too restrictive.
- Many of the gates illustrated were not able to be opened from horse back. Additionally those that were did not have a mounting block for those riders on larger horses, or who were not confident to remain on the horse while opening a gate, to remount their horse after the gate had been negotiated.
- With self-closing gates the amount of force required to open them is often an issue for users, particularly if there is not a mechanism to open the gate on both sides. Disabled users cannot always lean over a gate to operate it in this way.
- Pushchairs also need to be considered when putting in any barriers as often negotiating these requires the infant to be removed and the pushchair folded away in order to get through the narrow gap. The National Trust push apart barriers are easy to operate but do not allow pushchairs or wheelchair users through.
- The horse stile is intended to keep out motorcyclists. It was felt that this design would be dangerous to use on horseback and should not be included.
- Site difficulties such as dykes could make the standards impossible to meet. Exceptions to the standards need to be included in certain situations.
- Broads Authority policy should be 'no stiles or gates to be installed unless absolutely necessary' as standard and a policy document drawn up to reflect this.
- Miss Liz Brooks agreed to access the consultation online and provide specific feedback regarding her area of expertise.
- The Chairman agreed to submit a response on behalf of BLAF following collation of the above comments and any further comments from members who wanted to access the online information after the meeting.

1/9 Broads Forum updates

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

- (1) Public question on an incident regarding a boat hirer disturbance at Stokesby public house. A section 101 response and support from the police was recommended.
- (2) BA riverside tree and scrub management programme for the next three years: Difficulties gaining permissions from land owners was highlighted. The report is available on the Broads Authority website.
- (3) Hickling Broad management of plant growth.
- (4) Draft Broads Local Plan 2017.

(5) Parish Councils invited to a forum with the BA at the Kings Centre, Norwich on the 20th September to discuss the Broads Plan, the Broads Local Plan and improving communication between the BA and parish councils.

1/10 To receive any other items of urgent business

Mutford Lock: Mrs Melanie Vigo di Gallidoro agreed to investigate the reason for lengthy delays in the Mutford Lock issue with Suffolk County Council.

Staithes report: The new Oulton Broad parish is keen to have their comments included in the staithes report addendum review. Smallburgh has a closed parish staithe in private ownership and a boat moored at the end of the footpath near Wayford Bridge garage downstream of the bridge. The SWROW/WRO agreed to investigate the bridleway to Moys drainage mill.

1/11 To note the date of the next meeting

It was noted that the next meeting is scheduled to take place on Wednesday 06 December at 2pm.

The meeting concluded at 4.36pm.

Chairman

Navigation Committee

Minutes of the meeting held on 19 October 2017

Present:

Nicky Talbot (Chairman)

Mr K Allen

Mr A Goodchild

Mr B Wilkins

Mr J Ash

Mr J Knight

Mr M Whitaker

Sir Peter Dixon

Mr S Sparrow

In Attendance:

Mr S Birtles – Head of Safety Management

Mrs L Burchnall – Head of Ranger Services

Ms A Cornish – Planning Officer

Mr D Harris – Solicitor and Monitoring Officer

Dr D Hoare – Head of Construction, Maintenance and Environment

Mr B Housden – Head of IT and Collector of Tolls

Mr T Hunter – Rivers Engineer

Miss S Mullarney – Administrative Officer (Governance)

Dr J Packman – Chief Executive

Mr R Rogers – Director of Operations

Ms M-P Tighe – Director of Strategy and Sustainable Communities

Also Present:

Prof J Burgess – Chairman of the Authority

2/1 To receive apologies for absence

Apologies for absence were received from Linda Aspland, Matthew Bradbury, Max Heron, and Greg Munford.

Max Heron had forwarded comments regarding several agenda items, these formed part of the discussion.

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

James Knight declared that he would be making his own recording.

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

No items had been proposed as matters of urgent business.

2/3 To receive Declarations of Interest

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

2/4 Public Question Time

No public questions were raised.

2/5 To receive and confirm the minutes of the Navigation Committee meeting held on 07 September 2017

The minutes of the meeting held on 07 September 2017 were signed by the Chairman as a correct record of the meeting.

2/6 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 updated Members that comments had been received from Parish Councils on the Staithes report and following this the intention was to meet with Professor Williamson in early November with the expectation that the report would be published late November, early December.

Members noted the report.

2/7 Proposed Navigation Charges for 2018/19 in the Navigation Area and Adjacent Waters

Members received a report on the proposed toll charges for 2018/19. The Committee was asked for its views on the level of charges in the Navigation Area and adjacent waters for 2018-19, and the proposal that the Authority stops printing adhesive toll plaques permanently other than for short visit tolls.

The views of the committee were sought on the basis that no changes were necessary to the amended structure for tolls implemented on 1st April 2017 and that navigation charges could be increased at the same rate for the hire fleet and the private fleet. A range of alternatives for additional work and associated increases in charges were presented for the Committee to consider.

Members were made aware that since the report the consumer price index (CPI) had risen from 2.9% to 3%. The retail price index (RPI) remained at 3.9% The Chief Executive informed Members that other inland navigation authorities had exchanged information on their proposed toll charges; the Canal and River Trust intended to raise charges by 3%, and the indications were that the Environment Agency planned to raise charges on the Thames by 5.7%, the Anglian region by 7%, and 10% for the Medway.

The Chief Executive summarised that the Authority was in a better position financially than anticipated due to an increase in private motor boats and hire boats,

however whilst the income was higher so too was the expenditure due to the purchase of Acle Bridge. He added that provisions needed to be made for inflation and identified that to continue the current services a minimum increase of 1% was needed.

Members agreed that the increase in boat owners was encouraging but noted that it couldn't be relied on that the increase would continue.

The majority of Members supported an increase in the level of patrolling. One Member suggested utilising volunteers for this purpose. The Head of Ranger Services explained that they would need to carefully consider when and where an increase in patrolling was required and highlighted that they couldn't expect volunteers to be available for evening and weekend work. She added that there was an active volunteer programme but they would still require Rangers to supervise volunteers.

One Member referred to the Insight Track research, conducted in 2014, the need for safety was highlighted as well as reducing anti-social behaviour. It was added that this could be dealt with effectively with added patrolling and the use of safety signs. Members agreed on the benefit and effectiveness of the safety signs.

In relation to additional bankside tree and scrub management one Member suggested volunteers could be used for this to break the backlog without any additional cost to the Authority. Another Member proposed a 10 year plan be developed to formally engage with landowners and Natural England to avoid negotiating every time tree removal is required.

The Head of Construction, Maintenance, and Environment explained that there was already a plan in place, consented by Natural England and the Environment Agency; this was on a 5 year basis, the maximum time allowed for planning purposes. He further explained that the Authority only has statutory powers to remove trees over water and the navigation area, landowner permission is required for trees on land.

One Member queried if more could be done to remove trees from the river and suggested that if tree shearing equipment was purchased this would provide a different way of working. It was emphasised that landowners agreement would need to be gained for the use of the kit on land as well as taking into account potential hazards and the physical impact any new kit would have on staff.

Members further discussed using additional income for dredging as an appropriate way to help with the backlog of work.

One Member inquired about the decision to review the increase for passenger boat tolls. Following a discussion it was explained that the Tolls Working Group had unanimously decided not to review this. It was confirmed that passenger boat tolls would be included as part of the overall review after 3 years of the implementation of the new structure.

In relation to the toll plaques the Chief Executive described the benefits of the application developed by students from the University of East Anglia on a placement at the Broads Authority. The app was used by Rangers on a mobile device and enabled them to quickly and effectively check toll and safety certificates for any boat. This has made boat checks less invasive as well as applications being processed faster. A Member suggested that Tolls receipts be sent out electronically, unless Tide Table were ordered.

Following discussions, Brian Wilkins proposed, seconded by Peter Dixon, and it was

RECOMMENDED by 6 votes to 3 against

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

The Committee agreed unanimously to the proposal that the Authority stops printing adhesive toll plaques permanently, other than for short visit tolls.

2/8 Mutford Lock

Members received a report which provided an update on the Harbour Revision Order (HRO) for Mutford Lock and the estimated annual and capital costs.

The Rivers Engineer informed Members that the HRO was ready for submission and highlighted the estimated cost of £500,000 to £1,000,000 worth of maintenance on the Lock but stressed that not all of the maintenance was required now and some of the work could be completed over a longer timeframe. He added that further work would need to be completed to explore what maintenance needs to be carried out on the lock.

Members voiced concerns of the expense involved and asked for clarification of the risks involved if the HRO was not continued. The Chief Executive stated that once the HRO gets final approval, the Broads Authority would have a legal obligation to maintain the Lock.

Members discussed the role of the other organisations with one Member suggesting the lock could be a heritage asset for the Broads Authority.

Several Members queried what the risks of continuing with the HRO would be; the Solicitor and Monitoring Officer advised having a closed session so that he could offer Members advice on the legal implications.

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for further consideration of the item on the grounds that it involved the likely disclosure of exempt information as defined by Paragraphs and 3

and 5 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

Members of the public left the meeting and the audio recording was suspended. Members consulted on the advice in the closed session.

The Solicitor provided Members with an outline of the legal implications. Following further discussion it was agreed that further investigations of the legal implications be made prior to a recommendation being made to the full authority.

The public were invited back into the meeting and the audio recording resumed.

2/9 Asset Management Update

Members received a report which gave an update on the development of the Asset Management Plan, the outcome of the internal audit and an update on the status of mooring provision and piling strategy. Members were pleased with the report and it was noted that the outcome of the internal audit was 'reasonable assurance'.

Members noted the report.

2/10 Boat Test Area Review

A report reviewing the management of Boat Test Areas was presented to Members. It was proposed not to change the current management.

One Member said that he had received reports of small dinghies on the river Yare experiencing wash by boats travelling at some speed. The Member advised the boaters to report this to Broads Control. This advice was reiterated by the Head of Safety Management who confirmed that boat testing was reported to Broads Control in advance so that they had a clear log of when tests were carried out. He added that there is an agreement with boat yards to do a slow speed run before the high speed test to make sure there are no small boats present.

Members noted the report.

2/11 Broads Authority Commercial Paddling Scheme

Members were presented with an updated scheme which included conditions for paddle boarding. The Head of Safety Management explained that paddle boards fall under navigation bylaws so the authority has powers to regulate their activity. Although it was added that whilst it was a requirement for buoyancy aids to be supplied to paddle board users, the Authority did not have the powers to make people wear them.

One Member asked about the perception of control and management and if it was adequate. The Head of Ranger Services said individual paddle boarders are entitled to use the navigation providing they follow the bylaws etc. However, conditions can be set for events and a standard guidance for events has been

produced. If Ranger Services are not happy that adequate safety measures have been put in place for events they won't permit them.

2/12 Construction, Maintenance and Environment Work Programme Progress Update

The Committee received a report which set out the progress made in the delivery of the 2017/18 Construction, Maintenance and Environment Section work programme.

The Head of Construction, Maintenance and Environment informed Members that it was the end of the weed cutting season and explained that there had been strong water plant growth over the course of the year which was an increasing burden on staff time and equipment.

One Member commented that Hickling was a huge challenge this year for users, with poor sailing conditions and stranded hired electric day boats, and suggested altering priorities allocating more resources for this activity.

The Head of Construction, Maintenance, and Environment responded that the broad was currently in a phase of recovery and in terms of water quality and ecological targets under the water framework directive the plant growth is a success story in the Broads. He added that the stonewort cutting trials required at least three seasons of cutting before they had robust conclusions that could be reported back to Natural England.

Another Member informed the committee that the Environment Agency had secured funding to start tracking fish across the northern broads enabling them to monitor their impact and understand the wider movements of fish. The Chair commented that it would be interesting to share the results.

Members were also updated on CANAPE; the project would be focussing on Hickling and an area of sediment reuse had been identified. Another round of consultations with partners was being completed to identify any changes to priorities. Work aimed to start this time next year.

2/13 Planning Applications with Navigation Implications: Thorpe River Green, Thorpe St Andrews – Change of use to mixed used moorings

Photos of the site and a plan for the planning application for a change of use to mixed used moorings at Thorpe River Green were presented to Members. The Planning Officer confirmed that the moorings would provide commercial short stay and private moorings. There would be no stern on moorings or double moorings. Boats would be moored directly to posts without pontoons.

Several Members expressed the opinion that single mooring would be essential for this site; the Planning Officer stated that this could be added as a condition to any planning permission that may be granted. Similarly a Member queried what was meant by private moorings, the Planning Officer said that it was not residential and would be specified as such in any planning permission that may be granted.

The Planning Officer stated that as the site was previously leased to the Broads Authority for short stay moorings that the safety measures including grab chains and ladders were already in place. Members views were sought before the application was brought to the Planning Committee.

Members approved the mixture of moorings proposed for the site.

2/14 Navigation Income and Expenditure: 1 April to 31 August 2017 Actual and 2017/18 Forecast Outturn

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

Members noted the report.

2/15 Chief Executive's Report

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

Member's noted the report.

2/16 Current Issues

No current issues were reported.

2/17 Items for future discussion

A Member queried whether the Authority had been consulted about Greater Anglia's new infrastructure plan particularly in regards to replacing Trowse Swing Bridge with a fixed bridge. He also referred to the minutes of the 15 December 2016 meeting and the mention of a Network Rail Whole Life Strategy for swing bridges. The Chief Executive confirmed that the Authority was in dialogue with Network Rail and that they hoped to discuss it with the company in November. Members were made aware that a paper would be provided when more information was available.

2/18 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 14 December at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

The meeting concluded at 16:06 pm

Chairman

APPENDIX 1**Code of Conduct for Members****Declaration of Interests**

Committee: Navigation Committee

Date of Meeting: 19 October 2017

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Prejudicial interest
Simon Sparrow	All	Hire boat operator, Toll payer, resident	
Michael Whitaker	6-14	Toll payer, Hire boat operator, Chair BHBF, resident	
James Knight	6-14	Toll payer, HBO, NBYC, BHBF, Director 2 Broads Holiday Businesses	
Kelvin Allen	6-14	Director BASG	
Alan Goodchild	6-14	Director GMS, Toll payer, Land owner, Chair British Marine Commercial	
Peter Dixon	13	Member of Planning Committee	
John Ash	All	Director, Trustee of WYCCT	
Brian Wilkins	All	Chair NSBA	
Nicky Talbot	All	NBYC, NSBA, Toll payer	

Broads Authority
Planning Committee

Minutes of the meeting held on 10 November 2017

Present:

Sir Peter Dixon – in the Chair

Mr M Barnard
Prof J A Burgess
Ms G Harris
Mr R Price

Mr V Thomson
Mrs M Vigo di Gallidoro

In Attendance:

Ms N Beal – Planning Policy Officer
Mrs S A Beckett – Administrative Officer (Governance)
Ms A Cornish – Planning Officer (Minute 4/8)
Ms C Smith – Head of Planning
Ms M-P Tighe – Director of Strategy and Sustainable Communities

4/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting especially Mr Bruce Keith, as the new Secretary of State Appointee to the Authority as an observer.

Apologies were received from Mr W A Dickson, Mr Brian Iles, Mr H Thirtle and Mr J Timewell

4/2 Declarations of Interest

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

4/3 Minutes: 13 October 2017

The minutes of the meeting held on 13 October 2017 were agreed as a correct record and signed by the Chairman.

4/4 Points of Information Arising from the Minutes

Minute 3/14 Heritage Asset Review Group: Review of Role and Membership.

The Chairman reported that all those Members on the Heritage Asset Review Group had confirmed their wish to remain on the Group and there would be a meeting of the group following this meeting. All members were invited to stay if they so wished.

No further points of information were reported.

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

No items of urgent business had been proposed.

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

(1) The Openness of Local Government Bodies Regulations

The Press correspondent indicated that he intended to record proceedings.

The Chairman gave notice that the Authority would be recording the meeting. The copyright remained with the Authority and the recording was a means of increasing transparency and openness as well as to help with the accuracy of the minutes. The minutes would remain as the matter of record. If a member of the public wished to have access to the recording they should contact the Monitoring Officer. The proposal to make recording of the meetings on a permanent basis would be raised at the next Broads Authority meeting on 24 November 2017.

(2) Public Speaking

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

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

No requests to defer planning applications had been received.

4/8 Applications for Planning Permission

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

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

- (1) BA/2017/0309/CU Thorpe River Green, Yarmouth Road, Thorpe St Andrew, Norwich**
Change of use to Mixed Use Moorings

Applicant: Thorpe St Andrew Town Council

The Planning Officer provided a presentation and assessment on the proposal from Thorpe St Andrew Town Council. She explained that the application site related to 218 metres of the river frontage of Thorpe River Green, which had been used for mooring since the 1920s and up until recently leased to the Broads Authority for 24 hour visitor moorings. The moorings had reverted back to Thorpe Town Council in 2016 and their proposal involved dividing mooring provision for different use zones for commercial (43m) at the eastern end, short stay (75m) in the centre and private lease (100m) at the western end.

In assessing the application, the Planning Officer addressed the main issues of the principle of the development which had been well established, the impact on navigation and the impact on the Thorpe St Andrew Conservation Area. She addressed the concerns received individually emphasising that the current proposal was not altering the current situation but just defining the way in which the moorings were used. It was clarified that it would be the responsibility of the Town Council for ensuring compliance with any planning conditions to be imposed. It was confirmed that the Navigation Committee had raised no objections to the application.

The Planning Officer concluded that the use of the existing moorings along the river frontage of Thorpe River Green in the way proposed by the Town Council was considered acceptable. The various uses of the moorings were acceptable in principle and the activity would not have an adverse effect on either the navigation of this stretch of the river or the character of the Conservation Area. The proposal was therefore considered to be in accordance with the relevant Development Plan Policies and the NPPF and recommended for approval subject to conditions.

Members sought clarification on the conditions to be imposed and considered that those suggested would be appropriate. They also gave consideration to the potential for a condition to restrict the mooring of *private* vessels in the winter months. The Head of Planning commented that the Committee needed to be mindful of the need to meet the 6 tests for imposing conditions. The issues of tranquillity and amenity were valid but given that the use of this stretch of the river had been used for moorings for a very long time and that there were boats moored on the other side of the river, it would be difficult to argue that about 10 more vessels would have a significant detrimental impact.

The Chairman put the officer's recommendation to the vote

RESOLVED by 6 votes to 0 with one abstention.

that the application be approved subject to conditions as outlined within the report including the condition that there should be no residential

moorings or stern on mooring or double mooring. In the opinion of the Local Planning Authority the proposal is in accordance with Policies CS1 Landscape Protection and Enhancement, CS3 The Navigation, CS5 Historic and Cultural Environments, CS10 Sustainable Tourism, CS14 Water Space Management and CS17 Access and Transportation of the Core Strategy, Policies DP5 Historic Environment, DP12 Access to the Water and DP16 Moorings of the Development Management Policies DPD and the NPPF.

4/9 Enforcement Update

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

Marina Quays The Head of Planning reported that the landowners had provided some revised proposals but unfortunately these were unacceptable. If there was no further progress, it was considered that there might be a case for a Section 215 Untidy Land Notice. Officers would be liaising closely with Great Yarmouth Borough and Members would be provided with an update at a future Planning Committee meeting.

RESOLVED

that the report be noted.

4/10 Brownfield Register Briefing Note

The Committee received a report setting out the Briefing Note for the Brownfield Register. The Authority intended to have the Register compiled by 31 December 2017 in order to comply with the regulations introduced under the Housing and Planning Act May 2016 and which came into force in April 2017. In accordance with the Government's intention to ensure that 90% of suitable brownfield sites have planning permission for housing by 2020, the regulations required all local authorities to prepare and maintain registers of brownfield land that was suitable for residential development. Brownfield Registers should include all brownfield sites that were suitable for housing development irrespective of their planning status. In effect the Register provided "permission in principle". There was no time-line set.

Members noted that the register was required to comprise a standard set of information, prescribed by the Government, kept up-to-date and made publicly available in order to help provide certainty for developers and communities and encourage investment in local areas. The registers would be used to monitor the Government's commitment to the delivery of brownfield sites.

RESOLVED

that the report be noted.

4/11 Self Build

The Committee received a report concerning the proposal to apply for exemption to the duty to give suitable development permission in respect of enough serviced plots of land to meet the demand for self-build and custom housebuilding in each base period.

Local Authorities were required to hold a register of people who wanted to build their own houses as part of the Self-build and Custom Housebuilding Regulations 2016 included in the Housing and Planning Act 2016. The LPA was able to make an application for an exemption if, for any base period, the demand was greater than 20% of the land identified by that authority as being available for future housing. By doing so the Authority was not ruling out self-build, in fact the Local Plan generally supported self-build as long as the proposals were located and designed in accordance with policies. The application for exemption reflected the constraints to development in the Broads area as well as it being a special landscape important for wildlife and having the highest level of protection. 49 people were on the register for base period 1. This number reflected that the proportion of demand to available land for both base periods was greater than the 20% threshold.

RESOLVED

that the application for exemption is supported and endorsed.

4/12 Norfolk Strategic Framework – the next steps

The Committee received a report providing an update on the progress of the Norfolk Strategic Framework being overseen by the Norfolk Strategic Planning Members Forum and set out the next steps to strategic planning across Norfolk. On completion of the amendments to the document following consultation, a proposed final version of the NSF would go before the Member Forum in December where it was anticipated that it would recommend to the Local Planning Authorities that the NSF be formally agreed. It was the intention to bring the final NSF with any recommendation from the Member Forum to Planning Committee on 5 January 2018.

The Vice-Chairman of the Planning Committee confirmed that he had attended the NSF Members Forum and assured Members that the Authority made a recognisable and worthwhile contribution as part of the Duty to Cooperate. This was considered important particularly when anticipated development in the area would have an impact on the Broads.

RESOLVED:

that the report be noted and the Authority support the proposals for future strategic planning at a Norfolk level and the next steps be endorsed as follows:

- (i) the principle of continued, formal cooperation through the Norfolk Strategic Planning Member Forum supported by a shared administration function to further the joint working.
- (ii) to take forward the proposed plan of joint work subject to later agreement of:
 - a) Revised terms of reference for the Norfolk Strategic Planning Member Forum in light of the new work and completion of the NSF;
 - b) Detailed proposals on the 3 work streams identified for consideration at the Spring 2018 Norfolk Strategic Planning Member Forum;
 - c) Full timetable and budget implications for the proposed work;
 - d) Supports Norwich City Council to remain the employing and hosting authority for the employee and provide administration resource as required; and
- (iii) RECOMMENDED to the Broads Authority to increase the Planning Policy Team budget by £5,000 per year to contribute towards the joint working, initially for 2018/19.

4/13 Most of Norfolk Strategic Flood Risk Assessment SFRA to support the Broads Local Plan:

The Committee received a report setting out the SFRA completed for most of the Norfolk Local Planning Authorities with particular reference to the four Norfolk SFRAs relevant to the Broads which covered the Broads Authority Executive Area: one for Great Yarmouth, one for North Norfolk and one covering the area of the Greater Norwich Authorities. Waveney District Council was producing a SFRA on its own; it will cover the entire Waveney District Area including that part which is the Broads. The SFRAs were at a strategic level and did not go into detail on an individual site by site basis. They would inform the LPAs of the potential risks and requirements for site-specific flood risk assessments as well as opportunities to reduce flood risk to existing communities and developments.

Members noted that that the Broadland Flood Alleviation Project Area (relevant to the Broads Authority executive area) model required updating and that it was anticipated that the model would be available in 2019. Therefore a precautionary approach was being taken and the Joint Position Statement with the EA of 9 May 2017 was relevant.

The Planning Policy Officer explained that having examined the SFRA in conjunction with the policies in the Local Plan, none of the policies required altering and therefore the process with regard to the SFRA was completed.

RESOLVED

that the important pieces of evidence of the SFRA to support the Local Plan be noted.

Broads Local Plan Update.

The Planning Policy Officer informed the Committee that having received the SFRA, the provisos set by the Authority for approving the Local Plan for consultation had now been fulfilled. She had consulted with the Chairs of the Authority and the Planning Committee and Chief Executive and they have formally approved the Local Plan. The document together with supporting documents was now being sent out for consultation for an eight week period ending on 5 January 2018 at 4.30pm. In addition to being available on the Authority's website, paper copies would be placed in local libraries and all the Local Councils by 17 November 2017. As part of the consultation there would be drop in sessions in three locations and all Members would be informed of them:

22 November 2017 – Brundall Memorial Hall 6 – 8pm

6 December 2017 – Geldeston Village Hall 6 – 8 pm

9 December 2017 – Potter Heigham village Hall 10am – 12pm.

Following the consultation it was intended to submit the Local Plan to the Navigation Committee on 22 February 2018, the Planning Committee on 2 March 2018 and the Broads Authority on 16 March 2018 with the aim of submitting the document to the Planning Inspector soon after.

The Committee congratulated and commended the Planning Policy Officer on her diligence and achievement in the preparation of the Broads Local Plan.

RESOLVED

that the update be noted and welcomed.

4/14 Annual Monitoring Report 2016/17

The Committee received the Annual Monitoring Report for 2016/17, which covered progress against the Local Development Scheme as well as providing an update regarding work undertaken under the auspices of Duty to Cooperate. The report set out the types of planning applications approved as well as also covering appeals and the decisions of the appeals.

A member expressed the view that the photograph on the front cover of the AMR, albeit very attractive and reflecting the integrated elements of the Authority's purposes in relation to biodiversity, might not be the most appropriate for a planning document, particularly when considering public perception. It was suggested that a landscape view to include a building might be more apt.

It was clarified that Local Development Scheme was a timetable and the colours did not reflect targets in the sense of red, green or amber. The colours

reflected a particular action and were designed to try and make it obvious when each activity on each row of the LDS was due to happen.

Clarification was also sought on the Water Quality - Ecological Status map (Page 58 of the full agenda set of papers. Page 14 of AMR) with regard to the grey area which indicated that there was no specific data. It was subsequently confirmed that the grey parts of the water quality map in the AMR were coastal and transitional watercourses and there was no water quality data for them of which officers were aware.

Additional Note: Since the meeting the GLs Officer has looked into this. The Environment Agency (EA) do not include the transitional and coastal waterbodies in the Broadland Rivers catchment. They are in a separate management catchment called Anglian TraC which contains two operational catchments Norfolk East TraC and Suffolk TraC.

Historically the Authority has only reported on the water bodies in the Broadland Rivers catchment as the EA previously limited the extent of the data the Authority was able to download to the catchment boundary. In recent years the EA have released a lot of data as open data and removed the extent restriction. Going forward it will now be possible to include the Norfolk East TraC and Suffolk TraC data adjacent/overlapping the Authority's executive area.

A new map has been produced and that is now included in the AMR.

Members welcomed the report considering that it illustrated the considerable range and quality of the work undertaken by the Authority.

RESOLVED

That the report be noted.

4/15 Hemsby Neighbourhood Plan

The Committee received a report introducing Hemsby as a Neighbourhood Area with a view to producing a Neighbourhood Plan. The Neighbourhood Plan was submitted on 19 October 2017. There were no known reasons why the area could not be approved for a Neighbourhood Plan.

RESOLVED

that the Authority agree to Hemsby becoming a Neighbourhood Area in order to produce a Neighbourhood Plan.

4/16 Appeals to Secretary of State Update

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since May 2017. Members noted that the Waveney River Centre appeal (BA/2016/0356/COND) against a temporary consent condition had been allowed by the Planning Inspector. The decision letter had been circulated to the Committee.

RESOLVED

that the report be noted.

4/17 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 2 October 2017 to 23 October 2017. It was noted that none of the applications had resulted from Condition Monitoring for this last month.

RESOLVED

that the report be noted.

4/18 Circular 28/83: Publication by Local Authorities of Information About the Handling of Planning Applications

The Committee received the development control statistics for the quarter ending 30 September 2017. These indicated that all applications received had been dealt with well within the statutory targets set by government.

RESOLVED

that the report be welcomed and noted.

4/18 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 8 December 2017 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 11.00 am

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning Committee**

Date of Meeting: 10 November 2017

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Paul Rice	4/13	Chairman of Broads Society Member of IDB and Senior Flood Warden in relation to SFRA.
Gail Harris	4/12	Norfolk Strategic Framework Councillor with Norwich City Council

Broads Authority
Planning Committee

Minutes of the meeting held on 8 December 2017

Present:

Sir Peter Dixon – in the Chair

Prof J A Burgess
Mr W A Dickson
Mr H Thirtle

Mr V Thomson
Mr J Timewell

In Attendance:

Ms N Beal – Planning Policy Officer (Minutes 5/10 – 5/14)
Mrs S A Beckett – Administrative Officer (Governance)
Mr S Bell – for Solicitor
Ms M Hammond – Planning Officer (Minute 5/8)
Mr N Catherall – Planning officer (Minute 5/8)
Ms C Smith – Head of Planning
Ms M-P Tighe – Director of Strategic Services

5/1 Apologies for Absence and Welcome

Apologies were received from Mr M Barnard, Ms G Harris, Mr P Rice and Mrs M Vigo di Gallidoro

5/2 Declarations of Interest

Members indicated they had no further declarations of interest to declare other than those already registered. The Chairman declared an interest on behalf of all Members in connection with BA/2017/0401/FUL Waveney Inn and River Centre, Staithe Road, Burgh St Peter and BA/2017/0391/FUL as set out in Appendix 1 to these minutes.

5/3 Minutes: 10 November 2017

The minutes of the meeting held on 10 November 2017 were agreed as a correct record and signed by the Chairman.

5/4 Points of Information Arising from the Minutes

Minute 4/14 Annual Monitoring Report – Water Quality

Members thanked the officers for the update and clarification with regard to the maps on the Water Quality and Ecological status especially in relation to coastal waters. It was really pleasing to note that there was now a comprehensive description of the issue.

No further points of information were reported.

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

No items of urgent business had been proposed.

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

(1) The Openness of Local Government Bodies Regulations

Mr Knight indicated that he intended to record proceedings.

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

(2) Public Speaking

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

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

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

5/8 Applications for Planning Permission

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

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

- (1) BA/2017/0401/FUL Waveney Inn and River Centre, Staithe Road, Burgh St Peter** Removal of quay heading, set back by between 2m & 5m and install new quay heading and floating pontoon.
Applicant: Mr James Knight

The Planning Officer explained that the application was before members as the applicant was a member of the Navigation Committee. It was noted that the Solicitor had confirmed that he considered that the

matter had been dealt with in accordance with normal processes and procedures

The Planning Officer provided a presentation and assessment on the proposals from Waveney Inn and River Centre for the removal of quay heading, some of which was in a poor state of repair, installation of new quay heading and a floating pontoon. The proposals involved some set back and re-alignment of some of the quay heading as well as repositioning an existing pontoon. Excavated material from the works would be spread on the grassed areas along the river frontage. There would be an increase in the size of the marinas for moorings although overall no additional moorings would be created; the proposals would allow larger boats to moor in the marinas and better access to existing moorings. The Planning Officer commented that the main effect of the proposals would be the visual impact of the alterations and the appropriateness of the use of recycled plastic piling and the effect on trees. As plastic piling was a relatively new material, its long term use and performance in the Broads was not yet known, although it did have some sustainability benefits and it was not known to have any adverse environmental effects. Photographic examples of the use of such material in other parts of the Broads were shown and an actual sample of the material was provided. The manufacturers had indicated that the material could be produced in a variety of colours and Officers had advocated a darker grey to mitigate its visual effect. However, the applicant had indicated that the colour of the sample provided was less costly. Officers considered that the proposed colour would not be unacceptable.

Since the report had been written, further comments had been received from the NSBA indicating that they had no objections and were fully supportive of the proposal which represented an appropriate maintenance solution. They considered that it would be inappropriate to place onerous conditions on any approval.

The Planning Officer reported that the applicant had now also submitted tree protection measures, consequently the proposed condition requiring this was unnecessary although a condition requiring compliance with the approved plans and replacement of any trees that die within 5 years should instead be used. On balance the Planning Officer concluded that the proposal was acceptable, there should be no detrimental impact on adjacent trees and therefore approval was recommended subject to conditions as outlined in the report and amended accordingly.

Members considered that it would be beneficial to further investigate the use of recycled plastic generally and to monitor its long term performance and appearance in the Broads.

The Chairman commented that it appeared to be inappropriate for the NSBA to comment on the merits or otherwise of planning conditions

when their comments were required on the navigation issues and requested that officers advise them of their remit.

The Chairman put the officer's recommendation to the vote. It was

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report subject to the amendment to (iii) to require compliance with the submitted protected measures. It is considered that the proposed development is acceptable in accordance with Policies DP2, DP4, DP3 and DP16 of the adopted Development Management Policies (2011), Policy CS1 of the adopted Core Strategy (2007) and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application.

(2) **BA/2017/0391/FUL Deerfoot, Horning**

Variation of condition 2, approved plans or permission of

BA/2017/0010/HOUSEH

Applicant: Mr Len Funnell

Members noted that the application was only before members as the applicant was related to a member of the Navigation Committee, otherwise it would have been dealt with under delegated powers. The Authority's Solicitor had confirmed that he considered that the matter had been dealt with in accordance with normal processes and procedures. Members agreed that they did not need a presentation on the proposal as it was clear from the papers.

Members noted that the application, which proposed to vary condition 2 of the original permission granted in 2017 (BA/2017/0010/HOUSE) to provide a garage within the existing attached wet boatshed on the southern side of the dwelling rather than within the new extension, was straightforward and conformed to policy. Members therefore concurred with the officer's assessment that the proposal was acceptable as it would not have an adverse impact in terms of flood risk or amenity.

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

RESOLVED unanimously

That the application be approved subject to conditions as outlined within the report as it is considered to be in accordance with Policies DP4, DP5 and DP28 of the adopted Development Management Policies DPD (2011) and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application.

(3) **BA/2017/0340/HOUSEH 12 Bureside Estate, Crabbetts Marsh, Horning** Boathouse, quayheading and boardwalk

Applicant: Mr Martin Dibben

The Chairman referred to the correspondence received from the neighbouring objector which had been circulated to all members. It had been concluded that the non-availability of objectors to the scheme was not sufficient grounds for deferral and all the objections were clearly detailed for members to consider. In addition neither, the applicant nor his agent would be present so there would be no issue of inequity. It would be up to members to decide whether or not a site visit would be appropriate.

The Planning Officer provided a presentation and assessment of the application to erect a boathouse and associated works in the curtilage of an existing dwelling, for use incidental to the enjoyment of that dwelling. The proposed siting of the boathouse was on an open plot which had been, until recently, in separate ownership, but was now part of the curtilage of No 12 Bureside Estate. It was noted that there had been a considerable number of representations received objecting to the principle of the proposal and some misinterpretation about which policies applied, details of which were explained.

The Planning Officer gave particular attention to the main issues in assessing the application relating to design and impacts on the character of the area, amenity, geodiversity and biodiversity, landscaping and navigation. She was particular in providing the location of all the adjacent properties. She also explained that the scale of the boathouse had been amended and reduced since the plans had originally been submitted. The Planning Officer concluded that the proposal was acceptable in principle and its siting, scale, form, design and material were appropriate to the character of the area and would not result in over-intensive development or suburbanisation. It was acknowledged that the scheme would impact on views of the site and across it from the river, neighbouring properties and private path, however, it was not considered that these impacts would be unacceptable or contrary to Policy DP28. Subject to conditions, the Planning Officer recommended approval.

Members sought clarification on the siting of the boathouse in relation to the neighbouring properties and acknowledged that although not a material consideration there would be some loss of view from the property opposite. Members were assured that the boatshed would not be capable of conversion to a dwelling without substantial alteration and therefore planning permission would be required. The possibility of adding a lattice door to the roller shutter doors had been discussed with the applicant but he had declined to agree to this. Given the character of the area, the proposed use of roller shutter doors was not considered unacceptable.

In conclusion, members considered that in terms of landscape along this stretch of the river, an open space was almost an anomaly and the

introduction of a boathouse was a logical extension for the character of the area. It was considered that the proposal was modest and unobtrusive. The concerns of the local residents were appreciated, but members were of the view that it was difficult to justify a case for refusal. They welcomed the proposed landscaping scheme.

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

that the application be approved subject to conditions as outlined in the report. The proposal is considered to be in accordance with Policy CS1 of the adopted Core Strategy (2007), Policies DP1, DP2, DP4, DP13 and DP28 of the adopted Development Management Policies DPD (2011), Policy HOR4 of the adopted Site Specific Policies Local Plan (2014) and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application.

(4)& (5) **BA/2017/0404/FUL and BA/2017/0405/FUL Carlton Marshes Nature Reserve, Carlton Colville:**

BA/2017/0404/FUL Habitat creation within two blocks of arable marsh
BA/2017/0405/FUL Erection of new visitor centre and conversion of existing education centre to single dwelling
Applicant: Suffolk Wildlife Trust

The Planning Officer explained that the proposals were part of a major project for the Carlton Marshes Nature Reserve to provide new "gateway" facilities in order for the site to become the Suffolk Wildlife Trust's flagship as the "Suffolk Broads National Nature Reserve". The applications before members were on adjoining land, complementary and involved habitat creation and a new visitor centre as well as the conversion of the existing visitor centre to residential use. It was noted that there were adjacent buildings in residential use. He provided a presentation of each of the proposals for habitat creation on 76 hectares of Petos Marsh and 68 hectares on Share Marsh. With regards to the visitor centre this would be set in an area formerly used for agriculture, it would also involve the creation of a more formalised car park than the existing, which would be reduced. A derelict farmhouse and 3 grain silos would be demolished as part of the application. Given the rural and isolated location, nature and scale of the works proposed, the Planning Officer recommended a site visit.

Although members had viewed the site on their Annual Site Visit in July, and as a principle welcomed the habitat creation elements, they considered that given the nature of the applications and their significance, the Committee would be derelict in its duty if it did not have a detailed visit to the site. They also considered that it would be essential to have a full documentation of the scheme and the relevant issues to be considered prior to the actual visit.

RESOLVED unanimously

that in view of the rural and isolated location and nature and scale of the works proposed, the Committee undertake a site inspection, prior to determination of the application. The site visit to take place on the scheduled day of 19 January 2018, subject to the availability of the local members on the Authority and a majority being able to attend.

- (6) **BA/2017/0392/FUL Land North Of Tonnage Bridge Cottage, Oak Road, Dilham, Norfolk, NR28 9PW** 10 glamping pods and carpark.
Applicant: Mr L Paterson

The Planning Officer explained that the application was before the Committee at the request of the local District member. The aim of the proposal was to provide 10 cedar clad glamping pods as a form of farm diversification to offset the loss of CAP in 2019. The proposed site would be 1 hectare of a 3,800 hectare farm, sited along the North Walsham and Dilham Canal, north of Tonnage Bridge. Given the nature of the application in a sensitive landscape, a site visit was recommended.

Members were in favour of the officer's recommendation and

RESOLVED unanimously

taking into account the rural and isolated location, Members undertake a site inspection in order to assess the impact on the surrounding landscape and residential amenity prior to determination.

Members agreed that the site visits to both applications should take place on the same day - 19 January 2018 (subject to members availability) and that a mini bus would be appropriate, leaving from Yare House.

5/9 Enforcement Update

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

RESOLVED

that the report be noted.

5/10 Duty to Cooperate Agreement: Between the Broads Authority and Great Yarmouth Borough Council In relation to housing need and delivery

The Committee received a report introducing a draft agreement with Great Yarmouth Borough Council as part of the Duty to Cooperate. The Agreement would continue and formalise the current approach of the Borough Council

meeting the entire housing need of that part of Great Yarmouth Borough which sits within the Broads Authority area

RESOLVED

that the proposed Agreement with Great Yarmouth Borough be endorsed and that the Chair of Planning Committee sign the agreement on behalf of the Broads Authority.

5/11 Broads Local Plan- Updated Sequential Test

The Committee received a report providing the updated Sequential Test as required in the NPPF to steer new development to areas with the lowest probability of flooding. It was noted that the updates in the Sequential Test reflected the new Strategic Flood Risk Assessment Report and flood zone layers. The amendments were set out in red in the document and had been shared with and supported by the Environment Agency.

RESOLVED

that the updated Sequential Test and its amendments be noted in its role in supporting the Local Plan.

5/12 Central Norfolk Strategic Housing Market Assessment – self build addendum

The Committee received a report providing the update on the Central Norfolk Strategic Housing Market Assessment (SHMA) (2017) – self build addendum, as duty required. This would be uploaded to the Future Planning Pages of the Broads Authority's website.

RESOLVED

that the report be noted .

5/13 Planning in Health: An Engagement Protocol between Local Planning Authorities, Public Health and Health Sector Organisations in Norfolk

The Committee received a report setting out the protocol for Planning in Health between Local Planning Authorities, Public Health and Health Sector Organisations in Norfolk. This was part of the Government's clear view that the role of health and well-being was taken into account in local and neighbourhood plans and planning decision making. It was hoped that this would be part of the Norfolk Strategic Framework. The role of the Authority in promoting health was addressed in the Local Plan and the Authority was consulting with the Health Authority as appropriate.

Members were very supportive of the protocol noting that the government had changed the emphasis from ten years ago from sustainability to planning for

health, recognising that the planning legislation had originally developed in relation to health.

RESOLVED

that the study and protocol on Planning in Health are approved and the actions taken by the Authority in relation to the main commitments arising from the Protocol are noted.

5/14 Consultations Documents Update and Proposed Responses: Suffolk County Council: Combined Mineral and Waste Local Plan.

The Committee received a report setting out the proposed Authority response to the Suffolk County Council's Mineral and Waste Plan.

RESOLVED

that the Authority endorse the proposed response as set out in the report.

5/15 Heritage Asset Review Group

The Committee received the notes from HARG held on Friday 10 November 2017.

In the Chair of the Group's absence, Jacquie Burgess presented the notes of the HARG meeting, commenting that the group had welcomed the funding for the Water Mills and Marshes project, examined the programme of works as well as reviewing the Buildings At Risk register. The Group would act as a sounding board for the elements of the Water Mills and Marshes project and would be discussing in more detail how the Local List might be developed.

A member commented that it would be beneficial for Members to see the Common Farm, Silver Street/Ruggs Lane at Fleggburgh, a Grade II listed building on the Buildings at Risk Register and was in much need of repair. It was due to be the subject of a planning application. It was suggested that this might be included on the site visit day. The Head of Planning would discuss the possibility with the Historic Environment Manager and would consider the protocol for doing so.

RESOLVED

That the notes be received.

5/16 Appeals to Secretary of State Update

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

RESOLVED

that the report be noted.

5/17 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 24 October 2017 to 23 November 2017.

RESOLVED

that the report be noted.

5/18 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 5 January 2018 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 11.14 am

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning Committee**

Date of Meeting: 8 December 2017

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members	5/8(1)	BA/2017/0401/FUL Waveney Inn and River Centre, Staithe Road, Burgh St Peter Applicant member of Navigation Committee
All Members	5/8(2)	BA/2017/0391/FUL Deerfoot, Horning Applicant related to a Member of the Navigation Committee